

Administrative Council

June 30, 2014

Meeting No. 14-04

The Administrative Council met Monday, June 30, 2014, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Jesse W. Rogers, Chairman; Dr. Betty Stewart, Dr. Keith Lamb, Dr. Howard Farrell, Mr. Barry Macha, Mr. Mike Taylor, Dr. Deborah Garrison, Mr. Matthew Park, Dr. David Carlston, Mr. Dirk Welch, Ms. Debbie Barrow, Ms. Valarie Maxwell, Mr. Chris Stovall, Chief Dan Williams, and Ms. Cindy Ashlock.

MSU Policy and Procedures Manual

Policy 3.313, Business Affairs & Finance, Vehicle Operator's License Requirement

Ms. Ashlock presented the changes to the policy on behalf of Mr. Owen. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment A**.

Policy 3.321, Human Resources, Employee Insurance

Ms. Maxwell stated that the policy was amended due to a change in the Healthcare Act. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment B**.

Policy 4.142, Student Affairs & Enrollment Management, Police Department Administration and Regulatory Ordinances

Chief Williams noted the policy removed duplicated language and reflect current procedures in place. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment C**.

Policy 4.169, Student Affairs & Enrollment Management, Summer Camps and Conferences

Dr. Lamb stated that MSU requires an employee to complete sexual abuse and child molestation prevention training within five days of employment as required by the Texas Department of State Health Services. He noted the changes to the policy allowed employees to provide State of Texas proof of completion of approved program/training received elsewhere. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment D**.

Councils and Committees

Allocations Advisory Committee and Bookstore Advisory Committee

Ms. Ashlock stated that in an effort to clean up the Councils and committees lists, it was determined that both of these committees are no longer necessary. The Council approved deletion of the committee.

BAAS Advisory Committee

Dr. Stewart commented that the BAAS program was moved from the Prothro-Yeager College of Humanities and Social Sciences to the West College of Education in May 2014. She recommended the addition of one faculty member from Education to the committee structure and the Dean of the College of Education as a non-voting member. The Council approved the change in committee structure. See Attachment E.

Information Technology Committee

Ms. Ashlock presented changes to the reporting structure of the committee from the president to the vice president for administration and institutional effectiveness. The Council approved the changes. See Attachment F.

University Celebration of Scholarship Committee

Dr. Garrison proposed a new committee to plan and implement events celebrating the research and scholarship of faculty and students. After lengthy conversation, the Council approved the committee as presented. See Attachment G.

Summer Camps and Conferences – Proposed Change in Fees

Mr. Park recommended increases to the registration fee structure to \$15/\$20/\$25 per participant per week. The Council approved the increases as presented. See Attachment H.

Satisfactory Academic Progress

This item was pulled from the agenda.

Emergency Management Plan

Chief Williams presented the Emergency Management Plan to the Council for their recommendation. The plan consists of a base plan and ten annexes which will grow to 22 annexes over time. The Council approved placing the Plan on the August Board agenda. A copy of the Emergency Management Plan can be found at

<http://www.mwsu.edu/Assets/documents/welcome/president/BOR/2014-Aug/Item%2014-143%20Emergency%20Mgmt%20Basic.pdf>.

Student Handbook

Code of Student Conduct, Section 5.B

Mr. Park stated that the Student Handbook has been updated with the Federal Government's Violence Against Women Act's new definition of stalking. Mr. Park continued that the Office of Civil Rights issued pursuant to Title IX that a student has the right to have a legal counsel serve as an advisor during a student conduct committee. The Council recommended placing changes on the August Board agenda. See Attachment I.

Housing and Dining Services Handbook

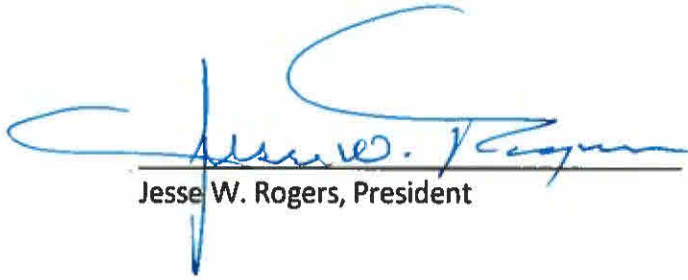
Dr. Lamb stated that TX legislator in 2013 enacted SB146 which allows an institution to check run background checks on students wishing to live in campus housing. The Council approved

the changes as presented. See Attachment J.

