2.0 SUBJECT: MURRAY STATE UNIVERSITY MISSION STATEMENT

Date Adopted: February 14, 1975
Date Amended: May 12, 1990; February 29, 2008; August 25, 2011; February 24, 2017; December 4, 2020

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often experienced at research institutions with the nurturing student-teacher interactions usually found at smaller universities.

Mission Statement Review Policy and Procedures

progress in implementing its mission, goals, and objectives in accordance with and for the purposes stated in KRS 164.350(2). To further that process and in order for the mission of the University to continue to be articulated in an effective and relevant manner, and consistent with the requirement of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that universities have and follow a documented procedure for a systematic review of their mission statement, the Board of Regents establishes the Mission Statement Review Policy and Procedures for Murray State University. The University Mission Statement review process will be initiated by the President, after consultation with the Chair of the Board of Regents, and completed within the three-year cycle provided herein. The campus community will be advised that the review has been initiated and of the procedures to be followed.

The recurring, systematic review process, with possible subsequent revision of the statement, will commence in August following the second fiscal year after the approval of or revisions to the University Mission Statement. A team comprised of the Director of Institutional Effectiveness, faculty, staff, students and other appropriate constituents organized by the President will convene to discuss the current Mission Statement and provide their initial assessment report to the President. Specifically, this team will review the Mission Statement considering the referenced statute and to determine whether it clearly and completely

and service. This team will also review this policy and the accompanying procedures. This Mission Statement Review Committee evaluation will be completed by the end of November following initiation of the review process.

The Board of Regents, via discussion of information from the President at its next regular meeting subsequent to the completion of the initial Mission Statement evaluation, will review the Mission Statement consistent with the considerations and criteria stated in the previous paragraph. If the Board determines that revisions are to be made, they will charge the aforementioned committee to commence work to revise the Mission Statement. If the Board determines that the Mission Statement is effective and meets the considerations and criteria

2.1 SUBJECT: EXECUTIVE RESPONSIBILITIES OF THE PRESIDENT

Date Adopted: August 20, 1978
Date Amended: February 29, 2008
Date Amended: March 2, 2012

Reference: Minute Book: 21 Page: 226

The President of Murray State University is designated as the Chief Executive Officer of and is delegated the authority and duty to supervise and direct the day-to-day operations of the University including the authority and duty to implement the policies of the Board of Regents by rules and regulations not inconsistent therewith. The President shall also have oversight of Intercollegiate Athletics and institutional fundraising. In addition, the President has such additional authority and duties as the Board of Regents has delegated pursuant to the provisions of KRS 164A.550 et seq.

The President shall, in all matters pertaining to policy not yet established by the Board of Regents, consult with the Chair of the Board of Regents (or the authorized representative of the Chair when the Chair is not available) before taking any action. Nothing herein shall be construed so as to give to the President of the University power or authority to act contrary to a policy established by the Board of Regents and/or in excess of authority permitted by law, or so as to constitute the exercise of authority not capable of being delegated.

The President shall make recommendations to the Board of Regents as to both policy and administrative matters, and shall report to the Board of Regents as required by law, as the Board deems necessary, or as is necessary to keep the Board apprised of pertinent matters.

2.3 Subject: CAPITALIZATION

Date Adopted: September 11, 1987
Date Amended: February 29, 2008
Date Amended: February 28, 2020

Reference: Minute Book: 39 Page: 8

This administrative policy applies to all fixed assets owned by Murray State University and all revisions herein are effective July 1, 2019. Expenditures for assets owned by the University should be capitalized and recorded in the financial records in accordance with this policy. Asset classifications include:

Land
Buildings
Construction in Progress
Equipment
Infrastructure
Non-Building Improvements
Livestock
Library Holdings
Museum and Collections
Software

The purpose of this policy is to ensure the compliance with generally accepted accounting principles and prudent financial management in regard to financial reporting, asset valuation and capitalization, inventory control, budget preparation and general stewardship functions.

University property controls will be accomplished in accordance with this policy.

CONTENTS

I. Responsibilities
II. Donated Assets
III. Depreciation
IV. Asset Classifications
  a. Land
  b. Buildings
  c. Construction in Progress
  d. Equipment
  e. Leased Property
  f. Infrastructure
  g. Non-Building Improvements
  h. Livestock
  i. Library Holdings
  j. Museum and Collections
  k. Software
  l. Intellectual Property

will not be subject to depreciation until completed and transferred to the appropriate permanent asset class.

D. Equipment

Policies of the Board

education or research in furtherance of public service rather than financial gain and (2) protected, kept unencumbered, cared for and preserved. Collections of fine arts, historical treasures and written works shall be capitalized at their appraised value upon acquisition.

2.6 SUBJECT: FEE ESTABLISHMENT

Date Adopted: June 22, 1987
Date Amended: February 29, 2008
Date Amended: February 26, 2021 (First Reading: December 4, 2020)

This policy deals with establishing fees, charges and deposits assessed or collected by or for Murray State University. It is the responsibility of all those involved in establishing, assessing or collecting these fees to be aware of and to comply with this policy and the related procedures.

I. Authority for Approval

A. Board of Regents

Certain fees and charges assessed by the University require approval by the Board of Regents:

1. Tuition
2. Room Board
3. Registration fees
4. Residence Hall activity fees
5. Student activity fees
6. Miscellaneous course fees
7. All other mandatory fees required for attendance at the University

B. President

All fees not listed above, including charges, deposits, fines, rents, admission fees, Breathitt Veterinary Center diagnostic fees or any other charges or fees of any nature and however defined which are assessed or collected by or for the University after review by the Vice President for Finance and Administrative Services, require formal approval by the President of the University.

C. Exceptions

Proposals for any fees may be submitted for Board of Regents' approval, at the discretion of the President.

