FACULTY RESOURCE GUIDE

POLICIES, PROCEDURES, FORMS, AND GENERAL INFORMATION

FALL 2002
This summer, the A&S Office compiled these policies and procedures, forms and tidbits of valuable information from the various offices across campus. Our intent was to provide a single, convenient resource for A&S faculty. We hope you will find the information to follow a valuable resource.

This guide will be updated regularly. As new directives come forth, they will be included for the upcoming year. Please alert Terry Ergish if you find mistakes in our information. If you think of other items that should be included, please bring them to her attention. If you encounter a situation or quirk that is not addressed in this manual, please ask Terry for help in finding the answer. Such intervention will keep us on the right side of the rules and will help us make the manual more complete, accurate, and useful. We thank you in advance for your help.

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***The following is a list of various forms (make copies as needed)***

Weekly/Monthly Credit Card Expenses

- Check Request
- Expense Report
Faculty Expectations Concerning Student Behavior

Student conduct and faculty-student relationships are discussed in the Faculty Handbook, primarily in section X. Of specific importance to faculty are the following statements:

10.1 - “Any student who engages in conduct prohibited by the University is subject to judicial action whether such conduct takes place on or off the campus or whether civil or criminal penalties are also imposed for such conduct. Furthermore, a student is subject to judicial action for prohibited conduct that occurs while participating in off-campus activities sponsored by the University, or University organizations, including, but not limited to: field trips, internships, socials, training exercises, pledging, rotations, or clinical assignments.” [Violations of the “Student Code of Conduct” listed in the Council Fire, McMurry’s student handbook, include possession or use of alcohol or drugs, possession of firearms, criminal activity, sexual activity, and harassment.]

10.2.4 - “Faculty members are often requested to serve as advisors for various student groups and sponsors for student activities... Though roles differ from organization to organization and function to function, fundamentally they concern overseeing student groups and activities to make sure that they conform to the basic philosophy and purposes of the University.” [Sponsorship of off-campus activities, whether club-related or class-related, places responsibility for student behavior on the faculty sponsor.]

Also note that the expectations for student behavior are not fundamentally different from those for faculty behavior. Below are some pertinent sections drawn from the Faculty Handbook:

3.6.1 (“Dismissal for Cause”) - “A faculty member, tenured or untenured may be removed for demonstrated unfitness as a professor or for personal conduct which seriously impairs successful performance as a faculty member. Adequate cause may be academic incompetence, neglect of duty, a serious violation of the faculty member’s responsibilities, or admission or conviction of a serious violation of the criminal code.”

Appendix C (“Sexual Harassment Policy”) - “It is the policy of McMurry University that no member of the McMurry Community may sexually harass another.” [The policy goes on to explain that this qualifies as a “serious violation of the faculty member’s responsibilities”, as described in section 3.6.1 above.]

Appendix D (“Drug and Alcohol Abuse Prevention Program”) - “While on duty or on University property... employees are prohibited from being under the influence of alcohol or drugs. Moreover, employees may not possess, sell or receive alcohol or illicit drugs while on duty or on University property.” [Note that this does not say “while on duty AND on University property”.

The key issue here is the expected behavior of students and faculty on campus extends to those instances when faculty and students are involved in off-campus events as representatives of the University.
Upon review of our copy usage for the past ten months, it has been noted that our color copier in the print shop has minimal usage. We are currently averaging 77 color copies per month. At this volume, we cannot cover our monthly rental and the cost of supplies. Based on the low usage, we will be discontinuing this copier and replacing it with a bookmark copier from Xerox. This should meet the needs of the campus more effectively due to the number of requests the print shop receives to copy material from books that are bound.

Effective with the elimination of the color copier from campus, we will outsource all color copying. The procedure will be to use your credit card at any of the vendors listed below. You do not need the approval of the business office to make this purchase, but you do need to obtain approval from your supervisor/department head to expend the funds. After making the purchase with your credit card, please send the receipt to Amy in the Business Office. Also, please be sure that you do not pay sales tax on the purchase of copies.

We have contacted several local vendors regarding pricing for basic 8x11 copies. Any other copies will be based on size and quantity, to be quoted by the vendor as needed. Listed below are recommended vendors, a contact person, and pricing.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Phone Number</th>
<th>Contact Person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Tiger</td>
<td>673-8477</td>
<td>Ronnie Lorenz</td>
<td>$0.59 per copy</td>
</tr>
<tr>
<td>Abilene Printng</td>
<td>677-2673</td>
<td>Harlan Owen</td>
<td>$0.89 per copy</td>
</tr>
<tr>
<td>Minuteman</td>
<td>676-3637</td>
<td>Leif Merk</td>
<td>$1.00 per copy</td>
</tr>
<tr>
<td>Kinko's</td>
<td>698-3300</td>
<td>no specific contact</td>
<td>$1.29 per copy</td>
</tr>
<tr>
<td>Office Depot</td>
<td>695-314</td>
<td>no specific contact</td>
<td>$0.99 (1-9), $0.89 (10-99), $0.79 (100-299)</td>
</tr>
<tr>
<td>Office Max</td>
<td>695-6465</td>
<td>Roy</td>
<td>$0.49 per copy</td>
</tr>
</tbody>
</table>

Cloud Printing • will be receiving a color copier in April, pricing unavailable at this time.

All of the above noted vendors can print copies from disk or email. Please call the contact person listed above if interested in this option. Also, Abilene Printing will pick up and deliver at no charge.

We are scheduled to receive the new bookmark copier on March 25, or April 1, 2002, depending on the Xerox delivery schedule. However, I have just been notified that the color copier in the print shop is not working due to the need for a new drum cartridge. Therefore, please begin immediately to outsource your color copies.

If you have any questions regarding this change in procedure, please let me know.

Thank you,

Lisa Love Williams, CPA
Controller, McMurtry Business Office
915 793-3819 Fax: 915 793-3831
email: williall@mcm.edu
The following are the print shop Xerox code numbers and your department expense codes that are used when purchasing items. Use the number that corresponds with the department that you are in.

<table>
<thead>
<tr>
<th>Departments</th>
<th>Print Shop Codes</th>
<th>Department Expense Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>05010</td>
<td>10-1110-6110</td>
</tr>
<tr>
<td>Biology</td>
<td>05030</td>
<td>10-1130-6110</td>
</tr>
<tr>
<td>Chemistry/Biochemistry</td>
<td>05050</td>
<td>10-1150-6110</td>
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<tr>
<td>Communication</td>
<td>05210</td>
<td>10-1160-6110</td>
</tr>
<tr>
<td>Computer Science</td>
<td>05060</td>
<td>10-1170-6110</td>
</tr>
<tr>
<td>English</td>
<td>05080</td>
<td>10-1190-6110</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>05090</td>
<td>10-1200-6110</td>
</tr>
<tr>
<td>History</td>
<td>05100</td>
<td>10-1210-6110</td>
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<tr>
<td>Language</td>
<td>05110</td>
<td>10-1220-6110</td>
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<tr>
<td>Mathematics</td>
<td>05120</td>
<td>10-1230-6110</td>
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<tr>
<td>Music</td>
<td>05130</td>
<td>10-1240-6110</td>
</tr>
<tr>
<td>Chanters</td>
<td>05130</td>
<td>10-1245-6110</td>
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<tr>
<td>Band</td>
<td>05020</td>
<td>10-1120-6110</td>
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<tr>
<td>Physics</td>
<td>05150</td>
<td>10-1260-6110</td>
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<td>Political Science</td>
<td>05160</td>
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<td>Psychology</td>
<td>05170</td>
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<td>Religion/Philosophy</td>
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<td>05200</td>
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<td>10783</td>
<td>10-1298-6110</td>
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<tr>
<td>Theatre</td>
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<td>10-1305-6110</td>
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<tr>
<td>Core</td>
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## CATEGORY CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
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<tbody>
<tr>
<td>00</td>
<td>MISCELLANEOUS</td>
</tr>
<tr>
<td>01</td>
<td>AIRFARE</td>
</tr>
<tr>
<td>02</td>
<td>HOTEL</td>
</tr>
<tr>
<td>03</td>
<td>AUTO EXPENSE (VEHICLE RENTALS, FUEL)***</td>
</tr>
<tr>
<td>04</td>
<td>MEALS</td>
</tr>
<tr>
<td>08</td>
<td>TRAVEL-MISCELLANEOUS (PARKING FEES, TOLLS, TAXIS)***</td>
</tr>
<tr>
<td>06</td>
<td>EQUIPMENT</td>
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<tr>
<td>07</td>
<td>COMPUTER- HARDWARE</td>
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<td>08</td>
<td>COMPUTER-SOFTWARE</td>
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<td>09</td>
<td>PRINTER SUPPLIES</td>
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<td>FREIGHT</td>
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<td>11</td>
<td>TELEPHONE</td>
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<td>ADVERTISING &amp; PROMOTIONS</td>
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<td>DUES, MEMBERSHIPS AND SUBSCRIPTIONS</td>
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<td>CONTRACT LABOR</td>
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BASEBALL
MEN'S GOLF
WOMEN'S GOLF
MEN'S TENNIS
WOMEN'S TENNIS
MEN'S TRACK
WOMEN'S TRACK
CHEERLEADING
MEN'S SWIMMING
WOMEN'S SWIMMING
UNIFORMS
TEAM MEALS (IN TOWN)
GAME WORKERS
ATHLETIC TRAINERS
TRANSFERS
INCOME