Fiscal Regulations and Procedures, Accountable Plan Policy, 5-XX

Mr. Stovall stated that this policy was written to put us in line with IRS guidance, provided by Treas. Reg. 1.62-2(g)(2)(i) and IRC Sec. 62(c), states that reimbursements submitted within 60 days will be treated as having been accounted for within a reasonable period of time. Reimbursements completed after this period will be taxable to the individual as income. He further stated that any request for travel reimbursement must be submitted within 90 days following date of travel. The Council approved the policy as written. See Attachment K.

There being no further business the meeting was adjourned at 3:33 p.m.



Jesse W. Rogers, President



Cindy Ashlock, Secretary

3.313 Business Affairs & Finance

VEHICLE OPERATOR'S LICENSE REQUIREMENT

Date Adopted/Most Recent Revision: 02/13/2009

C. Required Driving Record Checks

1. Prior to driving a University vehicle for the first time, employees must submit a Driver Request Form to Facilities Services. For employees with Texas drivers licenses, Each new fiscal year, the Associate Vice President for Facilities Services will request from the Texas Department of Public Safety a copy of the three-year driving history report (Motor Vehicle Record). driving records of all university employees with Texas driver's licenses who have university driving privileges. This record will be reviewed annually for all employees who maintain university driving privileges. It shall be the responsibility of the Associate Vice President for Facilities Services, in consultation with the Chief of Police, to determine if an employee's driving record is such that it would be imprudent to allow him/her to drive a university vehicle. Facilities Services The Chief shall advise the supervisor of any individuals in their respective areas who should not be allowed to drive.
2. Copies of the driving records of eEmployees with out-of-state licenses will be requested by the Chief of Police through the university's insurance carrier. shall furnish the University with his/her official driving record from all states where they have held licenses for the three prior years. Employees who maintain university driving privileges must provide this annually. Employees are to be reimbursed by their department for the driving record cost.

**3.321 Human Resources
EMPLOYEE INSURANCE**

Date Adopted/Most Recent Revision: 08/04/2006 (06/30/2014)

A. Eligibility

Membership in the Texas Employees Group Benefits Program (GBP) is offered to regular employees who are eligible for participation in the Teacher Retirement System of Texas or the Optional Retirement Program of Texas through employment at MSU, and graduate student employees and adjunct faculty members, who meet state insurance eligibility requirements.

B. Enrollment

Unless a waiver is signed, each eligible regular employee, except graduate students, part-time employees, and adjunct faculty members, will automatically be enrolled in the basic health and term life insurance plan effective on the first day of the next calendar month following the ~~90th~~ 60th day of employment. Enrollment in optional insurance coverage is available on the first active duty date (FADD) or may be elected within 30 days of the FADD. Eligible dependents may be enrolled according to GBP rules.

C. Payment of Premiums

The State of Texas provides for regular full-time employees' basic health and term life insurance at no cost to the employee. Eligible part-time and graduate student employees receive one-half of the regular state contribution. Eligible adjunct faculty members may enroll at their own expense. Premiums due must be paid by the employee through payroll deduction and, with the exception of disability and dependent life insurance, will be tax-sheltered through payroll deduction as provided under the GBP premium conversion guidelines.

Additional Information

Additional information can be obtained from the Human Resources Department.

TX Government Code 1551, Texas Employees Group Benefits Act

4.152 Student Affairs & Enrollment Management

POLICE DEPARTMENT ADMINISTRATION AND REGULATORY ORDINANCES

Date Adopted/Most Recent Revision: 08/09/2013

C. TRAFFIC AND VEHICLE REGULATIONS

1. Jurisdiction

All Articles of the Texas Motor Vehicle Laws and the Uniform Traffic Code, in addition to regulations promulgated by the university, shall be applicable on all properties under the control and jurisdiction of Midwestern State University open to vehicular traffic.

2. Penalty

- a. Any violation of the state traffic laws or of university traffic and vehicle regulations will constitute a misdemeanor punishable by a fine of not more than two hundred dollars (\$200.00) in any Justice of the Peace Court in Wichita County, Texas, or the Municipal Court of the City of Wichita Falls, Texas.
- b. Any violation of university traffic and vehicle regulations may, however, as an alternative, be enforced by the university in accordance with the procedures, fees, and penalties stated for specific violations as enumerated in the following sections of this article.
- c. The parking and traffic regulations are in full force 365 days a year, and are enforced 24 hours a day unless otherwise noted in the regulations. However, there may be times or situations that warrant flexibility in the enforcement of the regulations. The Chief of Police may authorize changes in the parking and traffic regulations to meet the needs of the campus community. This includes, but is not limited to, the re-designation of parking spaces and adjusting the times and dates the regulations are in effect. A minimum of 48 hours notice will be given to the campus community prior to enforcement of redesignation of parking spaces.

