



REPORT TO THE BOARD OF REGENTS

October 20, 2017 / Meeting 312
and
October 22-23, 2017 / Meeting 313

**STEPHEN F. AUSTIN
STATE UNIVERSITY**

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**Stephen F. Austin State University
Board of Regents
Meeting 312
Friday, October 20, 2017
1:00 p.m.**

Call to Order (Scheduled 1:00 p.m.)	David Alders Board Chair
Finance and Audit Committee Call to Order (Scheduled approximately 1:00 p.m.)	Alton Frailey Chair
<p>Presentation and Committee Action on Agenda Item 14:</p> <p><u>SELECTION OF A COMPREHENSIVE FUNDRAISING CAMPAIGN CONSULTANT FIRM</u></p> <p>Explanation:</p> <p>At the July 25, 2017, meeting the Board of Regents authorized the university to solicit bid proposals for a campaign consultant to provide professional counsel and guidance in launching and managing a comprehensive fundraising campaign.</p> <p>A request for proposals (RFP) was issued, and respondents were evaluated and ranked by a review committee. Three finalists were selected to make presentations to the Finance and Audit Committee. The finalists include Bentz Whaley Flessner, Dini Spheris, and Gonser Gerber.</p> <p>Recommendation:</p> <p>The administration recommends the selection of _____ from the presentation finalists at a cost not to exceed \$_____. Designated funds will be used for the selected firm's consultant fees. The administration further recommends the president be authorized to sign associated contracts and purchase orders.</p>	<p>Jill Still Vice President for University Advancement</p>

Presentation and Committee Action on Agenda Item 21:

APPROVAL OF THE 2017-2018 MARKETING CAMPAIGN CONTRACT

Explanation:

Richards Carlberg presented the proposed 2017-2018 marketing campaign concept and budget at the July 24, 2017 meeting of the Board of Regents. The Board of Regents approved the fiscal year 2018 budget, which contains \$930,791.71 for the 2017-18 marketing initiative.

Recommendation:

The administration recommends that the 2017-2018 marketing campaign be approved as presented by Richards Carlberg at the July 24, 2017 meeting at a cost not to exceed \$930,791.71, and the president be authorized to sign associated contracts or agreements. The source of funds is designated funds.

Jill Still
Vice President for
University
Advancement

Danny
Gallant
Vice President for
Finance and
Administration

Presentation and Committee Action on Agenda Item 15:

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the chief audit executive shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The chief audit executive reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes the following:

- JAMP Grant Audit
- Contract Management Audit
- School of Art Departmental Audit
- Controller's Office Departmental Audit
- Elementary Education Departmental Audit
- Update on Audit Plan

Recommendation:

Pending consideration of the Finance and Audit Committee.

Gina
Oglesbee
Chief Audit
Executive

Presentation and Committee Action on Agenda Item 16:

APPROVAL OF ANNUAL AUDIT REPORT

Explanation:

According to the *Board Rules and Regulations*, the chief audit executive shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified as Government Code, Chapter 2101. The annual report shall be submitted to the president and the board for review prior to dissemination.

Recommendation:

Pending consideration of the Finance and Audit Committee.

Gina
Oglesbee
Chief Audit
Executive

Presentation and Committee Action on Agenda Item 17:

AGREEMENT FOR INFORMATION TECHNOLOGY AUDIT SERVICES

Explanation:

The university seeks to enter an agreement with a firm that has extensive information technology experience with audit services and expertise in identifying and evaluating general and application controls and risks in information technology and client-server environments including operating systems, application software, databases, telecommunications, and imaging systems. Audit areas may include but are not limited to the following: Information Technology (IT) Administration and Management; Network Infrastructure Administration and Support; Information System and Database Administration and Support; Application Development and Maintenance (Information Systems Support); Information Security Management; and Information Systems Architecture. The State Auditor's Office delegation of audit authority has been obtained as required. Requests for qualifications (RFQ) were issued and respondents were evaluated and ranked by a review committee.

Recommendation:

The administration recommends that the university enter into an agreement with Myers and Stauffer for information technology audit services for up to \$200,000 with the president authorized to sign the contracts and associated documents. The source of funds is designated tuition.

Gina
Oglesbee
Chief Audit
Executive

Presentation and Committee Action on Agenda Item 18:

LEARNING MANAGEMENT SYSTEM UPGRADE

Explanation:

D2L is the current Learning Management System (LMS) for SFA. The LMS is a software application for the administration, documentation, tracking, reporting and delivery of educational courses online. The current contract with D2L expires on December 17, 2017. Contract renewal this year requires a software upgrade and implementation for a required transition from on premise (SFA) hosting to cloud hosting with D2L.

The Center for Teaching and Learning reviewed multiple LMS solutions. After reviews of various system bids, the implementation team and Distance Education Committee elected to renew with D2L and upgrade into the cloud environment on a five-year contract.

The D2L cloud-based system allows secure online access to students, faculty, and employees of SFA. Functions of the system include course creation, lesson management, testing, grading, and communication tools. In addition, the system will provide predictive analytics functionality, student success tracking, adaptive learning, and added support. The five-year contract cost of the cloud-based updated D2L system totals \$1,200,000.

Recommendation:

The administration recommends the administration be authorized to contract with D2L for a learning management system and associated maintenance costs for a period of five years, through December 17, 2022, at a cost not to exceed \$1,200,000. Designated funds will be used for the purchase. The administration further recommends the president be authorized to sign the associated contract and purchase order(s).

Steve Bullard
Provost and Vice
President for
Academic Affairs

Danny Gallant
Vice President for
Finance and
Administration

Presentation and Committee Action on Agenda Item 19:

HUMAN RESOURCES APPLICANT TRACKING AND
ONBOARDING SYSTEM SERVICE AND CONTRACT
AMENDMENT

Explanation:

At the April 25, 2017, meeting, the Board of Regents approved a human resources applicant tracking and onboarding system with PeopleAdmin at a three-year contract cost of \$115,506. However, during implementation, it was discovered that certain components the university had expected to receive were not included in the system delivery.

The university had requested system capability to import data from our current Banner system to PeopleAdmin. Management contacted the company and expressed concern with the system delivery. As a result of the omission, PeopleAdmin agreed to provide the system import functionality at a 50% reduced rate. The additional cost of the necessary functionality will be \$1,000 with an additional annual \$1,000 maintenance cost.

The second component is a security concern regarding the authentication method from the PeopleAdmin cloud software to the institutional computing system. The implementation cost at a 50% discount will be \$1,000, coupled with an additional \$500 annual maintenance cost.

Steve Bullard
Provost and Vice
President for
Academic Affairs

**Danny
Gallant**
Vice President for
Finance and
Administration

Recommendation:

The administration recommends the PeopleAdmin contract be amended to include the implementation and additional yearly maintenance costs needed to add user imports and system security authentication. This will increase the total costs for PeopleAdmin over the original three-year term from \$115,506 to \$122,006. Designated funds will be used for the purchase. The administration further recommends the president be authorized to sign the associated contract addendum and purchase order(s).

Report and Board Action on Action Item 20:

COURSE AND LAB FEE DELETIONS FY 2017-18

Explanation:

Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery. They are reviewed annually and any unnecessary fees are deleted by approval of the president

Recommendation:

The administration recommends approval of the course and lab fee deletions effective Fall 2017 as shown in Appendix 4.

Steve Bullard
Provost and Vice
President for
Academic Affairs

Presentation and Committee Action on Agenda Item 22:

GRANT AWARDS

Explanation:

In fiscal year 2017, the university received multi-year grant awards totaling \$16,753,322. Of that total, grants awarded allocable to fiscal year 2017 were \$7,279,288, an increase of \$98,726 since the last report.

For fiscal year 2018, the multi-year grant award total is currently \$13,962,284. Of this total, grant awards allocable to fiscal year 2018 are currently \$4,399,761. The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2017 grant awards that total \$98,726, and grant awards for fiscal year 2018 that total \$4,399,761. The grant awards are detailed in Appendix 5.

Danny
Gallant
Vice President for
Finance and
Administration

Report: Texas Government Code Contract Reporting

Danny
Gallant
Vice President for
Finance and
Administration

<p>Presentation and Committee Action on Agenda Item 23:</p> <p><u>APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS</u></p> <p>Explanation:</p> <p>The <i>Board Rules and Regulations</i> state that the Finance and Audit Committee will consider: budgeting and appropriations request processes; all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs including, but not limited to, student housing and the athletic department; handling of university funds, depositories, etc., whether from appropriated or contributed funds; and the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.</p> <p>The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.</p> <p>Recommendation:</p> <p>The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 6:</p> <p>Check Cashing 3.7 Environmental Management 13.26 Gift Reporting 3.16 Gifts, Prizes and Awards 3.18 Travel Card 3.30</p>	<p>Danny Gallant Vice President for Finance and Administration</p> <p>Damon Derrick General Counsel</p>
<p>Adjourn Finance and Audit Committee (Scheduled approximately 5:30 p.m.)</p>	<p>Alton Frailey Chair</p>

**Adjournment of Board of Regents Meeting
(Approximately 5:30 p.m.)**

**David
Alders**
Chair

Stephen F. Austin State University
Board of Regents
Meeting 313
Sunday, October 22, 2017
1:00 p.m.

Board of Regents Committee of the Whole Call to Order in Open Session	David Alders Chair
Recess to Executive Session (Scheduled for 1:00 p.m.)	David Alders Chair
<p>Board Consideration of the following items:</p> <p>Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to compliance, faculty code of conduct, reported complaints, Title IX, EEOC charges, intellectual property, and <i>Courtney Christensen v. SFASU</i>. (Texas Government Code, Section 551.071)</p> <p>Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the athletic director, the executive director of enrollment management, the chief information officer, the vice presidents and the president (Texas Government Code, Section 551.074)</p> <p>Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)</p> <p>Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)</p> <p>Deliberations Regarding the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices. (Texas Government Code, Section 551.076)</p> <ul style="list-style-type: none">• Report from interim chief information officer• Information technology security assessment	

Return to Open Session and recess for the evening. (Scheduled for approximately 5:00 p.m.)

David Alders
Chair

**Stephen F. Austin State University
Board of Regents
Meeting 313
Monday, October 23, 2017
9:00 a.m.**

Call to Order (Scheduled 9:00 a.m.)	David Alders Board Chair
<p>Pledge to the Flags</p> <p>I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.</p> <p>Honor the Texas flag, I pledge allegiance to thee; Texas, one state under God, one and indivisible.</p>	Regent
Invocation	Regent
<p>Special Recognitions</p> <p>Freshmen Leadership Academy Faculty in the Spotlight Jimmy Mize, chair of SFASU Foundation, and Dr. Mike Harbordt, chair of Stephen F. Austin State University Alumni Foundation</p>	Baker Pattillo President

Call to Order Finance and Audit Committee Meeting (Scheduled at approximately 9:30 a.m.)	Alton Frailey Chair
<p>Committee Action on Agenda Item 14:</p> <p><u>SELECTION OF A COMPREHENSIVE FUNDRAISING CAMPAIGN CONSULTANT FIRM</u></p> <p>Explanation:</p> <p>At the July 25, 2017, meeting, the Board of Regents authorized the university to solicit bid proposals for a campaign consultant to provide professional counsel and guidance in launching and managing a comprehensive fundraising campaign.</p> <p>A request for proposals (RFP) was issued, and respondents were evaluated and ranked by a review committee. Three finalists were selected to make presentations to the Finance and Audit Committee. The finalists include Bentz Whaley Flessner, Dini Spheris, and Gonser Gerber.</p> <p>Recommendation:</p> <p>The administration recommends the selection of Bentz Whaley Flessner from the presentation finalists at a cost not to exceed \$458,000. Designated funds will be used for the selected firm's consultant fees. The administration further recommends the president be authorized to sign associated contracts and purchase orders.</p>	<p>Jill Still</p> <p>Vice President for University Advancement</p>
Adjourn Finance and Audit Committee (Scheduled approximately 9:45 a.m.)	Alton Frailey Chair

Call to Order Building and Grounds Committee (Scheduled approximately 9:45 a.m.)	Bob Garrett Chair
<p>Presentation and Committee Action on Agenda Item 12:</p> <p><u>ELECTRICAL INFRASTRUCTURE REPAIR</u></p> <p>Explanation:</p> <p>On September 11 and 12, 2017, failed electrical infrastructure components resulted in campus electrical outages. The failures included one of three main circuit breakers in the electrical substation, 300 feet of an underground main transmission line from the substation to a switch gear, and a transformer located in the Griffith and Kerr Power Plant. The university mobilized on and off campus participants and repaired necessary components to restore electrical power to the campus as quickly as possible.</p> <p>The first phase of the infrastructure repair included the replacement of a transformer and related equipment in the Griffith and Kerr Power Plant at a cost of \$36,692. The next phase included a plan to temporarily shut down electrical power to campus and install a new main transmission line. Efforts to replace the 300 feet of underground main transmission line through the existing electrical duct bank were unsuccessful. Because of the inability to use the existing duct bank, it is necessary to install a new one. Replacement equipment has been ordered, and delivery is expected in January 2018.</p> <p>Recommendation:</p> <p>The administration recommends approval of the electrical infrastructure project that includes the first two phases and the remaining portion for a total project cost not to exceed \$275,000, using auxiliary and designated funds. The administration further recommends presidential authorization to sign associated purchase orders and contracts.</p>	<p>Danny Gallant Vice President for Finance and Administration</p>

Presentation and Committee Action on Agenda Item 13:

SEWER LINE REPLACEMENT PROJECT

Explanation:

In August 2017 a sanitary sewer line serving the southern portion of campus became blocked. The blockage was determined to be located underneath the tennis courts and remediation efforts restored a temporary drainage flow. The tennis courts are constructed using post tension stressed cables within the slab. The depth of the line and tennis court slab construction indicate a reroute of the sewer line is the appropriate way to resolve the drainage problem.

Recommendation:

The administration recommends installing approximately 950 feet of new sewer line from the Tennis Pavilion across Wilson Street to the city sewer main located in the intramural fields at a cost not to exceed \$200,000 using auxiliary and designated funds. The old line will be plugged and abandoned. The administration further recommends presidential authorization to sign associated purchase orders and contracts.

Danny
Gallant
Vice President
for Finance
and
Administration

Presentation and Committee Action on Agenda Item 24:

ISSUANCE OF RFQ FOR SELECTION OF ARCHITECTURAL FIRM TO DEVELOP PROGRAMMING FOR ATHLETIC FACILITY RENOVATIONS

Explanation:

The SFA Campus Master Plan 2020 addresses the development of renovations to facilities that serve the Intercollegiate Athletics program. Before further consideration can be given to these elements of the master plan, architectural programming must be conducted. The development of detailed plans, similar to the plans recently developed for the proposed Performing Arts Center complex, will assist with seeking external funding as part of the projected launch of an institutional capital campaign.

Recommendation:

The administration recommends issuing a request for qualifications (RFQ) seeking an architectural firm to develop programming for athletic facility renovations. Finalists will be presented to the board for final selection. The source of funds for this project will be designated funds. The administration further recommends authorization of the president to sign all associated contract(s) and purchase orders.

Danny Gallant

Vice President
for Finance
and
Administration

Steve Westbrook

Vice President
for University
Affairs

Report: Current Construction Report

**Danny
Gallant**
Vice President
for Finance
and
Administration

**Adjourn Building and Grounds Committee
(Approximately 10:30 a.m.)**

**Bob
Garrett**
Chair

Call to Order Academic and Student Affairs Committee (Approximately 10:30 a.m.)	Nelda Blair Chair
<p>Presentation and Committee Action on Agenda Item 7:</p> <p><u>INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL REVISIONS</u></p> <p>Explanation:</p> <p>In accordance with NCAA requirements, the university adopted an Intercollegiate Athletic Policies and Procedures Manual in 1994. This policy manual is annually reviewed and approved by the board in its July meeting and at other times when necessary. Needed revisions to the current policies are included in Appendix 1.</p> <p>Recommendation:</p> <p>It is recommended by the administration that the revisions to the Athletic Policies and Procedures Manual be approved as presented in Appendix 1.</p>	<p>Robert Hill Athletic Director</p>

Presentation and Committee Action on Agenda Item 8:

CONSIDERATION OF CURRICULUM CHANGES

Explanation:

Changes in curriculum originate in the departments based on changing demands of the discipline and student need. Curriculum changes are reviewed by the colleges, the university curriculum committees or graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges as appropriate.

In accordance with policy, the following programs are proposed for board approval:

New Degree Programs

BS in Food and Nutrition
Department of Human Sciences
James I. Perkins College of Education

BS in Human Services
Department of Human Services
James I. Perkins College of Education

BS in Criminal Justice
Department of Government
College of Liberal and Applied Arts

BA in Intercultural Communication
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

MA in Publishing
Division of Multidisciplinary Studies
College of Liberal and Applied Arts

Steve
Bullard
Provost and
Vice President
for Academic
Affairs

Mary Nelle
Brunson
Associate
Provost and
Vice President
for Academic
Affairs

Online Delivery

BA and BS in Public Administration
Department of Government
College of Liberal and Applied Arts

BA and BS in Communication Studies
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

BA in Intercultural Communication
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

Recommendation:

It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes listed above to be effective for fall 2018.

Presentation and Committee Action on Agenda Item 9:

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING
BETWEEN SFA AND THE SFA ALUMNI ASSOCIATION

Explanation:

University policy and state law require the university to enter into a written agreement with any private support organization that exists to further the university's purposes and duties. The university's existing agreement with the SFA Alumni Association was last approved in 2013. Meetings and discussions have been held proposing updates in the agreement to reflect the current understandings between the parties.

Recommendation:

It is recommended by the administration that the university approve the updated Memorandum of Agreement between Stephen F. Austin State University and the Stephen F. Austin State University Alumni Association as presented in Appendix 2 and authorize the president to sign the final agreement.

Jill Still
Vice President
for University
Advancement

Presentation and Committee Action on Agenda Item 10:

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING
BETWEEN SFA AND THE SFASU FOUNDATION, INC.

Explanation:

University policy and state law require the university to enter into a written agreement with any private support organization that exists to further the university's purposes and duties. The university's existing agreement with the Stephen F. Austin State University Foundation, Inc. was last approved in 2006. Meetings and discussions have been held proposing updates in the agreement to reflect the current understandings between the parties.

Recommendation:

It is recommended by the administration that the university approve the updated Memorandum of Agreement between Stephen F. Austin State University and Stephen F. Austin State University Foundation, Inc. as presented in Appendix 3 and authorize the president to sign the final agreement.

Jill Still
Vice President
for University
Advancement

Presentation and Committee Action on Agenda Item 11:

APPROVAL OF ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Academic and Student Affairs Committee will consider: the curricula of the various colleges and departments of the university with any other matters dealing with academic programs and the progress thereof; the research programs within the university and their relationship to all graduate education; student affairs within the university; and personnel matters within the university.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 6:

Accessibility for Persons with Disabilities 2.2
Concurrent and Dual Credit Enrollment Programs 6.9
Information Security Management 14.1
Student Organization Formation and Recognition 10.9
Tuition Rebate 6.21
University Logo and Seal 15.6

Steve
Bullard
Provost and
Vice President
for Academic
Affairs

Steve
Westbrook
Vice President
for University
Affairs

Damon
Derrick
General
Counsel

<p>Report: Strategic Plan Update</p>	<p>Steve Bullard Provost and Vice President for Academic Affairs</p> <p>Danny Gallant Vice President for Finance and Administration</p> <p>Jill Still Vice President for University Advancement</p> <p>Steve Westbrook Vice President for University Affairs</p>
<p>Adjourn Academic and Student Affairs Committee (Approximately 12:00 noon)</p>	<p>Nelda Blair Chair</p>
<p><i>The board will recess at approximately 12:00 noon for lunch. A quorum is expected to attend but no action will be taken. The meeting will resume at approximately 1:00 p.m.</i></p>	

**Reconvene Committee of the Whole
(Approximately 1:00 p.m.)**

**David
Alders**
Chair

BOARD CONSIDERATION OF PAST MINUTES

Board Action on Agenda Item 1:

APPROVAL OF MINUTES OF JULY 23, 24, AND 25, 2017,
BOARD OF REGENTS MEETING

Explanation:

The minutes of the July 23, 24, and 25, 2017, regular meeting of the Board of Regents are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the July 23, 24, and 25, 2017, meeting be approved.

David
Alders
Chair

BOARD CONSIDERATION OF PERSONNEL AGENDA ITEMS 2 - 6

Presentation and Board Action on Agenda Item 2:

FACULTY APPOINTMENTS

Explanation:

Faculty appointments are recommended by the department chair and approved by the appropriate dean, provost/vice president for academic affairs and the president. Each appointment states salary and percentage of time employed, designates the semester or academic year (September through May) and states the effective date of employment. In addition, last degree and granting institution are included for first-time appointments.

Recommendation:

It is recommended by the administration that the following faculty appointments be approved.

COLLEGE OF BUSINESS

Nicole Brantley, M.P.A. (Stephen F. Austin State University), Visiting Lecturer of Accounting, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

Alan Campbell, Ph.D. (University of North Texas), Assistant Professor of Accounting, at an academic year salary of \$135,000 for 100 percent time, effective September 1, 2017.

Pamela Rogers, Ph.D. (University of North Texas), Assistant Professor of Management and Marketing, at an academic year salary of \$108,000 for 100 percent time, effective September 1, 2017.

**Baker
Pattillo**
President

**Steve
Bullard**
Provost and
Vice President
for Academic
Affairs

Gerald Scott, M.B.A. (Houston Baptist University), Lecturer of Management and Marketing, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2017.

Stephen Shrewsbury, L.L.M. (U.S. Army Judge Advocate General's School), Assistant Professor of Business Communication and Legal Studies, at an academic year salary of \$80,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF EDUCATION

Jillian Dawes, M.S. (Oklahoma State University), Assistant Professor of Human Services, at an academic year salary of \$62,000 for 100 percent time, effective September 1, 2017.

Donna Fickes, Ph.D. (Texas Tech University), Clinical Instructor of Human Sciences, at an academic year salary of \$65,000 for 100 percent time, effective September 1, 2017.

Jeffrey Forse, M.S. (University of Louisiana), Instructor of Kinesiology and Health Science, at an academic year salary of \$57,000 for 100 percent time, effective September 1, 2017.

Marym Lakhani, M.S. (Des Moines University), Visiting Lecturer of Kinesiology and Health Science, at an academic year salary of \$46,500 for 100 percent time, effective September 1, 2017.

Michael Lemke, Ph.D. (Wichita State University), Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2017.

Ronda McClain, M.Ed. (Stephen F. Austin State University), Lecturer of Elementary Education, at an annual salary of \$62,000 for 100 percent time, effective September 1, 2017.

Deena Petersen, M.S. (University of Southern Mississippi), Clinical Instructor of Human Services, at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2017.

Raul Prezas, Ph.D. (Wichita State University), Associate Professor of Human Services, at an academic year salary of \$75,000 for 100 percent time, effective September 1, 2017.

Sharon Rice, M.Ed. (Stephen F. Austin State University), Visiting Lecturer of Kinesiology and Health Science, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

Brian Uriegas, Ed.D. (Texas A&M University, Kingsville), Assistant Professor of Secondary Education, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

Melinda Watts, Ph.D. (Rocky Mountain University of Health Professions), Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$57,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF FINE ARTS

Samantha Inman, Ph.D. (University of Rochester), Assistant Professor of Music, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

Kristin Lyman, Ph.D. (Texas Tech University), Assistant Professor of Music, at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2017.

Michael Murphy, Ph.D. (Florida State University), Associate Professor of Music, at an academic salary of \$70,000 for 100 percent time, effective September 1, 2017.

Kenneth Verdugo, M.F.A. (University of California), Visiting Assistant Professor of Theatre, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

Jacob Walburn, D.M.A. (University of Illinois), Assistant Professor of Music, at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF FORESTRY AND AGRICULTURE

Candis Carraway, Ph.D. (Texas Tech University), Assistant Professor of Agriculture, at an 11-month salary of \$70,000 for 100 percent time, effective September 1, 2017.