***EMERGENCY REPAIRS OF VEHICLES ON TRIPS CHARGED TO MAINTENANCE
COMPUTER DIAL-UP ACCESS

The following website will allow you to dial-up the internet from your home on your personal computer. The instructions are very clear and easy to understand and read.

http://www.mcm.edu/mcminfo/labhours/labs.htm

First type in site, then when front page pops up click on DIAL UP INSTRUCTIONS. The page will give you a list of different computers. Click on the one you have at home, and from there follow the instructions. The most important thing is you have a modem and it is a good idea to have handy your installation disk, only because you may have to reboot or re-install your Windows. This access WILL NOT ALLOW YOU TO GET TO YOU?? “H” DRIVE NOR TO THE COMPUTER LABS ON CAMPUS, OR ANY OF YOU?? PROGRAMS FROM YOUR OFFICE. ALL OF THIS IS STATED IN THE INSTRUCTIONS. PLEASE READ THEM CAREFULLY BEFORE BEGINNING THE PROCESS.

This website also has information concerning webmail, virus announcements and updates and many more links to information. BE SURE TO CHECK IT OUT REGARDLESS IF YOU HOOK UP AT HOME.

REQUESTING USE OF MCM CREDIT CARD

Send an e-mail requesting your needs to your department chair for approval, your chair will forward the e-mail along with their approval to Dr. Wilson, he in turn will forward it on to Lisa Williams if he approves it. Be sure to include the account to be charged and indicate the current account balance. You may also use the CHECK REQUEST form for credit card requests, simply fill out your need sign it and the same procedure as an e-mail applies. Once approved by the Lisa Williams, an e-mail will be sent to Dr. Wilson and to the faculty member stating an approval.

EXPENSEREPORTS

Before you turn in your expense report to Dr. Wilson for his signature, make sure you have every receipt and the amounts coincide with the amounts on the expense report, IT IS A MUST THAT YOU HAVE RECEIPTS (ORIGINALS WOULD BE BEST) otherwise you may not be reimbursed. If you need help filling it out, Terry will be happy to show you the first time. It is also important to state how items were paid, whether in cash credit card, check. DON’T FORGET TO GET THE RECEIPT FROM THE ESTABLISHMENTS.
MAKING COPIES IN MAEDGEN

Your department print shop code is also good for Maedgen building copiers.

MAKING COPIES IN THE LIBRARY

If you use the library’s copier, they have a log book that you fill out with your print shop code, department, and how many copies you are going to make. Then once a month they turn that book into Terry Cass to charge out to the departments accordingly.

MCMURRY TAX ID # 1-75-08556-3-3

Office Depot is the only store that we are aware of that requires its own Tax ID, so when shopping there use the following number: 29312902. Any other store, use the McMurry Tax ID # listed above.

PERSONAL TRAVEL CARRATES

You may rent a car from Enterprise at the same rate as the school gets. Just tell them you are a McM employee, but it is for personal travel. You will show your ID when you pick up the car. You do not have to purchase their insurance if you already have car insurance, make sure you have proof of insurance if you turn down theirs. If you have any problems, contact Lisa Williams.

NSF GRANT PROGRAM OFFICER

If you write an NSF Grant, the program officer is Dr. Rick Thompson. You will need his signature for the grant.

1-800 NUMBER

If you are off campus, and need to call, here is a toll free number that connects you to the switch board. 1-800-477-0077.

NEW EMPLOYEE INFORMATION WEBPAGE

The following website has some very useful information for everyone, but especially for new employees. If you go to the McM homepage then click on the drop down box to the right and highlight new employee info. This page has some great directions and useful information in getting started in Abilene. This site was created and is maintained by Joe Christensen in Physics. You will see a lot of time and effort has gone into this website, be sure to take a look at it.
PRINTING DIRECTLY TO PRINTSHOP IN OLD MAIN

Before you print, go to file, click on print, click on drop down arrow. There you should have two printers, the one in your office and the print shop printer. The print shop printer is for large quantities of copies. It will read Vulcan/OM_Xerox. A reply screen will pop up and you can fill it out, so Linda in the print shop will know who the copies belong to.

POLICY FOR ID CARDS

There really is no written policy on the do’s and don’ts of using your faculty ID cards. Always carry it with you, it will get you into campus athletic events and cultural events free of charge. You can use it to get into McM games that are held at HSU and ACU free of charge. I asked around, no one could give me any specific answers on this question, but some establishments in and around town will give discounts to McM faculty and staff. The best advice is to ask each time you go somewhere if there is some kind of discount. If you find one, let me know and I can put it in an issue of ETHOS to spread the word.

WELLNESS CENTER POLICY

The McMurry Wellness Center, Activity Center, Aquatic Center are available to all McMurry Staff, Faculty, Alumni and their immediate family. I.D.’s are required to enter these facilities. When a family member goes to the center without the McM employee, they must have a valid ID (driver’s license, military ID etc.) along WITH the McM employee’s ID. Current hours are posted on the Student Affairs website.

AV EQUIPMENT CHECK OUT POLICIES

The AV equipment is only to be used in CLASSROOM buildings. You need to call David Williams at 4900 (Media Center) at least 24 hours in advance to reserve equipment and arrange for its delivery and set up. The Media-Center will set up large or special equipment in the classroom before class and remove it after class. Smaller equipment, such as tape/CD players, overheads, cameras may need to be picked up by the professor at the Media Center and returned when finished with it. When you call to reserve, the Media Center will let you know if they will set up or you need to pick up the equipment. THEY DO NOT FURNISH EQUIPMENT FOR FACULTY TO SPEAK TO CLUBS, ETC. OFF OR ON CAMPUS. Group presentations must be in a classroom building in order to be served by the Media Center. The same check out policy also applies when checking out the “Mobile Lab.” This consists of mainly three or four laptops. If a faculty member has a classroom in Cooke, the faculty member is responsible for getting the computers upstairs to the rooms. Also, if you have scheduled to use one of these laptops, and the weather is bad that day, the Media Center WILL NOT
allow them out. If you have any questions about any of the information that has been presented here, contact David Williams in the Library X4694.

**LAPTOP COMPUTERS**

The Media Center has a limited number of laptops. These will be used for PowerPoint presentations and for watching DVD’s in the classroom. For morning and afternoon classes, the faculty needing this service will find a laptop in their office when they arrive in the morning. When class is over, the faculty will take laptop back to their office where the Media Center will then pick it up. **FOR NO REASON WILL A LAPTOP BE LEFT IN THE CLASSROOM.** Every class use of technology will be different, and be treated as such. ***Right now the Distance Learning Center is closed for the fall. David Williams, Director of Media Services has said as of right now it is closed hoping to be renovated. If this changes, he will send out a Campus Wide e-mail. The Wiley Seminar room is available for meetings and such.