II. Miscellaneous Course Fees

A. Eligibility

Course fees will be assessed only for courses which result in extraordinary expense being incurred by the University. Extraordinary expenses include but are not limited to:

1. Consumable classroom supplies
2. Depreciation and maintenance of laboratory facilities
3. Other unique expenses related to specialized courses
4. Instructional personnel costs related to the course, but not to include regular salaries and benefits

2.8 SUBJECT: FINANCIAL MANAGEMENT

Date Adopted: June 18, 1983
Date Amended: June 4, 1998
Date Amended: February 29, 2008

Reference: Minute Book: 29 Page: 199

Murray State University has elected to perform financial management functions of HB 622, KRS

2.9

Scope

In order to correct stock transfer errors or dispose of small non-cash investments, the Treasurer is

proceeds from pooled state bond issues are not invested by the University.

C. Investments with Local Depositories

D. Local Receipts (excluding Endowments)

ability to contribute to the goals of the University. The investment policies and procedures for the investment of monies and securities owned or under the custodial care of the Murray State University Foundation are established by a Joint Investments Committee. The Joint Investments Committee is comprised of three trustees of the MSU Foundation, two members of the Board of Regents, and two members of the Murray State University Alumni Council.

The Joint Investments Committee meets twice a year just prior to the regular Board meetings of the MSU Foundation, and at such other times as deemed necessary. A report of invested funds is prepared by the MSU Foundation staff and distributed to members of the Joint Investments Committee and the Treasurer at quarterly intervals and to the full Board of Trustees at semi-annual meetings. Periodic reports are made to the Board of Regents by the Chair of the Regents Investments Committee. In addition, quarterly earnings reports are given to the Alumni Association and any other entities having substantial investments in the Foundation.

B. Definitions

1. UNIVERSITY funds are those funds received from any source that are intended by the donors, transferors, or grantors to become the property of the UNIVERSITY.
2. FOUNDATION funds are those funds received from any source that are intended by the donors, transferors, or grantors to become the property of the FOUNDATION.

C. Future Determination of Foundation and University Funds:

1. There are certain funds received by the UNIVERSITY that are intended by the donors, transferors, or grantors to become the property of the FOUNDATION.
2. Likewise, there are funds received by the FOUNDATION that are intended by the donors, transferors, or grantors to become the property of the UNIVERSITY.
3. The parties desire to formulate policies whereby the officers, agents, and representatives of each party may distinguish between those funds and the

c) The guidelines in C3 a. and b. above shall be applied to all gifts and

from private gifts and donations and subsequently transferred to the FOUNDATION for management purposes.

3. To provide monthly reports to the FOUNDATION for all gift and donation funds received by the UNIVERSITY.

G. MUTUAL OBLIGATIONS:

It is mutually understood and agreed:

1. That gifts and donations hereinafter made to the UNIVERSITY from private donors shall remain the property of the UNIVERSITY and the transfer from the UNIVERSITY to the FOUNDATION of such funds shall be for management purposes consistent with this agreement.
2. That no gift or donation made to the UNIVERSITY from private donors shall be transferred to the FOUNDATION for management purposes if the terms of the gift or donation specifically prohibit such transfer.
3. That gifts and donations heretofore made to the UNIVERSITY by private donors and subsequently turned over to the FOUNDATION shall remain with the FOUNDATION for management purposes consistent with this agreement.
4. That nothing in this agreement shall be construed so as to cause either party to give its funds and property to another legal entity; nor shall it be construed so as to require the violation of any statute, law or regulation of the Commonwealth of Kentucky.
5. That this agreement shall not supersede or void other agreements between UNIVERSITY and FOUNDATION unless specifically stated herein.

by joint effort of the Executive Director of the Foundation and the Treasurer of Murray State University.

2.10 SUBJECT: DEVELOPMENT

Date Adopted: March 27, 1982
Date Amended: February 29, 2008

Reference: Minute Book: 27 Page: 17

The Murray State University Board of Regents, in recognition of the need to secure additional funding from the private sector, authorizes a unified development program at the University. The Regents call upon the Development Office and the Murray State University Foundation to operate a development program providing for both annual and deferred giving, as well as corporate and foundation solicitation, to support University operations, to expand student educational and scholarship opportunities, to achieve academic distinction, to enhance the physical plant, and to attain excellence in all University programs

The Re

2.11 SUBJECT: VENDING FUNDS

Date Adopted: November 16, 1985
Date Amended: February 29, 2008

Reference: Minute Book: 35 Page: 21

1. All vending commissions are considered as auxiliary funds and handled in accordance with proper guidelines for this type funds.
2. That the disposition of these funds be as follows:
    a. President
    b. Vice President for Academic Affairs
    c. Vice President for Student Affairs
    d. Vice President for Institutional Advancement
    e. Vice President for Finance and Administrative Services
3. The President and the Vice Presidents may budget these funds to their respective departments. Carry-over balances will remain in the respective departments as auxiliary funds.
4. Expenditures from funds earned on vending commissions should be expended for the following: scholarships, student recruitment activities, professional development activities, to supplement operating budgets of the department for non-recurring expenses and social activities which benefit the entire department. Expenditures from funds earned on vending commissions in the Housing and Dining area can be expended for the following additional items: recreational activities for dorm occupants, expenses related to extracurricular social activities and any other legal expenditure.
5. A report of expenditures will be made available to the Administrative Council at the end of the fiscal year.
6. Interest income from investment of vending commissions will be transferred to the unrestricted E & G account to offset expenses incurred in the operation of vending machines.

2.12 SUBJECT: PATENT

Date Adopted: May 14, 1977
Date Amended: February 29, 2008

Reference: Minute Book: 20 Page: 73

Murray State University recognizes the utility of a patent policy. The patent policy of the University may be found in the most current edition of the *Faculty Handbook.*

2.13 SUBJECT: CREDIT UNION

Date Adopted: December 17, 1977
Date Amended: February 29, 2008

Reference: Minute Book: Page:

The Board of Regents endorses the establishment of a Murray State University Credit Union, University financial and physical support and authorizes payroll deductions for any personnel for the credit union and/or the banking/savings institutions in the State of Kentucky.