3. REGISTRATION

- a. All students, faculty, staff, and employees of the university who operate a motor vehicle on the campus must register the vehicle on campus and obtain a university registration permit or hang tag before such persons are allowed to operate/park their vehicle on university property. Parking lots #14, 16 Northwest, 18, 21 and parking spaces on Tee Pee Drive and Louis J. Rodriguez Drive in front of Sunwatcher Village Apartments shall be reserved for MSU residents only. Residents shall obtain a university resident decal that MUST be placed on the vehicle. All registration decals may be obtained from the University Police Department. Parking Lots # 4 (Police Department), 6 South (north side of practice football fields), 8, 15 (South Campus), 16 West and 19 may be used by Commuter Students or Resident students. Parking for Commuter students is available in the Parking Lots 1 South, 2, 4, 5, 6 North and South, 7 North, 8, 9, 10, 13, 15, 16 West, Council Drive, Comanche Drive, Louis J. Rodriguez Drive in front of Christ Academy, Nocona Trail, Taft Blvd., and Wigwam Trail.
- b. A motor vehicle registration fee of fifty dollars (\$50.00) per year will be assessed to those students enrolled for college credit hours who wish to operate a motor vehicle on the university campus. The vehicle registration permit will be valid for the entire school year from September 1st until August 31st. The Administrative Council may assess a reasonable fee of a lesser amount for certain programs, non-credit courses, or off-campus extension type

- programs.
- c. A motor vehicle registration fee of twenty-five dollars (\$25.00) will be assessed those students operating a motor vehicle on the university campus who enroll for either one or both summer sessions, provided they have not previously registered the vehicle during that academic year and for concurrent high school students. The vehicle registration permit will be valid for the remainder of the school year, expiring on August 31.
 - d. A motor vehicle registration fee of twenty-five dollars (\$25.00) will be assessed to those students who are not enrolled for summer classes, but are on campus as student workers and are not benefit eligible. This fee will be applicable for either /or both summer semesters. This applies to students who have not previously registered a vehicle during the academic year.
 - e. A motor vehicle registration fee of twenty-five dollars (\$25.00) per year will be assessed for those students auditing a class and for students enrolled in Intensive English Language Institute courses. Students enrolled in Continuing Education courses over eight hours in length will pay a motor vehicle registration fee of fifteen dollars (\$15.00) per semester.
 - f. Students who operate more than one (1) motor vehicle on the university campus may register one additional vehicle for a fee of twenty-five dollars (\$25.00).
 - g. Two (2) or more persons will not be permitted to register the same vehicle.
 - h. Reserved hangtags (F/S) will be available to all benefit eligible faculty, staff, and graduate teaching assistants who appear on the approved list from the Human Resources office who wish to operate a motor vehicle on the university campus. The motor vehicle registration fee for these individuals will be:
 - \$150.00 per year for the associate vice presidents and deans for special reserved parking;
 - \$250.00 per year for the president and vice presidents for special reserved parking; and
 - \$50.00 per year for all others.
 - i. All temporary workers, part time workers and adjunct instructors who work less than half-time, are not benefit eligible or employed in a student classification and who operate a motor vehicle on campus shall purchase a motor vehicle registration reserved hang tag for twenty-five dollars (\$25).
 - j. A motor vehicle registration fee of twenty-five dollars (\$25) will be assessed to new employees operating a motor vehicle on the university campus who begin employment after May 31st and before August 31. The registration fee of fifty dollars (\$50) will be assessed for the new fiscal year.
 - k. The replacement fee for a lost hangtag is twenty-five dollars (\$25.00).
 - l. Faculty/Staff and administrative officials may purchase a motorcycle decal for twenty-five dollars (\$25.00).
 - m. All graduate assistants who appear on the approved list from the Human Resources office and wish to operate a motor vehicle on the university campus will be required to purchase student decal for a motor vehicle registration fee of fifty (\$50.00) per year.
 - n. No decal shall be displayed on any vehicle other than that vehicle to which it is registered.
 - o. Reserved hang tags are issued to the individual employee and may be transferred to another vehicle operated by that employee but cannot be transferred to another employee.
 - p. Retired faculty and staff are eligible to be issued one retired faculty/staff parking permit at no cost.
 - q. Retired employees who maintain part-time employment status with the university shall continue to use standard faculty and staff registration hang tags subject to all rules and

regulations.

