

**Administrative Council  
Midwestern State University**

**October 4, 2022**

**Meeting No. 23-01**

The Administrative Council met Monday, October 4, 2022, at 4:00 p.m., in the Bridwell Board Room in the Hardin Building. Present were Dr. JuliAnn Mazachek, Ms. Debbie Barrow, Mr. Fred Dietz, Ms. Dawn Fisher, Ms. Julie Gaynor, Dr. Kristen Garrison, Dr. James Johnston, Ms. Leigh Kidwell, Dr. Keith Lamb, Ms. Rhonda McClung, Dr. Michael Mills, Dr. Karen Moriarty, Mr. Matt Park, Mr. Eric Queller, Dr. Beth Reissenweber, and Ms. Betsy Tucker. Unable to attend were Mr. Barry Macha, Mr. Kyle Owen, Ms. Gabbie Pettijohn, and Mr. Kyle Williams.

I. Welcome

Dr. Mazachek welcomed members to the meeting and expressed appreciation for their participation.

II. University Operating Policies/Procedures (OP) Development Process

The Operating Policies and Procedures policy review process flowchart was discussed and was supported by members in attendance.

III. MSU OP 04.07 Honorary Degrees

Approved to be sent to campus for review.

IV. MSU OP 34.12 Elevator Malfunction Response; Elevator Malfunction Response Flowchart

Approved to be sent to campus for review.

V. MSU OP 32.02 Honorific and Gift-Related Namings

Approved as minor, non-substantive revisions.

VI. MSU OP - Presidential Travel

Approved to be sent to campus for review.

VII. QEP Update

Dr. Garrison updated the Council on the Quality Enhancement Plan (QEP) – First Year Mustangs Adventure.

VIII. Role of Administrative Council

President Mazachek informed the Council that she will set up a task force to determine the role of the Administrative Council. She will present the findings of the task force at the January meeting.

**Administrative Council  
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IX. Adjourn

The meeting adjourned at 4:45 pm. Members will be notified of the date of the next meeting once it is determined.

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JuliAnn Mazachek, Ph.D., Chair

  
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Betsy Tucker, Secretary

**Midwestern State University (MSU)  
University Operating Policies/Procedures (OP) Development Process (See OP 02.31)**

**Policy Owner / Responsible Office**

The Policy Owner/Responsible Office develops a draft for a new OP/amendment including a routing sheet setting forth the rationale, scope, and potential impact issues to the University. The draft should impose the minimum burden necessary, including time and resources. The draft may be developed in consultation with the University's General Council (GC).

**General Council Review**

GC reviews draft/routing sheet and provides feedback/edits for legal sufficiency and consistency with applicable law, *System Regents' Rules* and Regulations, and other University operating policies and procedures; and identifies and addresses any legal risks.

**Policy Owner/Responsible Office / Governance Groups / General Council / President**

The Policy Owner/Responsible Office reviews the draft in the following order with the President, President's Cabinet, and Administrative Council, and updates the routing sheet documenting consultations/recommendations concerning approval; whether proposed changes are minor or substantive; whether expedited\* approval appropriate; which governance groups\*\* to consult; and any suggested edits. The GC reviews the updated routing sheet and draft and if approved by the President, the review process proceeds as follows.

**Minor or Non-Substantive Changes**

**Policy Amendment Approved**

By the President (and the Chancellor/Board of Regents if required) after consultation with Cabinet and Administrative Council if changes are minor or non-substantive editorial changes. Such changes may take many forms including, but not limited to: grammar or spelling corrections, reorganize policy structure, sections, titles, and formatting, update URLs, related statutes, rules, etc., and policy history information, and other revisions of similarly low impact.

**Substantive Changes**

**To Campus for Review**

The campus community is provided an opportunity to review the draft for the new OP/amendment posted on the campus policy website and a comment period for feedback/edits when necessary to Policy Owner/Responsible Office within 15 business days.\*

**Feedback Reviewed and Draft Edited**

Policy Owner/Responsible Office reviews campus feedback for necessary edits to the draft new OP/amendment; obtains additional feedback from campus stakeholders when provided or requested and final review in the following order by GC, President's Cabinet, and Administrative Council.

**Policy/Amendments Considered for Approval**

By President and, if required, by Chancellor/ Board of Regents, who may request additional feedback before final approval. Once approved, GC posts OP online and campus notified.

\*The President may allow an expedited 5-day campus review process (OP 02.31 §V.A.6) when necessary, e.g., changes in federal/state law, *System Regents' Rule/Regulation*, or a major constitutional risk.

\*\*Policy review affecting faculty is scheduled primarily during the academic year; if summer review is necessary, Faculty Senate may appoint a committee to work with the Provost and a modest stipend is paid to appointees.