**POLICY FOR CHECKING OUT GRANT EQUIPMENT FROM LIBRARY**

**Laptops**

1. Require ALL borrowers to have basic knowledge of laptops before checkout.
2. Borrower must have current faculty/student identification.
3. Inform users to never leave the computer unattended or anywhere it may be stolen, or tampered with.
4. Require all equipment to be returned to appropriate personnel.
5. All equipment used in the library must be turned in no later than ten minutes before closing.
6. Settings on computers should be standardized. Users are prohibited from changing ANY of the settings.
7. Fines for overdue equipment are $2.00 per hour for students and $10.00 per day for faculty.
8. Students may use equipment ONLY in library for two hour checkout. Period. Overrides of this are possible if no one is waiting.
9. Faculty may use equipment either in or outside the library for 24 hour check out. Overrides of this are possible if no one is waiting.
10. All equipment checked out to faculty is to be returned by 9:00AM the following morning. Anything past 9:00AM starts a new day and is subject to fines.
11. Persons involved in TIF or PT3 grant who will be using the equipment for presentations have priority.
12. Media Center will place list of classroom and individual reserve items at circulation desk daily.
13. Faculty should notify Media Center FIVE (5) days in advance for using computers in classroom, giving number of items needed and location.
14. ALL users will read and sign responsibility agreement.
FACULTY DEVELOPMENT
PROCEDURES FOR 2002-2003

ALL FACULTY

Please read carefully the following procedures for obtaining faculty development funds. Some changes have been made, and no requests will be approved unless the following guidelines are followed. Requests for funding to support faculty development travel are made through the following procedures:

1. Faculty Development Funds are to be used for activities related to faculty development. These funds are not intended to directly support student activities nor faculty activities undertaken in the service of the university or professional organizations. A separate travel account (faculty enrichment/university service) is designed to pay faculty expenses for such service related travel for faculty. There is no fund for supporting student travel. Students may request support from MSG.

2. All requests must be made using the “Application for Faculty Development Funds” form, (which is attached to this sheet) Please fill out this form in its entirety, including all projected costs for the trip— even those for which you do not intend to receive reimbursement. Attach a copy of the documentation (brochure, announcement, etc.) describing the activity and associated costs. Be sure to receive the signature of your department chairperson before submission. Applications are submitted to the VPAA for review and possible approval.

3. You will be notified if the proposal is approved and of the level of funding provided.

4. All spending must conform to the policies of the university, as distributed by the Business Office. This information was distributed to the campus community in June 2002. It is your responsibility to be familiar with and follow these policies. Penalties may be imposed for not complying with policy.

5. Upon return to campus, you must submit your expense report, receipts, etc. to the VPAA for signature within three business days of your return, the VPAA in turn will pass the paperwork on to the Business Office. The form to be used is available from the Business Office.

6. Any expenditures beyond the approved amount are the responsibility of the individual. Departmental budgets are for delivery of programs, not for faculty development.
Application for **Faculty** Professional Development Funds

Name: _______________________________ Date: __________________

Academic Unit: ______________ Budget Year: June 1, ______ - May 31, ______

1. Dates for the Activity: _______________________________

2. Describe the Activity: __________________________________________

3. Location: _________________________________________________

4. Check the Category this Activity Most Directly Addresses:
   ____ identified school or departmental need
   ____ improvement based on recent evaluation (specify: _________________________)
   ____ presentation/paper at a meeting, moderator, workshop organizer
   ____ officer of the organization; specify: ______________________________________
   ____ other; specify ________________________________________________

5. When will you be eligible for promotion? ________ For Tenure? ________

6. How will your participation in the activity benefit your students or McMurry University?

7. If you are applying to attend a meeting of a professional organization, when was the last time you attended this meeting? ___________________

8. How many times in the past two years have you received funding for travel from McMurry University? ________

9. How will you report to the faculty on what you gained from the activity and provide a tentative date for the presentation? This presentation should explain how the knowledge gained will be implemented into your teaching or professional development.
   ____ formal report at a departmental or school meeting
   ____ "brown bag" for interested faculty from across the campus
   ____ a written paper distributed to appropriate faculty and administrators
   ____ other; specify ________________________________________________

10. Plan for covering your classes and other duties (walks are unacceptable): ___________________
11. Will you be receiving funds from other sources for this same activity? ______________

If so, how much? __________

ANTICIPATED FUNDING NEEDS

**Professional Development:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$ ______</td>
</tr>
<tr>
<td>Lodging</td>
<td>$ ______</td>
</tr>
<tr>
<td>Car expense</td>
<td>$ ______</td>
</tr>
<tr>
<td>Auto</td>
<td>$ ______</td>
</tr>
<tr>
<td>Meals</td>
<td>$ ______</td>
</tr>
<tr>
<td>Airfare</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

List other anticipated expenses:

- __________________
- __________________
- __________________

TOTAL $ ______

---

**Proposer's Signature** __________________________

**Department Chair's Approval Signature** __________________________
In order to have funds available to pay bills when due and to help predict future cash needs, we remind everyone of the procedures to follow when goods and services are required from outside vendors. We appreciate the careful consideration given when making a University purchase and the cooperation shown in providing adequate accounting of the expenses in the form of adequate records submitted in a timely manner. If you have any questions, please call the University Controller at ext. 3819 or the Accounts Payable Specialist at ext. 3815.

GENERAL GUIDELINES

1. Generally Accepted Accounting Principals (GAAPs), Code Sec. 274 of the Internal Revenue Service, and our auditors, require that all University purchases be substantiated by adequate records and sufficient evidence. A detailed receipt or invoice, including a list of items purchased, the amount(s) and the date should be submitted to the Business Office. In the case of meals and entertainment, a business relationship should also be established.

2. Only requests that can be adequately funded in the current budget will be approved. Faculty and Staff needing additional monies over budget should discuss such with their respective dean/vice president. If approved, the Dean/VP will notify the Business Office of the budget adjustments and reallocations to fund any necessary expense.

3. Prior approval is required for all University expenditures. Cash requests for reimbursement of expenses not having advanced approval from the Business Office will be subject to denial. If approved by the Business Office, reimbursement can be expected in 30 days, so cash flow projections can be amended and funded.

4. The only exception to the requirement for prior approval is under the signature of the Vice President for Institutional Advancement and the Vice President for Enrollment Management and Student Services for routine staff travel expenses on official University business.

5. ARAMARK requires an approved purchase order from the Business Office before the event is placed on their calendar. Please call ARAMARK for prices, and then submit a requisition to the Business Office (see Requisitions/Purchase Orders procedures). No event will be booked without the purchase order.

6. Due to our tax-exempt status, purchases on behalf of the University are not subject to state sales tax. Please insure that no state sales tax is charged on any University purchase. Texas Sales Tax exemption forms are available in the Business Office if needed. If tax is charged on a purchase, it will be the
responsibility of the employee to receive proper credit for the University from the vendor.

7. No personal purchases should be made through the University purchasing system.

PURCHASING PROCEDURES

Requisitions/Purchase Orders
1. Most vendors will accept purchase orders. Use of the purchase order allows the University to pay 30 days after receipt of the goods or services. Being able to schedule payments in 30-day increments gives the University maximum flexibility in planning for our cash needs.

2. To initiate the purchase, a requisition, signed by the appropriate Budget Manager and Dean, should be submitted to the Business Office (Maedgen 104 or campus box 308). All requisitions will be checked for budget availability on a daily basis. The following business day, approved requisitions will be entered in the system and a purchase order will be printed. The original and one copy of the purchase order will be returned with the requisition to the departments in campus mail. If you have not received the purchase order by the third (3rd) day following the submission date to the Business Office, please call the AP Specialist at ext. 3815 to check on its status.

3. Requisitions not approved will be returned to the departments on the day following submission via campus mail.

Credit Card Guidelines

Please use the following procedures when using your credit card for University purchases. Your signature on the cardholder agreement when you received your card signifies that you understand the intent of the program, and agree to follow established procedures.