2.14 SUBJECT: NAMING OF CAMPUS FACILITIES, PROGRAMS AND

4. The credentials, character and reputation of each individual for whom the naming of a program or facility is being considered shall be carefully evaluated. In the interest of all concerned, discretion of the highest magnitude should be exercised in such deliberations. Recommendations submitted from the committee for consideration and action must be accompanied by appropriate supp documentation.
5. The name should advance the reputation of the University as well as increase the understanding and public support for its programs.
6. The name should not confuse the public about location or function of the designated building or facility but it.
7. Sub-units of a new or existing facility may be named separately to recognize an outstanding individual or donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major area feature, etc. in these instances, an appropriate plaque may be installed to acknowledge the contribution. The committee will ensure involvement by personnel at the college or departmental level and still assure university-wide standards are met in terms of aesthetics, qualitative standards and optimum donor support.
8. Donors wishing to furnish a lounge, office, conference room, etc. will be honored by an appropriate plaque on the door or some other appropriate inside location.
9. Awards, prizes, lecture series, endowed funds, scholarships or fellowships, such as the Breazeale Fellowships, the Hutson Scholarship and the Max Carmen Award for Excellence in Teaching are routinely named in honor of donors, and need not be considered by the committee.
10. In some unique situations, it will be deemed necessary to change the name of an already-designated facility. It must be realized that such a process is apt to be a matter requiring diplomacy and delicacy; such actions will be the domain of the Committee on Naming Facilities Programs and Activities, which must act with discretion and a due sense of consideration for the parties involved.
11. There will be occasions on which a previously designated facility will cease to exist; this may come as the result of new construction, natural phenomena or changes in the physical composition of the university. When this occurs, it shall be the responsibility of the Committee on Naming Facilities, Programs and Activities

that the donor(s) contribute 50% of the cost up to the first one million dollars ($1,000,000) and 25% of the cost exceeding one million dollars ($1,000,000). For example:

A project costs $800,000 x 50% = $400,000 contribution required
A project costs $3,000,000 = ($1,000,000 x 50% = $500,000) + ($2,000,000 x 25% = $500,000) = a total contribution of $1,000,000

and university officials.

For other naming opportunities, see Addendum 1, *List of Named, Endowed Donor Opportunities*, and

Addendum 2
DESCRIPTIONS OF NAMING OPPORTUNITIES

Buildings and Facilities

Typical guidelines for capital construction of new facilities or facility renovation would suggest that the donor(s) contribute 50% of the cost up to the first one million dollars ($1,000,000) and 25% of the cost exceeding one million dollars ($1,000,000). For an existing facility or program, a subject to negotiation between the donor(s) and university officials.

Up to the first $1,000	50% of cost
In excess of $1,000,000	25% of cost
Areas within buildings	$350,000
Classrooms	$100,000

Academic Discipline, Program, Institute, Center or College*

Academic disciplines, programs, institutes, centers or colleges at Murray State University may be named in recognition of a gift sufficient to have a significant and lasting impact

College	$15,000,000
Department	5,000,000
Institute/Program/Center	2,500,000
Endowed Fund in support	100,000
Endowed Athletic Team Fund	100,000

**Consultation with donor is required.*

Endowed Chairs

The endowed chair position provides an eminent scholar with a salary as well as additional sums to fund graduate assistant salaries, secretarial help, course development and traveling expenses. An endowed chair is key in attracting and retaining acknowledged leaders in their fields.

Regents Chair	$2,000,000
Presidential Chair	1,500,000
Distinguished University Chair	1,000,000

Endowed Professorships

An endowed professorship allows the University to attract top faculty, by supplementing the departmental support. Funds are used to provide salary supplements, graduate assistant stipends, clerical support and travel expenses. As with named chairs, this kind of support can influence the caliber of faculty the University is able to recruit, as well as the quality of teaching a department is able to provide.

Regents Professorship	$1,000,000
Presidential Professorship	500,000
Distinguished University Professorship	250,000

Endowed Cultural or Lecture Fund Series

Funds are used to bring artists, cultural events and distinguished guests to campus. These enliven the academic environment and provide learning opportunities beyond the traditional classroom setting.

Regents Series	$ 500,000
Presidential Series	250,000
Distinguished University Series	100,000

Endowed Faculty Fellowships

Faculty fellowships allow the university to provide extra funds to outstanding faculty members. These funds help those who receive them further their work in teaching, research and public service. Endowment income goes toward paying graduate assistants, clerical support and travel expenses.

Regents Fellowship

Teaching Award	$50,000

2.15 SUBJECT: USE OF UNIVERSITY FACILITIES

Date Adopted: See Note
Date Amended: February 29, 2008

References:				
	Minute Book:	18	Page:	145
	Minute Book:	19	Page:	335
	Minute Book:	20	Page:	95, 117
	Minute Book:	24	Page:	63-65
	Minute Book:	32	Page:	63

Murray State University is committed to both the practice and the philosophy of equal opportunity. The Board authorizes the President to establish and enforce guidelines for use of university facilities without regard to and in a nondiscriminatory manner is to race, religion, and/or political affiliation.

The guidelines shall also be applicable to all faculty, staff, students, and non-university persons or groups. In addition, persons who are not students or employees of the University are expected, while on University property, to adhere to the standards of usage and conduct applicable to faculty, staff, and, students.

The facilities of the University shall mean building and structures, land, equipment, utilities, walks, streets, and recreational areas.

2.15.1 SUBJECT USE OF OUTSIDE AREAS BY NON-UNIVERSITY GROUPS AND INDIVIDUALS

Date Adopted: November 30, 2007

Murray State University has the duty and responsibility to maintain a safe and orderly environment conducive to its principal mission of education. Accordingly, the University adopts this policy for the purpose of establishing reasonable time, place, and manner regulations regarding use of outside areas on its property by non-University groups and individuals.