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

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## University Operating Policy/Procedure (OP) OP 04.07: Honorary Degrees

**Approval Authority: President**

**Policy Type: University Operating Policy and Procedure**

**Policy Owner: President**

**Responsible Office: Provost and Vice President for Academic Affairs**

**Next Scheduled Review: 03/01/2025**

### I. Purpose

The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach regarding honorary degrees by Midwestern State University (“MSU” or “University”).

### II. Review

This OP will be reviewed in March every three (3) years, or as needed, by the Provost and Vice President for Academic Affairs, with substantive revisions forwarded to the President.

### III. Policy/Procedure

The following policy on honorary degrees has been approved in accordance with Section 12.04, *Regents’ Rules*.

- A. Honorary degrees conferred by MSU must be recommended by the President to the Chancellor and authorized by the Board of Regents.
- B. Honorary degrees may be conferred for public service, scholarship, or other contributions in the public interest, and to recognize excellence in the fields of scholarly pursuits and education, the sciences, humanities, the arts, public affairs, business, philanthropy, and social services that exemplify the missions and scope of the Texas Tech University System.
- C. Nominations for honorary degrees may be made by faculty, students, staff, administrators, current or former members of the Board of Regents, and alumni.

- D.** Honorary degrees shall not be awarded to current or former employees of the University or members of the Board of Regents of the Texas Tech University System, unless the person has been separated from the Texas Tech University System for at least two (2) years; or to individuals who have direct political, legal or budgetary authority over the University; or officials currently holding elective office.
- E.** Nominations shall be evaluated by an advisory committee appointed by the President, with administrative, faculty, and student representation, and recommendations shall be made to the President.
- F.** The Chancellor will inform the Board of nominations at least one month prior to the Board meeting when candidates are scheduled to be considered for approval.
- G.** Prior to a public announcement by the Chancellor or President awarding the honorary degree, all matters relating to a proposed honorary degree shall be held as confidential and under no circumstances should a person nominated be informed that the person's name has been put forward.
- H.** Honorary degrees shall be awarded at a commencement ceremony or at a time and place mutually agreeable to the President, Chancellor, Board, and the recipient.

#### **IV. Related Statutes, Rules, Policies, Forms, and Websites**

Texas Tech University System *Regents' Rule* 12.04

#### **V. Responsible Office**

Contact: Provost and Vice President for Academic Affairs  
Phone: (940) 397-4226  
Email: [margaret.brownmarsden@msutexas.edu](mailto:margaret.brownmarsden@msutexas.edu)

#### **VI. Revision History**

14 Dec. 2022: Approved and adopted by MSU President JuliAnn Mazachek as Operating Policy/Procedure (OP) 04.07: Honorary Degrees.



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

## University Operating Policy/Procedure (OP) OP 34.12: Elevator Malfunction Response

**Approval Authority: President**

**Policy Type: University Operating Policy and Procedure Policy**

**Owners: Vice President for Administration and Finance Responsible**

**Offices: Associate Vice President for Facilities Services Manager, Risk Management & Safety**

**Next Scheduled Review: 10/01/2025**

### I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to comply with State and Federal requirements for safely de-energizing elevator systems for repair.

### II. Reason for Policy

The purpose of this policy is to define the response procedures when an elevator fails to operate properly, including when the failure results in the entrapment of elevator occupants.

As recommended by the National Elevator Code, evacuation of passengers from elevators should be performed under direct supervision of trained/qualified elevator personnel.

This procedure not only increases the safety factor but also reduces the University's liability in case of injury. Unless there is an extreme emergency such as a fire, this procedure will be followed.

### III. Application of Policy

This policy applies to all University students, faculty, staff, and contractors.

### IV. Procedures

- A. If an elevator has stopped operating and no one is trapped inside the cab, the University Police Department (UPD) dispatcher will contact Central Plant to investigate once the issue is reported. Signage indicating the elevator is out of order will be installed on all floors as soon as possible by a Residence Life and Housing

Director (i.e., in dorms) or by UPD (other buildings). If the problem occurs when it is not normal business hours, Central Plant personnel will address the issue the next business day unless mitigating circumstances as determined by Facilities Services deems otherwise. Physically challenged stranded on upper floors due to an elevator failure should contact UPD for assistance in returning to the ground level.