1. Each credit cardholder is responsible for obtaining proper approval prior to any purchase. A copy of this approval via email should be forwarded to the Business Office as follows:
   a. The request, including date, event, detailed description, account number to be charged, and estimated cost, should be made to the Budget Manager.
   b. The Budget Manager will either approve the request and forward it to the appropriate Dean or VP or will deny the request and notify the originator.
   c. The Dean or VP will either approve and forward the request to the University Controller, or deny the request and notify the appropriate personnel.
   d. The request forwarded to the University Controller will be reviewed. Approval will be forwarded to the AP Specialist; denials will be returned to the appropriate personnel.
   e. Once received by the Controller, notification will be made within three (3) business days.
   f. Departmental budgets will be strictly enforced.
2. Visa cards may be used for travel or any other appropriate University expenditure, except for gasoline purchases.

3. All gasoline purchases must be made by gas credit cards, which are available in the Business Office. The University receives a credit back for federal fuel taxes when purchased using a gas credit card. This credit is passed to the departments and is substantial when taken as a whole.

4. Total meal charges may not exceed an average of $25.00 per day while traveling. The per diem applies to cash or credit card purchases.

5. Receipts should be submitted to the Business Office on an expense report. The VP, Budget Manager and/or Dean must approve the expense report, as is customary for your department. If charges incurred for which receipts are not received by the Business Office within three (3) business days of purchase, or return from travel, card privileges will be suspended for no less than 90 (ninety) days. Upon the second occurrence, card privileges will be revoked indefinitely. The Business Office will not be responsible for reminding cardholders of this requirement. Please notify the Business Office if special consideration is needed.

6. Cards are for the exclusive use of the individual named on the card. Please do not give the card or the card number to anyone else for their use.

7. Office supplies will be available in the Business Office. Due to volume purchasing, these prices are consistently less than buying retail from a local vendor. Please check with the Business Office to verify availability prior to purchasing supplies with a credit card.

8. Alcoholic beverages may not be charged on these cards, either with a meal or individually.

9. The Business Office reserves the right to suspend card usage for inappropriate or excessive charges.

10. Monthly billing statements from Bank of America are to be reviewed by each cardholder. The statement should be signed and dated by the cardholder as verification that all purchases noted on the statement are correct, noting any discrepancies. The statement should then be returned to the Business Office within three (3) business days of receipt of statement.

11. Requests for new cards should be sent to the University Controller via email.

Requests For Checks
1. Check requests should be made for goods or services from vendors that
do not accept purchase orders or credit cards.

2. Check requests submitted by 1:00 p.m. will be ready after 3:00 p.m. on the following third (3rd) business day.

3. Requests for checks should be submitted to Maedgen 104 or campus box 308.

**Office Supplies/Office Equipment**
1. Special prices have been negotiated for office supplies. Please order through the AP Specialist in the Business Office (ext. 3815).

2. Requests for office equipment should be handled by requisition or credit card, as described above.

**Requests For Vehicles**
1. McMurry personnel needing a vehicle for University related travel should submit a Vehicle Request Form to the VPFA Administrative Assistant (Maedgen 104) in the Business Office. A one (1) week advance notice is required, in addition to the approval of the Budget Manager and Dean. Vehicles are leased from a local agency that requests one-week notice to ensure vehicle availability.

2. If a rental is taken, the department will be charged for the rental fee and gasoline. University gas cards will be issued.

3. If the employee chooses to take a personal vehicle, the University will reimburse 28 cents per mile or $33.00 per day, whichever is less. University gas cards will be issued.

4. If a personal vehicle is taken, the University’s insurance becomes secondary to the driver’s personal insurance.

5. If a vehicle is rented, the physical damage insurance offered by the rental company must be accepted.

6. McMurry’s insurance will only cover liability and bodily injury for McMurry University employees and students.

7. Passenger vans are available as outlined above. If the McMurry 15 passenger van is used, it will be charged to the department at 40 cents per mile (gas included). It should be returned with a full tank of gas and trash cleaned from the interior to avoid an additional charge.

**Computer Hardware and Software**
- Mr. Fred Famble, Director of Customer Service (Cooke 103), must review requests for computer hardware and software, in addition to the Budget Manager. This includes all purchases, regardless of method of payment
(requisition, check request or credit card). Details of your request may be sent to Information Services via email for approval. A copy of this approval should accompany the detail then sent to the Business Office.

**Media Purchases**

- Mr. David Williams, Director of Media Center (Library), must review requests for video, electrical or media equipment, and supplies, in addition to the Budget Manager. This includes all purchases, regardless of method of payment (requisition, check request or credit card). Details of your request may be sent to the Media Center via email for approval. A copy of this approval should accompany the detail then sent to the Business Office.

Purchases made without appropriate approval from Information Services or the Media Center may be returned to the vendor by the Department who made the purchase, at that Department’s expense.

**Conclusion:**

By following these guidelines, we satisfy the necessary accounting standards and audit procedures needed to safeguard the assets of the University. It is necessary to apply on a consistent basis the guidelines and policies established by the University. The business office is dedicated to assisting each department and program in realizing the goals and mission of the University. Please call if you have any questions.
Several questions have recently arisen concerning loading personal copies of software on McMurry computers. The University made a commitment years ago to be in compliance with all software license agreements. To that end the IS department was charged with maintaining records to demonstrate that compliance. Despite the sometimes confusing clauses in these license agreements, we continue to make every effort to maintain compliance.

Whenever someone brings software from home, we obviously don't have any way of knowing whether it has already been loaded on other machines. To avoid exposing McMurry to the embarrassment of copyright infringement charges, as well as possibly litigation, we adopted a policy that we would not load personal software on McMurry computers.

This explanation seemed timely since the faculty recently received the memo asking for software requests. I would encourage you to request the software you need through this method, rather than bring it from home. There is never enough money to cover every need, and I realize all requests in the past have not been funded. If it is not funded and your department decides to buy the software with departmental funds instead, please contact us. Many times we have sources that are less expensive, or we can purchase an additional license if it is already in use on campus, saving you money. If we can't help and your department ends up buying the software retail, bring it by the help desk so it can be properly documented.

Thank you for helping us in our compliance efforts.

Brad

---

Brad Poorman
Vice President for Information Services
McMurry University
(915) 793-4910
poormanb@mcmurryadm.mcm.edu
MEMORANDUM

Date: April 22, 2002

To: McMurry Community

From: Teresa G. Esman, CPA
Vice President of Financial Affairs

Re: Faculty/Staff Scholarship

As mentioned by Dr. Shilling in his recent address to the campus, the cabinet has reviewed the guidelines of institutional scholarships and made several necessary changes. The modifications provide clarity and consistency in the application of our financial aid award process. Listed below are the revisions and specifications as they apply to the Faculty/Staff Scholarship:

- The deadline to apply for the scholarship for the next fiscal year is May 1.
- Effective June 1, 2002, the scholarship for University employees will be limited to two courses per semester, only one of which may be taken during regular business hours.
- Effective June 1, 2002, dependents will be limited to 8 semesters, as is consistent with other institutional scholarships. Students currently enrolled in their 4th semester or later will be exempt from this limitation.
- Persons holding new appointments after June 1, 2002 will not be eligible for this benefit before the completion of 1 year of full-time service with McMurry University.
- Beginning June 1, 2003, this scholarship will be available for fall and spring semesters only.

If you need more information or an application, please call the financial aid office. Notice the deadline for applying has been accelerated to May 1 and will be enforced. Please do not delay.

We appreciate all our employees and the commitment each of you have to realizing our institutional goals. As Dr. Shilling stated, “our dedicated efforts will lead to a widely acclaimed University”.
MEMORANDUM
May 28, 2002

To: McMurry University Community

From: Roy B. Shilling, Interim President

As we begin another fiscal year on June 1, I want to call to your attention the following matters:

• University Contracts

Effective immediately, I am asking that all University contracts be reviewed and signed by the Vice President for Financial Affairs or the President. This will require that each person bring any proposed contract to the Business Office for review prior to our making any commitment on behalf of the University.