- r. Vehicles rented, leased, or loaned to the university which do not have exempt license plates may be registered by employees in the department having control of the vehicle in addition to their personal vehicles. University vehicles and other government vehicles having official or exempt license plates need not be registered. **University owned vehicles may not be required to park in accordance with these rules and regulations when in the performance of their official duties.**
- s. Only vehicles upon which the special symbol, tab, or other device indicating disabled person, issued by the State of Texas or any other state, and being operated by or for the transportation of a disabled person, shall be allowed to park in spaces designated specifically for the physically handicapped. This does not negate the requirement of a university vehicle registration decal or hang tag for those persons connected with the university as students or employees. Texas Transportation Code Chapter 681, Privileged Parking, is in full force on the campus of Midwestern State University.
- t. The registration decal or hang tag does not assure anyone that parking spaces will be available at all times.
- u. The university assumes no responsibility for vehicles or their contents when parked on campus.
- v. Once a vehicle registration hang tag is issued no refund will be given. If an employee opts to make monthly payments for their registration fee and terminates employment with a balance due the remaining balance will be deducted from their final compensation payment.
- w. Any student, faculty or staff member who registers their vehicle in accordance with Texas Transportation Code 504.202 and 681.008 (Texas law sections pertaining to Disabled Veterans vehicle registration) shall be required to register their vehicle with the MSU Police Department but cannot be charged a fee for the vehicle registration permit or hang tag.
- x. **The following Governing Student Organizations may purchase a Special Reserved parking space for \$150 per year:**
 - 1. Student Government Association President;**
 - 2. Panhellenic President;**
 - 3. Interfraternity Council President;**
 - 4. Multicultural Greek Council President; and**
 - 5. Resident Hall Association President**

4. REQUIRED DISPLAY OF UNIVERSITY DECAL OR HANG TAG

- a. The student or resident decal must be permanently affixed to the outside left of the rear windshield. On two (2) wheel vehicles, the decal shall be affixed to the rear fender. Where these provisions are not possible because of vehicle design, arrangements shall be made with the University Police Department to place the decal in some convenient location mutually agreed upon by the owner and the Police Department on a semester by semester basis.
- b. Upon selling, trading, or otherwise changing ownership of a vehicle, the registration decal must be turned in to the University Police Department. This must be done before an additional vehicle can be registered. Duplicate registration decals may be purchased for a fee of five dollars (\$5.00) providing that the VOIDED DECAL IS TURNED INTO THE UNIVERSITY POLICE DEPARTMENT.
- c. Applications for the privilege of operating a motor vehicle on campus each semester must be secured beginning with the registration for classes during that semester.
- d. Not displaying a decal will have a tolerance period at the beginning of each semester until the university's first (1st) class day after late registration. All other offenses are still enforceable during the "NO DECAL" tolerance period.

- e. Faculty, staff members, and graduate teaching assistants **MUST** display the university parking hang tag in the front windshield of the vehicle when parked on campus.

5. MOVING VEHICLE REGULATIONS

- a. It shall be a violation to drive or operate a motor vehicle at any time upon the campus in excess of twenty (20) miles per hour.
- b. Every vehicle shall, at all times, grant right-of-way to pedestrians.
- c. No vehicle shall be driven after dark without the vehicle headlights operating.
- d. No vehicle shall be operated at any time upon the lawns or any other place not specifically designed for vehicle traffic. Provided, however, that these rules shall not apply to authorized emergency vehicle or grounds and maintenance vehicles of the university.
- e. All motor vehicles shall be so muffled, or otherwise equipped, as to effectively and efficiently prevent loud and/or unusual noises or annoying smoke discharging from the exhaust of such vehicle.
- f. It shall be a violation to willfully fail or refuse to comply with any lawful order or direction of a police officer or to interfere with a police officer in the performance of their duty.
- g. It shall be a violation to drive a vehicle from a stopped position at such a rate of acceleration so as to leave tire marks upon the street or drive, or to create a screeching or shrill noise capable of being heard at a distance of 300 feet.
- h. It shall be a violation to remove, or in any way tamper with, any traffic control or device, whether permanently affixed at a given location or temporarily located by the University Police Department to regulate traffic.