1. Exception: Elevators in dorms for Housing may require an immediate response, regardless of the time or day. For such instances, the Central Plant operator will contact the Housing Maintenance foreperson to investigate (typical rates are very expensive and well into four figures).
- B. In the event people are stranded on an elevator that will not open its doors to allow the occupants to exit safely, the occupants' removal from the elevator's cab will occur per the following:
1. Occupants should use the phone inside the elevator's cab to immediately contact the UPD dispatcher (940-397-4239).
  2. The UPD dispatcher will contact Central Plant personnel to call out a Central Plant technician to cycle the elevator's power on/off to see if the system can be reset. (If the incident is not during normal business hours, Central Plant personnel will respond promptly.)
    - a. Exception: For elevators in Housing structures, the UPD dispatcher will contact the Housing Maintenance Foreperson to come cycle the elevator's power on/off to see if the system can be reset.
  3. If powering the elevator off/on does not correct the problem, Central Plant personnel will contact the elevator repair contractor to respond. The response time from the elevator repair contractor may be as long as another 1.25 hours. UPD personnel will remain with the elevator and entrapped passengers until the repair contractor arrives or until another responsible staff/faculty person can assume the situation-monitoring responsibilities.
    - a. Exception: When the issue is in a housing structure, the Housing Director should be contacted by the Housing Maintenance Foreperson to authorize the Foreperson calling the elevator repair company out for an emergency repair.
  4. Attempts to force the cab doors by ANYONE should NOT occur as long as there is power to the system.
  5. If the health or well-being of an occupant is seemingly jeopardized by the entrapment, the Wichita Falls Fire Department (WFFD) will be contacted by UPD to force the doors open. Central Plant personnel will respond to lock out all power to the elevator prior to WFFD attempting to pry open the doors.

6. Reference the procedures. [Elevator Malfunction Response Flowchart](#) concerning the above procedures.
- C. Chair lifts fall under the same category as elevators, with one exception, only persons with disabilities are authorized to use chair lifts. These lifts will not be used as freight elevators or for any purpose other than the manufacturer's intended purpose. Any abuse or misuse of chair lifts will be reported to and investigated by Facilities Services, and findings will be reported to the proper authorities for review and/or action.
  - D. Individuals whose personal items drop down the elevator shaft may have them retrieved by authorized personnel. Any charges related to a service call to the elevator repair contractor shall be borne by the person requesting the retrieval. Contact assistance per the directions in A and B above for assistance.

## V. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

### Related Codes:

[American Society of Mechanical Engineers A17.1, Safety Code for Elevators and Escalators.](#)

### Related Forms:

[Elevator Malfunction Response Flowchart](#)

## VI. Responsible Offices

Contact: Associate Vice President for Facilities Services  
 Phone: 940-397-4648  
 E-mail: [AVPFS@msutexas.edu](mailto:AVPFS@msutexas.edu)

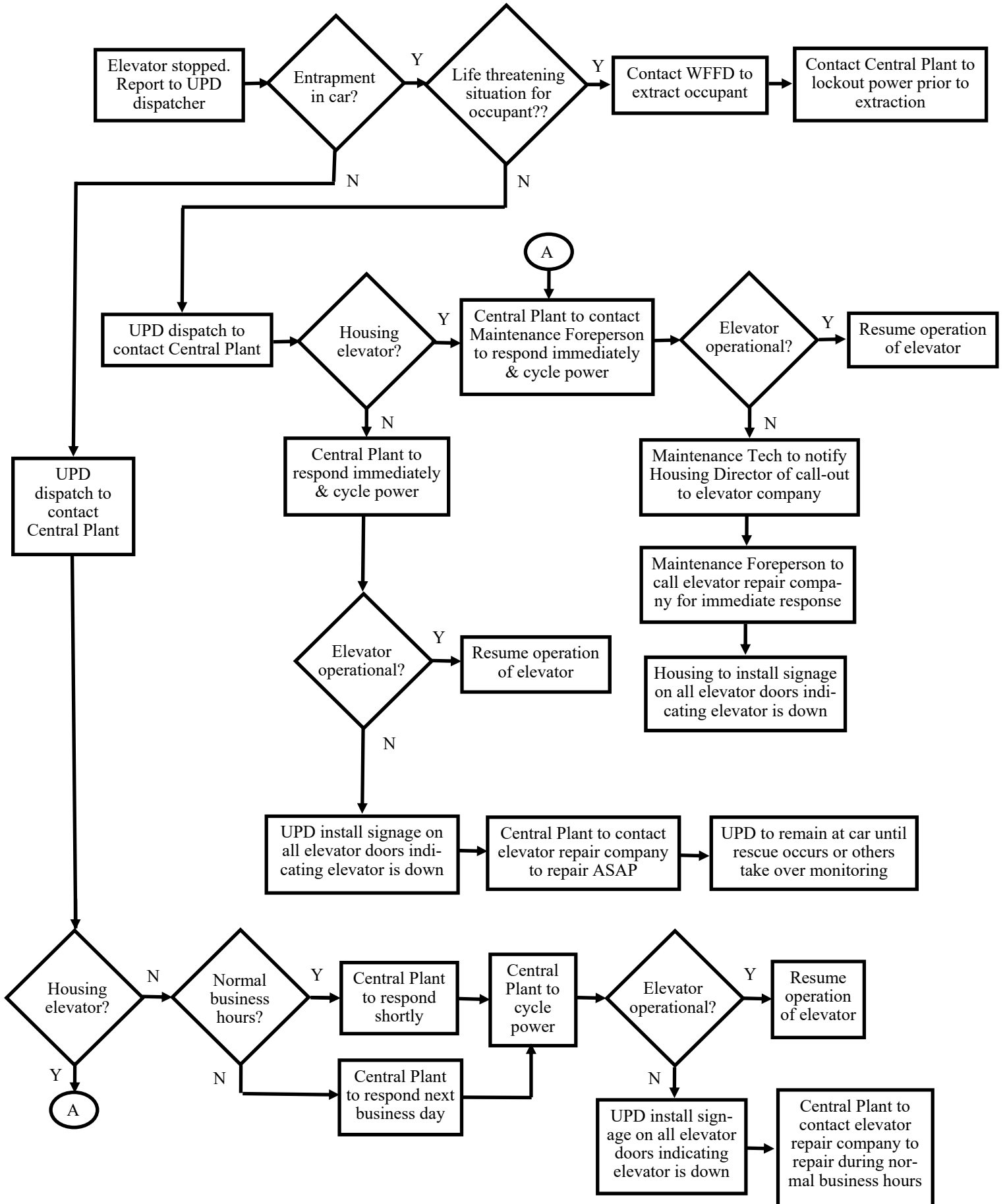
Contact: Manager, Risk Management & Safety  
 Phone: 940-397-4032  
 E-mail: [Risk&SafetyMgrFS@msutexas.edu](mailto:Risk&SafetyMgrFS@msutexas.edu)