Frantisek Majs, Ph.D. (University of Georgia), Assistant Professor of Agriculture and Director of Soil, Plant and Water Analysis Laboratory, at an annual salary of \$80,000 for 100 percent time, effective September 1, 2017.

Christopher Schalk, Ph.D. (Texas A&M University), Assistant Professor of Forestry, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF LIBERAL AND APPLIED ARTS

Long Bui, Ph.D. (University of Illinois, Urbana-Champaign), Lecturer of History, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Hunter Hampton, Ph.D. (University of Missouri), Lecturer of History, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Meta Henty, M.A. (Texas Christian University), Visiting Lecturer of English and Creative Writing, at an academic year salary of \$ 42,000 for 100 percent time, effective September 1, 2017.

Catherine Huh, Ph.D. (University of California), Lecturer of Languages, Cultures and Communication, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Laurie Lawrence, M.A. (Edinboro University), Lecturer of Languages, Cultures and Communication, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Paul Shockley, Ph.D. (Texas A&M University), Lecturer of Multidisciplinary Studies, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Diane Sizemore, M.S.W. (Stephen F. Austin State University), Lecturer of Social Work and Program Director of Child Welfare Professional Development Project and Title IV Stipend Program, at an annual salary of \$52,000 for 100 percent time, effective September 1, 2017.

Bailey Thompson, Ph.D. (Texas Tech University), Assistant Professor of Mass Communication, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

Robert Velez, Ph.D. (Southern Illinois University), Lecturer of Government, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Michael Welsh, M.A. (University of Texas), Visiting Assistant Professor of Languages, Cultures and Communication, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF SCIENCES AND MATHEMATICS

James Adams, Ph.D. (Texas A&M University), Assistant Professor of Physics, Engineering and Astronomy, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2017.

Brittney Falahola, Ph.D. (University of Nebraska, Lincoln), Assistant Professor of Mathematics and Statistics, at an academic year salary of \$54,500 for 100 percent time, effective September 1, 2017.

John Gary, Ph.D. (University of Michigan), Assistant Professor of Chemistry and Biochemistry, at an academic year salary of \$58,200 for 100 percent time, effective September 1, 2017.

Debra Gibbs, D.N.P. (Duquesne University), Assistant Professor of Nursing, at an academic year salary of \$61,500 for 100 percent time, effective September 1, 2017.

Dae Glendowne, Ph.D. (Mississippi State University), Assistant Professor of Computer Science, at an academic year salary of \$84,000 for 100 percent time, effective September 1, 2017.

Xiaozhen Han, Ph.D. (Baylor University), Assistant Professor of Chemistry and Biochemistry, at an academic year salary of \$58,200 for 100 percent time, effective September 1, 2017.

Ryan Jensen, B.S. (Brigham Young University), Assistant Professor of Mathematics and Statistics, at an academic year salary of \$54,500 for 100 percent time, effective September 1, 2017.

Catherine Kwiatkowski, M.S. (Arizona State University), Lecturer of Chemistry and Biochemistry, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

Laurel Matthews, B.S.N. (Stephen F. Austin State University), Clinical Instructor of Nursing, at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2017.

Puntitra Sawadpong, Ph.D. (Mississippi State University), Visiting Assistant Professor of Computer Science, at an academic year salary of \$74,000 for 100 percent time, effective September 1, 2017.

Jacob Turner, Ph.D. (Southern Methodist University), Assistant Professor of Mathematics and Statistics, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

<p>Presentation and Board Action on Agenda Item 3:</p> <p><u>STAFF APPOINTMENTS</u></p> <p>Explanation:</p> <p>Staff appointments are recommended by the department chair or director and approved by the appropriate dean (if applicable), vice president and/or president. Each appointment states salary, percentage of time employed, and designates the effective date of employment.</p> <p>Recommendation:</p> <p>It is recommended by the administration that the following staff appointments be approved.</p> <p>ATHLETICS</p> <p><u>Rebecca Alvidrez</u>, Assistant Coach of Women’s Basketball, at an annual salary of \$71,400 for 100 percent time, effective June 29, 2017.</p> <p><u>Manual Bolanos</u>, Assistant Director of Athletic Media Relations, at an annual salary of \$40,000 for 100 percent time, effective July 18, 2017.</p> <p><u>Tyler Boone</u>, Director of Athletic Development, at an annual salary of \$53,580 for 100 percent time, effective September 4, 2017.</p> <p><u>Caleb Clowers</u>, Assistant Coach of Men’s Baseball, at an annual salary of \$39,602 for 100 percent time, effective July 12, 2017.</p> <p><u>Daniel DeLuca</u>, Assistant Coach of Women’s Golf, at an annual salary of \$33,427 for 100 percent time, effective August 23, 2017.</p> <p><u>Kailee May</u>, Assistant Coach of Volleyball, at an annual salary of \$33,000 for 100 percent time, effective July 17, 2017.</p>	<p>Baker Pattillo President</p> <p>Steve Bullard Provost and Vice President for Academic Affairs</p> <p>Steve Westbrook Vice President for University Affairs</p>
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Kevin Meyer, Assistant Director of Athletic Media Relations, at an annual salary of \$36,516 for 100 percent time, effective July 24, 2017.

CAMPUS RECREATION

Walter Seaton, Campus Recreation Coordinator, at an annual salary of \$33,500 for 100 percent time, effective September 18, 2017.

COLLEGE OF FINE ARTS

Hsin-I Huang, Music Accompanist, at an academic year salary of \$40,000 for 100 percent time, effective September 11, 2017.

Huyn Oh, Music Accompanist, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

LIBRARY

Melissa Clark, Librarian III, at an annual salary of \$53,000 for 100 percent time, effective July 10, 2017.

Cheryl Janusa, Program Director of Academic Assistance Resource Center, at an annual salary of \$46,800 for 100 percent time, effective August 2, 2017.

Michael Johnson, Program Director of Academic Assistance Resource Center, at an annual salary of \$46,800 for 100 percent time, effective August 23, 2017.

Alexandra Schutz, Librarian II, at an annual salary of \$47,000 for 100 percent time, effective July 17, 2017.

RESIDENCE LIFE

Taylor Anderson, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 22, 2017.

<p>Presentation and Board Action on Agenda Item 4:</p> <p><u>CHANGES OF STATUS</u></p> <p>Explanation:</p> <p>Changes of status include changes in appointment, percentage of time, salary or semesters. These changes are initiated by the department chair or director and routed through administrative channels for approval.</p> <p>Recommendation:</p> <p>It is recommended by the administration that the following changes of status be approved.</p> <p>ACADEMIC AFFAIRS</p> <p><u>John Calahan</u>, from Coordinator of Academic Space Scheduling and Utilization at an annual salary of \$59,316 for 100 percent time, to Coordinator of Academic Space Scheduling and Utilization and Interim Director of Institutional Assessment at an annual salary of \$59,316 for 100 percent time, with an additional stipend of \$1,000 per month for 12 months for the interim assignment, effective September 1, 2017.</p> <p>ATHLETICS</p> <p><u>Adler Augustin</u>, from Assistant Coach of Volleyball at an annual salary of \$33,000 for 100 percent time, to Assistant Coach of Volleyball at an annual salary of \$43,067 for 100 percent time, effective July 15, 2017.</p> <p><u>James Haynes</u>, from Assistant Coach of Baseball at an annual salary of \$39,602 for 100 percent time, to Assistant Coach of Baseball at an annual salary of \$45,842 for 100 percent time, effective July 11, 2017.</p>	<p>Baker Pattillo President</p> <p>Steve Bullard Provost and Vice President for Academic Affairs</p> <p>Danny Gallant Vice President for Finance and Administration</p> <p>Steve Westbrook Vice President for University Affairs</p>
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Charles Hurley, from Assistant Director of Athletic Media Relations at an annual salary of \$38,872 for 100 percent time, to Director of Athletic Media Relations at an annual salary of \$54,067 for 100 percent time, effective July 4, 2017.

Emily Montana, from Athletic Trainer at an annual salary of \$44,472 for 100 percent time, to Athletic Trainer with a change in job assignment at an annual salary of \$55,000 for 100 percent time, effective August 1, 2017.

Kira Rubin, from Assistant Athletic Trainer at an annual salary of \$23,462 for 48 percent time, to Athletic Trainer at an annual salary of \$44,472 for 100 percent time, effective August 1, 2017.

COLLEGE OF BUSINESS

Robert Crocker, from Professor and Chair of Management and Marketing at an 11-month salary of \$138,148 for 100 percent time, to Professor and Associate Dean of the College of Business, at an annual salary of \$162,000 for 100 percent time, effective September 1, 2017.

Manuel Guerrero, from Manager of Vendor Relations in Property and Procurement Services at an annual salary of \$50,550 for 100 percent time, to Lecturer in Business Communication and Legal Studies, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2017.

Matthew Lindsey, from Associate Professor of Management and Marketing at an academic year salary of \$108,172 for 100 percent time, to Associate Professor and Chair of Management and Marketing at an 11-month salary of \$137,500 for 100 percent time, effective September 1, 2107.

Kelly Noe, from Associate Professor of Accounting at an academic year salary of \$128,511 for 100 percent time, to Associate Professor and Chair of Accounting at an 11-month salary of \$155,000 for 100 percent time, effective September 1, 2017.

Laurie Rogers, from Adjunct Faculty in Business Communication and Legal Studies at a 4.5-month salary of \$20,000 for 100 percent time, to Visiting Assistant Professor of Business Communication and Legal Studies, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Shirley Wilson, from Associate Dean of Business at an annual salary of \$163,667 for 100 percent time, to Professor of Business Communication and Legal Studies at an academic year salary of \$97,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF EDUCATION

Alison Cope, from Adjunct Faculty in Secondary Education and Educational Leadership at a 3.5-month salary of \$2,500 for 25 percent time, to Visiting Lecturer of Secondary Education and Educational Leadership at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Troy Davis, from Professor of History and Interim Chair of Secondary Education and Educational Leadership, at an academic year salary of \$82,216 for 100 percent time, with an additional stipend of \$1,000 per month for interim duties through May 31, 2018, to Professor of History and Interim Chair of Secondary Education and Educational Leadership, at an academic year salary of \$82,216 for 100 percent time, with a stipend for interim duties of \$1,000 per month for an additional three months, effective June 1, 2018.

Elizabeth Gound, from Visiting Instructor of Secondary Education and Educational Leadership at an academic year salary of \$43,378 for 100 percent time, to Instructor of Elementary Education at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2017.

Leonard Thornton, from Associate Professor of Kinesiology and Health Science at an academic year salary of \$65,981 for 100 percent time, to Associate Professor and Chair of Kinesiology at an annual salary of \$113,000 for 100 percent time, effective July 1, 2017.

Robyn Whitehead, from Adjunct Faculty in Kinesiology and Health Science at a 4.5-month salary of \$12,000 for 100 percent time, to Visiting Assistant Professor of Kinesiology and Health Science at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF FINE ARTS

Stephanie Murphy, from Visiting Assistant Professor of Theatre at an academic year salary of \$47,000 for 100 percent time, to Assistant Professor of Theatre at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF LIBERAL AND APPLIED ARTS

Lisa Bentley, from Visiting Lecturer of History at an academic year salary of \$40,000 for 100 percent time, to Lecturer of History at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Suparna Chakraborty, from Adjunct Faculty in History at a 4.5-month salary of \$11,000 for 100 percent time, to Lecturer in History at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Peyton Gooch, from Adjunct Faculty in Government at a 4.5-month salary of \$12,000 for 100 percent time, to Lecturer in Government at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Sheila Jones, from Adjunct Faculty in English and Creative Writing at a 4.5-month salary of \$11,600 for 100 percent time, to Lecturer in English and Creative Writing at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Eralda Lameborshi, from Adjunct Faculty in English and Creative Writing at a 4.5-month salary of \$11,000 for 100 percent time, to Lecturer in English and Creative Writing at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Billy Longino, from Adjunct Faculty in English and Creative Writing at a 4.5-month salary of \$13,750 for 100 percent time, to Visiting Assistant Professor in English and Creative Writing at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2017.

Aaron Milstead, from Adjunct Faculty in English and Creative Writing at a 4.5-month salary of \$12,400 for 100 percent time, to Lecturer in English and Creative Writing at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Dylan Parkhurst, from Adjunct Faculty in English and Creative Writing at a 4.5-month salary of \$12,400 for 100 percent time, to Lecturer in English and Creative Writing at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Thomas Reynolds, from Visiting Lecturer in Languages, Cultures and Communication at an academic year salary of \$40,000 for 100 percent time, to Lecturer in Languages, Cultures and Communication at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2017.

Charles White, from Adjunct Faculty in Psychology at a 4.5-month salary of \$5,500 for 50 percent time, to Visiting Instructor of Psychology at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2017.

COLLEGE OF SCIENCES AND MATHEMATICS

Lorna DeSha, from Graduate Teaching Assistant in Mathematics and Statistics at an academic year salary of \$12,500 for 50 percent time, to Lecturer in Mathematics and Statistics at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2017.

Hazel Kimbrough, from Adjunct Faculty in the School of Nursing at a 4.5-month salary of \$7,750 for 50 percent time, to Clinical Instructor of Nursing at an annual salary of \$60,000 for 100 percent time, effective September 1, 2017.

Rebecca Self, from Assistant Coordinator of Simulation Lab in the School of Nursing at an annual salary of \$42,635 for 100 percent time, to Coordinator of Simulation Lab in the School of Nursing at an annual salary of \$50,000 for 100 percent time, effective September 1, 2017.

INFORMATION TECHNOLOGY SERVICES

Michael Coffee, from Assistant Director of Information Technology Services (Networking/Telecommunications) at an annual salary of \$88,764 for 100 percent time, to Interim Chief Information Officer at an annual salary of \$88,764 for 100 percent time, with an additional stipend of \$1,500 per month for 12 months for interim duties, effective September 1, 2017.

LIBRARY

Theunis Oliphant, from Lecturer of Management and Marketing at an academic year salary of \$47,000 for 100 percent time, to Technology Program Coordinator in Center for Teaching and Learning at an annual salary of \$48,000 for 100 percent time, effective August 28, 2017.

OFFICE OF THE CONTROLLER

Patricia Ashworth, from Teller Supervisor at an annual salary of \$37,367 for 100 percent time, to Assistant Bursar at an annual salary of \$53,000 for 100 percent time, effective September 1, 2017.

Pamela Corman, from Assistant Bursar at an annual salary of \$54,348 for 100 percent time, to Bursar at an annual salary of \$70,000 for 100 percent time, effective September 1, 2017.

RESEARCH AND SPONSORED PROGRAMS

Jennifer Hanlon, from Assistant Director of Research and Sponsored Programs at an annual salary of \$77,499 for 100 percent time, to Interim Director of Research and Sponsored Programs at an annual salary of \$77,499 for 100 percent time, with an additional stipend of \$750 per month for 12 months for interim duties, effective September 1, 2017.

STUDENT AFFAIRS SUPPORT SERVICES

Jennifer Klingenberg, from Counselor at an annual salary of \$42,864 for 100 percent time, to Counselor at a 10-month salary of \$35,720 for 100 percent time, effective September 1, 2017.

STUDENT SERVICES

Gavin McCarty, from Manager of Post Office and Interim Director of Printing and Postal Services at an annual salary of \$46,512 for 100 percent time, to Director of Printing and Postal Services at an annual salary of \$62,000 for 100 percent time, effective September 1, 2017.

Presentation and Board Action on Agenda Item 5:

FACULTY DEVELOPMENT LEAVE

Explanation:

Under law passed by the legislature and policies approved by the Board of Regents within funds available, faculty members may apply for faculty development leave for one semester at full pay or one academic year at half pay for field observations, research, study, writing, or other scholarly/creative activities. Applications are reviewed by an elected faculty committee, which makes recommendations to the provost and vice president for academic affairs. Following review by the president, recommendations are made to the Board of Regents.

Recommendation:

It is recommended by the administration that the faculty member listed below be awarded faculty development leave for the semester indicated.

Spring 2018

Aryendra Chakravartty History

This leave originally was approved for Fall 2017; but due to illness, it is requested to be taken in Spring 2018.

Steve
Bullard
Provost and
Vice President
for Academic
Affairs

Presentation and Board Action on Agenda Item 6:

RETIREMENTS

Explanation:

Retirements are initiated at the departmental level and processed through administrative channels.

Recommendation:

It is recommended by the administration that the following retirements be accepted:

Tim King, Professor of Music, effective July 31, 2017, with 22 years of service.

Kenneth Patterson, Lecturer of Mass Communications, effective July 31, 2017, with 28 years of service.

Roger Dale Perritt, Professor of Agriculture, effective August 31, 2017, with 36 years of service.

Jeffrey Watson, Technology Program Coordinator for the Center for Teaching and Learning, effective August 31, 2017, with 17 years of service.

Bobby Williams, Bursar in the Office of the Controller, effective August 31, 2017, with 22 years of service.

Steve Bullard
Provost and
Vice President
for Academic
Affairs

Danny Gallant
Vice President
for Finance
and
Administration

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE
REPORT:
Consideration of Agenda Items 7 – 11**

**Nelda
Blair**
Chair

Report and Board Action on Agenda Item 7:

INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL
REVISIONS

Explanation:

In accordance with NCAA requirements, the university adopted an Intercollegiate Athletic Policies and Procedures Manual in 1994. This policy manual is annually reviewed and approved by the board in its July meeting and at other times when necessary. Needed revisions to the current policies are included in Appendix 1.

Recommendation:

It is recommended by the administration that the revisions to the Athletic Policies and Procedures Manual be approved as presented in Appendix 1.

Report and Board Action on Agenda Item 8:

CONSIDERATION OF CURRICULUM CHANGES

Explanation:

Changes in curriculum originate in the departments based on changing demands of the discipline and student need. Curriculum changes are reviewed by the colleges, the university curriculum committees or graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges as appropriate.

In accordance with policy, the following programs are proposed for board approval:

New Degree Programs

BS in Food and Nutrition
Department of Human Sciences
James I. Perkins College of Education

BS in Human Services
Department of Human Services
James I. Perkins College of Education

BS in Criminal Justice
Department of Government
College of Liberal and Applied Arts

BA in Intercultural Communication
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

MA in Publishing
Division of Multidisciplinary Studies
College of Liberal and Applied Arts

Online Delivery

BA and BS in Public Administration
Department of Government
College of Liberal and Applied Arts

BA and BS in Communication Studies
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

BA in Intercultural Communication
Department of Languages, Cultures and Communication
College of Liberal and Applied Arts

Recommendation:

It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes listed above to be effective for fall 2018.

Report and Board Action on Agenda Item 9:

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN
SFA AND THE SFA ALUMNI ASSOCIATION

Explanation:

University policy and state law require the university to enter into a written agreement with any private support organization that exists to further the university's purposes and duties. The university's existing agreement with the SFA Alumni Association was last approved in 2013. Meetings and discussions have been held proposing updates in the agreement to reflect the current understandings between the parties.

Recommendation:

It is recommended by the administration that the university approve the updated Memorandum of Agreement between Stephen F. Austin State University and the Stephen F. Austin State University Alumni Association as presented in Appendix 2 and authorize the president to sign the final agreement.

Report and Board Action on Agenda Item 10:

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN
SFA AND THE SFASU FOUNDATION, INC.

Explanation:

University policy and state law require the university to enter into a written agreement with any private support organization that exists to further the university's purposes and duties. The university's existing agreement with the Stephen F. Austin State University Foundation, Inc. was last approved in 2006. Meetings and discussions have been held proposing updates in the agreement to reflect the current understandings between the parties.

Recommendation:

It is recommended by the administration that the university approve the updated Memorandum of Agreement between Stephen F. Austin State University and Stephen F. Austin State University Foundation, Inc. as presented in Appendix 3 and authorize the president to sign the final agreement.

Report and Board Action on Agenda Item 11:

APPROVAL OF ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Academic and Student Affairs Committee will consider: the curricula of the various colleges and departments of the university with any other matters dealing with academic programs and the progress thereof; the research programs within the university and their relationship to all graduate education; student affairs within the university; and personnel matters within the university.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 6:

Accessibility for Persons with Disabilities 2.2
Concurrent and Dual Credit Enrollment Programs 6.9
Information Security Management 14.1
Student Organization Formation and Recognition 10.9
Tuition Rebate 6.21
University Logo and Seal 15.6

Report and Board Action on Agenda Item 12:

ELECTRICAL INFRASTRUCTURE REPAIR

Explanation:

On September 11 and 12, 2017, failed electrical infrastructure components resulted in campus electrical outages. The failures included one of three main circuit breakers in the electrical substation, 300 feet of an underground main transmission line from the substation to a switch gear, and a transformer located in the Griffith and Kerr Power Plant. The university mobilized on and off campus participants and repaired necessary components to restore electrical power to the campus as quickly as possible.

The first phase of the infrastructure repair included the replacement of a transformer and related equipment in the Griffith and Kerr Power Plant at a cost of \$36,692. The next phase included a plan to temporarily shut down electrical power to campus and install a new main transmission line. Efforts to replace the 300 feet of underground main transmission line through the existing electrical duct bank were unsuccessful. Because of the inability to use the existing duct bank, it is necessary to install a new one. Replacement equipment has been ordered, and delivery is expected in January 2018.

Recommendation:

The administration recommends approval of the electrical infrastructure project that includes the first two phases and the remaining portion for a total project cost not to exceed \$275,000, using auxiliary and designated funds. The administration further recommends presidential authorization to sign associated purchase orders and contracts.

Report and Board Action on Agenda Item 13:

SEWER LINE REPLACEMENT PROJECT

Explanation:

In August 2017 a sanitary sewer line serving the southern portion of campus became blocked. The blockage was determined to be located underneath the tennis courts and remediation efforts restored a temporary drainage flow. The tennis courts are constructed using post tension stressed cables within the slab. The depth of the line and tennis court slab construction indicate a reroute of the sewer line is the appropriate way to resolve the drainage problem.

Recommendation:

The administration recommends installing approximately 950 feet of new sewer line from the Tennis Pavilion across Wilson Street to the city sewer main located in the intramural fields at a cost not to exceed \$200,000 using auxiliary and designated funds. The old line will be plugged and abandoned. The administration further recommends presidential authorization to sign associated purchase orders and contracts.

Report and Board Action on Agenda Item 24:

ISSUANCE OF RFQ FOR SELECTION OF ARCHITECTURAL FIRM TO DEVELOP PROGRAMMING FOR ATHLETIC FACILITY RENOVATIONS

Explanation:

The SFA Campus Master Plan 2020 addresses the development of renovations to facilities that serve the Intercollegiate Athletics program. Before further consideration can be given to these elements of the master plan, architectural programming must be conducted. The development of detailed plans, similar to the plans recently developed for the proposed Performing Arts Center complex, will assist with seeking external funding as part of the projected launch of an institutional capital campaign.

Recommendation:

The administration recommends issuing a request for qualifications (RFQ) seeking an architectural firm to develop programming for athletic facility renovations. Finalists will be presented to the board for final selection. The source of funds for this project will be designated funds. The administration further recommends authorization of the president to sign all associated contract(s) and purchase orders.

Report and Board Action on Agenda Item 14:

SELECTION OF A COMPREHENSIVE FUNDRAISING CAMPAIGN
CONSULTANT FIRM

Explanation:

At the July 25, 2017, meeting, the Board of Regents authorized the university to solicit bid proposals for a campaign consultant to provide professional counsel and guidance in launching and managing a comprehensive fundraising campaign.

A request for proposals (RFP) was issued, and respondents were evaluated and ranked by a review committee. Three finalists were selected to make presentations to the Finance and Audit Committee. The finalists include Bentz Whaley Flessner, Dini Spheris, and Gonser Gerber.