A. Use of outside areas on MSU property by non-University groups and individuals

1. Sponsorship
   a. Need for sponsorship. Except as provided below, any non-University group or individual wishing to use an outside area on Murray State University property for an organized event, public speaking, demonstrating, performing, distributing literature or materials,

B. Reservation process
   1. Need for Reservation. Use of any outdoor area under this policy requires reservation at least three business days in advance of the proposed use.
   2. With whom reservation requests are made.
      a. Except as otherwise provided, reservation requests for use of an outside area by a non-University group or individual will be submitted to the following:

         i. Use of areas around residential colleges or College Courts requires reservation with the Director of Housing.
         ii. Use of areas around the Curris Center, use of the Free Speech Zone, or use of an area in connection with a "contracted event" requires reservation with the Director of the Curris Center.
         iii. Use of areas around athletic events requires reservation with the MSU Director of Athletics.
         iv. Use of

d. The area used is to be cleaned of any debris after the event.
e. The use of any tables, chairs, tents, or trash containers must be coordinated with Facilities Management.
f. No cooking equipment will be used except with prior permission.
g. No signs, placards, banners, or other items may be attached to, and no writing, chalking, or marking of any type will be allowed on, trees, bushes, benches, any portion of any building, sidewalks, fixtures, light poles, or signs.
h. Additional or different considerations may apply depending upon the nature of the proposed event.

7. The failure of a non-University group or individual to abide by this Policy may result in revocation of the reservation request and removal from campus.

2.16 SUBJECT: EXTENDED EDUCATION

Date Adopted: February 7, 1987
Date Amended: February 29, 2008

Reference: Minute Book: 37 Page 6

Murray State University Board of Regents is committed to extend educational opportunities to the citizens in its West Kentucky region assigned by the Council on Postsecondary Education.

2.17 SUBJECT: INTERNATIONAL EDUCATION

Date Adopted: September 7, 1985
Date Amended: February 29, 2008

Reference: Minute Book: 35 Page: 10

The increasing interdependence of cultures and countries requires that universities prepare their

2.18 SUBJECT: CENTERS OF EXCELLENCE AND ENDOWED CHAIRS

Date Adopted:

Policies of the Board of Regents

E. A compromise of an account may be accepted at any time if it is determined to be in the best interest of the University. Compromises of $1,000 or less will be approved by the Director of Accounting and Financial Services. The Vice President for Finance and Administrative Services will approve compromises greater than $1,000.

F. For all accounts over two (2) years old and all accounts returned from a collection agency, the Associate Bursar will determine whether to make further collection efforts or to recommend the account for write-off.

II. Institutionally Funded Loans (Notes)

As a minimum, the following collection steps will be performed.

A. Billing statements will be sent to all debtors each month.

B. Contact with the debtor via letter, email and/or telephone will be made on delinquent loans, if possible.

C. A "financial hold" will be placed on the student's records. (See 1.B.)

D. Institutional loans that become delinquent are sent the following notices:

$1,000.

D. The write-off of a debt is a matter of accounting procedure and does not constitute a discharge of the obligation. Records will be maintained on all bad debt accounts and loans written-off and the "financial hold" will remain in force. An account or loan will be reactivated if the individual requests a transcript, enrollment, or if recovery becomes apparent or possible.

E. If a loan is reactivated, interest will be accrued at the rate stated in the original loan.

F. A compromise of a reactivated account or loan may be accepted if it is determined to be in the best interest of the University. (See 1.E.)

IV. Federally Funded Loans (Notes)
Currently included in these programs are Perkins Student Loans (formerly National Direct Student Loans) and Nursing Student Loans.

A. As a minimum, Murray State University will perform all "due diligence" procedures as specified in the federal program requirements.

B. The Associate Bursar will review all loans to ensure compliance with all due diligence requirements and determine if additional collection efforts are needed.

procedures, salary determination, fringe benefits, and any other conditions employment.

Age Discrimination in Employment Act of 1967
The purpose of this Act, as amended in 1972, is to prohibit discrimination in hiring persons between forty (40) years and seventy (70) years on the basis of age.

Title IX of the Education Amendments of 1972
The purpose of this Act, the Higher Education Act, is to prohibit sex discrimination against students or others participating in education programs and activities.

Title IX states: "No person ... shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973
The purpose of this Act is to prohibit discrimination against any otherwise qualified person due to his/her handicap. It applies to an institution, program, or activity receiving federal financial assistance.

Based on the legal definition, a handicapped applicant, as with all job seekers, must possess the work capacity to match the job duties and requirements.

In terms of employment, selection, and promotion, a qualified handicapped individual must be capable of performing within reason to his/her deficiency.

The legal definition of a handicapped individual is as follows:

Any person who:
A. has a physical or mental impairment(s) which substantially limits one or more of such person's major life activities (communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, housing);
B. has a record of having such impairment(s) (meaning that an individual may be completely recovered from a previous physical or mental impairment(s)); or
C. has reflected such impairment(s). (Refers to those individuals who, because of attitudes or any other reason, are regarded as handicapped by

objective is to prohibit discrimination on the basis of race, color, religion, sex, national origin, age, or handicapped status.

III. AFFIRMATIVE ACTION PLAN APPLICABILITY

This plan is the official policy of Murray State University and, therefore, applies to all administrative officers, faculty, staff, students, and all persons seeking employment at Murray State University, to the extent indicated.

IV. DISSEMINATION OF THE PLAN

Internal

Information concerning Murray State University's Affirmative Action Plan is available at any time to all University employees or applicants for employment. Information can be obtained in the following offices:

A. The Office of the President
B. The Institutional Diversity, Equity and Access (IDEA) Office
C. Human Resources

The official Murray State University Policy Statement on Affirmative Action will be disseminated to all University employee and student organizations by the Affirmative Action Office.

