

Administrative Council**January 28, 2019****Meeting No. 19-02**

The Administrative Council met Monday, January 28, 2019, at 1:00 p.m., in the J. S. Bridwell Board Room in the Hardin Administration Building. Present were Dr. Suzanne Shipley, Dr. Keith Lamb, Mr. Fred Dietz, Mr. Tony Vidmar, Mr. Barry Macha, Dr. Kristen Garrison, Mr. Matthew Park, Ms. Debbie Barrow, Ms. Rhonda McClung, Mr. David Sanchez, Ms. Dottie Westbrook, Mr. Kyle Owen, Mr. Preston Busby, and Ms. Jennifer Smith.

1. Enrollment Management/Transcript Fee

Vice President Dietz presented information regarding a proposed transcript fee for consideration. He reported that the Academic Council and the President's Cabinet also reviewed the item. Council members agreed with the proposal. It was noted that a recommendation would be placed on the May Board agenda for consideration. (Attachment A)

2. Proposed Policy Change-Policy 2.24-Approval & Execution of University Contracts

Mr. Macha reported that this policy was changed by the Board of Regents in May 2017 to allow the president to enter into energy contracts lasting up to seven years. The change was requested to capitalize on savings with these timing critical contracts, which require the contract to be signed the same day a quote is offered. In fall 2018, the administration was unable to pursue an extension of the contract at a lower rate because the current policy limits the president's authority to the approval of seven-year contracts. To allow greater flexibility and ensure the administration can make timely decisions when negotiating utility contracts in the future, it was recommended that the contracting limit on such contracts be changed from seven to ten years as shown below. This item was approved and will be placed on the February Board agenda as shown below.

Policy 2.24, Section III

Contracts of \$500,000 or more per year (except that the following are exempt from this provision: contracts related to bequests, gifts, or grants to the University, other than real property, in accordance with University policies and procedures; ~~and~~ interagency agreements for the purchase of electricity and natural gas through the Texas General Land Office's state energy marketing program; and contracts for the purchase of electricity and natural gas through a provider other than the Texas General Land Office that do not exceed \$2 million per year for a total term not to exceed ~~seven~~ ten years.

Enrollment Management

Transcript Fee Recommendation

1. **Transcript Fee Recommendation** - \$5.00 per request for an official transcript
 - A. This fee was \$3.00 in the early 2000's and was eliminated by Dr. Rogers.
 - B. Registrar lost this revenue and took on costs associated with transcript requests within the existing budget. The revenue stream was not replaced with any funds.
- Approximately 17,000 transcript requests were made in the 17-18 academic year. At \$5.00 per request, we would generate approximately \$85,000 in revenue.
- The revenue would cover costs associated with paper, envelopes, postage, and printers (this requires a special printer). Revenue would also go towards a third party vendor to cover transcript requests. Currently, this is done manually and is very outdated. A third party transcript vendor would allow transcripts to be requested 24 hours a day and seven days a week.
- A transcript fee was recommended through the Evergreen Report as a way to generate revenue and to cover costs for a third party transcript provider.
- Texas Colleges and Transcript Fee Charges

College	Fee
TWU	\$10.00 Per Official
TTU	\$8.00 Per Official (Charge for Grad as well)
Lamar	\$15.00 Record Fee per Semester (5 free each term)
Texas A&M	\$10.00 Per Official
Texas A&M Corpus	\$5.00 mailed or picked up
WTAMU	\$10.00 Record Fee Per Semester
UTA	\$10.00 Per Official
Angelo State University	First 20 are Free. \$3.00 Per after that
Tarleton State	\$2.25 Per Transcript
Texas Community Colleges	\$5.00 - \$10.00 Per Official