• Cell Phones

Only certain University officials are authorized to purchase cell phones with University funds and/or to charge monthly cell phone expenses to University accounts. These officials, all of whom are expected to carry cell phones as a matter of fulfilling their duties, presently include the President, Vice President for Institutional Advancement, Vice President for Enrollment Management and Student Services, Dean of Students, Director of Physical Properties, Maintenance Supervisor, Director of Housekeeping, and the on-duty Security Officer. No other University official is authorized to incur cell phone expenses except with the written authorization of the President.

• Budget adjustments and transfers

A Budget Committee consisting of the President, Vice President for Academic Affairs, and Vice President for Financial Affairs, (with the assistance of the University Controller as the recorder and Budget Officer), will review all continuing requests for budget adjustments. The detail of such requests should be sent to the University Controller, who will present them to the Budget Committee at its twice-monthly meetings. All approved adjustments will be included in the monthly financial information sent to the Chair of the Finance Committee.
2001-2002 Fringe Benefits Package
McMurry University

Moving Expenses Paid up to $1,000 reimbursed.

Life Insurance A term life insurance policy in an amount equal to one year's salary (up to $50,000) is paid for by McMurry.

Health Insurance McMurry is a member of FirstCare HMO managed through Hendrick Medical Center. There is no annual deductible, but a co-payment of $20 is made for each visit to the doctor's office. Medical procedures and referrals can carry a $12-$500 co-payment, depending on the type of treatment and whether hospital stay is required. Prescription card is provided with $10 payment for generics, $20 for brand name drugs on the formulary, and $40 for drugs not on the formulary.

Standard Plan

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<th>McMurry contribution</th>
<th>employee pays</th>
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<td>232.24</td>
<td>142.22</td>
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<td>family</td>
<td>594.52</td>
<td>364.58</td>
<td>229.94</td>
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</table>

HMO and Out of Network Coverage (POS 430) - allows choice of out-of-program physicians

<table>
<thead>
<tr>
<th>Premiums:</th>
<th>total (monthly)</th>
<th>McMurry contribution</th>
<th>employee pays</th>
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<tr>
<td>family</td>
<td>673.51</td>
<td>364.58</td>
<td>308.93</td>
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</table>

Long-term Disability Insurance: McMurry University pays 100% of the premium for long term disability, through Hartford Life Insurance Co.

Other Insurance: Optional cancer, ICU, hospital indemnity, eye care, accident insurance, and short-term disability insurance are available through AFLAC, paid for by the employee. Quality Care Dental has a dental and eye care discount club that provides discounted services from area dentists and reduced costs for eyewear. Membership is free to the employee, and costs $8.00 monthly for one dependent and $12.00 monthly for the family.

Retirement Options: TIAA-CREF, or Optional Retirement 403(b) Plans through Aetna, Edward D. Jones, The Equitable, and Lincoln Life. McMurry will match up to 5% of the faculty's contribution (via payroll deduction). Employee vests after three years of employment.

Tuition Remission Employees and immediate family members wishing to attend McMurry University may do so with a scholarship equal to 90% of tuition and fees. Costs of fees, books, room and board are the responsibility of the employee. Family members must meet the dependency definitions of the Internal Revenue Service to be eligible.

Faculty Development Funds: McMurry earmarks funds each year to support faculty activities associated with professional development and participation in scholarly meetings. Faculty submit proposals to their deans. Additional funds are available from the Vice President for Academic Affairs to support faculty when they travel on behalf of the university.

KIVA Scholars Funds Each year, McMurry faculty are invited to submit grants for an internal competition for funds to support faculty scholarship. In recent years, four grants of $1500 have been awarded to the KIVA Scholars Program winners.

Sam Taylor Fellowships. McMurry faculty join those from other Texas Methodist colleges and universities in applying for grants from the Sam Taylor Foundation for supporting their research. Awards of $1000 are common for continuing participation in scholarly endeavors.

Tuition Exchange Programs: McMurry is part of two different tuition exchange programs. One, called Tuition Exchange, is a network of over 300 prestigious universities. The other is composed of universities that are members of the Council of Independent Colleges. In either program, McMurry dependents can study at other universities for the cost of a McMurry education.
I've had several individuals either come to me or go to security or Bud in an attempt to get keys for buildings and rooms. Here are some guidelines:

1. You must have a demonstrated reason to use the space you are trying to gain access to.
2. Since you are A&S faculty, I've been told I am the one who has to approve your request, even when the space is in another building.
3. If you need a key to access space typically under the control of a different department or school, please talk to the person in charge of that department or building first. I won't approve access to someone else's space unless that someone else thinks it is appropriate.
4. Mark will not order a key made and Bud will not cut one until they get the okay from me. I will not give my approval until you've taken care of showing the need and securing the permissions.
5. If the key is needed for this semester, you are expected to return it at the completion of the semester. You can always put in another request in the future when access is again required. The only exceptions would be those who can demonstrate the need for the key on a continuing basis.

Adhering to these guidelines will speed up the process. Thanks,

G W
DATE: January 21, 2002

TO: The McMurry University Community

FROM: Teresa Esman, Vice President for Financial Affairs

SUBJECT: Holidays for 2002

Below is the approved Holiday Schedule for 2002:

- Spring break: March 1-5
  - 2 1/2 days scheduled by supervisors.

- Easter Holiday: March 29 & April 1
  - Good Friday and following Monday

- Memorial Day: May 27
  - Monday

- Independence Day: July 4th
  - Thursday

- Thanksgiving: November 27-29
  - Wednesday, Thursday and Friday

- Christmas/New Years: December 23 - January 1st
  - Monday through Wednesday of the following week

Administration and permanent staff employees can take 2 personal days between June 1, 2002, and May 31, 2003, in addition to the above holidays. Please schedule those days well in advance with supervisors. Also, please do not schedule any time off during the week of fall registration.
NEW LONG DISTANCE DIALING PLAN

You will need an authorization code before you can use the long distance. To obtain a code, call the business office.

To dial long distance: 9 * Auth Code 1+ area code+ number

If you have any problems, contact Brad Poorman ext. 4910
AREA CODE INFORMATION

NEW AREA CODE FOR ABILENE WILL BE (325)

As of Saturday, April 5, 2003: will be able to use 915 or 325

As of Sunday, October 5, 2003: must use 325; however, callers will get recorded reminder to use new area code.

As of Saturday, December 6, 2003: call will not go through without new area code.

New Area Codes for 2003
Thought these might come in handy.....

HELPFUL HINTS - PHONE:

CALL FORWARDING - busy - external source ------------------ #14
CALL FORWARDING - busy - ext or int source ------------------ #15
CALL FORWARDING - busy - internal source ------------------- #16
CALL FORWARDING - no answer - ext source ------------------ #11
CALL FORWARDING - no answer - ext or int source ---------- #12
CALL FORWARDING - no answer - internal source ----------- #13
CALL PICKUP - dialed _____________________________________ *4
CALL PICKUP - directed ____________________________________ **6
CANCEL CALL FORWARDING ________________________________ **9
CLEAR ALL FEATURES ______________________________________ *##
DO NOT DISTURB _________________________________________ #2
TURN OFF DO NOT DISTURB ________________________________ **#2

VOICE - MAIL:

CHECK NEW MESSAGE ______________________________________ 4
LEAVE A MESSAGE __________________________________________ 5
REVIEW OLD MESSAGES _______________________________________ 6
CHANGE SETUP OPTIONS _______________________________________ 7
SWITCH PERSONAL GREETINGS _________________________________ 745
CHANGE STANDARD GREETING _________________________________ 746
CHANGE ALTERNATE GREETING _________________________________ 747
CHANGE BUSY GREETING ______________________________________ 748
ADD A MESSAGE GROUP ______________________________________ 754
EDIT A MESSAGE GROUP ______________________________________ 755
LIST MESSAGE GROUP ________________________________________ 756
TURN CALL TRANSFER ON _____________________________________ 7641
TURN CALL TRANSFER OFF ____________________________________ 7642
CHANGE # FOR CALL TRANSFER _________________________________ 76414
TURN CALL SCREENING ON OR OFF ______________________________ 76415
CHANGE SECURITY CODE ______________________________________ 774
CHANGE RECORDED NAME ____________________________________ 775
From: Gary Wilson
Sent: Monday, April 19, 1999 9:10 AM
To: Karen Parker