## VII. History

14 Dec. 2022: Adopted and approved by MSU President JuliAnn Mazachek as MSU Policy and Procedure (OP) 34.12: Elevator Malfunction Response.



Figure 1. Elevator Malfunction Response Flowchart





MIDWESTERN STATE UNIVERSITY

## Operating Policies & Procedures Manual

### University Operating Policy/Procedure (OP) OP 32.02: Honorific and Gift-Related Namings

<b>Approval Authority:</b>	President
<b>Policy Type:</b>	University Operating Policy Procedure
<b>Policy Owner:</b>	Vice President for University Advancement/Public Affairs
<b>Responsible Office:</b>	University Advancement and Public Affairs
<b>Next Scheduled Review:</b>	02/01/2025

#### I. Policy Statement

Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University System ("System" or "TTUS"), will name facilities, academic units, programs, and endowments in honor of individuals or entities when it promotes the University's educational and cultural mission and recognizes exceptional contribution or service to the University or society. All such naming actions will be in accordance with the *MSU Operating Policies and Procedures Manual*.

#### II. Reason for Policy

To provide protocol for naming facilities, academic units, programs, and endowments to ensure consistent review of proposed naming and maintain compliance with the *MSU Operating Policies and Procedures Manual*.

#### III. Application of Policy

This policy applies to all University employees directly involved in fundraising, donor recognition, and honorific endeavors for the University, including officers, deans, faculty, and staff.

#### IV. Definitions

**Gift** - means a voluntary, philanthropic, and irrevocable transfer of assets received from another without adequate consideration. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind, and real estate.

**Naming** - the application and direct association of an individual, organization, or corporate name to a University facility (physical room, building, space, or other

property), academic unit (college, school, department, center, or program), endowment, or other University entity.

## V. Procedures and Responsibilities

### A. Types of Naming

1. Gift-Related Naming: A gift-related naming occurs when a donor makes a qualifying tax-deductible contribution to the University or to the MSU Foundation or to the MSU Charitable Trust and is recognized with a naming.
2. Gift-Related Corporate Naming: A gift-related corporate naming is the naming of property, programs, academic positions, or endowments whereby a business entity makes a tax-deductible gift to the University or to the MSU Foundation or to the MSU Charitable Trust and is recognized with a naming. A gift-related corporate naming shall be reviewed and approved by the Vice President for University Advancement and Public Affairs and the President prior to being submitted to the Board of Regents for final approval. Gift-related corporate naming rights will include a term limit. A corporate naming requires an agreement between the corporation and the institution in accordance with MSU OP 30.01: Approval and Execution of University Contracts.
3. Corporate Naming: A corporate naming involves the sponsorship by a corporation or business entity that seeks to purchase advertising and marketing exposure and is not considered a gift. A corporate naming requires an agreement with the corporation and the University in accordance with MSU OP 30.01: Approval and Execution of University Contracts. Corporate naming rights will include a term limit. Corporate naming, including sponsorships, should be reviewed by the Vice President for University Advancement and Public Affairs prior to being submitted to the President for approval.
4. Honorific Naming: An honorific naming may be bestowed in recognition of the dedication or meritorious contribution of a person. A person being recognized by an honorific naming must have exhibited values consistent with the mission and vision of the University, must have an established relationship with the University, and must have contributed measurably to the good of society. When an individual is considered for an honorific naming, the proposal shall be reviewed and approved by the Vice President for University Advancement and Public Affairs, General Counsel, and the President prior to being submitted to the Board of Regents for final approval.
5. General Provisions: The same gift will not typically be used for more than one naming opportunity. Exceptions must be recommended by the Vice President for University Advancement and Public Affairs and processed in accordance with MSU OP 30.01: Approval and Execution of University Contracts before being submitted to the President for approval.

### B. Naming Opportunities and Necessary Approvals

1. Honorific Namings: The Board of Regents must approve all honorific namings. Honorific naming requests will be submitted to the Vice President for University

Advancement and Public Affairs and the President for review and approval before being submitted to the Board of Regents for final approval.

2. Buildings and Other Major Facilities: Naming of buildings and other major facilities, such as stadiums, wings of buildings, large auditoriums, concert halls and clinics, must be approved by the Board of Regents following the recommendations of the President. The criteria for a gift-related naming will consider the value, visibility, improvements, and marketability of the location and an individual, foundation, or corporation providing funding to build new facilities, to renovate or expand existing facilities, or to provide an endowment for the support of a facility or facility-based program of the University may have an area named after the donor provided 50% of the cost of the designated area and/or equipment therein is contributed by the donor. For new construction, renovation or expansion, the 50% threshold applies to the estimated construction cost as verified by the associate vice president for facilities and approved by the Board. The estimated construction costs shall be comprised of site preparation, building foundations, the building envelope, interior finishes, and the mechanical / electrical / plumbing infrastructure within five feet of the building footprint. Estimated construction costs shall exclude building demolition. To name an existing facility, the 50% threshold applies to the estimated replacement cost of construction of the facility to be named, as verified by the associate vice president for facilities services.
3. Areas within Buildings and Other Major Facilities: Naming of areas within buildings and other major facilities such as, but not limited to, bricks, pavers, atriums, specific rooms, lecture halls, laboratories and workshops, must be approved by the President upon the recommendation of the Vice President for University Advancement and Public Affairs and the Dean of, or the Vice President for, the corresponding college, school, or administrative department. Approval from the Board of Regents is required when the current value of the area is equal to or more than \$500,000 or the gift associated with the naming of the area equals \$1,000,000 or more. The process of creating naming thresholds for a new or existing building or space should be coordinated by the Vice President for University Advancement and Public Affairs in collaboration with the appropriate Dean or official. A gift-related naming will consider the value, visibility, improvements, and marketability of the location and will be based on a minimum donation of no less than the original construction cost, renovation cost, or current value of the area within the building and other major facilities.
4. Grounds, Outdoor Renovations, Gardens, Trees, and Benches: Gift-related naming of grounds, outdoor renovations, gardens, trees, and benches must be approved by the President upon the recommendation of the Vice President for University Advancement and Public Affairs in consultation with the Associate Vice President for Facilities Services. When the value of the area to be named is equal to or more than \$500,000 or more, or the gift associated with the naming equals \$1,000,000 or more, the Board of Regents must provide final approval of the naming. A gift-related naming will consider the value, visibility, improvements, and marketability of the location and will be based on a minimum donation of no less than the original construction cost, renovation cost, or current value of the property.

5. Streets: The naming of all streets located on the campus of the University or on a property owned by the University must be approved by the Board of Regents. Prior to submission to the Board of Regents, the President must approve the naming upon the recommendation of the Vice President for University Advancement and Public Affairs. The naming of a street is a rare occurrence for which there is not an established gift requirement.
6. Real Property: Naming of real property must be approved by the Board of Regents. Prior to submission to the Board of Regents for final approval, the President must approve the naming upon the recommendation of the Vice President for University Advancement and Public Affairs. Real property given to the University may be named in consideration of the gift of the donor's entire interest in the property.
7. Colleges, Schools, and Departments: Naming of colleges, schools, and departments will consider the value, visibility, improvements, and marketability of the college, school, or department and must be approved by the President, upon the recommendation of the Provost and Vice President for Academic Affairs, the Dean of the respective college, school, or department and the Vice President for University Advancement and Public Affairs, prior to being submitted to the Board of Regents for final approval.
8. Academic Positions: Naming of academic positions must be approved by the President upon the recommendation of the Provost and Vice President for Academic Affairs, Dean of the respective college or school and the Vice President for University Advancement and Public Affairs. If the cash value of the gift equals \$1,000,000 or more, the Board of Regents must provide final approval of an academic position naming. A gift-related naming will consider the value and visibility of the position and will be based on the following minimum donations:
 