Recommendation:

The administration recommends the selection of Bentz Whaley Flessner from the presentation finalists at a cost not to exceed \$458,000. Designated funds will be used for the selected firm's consultant fees. The administration further recommends the president be authorized to sign associated contracts and purchase orders.

Report and Board Action on Agenda Item 15:

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the chief audit executive shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The chief audit executive reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes the following:

- JAMP Grant Audit
- Contract Management Audit
- School of Art Departmental Audit
- Controller's Office Departmental Audit
- Elementary Education Departmental Audit
- Update on Audit Plan

Recommendation:

The Finance and Audit Committee recommends that the Board of Regents acknowledge receipt of the audit services report as presented.

Report and Board Action on Agenda Item 16:

APPROVAL OF ANNUAL AUDIT REPORT

Explanation:

According to the *Board Rules and Regulations*, the chief audit executive shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2101. The annual report shall be submitted to the president and the board for review prior to dissemination.

Recommendation:

The Finance and Audit Committee recommends that the annual audit report be approved as presented.

Report and Board Action on Agenda Item 17:

AGREEMENT FOR INFORMATION TECHNOLOGY AUDIT SERVICES

Explanation:

The university seeks to enter an agreement with a firm that has extensive information technology experience with audit services and expertise in identifying and evaluating general and application controls and risks in information technology and client-server environments including operating systems, application software, databases, telecommunications, and imaging systems. Audit areas may include but are not limited to the following: Information Technology (IT) Administration and Management; Network Infrastructure Administration and Support; Information System and Database Administration and Support; Application Development and Maintenance (Information Systems Support); Information Security Management; and Information Systems Architecture. The State Auditor's Office delegation of audit authority has been obtained as required. Requests for qualifications (RFQ) were issued and respondents were evaluated and ranked by a review committee.

Recommendation:

The administration recommends that the university enter into an agreement with Myers and Stauffer for information technology audit services for up to \$200,000 with the president authorized to sign the contracts and associated documents. The source of funds is designated tuition.

Report and Board Action on Agenda Item 18:

LEARNING MANAGEMENT SYSTEM UPGRADE

Explanation:

D2L is the current Learning Management System (LMS) for SFA. The LMS is a software application for the administration, documentation, tracking, reporting and delivery of educational courses online. The current contract with D2L expires on December 17, 2017. Contract renewal this year requires a software upgrade and implementation for a required transition from on premise (SFA) hosting to cloud hosting with D2L.

The Center for Teaching and Learning reviewed multiple LMS solutions. After reviews of various system bids, the implementation team and Distance Education Committee elected to renew with D2L and upgrade into the cloud environment on a five-year contract.

The D2L cloud-based system allows secure online access to students, faculty, and employees of SFA. Functions of the system include course creation, lesson management, testing, grading, and communication tools. In addition, the system will provide predictive analytics functionality, student success tracking, adaptive learning, and added support. The five-year contract cost of the cloud-based updated D2L system totals \$1,200,000.

Recommendation:

The administration recommends the administration be authorized to contract with D2L for a learning management system and associated maintenance costs for a period of five years, through December 17, 2022, at a cost not to exceed \$1,200,000. Designated funds will be used for the purchase. The administration further recommends the president be authorized to sign the associated contract and purchase order(s).

Report and Board Action on Agenda Item 19:

HUMAN RESOURCES APPLICANT TRACKING AND ONBOARDING SYSTEM SERVICE AND CONTRACT AMENDMENT:

Explanation:

At the April 25, 2017, meeting, the Board of Regents approved a human resources applicant tracking and onboarding system with PeopleAdmin at a three-year contract cost of \$115,506. However, during implementation, it was discovered that certain components the university had expected to receive were not included in the system delivery.

The university had requested system capability to import data from our current Banner system to PeopleAdmin. Management contacted the company and expressed concern with the system delivery. As a result of the omission, PeopleAdmin agreed to provide the system import functionality at a 50% reduced rate. The additional cost of the necessary functionality will be \$1,000 with an additional annual \$1,000 maintenance cost.

The second component is a security concern regarding the authentication method from the PeopleAdmin cloud software to the institutional computing system. The implementation cost at a 50% discount will be \$1,000, coupled with an additional \$500 annual maintenance cost.

Recommendation:

The administration recommends the PeopleAdmin contract be amended to include the implementation and additional yearly maintenance costs needed to add user imports and system security authentication. This will increase the total costs for PeopleAdmin over the original three-year term from \$115,506 to \$122,006. Designated funds will be used for the purchase. The administration further recommends the president be authorized to sign the associated contract addendum and purchase order(s).

Report and Board Action on Action Item 20:

COURSE AND LAB FEE DELETIONS FY 2017-18

Explanation:

Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery. They are reviewed annually and any unnecessary fees are deleted by approval of the president

Recommendation:

The administration recommends approval of the course and lab fee deletions effective Fall 2017 as shown in Appendix 4.

Report and Board Action on Agenda Item 21:

APPROVAL OF THE 2017-2018 MARKETING CAMPAIGN CONTRACT

Explanation:

Richards Carlberg presented the proposed 2017-2018 marketing campaign concept and budget at the July 24, 2017 meeting of the Board of Regents. The Board of Regents approved the fiscal year 2018 budget, which contains \$930,791.71 for the 2017-18 marketing initiative.

Recommendation:

The administration recommends that the 2017-2018 marketing campaign be approved as presented by Richards Carlberg at the July 24, 2017 meeting at a cost not to exceed \$930,791.71, and the president be authorized to sign associated contracts or agreements. The source of funds is designated funds.

Report and Board Action on Agenda Item 22:

GRANT AWARDS

Explanation:

In fiscal year 2017, the university received multi-year grant awards totaling \$16,753,322. Of that total, grants awarded allocable to fiscal year 2017 were \$7,279,288, an increase of \$98,726 since the last report.

For fiscal year 2018, the multi-year grant award total is currently \$13,962,284. Of this total, grant awards allocable to fiscal year 2018 are currently \$4,399,761.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2017 grant awards that total \$98,726, and grant awards for fiscal year 2018 that total \$4,399,761. The grant awards are detailed in Appendix 5.

Report and Board Action on Action Item 23:

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Finance and Audit Committee will consider: budgeting and appropriations request processes; all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs including, but not limited to, student housing and the athletic department; handling of university funds, depositories, etc., whether from appropriated or contributed funds; and the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 6:

Check Cashing 3.7
Environmental Management 13.26
Gift Reporting 3.16
Gifts, Prizes and Awards 3.18
Travel Card 3.30

REPORTS

Report from the Intercollegiate Athletic Advisory Committee

Bob
Garrett
Chair

Report from the Nacogdoches – SFA Joint Economic Development Committee

David
Alders

<p>Report from the President</p> <ul style="list-style-type: none"> • Upcoming Dates • The SFA Gala • Fall Commencement • New Regents 	<p>Baker Pattillo President</p>
<p>Report from the Faculty Senate</p> <ul style="list-style-type: none"> • Faculty Accomplishments • Senate Task Force • Faculty Morale 	<p>Le'Ann Solmonson Faculty Senate Chair</p>
<p>Report from the Student Government Association:</p> <ul style="list-style-type: none"> • Watermelon Bash • SGA Retreat • Legislative Agenda • SGA Week 	<p>Nikki Wood SGA Vice President</p>
<p>Appointment of Nominating Committee for 2018-19 Board Officers</p>	<p>David Alders Chair</p>
<p>Adjournment of Meeting (Approximately 3:00 p.m.)</p>	<p>David Alders Chair</p>

**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
July 23, 24, and 25, 2017
Austin Building 307
Meeting 311**

Sunday, July 23, 2017

The regular meeting of the Board of Regents was called to order in open session at 1:32 p.m. on Sunday, July 23, 2017, by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
 Mrs. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mrs. Brigettee Henderson
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Maggie Wright, student member

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The chair immediately called for an executive session to consider the following:

Deliberations Regarding the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices. (Texas Government Code, Section 551.076)

- Security items from Accounting Department Audit and Bursar Cash Count
- Texas Administrative Code Section 202 Information Security Audit
- Update from chief information officer

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, procurement and contracting, faculty code of conduct, tenure, conflict of interest, and *Courtney Christensen vs. SFASU et al.* (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the chief information officer, the assistant chief of police, the athletic director, the general counsel, the chief audit executive, the coordinator of board affairs, the vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 7:30 p.m., the meeting returned to open session and recessed for the evening with no further action.

Monday, July 24, 2017

The regular meeting of the Board of Regents was reconvened in open session at 8:00 a.m. on Monday, July 24, 2017, by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
 Mrs. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mrs. Brigettee Henderson
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Maggie Wright, student member

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The meeting was recessed for committee meetings.

The Academic and Student Affairs Committee convened at 8:00 a.m., recessed at 10:05 a.m., reconvened at 4:40 p.m. and adjourned at 4:54 p.m. The Finance and Audit Committee convened

at 10:20 a.m., recessed at 12:26 p.m., reconvened at 3:33 p.m. and adjourned at 4:25 p.m. The Building and Grounds Committee meeting convened at 2:36 p.m. and adjourned at 3:33 p.m.

The Board of Regents meeting returned to open session at 4: 54 p.m. and recessed for the evening with no action taken.

Tuesday, July 25, 2017

The regular meeting of the Board of Regents was called to order in open session at 9:03 a.m. Tuesday, July 25, 2017, in the Austin Building Board Room by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
 Ms. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Mr. Bob Garrett
 Ms. Brigettee Henderson
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Maggie Wright, student member

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Coleman led the pledge to the flags and Regent Garrett provided the invocation.

Dr. Pattillo introduced the new student regent, Maggie Wright

RECOGNITIONS

Athletic Director Robert Hill presented the Southland Conference Commissioner's Cup for 2016-17 and the 2016-17 Women All Sports Trophy. He introduced the marketing team of the athletic department who recently won an award at the National Association of Collegiate Marketing Administrators (NACMA). Mr. Hill also recognized Desmond Haymon, former student athlete and now assistant coach in the athletic department.

Steve Westbrook introduced orientation leaders who have led the summer orientation programs.

Steve Bullard recognized Dana Cooper and the team leading the Student Success Center.

Jill Still presented a community partner certificate to Luminant (Vista Energy) for their long-time support of students and programs in the Arthur Temple College of Forestry and Agriculture. Representatives of Luminant were present to accept their award.

APPROVAL OF MINUTES

BOARD ORDER 17-34

Upon motion by Regent Coleman, seconded by Regent Todd, with all members voting aye, it was ordered that the minutes of the April 24 and 25, 2017, regular board meeting be approved as presented.

ADMINISTRATION

BOARD ORDER 17-35

Upon motion by Regent Schaefer, seconded by Regent Coleman, with all members voting aye, it was ordered that the following agenda items be approved.

ELECTION OF PRESIDENT FOR 2017-2018

A performance evaluation was conducted, and Baker Pattillo was reelected president of Stephen F. Austin State University for 2017-2018, at an annual salary of \$341,435, effective September 1, 2017.

ELECTION OF GENERAL COUNSEL FOR 2017-2018

A performance evaluation was conducted, and Damon Derrick was reelected general counsel for 2016-2017 at an annual salary of \$161,181, effective September 1, 2017.

ELECTION OF CHIEF AUDIT EXECUTIVE FOR 2016-2017

A performance evaluation was conducted, and Gina Oglesbee was reelected chief audit executive for 2017-2018 at an annual salary of \$140,000 effective September 1, 2017.

ELECTION OF COORDINATOR OF BOARD AFFAIRS FOR 2016-2017

A performance evaluation was conducted, and Judy Buckingham was reelected coordinator of board affairs for 2017-2018 at an annual salary of \$48,000, effective September 1, 2017.

PERSONNEL

BOARD ORDER 17-36

Upon motion by Regent Todd, seconded by Regent Frailey, with all members voting aye, it was ordered that the following personnel items be approved.

FACULTY APPOINTMENTS

FINE ARTS

Amanda Breitbach, MFA (University of Nebraska), Assistant Professor of Art, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

Cleo House, Ph.D. (Texas Tech University), Associate Professor of Theatre and Director of the School of Theatre, at an annual salary of \$104,000 for 100 percent time, effective September 1, 2017.

LIBERAL AND APPLIED ARTS

Aaron Moulton, Ph.D. (University of Alabama), Assistant Professor of History at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2017.

Samuel Sutherland, Ph.D. (Ohio State University), Assistant Professor of History, at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2017.

SCIENCE AND MATHEMATICS

Pushkar Ogale, M.S. (Texas Tech University), Assistant Professor of Computer Science, at an academic year salary of \$84,000 for 100 percent time, effective September 1, 2017.

STAFF APPOINTMENTS

ATHLETICS

Alejandro Rodriguez, Athletic Trainer, at an annual salary of \$48,580 for 100 percent time, effective May 22, 2017.

Morgan Spearman, Assistant Softball Coach, at an annual salary of \$33,660 for 100 percent time, effective June 19, 2017.

CAMPUS RECREATION

Benito Telesca, Assistant Director of Campus Recreation, at an annual salary of \$52,000 for 100 percent time, effective April 24, 2017.

LIBRARY

Will Honea, Coordinator of Records Management and Publications, at an annual salary of \$49,500 for 100 percent time, effective April 17, 2017.

RESIDENCE LIFE

Erin Pratico, Hall Director, at an annual salary of \$30,000 for 100 percent time, effective July 17, 2017.

Elizabeth Roshell, Coordinator of Residence Life Programs, at an annual salary of \$35,000 for 100 percent time, effective April 17, 2017.

Student Affairs Support Services

Jennifer Hopson, Nurse Practitioner, at a 10.5-month salary of \$85,680 for 100 percent time, effective May 1, 2017.

CHANGES OF STATUS

ATHLETICS

Desmond Haymon, from Adjunct Faculty in Kinesiology and Health Science at a 4.5-month salary of \$5,000 for 50 percent time, to Assistant Coach of Men's Basketball at an annual salary of \$78,000 for 100 percent time, effective June 1, 2017.

Casey Watkins, from Graduate Assistant at an academic year salary of \$9,000 for 50 percent time, to Coordinator of Athletic Operations at an annual salary of \$41,820 for 100 percent time, effective May 1, 2017.

Alexander Vanvalkenburgh, from Athletic Trainer at an annual salary of \$48,580 for 100 percent time, to Head Athletic Trainer at an annual salary of \$71,745 for 100 percent time, effective May 8, 2017.

CHARTER SCHOOL

Holly Franz, from Substitute Teacher at a 9.5-month salary of \$25.40 per hour for 100 percent time, to Teacher at a 9.5-month salary of \$38,300 for 100 percent time, effective September 1, 2017.

Amanda Scanlan, from Substitute Teacher at a 9.5-month salary of \$25.60 per hour for 100 percent time, to Teacher at a 9.5-month salary of \$39,200 for 100 percent time, effective September 1, 2017.

BUSINESS

Kelly Noe, from Associate Professor of Accounting at an academic year salary of \$128,511 for 100 percent time, to Associate Professor and Interim Director of Accountancy at an academic year salary of \$128,511 for 100 percent time with an additional stipend of \$3,333 per month for three months for interim duties, effective June 1, 2017.

EDUCATION

Troy Davis, from Professor of History at an academic year salary of \$82,216 for 100 percent time, to Professor of History and Interim Chair of Kinesiology and Health Science at an academic year salary of \$82,216 for 100 percent time with an additional stipend of \$1,000 per month for one month, effective June 1, 2017 for interim duties; an additional stipend of \$1,000 per month for two months, effective July 1, 2017, for interim duties ; and an additional stipend of \$1,000 per month for nine months, effective September 1, 2017, for interim duties.

Stacy Hendricks, from Assistant Professor of Secondary Education and Interim Associate Dean of the College of Education at an academic year salary of \$61,203 for 100 percent time, with an additional stipend of \$3,816 per month for nine months for interim duties, to Assistant Professor of Secondary Education and Associate Dean of the College of Education at an 3-month salary of \$29,502 for 100 percent time, effective June 1, 2017.

Christina Sinclair, from Associate Professor of Kinesiology and Health Science and Interim Associate Dean of the College of Education at an academic year salary of \$68,926 for 100 percent time, with an additional stipend of \$905 per month for four and a half months for interim duties, to Associate Professor of Kinesiology and Health Science and Associate Dean of the College of Education at a 3-month salary of \$29,502 for 100 percent time, effective June 1, 2017.

FINE ARTS

Wesley Berg, from Visiting Assistant Professor of Art at an academic year salary of \$47,000 for 100 percent time, to Assistant Professor of Art at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2017.

FORESTRY AND AGRICULTURE

Matthew McBroom, from Professor of Forestry at an academic year salary of \$72,286 for 100 percent time, to Professor and Interim Associate Dean of Forestry and Agriculture at an academic year salary of \$72,286 for 100 percent time, with an additional stipend of \$1,000 per month for three months, effective June 1, 2017, for interim duties.

Matthew McBroom, from Interim Associate Dean of Forestry and Agriculture at an academic year salary of \$72,286 for 100 percent time with an additional stipend of \$1,000 per month for interim duties to Associate Dean of Forestry and Agriculture at an annual salary of \$115,000 effective September 1, 2017.

Hans Michael Williams, from Associate Dean of Forestry and Agriculture at an annual salary of \$125,502 for 100 percent time, to Interim Dean of Forestry and Agriculture at an annual salary of \$125,502 for 100 percent time, with an additional stipend of \$1,000 per month for three months, effective June 1, 2017, for interim duties.

Hans Michael Williams from Interim Dean of Forestry and Agriculture at an annual salary of \$125,502 for 100 percent time plus an additional \$1,000 per month for interim duties to Dean of Forestry and Agriculture at an annual salary of \$170,000 effective September 1, 2017.

INFORMATION TECHNOLOGY SERVICES

Stacy Little, from Programmer/Analyst I at an annual salary of \$38,150 for 100 percent time, to Programmer/Analyst II at an annual salary of \$45,000 for 100 percent time, effective June 1, 2017.

LIBRARY

Karrie Roberson, from Web Design Specialist at an annual salary of \$44,750 for 100 percent time, to Database Administrator at an annual salary of \$53,000 for 100 percent time, effective June 1, 2017.

PROMOTIONS

Roger Dale Perritt, Professor of Agriculture, to Professor Emeritus, effective fall semester, 2017:

TENURE

Academic tenure was awarded to Cleo House, School of Theatre, effective fall semester, 2017.

FACULTY LEAVE OF ABSENCE WITHOUT PAY

Faculty leave of absence without pay was approved for Dr. Ginger Kelso, Associate Professor of Human Services, effective fall 2017 for one academic year, to pursue additional training and experience in special education within public schools.

RETIREMENTS

The following retirements were accepted:

Timothy Clipson, Professor of Business Communication and Legal Studies, effective June 1, 2017, with 35 years of service.

Keaton Grubbs, Professor of Business Communication and Legal Studies, effective August 1, 2017, with 16 years of service.

Richard Langley, Professor of Chemistry, effective July 1, 2017, with 34 years of service.

John Moore, Professor of Chemistry, effective June 1, 2017, with 45 years of service.

Michael Pickard, Professor Computer Science, effective June 1, 2017, with 25 years of service.

Alan Sowards, Professor of Elementary Education, effective June 1, 2017, with 22 years of service.

Nagalpura Viswanath, Visiting Professor of Human Services, effective June 1, 2017, with seven years of service.

BOARD ORDER 17-37

Upon motion by Regent Garrett, seconded by Regent Schaefer, with all members voting aye, it was ordered that the holiday schedule for 2017-2018 be approved:

The following schedule will allow SFA to be closed for five working days at Thanksgiving, eight working days during Christmas, five working days during Spring Break, Memorial Day, and Independence Day, which totals 20 days. Employees will be required to take two days of vacation or compensatory time on November 20 and 21, two days of vacation or compensatory time on December 28 and 29, and two days of vacation or compensatory time on March 15 and 16. Campus buildings will be closed for nine days during Thanksgiving week, 12 days during the Christmas break, and nine days during Spring Break, which will result in significant energy savings.

November 20-24	Thanksgiving Break
December 21-January 1	Christmas Break
March 12-16	Spring Break
May 28	Memorial Day
July 4	Independence Day

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 17-38

Upon motion by Regent Blair, seconded by Regent Todd, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

APPROVAL OF CORE CURRICULUM REVISION

Changes to the core curriculum identified in Appendix 1 were approved.

BOARD ORDER 17-39

Upon motion by Regent Blair, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

REQUEST FOR DEPARTMENTAL NAME CHANGE IN THE NELSON RUSCHE COLLEGE OF BUSINESS

The name of the Department of Management, Marketing and International Business with the Nelson Rusche College of Business will change to the Department of Management and Marketing.

BOARD ORDER 17-40

Upon motion by Regent Blair, seconded by Regent Henderson, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

REQUEST TO OFFER COURSES OFF-CAMPUS AT COLLIN COUNTY COMMUNITY COLLEGE, HOUSTON COMMUNITY COLLEGE AND LONE STAR COLLEGE

Approval was granted to offer courses at off-campus instructional sites at Houston Community College—Central Campus and Collin College—Collin Education Center, and to the addition of program offerings at Lone Star College.

BOARD ORDER 17-41

Upon motion by Regent Blair, seconded by Regent Todd, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL

The revisions to the Athletic Policies and Procedures Manual were approved as presented in Appendix 2.

BOARD ORDER 17-42

Upon motion by Regent Blair, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

LEGAL SERVICES – COMMUNICATIONS (FCC)

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel for communications (FCC) related matters through August 31, 2019: Husch Blackwell, LLP; Wilkinson Barker Knauer LLP; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – HEALTH LAW

The Board of Regents approved selection of the following firms for inclusion on the university's pre-approved list of outside counsel in the field of health law through August 31, 2019: Husch Blackwell LLP; Norton Rose Fulbright US LLP; The Stevenson Law Firm, PC; Jackson Walker LLP; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – INTELLECTUAL PROPERTY

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of intellectual property through August 31, 2019: Meyertons, Hood, Kivin, Kowert & Goetzel, P.C.; Husch Blackwell, LLP; The JL Salazar Law Firm PLLC; Norton Rose Fulbright US LLP; Chalker Flores LLP; Kilpatrick Townsend & Stockton LLP; Jackson Walker LLP; Gardere Wynne Sewell LLP; and Callender Law Firm PLLC.

The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – IMMIGRATION

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of immigration law through August 31, 2019: Monty & Ramirez LLP; Husch Blackwell, LLP; Norton Rose Fulbright US LLP; Jackson Walker LLP; Haglund Law Firm P.C.; Wilson Elser Moskowitz Edelman & Dicker LLP; Gardere Wynne Sewell LLP; and Callender Law Firm PLLC. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – EMPLOYMENT

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of employment law through August 31, 2019: Husch Blackwell LLP; Norton Rose Fulbright US LLP; Andrews, Kurth, Kenyon LLP; Jackson Walker LLP; Walsh Gallegos Trevino Russo & Kyle P.C.; Haglund Law Firm P.C.; Wilson Elser Moskowitz Edelman & Dicker LLP; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – HIGHER EDUCATION

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of higher education law through August 31, 2019: Husch Blackwell LLP; Haglund Law Firm P.C.; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – SPORTS

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of sports law through August 31, 2019: Husch Blackwell LLP; Jackson Walker LLP; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

BOARD ORDER 17-43

Upon motion by Regent Blair, seconded by Regent Frailey, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 7:

Academic Appeals by Students 6.3
Academic Program Review 5.1
Course Fees 3.8
Discipline and Discharge 11.4
Early Registration Priority 4.3 NEW
Graduate Assistantships 6.12
Hazing 10.3
In-Resident Requirements 6.15
Leave of Absence (Faculty and Staff) 12.11
Sexual Misconduct 2.13
Student Code of Conduct 10.4
Student Internships 11.29
Volunteer Workers 11.32
Wellness Release Time 13.25

BUILDING AND GROUNDS**BOARD ORDER 17-44**

Upon motion by Regent Garrett, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following Building and Grounds items be approved.

LEGAL SERVICES – REAL ESTATE

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of real estate through August 31, 2019: Husch Blackwell, LLP; C Bishop Law PC; Norton Rose Fulbright US LLP; Edgardo E. Colon PC; Andrews, Kurth, Kenyon LLP; Jackson Walker LLP; Looper Goodwine P.C.; Haglund Law Firm P.C.; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – OIL AND GAS, MINERAL INTERESTS, AND/OR UTILITIES MATTERS

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of oil and gas, mineral interests, and/or utilities through August 31, 2019: Husch Blackwell LLP; C Bishop Law PC; Norton Rose Fulbright US LLP; Jackson Walker LLP; Looper Goodwine P.C.; Smith Trostle & Huerta LLP; Gardere Wynne

Sewell LLP; and Callender Law Firm PLLC. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

APPROVAL OF THE FISCAL YEAR 2017-18 CAPITAL PLAN

WHEREAS, the board members considered the following: The university has a long term campus master plan that addresses capital renewal, planned maintenance and renovation projects. The 2017-18 capital plan includes academic, student life, building, and life safety initiatives.

THEREFORE, the Board of Regents approved the \$9,211,330 fiscal year 2017-18 capital plan presented in Appendix 3, including the project funding as listed, the source of funds as presented, and authorization of the president to sign associated purchase orders or contracts.

DEEP EAST TEXAS ELECTRIC CO-OP EASEMENT FOR THE WATER WELL AT THE SFA BEEF FARM

WHEREAS, the board members considered the following: On January 31, 2017, the SFA regents approved and accepted the transfer of a water well from SND Operating, LLC. The water well is located at the SFA Beef Farm and requires an electric feed to operate the unit. To provide electrical power to the well, an easement with Deep East Texas Electric Co-op is necessary. The proposed easement begins near the entrance of the SFA Observatory (adjacent to the Beef Farm) and extends to the well pump building. Deep East Texas Electric Co-op will own and maintain the overhead power line, switchgear, and transformer.

THEREFORE, the Board of Regents approved the granting of an easement to Deep East Texas Electric Co-op to serve the water well at the SFA Beef Farm. The president was authorized to sign associated documents.

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 7:

Petitions and Handbills 16.19

Signs and Exhibits 16.24

Use of Amplified Sound on Campus Grounds 16.31

NELSON RUSCHE COLLEGE OF BUSINESS RENOVATION

WHEREAS, the board members considered the following: In the fall of 2015, the university completed a renovation of certain lobby space and common areas on the first and second floors of the Nelson Rusche College of Business, located in the McGee Building. Fundraising efforts have been ongoing to renovate the third and fourth floors of the building. To fund the project, the university has received over \$436,000 in donations, with written commitments for additional donations of nearly \$689,000. The architectural firm of Goodwin-Lasiter-Strong has provided an initial construction project renovation estimate of \$993,000 to renovate the third and fourth floors of the McGee Building. The renovation is expected to be completed during the summer of 2018.

THEREFORE, it was ordered that Goodwin-Lasiter-Strong develop construction drawings to begin the project. The university will request construction bids and request project budget approval at a later Board of Regents' meeting.

REAL ESTATE PURCHASE AT 1401 N MOUND STREET (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: The university has the opportunity to purchase the property located at 1401 N. Mound Street in Nacogdoches, Texas. The property adjoins property that is owned by the university.

THEREFORE, the university was authorized to purchase the property located at 1401 N. Mound Street at a cost not to exceed \$300,000 plus all associated closing costs, and accept as a charitable contribution to the university the value between the purchase price and appraised value of the property. The president was authorized to sign all associated contracts and documents. The source of funds for the purchase will be the Higher Education Fund or funds available in reserve.

FINANCIAL AFFAIRS

BOARD ORDER 17-45

Upon motion by Regent Frailey, seconded by Regent Coleman, with all members voting aye, it was ordered that the following financial affairs items be approved.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

WHEREAS, board members considered the following: The audit services report as presented includes the following:

- Accounting Departmental Audit
- Mass Communication Departmental Audit
- Theatre Departmental Audit
- TAC 202 Information Security Audit
- Public Funds Investment Act Audit
- Contract Management Audit
- University Annual Risk Assessment
- State Auditor's Office Audits
- Update on Financial Aid Audit
- Update on Joint Admission Medical Program (JAMP) Grant Selection
- Course Fee Investigation
- Bursar Office Cash Count
- RFP for Auditing Services for NCAA and SFA Charter School
- RFP for Auditing Services for Information Technology
- Update on Audit Plan

THEREFORE, the Board of Regents acknowledged receipt of the audit services report as presented.

APPROVAL OF ANNUAL AUDIT PLAN

The annual audit plan for 2017-18 was approved as presented.

BOARD ORDER 17-46

Upon motion by Regent Frailey, seconded by Regent Coleman, with all members voting aye, it was ordered that the following financial affairs item be approved.

ADOPTION OF FISCAL YEAR 2017-18 CAPITAL PLAN BUDGET

The Board of Regents ordered adoption of the \$9,211,330 fiscal year 2017-18 capital budget with project funding as listed in Appendix 4, the source of funds as presented, and authorization of the president to sign associated purchase orders or contracts.

BOARD ORDER 17-47

Upon motion by Regent Frailey, seconded by Regent Coleman, with all members voting aye, it was ordered that the following financial affairs item be approved.

ADOPTION OF THE FISCAL YEAR 2017-18 INSTITUTIONAL OPERATING BUDGET

WHEREAS, the board members considered the following: In accordance with Article III of the State of Texas General Appropriations Act for the 2018-19 biennium, the recommended institutional budget totaling \$254,741,726 for fiscal year 2017-18 is submitted for approval. The proposed budget reflects an increase in debt service funding for the new STEM Building, faculty promotions, a reduction in operating general revenue and significant reallocations to fund strategic initiatives. A detailed Higher Education Fund allocation is included in Appendix 5.

THEREFORE, the 2017-18 annual operating budget totaling \$254,741,726 was approved.

BOARD ORDER 17-48

Upon motion by Regent Frailey, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following financial affairs item be approved.

INFORMATION TECHNOLOGY SERVICES ASSESSMENT CONTRACT

WHEREAS, the board members considered the following: The university seeks to have an assessment of Information Technology Services including but not limited to the areas of staffing, architecture, and security. The Texas Department of Information Resources (DIR) issued a Request for Qualifications for Deliverables-Based Information Technology Services for Information Technology Assessments and Planning. The DIR contract was awarded and an agreement (DIR-SDD-2042) made with Gartner. The university is eligible to use this agreement for services.

THEREFORE, the university was authorized to enter into a contract with Gartner under the Department of Information Resources agreement for Information Technology Assessments and

Planning for \$120,000 plus travel expenses with the president authorized to sign the contract and associated documents. The source of funds will be designated fund balance.

BOARD ORDER 17-49

Upon motion by Regent Frailey, seconded by Regent Todd, with all members voting aye, it was ordered that the following financial affairs item be approved.

APPROVAL OF AN AMENDMENT TO THE SFA WEBSITE CONTENT MANAGEMENT SYSTEM CONTRACT

WHEREAS, the board members considered the following: The redesign of the SFA website is part of the university's marketing initiative. In order for the website to meet its potential as a marketing tool for the university, it is important to utilize a modern, widely used and well-supported content management system and hosting provider. The Drupal content management system provides an adaptable, user-friendly experience. Carahsoft, a Texas Department of Information Resources-approved vendor, offers Acquia software products, training and installation services. Acquia has expertise with the Drupal system, and their resources and support services make them the best choice for hosting and support.

Upon receipt of Board of Regent approval in January 2016, SFA pursued a five-year contract with Acquia for hosting and support of the Drupal-based system at a cost not to exceed \$219,500. However, the university learned that the longest term of service offered was three years, with the first year of the contract including the services of a Technical Account Manager (TAM) team to support the construction of the site, identify potential problem areas and recommend solutions to issues encountered.

The university has found the TAM service to be extremely beneficial and believes it provides valuable service to the university in ensuring the new website is built in a manner that is secure and successful.

THEREFORE, the president was authorized to continue the service of Acquia's TAM team through February 28, 2019, to secure continued assistance with the construction of the SFA website. The result will be the university contracting with Acquia for a total of three years, with TAM services for all three years. The cost originally approved by regents will remain at \$219,500. The funding source is designated funds.

BOARD ORDER 17-50

Upon motion by Regent Frailey, seconded by Regent Henderson, with all members voting aye, it was ordered that the following financial affairs item be approved.

INTERAGENCY CONTRACT WITH THE GENERAL LAND OFFICE FOR NATURAL GAS

WHEREAS, the board members considered the following: Beginning on September 1, 2009, the university has had an interagency agreement with the Texas General Land Office (GLO) to supply natural gas for the institution. Since the interagency relationship began, the GLO has monitored natural gas prices and advised the university about favorable market pricing opportunities. The

current contract with the GLO ends on August 31, 2017. Based on favorable market rates, on April 8, 2017, the university locked in 50% of natural gas volume pricing beginning on September 1, 2017 and extending through August 31, 2019.

THEREFORE, the fixed-pricing contract with the GLO that begins on September 1, 2017 and extends through August 31, 2019, was ratified. The university was given approval to lock in additional natural gas fixed-pricing contracts when the market is favorable. The president was authorized to sign natural gas interagency agreements and contracts with the Texas General Land Office.

BOARD ORDER 17-51

Upon motion by Regent Frailey, seconded by Regent Todd, with all members voting aye, it was ordered that the following financial affairs item be approved.

GRANT AWARDS

WHEREAS, board members considered the following: During fiscal year 2017, the university has received grant awards totaling \$16,653,250, an increase of \$1,347,348 since the April 24, 2017, report. Of this total, grant awards allocable to fiscal year 2017 are currently \$7,180,562, an increase of \$812,848 since the last report.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, the Board of Regents approved and ratified the additional fiscal year 2017 grant awards detailed in Appendix 6 that total \$812,848.

BOARD ORDER 17-52

Upon motion by Regent Frailey, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following financial affairs items be approved.

LEGAL SERVICES – TAX

The Board of Regents approved selection of the following firms for inclusion on the university's pre-approved list of outside counsel in the field of tax law through August 31, 2019: Husch Blackwell, LLP; Norton Rose Fulbright US LLP; Andrews, Kurth, Kenyon LLP; Jackson Walker LLP; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – WILLS, TRUSTS AND ESTATES

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of wills, trusts and estates through August 31, 2019: Husch Blackwell LLP; Norton Rose Fulbright US LLP; Jackson Walker LLP; Haglund Law Firm P.C.; and Gardere Wynne Sewell LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – PUBLIC FINANCE AND BOND ISSUANCE

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of public finance and bond issuance through August 31, 2019: McCall Parkhurst & Horton, LLP; Husch Blackwell, LLP; Norton Rose Fulbright US LLP; Edgardo E. Colon PC; Andrews, Kurth, Kenyon LLP; and Locke Lord LLP. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

LEGAL SERVICES – FINANCIAL

The Board of Regents approved selection of these firms for inclusion on the university's pre-approved list of outside counsel in the field of financial law through August 31, 2019: Husch Blackwell, LLP; C Bishop Law PC; Edgardo E. Colon PC; Andrews, Kurth, Kenyon LLP; Jackson Walker LLP; Looper Goodwine P.C.; Haglund Law Firm P.C.; Gardere Wynne Sewell LLP; and Callender Law Firm PLLC. The president was authorized to sign any associated contracts for legal services not requiring specific board deliberation.

BOARD ORDER 17-53

Upon motion by Regent Frailey, seconded by Regent Henderson, with all members voting aye, it was ordered that the following financial affairs item be approved.

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 7:

Best-Value Procurement 17.1

Ethics 2.6

Fixed Rate Tuition Plan 3.4

Year-End Purchasing 17.24

BOARD ORDER 17-54

Upon motion by Regent Frailey, seconded by Regent Garrett, with all members voting aye, it was ordered that the following financial affairs item be approved.

FUNDRAISING CAMPAIGN FEASIBILITY STUDY FINAL REPORT BY DINI SPHERIS AND RECOMMENDATION

WHEREAS, the board members considered the following: In November 2016 the Board of Regents approved a fundraising campaign feasibility study to be conducted by Dini Spheris for the purpose of assessing campaign readiness. After a full assessment, findings support the university launching a comprehensive fundraising campaign.

THEREFORE, the Board of Regents authorized the university to solicit bid proposals for a campaign consultant to provide professional counsel and guidance in launching and managing a comprehensive fundraising campaign.

BOARD ORDER 17-55

Upon motion by Regent Frailey, seconded by Regent Henderson, with all members voting aye, it was ordered that the following financial affairs item be approved.

REVISED BUDGET FOR PHASE I OF THE BAKER PATTILLO STUDENT CENTER GRAND BALLROOM AND PRE-FUNCTION AREA RENOVATION

WHEREAS, the board members considered the following: The renovation of the Baker Pattillo Student Center Grand Ballroom and the surrounding pre-function areas was approved as part of the FY2017 Capital Plan. This project was divided into two phases to minimize the disruption to this heavily used area of the building. The approved budget for Phase I of the project was established at \$1,100,000.

While detailed plans were being developed for the project, the architect was asked to include potential alternates that might be addressed while the area being considered was closed that could enhance the areas adjacent to and being served by the pre-function spaces being renovated should the budget be adequate. Alternate 1 involved renovation and expansion of the President's Suite. By combining two smaller rooms, this alternate would create a more efficient banquet and meeting room space that could provide enhanced revenue production. Alternate 2 included carpeting and installing new base in approximately 3,950 square feet of the corridor areas leading from the newly renovated space to the Regent's Suite. This alternate would aesthetically connect this space to the newly renovated pre-function areas surrounding the ballrooms and the President's Suite.

The base bid for the project including fees, but excluding the alternates, was \$1,046,800. After a contingency projection was applied the initial budget of \$1,100,000 is not adequate to allow for the alternates.

THEREFORE, the budget approved for Phase I of the Baker Pattillo Student Center Grand Ballroom and Pre-function Area Renovation was increased to \$1,400,000 to allow the addition of the described alternates to the project. The source of the funds for this increase will be auxiliary fund balance. The president was authorized to sign associated purchase orders and contracts.

REPORTS

The president provided a report to the regents on the following topics:

- Upcoming Dates
- August Commencement
- Legislative Update
- Special Session
- Regent Appointments

Ms. Le'Ann Solomonson, faculty senate chair, gave a report on the following topics:

- Upcoming Dates
- August Commencement
- Legislative Update
- Special Session
- Regent Appointments

Jessie Jenkins, SGA president, gave a report on the following topics:

- SGA Retreat
- Watermelon Bash
- Fall 2017 Goals

Chair Alders announced the appointment of two advisory committees to the board.

Intercollegiate Athletic Advisory Committee

Regent Bob Garrett, Chair

Regent Brigettee Henderson

Regent Scott Coleman

This committee is appointed to evaluate matters and issues related to the university's intercollegiate athletics program. This committee will serve in an advisory capacity; it will not have any supervision or control over any public business related to intercollegiate athletics. Any action requiring board approval concerning intercollegiate athletics will be introduced through a standing committee of the board for consideration at a board meeting. Members of the committee will serve for an initial period of one year. Chair Garrett is granted the authority to expand the membership of the committee to include other university staff, alumni, or interested parties. A written charge to this committee will be provided at a later date.

Nacogdoches-SFA Joint Economic Development Committee

Regent Alton Frailey

Dr. Todd Brown

Regent David Alders

Jim Jeffers, City Manager, Nacogdoches

Larissa Philpot, President and CEO, Nacogdoches Economic Development Corporation

This committee is appointed as an advisory committee to explore economic opportunities that would impact jointly SFA and the community. The membership of this committee may be expanded, as well, and a written charge to this committee will be provided at a later date.

The meeting was adjourned by Chair Alders at 11:10 a.m.

STUDENT-ATHLETES: MEDICAL POLICY

The Department of Intercollegiate Athletics maintains a comprehensive sports medicine and athletic training program to ensure quality health care for its student-athletes. More specifically, the Athletic Training staff is responsible for the prevention, clinical evaluation, diagnosis, treatment, rehabilitation, and reconditioning of injuries or illnesses sustained as a result of participation in scheduled practices, competitions, or during travel to and from these events.

Maintaining adequate health care is a shared responsibility between the Athletic Training staff, the Head Coaches and student-athletes. The Team Physician has absolute authority in determining the physical fitness of each student-athlete, to include deciding whether an ill or injured student-athlete may participate in practice or competition. Coaches must abide by and/or implement the instructions given by the Athletic Training staff and abide by medical disqualifications and restrictions. Student-athletes must immediately report any injury incurred during a scheduled practice or athletic event to a member of the Athletic Training staff.

Athletic Training Staff

The SFA Athletic Training staff consists of the Team Physician, the Head Athletic Trainer, Assistant Athletic Trainers, Graduate Assistants and Athletic Training Students in consultation with orthopedic consultants and other medical specialists, as required. The Head Athletic Trainer in consultation with the Team Physician, is responsible for ensuring that student-athletes receive proper treatment for athletically-related illnesses or injuries. All members of the Department involved in training, conditioning, coaching or supervision of students participating in University-sponsored intercollegiate athletic events are fully responsible to the Head Athletic Trainer with respect to matters pertaining to health and/or injuries.

The Head Athletic Trainer serves as the NCAA athletics health care administrator who oversees athletic health care administration and delivery. The athletics health care administrator is an administrative role serving as the primary point of contact to assure compliance with NCAA health and safety legislation and interassociation recommendations.

All members of the Athletic Training staff will abide by all the rules and regulations of the National Collegiate Athletics Association (NCAA), the Southland Conference (SLC), and State of Texas laws.

Operation and Use of Athletic Training Room Facilities

Athletic Training Room hours of operations begin no later than 8:00 a.m. and remain open until the last in-season sport is finished for the day on a Monday through Friday basis. Hours of operation are extended when additional coverage is necessary for scheduled events or practices especially on Saturdays, Sundays, or holiday breaks. Coverage for usual practice sessions or events must be scheduled by the Head Coach at least one week prior to the event. The Head Athletic Trainer coordinates this coverage.

The Head Athletic Trainer is responsible for the operation and supervision of the Athletic Training Room. Student-athletes are not allowed in the Athletic Training Room without supervision. All therapeutic modalities are administered by a member of the Athletic Training staff because of the potential danger involved. When the Athletic Training Room is not in use, it is to be locked at all times. Student-athletes receiving therapy are supervised at all times; under no circumstances is a patient receiving treatment left unattended.

The Athletic Training Room is strictly for the use of those individuals involved in the intercollegiate athletics program; however, the facility is available to visiting teams on an as-needed courtesy basis.

Care Providers and Referrals

Only medical expenses related to athletic injuries that occur as a direct result of participation in the student-athlete's designated intercollegiate sport are covered. Participation includes voluntary physical activities that prepare the student-athlete for participation, as well as supervised pre-season conditioning, organized practice attended by a member of the coaching staff, or a Department sponsored game, meet or match. (The Department is not responsible for medical expenses incurred when a student-athlete is injured in a non-athletic event, such as playing a recreational sport with friends.)

The Head Athletic Trainer or designee evaluates all athletic injuries and refers student-athletes to specialists, when appropriate. All referrals for off-campus medical care must be authorized in advance by the Head Athletic Trainer. A Department of Athletics Injury Referral Form (see Appendix 506A-1) must be completed by the Head Athletic Trainer, Assistant Athletic Trainer, or the Graduate Assistant Athletic Trainer prior to consultation and accompany the athlete receiving treatment from an outside physician or specialist.

For all illness (night or day), the student-athlete should immediately report to the Head Athletic Trainer, Assistant Athletic Trainer, or Graduate Assistant Athletic Trainer. Once seen, the Athletic Trainer decides if further medical attention is appropriate and arranges for an appointment with an appropriate physician as soon as possible. The student-athlete is responsible for reporting to the Head Athletic Trainer the physician's diagnosis, all drugs or special instructions required, and the advisability of returning to practice or competition.

Medical Examinations

All student-athletes participating in an intercollegiate sports program are required to undergo a comprehensive physical examination prior to any participation in practice or competition. All new student-athletes are required to complete the Medical History form and are given a complete physical examination under the supervision of the Head Athletic Trainer. Thereafter, student-athletes are required to complete an annual health history update, with physical examination or specialty consultation performed only on those areas of the body where a change has occurred from the time of the initial examination. (See Appendix 506A-8 for Annual Health Information and Re-Examination forms.)

Head Coaches are responsible for submitting completed team rosters to the Head Athletic Trainer each spring with updates and additions provided a minimum of two (2) weeks prior to the first day of the fall semester. The Assistant Athletic Trainer(s) or a Graduate Assistant Athletic Trainer is responsible for setting up physical exam appointments and returning the team roster with appointment times and place indicated. Physical exam priorities are established according to official practice starting dates, and are set by the Team Physician and Head Athletic Trainer. Physicals are completed at the University Health Center.

A member of the Athletic Training staff is on hand during the course of all physical examinations to observe the procedures and policies of the attending physician and to assist the physician at his/her discretion. It is the responsibility of the Athletic Training staff to ensure that each student-athlete has completed his/her physical examination before providing written notification for the issuance of athletic equipment.

Each physical examination focuses on the following areas of concern:

1. Evaluation of Sports Health History Evaluation Form (first year student-athletes);
2. Evaluation of existing medical records;
3. Orthopedic Checks;
4. Sight;
5. Blood analysis to include sickle cell solubility test (no drug screening); and
6. Personal and mental evaluation (at physician's discretion).
7. Baseline neurocognitive tests.

- **Walk-on Student-Athletes Physical Examinations**

Walk-on athletes trying-out for a team are required to show proof of medical insurance and to sign a waiver of responsibility as part of Appendix 506A-8. If selected for participation in a sport, the student-athlete must complete the required Medical History form, and participate in a complete physical examination. It is the responsibility of the Head Coach, or designate, of each sport to ensure that the physical exam has been completed prior to tryouts, practice or participation.

All first-time, walk-on student-athletes are responsible for securing their own athletic physicals and are responsible for any costs incurred. Most physicals can be administered by the student health center on campus. Appropriate forms for the examination are to be obtained from the Head Athletic Trainer.

Walk-on student-athletes who have appeared on a team roster for one complete season, are considered as team members for the purpose of physical exams only and may receive subsequent physical exams and post-eligibility exams at no cost.

Sickle Cell Testing

NCAA legislation effective August 1, 2010, requires institutions, as part of the required medical examination, to include a sickle cell solubility test. All SFA student-athletes who are beginning their initial year of eligibility and student-athletes trying out for a team, including transfers will be tested. All students who have a positive screening will have further testing completed to determine exact sickle cell diagnosis.

Costs associated for this test will be provided, if needed, for scholarship athletes. Students wishing to walk-on or tryout for a team will be required to pay all costs associated with this test.

SFA athletics will accept official documentation from previous testing for this requirement. This could be from previous institutions, labs, or other medical records that provide sickle cell results.

Test results are required for all students before they are permitted to practice or compete.

Post Eligibility Examinations

All student-athletes are given an exit physical examination upon the completion of their eligibility. The examination is designed to ascertain the physical health and well-being of each student-athlete and to release the Department of Intercollegiate Athletics from any responsibility for injuries

sustained by the athlete in competitions other than intercollegiate sports sanctioned by the Department.

Medical Records

A medical record file is created at the time a student-athlete joins the intercollegiate athletics program and completes the initial physical examination. Complete medical records for all student-athletes participating in the intercollegiate athletics program are accurately maintained and updated during the time a student-athlete is competing for SFA. All records are kept on-file for a period of seven (7) years following competition.

The medical file contains the appropriate insurance information, medical histories, authorizations, understandings and agreements between the University and the student-athlete and his/her parents or legal guardians, as well as history of athletically related injuries and illnesses, and any treatments rendered. Additionally, the Athletic Training staff maintains complete records of all encounters, medical referrals, medication records, exams, injuries, and other information pertinent to the student-athlete's medical history.

A Daily Treatment Report is maintained in the Athletic Training Room by the Athletic Training staff which reflects all treatments provided on a given day, treatment appointments and medication. The reports are furnished on a daily basis to the appropriate Head Coach.

Coverage for Scheduled Practices and Events

The Athletic Training staff is initially responsible for treating any injury or illness sustained as a result of athletic participation in scheduled practices and games, or during travel to and from those events. For low risk sports, such coverage may be provided by the Athletic Training staff member who is on call or on duty in the Training Room. For high-risk sports, coverage is provided at the site of the practice or competition. Physician coverage is provided as needed.

All Head Coaches and their assistants are responsible for familiarizing themselves with the Department's medical policies. Coaches should be equipped to handle emergency situations in the absence of a member of the Athletic Training staff. Per NCAA legislation all coaches and strength and conditioning staff members will maintain proper first aid, CPR, and AED certifications. Such knowledge is not only vital to the welfare of the student-athlete, but is important in preventing charges of neglect or misconduct from being filed against the coach in charge.

Athletic Training coverage for weight room activity is not mandatory.

Preventative Care

The Athletic Training staff is responsible for not only providing medical care to injured student-athletes, but also preventing injury by identifying risk factors associated with athletic participation, and educating coaches and student-athletes on preventive safety techniques. Additionally, all coaches should be able to recognize the onset of fatigue, dehydration and heat exhaustion and notify a member of the Athletic Training staff when such an event occurs.

It is the responsibility of the coaches, as well as the Head Athletic Trainer and Equipment Manager to make sure that all athletic equipment is in good working order and inspected on a regular basis. Coaches must ensure that each student-athlete is wearing appropriate, properly fitted athletic equipment. When there are adverse climate conditions, extreme care is used to maintain the proper balance of electrolytes.

The Athletic Training staff works with the Director of Wellness Center to provide dietary counseling to student-athletes. More specifically, every effort is made to provide an adequate number of calories and proper nutrition to student-athletes who are actively participating.

Student-athletes needing help with weight control may be referred by the Athletic Training staff to a physician or nutritionist/dietician for evaluation and nutritional consulting.

Treatment of Injuries

All injuries, including dental injuries, and illnesses are to be reported immediately to a member of the Athletic Training staff for emergency first aid and evaluation. If necessary, the student-athlete is referred to the Team Physician for medical diagnosis and prescribed treatment. The Head Athletic Trainer may refer the athlete to orthopedic consultants or other specialists.

The Athletic Training staff provides prophylactic taping, bracing and padding for injured parts, as well as stretching and strengthening exercises for specific injuries. In addition, rehabilitative therapy (strengthening and range of motion exercises and/or treatment with appropriate modalities) is provided by the Athletic Training staff under the Assistant Athletic Director for Sports Medicine or Team Physician's supervision.

It is the student-athlete's responsibility to follow recommended Athletic Training Room procedures related to the care of any athletic injury. Failure to do so may result in an unnecessary, lengthy rehabilitation and a prolonged absence from participation in the sport.

The Athletic Training staff monitors the progress of all student-athletes during treatment in the Athletic Training Room and keeps complete and accurate records on the progress of student-athletes during the treatment period. Required diagnostic tests for injured student-athletes and transportation to medical testing facilities is also coordinated by the Head Athletic Trainer when required.

When surgery or hospitalization of a student-athlete who is a minor is recommended, the Head Athletic Trainer contacts the student-athlete's parents or guardians to inform them of their son's/daughter's diagnosis, prognosis and current health status. Contact must be made with parents or guardians prior to the scheduling of surgery. The student-athletes and his/her parents should be informed of the right to a second opinion when surgery is recommended.

Athletes injured on an away trip should be returned to SFA, if possible. If a member of the Athletic Training staff is not traveling with the team, the coach is responsible for obtaining the assistance of the host school's team physician or certified athletic trainer. Every effort should be made to contact the parents or guardian of a dependent student-athlete prior to hospitalization or surgery, to inform them of the injury. In emergency situations, immediate medical care should be obtained. If a member of the Athletic Training staff is not present on the trip, the Athletic Training staff must be notified concerning the injury.

- **Dental Care**

Mouthpieces can be fitted for those student-athletes participating in contact sports. If the mouthpiece is not worn or has been lost, the Department is not responsible for dental charges.

The Department assumes financial responsibility for dental care which is a direct result of an athletic injury sustained in formal practice or competition in the student-athlete's designated sport. Student-athletes are to immediately (i.e., within 24 hours) report all dental injuries to a member of the Athletic Training staff. The Department will not pay for general dental treatment (e.g., cleaning of teeth or treatment of cavities).

- **Eye Care**

Eye exams are performed as part of the annual physical exam. If eye problems are discovered, the student-athlete is referred by the Head Athletic Trainer to an optometrist or ophthalmologist.

The Department assumes financial responsibility only for eye injuries sustained in training, scheduled practices and competitions in the student-athlete's designated sport.

Illness

Illness is defined as any disease, sickness, disorder, and syndrome that are not directly caused by an athletic related injury episode. This includes, but is not limited to: sickness, mental health, ADD/ADHD, asthma, STD, diabetes, hypertension, sickle cell disorder, OBGYN, skin disorders, etc. SFA does not assume financial responsibility for illness, pre-existing illness, or any testing, diagnostics, prescriptions, or consultations related to the illness.

All referrals for illness should come from the athletic training room. Initial referrals will be made to the SFA Student Health Center. In the event off campus referrals are required by the Health Center or requested by the student-athlete, all charges will be the responsibility of the student-athlete including co-pays, deductibles, lab fees and prescriptions.

Mental Health

Campus Counseling Services will assist student-athletes in overcoming obstacles to their personal and academic goals. This is accomplished through individual and group counseling and through outreach presentations, training and consultation.

In the event a student-athlete displays the need for, self-identifies, or requests mental health counseling services, the sports medicine staff will make a referral to Campus Counseling Services. Services are free to all students and all information (including the fact that a student attends counseling) is confidential within the limits provided by law. No record is made on an academic transcript or credential file.

In the event off-campus professional mental health services are required by a student-athlete, the SFA Athletic Department assumes no financial responsibility.

Concussion Assessment, Management, and Return to Play Guidelines

Policy and procedures on neurocognitive baseline testing and subsequent assessment and management of concussions as well as return to play guidelines has been developed in accordance with the Stephen F. Austin State University Department of Sports Medicine's Mission Statement utilizing NCAA's framework guidelines to provide quality healthcare services and assure the well-being of each student-athlete.

The Stephen F. Austin State University Department of Sports Medicine recognizes that sport induced concussions pose a significant health risk. Baseline neurocognitive testing pre and post injury will provide significant data for return to competition decisions. This baseline data along with physical examination, and/or further diagnostic testing will be used in conjunction in determining when it is safe for a student-athlete to return to competition.

Stephen F. Austin State University is committed to educating all student-athletes, coaches, and other members of the athletic team on ways to minimize head trauma by exposing them to many different NCAA sources of information. Some include safe play and proper hitting technique, taking the head out of contact, and year-round football practice contact recommendations.

Concussion Definition

A concussion is a brain injury that is caused by a traumatic force to the head or another part of the body. This injury can occur in any sport (or other activity ie; car accident or fall) and presents itself uniquely in each individual. A concussion can occur even if a person does not lose consciousness.

Signs and Symptoms of Concussion

Certified athletic trainers, athletic training students, and coaches should be aware of the signs and symptoms of concussion to properly recognize and intervene. Recognition of any of the following signs/symptoms should be reported immediately.

CONCUSSION SIGNS – WHAT THE MEDICAL PERSONNEL CAN OBSERVE

- Appears dazed
- Confused about play
- Moves clumsily
- Answers question slowly
- Personality change
- Forgets plays prior to hit
Retrograde amnesia
- Forgets plays after hit
Anterograde amnesia
- Loses Consciousness

CONCUSSION SYMPTOMS – WHAT THE STUDENT-ATHLETE DESCRIBES

- Headache
- Nausea
- Dizziness
- Balance problems
- Visual changes
- Photosensitivity
- Feeling sluggish
- Feeling foggy
- Cognitive changes

If an athlete has sustained a concussion, those involved in his/her care must be aware of the warning signs and symptoms of post-concussion syndrome as listed below. Immediate medical care is required if symptoms progress rapidly.

Loss of intellectual capacity	Lack of concentration	Sleep disturbances
Poor recent memory	Poor attention	Depressed mood
Personality changes	Fatigue/irritability	Anxiety
Headaches	Phono/photophobia	Twitching/seizures
Dizziness	Nausea/vomiting	Balance issues
Fluid/blood from nose/ears	Loss of consciousness	Weak/numb extremities

Concussion Management and Return to Play Guidelines

In any circumstance where a concussion is suspected in an athlete, the first priority is to remove the athlete from further competition until a thorough sideline assessment can be made. Furthermore, if there is a question about the state of mental clearing it is best to err in the direction of conservative assessment and withhold the athlete from further competition until a physician assessment can be arranged.

The following are general guidelines based on the recommendations of the NCAA and National Athletic Trainers Association (NATA) to be followed by all certified athletic trainers (ATC) and team physicians when treating student-athletes with concussion like symptoms.

Pre-Season Education

- Student-athletes will be provided educational material regarding concussions and will be required to sign an *Assumption of Risk* form in which the student-athlete accepts the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussion. All educational materials will also be disseminated to coaches, parents, team physicians, athletic trainers, and the Athletic Director.
- *Stephen F. Austin State University will provide NCAA concussion fact sheets and institution policy and procedure information to all student-athletes, coaches, team physicians, athletic trainers, and the Athletic Director. Each party is required to sign their acknowledgement of having read and understood this concussion material and agreement to abide by the information provided. Each sport coaching staff is required to sign the document in addition to the Athletic Director, Sports Medicine staff, and student athletes.*

Pre participation Assessments

- Stephen F. Austin State University sports medicine staff will record the following baselines: Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)(Pre and post injury assessment that evaluates symptom status and cognitive function) and X2 Biosystems ICE (mental status & neurological function, BESS balance, Symptom checklist which is SCAT 3 compliant) on each student-athlete prior the first practice. The same assessment tools will be used post-injury at appropriate time intervals. A measure of cognitive function will be performed within 24-48 hours withstanding elevated symptoms where testing would be postponed.
- *Team physicians review all pre-participation baseline evaluations for athletes and determine pre-participation clearance and/or the need for additional consultation or testing for athletes with*

concussion history. Additional testing could include but is not limited to new baseline assessment six months beyond initial baseline assessment.

Recognition and Diagnosis of Concussion.

- *A Certified Athletic Trainer and/or a team physician with training in the diagnosis, treatment, and initial management of acute concussions will be present at field, arena, or on campus at all NCAA varsity competition in the following contact/collision sports: basketball, football, pole vault, and soccer.*
- *A Certified Athletic Trainer and/or a team physician with training in the diagnosis, treatment, and initial management of acute concussions will be available via telephone for all NCAA varsity practices in the NCAA varsity contact/collision sports listed above and any athletes expected of a concussion will be removed from activity until evaluated by a Certified Athletic Trainer.*
- *ImPACT and X2 Biosystems ICE will be used post-injury at appropriate time intervals. A measure of cognitive function will be performed within 24-48 hours withstanding elevated symptoms where testing would be postponed.*
- *At the time of injury or once the injury has been reported, the medical staff will document all information pertinent to the concussive event including: 1) mechanism of injury, 2) initial signs and symptoms, 3) state of consciousness.*
- *Reporting of concussion-like symptoms can be done in a variety of ways; injured player to medical staff, injured player to coach, injured player to peer, etc. It is the opinion of Stephen F. Austin State University that coaches, student-athletes, and medical staff all have a responsibility in reporting injuries and assisting in maintaining the health and safety for all who participate in intercollegiate athletics.*
- *At the time of injury, the medical staff will monitor vital signs and level of consciousness after the concussion until the athlete's condition improves or further medical treatment is necessary.*
- *A student-athlete will be disqualified from competition activity on the day of injury if he/she is evaluated and diagnosed with concussion-like symptoms.*
- *A student-athlete with a concussion will be referred to a physician or emergency room on the day of injury if he/she: 1) loses consciousness for an extended period of time, 2) experiences increased symptoms, 3) experiences persistent decreased sensory or motor function.*

Post-Concussion Management

- *Any athlete exhibiting symptoms or being suspected of a concussion will be removed from activity; special care will be taken for athletes with Glasgow Coma Scale < 13, prolonged loss of consciousness, focal neurological deficits suggesting intracranial trauma, repetitive emesis, diminishing/worsening mental status, or spine injury. Any athlete exhibiting any of these symptoms will be transported for further medical evaluation according to the emergency action plan set out for that field, arena, or event.*
- *A student-athlete with a concussion who has increased number of post-concussion symptoms, symptoms worsen over time or symptoms interfere with the athlete's daily activities will be referred to a team physician or specialist with concussion management experience. Serial evaluation of IMPACT and X2 concussion tests will be performed beginning 24 hours post-injury. X2 testing will take place daily and IMPACT testing every 48 hours once returned to baseline X2 score.*
- *Once removed from participation and sent to his/her local residence, the medical staff will give the student-athlete a Home Care Instruction sheet. This sheet outlines care of a concussion and requires the signatures of the student-athlete, observer (person designated to stay with the student-athlete), and medical staff.*

- Once removed from participation and sent to his/her local residence, the medical staff will give the student-athlete a Home Care Instruction sheet. This sheet outlines care of a concussion and requires the signatures of the student-athlete, observer (person designated to stay with the student-athlete), and medical staff.
- A student-athlete's parent or guardian will be notified by a member of the medical staff after a concussive episode has occurred.

A student-athlete with a history of concussions will be treated more conservatively; the severity of the concussion may require the athlete to be referred to a team physician or specialist with concussion management experience. *Evaluation will be performed by team physician for additional diagnosis which could include post-concussion syndrome, sleep dysfunction, migraines, mood disorders, or ocular/vestibular dysfunction.*

Return to Learn.

- *The Associate Athletic Director for Academic Services will be the point of contact within the athletic department who will navigate return-to-learn with the student-athlete.*
- *In complex cases of a prolonging of the return to learn, protocol decisions will be navigated by a multidisciplinary team including team physicians, athletic trainers, counselors, neuropsychologist, academic counselors, course instructors, college administrators, coaches, and campus Office of Disabilities Services representatives.*
- *Modifications of schedule/academic accommodations will be made up to two weeks with the help of the Associate Athletic Director of Academic Services. All prolonged cases of student-athlete return-to-learn will then be directed to the Office of Disabilities Services in order to allow the student-athlete the best possible outcome for returning to the class room with accommodations as needed. Campus resources will also be used in cases that require more in-depth modification of schedule, additional academic accommodations, or the possibility that the student athlete may not return to class for the remainder of the semester.*
- *Student athletes will not have any classroom activity on the same day as the concussion. After a concussion occurs an individualized plan will be created for that student that will include remaining at home/dorm if the student cannot tolerate light cognitive activity and a gradual return to learn in the class room. Student athletes may be returned to classroom activities after a reasonable reduction of symptoms at the discretion of the medical staff.*
- *If necessary, academic accommodations may be requested by the medical staff. Student-athletes should not return to classes while grossly symptomatic. Proper documentation will accompany the injured student-athlete to present to his/her instructors.*
- *A student-athlete should not attend practice or team meetings if they are not actively engaged in academic activity and classroom attendance nor should they be allowed to attend games or travel with their team to away contests.*
- *A student athlete's level of symptoms will be assessed by the medical staff to determined observation of practice or attend team meetings.*

Return to Play

The student-athlete will have limited physical and cognitive activity until he/she has returned to baseline concussion assessment scores. Once student-athlete has returned to baseline scores they will progress through a 5 step graduated protocol listed below.

- *A 5 step graduated protocol has been established by the medical staff for return to play (RTP) in athletes who sustain concussion. There should be at least one day (24 hrs) between each RTP progression / phase. If there is any return of symptoms during the RTP progression process the student athlete will return to the previous stage. If there is any return of symptoms or new symptoms during the RTP progression process the student athlete will return to the previous stage.*

- a. **RTP 0- NO GO.** Student-athlete continues to report concussion like symptoms. All athletes in the level should focus on rest and having minimal cognitive stimulus. No class or athletic participation.
- b. **RTP-1- Light Exertional Activities.** The student-athlete will begin an exertional progression program starting with light aerobic exercises.. They may also return to meetings.
- c. **RTP 2- Moderate Exertional Activities.** The student athlete will advance to moderate exertional activities and weight training.
- d. **RTP 3- Heavy Exertion and Non-Contact Practice.** The student-athlete may participate in non-contact practice.
- e. **RTP-4 -Contact Practice.** The student-athlete may participate in contact practice.
- f. **RTP – 5- Full Go- Released to full participation.**

Full return to play will only be possible if the student-athlete remains symptom free and has a return to pre injury baseline scores on ImPACT and X2 Biosystems ICE testing. . Final determination will be made by a team physician following direct consultation and evaluation.

- Proper documentation will be kept on file regarding concussive episodes, testing, physician notes, and return to play criteria. As with all injuries, but especially with concussed athletes, all decisions about diagnosis, management, and return to play will be at the discretion of the treating physician.

Eligibility for Medical Hardship

A Head Coach may initiate the request for medical hardship waiver for a player who is ill or was injured during the first half of the sport's traditional playing season and can no longer participate in his/her sport's program for the season in which the injury or illness occurred. Additionally, the student-athlete may not have participated in more than 30% of scheduled competition in his/her sport. The Head Athletic Trainer and/or Team Physician, under the direction of the Director of Athletics, reviews the student-athlete's medical records to determine if the medical hardship waiver option applies.

If the Head Athletic Trainer or appropriate consultant agrees that the student-athlete should be granted a medical hardship waiver, a Southland Conference Hardship Waiver Petition (see Appendix 506A-9) must be completed. This petition must also include the following:

- The date of the injury or illness;
- An anatomical diagnosis of the injury or illness;
- The treatment prescribed; and
- The medical reasons from the treating physician why the student-athlete could not play.

Additionally, a published schedule of events, participated in by the student-athlete should be included. The petition must be signed by the Head Athletic Trainer, Associate Athletic Director for Compliance and the Director of Athletics before being forwarded to the Southland Conference Office for the approval of the Commissioner.

Medical Expense and Insurance Coverage

Medical expenses incurred as a direct result of participation in organized practice or competition at SFA is considered the responsibility of the Department. All student-athletes are required to complete and return the Athlete's Medical Packet (see Appendix 506A-10) to the Athletic Training Room prior to the issuance of equipment for practice. Student-athletes who are on athletic

scholarship and not covered by family or individual policies are encouraged to purchase insurance. All non-scholarship student-athletes (walk-ons) are required to present valid proof of health insurance prior to participation.

If proof of health insurance is not provided by a non-scholarship athlete prior to the start of any organized team athletic activity, the student-athlete will be held out of participation until valid proof is presented. It is the responsibility of the student-athlete/family to notify the Head Athletic Trainer or Athletic Insurance Coordinator of any lapse in coverage. Failure to do so could result in the student-athlete/family responsible for medical costs. Non-scholarship student-athletes who experience a lapse in coverage will be held out of participation until valid proof of insurance is presented.

The student-athlete's own insurance policy is used in all instances to cover expenses related to any athletically related injury. If the insurance does not cover an athletically related injury or does not fully cover the charges, the Department, as secondary insurer, is responsible for the balance. Parents are notified by the Head Athletic Trainer or designate. Unauthorized, outside medical expenses are considered to be the responsibility of the student-athlete. In an effort to expedite medical care, student-athletes are encouraged to designate a primary care physician (PCP) located in the Nacogdoches area. This will assist with the referral process that most insurance companies require. All HMO, Medicaid, and other out of network insurance must have prior approval before participation.

Primary Health Insurance Medical Billing

To help offset the increasing costs of providing quality health care coverage for student-athletes, the Athletic Department will bill student-athlete's primary health insurance for treatments and rehabilitation services provided by certified Athletic Training staff for all lost time injuries. All treatments and rehabs provided to student-athletes will follow the injury treatment protocols ordered by and overseen by the team physicians. At no time will student-athletes, parents or guardians be billed for any medical services provided by the Athletic Training staff. Billing will only go to their primary health insurer. The primary health insurance company will be contacted for precertification before any billing will take place. When charges are submitted for treatments and rehabs, student-athletes or parents will receive an Explanation of Benefits (EOB) form from their insurance company detailing any charges, discounts, and payments made. The EOB is not a bill only a statement of activity on the primary health insurance policy. At no time will the policy holder be responsible for any "remaining balance owed" for treatments or rehab provided by the Athletic Training staff.

Post-Eligibility Insurance Coverage

The University realizes that certain injuries which are the direct result of intercollegiate athletics participation may require additional medical attention after a student-athlete has exhausted his or her eligibility. Therefore, secondary insurance coverage is provided for up to two (2) years from the date of injury. This coverage is dependent upon documentation of injury, reasonable adherence to medical advice during rehabilitation and no further evidence of post-competition re-injury. Each case is individually reviewed for strict adherence to these guidelines.

Arrangements for the continuing care of a student-athlete with an athletically related injury are to be made before he/she leaves the University, either as a result of withdrawal or graduation. If prior arrangements for short or long-term care are not made, the University is released from all responsibility.

NCAA Catastrophic Injury Policy

The Department, through its NCAA membership, provides coverage for all student-athletes, student coaches, student managers, student trainers, and student cheerleaders against catastrophic injury while representing Stephen F. Austin State University during qualifying intercollegiate athletics play or practice, or during travel related to these activities. Special catastrophic injury medical insurance provides payment for serious injuries up to \$20 million in lifetime benefits.

The Department assumes no legal liability or moral responsibility for injury to a student-athlete that was not caused by the negligent acts or omissions of an officer, employee, or agent of the Department. Claims by third parties for damages as a result of injury to a student-athlete are investigated in the same manner as any other liability claim against the University.

Distribution of Drugs and Medication

The Department recognizes its responsibility related to controlling the purchase, storage and dispensing of prescription drugs, both narcotic and non-narcotic, as well as the keeping of records related to these activities. All of these activities must be in keeping with state and federal laws, as well as Athletic Training Room procedures, and they must be carried out in such a manner as to provide proper security.

All prescription medications stocked in the Athletic Training Room are labeled and pre-dispensed. The medications are distributed by written prescription from the Team Physician or referral physicians or dentists. Medications unavailable in the Athletic Training Room are referred by written prescription to a designated pharmacy in the community. Non-prescription medications are distributed by the Athletic Training staff following established Athletic Training Room protocol. No other Department personnel are allowed to distribute medications to student-athletes. The Department pays only for medications prescribed by the Team Physician and referral physicians and dentists.

Athletic Pregnancy Policy

The following is for the protection of the student athlete and for the protection of the unborn child, should pregnancy occur. SFA Athletics will not force a student athlete to inform the medical staff or coaches that a student athlete has become pregnant; but encourages the student athlete to do what is in the best interest of the student athlete and unborn child and inform the medical and coaching staffs. The sports medicine department will honor the student athletes request for confidentiality, until such time it is medically necessary to withhold the student athlete from participation.

- **American College of Obstetricians and Gynecologists (ACOG)**
Guidelines for Exercise During Pregnancy
- **NCAA Sports Medicine Handbook Guideline 2Q**

If a pregnancy is suspected

- Once the athlete suspects that she is pregnant, she should contact her athletic trainer, coach or athletic department personnel because diagnostic testing must be done to confirm or rule out a pregnancy.
- If the athlete believes that she is pregnant or the athletic trainer believes that the athlete is pregnant due to signs and symptoms, the athlete needs to complete a pregnancy test at a

medical facility. This testing can be performed at the SFA Student Health Center or an OBGYN physician's office of her choosing.

- The athlete will need to consent to a release of information from the Student Health Center so that results can be given to the athletic trainer and team physician.
- Pregnant student-athletes will never be forced to terminate a pregnancy because of financial or psychological pressure or for fear of losing their institutional grant-in-aid. NCAA Bylaw 15.3.4.3 specifies that institutional financial aid based in any degree on athletics ability may not be reduced or cancelled during the period of its award because of injury, illness, or physical or mental medical condition.
- All medical costs due to pregnancy incurred by the student-athlete will be the financial responsibility of the student-athlete and NOT the Athletic Department.

A confirmed pregnancy will need to complete the following steps:

- A gynecological exam and determination must be made as to the stage of the pregnancy. This information must be given to the Team Physician, so that a determination can be made of the athlete's ability to continue their sport along with the Head Athletic Trainer and assigned sport Athletic Trainer.
- An athlete with a confirmed pregnancy will be encouraged to inform her coach. If the athlete declines to allow information to be released to her coach, any withholding from practice will be explained as an "undisclosed medical condition." The team physician will direct the future course of action in relation to the athlete's participation in sports activity.
- Pregnancy is not an automatic disqualifier for participation, but proper medical documentation is required before any participation in athletics can continue.
- In the event of spontaneous miscarriage their OBGYN physician and the team physician will review the case and make a return to activity decision.
- Athletes participating in athletics during pregnancy can be medically disqualified by their OBGYN physician and team physician due to the risks that sport participation may cause to both the unborn child and the athlete.
- If an Athlete with a confirmed pregnancy is granted permission to continue sports participation from their obstetrician and team physician, she will be asked to sign the Participation by Pregnant Student-Athlete Waiver, which outlines risks, limitations, and the allowable activities associated with continued sporting activities.
- Athletes with pregnancies that do not reach full-term will be evaluated and must be medically cleared by their OBGYN and the Team Physician before returning to any activity.
- Athletes may return to full activity post-delivery but must receive medical clearance by their OBGYN physician and the Team Physician.

Lightning Policy

SFA Athletics will follow NCAA guidelines regarding lightning safety. SFA athletic trainers and athletic administration will coordinate decisions regarding removal of student-athletes from practice or competition. SFA athletics utilizes a weather tracking software that tracks storms lightning. In the event lightning occurs within a six mile radius all participation will cease. A 30 minute removal from participation is required after the most recent lightning strike within the six mile radius. Each new lightning strike resets the 30 minute clock. During lightning stoppage all student-athletes, coaches, staff-members, are required to relocate to the nearest safe area.

Medical Personnel

The SFA Sports Medicine network is composed of the following personnel:

- Certified Athletic Trainers
- Medical Director / Team Physician (Orthopedic Surgeon)
- Neurosurgeon
- General Practitioner Physicians (SFA Student Health)
- Family Physicians
- Dentistry
- Chiropractor
- Nutritionist
- Neuropsychologist
- Cardiologist
- Athletic Training Students

SFA
7/10/2017

**Memorandum of Agreement
Between
Stephen F. Austin State University
AND
Stephen F. Austin State University
Alumni Association, INC.**

AGREEMENT made and effective this 23rd day of October, 2017, between Stephen F. Austin State University ("University") and the Stephen F. Austin State University Alumni Association ("Association"), an independent nonprofit 501(c)(3) corporation of the State of Texas.

WHEREAS, the Association and the University have enjoyed a mutually cooperative and beneficial relationship since 1928, and

WHEREAS, the Association was established by alumni in 1928 for the purpose of fostering a spirit of loyalty, friendship, commitment, and communication among graduates, former students, current students, faculty, staff and all other interested friends of the University; and

WHEREAS, the Association has been charged, by its Board of Directors, with the engagement of SFA students, alumni, and friends to create an attitude of continued loyalty, and promoting the general welfare and educational interests of the University's graduates, acting as the keeper of University traditions, serving as a custodian of alumni records, and encouraging and raising financial support among alumni for their alma mater, and

WHEREAS, the University, its graduates and former students have traditionally endorsed and implicitly recognized the Association as the organization charged with the cultivation, maintenance and promotion of alumni relations, and

WHEREAS, the University has an interest in maintaining contact with its graduates, former students, and friends of the University, and in enhancing such contact to promote, foster, and financially assist the University and its mission:

THEREFORE, in order to assure the continuance of this long-standing relationship, the University hereby officially recognizes the Association as the principal organization charged with responsibility for alumni relations, and the University and the Association enter into the following Agreement:

1. The Association will promote excellence at the University by fostering productive relationships among, providing service and support to, and serving as an advocate for the University, its alumni, and future alumni and friends.

2. The Association will achieve its purpose and mission by performing a range of tasks, including but not limited to: fostering alumni commitment to the University, developing relationships with future alumni, participating in the management of alumni records, building and maintaining an alumni membership base, promoting the Alumni membership program, communicating information about the University and its graduates through alumni publications, and planning for local, regional and national alumni programs, events, and activities that allow current students to network with alumni. These tasks will be incorporated into a plan of action jointly developed by the Vice President of Advancement, the Association Executive Director, and the Association President with input from their respective staff and the Association board. This plan of action will include objectives, performance indicators, and benchmarks for periodic review and evaluation. Specific terms are outlined in Exhibits "A" and "B".
3. The Association's Board of Directors and employees will comply with University policies including staffing, management and University property, unless the action, activity or property is wholly independent and unrelated to the University.
4. The University's Executive Director of Alumni Relations reports to the University Vice President for University Advancement and also serves as the Executive Director of the Association. In the capacity as the Executive Director of the Alumni Association, this position has an additional reporting relationship to the Alumni Association Executive Committee and Board. The Executive Director will direct, supervise and evaluate the day-to-day work of the Alumni Association staff. Final decisions regarding the employment of the Executive Director rest with the University Vice President for University Advancement, with input from the Alumni Association Executive Committee who represents the Alumni Board. Final decisions regarding Alumni Association staff rest with the University as their primary employer, subject to advice and input from the Executive Director of Alumni Relations.

In accordance with the dual reporting relationship of University employees who conduct work for the Alumni Association, the Executive Director for the Alumni Association shall keep the Alumni Association President confidentially advised of University related personnel issues (employment concerns, claims of a legal nature, disciplinary matters) regarding these employees. In the absence of an Executive Director, the University Vice President for University Advancement will advise the Association President of such personnel issues. The Association President will advise the Association Executive Committee of said personnel issues, and the Board at the discretion of the Executive Committee. For the protection of all parties, such personnel or legal information conveyed by the University will be confidentially maintained by the Alumni Association leadership and will not be discussed in writing through letters, memos, e-mail or other written form.

The Executive Director will advise the Alumni Association President of the Executive Director's staff evaluations and recommendations before the Executive Director submits them to the University Vice President for University Advancement. The Association President will advise the Association Executive Committee of said evaluations and the Board at the discretion of the Executive Committee.

An annual performance evaluation of the Alumni Association Executive Director will be provided to the University Vice President for University Advancement by the Alumni Association President and the Executive Committee for consideration in the Vice President for University Advancement's annual performance review of the Executive Director of Alumni Relations.

The Association will provide the University Vice President for University Advancement, President, and Board of Regents if required, with a list of University employees that serve on any boards, detailing any monetary enrichment that the University employee received in conjunction with such service. All forms of monetary enrichment of an officer or employee of the University by the Association must be reported to the University Vice President for University Advancement.

5. No amendments or variation of the terms of this Agreement should be valid unless made in writing and signed by both parties.
6. In the event either party believes that the other is not honoring the terms and conditions of this Agreement, then it should immediately notify the other that all conflicts, disputes and misunderstandings can be promptly resolved by informal means.
7. It is mutually understood and agreed that the Alumni Association shall retain its status as a separate and independent organization. The Association will at all times conduct itself in such manner as to preserve its independent non-profit 501(c)(3) status under the applicable laws and regulations.
8. The Association will have activities, events, membership dues, affinity programs, and similar opportunities to raise funds for the operations of the Association. The Association will retain control over these funds unless they are designated for scholarships or University operations. The Association and University should conduct their fundraising and other activities in a manner that is consistent with and supportive of the total fundraising efforts of both parties. The Association and University agree to work in a closely coordinated and cooperative manner to adopt and pursue strategies designed to promote efficiency and to maximize effective contacts with potential benefactors and to eliminate duplications of effort and expense in fund-raising activities.

9. In its fund-raising activities on behalf of the University, the Association should be guided by the policy and practice set forth in the Policy and Procedures Manual of the University. To the extent applicable, the University may request information from the Association regarding the administration and investment of funds received by the Association that are for the benefit of the University.
10. This writing is intended to be the complete expression of the agreement between the parties, and the parties hereby agree that there are no understandings or agreements between the parties other than those contained in this writing. Nothing in this agreement is intended to conflict or supersede a requirement in state or federal law regulating the conduct of a university employee or regulating the policies and procedures of the University.

The University and the Association execute this Agreement the day and year indicated above.

STEPHEN F. AUSTIN STATE UNIVERSITY

By _____

Title _____

STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION, INC.

By _____

Title _____

EXHIBIT “A”
TO
MEMORANDUM OF AGREEMENT BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY AND
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION, INC.

ALUMNI RECORDS

In consideration of the strong affinity that exists between the Association and the University, each organization's commitment to productive alumni relations efforts, and the mutually beneficial services that each provides to the other in that regard, and with a clear understanding that the Association did so maintain and develop such records over the years prior to such agreement as attached, it is hereby recognized that during the term of this Agreement:

- a. The Association and the University will jointly own all non-financial alumni records, paper and electronic. The University will make student records available to the Association, as needed, and within compliance with the Family Educational Rights and Privacy Act (FERPA).
- b. The University will provide computer equipment, programs and other support necessary for maintaining the database. The Association will provide any necessary equipment to enable its employees to have access to the information contained in the database.
- c. Each party will process and record the gifts it receives. Since the Association does not receive, manage, or administer gifts that are directly for the University, financial records of the Association are independently owned by the Association. If records may be subject to the Texas Public Information Act, the University's General Counsel shall inform the Association of the records request and seek an Attorney General opinion allowing input from the Alumni Association to the Attorney General before a determination is made.
- d. The Association will set policy for access to any or all of these Alumni records by other University organizations or outside groups, except for confidential university records including non-directory student information and donor records. The Association will provide the data processing services which make these records available through reports, labels and other appropriate means.

EXHIBIT “B”
TO
MEMORANDUM OF AGREEMENT BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY
AND
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION, INC.

SERVICES AND FACILITIES

In consideration of the strong affinity that exists between the Association and the University, each organization's commitment to productive alumni relations efforts, and the mutually beneficial services that each provides to the other in that regard, it is recognized that during the term of this Agreement:

- a. The University will provide the Alumni Association and pay the cost of staff for the Alumni Association for the positions at a percentage rate determined by mutual agreement. University employees serving as Alumni Association staff will enjoy the University's benefit plans. The Alumni Association will reimburse the University for the percentage rates of employee cost it currently supports, as such maybe changed by mutual agreement.
- b. The University will provide dedicated space for the Alumni Association/office staff and its operations, and provide utilities, security, cleaning services, and routine maintenance to the Association without charge. The University will consult with the Alumni Association prior to any move of the Alumni Association staff and operations from its location as of the date of this Agreement.
- c. The Association may have additional staff, fully independent of the University, and understands that University benefits cannot be extended to such employees. Subject to university policy, the Association may choose to offer University employees outside employment opportunities, separate from their assigned University duties as described in their University job descriptions. The Association will notify the University within 60 days anytime wages for outside employment are paid directly to a University employee. The Association may reimburse its personnel for expenses incurred in the performance of Association business so long as reimbursement for such business is not otherwise made by the University. The Association may not award bonuses or any other type of remuneration (other than reimbursement of expenses or payment for outside employment) to University employees without advanced written approval of the Vice President for University Advancement. The Vice President for University Advancement will consider these payments within the overall salary scales of the University to determine whether they should be awarded to a University employee. The Association recognizes that payments for outside employment, bonuses, reimbursement or other

remuneration shall be the sole responsibility of the Association and/or the individual employee with regard to all applicable legal matters including tax reporting, intermediation sanctions, ethics provisions and any other related laws.

- d. The University will grant access to University parking and access to the faculty and staff directory privileges to all Association employees.
- e. The Association will have full access to support services from University departments and use of University facilities in accordance with applicable University policy and procedures. The Association will reimburse the University for use of these services and facilities at the established rates for University departments and offices.
- f. The Association will have the right to use the University name and associated trademarks/logos as applicable under federal and University policy/guidelines for trademarks and licensing and will be exempt from royalty fees associated with officially using such trademarks/logos, except for items involved in resale.
- g. The University will provide Information Technology (IT) and computer related support such as remote and local desktop, network, system and user support, helpdesk support, server and management services similar to standard IT services provided to University departments and offices.
- h. The University will grant privileges to the Association to operate a set of University accounts similar to a University Sponsored Program. Accounts will be invoiced separately for their respective expenditure activity during a thirty (30) day period, and each will have a separate monthly reimbursement due to the university within five (5) days of a month's accounting close. In addition, the O&M account may be utilized for university interdepartmental transfer expenditures and reimbursed in the same manner as the other three accounts. Each account will be reconciled monthly.

**Memorandum of Understanding
between Stephen F. Austin State University Foundation
and Stephen F. Austin State University**

THIS AGREEMENT, entered into as of this 23 day of October, 2017, by and between Stephen F. Austin State University (the “University”) and the Stephen F. Austin State University Foundation, Inc. (the “Foundation”).

The University is an agency of the State of Texas, organized and existing under Chapter 101, Texas Education Code, as an institution of higher education located in Nacogdoches, Texas. The governing body of the University is the Board of Regents (collectively, the “Regents”).

The Foundation was organized and incorporated in 1975 as a non-profit corporation under the laws of the State of Texas. The governing body of the Foundation is its Board of Trustees (collectively, the “Trustees”).

The parties are entering into this agreement for the purpose of defining the relationship between them pursuant to Chapter 2255 of the Texas Government Code, and University policy 3.25, Private Support Organizations or Donors.

While this agreement is in effect, the University recognizes the Foundation, a separately incorporated 501 (c)(3) organization, exists solely for the support of the University. The parties agree that the Foundation is a necessary and beneficial component of the University’s overall program for university advancement, including alumni engagement, and for the development and management of private sources of funding for capital acquisition, operations, endowments, and other purposes relating to the mission and priorities of the University, and to provide opportunities for students and a margin of institutional excellence unavailable with state funds.

The Foundation is dedicated to assisting the University in building endowments to address long-term University priorities. Furthermore, in connection with its fund-raising and asset-management activities, the Foundation retains and/or partially supports university personnel experienced in planning, soliciting and managing private contributions and works with the University to assist and advise in such activities.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

FOUNDATION NAME, SEAL AND LOGOTYPE

Consistent with its mission to help to advance the plans and objectives of the University, the Foundation is granted the use of the name, Stephen F. Austin State University;

however, the Foundation will operate under its own seal and logotype and will not use the university seal or other identifying marks in the promotion of its business and activities without specific written approval by the University.

UNIVERSITY GOVERNANCE

- The Board of Regents of the University is responsible for overseeing the mission, leadership, and operations of the University.
- The Board of Regents is responsible for setting priorities and long-term plans for the University.
- The Board of Regents is responsible for the performance and oversight of all aspects of University operations.
- The Board of Regents is ultimately responsible for the employment, compensation, and evaluation of all University employees, including the President.

THE FOUNDATION'S RELATIONSHIP TO THE UNIVERSITY

- The Foundation is a separately incorporated 501 (c)(3) nonprofit organization created to procure, manage, distribute, and steward resources to support the various missions of the University.
- The Foundation Board of Trustees is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.
- The Foundation Board of Trustees is responsible for the evaluation of the Foundation Executive Director. The Foundation Executive Director is a University Vice President. The President of the University retains ultimate supervision, evaluation, hiring and firing authority over this individual's employment. The Foundation Board will conduct an annual evaluation of the Foundation Executive Director and submit the evaluation to the University President for his/her consideration.
- The Foundation Executive Director is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies.
- The Foundation currently has no employees, but relies on University employees to fulfill its responsibilities. All salary related decisions for the Foundation Executive Director remain solely with the University President. Cost sharing arrangements for salary and benefits may be negotiated between the parties and reduced to writing when needed. Any payments (other than reimbursements of expenses) made by the Foundation to the Foundation Executive Director (or other University employees) will first be submitted to the President for approval before being provided to the University employee. The President will consider these

payments within the overall salary scales of the University to determine whether they should be awarded to a University employee.

- When issues arise which create a conflict between the University and the Foundation, the Foundation Executive Director (or other University employees who assist the Foundation) will maintain a duty of loyalty and ultimate fiduciary responsibility to the University as an employee of the State of Texas.

THE UNIVERSITY'S RELATIONSHIP TO THE FOUNDATION

- The University President is responsible for communicating the University's priorities and long-term plans, as approved by the Regents, to the Foundation.
- The University recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential consistent with the law. In turn, the Foundation recognizes that some University records may be public information under the law and others may be confidential by statute (e.g. confidentiality of student records are protected by FERPA). To the extent the Foundation may have access to certain confidential student or other University records, such information will be confidentially maintained and utilized only in accordance with state and federal laws.
- Stephen F. Austin State University will establish and enforce policies that support the Stephen F. Austin State University Foundation, Inc.'s ability to respect the privacy and confidentiality of donor records, to the extent permitted under Texas law.
- The University will include the Foundation as an active and prominent participant in the strategic planning for the University.
- The President of the University will serve as an ex-officio, non-voting member of the Foundation board and will assume a visible role in fund-raising activities.
- In consideration for Foundation funds to support donor database management, endowment fund management, donor stewardship, and donor recognition, the University will provide the Foundation without charge fair and reasonable in-kind support including office space, equipment, technology and supplies as necessary in the determination of the President for the Foundation to carry out its responsibilities and activities.

FOUNDATION RESPONSIBILITIES

1. Fund-Raising

- The Foundation will create an environment conducive to increasing levels of private support for the mission and priorities of the University.
- The Foundation will adhere to University gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the University and provide appropriate recognition and stewardship of such gifts via the Office of Development.

- The University recognizes that the Office of Development and the Foundation share major responsibility for fund-raising. All University community members will coordinate all fund-raising initiatives including major gifts solicitations with the Office of Development.
- The University President will work in conjunction with the Foundation Executive Director to identify priority needs of the University for the purpose of soliciting prospects for private gifts.
- The Foundation will not accept grants from state or federal agencies, except in special circumstances that are approved by the Foundation Board of Trustees and the governmental agency.
- The Foundation will establish and enforce policies to protect donor confidentiality and rights.

2. Asset Management

- The Foundation will establish asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Prudent Management of Institutional Funds Act (UPMIFA). Such policies will be shared with the University upon request.
- The Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
- The Foundation serves as custodian of all endowment files and will maintain the endowment files in an organized and timely manner.
- The Foundation will be responsible for managing donor stewardship of all endowment assets including, but not limited to, annual report to donors.
- The Foundation will timely report endowment distribution amounts to the appropriate University accounts for use in fulfilling the donor's original purpose and will regularly communicate with applicable account holders to properly utilize such assets appropriately.
- The Foundation will make comprehensive endowment, gift, and other asset reports as requested by the Regents. The University reserves the right to request specific information about the Foundation's assets, policies, investments, contracts and other relationships or information at any time.
- The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will provide the University with a copy of the annual audited financial statements, including management letters.

3. Institutional Flexibility

- The Foundation will explore through the SFA Real Estate Foundation, Inc. opportunities, including acquisition and management of real estate on behalf of the University, for future allocation, transfer, or use.

- The Foundation may hold licensing agreements and other forms of intellectual property to increase Foundation revenue with no direct connection to a University purpose.
- When distributing gift funds to the University, the Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The University will abide by such restrictions to the extent allowed by law and provide appropriate documentation of same.

4. Transfer of Funds

- The Foundation is the primary depository of private gifts and will transfer funds to the designated entity within the University in compliance with applicable laws, University policies, and gift agreements. The Foundation Executive Director is responsible for knowing and understanding applicable laws, University policies and gift agreements to guide the Foundation's decisions.
- The Foundation's disbursements on behalf of the University must be reasonable business expenses that support the University consistent with donor intent, and not in conflict with applicable law. The Foundation Board of Trustees is primarily responsible for determining reasonableness in making its disbursement decisions; however, the University reserves the right to intervene on the question of reasonableness of business expenses if necessary.
- Funds gifted to the University for a restricted purpose are considered a charitable trust. Legal title to such funds cannot be transferred to the Foundation without petitioning a court of competent jurisdiction as outlined under state law.

FOUNDATION FUNDING AND ADMINISTRATION

- The Foundation is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services.
- The Foundation will honor the agreement with the Stephen F. Austin State University Alumni Foundation, Inc. as specified in the Plan and Agreement of Reorganization by Merger of Stephen F. Austin State University Alumni Foundation, Inc. with and into Stephen F. Austin State University Foundation, Inc.
- To support its operations on behalf of the University, the Foundation has the right to use a reasonable percentage of all endowment assets and charitable trusts under its management, use annual unrestricted funds, impose gift taxes, and/or assess fees for services. Such assessments will be in accordance with properly approved Foundation policies and fully disclosed to the University at least annually, or when a material change has occurred. No assessments will be made to University owned funds or endowments without the written approval of the University.
- University endowments are funds given to the University and accounted for on the University's books which meet the endowment requirements established by University policy.

- The University will provide office space, computer and telephone equipment, utilities, adequate personnel, office supplies, and other such services that may be necessary or required to fulfill the responsibilities and obligations of the Foundation.
- The Foundation will maintain copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.
- The Foundation will provide access to data and records to the University on a need-to-know basis in accordance with applicable laws, Foundation policies, and guidelines. The Foundation will provide copies of its annual report and other information that may be publicly released.

TERMS OF THIS MEMORANDUM OF UNDERSTANDING (MOU)

To ensure effective achievement of the items of this agreement, the University and the Foundation officers and board representatives will hold periodic meetings to foster and maintain productive relationships and to ensure open lines of communication and alignment of priorities.

Provided the Foundation has first executed this agreement, this agreement is effective upon its approval by the Regents.

Either party may, upon 90 days prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this MOU in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice.

Should the University choose to terminate this agreement, the Foundation may require the University to pay, within 180 days of written notice, all debt incurred by the Foundation on the University's behalf including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives, unless the Foundation continues to maintain sufficient assets and resources available to pay its debts or unless University payment of such debts is otherwise prohibited under law. Should the Foundation choose to terminate this agreement, the University may require the Foundation to pay debt or obligations it holds on behalf of the Foundation in like manner. Upon termination, the parties will reasonably attempt to negotiate whether dissolution of the Foundation is appropriate and how endowed funds and assets collected for the benefit of the University and controlled by the Foundation should be handled thereafter.

Consistent with provisions appearing in the Foundation's bylaws and its articles of incorporation, should the Foundation cease to exist or cease to be an Internal Revenue Code §501(c)(3) organization, the Foundation will transfer its assets and property to the University, to a reincorporated successor Foundation, or to the state or federal government for public purposes. Notwithstanding the foregoing, assets originally owned by the Stephen F. Austin State University Alumni Foundation prior to its merger with the Foundation will be transferred pursuant to the Plan of Merger between the Foundation

and Stephen F. Austin State University Alumni Foundation. All transfers will be in accordance with applicable law and donor intent.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

Chair, Stephen F. Austin State University
Board of Regents

Date: _____

Chair, Stephen F. Austin State
University Foundation

Date: _____

President
Stephen F. Austin State University

Date: _____

Executive Director
Stephen F. Austin State
University Foundation

Date: _____

COURSE FEE DELETIONS FALL 2017						
Department	Course No.	Section	Course Title	Present	Proposed	Action
College of Business						
Accounting	ACC331		Intermediate Accounting	\$10	\$0	Delete
Accounting	ACC232		Principles of Management	\$10	\$0	Delete
Accounting	ACC332		Intermediate Accounting	\$10	\$0	Delete
Accounting	ACC231		Principles of Financial Accounting	\$10	\$0	Delete
BCLS	BLW	4**	All Business Law 400 courses	\$130	\$0	Delete
BCLS	GBU	4**	All General Business 400 courses	\$130	\$0	Delete
Comp. Science	CSC	4**	All computer science 400 courses	\$130	\$0	Delete
Mgt. & Mark	MGT	4**	All Management 400 courses	\$130	\$0	Delete
Mgt. & Mark.	MKT	4**	All Marketing 400 courses	\$130	\$0	Delete

Report to the Board of Regents – October 2017
 Grants¹ awarded between and June 17 and September 22, 2016

Summary Report – Fiscal Year 2017

Amounts allocable to FY17 (detailed in this report)

Direct Federal	\$ 16,654
Federal Pass-through	\$ 9,500
State and State Pass-through	\$ 47,511
Private and Local Government	\$ 25,061
TOTAL	\$ 98,726

Cumulative amount allocable to FY17 **\$ 7,279,288**

New awards (detailed in this report, all project years) **\$ 224,709**

Cumulative award total, all project years **\$16,735,322**

State Pass-through Financial Aid (not included in ORSP totals) \$ 878,086

New, Additional, or Previously Unreported Awards for FY 2017

Direct Federal

Previously detailed awards:

Collaborative Research: Understanding Robert Noyce Teacher Scholarship Outcomes in Texas

Award Total: \$49,962

Amount allocable to FY 2017: \$16,654

Subtotal Current Year Awards (this report) = \$16,654
Subtotal New Direct Federal Awards (total award) = \$0

Federal Pass-through

Previously detailed awards:

****NAO National Training Center – HPV Immunization Project YR 3***

Total Award: \$9,500

Amount Allocable to FY 2017: \$9,500

Subtotal Current Year Awards (this report) = \$9,500
Subtotal New Federal Pass-through Awards (total award) = \$9,500

**New awards or additional funds added to a current award*

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

Report to the Board of Regents – October 2017
 Grants¹ awarded between and June 17 and September 22, 2016

State and State Pass-through Awards

Previously detailed awards

SFA Charter School Instructional Materials Allotment

Award Total: \$174,747

Amount allocable to FY 2017: *\$47,511

Subtotal Current Year Awards (this report) = \$47,511

Subtotal New State and State Pass-through Awards (total award) = \$47,511

State Pass-through Financial Aid - (not included in ORSP totals)

TEXAS Grant Program

FY 2017 Amount: \$878,086 (additional award) \$8,451,078 Total Award (financial aid E&G funds)

Agency: Texas Higher Education Coordinating Board

*This is a need based program that pays the tuition and fees for up to five years for first time undergraduates. **Manager:** Rachele Garrett, Financial Aid*

State Pass-through Financial Aid Current Year Awards (this report) = \$878,086

State Pass-through Financial Aid Awards (total award) = \$8,451,078

Private Entity and Local Government Awards

Title: ****Effect of Alkaline Phosphatase (Essencil) and B-mannanase (Essencil HT) on Live Performance and Health Parameters in Broilers Raised as Antibiotic Free (ABF) Birds***

Sponsor: Elanco Animal Health

Award Term: August 14, 2017 to December 31, 2018

PIs/PDs: Dr. Joey Bray, Agriculture

Total Award \$ 16,061

Amount Allocable to FY 2017: \$ 16,061

Students will be involved in this research study on the effects of different feed and additives on female broilers under commercial settings.

Previously detailed awards:

****Associate Directorship of National Association of Math Circles***

Total Award \$ 9,000

Amount Allocable to FY 2017: \$ 9,000

Subtotal Current Year Awards (this report) = \$25,061

Subtotal New Private and Local Awards (total award) = \$25,061

**New awards or additional funds added to a current award*

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

Report to the Board of Regents – October 2017
Grants¹ awarded between and June 17 and September 22, 2016

Fiscal Year 2018 – as of September 22, 2016

Amounts allocable to FY18 (detailed in this report)

Direct Federal	\$ 729,635
Federal Pass-through	\$ 828,158
State and State Pass-through	\$ 2,435,064
Private and Local Government	\$ 406,904
TOTAL	\$ 4,399,761

Cumulative amount allocable to FY18 **\$ 4,399,761**

New awards (detailed in this report, all project years) **\$ 814,824**

Cumulative award total, all project years **\$13,962,284**

Federal Financial Aid (not included in ORSP totals) **\$ (102,695)**

New, Additional, or Previously Unreported Awards for FY 2018

Direct Federal

Title: ** Collaborative Research: A Novel Control for Invasive Species: Modeling, Analysis, and the Effects of Cannibalism*

Sponsor: National Science Foundation
Award #1715044, CFDA 47.049

Award Term: September 1, 2017 - August 31, 2020

PIs/PDs: Dr. Matthew Beauregard, College of Sciences and Mathematics

Total Award: \$179,995 **Amount Allocable to FY 2018:** \$55,760

This research will develop students' understanding of the mathematical modeling process and analysis applied to an eradication strategy of an aquatic invasive species.

Previously detailed awards:

Gaining Early Awareness & Readiness for Undergraduate Programs for Success (GEAR UP)

Award Total: \$7,445,050 **Amount allocable to FY 2018:** \$337,262

Science & Mathematics Attraction, Retention & Training for Texas (SMART Texas)

Award Total: \$623,764 **Amount allocable to FY 2018:** \$159,055

Certified Orientation and Mobility Instructor Training (COMIT)

Award Total: \$750,000 **Amount allocable to FY 2018:** \$150,000

**New awards or additional funds added to a current award*

¹*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – October 2017
 Grants¹ awarded between and June 17 and September 22, 2016

Collaborative Research: UTMOST: Undergraduate Teaching in Mathematics with Open Software and Textbooks, Phase II

Award Total: \$54,313

Amount allocable to FY 2018: \$27,558

Subtotal Federal Amounts Allocable to FY 2018 = \$729,635

Subtotal New Federal Awards = \$179,995

Federal Financial Aid - (not included in ORSP totals)

Supplemental Educational Opportunity Grants (SEOG)

FY 2018 Amount: (\$102,695) (reduction) \$315,620 Total Award (financial aid E&G funds)

Agency: US Department of Education

This program assists college students with the greatest financial need. **Manager:** Rachele Garrett, Financial Aid

Federal Financial Aid Current Year Awards (this report) = (\$102,695)

Federal Financial Aid Awards (total award) = \$315,620

Federal Pass-through

Previously detailed awards

****Visually Impaired Preparation (VIP) Program FY18***

Total Award: \$602,000

Amount Allocable to FY 2018: \$602,000

****Special Education Consolidate Grant FY18 (IDEA-B)***

Total Award: \$32,049

Amount Allocable to FY 2018: \$32,049

REU Site: Undergraduate Research in Energy and Propulsion

Award Total: \$39,000

Amount allocable to FY 2018: \$13,000

Previously detailed awards with modifications:

Child Welfare Professional Development Project FY17-21

Award Total: \$314,988

Amount allocable to FY 2018: *\$181,109

Subtotal Federal Pass-through Amounts Allocable to FY 2018 = \$828,158

Subtotal New Federal Pass-through Awards = \$815,158

**New awards or additional funds added to a current award*

¹*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – October 2017
 Grants¹ awarded between and June 17 and September 22, 2016

State and State Pass-through Awards

Previously detailed awards

SFA Charter School (ADA, non-grant)

Award Total: \$2,151,890

Amount allocable to FY 2018: \$2,151,890

Identification of Existing Geologic Hazards within TxDOT Right-of-Way in Culberson County

Award Total: \$705,704

Amount allocable to FY 2018: \$270,241

Joint Admission Medical Program (JAMP) FY16-20

Award Total: \$39,087

Amount allocable to FY 2018: *\$12,933

Subtotal State and State Pass-through Amounts Allocable to FY 2018 = \$2,435,064

Subtotal New State and State Pass-through Awards = \$12,933

Private Entity and Local Government Awards

Title: **Increasing Realism in the Simulation Lab*

Sponsor: E TX COM FDN – East Texas Communities Foundation

Award Term: August 18, 2017 to June 1, 2018

PIs/PDs: Rebecca Self, Nursing

Total Award \$780

Amount Allocable to FY 2018: \$ 80

Grant funds will help purchase simulation lab materials to provide a more realistic simulation experience for nursing students.

Previously detailed awards:

Master of Science in Nursing – Family Nurse Practitioner Program Development

Award Total: \$750,000

Amount allocable to FY 2018: \$160,000

NCAA One-Time Division 1 Distribution

Award Total: \$610,187

Amount allocable to FY 2018: \$135,500

Finding, Evaluating and Promoting Salt-and Hurricane-tolerant Plants for Galveston Island, Texas

Award Total \$251,969

Amount Allocable to FY 2018: *\$48,993

Tallow Control on the Greens Bayou Wetlands Mitigation Bank

Award Total: \$120,000

Amount allocable to FY 2018: \$30,000

Guest Speakers, Undergraduate Research, and Reading Group

Award Total: \$63,000

Amount allocable to FY 2018: *\$12,000

**New awards or additional funds added to a current award*

¹*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – October 2017
 Grants¹ awarded between and June 17 and September 22, 2016

Bees of the Big Thicket National Preserve (Insecta: Hymenoptera: Apoidea)

Award Total: \$13,056 **Amount allocable to FY 2018:** \$11,039

Herbaceous Perennial Species Trial Garden at Stephen F. Austin State University

Award Total: \$30,276 **Amount allocable to FY 2018:** *\$8,592

Subtotal Current Year Awards Allocable to FY2018 = \$406,904

Subtotal New Private and Local Awards (total award) = \$70,365

Note: Amounts are based on award notices as they are received from the funding entity, not on expenditures or balances in funds/accounts. To reflect the approximate availability of funds in a given fiscal year, some current year awards are estimates based on the total amount awarded spread over the award period.

*New awards or additional funds added to a current award

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

**Policies for Board Review
October 23, 2017**

Policy Name	Policy Number	Action/Change	Page
Academic and Student Affairs Committee			
Accessibility for Persons with Disabilities	2.2	Minor wording updates made.	P-3
Concurrent and Dual Credit Enrollment Programs	6.9	Student eligibility based on law. Application fee waived.	P-6
Information Security Management	14.1	NEW POLICY	P-8
Student Organization Formation and Recognition	10.9	Updated titles.	P-10
Tuition Rebate	6.21	Clarified hours that are excluded from requirements.	P-15
University Logo/Seal	15.6	Reviewed with no changes recommended.	P-19
Finance and Audit Committee			
Check Cashing	3.7	Clarified exception for cashing university checks.	P-21

Policy Name	Policy Number	Action/Change	Page
Environmental Management	13.26	Reviewed with no changes recommended.	P-24
Gift Reporting	3.16	Clarified approvals for in-kind gifts.	P-28
Gifts, Prizes and Awards	3.18	Promotional items must be of nominal value.	P-31
Travel Card	3.30	Policy title changed. Minor clarifications made to standardize language.	P-37

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Accessibility for Persons with Disabilities

Policy Number: 2.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/27/2014

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs

Purpose of Policy (what does it do): Outlines university intent to comply with federal laws to provide reasonable accommodations to persons with disabilities.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor edit - updated title of referenced policy 2.11.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tiffany Rivers, Director of Disability Services
 Dr. Michael Walker, Assistant Dean of Student Affairs, Support Services
 Dr. Adam Peck, Assistant Vice President/Dean of Student Affairs
 Dr. Steve Westbrook, Vice President for University Affairs
 Damon Derrick, General Counsel

Accessibility for Persons with Disabilities

Original Implementation: Unpublished

Last Revision: ~~October 27, 2014~~ October 23, 2017

Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities, including hiring or employment practices.

The university is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities who attend SFA will be provided the same opportunity to actively engage in campus activities as all other students, to the extent reasonably possible. The university shares responsibility with the student for modifying campus facilities and programs to meet the individual needs of the student.

Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended, is coordinated through the Office of Disability Services. Department heads and directors have primary responsibility for providing access to programs and activities in their respective divisions and for seeking assistance to ensure physical access to the facilities in which those programs are offered. Disability services works directly with students with disabilities, individual faculty members, and academic departments in the provision of classroom accommodations, and assists other university departments in providing access and coordinating accommodations for programs, activities and services offered by the university outside the classroom.

SFA will make reasonable workplace accommodations for any employee having a known physical or mental impairment (policy 11.22). Requests for workplace accommodations are submitted to the director of human resources, who reviews and recommends reasonable workplace accommodations on a case-by-case basis.

Requests for housing accommodations for students with disabilities are submitted to the residence life department, which makes housing assignments based on individual need with assistance from disability services and a review committee if needed.

Requests for specific persons to provide academic accommodations will be given consideration based upon the requested person's employment qualifications and ability to satisfy uniform quality assurance standards. Persons who are involved in an ongoing relationship with, or are related within the second degree of affinity or the third degree of consanguinity to the student or employee with a disability, as defined by policy 11.16, may not receive compensation for providing services to that particular student or employee.

For specific information regarding provision of academic assistance, refer to policy 6.1, Academic Accommodation of Students with Disabilities.

For specific information regarding resolution of disagreements, refer to policy 6.6, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities.

For specific information about workplace accommodations, refer to policy 11.22, Reasonable Workplace Accommodation for Disabilities.

For information regarding discrimination or harassment refer to policy 2.11, Discrimination Complaints/~~Sexual Harassment~~.

For information on the use of service animals refer to policy 13.2, Animals on University Property.

Cross Reference: *Discrimination Complaints (2.11)*; Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities (6.6); Academic Accommodation of Students with Disabilities (6.1); Reasonable Workplace Accommodation for Disabilities (11.22); Animals on University Property (13.2); Nepotism (11.16); Compliance with the Americans with Disabilities Act and the ADA Amendments Act (2.5); Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (29 U.S.C. 701 et seq.); ~~and the Americans with Disabilities Act of 1990, Pub. L. 101-336 (42 U.S.C. 12101 et seq.)~~ as amended by the ADA Amendments Act of 2008, Pub. L. No. 110-325, 122 Stat. 3553.

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Disability Services

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Concurrent and Dual Credit Enrollment Programs

Policy Number: 6.9

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Establishes student eligibility for concurrent and dual credit enrollment programs.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☐ Response to audit finding
☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Policy has been amended to rely solely on the student eligibility requirements stated in law. Any application fee for these students has been waived.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Mary Nelle Brunson, Associate Provost and Vice President for Academic Affairs
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Concurrent and Dual Credit Enrollment Programs

Original Implementation: July 27, 1999

Last Revision: ~~April 25, 2017~~ October 23, 2017

~~High school students with superior academic ability and achievement may be admitted to Stephen F. Austin State University (SFA) and enroll in college courses while completing their high school studies under the concurrent and dual credit enrollment programs. The concurrent and dual credit enrollment programs are open to high school students (grades 9-12) who have obtained a minimum non-weighted grade average of 85. In addition, students must submit a minimum composite score of 1090 (critical reading and math only) on the SAT, 21 on the ACT (not including the writing component), or 1090 (critical reading and math only) on the PSAT. Students must meet Texas Success Initiative requirements to register for reading and writing intensive courses, as well as math courses. A recommendation by the student's high school principal or high school counselor must be submitted as well.~~ Students may enroll in concurrent and dual credit enrollment programs provided they meet the eligibility requirements as stated in the Texas Higher Education Coordinating Board rules and receive a recommendation by the student's high school principal or high school counselor.

The dual credit enrollment program requires that the grade from the SFA course be used for completion of high school graduation requirements and college credit. The cost of the dual credit enrollment program will be established by the SFA Board of Regents. The concurrent enrollment program requires that the grade from the SFA course be used for college credit only. High school credit is not earned through this program. The cost of the concurrent enrollment program is full price for tuition and fees. *Any application fee for concurrent and dual credit enrollment programs is waived.*

Cross Reference: 19 Tex. Admin. Code § 4.85; General Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Executive Director of Enrollment Management

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Information Security Management

Policy Number: 14.1

Is this policy new, being reviewed/revised, or deleted? New

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): The policy sets out how information security is implemented across the university.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
- ☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: The university lacked an overarching policy on security management.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Information Security Management

Original Implementation: October 23, 2017

Last Revision: None

Title 1 of the Texas Administration Code (TAC), §202.74 requires each institution of higher education to develop, document, and implement a university-wide information security program. To comply, the Department of Information Technology Services (ITS) will maintain an ITS policy handbook, SFA Security Controls Catalog, and guidelines pertaining to data standards, data integrity, and security. This information security program will apply to all information resources of the university to the extent required by applicable law, and the information security officer has the authority to apply and enforce this information security program to such information resources.

The ITS policy handbook establishes policies and procedures to align with the university's mission, provide cost-effective protection of institutional data and information resources, respond to security-related issues associated with risks, and maintain consistency with federal, state, and local laws, policies, and procedures. The SFA Security Controls Catalog provides requirements for implementing policy and procedures that align with TAC 202. The Guidelines for Data Standards, Data Integrity and Security establish the proper measures for security, access, and integrity of university data managed electronically.

Cross Reference: 1 Texas. Admin. Code Ch. 202; ITS Policy Handbook; SFA Security Controls Catalog; Guidelines for Data Standards, Data Integrity, and Security; Information Security Program; Texas Department of Information Resources (DIR) Security Controls Catalog.

Responsible for Implementation: President

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Organization Formation and Recognition

Policy Number: 10.9

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/27/2014

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs

Purpose of Policy (what does it do): Outline student organization formation and how organizations will be recognized

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
- ☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: updated a position title to Director of Student Engagement Programs under the contact for revision area.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dr. Hollie Smith, Assistant Dean of Student Affairs
Dr. Adam Peck, Assistant Vice President and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Student Organization Formation and Recognition

Original Implementation: Unpublished

Last Revision: ~~October 27, 2014~~ October 23, 2017

Stephen F. Austin State University recognizes the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state or federal law.

Student organizations will be recognized with one of the following designations:

Temporary—designation given to proposed student organizations during their formation process. Temporary designations last no more than 90 days. Temporary organizations are not eligible for funding from the Student Organization Reserve Fund (SORF).

Probationary—newly formed student organizations are designated as probationary for a 12 month period. During this time, these groups may not use the name or registered marks of the university as a part of their name. Probationary organizations are not eligible for SORF Funding.

Recognized—organizations that have been in existence for at least 12 months and are in good standing with the Office of Student Engagement. Recognized organizations are eligible for SORF Funding.

Sponsored—organizations sponsored by a university department and designated as such by the Office of Student Engagement. Sponsored organizations are not eligible for SORF Funding.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing as defined by SFA General Bulletin) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.
2. Select an advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee.
3. Complete required risk management training as administered by the Office of Student Engagement Programs with a minimum of four (4) officers participating.
4. Complete and submit all of the documents required in the Student Organization Formation Packet. This packet is available in the Office of Student Engagement Programs.

A group seeking recognition must not:

1. Be a commercial enterprise.
2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.
3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University

Applications for recognition can be made at any time during the year. The Office of Student Engagement Programs may grant a group temporary recognition while they are finalizing their formation paperwork and securing an on-campus advisor. The length of temporary recognition shall be no more than 90 days.

The director of student engagement will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

- a. the removal or resignation of the advisor, unless a qualified replacement is registered within 90 days.
- b. violation by the organization of any rules or regulations of the university; *or* state or federal law.
- c. failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the university.
- d. the organization remaining in an inactive status for three or more long semesters.
- e. failure to provide acceptable documentation of affiliation with any parent organization when requested.

Students selected, elected, or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization's constitution) shall be in good standing with the university and:

For undergraduates, be enrolled for six (6) or more credit hours during their term of office.

For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to, and held under, all applicable university regulations and policies. Student organizations must abide by the policies and procedures set forth by the SFA Board of Regents including, *but not limited to*, the Student ~~Conduct~~ Code of Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting university

requirements for student organizations.

All student organizations must register with the Office of Student Engagement Programs as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Engagement Programs, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

A minimum of four (4) officers must complete the annual risk management training administered by the Office of Student Engagement Programs.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

Aside from the supervision exercised by university departments over the Student Activities Association, Student Government Association, Residence Hall Association, and certain other social and cultural activities conducted on the campus of Stephen F. Austin State University, the university recognizes registered student organizations as independent entities and assumes no responsibility or liability for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

To protect the student-led nature of student organizations, university employees may not serve in any officer role within the organization other than advisor without the written approval of the dean of student affairs. No employee of the university has the authority to open a bank account in the name of, or for the benefit of, any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization. Student employees are exempted from these prohibitions.

The name of the university (including abbreviations) may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the university is not to be held to approve or disapprove such views, whatever their nature. The university is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

Cross Reference: Stephen F. Austin State University ~~Web Pages~~ *Policy Manual*; Student Handbook; U.S. Const. amend. I, XIV; Student Organization Risk Management Training (10.10)

Responsible for Implementation: Vice President for University Affairs

| **Contact for Revision:** Director of Student Engagement *Programs*

Forms: Student Organization Formation Packet

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Tuition Rebate

Policy Number: 6.21

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/27/2014

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Summarizes the laws and regulations that apply to the tuition rebates of \$1,000 to students that meet the requirements.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
- ☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Changed verbiage to parallel language in the administrative code.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Linda Langham, Registrar

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Tuition Rebate

Original Implementation: January 30, 2001

Last Revision: ~~October 27, 2014~~ *October 23, 2017*

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

To be eligible for a rebate under this program, a student must:

1. have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
2. request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution;
3. have been a resident of Texas as set forth under rules established by the Texas Higher Education Coordinating Board and have been entitled to pay resident tuition at all times while pursuing the degree;
4. if enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree program or within five calendar years for any program determined by the Texas Higher Education Coordinating Board to require more than four years to complete*; and
5. have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated.

In addition to hours completed at SFA, hours attempted include:

- transfer credits
- course credit earned exclusively by examination (except the first nine semester credit hours are excluded)
- courses dropped after the official census date
- for-credit developmental courses
- optional internship and cooperative education courses
- repeated courses

Hours attempted exclude:

- course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program *for students graduating with a bachelor's degree in December 2007 or later*
- course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school (i.e., dual credit hours earned in high school) (effective June 17, 2011)
- required teacher education courses to the extent that they are over and above the free electives allowed in the baccalaureate degree program (for students concurrently earning a baccalaureate degree and a Texas teaching certificate)
- courses dropped for reasons that are determined by the institution to be totally beyond the control of the student
- *developmental or remedial education – pre-college, remedial courses if not taken for college credit*

~~* If enrolled for the first time in fall 2005 or later, a student may be eligible for a tuition rebate if the otherwise eligible student is awarded a baccalaureate degree but does not satisfy the time requirement solely as a result of a hardship or other good cause. Such student must follow the appeal procedures below to be considered for the rebate.~~

The amount of the tuition rebate is the lesser of \$1,000 or the actual amount of undergraduate tuition paid by the student to Stephen F. Austin State University. If the amount paid to Stephen F. Austin State University is less than \$1,000, the student may qualify for an increase in the amount of the rebate, not to exceed \$1,000 by providing proof of tuition paid to other Texas institutions of higher education.

The rebate shall first be applied to any outstanding balance due to Stephen F. Austin State University, including outstanding charges on the student's account, short term loans or book loans owed to the university. Then, if the student has an outstanding student loan owed to or guaranteed by the state of Texas, the university shall apply the rebate to the student loan, and then pay the student any excess amount. If a student has more than one outstanding student loan owed to or guaranteed by the state of Texas, the university shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the university shall apply the amount of the rebate to retire the loans with the highest interest rates first.

Students wishing to apply for tuition rebates must do so at the time they apply for baccalaureate degrees by completing the information on the back of the graduation application form pertaining to the tuition rebate. Applications are available in the registrar's office.