6. PARKING

- a. Where parallel parking is indicated, the vehicle must be parked with wheels on the side of the car parallel to and not more than one (1) foot from the curb. The position of the car with reference to the dividing line between adjacent spaces shall be such that the whole of the car is located within the boundaries of the parking space.
- b. In case of two-way streets upon which parking on one or both sides is permitted a car must be parked with passenger side to the curb.
- c. Where diagonal or vertical parking is required, every vehicle must be placed within the boundaries of its space. The front of a parked vehicle must be facing the forward most part of the designated parking space. It shall be considered a violation to back into a parking space or drive through a space making the front of the vehicle face outward from the front of the parking space. The parking decal on the lower left of the rear window **MUST** be visible to a police officer as he/she patrols. The restriction on being backed into a space shall not apply to motorcycles.
- d. It shall be a violation to park, stop or stand a vehicle in a street, drive or roadway in such a fashion as to obstruct or impede the normal flow of traffic.
- e. It shall be a violation to park or stand a vehicle adjacent and parallel to a legally parked vehicle (double parking).
- f. It shall be a violation to deface or alter a decal that is in force.
- g. It shall be a violation to park a vehicle in any of the following places:
 - i. Areas bordered in yellow except for purposes indicated
 - ii. On any lawn
 - iii. On any curb or sidewalk
 - iv. Any area bordered in red (no parking at any time)
 - v. Within fifteen (15) feet of a fire hydrant
 - vi. In front of or in any service drive

vii. Any space marked "No Parking"

viii. ~~In a student space (non-reserved with a reserved decal, or a reserved space with a student decal). NOTE: Exception to this will be between 5:00 p.m. and 7:00 a.m. daily and all day Saturdays, Sundays and holidays when a MSU registered vehicle may park in any space, except special reserved (i.e. President, Visitor and Wheelchair, etc.) which are reserved at all times for purpose stated on sign.~~ **In a reserved space with a commuter or resident permit (NOTE: with the exception that on Saturdays, Sundays, holidays and between the hours of 5:00 p.m. and 7:00 a.m. daily, a person with a commuter or a resident permit may park in a reserved space but not in a Special Reserved Space – any parking space with a designated sign on it). NOTE: A student with a Commuter permit can NEVER park in a parking lot, space or area designated for a Resident permit only!**

- h. Parking in a Loading/Unloading Zone - No person shall stop, stand, or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pick-up and loading of materials or passengers in any place marked as a loading zone. In no case shall the stop for loading/unloading exceed thirty (30) minutes. These areas will be bordered in yellow.
- i. It shall be a violation to park an inoperable motor vehicle on university property. An inoperable motor vehicle is one which has been wrecked, dismantled, partially dismantled abandoned or mechanically inoperable. The University Police may impound any inoperable motor vehicle seven (7) days after notification has been attached to the vehicle.
- j. Faculty/Staff parking is marked with the word "RESERVED" painted on the pavement. Only persons with a Faculty/Staff hang tag may park in these spaces. Faculty/Staff may park in the following areas marked "RESERVED": Lot 1 North, 2, 3, 4, 5, 7 (West side of Hardin Bldg.), 9, 10, 15, 17, 20, Council Drive, Comanche Drive, Nocona Trail, and South Campus on the east side of the Wellness Center.
- k. Specific areas for motorcycle parking are as follows: Lot 1 North and South, Lot 2, 19, 20, 21 and Comanche Drive and Council Drive.
- l. If there are no lines indicating parallel parking, it is not a parking space.**
- m. Students can only park in areas designated by their decal, for exceptions see Section 6.g.viii.**

7. PENALTY FOR VIOLATIONS

Violations of campus traffic regulations will be processed in accordance with the following schedule of fees:

- a. Penalty for all parking violations shall be twenty dollars (\$20.00) first offense for Class I violations; forty dollars (\$40.00) for all Class II and Class III violations; and fifty dollars (\$50.00) for all Class IV violations.
- b. The first offense penalty for failure to display registration decal shall be the registration fee for the appropriate decal.
- c. All fees are due within seventeen (17) calendar days from the date the citation was issued. An additional fee will be assessed in accordance with the MSU Business Office late fee policy.
- d. The following procedures shall be followed by a person who receives a citation for violation of university traffic or criminal regulations.
 - i. Report to University Police where the violation fee will be accepted.
 - ii. All traffic and parking fees are to be paid at the University Police Office between 8:00 a.m. and 5:00 p.m., weekdays only. These fees may also be submitted by mail provided that the University Police Department is contacted to determine the exact amount of the fee.
 - iii. The person charged with the violation should contact the University Police upon

receipt of the citation and either pay the ticket or file an appeal. Failure to comply with the payment or the appeal of the citation constitutes reason for disciplinary action and a complaint may be filed in City or Justice of the Peace Court for the violation.