Endowed Deanship	\$2,000,000
Endowed Chair	\$1,500,000
Endowed Distinguished Professorship	\$1,000,000
Endowed Directorship	\$750,000
Endowed Faculty Fellowships	\$500,000
9. For corporate academic naming involving a sponsorship agreement, the naming of academic positions must be presented to the Board of Regents for final approval if the value of the agreement is \$500,000 or more.
10. Graduate Fellowships: Graduate fellowships must be approved by the President upon recommendation of the Dean of the respective college or school and the Vice President for University Advancement and Public Affairs. When the cash value of the gift equals \$250,000 or more, the Board of Regents must provide final approval of a named graduate fellowship. Graduate fellowships will be based on a minimum donation of \$75,000.
11. Programs, Institutes, Centers, and Other Organizations: Naming of programs, institutes, center, and other entities must be approved by the President upon the

recommendation of the Provost and Vice President for Academic Affairs, the Dean of the respective college or school and the Vice President for University Advancement and Public Affairs, regardless of the cash value of the gift. If acceptable to the President, a gift of \$1,000,000 or more associated with this type of naming will be recommended by the President to the Board of Regents for final approval.

12. Endowments: Named endowed scholarships, or other named endowments, must be approved by the President upon recommendation of the Dean of the respective college or school and the Vice President for University Advancement and Public Affairs. Named endowments will be based on the following minimum donations:

Endowed Provost Initiative Fund	\$1,000,000
Endowed MSU Boundless Opportunities Scholarship	\$500,000
Endowed Athletic Director or Head Coach	\$500,000
Endowed Coach	\$250,000
Endowed Lectureship	\$250,000
Endowed Lecture Series	\$250,000
Endowed Scholarship	\$25,000
Endowed Unrestricted Excellence Fund	\$25,000

13. Miscellaneous Naming Opportunities: Naming opportunities that are not otherwise set forth in this policy must be approved by the President and Vice President for University Advancement and Public Affairs, regardless of the cash value of the gift. If the value of the naming is equal to or more than \$500,000 or the gift associated with the naming is \$1,000,000 or more, the Board of Regents must provide final approval of the naming.

### C. Guidelines

1. Relationship: A gift-related naming opportunity requires that the gift amount must be reasonably related to the facility, place, position, or item being named, as approved by the President upon recommendation of the Vice President for University Advancement and Public Affairs.
2. Determination of Current Value: Where current value is required to be determined under this policy, the determination shall be made through the Associate Vice President for Facilities Services.
3. Donor Recognition: The designation of a naming shall not be publicly announced until final approval has been obtained as required under this policy. Further, a donor shall not be publicly recognized in regard to a naming until the University has received at least 50% of any gift related to the naming with the remainder to be received within five years. Irrevocable planned gifts will proceed as cash received. Revocable planned gifts will not receive recognition or naming rights until the gift is realized.
4. Gifts of Monies, Securities, Real Estate, Personal property and Other Types of Gifts: The President has the authority to allow various types of

gift arrangements other than monies, securities, real estate, and personal property to be gifted in consideration of a naming, in accordance with gift acceptance policies established by the *MSU Operating Policies and Procedures Manual*. These arrangements may include, but are not limited to, charitable trusts, charitable gift annuities, bargain sales, life estate gifts, life insurance, irrevocable beneficiary designations, and gifts of less than the entire interest in a property. In the event a naming requires approval of the Board of Regents, the Board shall be informed of the manner in which the gift is intended to be made, and the Board shall determine whether it is in the best interest of the University to accept or reject the gift.

5. Duration of a Naming: A naming in recognition of a gift shall be for the life of the building, other facility, program, or endowment, or item being named unless otherwise agreed to in the gift agreement.
  6. Corporate Namings: A corporate naming must be in accordance with the *MSU Operating Policies and Procedures Manual* and the requirements of Texas Education Code, section 51.923 and this policy. A corporate naming shall be for a specific period of time as outlined in the sponsorship agreement.
  7. Fundraising, Development Campaigns, and Marketing of Naming Opportunities: All fundraising and development campaign efforts related to naming opportunities and the marketing of naming opportunities must be approved by the President and the Vice President for University Advancement and Public Affairs. The President shall be responsible for obtaining required approvals related to naming. The President may delegate responsibilities to the Vice President for University Advancement and Public Affairs for coordination of fundraising and development campaign efforts to secure gifts related to naming opportunities.
  8. Delegation of Authority: The President delegates to the Vice President for University Advancement and Public Affairs the authority to review and recommend for approval all gift-related naming opportunities of \$100,000 or more prior to the solicitation of any prospective donor. No commitment regarding naming for such gifts shall be made to a donor or honoree prior to appropriate approvals. Proposals shall be made in writing in accordance with the requirements of this policy and reviewed by the Vice President for University Advancement and Public Affairs before being presented to a donor. A gift agreement stating the terms of the gift-related naming must be created and processed by the office of the Vice President for University Advancement and Public Affairs and in accordance with MSU Policy 2.24 (Approval and Execution of University Contracts) and signed by the donor and approved representatives of the University, and the appropriate MSU Foundation or MSU Charitable Trust representative, when applicable.
- D. Exceptions: The President reserves the power to grant a naming at her/his discretion and grant exceptions to University policies regarding naming opportunities when it is in the best interest of the University. For namings requiring the approval of the Board of Regents, the Board must approve any exception regarding such naming opportunities.



## VI. Related Statutes, Rules, Regulations, Policies, and Forms

### Related Statutes:

*Texas Education Code*, Section 51.923

### Related Rules/Regulations:

TTUS Regents' Rule Chapter 06 – Institutional Advancement

TTUS *Regents' Rule* Chapter 13 – Namings

TTUS Regulation 04.02 – Philanthropic Events

TTUS Regulation 04.03 – Promises to Give

### MSU OPs:

OP 30.01: Approval and Execution of University Contracts

OP 32.01: Gifts and Donations

### Related Forms:

Forms associated with the “naming” process must be obtained from the office of the Vice President for Advancement and Public Affairs.

## VII. Responsible Office

Contact: University Advancement and Public Affairs

Phone: 940-397-4220

E-mail: rhonda.mcclung@msutexas.edu

## VIII. History

- 10 Nov. 1989: Renumbered from MSU Policy and Procedure 3.333 to 4.146 by the Board of Regents. 11/10/2017
- 12 Nov. 1993: Modification to allow for unanimous approval of those members present and voting rather than total unanimity.
- 9 Aug. 1996: Paragraph 3 deleted in accordance with current University practice and to allow greater flexibility in University facility use.
- 8 Aug. 1997: Revised to reflect current policy and procedure.
- 10 Nov. 2017: Completely revised and renamed “Honorific and Gift-Related Namings”; it had been “Naming Buildings and Other Facilities.”
- 11 Feb. 2020: Revised to add in Section V.A.2 that gift-related corporate naming rights will include a term limit; increase in Section V.B.2 the minimum donation for naming of buildings and other major facilities, such as stadiums, wings of buildings, large auditoriums, concert halls and clinics, from no less than 33% to 50% of the original construction cost, renovation cost, or current value of the property; and add the position of Athletic Director to Section V.B.11.
- 5 Aug. 2021: Renumbered by the MSU Board of Regents as Operating Policy/Procedure (OP) 32.02: Honorific and Gift-Related Namings.



1 Dec.2022: Minor/Non-substantive revisions approved by MSU President JuliAnn Mazachek.



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

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## University Operating Policy/Procedure (OP) OP 70.04: Official Travel of the President

**Approval Authority: President**

**Policy Type: University Operating Policy Procedure**

**Policy Owner: Vice President for Administration and Finance Responsible**

**Office: Vice President for Administration and Finance**

**Next Scheduled Review: July 31, 2025**

### I. Policy Statement

This Operating Policy/Procedure (OP) sets guidelines to be followed related to official travel of the President of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University System ("System" or "TTUS").

### II. Reason for Policy

To provide processes to ensure appropriate oversight of official University business travel by the MSU President.

### III. Policy/Procedure

#### A. Preparation of Travel Documents

1. Prior to each trip for the President, the Office of the President will prepare a Request for Travel Authorization (RTA) form, and submit the form to the Texas Tech University (TTU) System Chief Financial Officer (CFO) when it is anticipated that there will be travel expenses to be reimbursed and for all international travel. If no reimbursable expenses are anticipated, a zero-cost RTA may be submitted to document that a business trip is taking place.
2. Upon the President's return to campus, the Office of the President will prepare the travel voucher if there are expenses requiring reimbursement.
3. Prior to submittal to the System CFO, the President will review the travel voucher, make any necessary corrections, and sign the travel voucher.

## B. Processing Travel Documents

1. The System CFO will review the travel voucher and make any necessary edits. The voucher will be approved and returned to the Office of the President for submission to the (MSU) Business Office.
2. The MSU Business Office will process a reimbursement check or ACH payment for any valid travel expenses paid personally by the President.

## C. Travel by President's Spouse

This policy also regulates travel for the President's spouse when the President deems it necessary to include their spouse for valid business purposes. The spouse's travel has the following restrictions:

1. No travel for the spouse is to be paid from appropriated funds or sponsored project funds.
2. Per IRS regulations, in order for MSU to reimburse the President for her/his spouse's travel and entertainment expenses, the accompanying spouse's presence must fulfill a bona fide business purpose for MSU or the TTU System. [U.S. Treasury Regulation Section 1.132-5\(t\)\(1\)](#).

## D. Guidelines for President's Travel

1. Due to scheduling conflicts, scheduling challenges, and unanticipated appearance requirements, upgraded airfare will be acceptable for the President to prevent additional costs associated with travel changes/cancellations.
2. The duties required by the position of the President may allow for variances over the State or GSA per diem hotel and meal rates due to location availability and meeting purposes. A chief administrative officer of a state agency is entitled to reimbursement for the actual expense of meals and lodging incurred while performing the duties of the individual's office or employment per [Texas Government Code § 660.203\(a\)](#). If the expenses are incurred within the contiguous United States, the reimbursement is limited to twice the amount that could be reimbursed for regular state employee travel if utilizing appropriated funds per [Texttravel](#).
3. The use of a transportation service other than the local taxi or ride-share service will be permitted if documentation is provided. Documentation should be accompanied by an explanation of why transportation other than the local taxi or ride-share service was used. For example, there may be a significant need for executive car service when multiple back-to-back meetings are scheduled at various locations.

4. The President may exceed the traditional gratuity policy thresholds if deemed appropriate and supports the business purpose of the expense.
5. All travel activities for the President will be audited on an annual basis.

#### **IV. Related Statutes, Rules, Regulations, Policies, and Forms**

Related Statutes:

[U.S. Treasury Regulation Section 1.132-5\(t\)\(1\).](#)

[Texas Government Code § 660.203\(a\).](#)

[Textravel](#)

Related Rules/Regulations:

TTU System *Regents' Rule* 07.09.1 (“Each component of the TTU System shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.”)

TTU System *Regents' Rule* 07.09.4 (“Each component institution shall develop and disseminate policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.”)

#### **V. Responsible Office**

Contact: Vice President for Administration and Finance

Phone: 940-397-4237

E-mail: [beth.reissenweber@msutexas.edu](mailto:beth.reissenweber@msutexas.edu)

#### **VI. History**

- 14 Dec. 2022: Adopted and approved by MSU President JuliAnn Mazachek as Operating Policy/Procedure (OP) 70.04: Official Travel of the President.

## **QEP: First-year Mustangs Adventure (FMA)** **October 2022 update**

### **General Description**

Midwestern State University (MSU Texas) has developed a Quality Enhancement Plan (QEP) designed to prepare new students for academic success and engagement. The First-year Mustangs Adventure program will meet these goals through a 0-credit hour First-year Seminar (MWSU 1230) that helps students take responsibility for their educational journey through a curriculum focusing on academic engagement and community-building. Each section will be led by a Peer Educator and supported by a faculty or staff mentor. Students will receive a customized Mustangs Adventure Guidebook that will provide activities and prompts reflecting the course goals and Student Learning Outcomes, and students will meet weekly with their Peer Educator to reflect on and discuss their adventures.

The QEP is designed to provide a first-year seminar experience for first-time full-time students who are not required to take MWSU 1233: College Connections (required for Admission By Review students) or MWSU 2003: Creative Inquiry (Honors section). Approximately 75% of first-time full-time students fall into this category.

### **Fall Pilot**

- 21 sections of MWSU 1230 (16 linked to an intro-level course, 5 unlinked)
- 370 students registered
- 74.5% of target cohort (FTFT not Honors or ABR) registered for MWSU 1230 or 1233
- 15 Peer Educators, 18 Faculty/staff mentors

### **Spring 2023 Planning and Implementation**

- Assessment of Fall Pilot
  - Unlinked sections by college
  - Additional curriculum regarding Signature Experiences
- Final Narrative due to SACSCOC by 1/30/2023
- Scheduling for full fall 2023 launch (~500 seats)
- Teaching and Learning Resource Center (TLRC) February event