The registrar's office will evaluate all applications and make a determination of rebate eligibility, based on number of hours attempted as posted on the student's academic record. The registrar's office will provide the controller's office with the names, addresses and social security numbers of all applicants eligible for tuition rebates. The controller's office will review the list and make a determination of rebate eligibility, based on amounts the student has paid the university for tuition. Within 60 days after graduation, the controller's office will remit rebates to eligible students and the registrar's office will mail denial notices to ineligible students. Each notice will include the reason for denial. A student may appeal a denial decision to the Fiscal Appeals Panel in accordance with *Student Fiscal Appeals* (6.19). Information on the appeal process is available in the registrar's office. All appeals must be filed within 60 days of the university's written notification of denial.

** If enrolled for the first time in fall 2005 or later, a student may be eligible for a tuition rebate if the otherwise eligible student is awarded a baccalaureate degree but does not satisfy the time requirement solely as a result of a hardship or other good cause. The performance of active duty military service by a student shall be recognized as "good cause." Such student must follow the appeal procedures outlined in Student Fiscal Appeals (6.19) to be considered for the rebate.*

Cross Reference: Tex Educ. Code § 54.0065; 19 Tex. Admin. Code §§ 13.80-.87; *Student Fiscal Appeals* (6.19)

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Controller, Registrar

Forms: Graduation Application Form (available in the Registrar's Office)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Logo and Seal

Policy Number: 15.6

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: July 29, 2014

Unit(s) Responsible for Policy Implementation: Vice President for University Advancement

Purpose of Policy (what does it do): Preserves university's rights to its logo, seal, name and associated verbiage

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Shirley Luna, Executive Director of University Marketing Communications
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel

University Logo and Seal

Original Implementation: Unpublished

Last Revision: ~~July 29, 2014~~ October 23, 2017

Stephen F. Austin State University retains all rights to the use of its name and associated verbiages, as well as the university's official seal, logo and other marks. Requests for the use of university logos and emblems on promotional items should be directed to the Department of Intercollegiate Athletics, where the request will be forwarded to the university's contracted licensing agent. Licensing revenue is dedicated to support the university athletic department.

The official seal of Stephen F. Austin State University is reserved for use by the Office of the President and may be used by other SFA departments only with the permission of the Office of the President. It is used primarily on ceremonial and academic documents, such as commencement programs and diplomas.

The official university logo is the "spirit" logo with the letters SFA stacked diagonally across a graphic of the state of Texas. A star representing Nacogdoches is incorporated to the right of the letters.



The official logo of the university may be changed only by an official vote of the SFA Board of Regents. Guidelines regarding the use of SFA logos and wordmarks are available in the Identity Standards manual on the University Marketing Communications website.

This policy does not apply to the logos of student organizations.

Cross Reference: 15 U.S.C. § 1127; Tex. Bus. & Com. Code Ch. 16

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Athletic Director, Executive Director of University Marketing Communications

Forms: SFA Art Approval Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Check Cashing

Policy Number: 3.7

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Explains to campus community the conditions and restrictions with cashing checks on campus

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☐ Response to audit finding
☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Special circumstances may be identified when the university may want to cash checks at the teller windows. These include cashing stale-dated checks that may be refused by the bank. If this is done, it must have the approval of either the Vice President for Finance and Administration, the Controller, or the Assistant Controller.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Check Cashing

Original Implementation: September 1, 1988

Last Revision: ~~April 25, 2017~~ October 23, 2017

The business office is the only office authorized to cash checks. The business office cashes *personal* checks for faculty, staff and currently enrolled students with a Stephen F. Austin State University ID. The check cashing limit is established by the controller's office. If an extenuating circumstance exists in which a student or employee needs to cash a check in excess of the established amount, authorization must come from the controller, the bursar in the business office or the bursar's designee. Checks returned to the university for nonsufficient funds (NSF), payment stopped, or account closed will be collected by the university or an outside collection entity. A \$30 fee will be assessed by the university for any check returned. Any fees charged to the university by an outside collection entity or the financial institution will be assessed to the individual. The university reserves the right to refuse personal checks from individuals who have a history of bad checks.

Restrictions

Employees may not cash their own check or a check from a relative, as defined by policy 11.16, Nepotism. Family member status is not terminated by death or divorce. The business office is not authorized to cash two--party checks, ~~or~~ post-dated checks.

~~U-or checks which are disbursed by the university~~ *checks* (i.e., payroll checks, travel checks, student refund checks, etc.) may ordinarily be cashed only ~~except when the university issued~~ *check is when the check is used as payment on the payee's account. Any other circumstances must be approved by both the bursar or his/her designee and the controller and his/her designee on the university's check cashing exception form.*

Web check payments in excess of the amount owed, thus resulting in a refund, are not permissible.

Cross Reference: Returned Payments (3.27); Nepotism (11.16)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: ~~None~~ *Check Cashing Exception Form*

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Environmental Managment

Policy Number: 13.26

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Aid in protecting the environment, pollution prevention, and ensure university compliance with environmental regulations.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Matt Romig, Safety Officer, Environmental Health, Safety and Risk Management
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Environmental Management

Original Implementation: October 27, 2014

Last Revision: ~~August 30, 2017~~ October 22, 2017

PURPOSE

The purpose of this policy is to aid in protecting the environment and promote environmental stewardship among Stephen F. Austin State University's faculty, staff, students, and visitors. To achieve this ~~goal~~ purpose the Environmental Health, Safety, and Risk Management (EHSRM) department is committed to continuous environmental improvement and protection through a variety of training and inspection programs.

The EHSRM department has primary responsibility for promulgating environmental health, safety, and risk management policies and procedures, to ensure that the university complies with federal, state, and local guidelines, as well as best management practices related to environmental compliance and protection. Program safety manuals and detailed safety procedures are available on the EHSRM website at <http://www.sfasu.edu/safety>.

Stephen F. Austin State University is committed to the protection and enhancement of the environment, while continually seeking new ways to minimize the environmental impact of our past, present, and future activities. As a result of this continuous effort, an environmental management system (EMS) has been created to serve as a planned, documented, systematic, and comprehensive program for managing environmental compliance at SFA. Detailed information on the EMS can be found on the EHSRM website.

POLICY STATEMENTS

Stephen F. Austin State University shall:

1. Ensure compliance with applicable federal, state, and local environmental legislation, regulations, and best management practices.
2. Prevent pollution by managing and reducing: water and energy consumption, air emissions, discharges to water, and contamination of soil and/or groundwater.
3. Facilitate employee and student awareness of environmental issues through education and training for further protection of the surrounding environment.
4. Promote and facilitate the reduction, reuse, and recycling of waste.
5. Consider the impact on the environment when designing new projects and procedures or changing existing practices.

RESPONSIBILITIES

It is imperative that Stephen F. Austin State University employees comply with federal, state, and local environmental health, safety, and risk management legislation, and relevant environmental compliance and protection codes. In addition, it is essential that employees observe industry best

practices and comply with SFA safety policies, programs, and procedures. Noncompliance may result in disciplinary action.

1. The director of EHSRM (or designee) has primary responsibility for administration of and compliance with the university's EMS. Duties of the EHSRM department include:
 - a) Ensure the most current legal environmental requirements are identified and evaluated for compliance.
 - b) Establish, coordinate, and adhere to the environmental management programs outlined in the university's EMS, to comply with regulatory requirements or upon request of department supervisors.
 - c) Provide training focused on protecting the environment and ensuring environmental compliance.
 - d) Inspect university buildings and property for environmental compliance and protection, or in response to a notice of a possible violation. In carrying out this duty the EHSRM director or representative shall have the authority to enter any university building, structure, room, office, or laboratory without prior notice to department supervisors and staff.
 - e) Serve as the official university contact for federal, state, and local environmental regulatory agencies regarding environmental compliance and communicate compliance requirements to university officials. These include, but are not limited to: the U.S. Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Texas Department of State Health Services (TDSHS), Texas State Office of Risk Management (SORM), and the city of Nacogdoches.
2. University employees must comply with the following guidelines and responsibilities:
 - a) Comply with all permit requirements, regulations, programs, and procedures specified by the EHSRM department and described in the university's EMS.
 - b) Attend environmental training courses and use required protective equipment provided by departments.
 - c) Handle all hazardous waste in accordance with the SFA hazardous waste and universal waste manuals. Each department is responsible for the payment of fees associated with the disposal of their hazardous and/or regulated waste.
 - d) Report environmental non-compliance issues or concerns through administrative channels or to the director of EHSRM.

Cross Reference: SFA Environmental Management System, SFA Hazardous Waste Manual, SFA Universal Waste Manual.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Environmental Health, Safety, and Risk Management

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Gift Reporting

Policy Number: 3.16

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/27/2014

Unit(s) Responsible for Policy Implementation: Vice President for University Advancement

Purpose of Policy (what does it do): Provides procedural steps to follow when depositing private funds received by university.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Additional instructions for approvals needed related to in-kind gifts received by the university.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Joel Turner, Executive Director of Development
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel

Gift Reporting

Original Implementation: July 18, 1981

Last Revision: ~~October 27, 2014~~ October 23, 2017

The following procedural steps ~~should~~ *are to* be used when depositing private funds.

1. All gifts payable to the university and its departments ~~should~~ *must* be immediately delivered to the bursar's office for deposit and must be delivered in a university--approved locked bag.
2. Information relevant to any gifts received in the form of cash, checks, money orders, or other forms of negotiable instruments will be forwarded to the Office of Development from the bursar's office for purposes of updating donor records, and official acknowledgment and receipt of gift. The department receiving the gift ~~should~~ *will* complete the donation form, attach any original documentation which accompanied the gift, and submit when depositing the gift at the bursar's office. The bursar's office will forward the donation form and any original documentation included with gift to the Office of Development for gift processing within 24 hours of the deposit. Furthermore, the bursar's office will stamp each donation form with the date of deposit and initials verifying that the gift has been properly recorded and deposited by the university.
3. Deposit of all negotiable instruments must be completed within 24 hours of receipt of the gift and must be accompanied by the donation form unless granted an exception. All exceptions are to be reported to and approved by the executive director of development, and the gift deposited within 48 hours of receipt.
4. In-kind gifts, contributions other than cash, check or other readily negotiable security, retained in a department, program, activity center, or other university facility, ~~should~~ *must* be reported by completing the gift-in-kind form and forwarding it directly to the Office of Development. A comprehensive description of the gift, background information concerning the origin of the gift, value at the time of contribution and any correspondence or wishes of the donor, along with a photograph whenever possible, ~~should~~ *must* be included with the completed form. For those in-kind gifts valued at ~~more than \$5,000 or more~~, *approval from the dean is required along with a written qualified appraisal must be submitted, which has been signed and dated by a qualified appraiser. Any in-kind gift that will be added to a department's inventory must be approved by the department chair prior to the acceptance of the gift.*
5. All gifts, negotiable and in-kind, will be acknowledged officially on behalf of the university by the Office of Development, and may also be acknowledged by the university area recipient and/or the president. ~~Departments should not~~ *Only the Office of Development is authorized to generate official receipts to donors for tax reporting purposes for gifts.* Gifts received by the university and made payable to any private support organization that has entered into a written agreement with the university ~~should~~ *must* be forwarded to the Office of Development for transfer and deposit.

6. All eligible matching gift requests will be processed by the Office of Development upon recording the original gift of the donor. If a matching gift proves to be ineligible, the matching gift form will be returned to the department submitting the request.

Cross Reference: None

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Vice President for University Advancement

Forms: Donation form, Gift-in-kind form (available in Office of Development)

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Gifts, Prizes and Awards

Policy Number: 3.18

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☐ Response to audit finding
- ☐ Internal Review ☒ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Discrepancy was identified between this policy and Guidelines for Expenditures from University Funds concerning clothing purchases for employees. This change corrects that discrepancy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Gifts, Prizes and Awards

Original Implementation: April 22, 2008

Last Revision: ~~April 25, 2017~~ October 23, 2017

This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements. State and federal regulations restrict the use of university funds to provide gifts, prizes and awards to employees, students and others in the university community. In addition, the Internal Revenue Service (IRS) has requirements for the federal reporting of gifts, prizes and awards given to employees versus non-employees.

Exclusions

Financial aid awards and grants are not considered gifts, prizes or awards for purposes of this policy. Most awards to students that are related to academic performance are considered financial aid, and as such are not subject to the provisions of this policy. Prizes given in conjunction with raffles that include the purchase of a chance or ticket are not subject to this policy and are governed by university policy, Solicitation on Campus (16.25), and state law. Agency funds are not subject to this policy since they are not considered university funds.

Funds and Definitions

All definitions and reporting requirements of this policy apply to any university funds, and remain the same even if the funds originate as a gift to the university from a third party.

No gifts, prizes or awards of any kind should be charged to state appropriated funds, designated accounts funded by student fees, auxiliary funds associated with mandatory fees, or restricted funds as outlined below.

Use of restricted federal and state funds: Funds from federal and state grants, contracts, or other sponsored agreements cannot be used to pay for items that are or appear to be gifts or marketing or promotional items such as t-shirts, key chains, tote bags, caps, and other souvenirs or memorabilia, unless specifically provided for in a grant, contract or sponsored agreement. Use of these funds to pay for awards for participation in grant-funded activities is generally allowable when both reasonable in cost and necessary to accomplish program objectives. Acceptable participation awards include plaques, small trophies, ribbons, certificates, pens/pencils and similar items.

For purposes of this policy the following definitions apply:

Employee: An individual receiving compensation as a full-time or part-time employee, including casual employees, student employees and graduate assistants.

Non-Employee: An individual receiving no employment compensation of any kind or in any amount, including students who are not employed by any department of the university.

Gifts: A voluntary conveyance of something of value as a gesture of good will or appreciation. Marketing and promotional items are excluded as gifts as noted below. Plants and flowers sent as a gesture of sympathy or support are not considered gifts if they have a valid business purpose; however, they are subject to specific rules. See Guidelines for Expenditures from University Funds.

Award: Something of value conveyed as a result of competition, merit or in recognition of service to the university on the part of the recipient.

Prize: Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in an event sponsored by a university department or organization.

Nominal Value: A prize, gift or award valued at \$50 or less.

Organization: Any university department or student group using university funds for a gift, prize or award. Agency funds are not considered university funds.

EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

Gifts of cash, including gift cards and gift certificates to employees, are not allowed. Gifts other than cash, gift cards, or gift certificates are allowed only when such gifts have a business purpose and are approved in advance by the president, vice president, dean, or the authorized approver for Board of Regents purchases (Board of Regents purchases only), and are within IRS guidelines. The gift must be of nominal value, as defined above, unless a larger amount is approved by the president or vice president, or the authorized approver for Board of Regents purchases (Board of Regents purchases only). For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

With the exception of the Offices of the President and the Board of Regents, personal gifts using university funds for birthdays, weddings, showers, retirements, get well, funerals, and other personal occasions, are not allowed. These are considered personal expenses, to be paid by the person(s) giving the gift.

Non-cash gifts for employees of nominal value, such as t-shirts, cups, mugs, etc. can be purchased with discretionary funds. For limitations on purchases of clothing, see Guidelines for Expenditures from University Funds on the controller's office website.

Marketing and promotional items bearing the SFA name or logo are not considered gifts when they are of nominal value, ~~or of larger value if approved by the president or vice president~~. An example of a marketing or promotional item is a ~~shirt~~ coffee cup with an SFA department name provided to an SFA employee or representative. In addition, tickets provided to a representative of SFA for sporting events, fine arts events, recognition banquets, etc. are not considered gifts when

attendance at the event is to promote the university in the representative's official capacity.

Prizes and Awards

Monetary awards may be given to employees for meritorious performance or other reasons connected with employment, but only as part of an established campus-wide program or a program within a college approved by the dean and the provost and vice president for academic affairs. See University Awards Programs (12.20). Such monetary awards cannot be given in the form of gift certificates or gifts cards, but must be paid through payroll and submitted on a stipend authorization form.

Non-cash awards given to employees as length of service awards are acceptable as long as they are valued at less than \$400 per year per employee. These awards may only be administered by the Department of Human Resources or in a ceremony approved by the Department of Human Resources and the appropriate vice president.

Any non-cash award given for meritorious performance or other reasons connected with employment must be of nominal value, as defined above.

An employee may accept a monetary or non-cash prize or award of any amount where the individual's employment is incidental to the basis on which the prize or award is given. For example, a university employee would be eligible to win a door prize given at random or an essay-writing contest.

For any prize or award greater than nominal value, the department or organization sponsoring the contest, game of chance, etc., without the purchase of a chance or ticket must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

Gifts of cash to non-employees are not allowed. Gift certificates, gift cards, or tangible commodities are allowed as long as the gift is given for a valid business reason.

For any gift greater than nominal value, as defined above, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Development Gifts to individuals to promote development interests or alumni relations, using university funds, cannot exceed nominal value, as defined above, unless approved by the president. For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Institutional Gifts – When university officials are hosting visitors, appropriate university funds may be used to give such visitors a gift of nominal value, as defined above, as a sign of appreciation or recognition. Any gift greater than nominal value must be approved by the president. Marketing and promotional items with the SFA name or logo are not considered gifts as discussed above. For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Gifts to Public Officials – Federal and state laws severely restrict the nature and value of gifts that may be made to public officials, and those restrictions may vary depending on the type of gift as well as the office held by the official. Gifts to municipal officials may also be restricted. In general, university policy prohibits all gifts to public officials, with the exception of token gifts of nominal value, as defined above, as long as they are not provided in exchange for his/her decision, opinion, recommendation, vote, or other exercise of discretion as a public official. Any exception to this limit must be discussed in advance with general counsel to ensure it is allowed under the specific governing conditions. There may be restrictions on paying honoraria to public officials and questions should be directed to the general counsel.

Prizes and Awards

Cash, gift certificates, gift cards or non-cash items may be given as prizes and awards as long as they are reported as required herein. Prizes and awards to non-employees must be for a valid business reason, which may include a contest, door prize, etc. without the purchase of a chance or ticket.

Monetary prizes and awards must be processed using the online purchase requisition system and substitute Form W-9 must be submitted to accounts payable.

For any prize or award greater than nominal value, as defined above, the department must submit the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-RESIDENT ALIENS as the Recipient of a Gift, Prize or Award

Cash and non-cash gifts, prizes and awards to non-resident aliens are generally subject to 30% withholding and reported on an IRS Form 1042-S. The department or organization must contact the controller's office before making gifts, prizes and awards to person who are not US citizens or legal permanent residents, regardless of the value of the gift, prize or award.

Cross Reference: IRS Regulations; Tex. Penal Code Ch. 36; Solicitation on Campus (16.25); University Awards Programs (12.20); Guidelines for Expenditures from University Funds.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller; Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Travel Card

Policy Number: 3.30

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/27/2014

Unit(s) Responsible for Policy Implementation: VPFA

Purpose of Policy (what does it do): Explains to campus community the general purpose of the Travel Card (T-Card).

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
- ☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Original policy modeled after the P-Card policy. Revisions have been made to reflect processes specific to the T-Card. Also, since T-Card is the more common name of the Travel Card, adding parenthetical "(T-Card)" to the name of the policy will help when searching for information.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Travel Card (*T-Card*)

Original Implementation: October 27, 2014

Last Revision: ~~None~~ October 23, 2017

The *Stephen F. Austin State University* ~~university~~ travel card (~~Tt-card~~*Card*) is designed as a payment method for travel and travel related expenses. Approved university employees may use the ~~Tt-card~~*Card* in accordance with the T-Card Program Guide and ~~SFA~~ Travel Guidelines to pay for travel related expenses ~~not exceeding individual transaction and monthly limits. The travel supervisor and other employees of the travel office may incur charges that exceed transaction and monthly limits using a travel card if they have determined payment by t card — represents the best value to the university, all travel policies and guidelines have been followed and state and federal regulations have not been violated.~~

The terms and conditions of the ~~MasterCard~~ *state* travel card contract ~~were~~ *are* specified and awarded by the Texas *Comptroller of Public Accounts* ~~Procurement and Support Services~~ for the state of Texas. In addition to internal policies and procedures, ~~Stephen F. Austin State University~~ *SFA* will comply with the terms and conditions of the state contract.

Responsibilities

The T-Cards will be issued in the name of the *SFA* employee ~~with the SFA logo and the wording 'Official Use Only' clearly indicated on the card.~~ The ~~tT-card~~*Card* is to be used for official university business ~~travel—purposes~~ only and may not be used for ~~ANY~~ *any* personal transactions. The cardholder is responsible and accountable for the security and documentation associated with the use of the ~~SFA travel card~~*T-Card* and for complying with all policies and procedures related to the ~~tT-card~~*Card* program. Department heads are responsible for ensuring that all employees issued a *T-Ceard* understand the departmental budget constraints under which they are to use the *T-Ceard and the individual transaction and monthly limits of the T-Card.* Documentation shall follow procedural requirements in the T-Card Program Guide.

The department head or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) approving monthly reconciliations of ~~tT-card~~*Card* cardholder statements; and 4) verifying charges and reviewing supporting documentation to ensure ~~Tt-card~~*Card* charges are within *SFA* policies and procedures, and departmental budgets.

~~T-Card~~*Card* Use by Another Employee or Student

The only person authorized to use the ~~tT-card~~*Card* is the cardholder whose name appears on the card, unless the cardholder and department head have completed a T-Card Use form to allow other employees to use the card. The T-Card Program Guide provides detailed information

regarding the use of the card by other employees or students.

Training and Issuing Cards

All department heads will be required to attend training and sign the Travel Cardholder Application/Approval Form before any cards will be issued to employees within the department. All employees will be required to attend training and sign a *Travel Card (T-Card) HCARDholder/Banner User Agreement* before being issued a card. All cardholders will be required to comply with training requirements as outlined in the T-Card Program Guide.

Travel Card Documentation

The documentation identified in the T-Card Program Guide must be kept for three (3) years plus the current fiscal year to comply with the State of Texas Records Retention Schedule. These are the official university records *and must be included as attachments when the expense reports are submitted.* ~~—The receipts/records for T-card charges will be required for processing the payment periodic audits by the travel office or and for periodic audits.~~ ~~—audit services, or when SFA is audited by the Texas Procurement and Support Services Division of the State Comptroller's Office, the State Auditor, State Comptroller or SFA's department of audit services.~~

Card Termination

Certain ~~T-card~~ rule violations will result in immediate deactivation or cancellation of ~~all of~~ ~~the~~ cardholder's ~~T-Card(s)~~s. The T-Card Program Guide lists violations and associated penalties. *T-Cards will also be deactivated upon termination or transfer of the cardholder.*

Administrative Authority

The department head or supervising dean, vice president, or president has the authority to request that the travel office deactivate or cancel an employee's card at any time if fraud or misuse is suspected. Any card so deactivated or cancelled may be reactivated or *a* new card issued only with approval by the position that originally requested the deactivation or cancellation. Audit services ~~or~~ ~~and the~~ general counsel's office ~~haves~~ the authority to request that the travel office deactivate an employee's card while transactions are being researched or investigated, or an audit is being conducted. At the conclusion of the research, investigation or audit, the cards will be reactivated and/or appropriate action taken as specified herein and in the T-Card Program Guide.

Fees

A foreign transaction fee may be assessed by ~~Citibank~~ *the credit card company* in addition to all

charges assessed by the bankcard associations. These fees may be paid by the university if the foreign travel is approved in advance of the charge. Fees associated with inappropriate card use, such as cash advances and convenience checks, will be the responsibility of the person making the charge.

Cross Reference: T-Card Program Guide, Travel Guidelines

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Travel Cardholder Application/Approval Form, Travel Card (T-Card) Holder/Banner User Agreement, T-Card Use Form

~~T-Card Use Form, Tax Exempt Letter, Hotel Tax Exempt Form, T-Card Dispute Form, T-Card Documentation/Problem Resolution Form, T-Card Exception Form~~

Board Committee Assignment: Finance and Audit