A copy of the Affirmative Action Plan is provided to all Vice Presidents, Deans, Department Chairs, Directors, and other pertinent supervisors. It is the responsibility of these administrators to disseminate information concerning affirmative action to their subordinates.

A statement on affirmative action is printed in the following publications and is readily available to all employees and students.

A. Faculty Handbook
B. Personnel Policy and Procedure Manual
C. Undergraduate and Graduate C25.9 256.10.6.4q2 ri9 0 0 1 195.05 281.69 Tm0 G[ )] TJETQq0.00000

All Murray State University advertisements for employment and other promotional forms for programs explicitly state that Murray State University exercises affirmative action and equal employer opportunity.

All Murray State University contractors, subcontractors, vendors, manpower organizations, and other servicers to Murray State University are promptly informed of the University's obligation to affirmative action and equal employment opportunity.

Murray State University, for purposes of external dissemination, will send copies of the Affirmative Action Plan to the City of Murray and appropriate Calloway County government; officials. Also, copies are sent to the Kentucky Council on Higher Education and to local manpower services.

All recruiting services for minority faculty, administrator! and students will be advised of Murray State University's Affirmative Action Policy through the Affirmative Action Officer (i.e., Southern Regional Education Board Minority Faculty Data Base, Iota] and regional chapters of National Association for the Advancement of Colored People and Urban League, and area churches, etc.).

The Minority Admissions Counselor, the Director of Minority Student Affairs, and other staff actively participate in high school career and job orientations in the area.

All of the above external dissemination measures will be monitored by the Affirmative Action Officer.

V. RESPONSIBILITY FOR IMPLEMENTING THE PLAN

It is understood that the President of the University has the ultimate responsibility for forging a viable institutional policy on equal opportunity and assuring progress toward the realization of affirmative action goals. Beyond setting policy, however, the President alone cannot supervise the daily routines of campus life and college business which must be addressed in order to effectively eliminate discrimination and take into account affirmative action.

The Affirmative Action Officer, answering directly to the President and working in conjunction with the Affirmative Action Committee commits 75 percent of his/her time coordinating and monitoring all employment practices of the Vice Presidents, Deans, Department Chairs, and Directors and coordinates efforts with the Director of Human Resources.

VI. AFFIRMATIVE ACTION OFFICER - DUTIES AND RESPONSIBILITIES

A. The Affirmative Action Officer (AAO) supports the ideas of affirmative action and equal employment opportunity throughout the University;

B. the AAO supports the academic and non-academic administrators of the University in collecting and analyzing employment data, identifying problem areas, and the setting of goals and timetables. He/she also advises in the development of specific remedial programs to achieve a particular unit's goals;

C. the AAO is responsible for designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where

Policies of the Board of Regents

X. AFFIRMATIVE ACTION PROCEDURES

A.

Affirmative Action Officer. The Human Resources Office shall maintain lists of specific media which must be utilized to advertise staff positions, according to EEO-6 categories. Records will be maintained regarding specific affirmation action efforts to attract female and minority applicants for position, to include a list of media used to advertise the position and a record of all schools, minority and women's groups, professional organizations, and community groups notified of the position;

F. the availability of a position shall be made known to current employees of the University through an announcement bulletin published by the Office of Personnel Services and posted throughout the campus;

G. maintenance of files of all minority and female applicants who applied for earlier position openings but were not hired. These candidates will be contacted first when new openings occur;

H. maintenance of records of personnel decisions and active for the life of the Plan or until the respective unit attained its goals, whichever is the lesser. Applications of individuals who have been offered a position who have declined an offer shall have their file so ma and placed in an inactive file for the life of the Plan.

It is recognized that the implementation of a successful Affirmative Action Plan mandates attention to varied factual situations. Consequently, additional procedures may be developed by the Affirmative Action Officer as needed. In no event shall such procedures be permitted to frustrate the basic purposes of Murray State University's Affirmative Action Plan.

XI. PROMOTION CRITERIA - FACULTY AND NON-FACULTY

In no circumstance can an employee's promotion be denied based solely on his/her race, color, age, religion, gender, sexual orientation, national origin, handicap, or veteran's status.

XII. FRINGE BENEFITS

It is the policy of Murray State University to extend fringe benefits to its employees without regard to race, sex, color, national origin, age, handicap, or veteran's status.

XIII. EQUAL EDUCATION OPPORTUNITY

Murray State University attempts to provide equal opportunity in all areas of student admissions, financial aid, employment, and placement. Murray State University is also committed to increasing minority student population in specific disciplines of study, not only within the University but also to assure their representation in future labor markets.

Admissions

Murray State University, through special efforts, actively recruits minorities. Murray State University practices affirmative action recruitment for minority classes through such measures as staffing a Minority Admissions Counselor and maintaining an Office of Minority Student Affairs. It is the intention of these office to recruit and retain minorities.

The University's Affirmative Action Policy is printed in all student information and student publications sent from the Office of Admissions.

Student Employment

Murray State University recognizes and affirms a commitment to the principle of nondiscrimination in student employment.

Students are entitled to the same affirmative action policy protections as other employees similarly situated.

Financial Assistance

All Murray State University financial aid (i.e., grants, loans, scholarships, intern programs, work-study programs, etc.) is awarded without discrimination on the basis of race, color, gender, national origin, religion, sexual orientation, age, handicap, or veteran's status.

Support Services

All Murray State University faculty, staff, and students are continuously encouraged to be supportive to minorities. Support services include but are not limited to: advising, tutoring, and working to improve minority life at Murray State University.

XIV. GRIEVANCE PROCEDURES

Murray State University commits itself to investigating and determining all claims or allegations of discrimination in the operation and administration of its programs, services and employment practices.

Step one does not envisage a formal hearing. The formal hearing is reserved for step two. Consequently, the parties will not necessarily be present in all stages in the process of gathering evidence.

Step One:

1. Any member of the University community adversely affected by a discriminatory act by an employee of Murray State University may complain. The aggrieved party must state his/her complaint in writing. The complaint shall state the nature of the discrimination, the facts upon which the complaint is based, and the relief demanded.