A.C. Sharp; ACADEMIC ADVISING; adm; Administrator; ADMISSIONS; Alex Eyssen; Alicia Aviles-Quinones; Alicia Wyatt; Amanda Madison; Amy Weyant; Amy Smith; Ann Spence; Annette Elkins; ARTS & SCIENCES; Barbara Crousen; Barbara Havard; Belinda Jones; Ben Pilcher; Beverly Lenoir; Bill Dulin; Bill Hadley; Bill Libby; Bill Short; BIOLOGY DEPT; Brenda Breeden; Brent Marsh; BUSINESS OFFICE; BUSINESS SCHOOL; Cammie Petree; Candice Jordan; Carl Brown; Carolyn Calvert; Carrol Haggard; Charlene Haskin; Charles Etheridge; Charles Hennig; Charlie Hukill; CHEMISTRY DEPT; Cherisse Flanagan; Cicero Bruce; Clara Richardson; Clark Beasley; Clint Stewart; Cole Adams; COMPUTER SCIENCE DEPT; COUNCeling & CAREER SERVICES; CURRICULUM & INSTRUCTION DEPT; David Davis; David Klassen; David Shea; David Yowell; Dawn Willis; Deanna Whalen; Debbie Ford; DEPT CHAIRS; DIA; Dianne Dulin; Don Frazier; Don Smith; Donna Little; Doris Miller; DYESS PROGRAM; ENGLISH DEPT; ENVIRONMENTAL SCIENCE DEPT; Ethan Logan; Eugene Williams; Evelyn Edwards; FINANCIAL AID; Fred Famble; Gary Wilson; Gary Shanafelt; Grady McWhiney Foundation; Greg Esman; Heather Kaneer; HELPDESK; HISTORY DEPT; Jack Valentine; Jackie Simpson; Jackie Stowe; James Dotherow; James Myers; James Pearce; James Wingert; Jason Marshal; Jason Tardiff; Jeanie Bone; Jennifer Hargis; Jennifer Harper; Jennifer Stringer; Jerod Hyde; Jerri Gazaille; Jim Edwards; Jim Quinnett; Jim Rennkopf; John Farrenkopf; Johnna Bolden; Johnny Cornelius; Jon Riddlehoover; Joseph Starney; Judy Daniel; Judy Moore; Julie Lanphere; Kara Dudash; Karen Parker; Kathie Walker-Miller; Kathy Denslow; Kathy Martin; Kay Hawkins; Kelly McCoun; Kevin McMahon; Kim Padilla; Kristina Horn; LANGUAGES DEPT; Laura Ellis; Lea Anne Clare; Lecia Hughes; Lewis Lemmond; Linda Stricklin; Lisa Coates Shridar; Liz Peterson; Lou Voit; Lucille Hodges; Mark Odom; Marla Banks; Marti Strang; Marty Second; Marvin Stringfellow; Mary Blanton; Mary Buza; MATH DEPT; Melva C. Ochoa; Microsoft Schedule+ Free/Busy Connector (SIoux); Mike Daniel; Mike Douthit; Mike Lock; Mike Swanson; MIS; MUSIC DEPT; Nick Norwood; Pam Christoferson; Pam Veltkamp; Pam Washington; Pat LaPoint; Pat Shackelford; Pat Wingert; Patrick Connelly; Paul Fabrizio; Paul Lack; Perry Haley; Phil Edgord; Phil LeMasters; Philip Craik; Philip Shuler; PHILOSOPHY & RELIGION DEPT; PHYSICS DEPT; POLITICAL science DEPT; Pug Parris; Rachael Bein; Rachel Atkins; Rebecca Dodson; Rich Brozovic; Richard Schofield; Richard Della Rosa; Richard J. Thompson Jr.; Richard McLamore; Rob Frazier; Rob Seay; Rob Sledge; Robert Kuzma; Robert Maniss; Robert Martin; Robert Shimp; Robert Wallace; Ron Flash; Ron Holmes; Rosemary Wallace; Russ Watjen; Russ Willis; Russell Evans; Russell Vanlandingham; Ryan King; Sam Nichols; Scott Fritz; SECURITY; Wes Gorman; William Griffin; Wanetha Denson; Victoria Spangler; Vicki Kohutek; Veronica Snow; Trish Rhodes; Tommy Saucedas; Tom Jackson; Tim Chandler; Thomas Benoit; test; Terry Northup; Terry Cass; Teresa Esman; Tammy Sims; Tammy File; Sue Anderson; Sue Owens; STUDENT AFFAIRS; Steve Keenum; Stacy Oden; SOCIOLOGY DEPT; SERVANT LEADERSHIP helpful hints

Subject:

To answer a question asked by v-mail: #1 is yes #2 is no

To check voice-mail from off campus: 793-5500
9 + telephone #
security code

To check voice-mail from someone else's phone on campus: 5600
9 + telephone #
security code
The following six pages is information on purchasing software for your home computer. The first two pages are better prices, but notice the expiration date is the end of August.

The other four pages from CollegeBuys.org are the new prices after the 31st of August.

****So if you are interested in ordering, be quick!!!!!
Independent Colleges and Universities of Texas (ICUT)-
Microsoft® Campus Agreement 2.0 Faculty/Staff Work-at-Home Media Order Form
(revised 8-15-01; expires 8-31-2002)


Participating colleges have paid the license fee for the media (CD-ROMs) available below that faculty/staff can order for work-at-home use. Because you are only paying for the media, the prices are very low. FCCC is providing the media and accepts both credit cards and personal check. Orders can be mailed or faxed. The license agreement with Microsoft® does not include free access to phone help from Microsoft®. Hardcopy manuals are not included but are available online from Microsoft®. There is also online help at www.microsoft.com and FCCC provides limited technical assistance by email. See the FCCC website (www.facultysbuvs.org) for additional information, including other discounted products and services.

All disks are fully guaranteed, defective disks are replaced at no charge. All sets are fully licensed copies as long as your college Microsoft® Campus Agreement 2.0 is in place. Windows® @98 SE Upgrade, Windows® @ Me Upgrade, and Windows®@ 2000 Upgrade require a previous version of Windows®@ on your computer. The license provides that you may only order one set of each program during the license period; you are, however, allowed to order one copy of a NEW revision or version upon its release. Terms and conditions, computer requirements, license dates, and details on Microsoft® Campus Agreement version 2.0 and 3.0 are available at www.facultysbuvs.org "Questions/Search," topic “Microsoft Software,” category “Faculty/Staff.”

Faculty/staff work-at-home media available under Microsoft® Campus Agreement 2.0:


Pkg. IB: Microsoft® Office 2000 Pro Upgrade (upgrades previous versions, including NT). Price: $25 + 3.50 s/h = $28.50

Pkg. IC: Microsoft® Windows® Me Upgrade (upgrades previous versions of Windows). Price: $20 + 3.50 s/h = $23.50

Pkg. SF: Smart Force TechEdVantage™ 2000 training disk (contains 29 courses of approximately 4 hours each with basic, intermediate, and advanced instruction on the programs in Office 2000 (except Publisher and Small Business Tools), FrontPage, Windows (not including Windows® 2000), Internet Explorer and Netscape, and use of the Internet). Note: Pkg. SF is not a Microsoft® product and is not restricted by the Campus Agreement work-at-home provisions. Anyone may order or use pkg. SF and more than one copy may be purchased. See "Questions/search" at www.facultysbuvs.org for Minimum System Requirements. Price: $35 + 5.50 s/h = $40.50

Pkg. 3: Microsoft® Office 2001 for Macintosh and FrontPage 1.0 for Macintosh. (Office 2001 for Macintosh contains Word, Excel and PowerPoint.) Price: $35 + 7.50 s/h = $42.50

Pkg. 4: Microsoft® Visual Studio 6.0 Professional (contains Visual Basic, Visual C++, Visual J++, MSDN Library and other programming languages and aids). Price: $35 + 7.50 s/h = $42.50

de.5 Pkg. LA: A/B/C/D/E/F/G/H: Microsoft® Office 2000 Pro Multilanguage versions. 31 Languages available. See “Questions/Search” at www.facultysbuvs.org for details on which disk to order. Please Note: for Multilanguage versions you must have Package 1 Office 2000 Pro installed. Price: $25 + 5.50 s/h = $30.50

FCCC will be contacting you occasionally with updates and other offers that they have developed. You can see current opportunities on the website at www.facultysbuvs.org. FCCC is the official auxiliary foundation for the California Community College System and is a non-profit corporation.