- iv. Should a student wish to contest a ticket, he/she may appeal in writing to the Traffic Appeals Committee through the Dean of Student's Office within seventeen (17) calendar days from the day the ticket was issued for all violations. In the absence of the duly appointed, functioning Traffic Appeals Committee, the Vice President for Student Affairs and Enrollment Management and Dean of Students shall serve as the appeals committee to hear the case.
- v. Should any member of the faculty or staff wish to contest a traffic citation, appeal in writing may be made to the Faculty/Staff Traffic Appeals Committee Chairperson within seventeen (17) calendar days from the date the ticket was issued for all violations. A hearing shall be held at the convenience of the committee and the results shall be forwarded to the Police Department and the faculty/staff member filing the appeal within five (5) calendar days after the determination is rendered. The determination of the committee shall be final, except that the charge will be filed in the Justice of Municipal Courts should the cited person fail to follow the dictates of the Traffic Committee. The Traffic Committee shall consist of three (3) faculty members and three (3) staff members appointed by the President.

11. GENERAL INFORMATION

- a. All thefts, accidents, and offenses that occur on campus should be reported immediately to the University Police Office or the police officer on duty.
- b. A record of all serial numbers on valuables should be kept. Mark auto accessories so they may be identified. Write your name and address in all text books.
- c. Keys or valuables should not be left in cars. Always keep your car locked.
- d. University police officers are duly sworn and bonded peace officers with the same authority and responsibility of any other state police officer. Any person on the property of the university is required to produce proper identification upon demand by any university police officer or other administrative representative of the university.**
- e. All of the general and criminal laws of the state of Texas are declared to be in full force and effect within the areas under the control and jurisdiction of Midwestern State University and enforcement of these laws shall be the duty of the officers of the University Police Department.**
- f. Temporary auto registration decals are available in the University Police Office. These are available to persons having a vehicle permanently registered at the university but who face a situation forcing them to bring an unregistered vehicle on campus for a temporary time. These may be issued for a maximum of one (1) week at no charge. Limit of two (2) temporary decals per semester.**
- g. Officers, when available, will unlock vehicles – on campus only. The university assumes no responsibility for any damages incurred in the process. Battery chargers for loan are available (no charge) with valid I.D. for use on campus only for a period of no longer than 2 hours, unless other arrangements are made. However, if not returned within this period of time, a fee of \$75.00 may be incurred.**
- h. Visitors on campus should obtain a visitors pass at the Police Department at no charge.**
- i. These rules and regulations are subject to change at any time, in order to better serve our campus community.**

4.169 Student Affairs & Enrollment Management
SUMMER CAMPS AND CONFERENCES
Date Adopted/Most Recent Revision: 11/16/2012

F. Guidelines for Required Training

1. Sexual Abuse and Child Molestation Prevention Training

Within five days of employment, every employee or volunteer working in a program involving contact with minors or in a youth camp operated on campus or by the ~~campus~~ of the University must successfully complete a training and examination program on the warning signs and prevention of sexual abuse and child molestation provided by the University and /or approved by the Texas Department of State Health Services. The employee/volunteer must provide MSU with verification of successful completion of the required training (including the date of successful completion and the approved course number). Employees and volunteers in programs and camps receiving compensation by Midwestern State University must successfully complete the training provided by the University.

2. Documentation verifying successful completion of the training shall be maintained in the employees' personnel files by the Human Resources Department and in the Office of the Coordinator of Summer Camps. Training must be repeated at least every two years.

3. The Coordinator of Summer Camps at Midwestern State University must submit to the Texas Department of State Health Services on the form and within the time prescribed by the department verification that each employee of the campus program for minors has complied with the requirements of this section.

~~4.3.~~ Failure to complete the prescribed training as required will result in termination of employment or volunteer service in a capacity involving contact with minors. TX Education Code 51.976

Attachment E

BAAS Advisory Committee	
Purpose:	To advise the Director of BAAS on matters of curriculum, admissions, and completion requirements; to assist in the development of criteria and procedures for evaluating and awarding academic credit for non-traditional learning experiences; to assist in the development of a program assessment; and to hear student appeals.
Personnel:	One faculty member from Education, two Two faculty members from Humanities and Social Sciences, one from Science and Mathematics; one from Fine Arts, one from Business Administration, and one from Health Sciences and Human Services. Members of the committee will select the committee Chair for a two-year term. The Dean of the College of Education, the Director of BAAS, and the Assistant Director of the BAAS Program will serve as non-voting members.
Reports to:	Provost and Vice President for Academic Affairs
Voting Members:	
Faculty – BA	
Faculty - EDUC	
Faculty – FA	
Faculty – HSHS	
Faculty – HSS	
Faculty – HSS	
Faculty – SM	
Non-Voting Members:	
Dean, College of Education	
Director of BAAS	
Assistant Director, BAAS	