2. The complaint shall be filed with the University's Office of Institutional Diversity, Equity and Access (IDEA) within one hundred eighty (180) calendar days after the alleged act(s).

   A copy of the complaint shall promptly be sent to the charged party(ies).

3. The charged party(ies) may submit a written statement addressing the complaint to the Office of Institutional Diversity, Equity and Access (IDEA) within twenty (20) calendar days.* Three (3) days shall N added to the twenty (20) days if the complaint is mailed. Affirmative Action Officer may extend the time for good cat showing."

Policies of the Board of Regents

Officer's decision allows the time limit to elapse, the decision shall be final.

3. The person charged shall submit a written response to I Office of Institutional Diversity, Equity and Access (IDEA) within twenty (20) calendar days* after the charge is mailed to him/her. The chair of the committee may extend the time for good cause showing."

4. Each party shall have the right to be represented by counsel.

5. Each party shall have the right to produce witnesses and to cross-examine witnesses presented against them.

6. As a general practice, the committee will not be obligated to conform5f. g

* The last day of the period so computed is to be included, unless it is a Saturday, a Sunday or a MSU holiday, in which event the period runs until the end of the next day which is not a Saturday a Sunday or a MSU holiday.

** Good cause showing shall include but not be limited to such things as illness, death within the family, absence from the University or the Commonwealth, and any other circumstances which will constitute undue hardship upon that person who may want to respond or who is required to respond.

2.21 SUBJECT: SEXUAL HARASSMENT POLICY

Date Adopted: May 12, 1990
Date Amended: February 29, 2008
Date Amended: December 4, 2020

A. Commitment.
Murray State University is committed to maintaining an environment free from unlawful discrimination. Accordingly, sexual harassment will not be tolerated at Murray State University. The University will continue to educate the campus with respect to sexual harassment and will continue to provide avenues for redress when issues arise. However, it is the responsibility of all students, faculty, staff and Regents to avoid sexually harassing behaviors.

B. Definitions.

Sexual harassment is a form of gender discrimination which violates state and federal law and University policy. Students and employees can be the victims, or perpetrators, of sexual harassment. Whether actions constitute sexual harassment depends upon the particular facts surrounding, and law applicable to, the situation in question.

However, in general, sexual harassment means inappropriate conduct on the basis of sex, including unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an performance in any course, program or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for performance in any course, program or activity;
3. such conduct when committed by a student is so severe, pervasive and objectively offensive that it has the purpose or effect of u work performance or participation or performance in a course, program or activity or creates an intimidating, hostile or offensive environment for work or any course, program or activity;
4. such conduct in the workplace, or conduct committed by a non-student, is so severe or pervasive, and objectively offensive that it has the purpose or effect of or
5. such conduct constitutes sexual assault, dating violence, domestic violence or stalking as each is defined by University policy and applicable state or federal law.

Sexual harassment can occur in different relationships, including that of supervisor-employee, teacher-student and student-student. Purely voluntary personal or social relationships without any of the discriminatory effects noted above may not be sexually harassing behavior. However, Regents, administrators, faculty and staff are strongly urged to avoid relationships of an amorous or intimate nature with individuals, such as subordinates or students, whom they supervise, have an instructional responsibility for or have or may have the responsibility to evaluate. The existence of a power differential between the parties naturally raises the question whether the relationship is, in fact, voluntary.

Policies of the Board

permitted by state and federal law, which are equally applicable to all parties, regarding the extent to which an advisor may participate in proceedings;

(3) There will be timely notice of meetings at which the complainant or respondent, or both, may be present;

(4) There will be timely and equal access to the complainant, the respondent and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and

(5) Both the complainant and respondent shall be simultaneously informed, in writing, of:
- (a) the result of any institutional disciplinary proceeding that arises from an allegation of sexual violence and misconduct, relationship violence and stalking;
- (b) to appeal the results of the institutional disciplinary proceeding;
- (c) any change to the results that occurs prior to the time that such results become Final and
- (d) when such results become final.

(6) Reports that a student or employee has been subjected to an act prohibited by this

Discrimination Grievance

Proceedings involving an employee or student against a student alleged to have violated this Policy may be filed in the Office of Institutional Diversity, Equity and

sexual harassment will be forwarded to the Office of Student Affairs for resolution

Proceedings involving a student or employee against a University employee or volunteer or, where necessary, non-University individual alleged to have violated th

These policies and procedures describe how to file a complaint and the steps, and anticipated timelines, for each type of proceeding. Proceedings will be consistent with these policies and will be transparent to the complainant and respondent. The preponderance of evidence standard will be followed in all proceedings. It is intended that an initial decision with respect to complaints will be made within 60 days of the initial filing of the complaint. Extensions of timeframes may be allowed for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay.

C. Sanctions or protective measures that Murray State may impose following a final determination in an institutional disciplinary procedure regarding sexual harassment, including sexual violence and misconduct, relationship violence and stalking, will include measures to stop the behavior, prevent it from recurring, correct its effects and protect other members of the University community from such behavior. Under certain circumstances, training may be required for an individual or a larger group.

   Employees or volunteers who are found to have engaged in prohibited behavior are subject to disciplinary action including written warning, suspension, removal, demotion, reassignment, termination, ban from campus and counseling/training.

   A non-University individual found to have engaged in prohibited behavior after any required hearing, is subject to disciplinary action including written warning, ban from campus or ban from certain areas or activities.

   A student found to have engaged in prohibited behavior is subject to disciplinary action including referral to alternative services/counseling, written warning, loss of privileges, probation, restitution, self-improvement and educational programs, program exclusion, suspension and expulsion.

   The imposition of sanctions and corrective action under this policy does not prevent any other entity from imposing penalties.

D. Protective measures Murray State may offer following an allegation or report of sexual harassment, including sexual violence or misconduct, relationship violence or stalking, include counseling, a University order of no contact, residence hall relocation, adjustment of course cou Tm[ )] Td6tng2 re2(l)6pus 0 1 o tn nBxtkclTf1 0 en

dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the institution and including information described in items II(B)(1)(a-f) above.

(3) Information in writing will be disseminated indicating procedures victims should follow if sexual violence and misconduct, relationship violence or stalking has occurred, including:
(a)

Policies of the Board

APPENDIX I

Definitions Used by Murray State University

Murray State University prohibits acts against its students, faculty and staff related to sexual violence and misconduct, relationship violence and stalking. T

with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(ii) The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

(iii) Sexual intercourse between persons who are related to each

(iv)

B. Suffer substantial emotional distress.

which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to

rson under similar circumstances and with similar identities to the victim.

may, but does not necessarily require medical or other professional treatment or counseling.

4. A

2.22 SUBJECT: DRUG-FREE CAMPUS/DRUG-FREE WORKPLACE POLICY

Date Adopted: November 17, 1991
Date Amended: February 29, 2008

Reference: Minute Book: 47 Page: 21

It is the policy of Murray State University that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in buildings, facilities, grounds or property

2.22.1 SUBJECT: TOBACCO USAGE

Date Adopted: February 27, 2015

I.

VI. Policy Management

Employee violations of this policy shall be reported to the appropriate supervisor. Student violations of this policy should be reported to the Office of Student Affairs. Visitor violations should be reported to the appropriate Murray State employee who has the authority to handle the situation. This may include, for example, the building manager, Director of Facilities, the Director of a program, or a Public Safety Officer, etc.

There shall not be reprisals against anyone reporting violations of this policy. The success of this policy depends on the cooperation and consideration of members of the Murray State Community as all students, faculty, and staff share in the responsibility for adhering to and enforcing this policy.

This Tobacco Policy will be reviewed at the end of the 2015-16 academic year and, thereafter, will be reviewed at least once every two years.

VII. Compliance

Violation of this regulation may result in corrective action through the appropriate process that includes the *MSU Student Life Policies, Rules and Procedures*; *MSU Personnel Policies and Procedures Manual*; or other regulations and policies. Visitors refusing to comply with the Tobacco Policy may be asked to leave campus or may be cited for non-compliance with University policies.

2.24 SUBJECT: MINORS ON CAMPUS

Date Adopted: February 26, 2021 (First Reading: December 4, 2020)

The purpose of this policTJhe purp

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C. Third-Party Programs

These are Youth Programs that involve minors and use university facilities and are not operated under the direction or authority of the University. These include camps, programs or planned events.

D. Program Director

This is the individual responsible for the oversight and operations of the program. This designated person has the responsibility for minors and/or other guests participating in the program. The Program Director is responsible for adhering to program procedures, University safety regulations, proper hiring and training of program staff, emergency communications and overall supervision and responsibility of the program and its participants. A Program Director may be a University faculty or staff member, temporarily hired individual or designated appointee of a third-party program.

E. Program Staff

These are administrators, faculty, staff, athletes, undergraduate and graduate students, postdoctoral fellows, researchers, volunteers, alumni, independent contractors and third-party operators who work directly with, supervise, chaperone or otherwise

All Third-Party programs involving minors may be reviewed and approved by the Vice President for Finance and Administrative Services, General Counsel and MSU Police.

V. BACKGROUND SCREENING

A. The following criminal background screening requirements apply to those individuals who are anticipated to have direct contact with minors in the course of their involvement with a program.

All program staff, including but not limited to graduate/undergraduate student assistants, faculty, staff, volunteers and consultants or contractors, who in the course of their University-run or third-party youth program duties or assigned responsibilities will or may have direct contact with minors, are subject to national criminal background checks regardless of the supervision structure in place. Such screening will include, at a minimum, criminal history and sex offender registry searches. It is the responsibility of the Program Director to determine who meets the background check criteria and to ensure that staff and volunteers have background checks before beginning to work directly with minors in the program.

B. The Department of Human Resources is responsible for conducting all necessary backgrounds checks and receiving reports for University-run youth programs, based on requests from one of the following:

1. Program Director
2. Department of Athletics, if program is considered to be University-run

C. Criteria for determining who must be screened

1. University-Run Programs:

   a. All new and former employees, including student workers, who have more than a 12-month break in service will need a background check. An additional background check will not be required for these individuals as long as a background check was a part of their initial hiring process. These background checks will remain on file with the Department for Human Resources.
   b. In the case of students and volunteers, a background check is required before they can work with minors. This is required annually if work is repeated.
   c.

2. Third-Party Programs:

These organizations must complete nationwide criminal background checks on their own at their expense and certify that these will be completed before any individual has direct contact with minors at a program on campus. These screenings must include, at a minimum, criminal history and sex offender registry searches, as required in Section V. A. of this policy. For programs occurring annually, background checks should be repeated and certifications for the Program Director maintained.

3. Self-Disclosure:

After completion of an initial background check, all program staff are expected to disclose any new arrests or convictions to their program director or supervisor within 48 hours of the occurrence and to cooperate in providing information necessary to evaluate the circumstances of the arrest and/or conviction.

D. Notice and Authorization

University students, faculty, staff and volunteers are to be notified by the Program Director at the time they bec
requirements according to the criteria stated herein.

In accordance with federal law, the University must secure a signed authorization which permits the University to obtain background check results from a third-party reporting agency. Such authorization must remain in effect for the duration of an

VI. BEHAVIORAL EXPECTATIONS

The University requires all program staff, specifically those working directly with minors, t

e. Do not communicate with minors via text, email or social media without another program staff member and parent/legal guardian included in the conversation.
f. Do not undress in the presence of a minor and do not permit a minor to undress in the presence of any program staff.

VII. TRAINING

In recognition of the importance of protecting minors on campus, adults should be positive role models and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the University. University-run programs and third party-run programs are required to ensure all program staff, including volunteers working with minors, be trained regarding policies and issues relating to interactions with minors. Program staff must receive training that will allow the University to comply with the applicable state and federal laws. University legal counsel will define the specific trainings that must be provided, as these may change over time. The Center for Adult and Regional Education will work with the appropriate units on campus to provide training for program staff involved with University-run programs. These trainings must be completed before participating in any program involving minors and should be reviewed as needed or at a minimum on an annual basis.

Program staff orientation must include discussions of the implications of these rules/ guidelines specific to the operations of their program. Documentation of training completion and acknowledgement forms must be maintained by the Program Director for three years.

VIII. REPORTING

Pursuant to Kentucky Revised Statute 620.030, any person who is aware of abuse must make a report verbally or in writing to the Kentucky Cabinet for Health and Family Services, University/local law enforcement or the Kentucky State Police.

Reporting is required for the following:

a. Suspicions or allegations of abuse
b. Suspicions or allegations of inappropriate behavior
c. Policy violations

Crimes, including sexual assault, must be reported pursuant to the Clery Act and the Minger Act. Reports should be made to the MSU Police Department or local law enforcement. All University employees who in the course of employment receivrams. These trainings

IX. EMERGENCY PREPAREDNESS PROCEDURES

The Program Director must have an emergency/crisis procedure that will serve to contact guardians of minors in the event of an emergency or campus crisis. These plans should cover medical or behavioral problems, natural disasters or other significant program disruptions. Program staff as well as participants and their parents/legal guardians must be advised of this procedure in writing prior to the participation of the minors in the program.

X. SUPERVISION

The Program Director must ensure that appropriate supervision is provided in a ratio of youth participants

B. Although the use of private vehicles for transporting minors should be avoided, when private vehicles must be used, the vehicle must have automobile liability insurance in accordance with the regulations of the state for which the license is issued.

1. Minors must never be transported without written permission from a parent/guardian in the form of a release of liability associated with the program.
2. Minors may not drive golf carts.2.

2.26 SUBJECT: UNIVERSITY EMPLOYEES INVOLVED IN LITIGATION

Date Adopted: February 29, 2008

There are occasions when Murray State University and/or its employees are defendants in litigation arising from or related to the business of MSU. In such instances, the question may arise as to whether a defense should be extended to University employees who are specifically named as defendants in litigation.

Any such question should be resolved by the President after due consultation with appropriate University officials. If the issue relates to the President, the matter should be directed to the Board of Regents.

Resolution of the question will entail a fact-specific inquiry and it is not possible to establish principles necessarily applicable in all situations. Consideration must be given to the best interests of Murray State University and its mission as a public institution of higher education.

Other pertinent factors may include:

1. Is insurance coverage available and, if so, will any self-insured retention be paid in connection with defense of Murray State University?
2. Are the allegations against the employee in an official or individual capacity?
3. Are the allegations suggestive of behavior outside the course and scope of employment, indicative of the genuine possibility of wrong-doing, or which may create a conflict of interest between the employee and Murray State University?
4. What is the degree of culpability alleged? Do the allegations relate to conduct which is purportedly negligent, grossly negligent or intentional in nature?
5. What is the benefit/cost to the University of extending a defense?

Any defense extended to an employee will be according to terms and conditions determined by Murray State University. Even if the University decides to provide a defense to an employee,

interests to extend a defense. Any decision to extend a defense is done with the understanding that the University may take later action to discontinue such a defense. (t)-4(i)6(0 1 90./F104 Tf1 0 0y)11(t)-4(TJEf1 0Tany-2

2.27 SUBJECT: E-MAIL COMMUNICATION POLICY

Date Adopted: September 25, 2009

Policies of the Board of Regents

weapon pursuant to KRS 237.110 if the weapon is contained in a private or University owned vehicle and is not removed from the vehicle

4. The Policy Statement does not prohibit the possession of a firearm, whether or not loaded, ammunition or other weapon with lawful authority if it is located in and not removed from a private or University owned vehicle and is kept in an enclosed container, compartment, or storage space installed as original equipment in the vehicle by its manufacturer, including but not limited to a glove compartment, center console, or seat pocket, and regardless of whether the container, compartment, or storage space is locked, unlocked, or does not have a locking mechanism.

5. The Policy Statement does not prohibit the possession by individuals listed in KRS 527.020 of weapons under the conditions referenced in that statute. Reference should be made to the statute for a complete listing of the individuals and applicable circumstances.

6. The Policy Statement does not apply to the extent that the presence or use of any weapons or dangerous materials is authorized by the President under terms and conditions that are consistent with law and any applicable standards and will protect the

may be delegated as he/she deems appropriate.

IV. Violations

1.
found in the *Student Handbook* and is subject to disciplinary action, including expulsion from the University, and all other appropriate legal actions.

2. An employee in violation of this Policy is subject to disciplinary proceedings in accordance with law and existing University policies and practice and is subject to disciplinary action, including termination of employment, and all other appropriate legal actions.

3. Others in violation of this Policy are subject to immediate removal from the property and to all other appropriate legal actions.

V. Supplementation of this Policy

1. The reference in this Policy to particular weapons and dangerous materials is not intended to condone the presence of other devices, items, or materials which pose a risk of harm to persons and property at Murray State University.

2. The President is authorized to supplement this Policy in order to address other devices, items, or materials which may be hazardous to persons or property at Murray State University.

3. The President is authorized to amend or supplement this Policy if necessary to be consistent with law.

4. The President will provide appropriate notice of any supplementation or amendment. Violation of any such supplementation or amendment will subject the violator to the consequences provided under this Policy. The Board of Regents will be notified of any such supplementation or amendment as an informational item.

2.29 SUBJECT: REMOTELY OPERATED AIRCRAFT SYSTEMS/DRONES

Date Adopted: August 25, 2023

with a small aircraft rating or by individual operators who have passed the required aeronautical knowledge and safety test.