The media order form (next page) may be mailed or faxed

Mail to: Foundation for CCC - MS Offer
1102 Q Street, 3rd Floor
Sacramento, CA 95814

Fax to: 916-325-0844 (credit card orders only)
Microsoft Campus Agreement 2.0
Facultv/Staff Work-at-Home Media Order Form

This order form is valid only until Aug. 31, 2002. Thereafter, the Agreement will be version 3.0. Orders on this form received after Aug. 31, 2002, cannot be filled. A media order form for Campus Agreement 3.0 will be posted at www.facultvbuys.org. See website "Questions/search" for details.

Order Maximum is 1 of each package, except Smart Force pkg. SF (which you may order in unlimited amounts):

- Pkg. 1A: MS Office 2000 Pro SR-1, NEW MS Office XP Pro, FrontPage2000, Windows 98SE Upgrade, Windows Me Upgrade. Price: $60 + 7.50 s/h = $67.50 total
- Pkg. 1B: MS Windows 2000 Professional Upgrade. Price: $25 + 3.50 s/h = $28.50 total
- Pkg. 1C: MS Windows Millennium Edition (Me) Upgrade. Price: $20 + 3.50 s/h = $23.50 total
- Pkg. SF: Smart Force TechEdVantage 2000 with 29 courses. Price: $35 + 5.50 s/h = $40.50 total
- Pkg. 3: MS Office 2001 on Macintosh, FrontPage 1.0 for Macintosh. Price: $35 + 7.50 s/h = $42.50 total
- Pkg. 4: MS Visual Studio 6.0. Price: $35 + 7.50 s/h = $42.50 total
- Pkg. 5: MS Office 2000 Pro Multilanguage Versions. See www.facultvbuys.org "Questions/Search" for details. Price for each Pkg. 5: $25 + 5.50 s/h = $30.50 total each

TOTAL ORDER $______________
Check or Money Order payable to “FCCC” enclosed, or for credit card payment:

Circle One: VISA MC AMEX Discover
Credit Card Number: ____________________________ Exp. (Mo/Yr) ______________
Name on Credit Card ____________________________
Signature of Card Holder ____________________________

Phone Number (home or office) ____________________________
College/District: ____________________________ Employee # ____________________________
Position: ____________________________ Discipline: ____________________________
Email (for FCCC contact/updates): ____________________________

Please read the license agreement and sign below:

This media is made available to you because your institution has purchased the Microsoft Campus Agreement 2.0. Your institution is extending to you the right to use the software for school-related purposes at home. You do not own the license or the CDs, rather you are leasing the license and CDs from your institution for the term of the agreement. You will be required to remove the software from your home machine if your institution does not renew the Campus Agreement 2.0 or if you leave the school. You are not licensed to use the software at home for personal purposes. A unique Special Product Key will be generated for every licensed user at your institution that will run Office 2000 Professional software. The Special Product Key is intended for the sole use of the person to whom it is granted. Holders of these keys are required to keep their Special Product Keys secure and only distribute them to employees authorized to install and distribute the software on the designated machines. You will be held responsible for unauthorized use of your unique Office 2000 Professional Special Product Keys. This agreement can be found at: http://www.microsoft.com/education/licensing/terms.asp. I understand that no free technical support is provided. I understand the minimum specifications to run the software as listed at http://www.facultvbuys.org "Questions/Search".

*****VERIFICATION OF YOUR FACULTY OR STAFF EMPLOYEE STATUS IS ALSO REQUIRED (even if you have previously ordered). You must include a photocopy of either a recent pay stub (salary and SS # can be blank) or ID card with your employee number. ORDERS WITHOUT VERIFICATION AND A SIGNATURE CANNOT BE FILLED *****

Allow 2-3 weeks for delivery (although orders are typically shipped within 5 business days). All sales are final, but all defective disks will be replaced. To see FCCC’s full policy please go to www.facultvbuys.org "Questions/Search.”

Ship media to (print clearly): Name ____________________________
City ____________________________ State/Zip ____________________________
And independent Colleges and Universities of Texas (ICUT) Microsoft® Campus Agreement 2.0 Faculty/Staff Work-at-Home Media Order Form

Agreement Expires/Renews 8-31-02


Participating colleges have paid the annual subscription license fee for the media (CD-ROMs) that faculty/staff can order for work-at-home use (see below). Faculty/staff are only paying for the media. FCCC is providing the media and accepts both credit cards and personal checks; orders can be mailed or faxed. The license agreement with Microsoft does not include free access to phone help from Microsoft. Hardcopy manuals are not included but are available online from Microsoft. There is also online help at www.microsoft.com and FCCC provides limited technical assistance by email. See the FCCC website www.collegebuys.org for additional information, including other discounted products and services.

All disks are fully guaranteed; defective disks are replaced at no charge. All sets are fully licensed copies as long as your College’s/University’s Microsoft® Campus Agreement is in place. Windows@ XP Upgrade, Windows@ Me Upgrade, and Windows@ 2000 Upgrade require a previous version of Windows@ on your computer. The license provides that you may only order one set of each program during the license period, you are, however, allowed to order one copy of a NEW revision or version upon its release. Terms and conditions, computer requirements, license dates, and details on Microsoft® Campus Agreement version 2.0 and 3.0 and 3.1 are available at www.collegebuys.org “Questions/Search,” topic “Microsoft Campus Agreements,” category “Faculty/Staff.”

Work-at-Home Media available under Microsoft® Campus Agreement 2.0:

### OFFICE SUITES

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<td>Price: $45 + 6.00 s/h = $51.00</td>
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<tr>
<th>Pkg. OMacX: Microsoft® Office v. X for Macintosh Contains Word, Excel and PowerPoint.</th>
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<td>Price: $45 + 6.00 s/h = $51.00</td>
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### WINDOWS APPLICATIONS

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<tr>
<th>Pkg. WinXP: Microsoft® Windows@ XP Pro Upgrade. Upgrades previous versions of Windows. Price: $40 + 6.00 s/h = $46.00</th>
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<tr>
<td>Pkg. Win2K: Microsoft® Windows@ 2000 Pro Upgrade. Upgrades previous versions, including NT. Price: $35 + 6.00 s/h = $41.00</td>
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<tr>
<td>Pkg. WinMe: Microsoft® Windows@ Me Upgrade. Upgrades previous versions of Windows. Price: $20 + 6.00 s/h = $26.00</td>
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</table>
**MISC APPLICATIONS**

- **Pkg. PF:** Microsoft® Publisher 2002 Publisher 2002 makes it easier to work with other Microsoft Office XP programs. FrontPage 2002. Build a personal site, an e-commerce site, or a multiuser intranet. Get all the tools and flexibility you need to build effective solutions online. **Price:** $40 + 6.00 s/h = $46.00

- **Pkg. FP Mac:** Microsoft® FrontPage 1.0 for Macintosh. FrontPage 2000 offers a wider array of built-in database functionality. With the new database features, you can save information submitted by Web users, or create customized queries. **Price:** $30 + 6.00 s/h = $36.00

- **Pkg. VS.Net:** Microsoft® Visual Studio.net Pro Contains Student Teaching Tools, Teaching Tools, and Component Update **Price:** $50 + 8.00 s/h = 58.00