Information Technology Advisory Committee	
Purpose:	To evaluate and make recommendations to the Administrative Council and Administration on the selection, purchase , and use of software and hardware solutions. To openly discuss issues that relate to both Academics and Administration and to recommend solutions for those issues and recommend a budget for the acquisition of technology.
Personnel:	Director of Information Systems Chief Information Officer (Chair), one faculty member from each College, one representative from each Vice Presidential area, one representative from the President's office, two representatives from Information Systems, a staff member from Extended Education, one representative from Moffett Library, and one representative from the Student Government Association.
Reports to:	President Vice President for Administration and Institutional Effectiveness
Members:	
Chief Information Officer	Randy Kirkpatrick, Chair
President's Office Representative	Cindy Ashlock
Provost and Vice President for Academic Affairs's Representative	Matthew Capps
Vice President for University Advancement and Public Affairs' Representative	Howard Farrell
Vice President for Administration and Institutional Effectiveness Representative	Mark McClendon
Vice President for Business Affairs and Finance Representative	Marilyn Fowlé
Vice President for Student Affairs and Enrollment Management	Keith Lamb
Faculty – BA	Grace Zhang
Faculty – ED	Stacia Miller
Faculty – FA	Suguru Hiraide
Faculty – HSHS	Anne-Marie Williamson
Faculty – HSS	Sally Henschel
Faculty – SM	Richard Simpson
Information Technology Staff	Jody Elgin
Information Technology Staff	Jim Hall
Extended Education Staff	James Morris
Moffett Library Representative	Clara Latham
Student Government Association Representative	Tam Vuong

University Celebration of Scholarship Committee	
Purpose:	To plan, implement, and evaluate the MSU Celebration of Scholarship. This celebration is inclusive of all types of scholarship and incorporates a broad range of events, including the Scholarship Colloquium for faculty and graduate student presentations; the Undergraduate Research and Creative Activities (EURECA) Forum, the showcase of the EURECA Quality Enhancement Project; the Performing Arts Expressions event showcasing theatrical, musical, and dramatic readings; and other activities that the committee shall propose.
Personnel:	Seven full-time faculty members, two students (one graduate and one undergraduate), and the Director of Undergraduate Research or designee. One faculty member shall be recommended by the dean of each of the six colleges. One faculty member shall be recommended by the Faculty Senate to serve as a liaison. The Associate Vice President for Academic Affairs and Dean of the Graduate School shall serve as a non-voting member of the committee and will convene the first meeting. A chair shall be elected from among the full-time faculty members.
Reports to:	Associate Vice President for Academic Affairs and Dean of the Graduate School
Voting Members:	
Full-time Faculty	
Full-time Faculty	
Full-time Faculty	
Full-time Faculty	
Full-time Faculty	
Full-time Faculty	
Full-time Faculty	
Student Graduate	
Student Undergraduate	
Director of Undergraduate Research or designee	
Non-Voting Members	
Associate Vice President for Academic Affairs and Dean of the Graduate School	

Summer Camps and Conferences Proposed Breakdown of Charges (2015)

\$12.00 Registration Fee Includes (Base Charge): Required Charges Include:

1. ~~All administrative costs such as: paperwork, printer use, printer cartridges, giveaways, copier use, and other items associated with administrative costs including coordinating all events. Participant Registration Fee (\$15/\$20/\$25 base charge per participant, per week)~~
1. ~~A t-shirt that will be provided for each participant.~~ **2. Facility damage deposit (\$1,000.00; refundable after event)**
2. ~~Accident insurance for each Summer Camp participant.~~

Required charges include:

1. ~~Participant Registration Fee (one-time \$12.00/\$15.00/\$17.00 charge based on CSC usage)~~
2. ~~Facility damage deposit (\$1,000.00)~~
3. ~~Any overtime charges~~

Registration Fee (\$15/\$20/\$25 base charge per participant, per week) Includes:

1. **Utilization of Clark Student Center rooms and/or campus general classroom space**
 - a. **\$15 = 0-2 rooms**
 - b. **\$20 = 3-5 rooms**
 - c. **\$25 = 6 or more rooms**
2. **All administrative costs such as paperwork, printer use/cartridges, copier use, and other items associated with camp or conference coordination.**
3. **T-shirt for each participant.**
4. **General liability/accident insurance for each participant.**

Optional Charges include:

1. ~~Housing (\$15.00/\$20.00 based on the number of participants for each camp)~~ **Overnight housing (\$15 or \$20 based on the number of participants; linens = additional \$9 per set)**
2. ~~Food Services (Prices vary annually)~~ **(prices determined annually)**
3. Special catered events
4. Police and/or Security (if required or needed)
5. ~~The use of Fain Fine Arts~~ **Use of Akin Auditorium or Fain Fine Arts Theater (refer to approved facility usage fees)**
6. **Use of primary athletic facilities (i.e. D. L. Ligon Coliseum, Don Flatt Gym, Game Fields; refer to approved facility usage fees)**
7. Overtimes charges for custodial staff **or maintenance staff**

Other Charges:

1. Damages that exceed the \$1,000.00 deposit
2. ~~Cancellation Fee: If cancellation occurs up to thirty days before event, the flat cancellation fee is \$50.00; 29-15 days before event is \$100.00; and 14 days or less is \$250.00.~~

Cancellation Fee:

1. Up to thirty days before event = \$50.00
2. 29-15 days before event = \$100.00
3. 14 days or less = \$250.00

NOTE: request for waiver of specific facility usage fees (i.e. Akin Auditorium, Fain Fine Arts Theater, D. L. Ligon Coliseum, Don Flatt Gym, and Game Fields) sent to attention of supervising department/program. In other words, Athletics could waive fees for MSU-sponsored athletic campus to use game fields or coliseum; Music could waive fee for Akin Auditorium for music camp, etc. Such waivers would be communicated to the Coordinator of Summer Camps and Conferences.

PROPOSED UPDATES: 2014-2015 STUDENT HANDBOOK

(approved at the June 17, 2014 Student Affairs & Enrollment Management Council)

Code of Student Conduct

Section 5: Student Code of Conduct: The Rules

B. Core Values and Behavioral Expectations

d) Respect

10. Stalking as defined as ~~repetitive and/or menacing pursuit, following harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family of a member of the community~~ **engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress;**

Code of Student Conduct

Section 8: Conduct Procedures

E. Student Conduct Committee Hearing Procedures

d) The complainant and respondent have the right to an advisor of his/her own choosing. **Except in cases of sexual misconduct, sexual harassment, and other forms of discrimination,** advisors may be chosen *only* from within the current Midwestern State University community, unless leave is granted by the Director of Student Conduct for an advisor from outside the community. In the rare instance where civil or criminal court proceedings are currently involving a student party to the complaint or at the discretion of the Director of Student Conduct, legal counsel may be permitted to serve as an advisor. The advisor may not make a presentation or represent the complainant or respondent during the hearing.


Proposed Update: 2014-2015 Housing and Dining Services Handbook
(approved at the June 17, 2014 Student Affairs & Enrollment Management Council)

Page 6 (Housing Reservation Commitment and Agreement Guidelines)

6. Criminal Background Checks – In accordance with Texas Senate Bill 146, which was signed into law in June 2013, the Office of Housing and Dining Services at Midwestern State University retains the right to perform criminal history/background checks on prospective and current students who apply to reside in University Housing. Midwestern State University may obtain these records from the Department of Public Safety in an effort to ensure the safety and security of students residing in University Housing. Should a criminal history/background check for a student who has applied to reside in University Housing reveal a criminal history of a violent or felony nature, the Office of Housing and Dining Services may reject the student’s housing application.

~~6.~~ **7.** Transferability – The Housing Agreement is with the individual and may not be transferred or assigned by any party other than by the Office of Housing and Dining Services.

~~7.~~ **8.** To cancel your housing for any semester you must email (housing@mwsu.edu) stating your name, Mustang ID, reason for cancelling, and term you are cancelling. You may also come by the Housing office and fill out a cancellation form. We MUST have an email or in writing, no phone cancellations. You may be subject to a cancellation penalty

	FISCAL REGULATIONS and PROCEDURES		Number: 5-XX
	Date: June 30, 2014	Page 1 of 1	
	Department: Business Office		
Subject: Accountable Plan Policy			

Travel and expense reimbursements should be submitted to the Business Office as soon as possible after the initial expense or completion of travel, and within a reasonable period of time.

IRS guidance, provided by Treas. Reg. 1.62-2(g)(2)(i) and IRC Sec. 62(c), states that reimbursements submitted within 60 days will be treated as having been accounted for within a reasonable period of time. Reimbursements completed after this period will be taxable to the individual as income.

The IRS allows for organizations with justification to extend the definition of "reasonable period of time." The university is a complex organization with diverse operations and unique circumstances in all its departments. As such, there is sufficient justification to have an additional 30 days added to the reasonable period in the University's Accountable Plan Policy.

However, any request for reimbursement of a travel or business expense submitted more than 90 days following the date the expense was incurred or the travel was completed will be treated as taxable to the employee and therefore subject to income and withholding taxes.