- **Pkg. VS:** Microsoft® Visual Studio 6.0 Pro contains Visual Basic, Visual C++, Visual J++, MSDN Library and other programming languages and aids. **Price:** $35 + 8.00 s/h = $43.00

**LANGUAGE DISKS**

- **Pkg. LAXP:** 1 2 3 4 5 6 7 8 9 10 11: Microsoft® Office XP Pro Multilanguage Versions. See [www.collegebuys.org](http://www.collegebuys.org) “Questions/Search” for details on which disk to order. Please Note for Multilanguage versions you must have Office XP Pro installed. **Price for each Pkg.:** $30 + 6.00 s/h = $36.00 total each

- **Pkg. LA:** 1 2 3 4 5 6 7 8: Microsoft® Office 2000 Pro Multilanguage Versions. 31 Languages available. See “Questions/Search” at [www.collegebuys.org](http://www.collegebuys.org) for details on which disk to order. Please Note: for Multilanguage versions you must have Office 2000 Pro installed. **Price for each Pkg.:** $30 + 6.00 s/h = $36.00 total each

**TRAINING**

- **Pkg. SF:** Smart Force TechEdVantage™ 2000 training disk (contains 29 courses of approximately 4 hours each with basic, intermediate, and advanced instruction on the programs in Office 2000 (except Publisher and Small Business Tools), FrontPage, Windows (not including Windows 2000), Internet Explorer and Netscape, and use of the Internet). Note: Pkg. SF is not a Microsoft® product and is not restricted by the Campus Agreement work-at-home provisions. Anyone may order or use pkg. SF and more than one copy may be purchased. See “Questions/search” at [www.collegebuys.org](http://www.collegebuys.org) for Minimum System Requirements. **Price:** $35 + 6.00 s/h = $41.00

- **Pkg. NLS:** Nevada Learning Series Guides simplify today’s most popular business software, making it easier to learn, easier to use. Refer to these easy to use reference guides which address 60% of the most commonly asked end-user questions that are normally directed to help desks. Shortcuts and key stroke combinations included. **NSL is a guide for the Microsoft Office suite 2000 or XP (2002): Word, Excel, Access, Outlook, and PowerPoint.** Each guide contains six panels of in-depth information in a bi-fold menu-style layout. A heavy stock glossy paper makes this guide long lasting, spill and wrinkle proof. **Price:** $17 + 6.00 s/h = $23.00 each

**Note:** Pkg. SF and Nevada Learning Series are not a Microsoft® product and are not restricted by the Campus Agreement work-at-home provisions. Anyone may order or use pkg. SF and NLS. More than one copy may be purchased.

FCCC is the official auxiliary foundation for the California Community College System and is a 501(c)(3) non-profit corporation. FCCC manages the national collegebuys.org purchasing consortium.

The media order form (next page) may be mailed or faxed. **Mail to:**

**Foundation for CCC - MS Offer**
1102 Q Street, 3rd Floor
Sacramento, CA 958 14

Or Fax to: 916-325-0844 (credit card orders only)
Order Maximum is 1 of each package except Pkg. SF and Pkg. NLS which you may order in unlimited amounts:

- **Pkg. OXP:** MS Office XP Price: $45 + 6.00 s/h = $51.00
- **Pkg. OMaC:** MS Office v. X for Macintosh. Price: $45 + 6.00 s/h = $51.00
- **Pkg. WinXP:** MS Windows XP Pro Upgrade. Price: $40 + 6.00 s/h = $46.00
- **Pkg. Win2K:** MS Windows 2000 Pro Upgrade. Price: $35 + 6.00 s/h = $41.00
- **Pkg. WinMe:** MS Windows Millennium Edition (Me) Upgrade. Price: $20 + 6.00 s/h = $26.00
- **Pkg. PF:** MS Publisher 2002 and MS FrontPage 2002. Price: $40 + 6.00 s/h = $46.00
- **Pkg. FPMac:** FrontPage 1.0 for Macintosh. Price: $30 + 6.00 s/h = $36.00
- **Pkg. VS.Net:** MS Visual Studio.net Professional. Price: $50 + 8.00 s/h = $58.00
- **Pkg. VS:** MS Visual Studio 6.0. Price: $35 + 8.00 s/h = $43.00

- **Pkg. LAXP:** MS Office XP Pro Multilanguage Versions. See [www.collegebuys.org](http://www.collegebuys.org) “Questions/Search for details.” Price for each Pkg. $30 + 6.00 s/h = $36.00 each
- **Pkg. LA:** MS Office 2000 Pro Multilanguage Versions. See [www.collegebuys.org](http://www.collegebuys.org) “Questions/Search for details.” Price for each Pkg. 5: $30 + 6.00 s/h = $36.00

- **Pkg. SF:** Smart Force TechEdVantage 2000 with 29 courses. Price: $35 + 6.00 s/h = $41.00
- **Pkg. NLS XP:** Nevada Learning Series Guide: Office@ XP™ Price: $17 + 6.00 s/h = $23.00
- **Pkg. NLS 2000:** Nevada Learning Guide: Office@ 2000 Pro. Price: $17 + 6.00 s/h = $23.00

**TOTAL ORDER $_________________** Check or Money Order payable to “FCCC”.

**For Credit Card Payment Circle One:** VISA MC AMEX Discover

Credit Card Number: ________________________________

Exp. (Mo/Yr) __________

Name on Credit Card ________________________________

Signature of Card Holder ________________________________
Ship Media to (print clearly):

Name ________________________________
Address (No P.O. Boxes) ________________________________
City ________________________________ State/Zip __________
Phone Number (home or office) ________________________________
College/District: ________________________________

Position: ☐ Full Time Faculty ☐ Part Time Faculty ☐ Staff Cl Administration

Email (REQUIRED for UPS Tracking Number and FCCC updates): ________________________________

Please Read the License Agreement and Sign Below:

This media is made available to you because your institution has purchased the Microsoft® Campus Agreement. Your institution is extending to you the right to use the software for Campus-related purposes at home. You are not licensed to use the media at home for personal purposes. You do not own the license or the CDs; rather you are leasing the license and CDs from your institution for the term of the Agreement. You will be required to remove the software from your home machine if your institution does not renew the Campus Agreement or if you leave the institution.

The Special Product Key is intended for the sole use of the person to whom it is granted. Holders of these key codes are required to keep their Special Product Keys secure and only distribute it to employees authorized to install and distribute the media on designated machines. You will be held responsible for unauthorized use of your unique Office 2000 Professional Special Product Keys. This agreement can be found at http://www.microsoft.com/education/license/terms.asp.

I understand the license Agreement Terms and Conditions. I understand that no free technical support is provided. I understand the minimum specifications to run the software as listed at http://www.collegebuys.org “Questions/Search.”

**Signature Required** (orders without it will not be filled) ________________________________

**Signature Required** (orders without it will not be filled) ________________________________

**verification of your faculty or staff employee status is required.** You must include a photocopy of either a recent pay stub (salary can be blank) or School ID. Orders without verification cannot be filled.

Allow 7 business days to receive shipping confirmation and UPS Tracking number. All sales are final, but all defective disks will be replaced. To see FCCC’s full policy please go to’ www.collegebuys.org “Questions/Search.”

Please Include Both Pages of the Order Form
McMURRY UNIVERSITY
CHECK REQUEST

DATE: ________________

NAME: ____________________________________________

DEPARTMENT ________________________________________  AMOUNT: __________

EXPENSECODE: ______________________________________

PURPOSE: ___________________________________________

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MAKECHECKPAYABLETO: ____________________________________________

SIGNATURE ____________________________

APPROVED:

DEPARTMENT HEAD

DEAN/VICE PRESIDENT

FINANCIAL AFFAIRS

MAIL ☐

HOLD FOR: __________________________


### Expense Report

**Employee**

**Department**

**Trip To**

**Account Number**

**Trip Dates**

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<th>Meals</th>
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<th>Cash Expenses</th>
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**Totals**

**Explanation and Comments:**

Amount Advanced

Due to/from Employee

Submitted by:

Approved by:

Business Office: