



# **REPORT TO THE BOARD OF REGENTS**

November 1-2, 2015  
Meeting 300

**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

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**Stephen F. Austin State University  
Board of Regents  
Meeting 300  
Sunday, November 1, 2015  
1:15 p.m.**

<b>Board of Regents Committee of the Whole Call to Order in Open Session</b>	<b>Scott Coleman Board Chair</b>
Call to Order and Welcome	Scott Coleman Chair
Introduction of Regents Nelda Blair and Alton Frailey	Baker Pattillo President
Recess for Committee Meetings:  Building and Grounds Committee, 1:15 p.m. to 1:45 p.m.  Academic and Student Affairs Committee, 1:45 p.m. to 2:30 p.m.  Finance and Audit Committee, 2:30 p.m. to 3:30 p.m.  Strategic Plan Advisory Committee, 3:30 to 4:00 p.m.	

**Building and Grounds Committee Meeting  
(Scheduled for 1:15 p.m.)**

Call to Order in Open Session  
Members: Alton Frailey, Ralph Todd, Scott Coleman

Barry Nelson  
Committee Chair

Presentation and Committee Action on Agenda Item 10:

AUTHORIZATION TO DEMOLISH UNIVERSITY WOODS APARTMENTS, TODD HALL AND GIBBS HALL FOR STEM BUILDING CONSTRUCTION

Explanation:

One of the stated planning goals of the SFA 2020 Campus Master Plan (CMP) is to reinforce the STEM initiative. In association with that goal, the university has been authorized by the Texas legislature to construct a STEM Building with tuition revenue bond funding. Following that legislative approval, the SFA Board of Regents approved the construction of the STEM Building at a cost of \$46,400,000.

The CMP proposed any necessary demolition of University Wood Apartments to construct a Housing Operations Facility. The construction of the Housing Operations Facility was approved by the SFA Board of Regents on July 28, 2015, with the intent to relocate housing operations from Gibbs Hall to the new facility. The CMP further recommended demolition of Todd Hall to construct the new STEM Building. Although the CMP discusses a possible repurpose of Gibbs Hall, the plan also considers the potential demolition of the facility for future development opportunities.

Danny Gallant  
Vice President for  
Finance and  
Administration

Following an examination of STEM Building site options, the administration has determined that demolitions of University Woods Apartments, Todd Hall, and Gibbs Hall are necessary to relocate existing housing operations and create the construction and parking site for the new STEM Building.

Recommendation:

To prepare for the relocation of Housing Operations and provide appropriate construction and parking space for the STEM Building, the administration recommends authorization to demolish the University Woods Apartments, Todd Hall, and Gibbs Hall.

Presentation and Committee Action on Agenda Item 11:

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Building and Grounds Committee will consider:

- use and occupancy of university property; and
- planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

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 3:

Campus Facilities for Political Purposes 16.8  
Class Meeting Times 4.12  
Vending 16.35

Danny Gallant  
Vice President for  
Finance and  
Administration

Steve Bullard  
Interim Provost and  
Vice President for  
Academic Affairs

Steve Westbrook  
Vice President for  
University Affairs

Damon Derrick  
General Counsel

Report: Current Construction

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

**Recess Building and Grounds Committee  
Meeting (Approximately 1:45 p.m.)**

**Barry Nelson**  
Committee Chair



**Academic and Student Affairs Committee Meeting  
(Scheduled at approximately 1:45 p.m. or following previous  
committee meeting.)**

Call to Order in Open Session  
Members: Nelda Blair, Brigettee Henderson, Ryan  
Brown-Moreno, Scott Coleman

David Alders  
Committee Chair

Presentation and Committee Action on Agenda Item  
8:

NAME CHANGE FOR DEPARTMENT OF ENGLISH IN  
THE COLLEGE OF LIBERAL AND APPLIED ARTS

Explanation:

The College of Liberal and Applied Arts requests a  
change in name for the Department of English to the  
Department of English and Creative Writing. The  
department believes this will better reflect the  
disciplines within that department.

Recommendation:

The administration recommends approval of the  
name change from Department of English to  
Department of English and Creative Writing.

Steve Bullard  
Interim Provost and  
Vice President of  
Academic Affairs

Presentation and Committee Action on Agenda Item 9:

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 3:

Authorization for the University President to Suspend  
Faculty and Staff 11.3  
Bookstore Textbook Orders 10.1  
Comprehensive Scholarship Administration  
3.31 (NEW)  
Computer and Network Security 14.2  
Continuing Education 5.3  
Course Fees 3.8  
Faculty Workload 7.13  
Final Examination Scheduling 7.14

Steve Bullard  
Interim Provost and  
Vice President for  
Academic Affairs

Danny Gallant  
Vice President for  
Finance and  
Administration

Steve Westbrook  
Vice President for  
University Affairs

Damon Derrick  
General Counsel

<p>Food Services 10.2 Meeting and Conducting Classes 7.18 Misconduct in Scholarly or Creative Activities 7.19 Notary Public 2.8 Organized Work Stoppage 11.18 Outside Employment 11.19 Reduction in Force of Nonacademic Employees 11.23 Regents Professor 7.24 Scholarship Disbursement 6.17 (TO BE DELETED) Second Baccalaureate Degrees 6.18 Selection of Vice Presidents, Athletic Director and Head Coaches 1.8 Sick Leave 12.18 Sick Leave Pool 12.19 (TO BE DELETED) Ticket Office Services 16.29 Workplace Accommodations for Lactation and Breastfeeding 11.33 (NEW)</p>	
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Report: Project CEO	Steve Westbrook Vice President for University Affairs
Report: Aramark	Steve Westbrook Vice President for University Affairs
Report: ROTC Leadership	Steve Bullard Interim Provost and Vice President for Academic Affairs
Report: TEDxSFA	Steve Bullard Interim Provost and Vice President for Academic Affairs
Report: Global Citizenship Series in Houston area	Steve Bullard Interim Provost and Vice President for Academic Affairs
<b>Adjourn Academic and Student Affairs Committee (Scheduled for approximately 2:30 p.m.)</b>	<b>David Alders</b> Committee Chair

**Finance and Audit Committee Meeting**  
**(Scheduled at approximately 2:30 p.m. or following previous committee meeting.)**

Call to Order in Open Session  
Members: David Alders, Bob Garrett, Scott Coleman

Ken Schaefer  
Committee Chair

Presentation and Committee Action on Agenda Item 12:

Gina Oglesbee  
Chief Audit Executive

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 and external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes a Texas Administrative Code Section 202 Information Security Audit, a Department of Human Sciences Audit, a Student Publications Audit, an Annual Follow-Up Audit, a Risk Assessment, and an update on the annual audit plan.

Recommendation:

Pending consideration of the Finance and Audit Committee.

Presentation and Committee Action on Agenda Item 13:

Gina Oglesbee  
Chief Audit Executive

APPROVAL OF ANNUAL AUDIT PLAN, AUDIT CHARTER AND REPORT

Explanation:

According to the *Rules and Regulations of the Board of Regents*, the chief audit executive shall annually submit information on the annual audit plan, work schedule and staffing plan to the president for his review and to the Board of Regents for their approval. 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 public dissemination.

In addition, the International Standards for the Professional Practice of Internal Auditing require the internal audit charter to be approved on an annual basis. It is included as Appendix 1.

Recommendation:

Pending consideration of the Finance and Audit Committee.

Presentation and Committee Action on Agenda Item 14:

GRANT AWARDS

Explanation:

In fiscal year 2015, the university received multi-year grant awards totaling \$20,630,322. Of that total, grant awards allocable to fiscal year 2015 were \$7,875,832, an increase of \$131,849 since the last report.

For fiscal year 2016, the multi-year grant award total is currently \$17,806,069. Of this total, grant awards allocable to fiscal year 2016 are currently \$6,151,695.

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 grant awards allocable to fiscal year 2015 that total \$131,849 and grant awards allocable to fiscal year 2016 that total \$6,151,695. The grant awards are detailed in Appendix 2.

Danny Gallant  
Vice President for  
Finance and  
Administration

Presentation and Committee Action on Agenda Item 15:

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 3:

Fraud 2.7

Private Support Organizations or Donors 3.25

Property Inventory and Management 17.14

Danny Gallant  
Vice President for  
Finance and  
Administration

Jill Still  
Vice President for  
University  
Advancement

Damon Derrick  
General Counsel



Report: Texas A&M University System Investments	Danny Gallant Vice President for Finance and Administration
Report: Richards Carlberg Update	Jill Still Vice President for University Advancement
Adjourn Finance and Audit Committee (Scheduled for approximately 3:30 p.m.)	Ken Schaefer Committee Chair

**Strategic Plan Advisory Committee**  
**(Scheduled for approximately 3:30 p.m. or following the**  
**previous committee meeting.)**

Call to Order in Open Session  
Members: David Alders, Barry Nelson, Scott Coleman

**Bob Garrett**  
Committee Chair

Update on Strategic Plan, SFA Envisioned

**Steve Westbrook**  
Vice President for  
University Affairs

**Adjourn Strategic Plan Advisory Committee**  
**(Scheduled for approximately 4:00 p.m.)**

**Bob Garrett**  
Committee Chair

<b>Board of Regents Committee of the Whole (Call to Order in Open Session at 4:00 p.m. or following previous committee meeting.)</b>	<b>Scott Coleman Chair</b>
<b>Recess to Executive Session (Scheduled for approximately 4:00 p.m.)</b>	<b>Scott Coleman Chair</b>
<p>Board Consideration of the following items:</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"> <li>• Update from chief information officer</li> <li>• Texas Administrative Code Section 202 Information Security Audit</li> </ul> <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>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 Dr. Michael Stroup, the vice presidents and the president (Texas Government Code, Section 551.074)</p> <p>Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints and claims; EEOC complaints; Title IX compliance; and Timothy Dugger v. SFASU. (Texas Government Code, Section 551.071)</p>	
<b>Adjourn Executive Session (Scheduled for approximately 5:00 p.m.)</b>	<b>Scott Coleman Chair</b>

<p style="text-align: center;"><b>Reconvene Committee of the Whole in Open Session</b> (Scheduled at approximately 5:00 p.m. or following previous committee meeting.)</p>	<p><b>Scott Coleman</b> Chair</p>
<p>Finance and Audit Committee Report and Board Action on Agenda Item 12:</p> <p><u>ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT</u></p> <p>Explanation:</p> <p>The <i>Board Rules and Regulations</i> 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 and external reports, risk assessment and audit/compliance issues.</p> <p>The audit services report as presented includes a Texas Administrative Code Section 202 Information Security Audit, a Department of Human Sciences Audit, a Student Publications Audit, an Annual Follow-Up Audit, a Risk Assessment, and an update on the annual audit plan.</p> <p>Recommendation:</p> <p>The Finance and Audit Committee recommends that the Board of Regents acknowledge receipt of the audit report as presented.</p>	<p><b>Ken Schaefer</b> Finance and Audit Committee Chair</p>

Finance and Audit Committee Report and Board  
Action on Agenda Item 13:

Ken Schaefer  
Finance and Audit  
Committee Chair

APPROVAL OF ANNUAL AUDIT PLAN, AUDIT  
CHARTER AND REPORT

Explanation:

According to the *Rules and Regulations of the Board of Regents*, the chief audit executive shall annually submit information on the annual audit plan, work schedule and staffing plan to the president for his review and to the Board of Regents for their approval. 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 public dissemination.

In addition, the International Standards for the Professional Practice of Internal Auditing require the internal audit charter to be approved on an annual basis. It is included as Appendix 1.

Recommendation:

The Finance and Audit Committee recommends approval of the annual audit plan, audit charter and report.

Recess Board of Regents Meeting to  
Monday, November 2, 2015 at 9 a.m.

Scott Coleman  
Chair

**Stephen F. Austin State University  
Board of Regents  
Meeting 300  
Monday, November 2, 2015  
9:00 a.m.**

Call to Order (Scheduled 9:00 a.m.)	Scott Coleman 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>Swearing-In Ceremony for Newly Appointed Regents</p> <p>Nelda Blair Alton Frailey Scott Coleman</p>	<p>The Honorable Edwin Klein, District Judge</p>
<p>Special Recognitions</p> <p>East Texas Geological Society SFA Press Traditions Council Phone Jacks Shirley Luna Trey Turner Danny Gallant</p>	<p>Baker Pattillo President</p>

## BOARD CONSIDERATION OF PAST MINUTES

Board Action on Agenda Item 1:

APPROVAL OF MINUTES OF JULY 27 AND 28, 2015  
AND AUGUST 17, 2015, BOARD OF REGENTS  
MEETINGS

Explanation:

The minutes of the July 27 and 28, 2015, regular meeting and the August 17, 2015, special telephone meeting of the Board of Regents are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the July 27 and 28, 2015, and the August 17, 2015, meetings be approved as presented.

Scott Coleman  
Chair

## BOARD CONSIDERATION OF PERSONNEL AGENDA ITEMS 2 - 7

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.

### BUSINESS

Ashley Hall, M.B.A. (Stephen F. Austin State University), Visiting Lecturer of Business Communication and Legal Studies at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2015.

Whitney Sienko, M.P.A. (Stephen F. Austin State University), Visiting Lecturer of Accounting at an academic year salary of \$41,000 for 100 percent time, effective September 1, 2015.

**Baker Pattillo**  
President

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



## EDUCATION

Haley Jameson, M.F.A. (Texas Woman's University), Associate Professor of Kinesiology and Health Science at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2015.

Jodi Jordan, M.S. (Stephen F. Austin State University), Clinical Instructor of Human Services at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2015.

Jennifer Newquist, Ph.D. (Texas Woman's University), Assistant Professor of Human Sciences at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2015.

Heather Samuelson, M.F.A. (Sam Houston State University), Assistant Professor of Kinesiology and Health Science at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2015.

## FINE ARTS

Elaine Bezold, M.F.A. (Massachusetts College of Art and Design), Visiting Assistant Professor of Art at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2015.

B. Slade Billew, M.F.A. (Virginia Commonwealth University), Visiting Assistant Professor of Theatre at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2015.

## FORESTRY AND AGRICULTURE

Yuhui Weng, Assistant Professor of Forestry (Ph.D). University of New Brunswick at an academic year salary of \$55,000 for 100 percent time effective January 4, 2016.

LIBERAL AND APPLIED ARTS

R. Nicholas Nelson, Ph.D. (University of North Texas), Visiting Assistant Professor of History at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2015.

LIBRARY

Spencer Acadia, Ph.D. (University of North Texas), Librarian II at an annual salary of \$55,000 for 100 percent time, effective November 2, 2015.

Edward Iglesias, M.S.L.S. (University of Texas), Librarian II at an annual salary of \$54,000 for 100 percent time, effective November 16, 2015.

Anjum Najmi, Ph.D. (University of North Texas), Librarian II at an annual salary of \$57,000 for 100 percent time effective December 14, 2015.

SCIENCES AND MATHEMATICS

Keli Barrios, M.S.N. (Northwestern State University), Clinical Instructor of Nursing at an academic year salary of \$54,500 for 100 percent time, effective September 1, 2015.

Kesha Becnel, M.S.N. (University of Texas at Tyler), Clinical Instructor of Nursing at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2015.

Kimberly Deaton, M.S.N. (Texas A&M Corpus Christi), Clinical Instructor of Nursing at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2015.

Christopher Ivancic, Ph.D. (Mississippi State University), Assistant Professor of Computer Science at an academic year salary of \$82,500 for 100 percent time, effective September 1, 2015.

Hector Ochoa, Ph.D. (University of Texas at El Paso), Assistant Professor of Physics and Astronomy at an academic year salary of \$76,973 for 100 percent time, effective January 1, 2016.

Colin Timmons, M.S. (Stephen F. Austin State University), Visiting Lecturer of Physics and Astronomy at an 4.5-month salary of \$22,000 for 100 percent time, effective September 1, 2015.

Stephanie Weatherford, M.S. (Stephen F. Austin State University), Visiting Lecturer of Mathematics and Statistics at an academic year salary of \$39,000 for 100 percent time, effective September 1, 2015.

Presentation and Board Action on Agenda Item 3:

STAFF APPOINTMENTS

Explanation:

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.

Recommendation:

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

ADMISSIONS

Lindsay Callaway, Admissions Regional Coordinator, at an annual salary of \$45,376 for 100 percent time, effective September 28, 2015.

Monica Gonzalez-Sanchez, Admissions Counselor, at an annual salary of \$34,428 for 100 percent time, effective July 13, 2015.

ATHLETICS

Garrett Altier, Athletic Marketing Coordinator, at an annual salary of \$36,720 for 100 percent time, effective July 13, 2015.

Brionne Clark, Assistant Coach Men's Track, at a 10.5-month salary of \$28,572 for 100 percent time, effective July 6, 2015.

Sally Higgins, Athletic Teams Coordinator Women's Basketball, at an annual salary of \$31,300 for 100 percent time, effective July 20, 2015.

**Baker Pattillo**  
President

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

**Jill Still**  
Vice President for  
University  
Advancement

**Steve Westbrook**  
Vice President for  
University Affairs

Charles Hurley, Assistant Director Athletic Media Relations, at an annual salary of \$38,110 for 100 percent time, effective September 21, 2015.

Jonathan McLaughlin, Head Coach Tennis, at a 10.5-month salary of \$42,000 for 100 percent time, effective August 17, 2015.

Emily Montana, Athletic Trainer, at an annual salary of \$43,600 for 100 percent time, effective August 3, 2015.

Brent Odziana, Athletic Strength and Conditioning Assistant, at an annual salary of \$34,144 for 100 percent time, effective August 10, 2015.

#### EDUCATION

Tatron Crane, Early Childhood Lab Teacher, at an annual salary of \$31,500 for 100 percent time, effective August 6, 2015.

Nancy Parr, Early Childhood Lab Teacher, at an annual salary of \$31,500 for 100 percent time, effective August 10, 2015.

Anita Spadaro, Outreach Gear Up Coordinator, at an annual salary of \$45,000 for 100 percent time, effective August 31, 2015.

#### FINE ARTS

Michael Tubbs, Gallery Preparator, at an annual salary of \$44,000 for 100 percent time, effective July 6, 2015.

#### HEALTH SERVICES

Kristin Reese, Nurse Practitioner, at an annual salary of \$84,000 for 100 percent time, effective August 24, 2015.

#### INFORMATION TECHNICAL SERVICES

Michael Carmical, Programmer/Analyst I, at an annual salary of \$37,103 for 100 percent time, effective July 20, 2015.

Julian Fenison, Programmer/ Analyst I, at an annual salary of \$37,100 for 100 percent time, effective September 8, 2015.

#### RESIDENCE LIFE

Kafayat Akapo, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 17, 2015.

Heather Burns, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective July 27, 2015.

Reba Carroll, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective July 27, 2015.

Kathleen Morris, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 10, 2015.

Blane Mynatt, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 26, 2015.

#### UNIVERSITY MARKETING COMMUNICATIONS

Kasi Dickerson, Senior Marketing Communications Specialist, at an annual salary of \$41,300 for 100 percent time, effective August 10, 2015.

Presentation and Board Action on Agenda Item 4:

CHANGES OF STATUS

Explanation:

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.

Recommendation:

It is recommended by the administration that the following changes of status be approved.

ACADEMIC AFFAIRS

Mary Nelle Brunson, from Associate Provost and Dean of the Graduate School at an annual salary of \$149,653 for 100 percent time, to Associate Provost and Vice President of Academic Affairs at an annual salary of \$154,890 for 100 percent time, effective September 1, 2015.

ATHLETICS

Lindsey Chronister, from Assistant Director Student Engagement at an annual salary of \$44,880 for 100 percent time, to Athletic Academic Services Assistant at an annual salary of \$38,500 for 100 percent time, effective August 17, 2015.

Joshua Lammert, from Athletic Trainer at an annual salary of \$42,300 for 100 percent time, to Athletic Trainer with a change in responsibilities at an annual salary of \$47,628 for 100 percent time, effective August 3, 2015.

**Baker Pattillo**  
President

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

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

**Jill Still**  
Vice President for  
University  
Advancement

**Steve Westbrook**  
Vice President for  
University Affairs

## BUSINESS

Todd Brown, from Associate Professor and Chair of Economics and Finance at an 11-month salary of \$137,429 for 100 percent time, to Associate Professor and Interim Associate Dean at an 11-month salary of \$137,429 for 100 percent time, with an additional stipend of \$1,000 per month for 11 months, effective September 1, 2015.

Matthew Lindsey, from Associate Professor of Management, Marketing and International Business at an academic year salary of \$105,953 for 100 percent time, to Associate Professor and Interim Chair of Business Communication and Legal Studies at an academic year salary of \$105,953 for 100 percent time, with an additional stipend of \$1,000 per month for nine months, effective September 1, 2015.

Treba Marsh, from Professor of Accounting at an academic year salary of \$121,406 for 100 percent time, to Professor and Interim Director of the School of Accountancy at an academic year salary of \$121,406 for 100 percent time, with an additional stipend of \$1,000 per month for nine months, effective September 1, 2015.

Shirley Ann Wilson, from Professor and Chair of Business Communication and Legal Studies at an 11-month salary of \$133,365 for 100 percent time, to Professor and Interim Associate Dean at an 11-month salary of \$133,365 for 100 percent time, with an additional stipend of \$1,000 per month for 11 months, effective September 1, 2015.

## CONTROLLER'S OFFICE

Jennie Blough, from Accounts Payable Clerk II at an annual salary of \$29,500 for 100 percent time, to Accounts Payable Manager at an annual salary of \$55,000 for 100 percent time, effective July 1, 2015.



## EDUCATION

Deborah Cady, from Clinical Instructor of Human Services at an academic year salary of \$55,188 for 100 percent time, to Clinical Instructor of Human Services with a change in responsibilities at an annual salary of \$75,792 for 100 percent time, effective September 1, 2015.

Heather Munro, from Clinical Instructor of Human Services at an annual salary of \$68,000 for 100 percent time, to Instructor of Human Services at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2015.

Pamela Vaughn, from Instructor of Elementary Education at an academic year salary of \$52,504 for 100 percent time, to Assistant Professor of Elementary Education at an academic year salary of \$55,079 for 100 percent time, effective September 1, 2015.

## FINE ARTS

Lisa Rodrigues, from Assistant to the Dean at an annual salary of \$41,272 for 100 percent time, to Academic Advisor at an annual salary of \$41,272 for 100 percent time, effective September 23, 2015.

## FORESTRY AND AGRICULTURE

John Michael Mehaffey, from Assistant Professor of Agriculture at an academic year salary of \$60,476 for 100 percent time, to Assistant Professor of Agriculture with a change in responsibilities at an 11-month salary of \$75,000 for 100 percent time, effective September 1, 2015.

#### INFORMATION TECHNOLOGY SERVICES

Nathan Armer, from Senior Technical Specialist at an annual salary of \$45,370 for 100 percent time to Programmer/Analyst II at an annual salary of 45,370 for 100 percent time, effective June 1, 2015.

Tracey Wilbanks, from Student Information Specialist at an annual salary of \$29,456 for 100 percent time to Security Access Specialist at an annual salary of \$41,817 for 100 percent time, effective October 12, 2015.

#### LIBERAL AND APPLIED ARTS

Michael Martin, from Associate Professor and Director of Multidisciplinary Studies at an annual salary of \$90,610 for 100 percent time to Associate Professor of English for 100 percent time at an academic year salary of \$62,000, effective September 1, 2015.

Shanta Scott, from Adjunct Faculty in Social Work at a 5-month salary of \$5,000 for 50 percent time to Visiting Clinical Instructor of Social Work at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2015.

#### POST OFFICE

John Yerger, from Director of Printing Services at an annual salary of \$52,158 for 100 percent time to Director of Printing Services and Interim Manager of Post Office at an annual salary of \$52,158 for 100 percent time with an additional stipend of \$500 per month for four months, effective September 1, 2015.

#### PROCUREMENT SERVICES

Carol Fountain, from Procurement Card Coordinator at an annual salary of \$36,800 for 100 percent time to Assistant Director of Procurement Services at an annual salary of \$70,300 for 100 percent time, effective June 1, 2015.

Leah Gentry, from Contracting Specialist at an annual salary of \$35,631 for 100 percent time to Contracting Specialist with a change in responsibilities at an annual salary of \$37,500 for 100 percent time, effective June 1, 2015.

#### RESIDENCE LIFE

Matthew Daniels, from Hall Director at an annual salary of \$29,704 for 100 percent time to Hall Director with a change in job assignment at an annual salary of \$29,735 for 100 percent time, effective July 13, 2015.

Brittany Meservey, from Hall Director at an annual salary of \$29,704 for 100 percent time to Hall Director with a change in job assignment at an annual salary of \$29,735 for 100 percent time, effective July 13, 2015.

Jayde Nelson, from Hall Director at an annual salary of \$29,704 for 100 percent time to Hall Director with a change in job assignment at an annual salary of \$29,735 for 100 percent time, effective July 13, 2015.

#### SCIENCE AND MATHEMATICS

Robert Henderson, from Associate Professor of Mathematics and Statistics at an academic year salary of \$58,709 for 100 percent time to Associate Professor with additional responsibilities at an academic year salary of \$66,000 for 100 percent time, effective September 1, 2015.

Clint Richardson, from Associate Professor of Mathematics and Statistics at an academic year salary of \$67,702 for 100 percent time to Associate Professor and Interim Chair at an 11-month salary of \$82,747 for 100 percent time with an additional stipend of \$905 per month for 11 months, effective September 1, 2015.

## UNIVERSITY MARKETING COMMUNICATIONS

Stephanie Ballard, from Marketing Communications Assistant at an annual salary of \$34,680 for 100 percent time to Marketing Communications Specialist at an annual salary of \$35,500 for 100 percent time, effective June 1, 2015.

Dixon Cartwright, from Senior Media Producer at an annual salary of \$50,000 for 100 percent time to Marketing Communications Coordinator at an annual salary of \$51,000 for 100 percent time, effective June 1, 2015.

Rachel Clark, from Editorial Coordinator at an annual salary of \$37,740 for 100 percent time to Senior Marketing Communications Specialist at an annual salary of \$38,500 for 100 percent time, effective June 1, 2015.

Robin Johnson, from Publication Specialist at an annual salary of \$42,743 for 100 percent time to Marketing Communications Coordinator at an annual salary of \$50,000 for 100 percent time, effective June 1, 2015.

Jason Johnstone, from University Webmaster at an annual salary of \$61,642 for 100 percent time to Assistant Director of Marketing Communications for Web Services at an annual salary of \$67,320 for 100 percent time, effective June 1, 2015.

Bryan Patton, from Communications Online Specialist at an annual salary of \$47,383 for 100 percent time to Marketing Communications Coordinator at an annual salary of \$51,000 for 100 percent time, effective June 1, 2015.

Presentation and Board Action on Agenda Item 5:

PROMOTIONS

Explanation:

Faculty promotions are granted by the Board of Regents. Promotions are initiated at the departmental level by one of the following methods: a faculty member submits an application for promotion on his/her own behalf or is recommended for promotion by his/her department chair. The application/recommendation is reviewed, ranked, and recommended or not recommended for approval by the departmental faculty at or above the rank sought, department chair, dean, provost/academic vice president and president. Promotions recommended for approval by the president are submitted to the board for promotion consideration.

Recommendation:

It is recommended by the administration that the following individuals be granted promotion to the academic rank indicated:

To Assistant Professor, effective fall 2015:

Leah Kahn	Elementary Education
Carolyn Stuft	Elementary Education

Steve Bullard  
Interim Provost and  
Vice President for  
Academic Affairs

Presentation and Board Action on Agenda Item 6:

FACULTY LEAVE OF ABSENCE WITHOUT PAY

Explanation:

The university may grant a leave of absence to a faculty member when departmental needs allow, provided the request has been approved through administrative channels. Leave of absence without pay for faculty members must be approved by the Board of Regents upon recommendation by the president. The following faculty member has requested a leave of absence without pay in accordance with university policy 12.11, Leave of Absence (Faculty):

Dr. Norjuan Austin, Associate Professor of English, effective fall 2015 for one academic year, to gain certification as a public school teacher and dual credit curriculum developer. On his return, Dr. Austin would use this experience to conduct observations of English Secondary Education students.

Recommendation:

The administration recommends that the faculty leave of absence without pay for Dr. Norjuan Austin be approved for academic year 2015-16.

Steve Bullard  
Interim Provost and  
Vice President for  
Academic Affairs

Presentation and Board Action on Agenda Item 7:

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:

Kathleen Belanger, Professor of Social Work, effective December 31, 2015, with 19 years of service.

Wade Carter, Librarian IV, effective August 31, 2015, with 25 years of service.

Donald Clasquin, Post Office Manager, effective August 31, 2015, with 11 years of service.

Steve Condon, Athletic Trainer, effective August 2, 2015, with 3 years of service.

Sandra Delgado, Associate Director of Project CTE (Educational Excellence Career and Technical Education grant) in Human Sciences, effective August 31, 2015, with 4 years of service.

Sheila Dyer, Lecturer of Human Services, effective July 31, 2015, with 21 years of service.

Carol Scamman, Librarian IV, effective August 31, 2015, with 33 years of service.

Virginia Walker, Accounts Payable Manager in the Controller's Office, effective September 30, 2015, with 18 years of service.

Steve Bullard  
Interim Provost and  
Vice President for  
Academic Affairs

Danny Gallant  
Vice President for  
Finance and  
Administration

Steve Westbrook  
Vice President for  
University Affairs

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
REPORT:  
Consideration of Agenda Items 8 – 9**

**David Alders**  
Chair

Report and Board Action on Agenda Item 8:

NAME CHANGE FOR DEPARTMENT OF ENGLISH IN THE COLLEGE OF  
LIBERAL AND APPLIED ARTS

Explanation:

The College of Liberal and Applied Arts requests a change in name for the Department of English to the Department of English and Creative Writing. The department believes this will better reflect the disciplines within that department.

Recommendation:

The administration recommends approval of the name change from Department of English to Department of English and Creative Writing.



## Report and Board Action on Agenda Item 9:

### 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 3.

Authorization for the University President to Suspend Faculty and Staff 11.3

Bookstore Textbook Orders 10.1

Computer and Network Security 14.2

Comprehensive Scholarship Administration (NEW)

Continuing Education 5.3

Course Fees 3.8

Faculty Workload 7.13

Final Examination Scheduling 7.14

Food Services 10.2

Meeting and Conducting Classes 7.18

Misconduct in Scholarly or Creative Activities 7.19

Notary Public 2.8

Organized Work Stoppage 11.18

Outside Employment 11.19

Reduction in Force of Nonacademic Employees 11.23

Regents Professor 7.24

Scholarship Disbursement 6.17 (TO BE DELETED)  
Second Baccalaureate Degrees 6.18  
Selection of Vice Presidents, Athletic Director and Head Coaches 1.8  
Sick Leave 12.18  
Sick Leave Pool 12.19 (TO BE DELETED)  
Ticket Office Services 16.29  
Workplace Accommodations for Lactation and Breastfeeding 11.33  
(NEW)

Report and Board Action on Agenda Item 10:

**AUTHORIZATION TO DEMOLISH UNIVERSITY WOODS APARTMENTS,  
TODD HALL AND GIBBS HALL FOR STEM BUILDING CONSTRUCTION**

Explanation:

One of the stated planning goals of the SFA 2020 Campus Master Plan (CMP) is to reinforce the STEM initiative. In association with that goal, the university has been authorized by the Texas legislature to construct a STEM Building with tuition revenue bond funding. Following that legislative approval, the SFA Board of Regents approved the construction of the STEM Building at a cost of \$46,400,000.

The CMP proposed any necessary demolition of University Wood Apartments to construct a Housing Operations Facility. The construction of the Housing Operations Facility was approved by the SFA Board of Regents on July 28, 2015, with the intent to relocate housing operations from Gibbs Hall to the new facility. The CMP further recommended demolition of Todd Hall to construct the new STEM Building. Although the CMP discusses a possible repurpose of Gibbs Hall, the plan also considers the potential demolition of the facility for future development opportunities.

Following an examination of STEM Building site options, the administration has determined that demolitions of University Woods Apartments, Todd Hall, and Gibbs Hall are necessary to relocate existing housing operations and create the construction and parking site for the new STEM Building.

Recommendation:

To prepare for the relocation of Housing Operations and provide appropriate construction and parking space for the STEM Building, the administration recommends authorization to demolish the University Woods Apartments, Todd Hall, and Gibbs Hall.

## Report and Board Action on Agenda Item 11:

### APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS:

#### Explanation:

The *Board Rules and Regulations* state that the Building and Grounds Committee will consider:

- use and occupancy of university property; and
- planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

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 revision as presented in Appendix 3:

Campus Facilities for Political Purposes 16.8

Class Meeting Times 4.12

Vending 16.35

Report and Board Action on Agenda Item 16 (Executive Session Item):

### 3034 RAGUET STREET PROPERTY PURCHASE

#### Explanation:

The university has an opportunity to purchase real estate located at 3034 Raguet Street. The property is located adjacent to real estate the university currently owns.

#### Recommendation:

The administration recommends the purchase of property located at 3034 Raguet Street, Nacogdoches, Texas. The administration further recommends approval to pay necessary closing costs. The source of funds for the real estate and closing costs is designated funds.

Report and Board Action on Agenda Item 14:

GRANT AWARDS

Explanation:

In fiscal year 2015, the university received multi-year grant awards totaling \$20,630,322. Of that total, grant awards allocable to fiscal year 2015 were \$7,875,832, an increase of \$131,849 since the last report.

For fiscal year 2016, the multi-year grant award total is currently \$17,806,069. Of this total, grant awards allocable to fiscal year 2016 are currently \$6,151,695.

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 grant awards allocable to fiscal year 2015 that total \$131,849 and grant awards allocable to fiscal year 2016 that total \$6,151,695. The grant awards are detailed in Appendix 2.

## Report and Board Action on Agenda Item 15:

### 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 3:

Fraud 2.7

Private Support Organizations or Donors 3.25

Property Inventory and Management 17.14

REPORTS	
<p>Report from the President</p> <ul style="list-style-type: none"> <li>• Upcoming Dates</li> <li>• The Gala</li> <li>• Commencement</li> <li>• Provost Search</li> <li>• Tobacco Policy</li> <li>• Campus Carry</li> <li>• Marching Band in New York</li> </ul>	<p><b>Baker Pattillo</b> President</p>
<p>Report from the Faculty Senate</p> <ul style="list-style-type: none"> <li>• Joint Resolution To Establish SFA as a Tobacco Free Campus</li> <li>• Senate Update</li> <li>• Faculty Accomplishments</li> </ul>	<p><b>Karen Embry-Jenlink</b> Faculty Senate Chair</p>
<p>Report from the Student Government Association</p> <ul style="list-style-type: none"> <li>• SGA Retreat</li> <li>• Tobacco Free Campus Update</li> <li>• True Lumberjack</li> </ul>	<p><b>Tristian Harris</b> SGA President</p>
<p>Appointment of Nominating Committee for Board Officers 2016-2017</p>	<p><b>Scott Coleman</b></p>
<p><b>Adjournment of Meeting (Approximately 11:00 a.m.)</b></p>	<p><b>Scott Coleman</b> Chair</p>



**Stephen F. Austin State University  
Minutes of the Meeting of the Board of Regents  
Nacogdoches, Texas  
July 27 and 28, 2015  
Austin Building 307  
Meeting 298**

**Monday, July 27, 2015**

The regular meeting of the Board of Regents was called to order in open session at 8:10 a.m. on Monday, July 27, 2015, by Chair Scott Coleman.

**PRESENT:**

Board Members:      Dr. Scott Coleman, Chair  
                             Mr. David Alders  
                             Ms. Ryan Brown-Moreno, student member  
                             Mr. Bob Garrett  
                             Ms. Brigettee Henderson  
                             Mr. Steve McCarty  
                             Mr. Barry Nelson  
                             Mr. Ken Schaefer  
                             Mr. Ralph Todd  
                             Ms. Connie Ware

President:              Dr. Baker Pattillo

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

General Counsel:     Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The board welcomed Ryan Brown-Moreno, new student regent, and Dr. Steve Bullard, newly appointed interim provost and vice president for academic affairs.

The meeting was recessed for committee meetings.

*The Building and Grounds Committee meeting convened at 8:00 a.m. and recessed at 11:30 a.m. The Finance and Audit Committee convened at 11:30 a.m. and recessed at 12:15 p.m. The Building and Grounds Committee reconvened at 1:30 p.m. and adjourned at 3:36 p.m. The Finance and Audit Committee reconvened at 3:36 p.m. and adjourned at 4:31 p.m. The*

*Academic and Student Affairs Committee convened at 4:45 p.m. and adjourned at 5:10 p.m. The Strategic Planning Committee convened at 5:10 p.m. and adjourned at 5:30 p.m.*

The chair called to order the Committee of the Whole in open session at 5:45 p.m. and immediately called for an executive session to consider the following items:

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

- Update from chief information officer
- Electronic Transfers Audit

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

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

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 general counsel, the director of audit services, the coordinator of board affairs, the vice presidents and the president (Texas Government Code, Section 551.074)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints and claims; intellectual property; EEOC complaints; legislative update; Board Rules and Regulations; Joann Fields and Rose Trotty v. SFASU and Bob Coker; and USOR Site PRP Group v. SFASU (Texas Government Code, Section 551.071)

The executive session ended at 8:00 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

## **Tuesday, July 28, 2015**

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Tuesday, July 28, 2015, in the Austin Building Board Room by Chair Scott Coleman.

### **PRESENT:**

Board Members:      Dr. Scott Coleman, Chair  
                             Mr. David Alders  
                             Ms. Ryan Brown-Moreno, student member  
                             Mr. Bob Garrett  
                             Ms. Brigettee Henderson  
                             Mr. Steve McCarty  
                             Mr. Barry Nelson  
                             Mr. Ken Schaefer  
                             Mr. Ralph Todd  
                             Ms. Connie Ware

President:              Dr. Baker Pattillo

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

General Counsel:      Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Dr. Pattillo introduced the new student regent, Ms. Ryan Brown-Moreno and the newly appointed interim provost and vice president for academic affairs, Dr. Steve Bullard. He also introduced and welcomed special guest, former regent Peggy Wright. Regent Alders led the pledge to the flags and Regent Garrett provided the invocation.

## **RECOGNITIONS**

Steve Bullard introduced the new dean of the Nelson Rusche College of Business, Dr. Tim Bisping, and introduced Dr. Robbie Steward to report on a predoctoral internship program grant awarded by the American Psychological Association to the human services department. Dr. Dana Cooper reported on the 2015 Woodrow Wilson Visiting Fellow. Dr. Pattillo introduced the new ROTC commanding officer, LTC Paul Pfeiffer. Robert Hill was introduced to present the SLC Commissioner's Cup. He introduced the athletic support staff, reported on the athletic academic success for the year, and introduced Demi Payne, the NCAA Women's Pole Vault champion and finalist for the Bowerman Trophy. Steve Westbrook introduced the team that worked on the strategic plan being considered at today's meeting.

President Pattillo introduced the Chadwick family, recipient of the following resolutions from the Board of Regents.

#### NAMING OF FAMILY BANKING PROGRAM WITHIN THE NELSON RUSCHE COLLEGE OF BUSINESS

##### **BOARD ORDER 15-29**

Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, it was ordered that the university name the family banking program within the Nelson Rushe College of Business for the Chadwick family and that the following resolution be adopted:

WHEREAS, Marleta Chadwick lost her parents at an early age, and was raised by her grandfather until his death, at which time she returned home from college to take over the family businesses; and

WHEREAS, Ms. Chadwick never had an opportunity to return to college to obtain a degree, but realized the importance of the commitment needed to successfully run a business; and

WHEREAS, she later married a Baptist minister and they made their home in Center, Texas, where he pastored a church for many years until his death; and

WHEREAS, the three children of Marleta Chadwick: David Chadwick, Martha Lou Chadwick Scott, and Carleta Chadwick Sandeen, share her interest in charitable giving and wish to follow her example; and

WHEREAS, the Chadwick family has requested that Stephen F. Austin State University establish a program to prepare students to enter the banking industry with an emphasis on community banks;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for the Chadwick Family by announcing that the Chadwick Family Banking Program will be established within the Nelson Rusche College of Business.

#### NAMING OF FINANCIAL ADVISING PROGRAM WITHIN THE NELSON RUSCHE COLLEGE OF BUSINESS

##### **BOARD ORDER 15-30**

Upon motion by Regent McCarty, seconded by Regent Garrett, with all members voting aye, it was ordered that the university name the student financial advising program within the Nelson Rushe College of Business for Marleta Chadwick and that the following resolution be adopted:

WHEREAS, Marleta Chadwick, as a young girl, lost her parents and was raised by her grandfather who owned several small businesses in Celeste, Texas; and

WHEREAS, after graduating from high school, Marleta Chadwick attended college, but during her second year, her grandfather died and she had to leave college to return home to deal with his businesses; and

WHEREAS, she later married a Baptist minister and they made their home in Center, Texas, where he pastored a church for many years until his death; and

WHEREAS, in the years that followed her grandfather's death, Marleta Chadwick was never in a position to return to college to obtain a degree, but realized the importance of the commitment needed to successfully run a business and manage finances and also recognized the value of a college education; and

WHEREAS, understanding that her life was extremely blessed, both spiritually and financially, Marleta Chadwick, now deceased, felt prompted to make a charitable gift to Stephen F. Austin State University, setting a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Marleta Chadwick by naming the financial advising program within the Nelson Rusche College of Business the Marleta Chadwick Student Financial Advisors.

## **APPROVAL OF MINUTES**

### **BOARD ORDER 15-31**

Upon motion by Regent McCarty, seconded by Regent Schaefer, with all members voting aye, it was ordered that the minutes of the April 13 and 14, 2015 regular meeting and the June 16, 2015 special meeting be approved as presented.

## **ADMINISTRATION**

### **BOARD ORDER 15-32**

Upon motion by Regent Ware, seconded by Regent Henderson, with all members voting aye, it was ordered that the following agenda items be approved:

#### **ELECTION OF PRESIDENT FOR 2015-2016**

A performance evaluation was conducted, and Baker Pattillo was reelected president of Stephen F. Austin State University for 2015-2016, at an annual salary of \$334,740, effective September 1, 2015.

#### **ELECTION OF GENERAL COUNSEL FOR 2015-2016**

A performance evaluation was conducted, and Damon Derrick was reelected general counsel for 2015-2016 at an annual salary of \$145,401, effective September 1, 2015.

## ELECTION OF CHIEF AUDIT EXECUTIVE FOR 2015-2016

A performance evaluation was conducted, and Gina Oglesbee was reelected to her position with a change in title to chief audit executive for 2015-2016 at an annual salary of \$121,723 effective September 1, 2015.

## ELECTION OF COORDINATOR OF BOARD AFFAIRS FOR 2015-2016

A performance evaluation was conducted, and Judy Buckingham was reelected coordinator of board affairs for 2015-2016 at an annual salary of \$41,927, effective September 1, 2015.

## PERSONNEL

### BOARD ORDER 15-33

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

### FACULTY APPOINTMENTS

#### BUSINESS

Christopher McKenna, Ph.D. (University of North Carolina), Assistant Professor of Business Communication and Legal Studies, at an academic year salary of \$78,000 for 100 percent time, effective September 1, 2015.

Andrew Thornley, J.D. (Harvard Law School), Assistant Professor of Business Communication and Legal Studies, at an academic year salary of \$80,000 for 100 percent time, effective September 1, 2015.

#### EDUCATION

Lauren Burrow, Ed.D. (University of Houston), Assistant Professor of Elementary Education at an academic year salary of \$59,000 for 100 percent time, effective September 1, 2015.

Gina Causin, Ph.D. (Oklahoma State University), Assistant Professor of Human Sciences, at an academic year salary of \$63,000 for 100 percent time, effective September 1, 2015.

Dustin Joubert, MA (Sam Houston State University), Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2015, contingent upon completion of doctorate by December 31, 2015.

Hyunsook Kang, Ph.D. (Texas Tech University), Assistant Professor of Human Sciences at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2015.

Suzanne Maniss, Ph.D. (St. Mary's University), Associate Professor of Human Services, at an academic year salary of \$66,000 for 100 percent time, effective September 1, 2015.

## FINE ARTS

Gennard Lombardozzi, DMA (Stony Brook University), Assistant Professor of Music, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2015.

Inga Meier, Ph.D. (University of Pittsburgh), Assistant Professor of Theatre, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2015.

## LIBERAL AND APPLIED ARTS

Jacqueline Cowan, Ph.D. (Duke University), Assistant Professor of English, at an academic year salary of \$51,000 for 100 percent time, effective September 1, 2015.

Catherine Pearte, Ph.D. (University of Central Florida), Assistant Professor of Psychology, at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2015.

Deborah Sibila, M.S. (Sam Houston State University), Visiting Instructor of Government, at an academic year salary of \$44,000 for 100 percent time, effective September 1, 2015.

Staci Willis, M.A. (Texas A&M University), Visiting Instructor of Anthropology, Geography and Sociology, at an academic year salary of \$44,000 for 100 percent time, effective September 1, 2015.

## SCIENCES AND MATHEMATICS

Christopher Aul, Ph.D. (Texas A&M University), Assistant Professor of Physics and Astronomy, at an academic year salary of \$75,973 for 100 percent time, effective September 1, 2015.

Brian Barngrover, Ph.D. (Kansas State University), Assistant Professor of Chemistry and Biochemistry, at an academic year salary of \$57,200 for 100 percent time, effective September 1, 2015.

Malcolm Hotzman, MSN (University of Texas), Clinical Instructor of Nursing, at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2015.

Angela Jones, DNP (Duquesne University), Assistant Professor of Nursing, at an academic year salary of \$65,000 for 100 percent time, effective September 1, 2015.

Jonathan Mitchell, Ph.D. (Southern Methodist University), Assistant Professor of Mathematics and Statistics, at an academic year salary of \$52,500 for 100 percent time, effective September 1, 2015.

Joy McGill Shupak, MSN (University of Texas), Clinical Instructor of Nursing, at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2015.

Marcus Webb, M.S. (Texas State University), Assistant Professor of Mathematics and Statistics, at an academic year salary of \$52,500 for 100 percent time, effective September 1, 2015, contingent upon completion of doctorate by August 31, 2015.

## STAFF APPOINTMENTS

### ATHLETICS

Payton Adams, Athletic Operations Coordinator, at an annual salary of \$41,000 for 100 percent time, effective July 13, 2015.

Kristina Alexander, Athletic Academic Services Assistant, at an annual salary of \$35,000 for 100 percent time, effective July 6, 2015.

Adler Augustin, Assistant Volleyball Coach, at a 10.5-month salary of \$28,560 for 100 percent time, effective July 20, 2015.

Leonard Bishop, Assistant Women's Basketball Coach, at a 10.5-month salary of \$56,000 for 100 percent time, effective June 15, 2015.

Kendra Cullum, Assistant Softball Coach, at a 10.5-month salary of \$33,000 for 100 percent time, effective July 6, 2015.

Mark Kellogg, Head Women's Basketball Coach, at an annual salary of \$150,000 for 100 percent time, effective May 11, 2015.

Zachary Reynolds, Assistant Director of Athletics for Media Relations, at an annual salary of \$38,110 for 100 percent time, effective May 18, 2015.

Jayci Stone, Assistant Women's Basketball Coach, at a 10.5-month salary of \$70,000 for 100 percent time, effective June 29, 2015.

### CONTROLLER'S OFFICE

Vicki Wood, Assistant Manager of Payroll, at an annual salary of \$43,000 for 100 percent time, effective April 20, 2015.

### EDUCATION

Juliann Brooks, Charter School Teacher, at a 10-month salary of \$38,950 for 100 percent time, effective July 26, 2015.

Brittany Rustin, Charter School Teacher, at a 10-month salary of \$38,950 for 100 percent time, effective July 26, 2015.



Alyssa Thornton, Charter School Teacher, at a 10-month salary of \$37,700 for 100 percent time, effective July 26, 2015.

#### HUMAN RESOURCES

Nathaniel Pruitt, Human Resources Representative, at an annual salary of \$41,000 for 100 percent time, effective June 1, 2015.

#### INFORMATION TECHNOLOGY SERVICES

Richard May, Database Administrator I, at an annual salary of \$46,845 for 100 percent time, effective June 15, 2015.

#### PHYSICAL PLANT

Pamela Temple, Central Stores Manager, at an annual salary of \$41,000 for 100 percent time, effective June 1, 2015.

#### RESIDENCE LIFE

Matthew Daniels, Hall Director, at an annual salary of \$29,704 for 100 percent time, effective March 25, 2015.

Brittany Meservey, Hall Director, at an annual salary of \$29,704 for 100 percent time, effective April 13, 2015.

Jayde Nelson, Hall Director, at an annual salary of \$29,704 for 100 percent time, effective March 23, 2015.

Dominique Rodriguez, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective July 13, 2015.

#### STUDENT AFFAIRS SUPPORT SERVICES

Jennifer Klingenberg, Counselor, at an annual salary of \$42,024 for 100 percent time, effective March 23, 2015.

#### UNIVERSITY MARKETING COMMUNICATIONS

Jocelyn Stephens, Marketing Communications Specialist, at an annual salary of \$30,000 for 100 percent time, effective March 30, 2015.

## CHANGES OF STATUS

### ACADEMIC AFFAIRS

Richard Berry, from Provost and Vice President for Academic Affairs at an annual salary of \$201,643 for 100 percent time, to Executive Assistant to the President at a two-month salary of \$33,607 for 100 percent time, effective July 1, 2015.

Steven Bullard, from Dean of the Arthur Temple College of Forestry and Agriculture and Henry. M. Rockwell Chair at an annual salary of \$210,377 for 100 percent time, to Interim Provost and Vice President for Academic Affairs with an annual salary of \$210,377 with a salary supplement of \$2,000 monthly for interim duties, effective July 1, 2015.

### ATHLETICS

Jamila Ganter, from Assistant Women's Basketball Coach at a 10.5-month salary of \$50,492 for 100 percent time, to Assistant Women's Basketball Coach with a change in responsibilities at an annual salary of \$64,000 for 100 percent time, effective June 1, 2015.

### CONTROLLER'S OFFICE

Tambra Thompson, from Assistant Manager of Payroll at an annual salary of \$43,912 for 100 percent time, to Accountant II at an annual salary of \$43,912 for 100 percent time, effective March 30, 2015.

### FINANCIAL AID

Donna Lee, from Counter Supervisor at an annual salary of \$29,494 for 100 percent time, to Financial Aid Officer at an annual salary of \$35,500 for 100 percent time, effective June 8, 2015.

Tammy Mitchum, from Financial Aid Officer at an annual salary of \$37,040 for 100 percent time, to Assistant Director of Financial Aid at an annual salary of \$48,500 for 100 percent time, effective April 1, 2015.

Kristan Smith, from Financial Aid Specialist at an annual salary of \$26,633 for 100 percent time, to Financial Aid Officer-Scholarships at an annual salary of \$35,500 for 100 percent time, effective April 20, 2015.

### FORESTRY AND AGRICULTURE

Kenneth Farrish, from Professor of Forestry and Interim Chair of Geology at an academic year salary of \$111,617 with a salary supplement of \$1,000 per month for 12 months for interim duties, to Professor of Forestry at an academic year salary of \$111,617 effective July 1, 2015.

Sarah Fuller, from Forestry Marketing Communications Assistant (Temporary) at an annual salary of \$31,198 for 100 percent time, to Outreach Coordinator at an annual salary of \$41,500 for 100 percent time, effective July 1, 2015.

Matthew McBroom, from Associate Professor of Forestry at an academic year salary of \$63,429 for 100 percent time, to Associate Professor and Interim Associate Dean of the Arthur Temple College of Forestry and Agriculture at an academic year salary of \$63,429 for 100 percent time with a salary supplement of \$1,000 monthly for interim duties, effective July 1, 2015.

Hans Williams, from Professor of Forestry and Associate Dean of the Arthur Temple College of Forestry and Agriculture at an annual salary of \$118,874 for 100 percent time, to Professor and Interim Dean of the Arthur Temple College of Forestry and Agriculture at an annual salary of \$118,874, with a salary supplement of \$1,000 monthly for interim duties, effective July 1, 2015.

#### GRADUATE SCHOOL

Richard Berry, from Executive Assistant to the President at a two-month salary of \$33,607 for 100 percent time, to Dean of the Graduate School at an annual salary of \$152,067 for 100 percent time, effective September 1, 2015.

#### HUMAN RESOURCES

John Wyatt, from Senior HR Representative at an annual salary of \$48,000 for 100 percent time, to Assistant Director of Human Resources at an annual salary of \$69,000 for 100 percent time, effective April 16, 2015.

#### LIBERAL AND APPLIED ARTS

Leslie Cecil, from Associate Professor of Anthropology, Geography and Sociology at an academic year salary of \$58,418 for 100 percent time, to Associate Professor and Chair of Anthropology, Geography and Sociology at an 11-month salary of \$92,000 for 100 percent time effective September 1, 2015.

Robert Szafran, from Professor and Chair of Anthropology, Geography and Sociology at an 11-month salary of \$123,069 for 100 percent time, to Professor of Anthropology, Geography and Sociology at an academic year salary of \$92,500 for 100 percent time, effective September 1, 2015.

#### PHYSICAL PLANT

Jeffery Ghiringhelli, from Plant Operations Analyst at an annual salary of \$63,651 for 100 percent time, to Assistant Director of Physical Plant at an annual salary of \$74,000 for 100 percent time, effective June 1, 2015.

## SCIENCES AND MATHEMATICS

Sara Bishop, from Associate Professor and Interim Director of the Richard and Lucille DeWitt School of Nursing at an 11-month salary of \$74,957 for 100 percent time with a salary supplement of \$500 per month for interim duties to Associate Professor and Director of the Richard and Lucille DeWitt School of Nursing at an annual salary of \$115,000 for 100 percent time, effective September 1, 2015.

Wesley Brown, from Associate Professor of Geology at an academic year salary of \$66,862 for 100 percent time, to Professor and Chair of Geology at an annual salary of \$110,000 for 100 percent time, effective June 15, 2015.

John Moore, from Professor of Chemistry and Interim Chair of Biology at an annual salary of \$106,667 for 100 percent time with a salary supplement of \$1,473 per month for 12 months for interim duties, to Professor of Chemistry at an academic year salary of \$80,850 for 100 percent time, effective July 1, 2015.

## PROMOTIONS

The following were granted promotion to the academic rank indicated:

To Professor, effective September 1, 2015:  
Wesley Brown, Geology

To Professor Emeritus, effective fall 2015  
Thomas Segady, Anthropology, Geography and Sociology

## RETIREMENTS

The following retirements were accepted:

Michael Bobo, Professor of Kinesiology and Health Science, effective May 31, 2015, with 34 years of service.

Wilbur Clark, Associate Professor of Accounting, effective May 31, 2015, with 31 years of service.

James Dowling, Physician in Student Health Services, effective July 15, 2015, with 17 years of service.

Anthony Duben, Professor of Chemistry, effective August 31, 2015, with 10 years of service.

Evie Jones, Manager of Central Stores, effective April 30, 2015, with 36 years of service.

Gary Parker, Instructor of Art, effective May 31, 2015, with 29 years of service.

Robert Patterson, Coordinator of Human Services, effective August 31, 2015, with 23 years of service.

Elizabeth Rhodes, Professor of Kinesiology and Health Science, effective May 31, 2015, with 24 years of service.

Pamela Roberson, Associate Professor of Mathematics and Statistics, effective May 31, 2015, with 32 years of service.

Violet Rogers, Professor of Accounting, effective May 31, 2015, with 24 years of service.

#### **BOARD ORDER 15-34**

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

#### **HOLIDAY SCHEDULE 2015-2016**

WHEREAS, the board considered the following: Fourteen holidays are allowed by the state for 2015-2016. The following schedule will allow SFA to be closed for Labor Day, two days at Thanksgiving, eight working days during Christmas, five working days during Spring Break, Memorial Day, and Independence Day which totals 18 days. Employees will be required to take two days of vacation or compensatory time on December 30 and 31, and two days of vacation or compensatory time on March 17 and 18. Campus buildings will be closed for 12 days during the Christmas break, and nine days during Spring Break, which will result in significant energy savings.

September 7    Labor Day  
November 26-27    Thanksgiving Break  
December 23-January 1    Christmas Break  
March 14-18    Spring Break  
May 30    Memorial Day  
July 4    Independence Day

THEREFORE, this holiday schedule for 2015-2016 was approved as presented.

### **ACADEMIC AND STUDENT AFFAIRS**

#### **BOARD ORDER 15-35**

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

#### **INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL**

Revisions to the Athletic Policies and Procedures Manual were approved as presented in Appendix 1.

## PURPLE PRIDE LICENSING

WHEREAS, the board members considered the following: Dr. David Creech, professor emeritus, and Dawn Stover, research associate for the SFA Mast Arboretum, invented a novel cultivar of *Prunus angustifolia*, named Purple Pride. The university filed for patent protection and has taken the plant to market. The university's Intellectual Property policy states: "Agreements which grant a third party the right to make, use, or sell a patented invention, invention know-how, or trade secret that has been disclosed and assigned to, or is otherwise owned by the university shall require approval by the Board of Regents." The SFA Mast Arboretum desires to license to an additional nursery.

THEREFORE, it was ordered that the president be authorized to enter into license agreements with Tree Town USA and Almost Eden as reviewed and approved by the general counsel.

## CORE CURRICULUM REVISION

WHEREAS, the board members considered the following: As directed by legislation, the Texas Higher Education Coordinating Board issued rules requiring a complete revision of core curriculum in all Texas public institutions of higher education with implementation beginning in the fall 2014 semester. Institutions may change or make revisions to their Texas Core Curriculum once a year. Accordingly, the SFA Core Curriculum Committee reviewed proposals for the addition of courses to the core curriculum. The Council of Deans and the provost have approved the addition of the following courses to the core curriculum: AGN 110 Crop Science, PHY 118 Acoustical Physics and KIN 1XX Lifetime Wellness, listed in Appendix 2 in the appropriate curriculum component area. Following board approval, the additions will be submitted to the coordinating board for review and approval.

THEREFORE, it was ordered that the proposed additions to the core curriculum identified in Appendix 2 be approved.

## ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 9:

Access to University Records 2.1  
Compensation from Grants, Contracts and Other Sponsored Agreements 12.1  
Computing Software Copyright 9.1  
Course Add/Drop 6.10  
Dead Week 7.8  
Discrimination Complaints/Sexual Harassment 2.11  
Effort Reporting and Certification for Sponsored Activities  
Faculty Code of Conduct 7.11  
Faculty Compensation 12.6  
File Maintenance for Faculty Personnel Files 4.6  
Financial Conflicts of Interest in Sponsored Activities 8.2  
Grants and Contracts Administration 8.3

Illicit Drugs and Alcohol Abuse 13.11  
Institutional Animal Care and Use Committee (IACUC) 8.6  
Misconduct in Federally Funded Research 8.7  
Nepotism 11.16  
Payments to Human Research Subjects 8.8  
Prohibition of Campus Violence 13.5 (TO BE DELETED)  
Radioactive or Radiation-Producing Materials or Equipment 13.7  
Research Development Program 8.10  
Satisfactory Academic Progress for Financial Aid Recipients 6.16  
Service Awards 12.7  
Sexual Misconduct 2.13 (NEW)  
Social Media 15.11 (NEW)  
Student Code of Conduct 10.4  
Wireless Networking 14.11

## **BUILDING AND GROUNDS**

### **BOARD ORDER 15-36**

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

#### **APPROVAL TO CONSTRUCT A SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) BUILDING**

WHEREAS, the board members considered the following: The university was authorized by the 84<sup>th</sup> Texas Legislature to construct a \$46,400,000 STEM building. The legislature approved tuition revenue bond debt service funding for fiscal year 2016-17. The university seeks approval to construct and equip a STEM building at a project cost not to exceed \$46,400,000.

THEREFORE, it was ordered that the university proceed with the STEM Building project at a cost not to exceed \$46,400,000. The project will be funded with proceeds from a tuition revenue bond issue.

### **BOARD ORDER 15-37**

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

#### **SELECTION OF AN ARCHITECTURAL FIRM TO DESIGN THE STEM BUILDING**

WHEREAS, the board members considered the following: The university seeks approval to proceed with the design of the STEM Building with the selection of an architectural firm. Requests for qualifications (RFQ) were issued and respondents were evaluated and ranked by a review committee that consisted of academic members, construction, and finance staff members. Three finalists were selected from the group of respondents to make presentations to the Building and Grounds Committee: Kirksey Architecture, Perkins+Will, and SmithGroupJJR, Inc.

On July 27, 2015, the Building and Grounds Committee met and heard from Danny Gallant, vice president for finance and administration, who provided an overview regarding the responses to a Request for Qualifications for architectural services related to the STEM building project. A copy of the evaluation team summary was provided to the committee members. The committee interviewed each of the finalists in the selection of the architect for the STEM building project. Major discussion issues in the selection of an architect for the STEM building project included: the collaboration concepts presented, past history with the university and in-house and subcontracted services. Following their discussion, the Building and Grounds Committee agreed to recommend to the Board of Regents that the university enter into negotiations with Kirksey Architecture for this project.

THEREFORE, it was ordered that the university enter into negotiations with Kirksey Architecture to serve as architect for the STEM building. It was further ordered that the president be authorized to sign any associated contracts or purchase orders.

#### **BOARD ORDER 15-38**

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

#### **SELECTION OF A CONSTRUCTION MANAGER AT RISK (CMR) FOR THE STEM BUILDING**

WHEREAS, the board members considered the following: The university seeks approval to proceed with the construction of the STEM Building when architectural design plans are completed. The administration wishes to select a CMR to work with the architects as the design plans are developed. Requests for proposals (RFP) were issued and respondents were evaluated and ranked by a review committee that consisted of academic members, construction, and finance staff members. Three finalists were selected from the group of respondents to make presentations to the building and grounds committee: JE Dunn Construction, J. E. Kingham Construction Company, and Swinerton Builders

On July 27, 2015, the Building and Grounds met to consider this item. Danny Gallant, vice president for finance and administration, provided an overview to the Buildings and Grounds Committee of the Board of Regents regarding the responses to a Request for Proposal for construction manager at risk services related to the STEM building project. A copy of the evaluation team summary was provided to the committee members. The committee interviewed each of the finalists in the selection of the construction manager at risk for the STEM building project. Major discussion issues in the selection of a construction manager at risk for the STEM building project included: anticipated cost, knowledge of and relationship with subcontractors, and past history with the university. The Buildings and Grounds Committee agreed to recommend to the full board that the university enter into negotiations with J. E. Kingham Construction Company for this project.



THEREFORE, it was ordered that the university enter into negotiations with J.E. Kingham Construction Company to serve as CMR for the STEM building. It was further ordered that the president be authorized to sign any associated contracts or purchase orders.

#### **BOARD ORDER 15-39**

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

#### **APPROVAL OF THE FISCAL YEAR 2015-2016 CAPITAL PLAN**

WHEREAS, the board considered the following: The university has a long term campus infrastructure plan that addresses capital renewal, planned maintenance and renovation projects. The 2015-2016 capital plan includes academic, student life, building, and life safety initiatives.

THEREFORE, the fiscal year 2015-2016 capital plan was approved as presented in Appendix 4. Project funding was approved as listed, the source of funds for each project was approved as presented, and the president was authorized to sign associated purchase orders or contracts.

#### **BOARD ORDER 15-40**

Upon motion by Regent Schaefer, seconded by Regent Todd, with all members voting aye with the exception of Regent Henderson, who recused herself from the discussion and vote on this item, it was ordered that the following item be approved.

#### **SELECTION OF AN ARCHITECT TO DESIGN THE HOUSING OPERATIONS FACILITY**

WHEREAS, the board considered the following: The university presented a 2015-16 capital plan request to construct a housing operations facility. To develop the proposal, the administration utilized the architectural firm of Goodwin, Lassiter, and Strong under the existing hourly IDIQ architectural contract for preliminary design work. The university wishes to complete design the facility's design and begin construction.

THEREFORE, it was approved for Goodwin, Lassiter, and Strong to serve as the architectural firm to design the housing operations facility. The president was authorized to sign associated contract(s) and purchases orders.

#### **BOARD ORDER 15-41**

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

The Board of Regents adopted the following policy revisions as presented in Appendix 9:

Building Design Standards 16.6  
Energy Conservation 16.10  
Fleet Management 16.11  
Kennedy Auditorium 16.14  
Lease, Rental or Use of Off-Campus Facilities 16.15

Naming Guidelines 1.5  
Rental of University Vehicles 16.23

## **FINANCIAL AFFAIRS**

### **BOARD ORDER 15-42**

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

#### **ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT**

WHEREAS, the audit services report as presented included an Electronic Transfers Audit, Accounts Receivable Audit, Environmental Health and Safety Audit, Testing Services Audit, and an update on the annual audit plan.

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

#### **ADOPTION OF THE FISCAL YEAR 2015-2016 CAPITAL PLAN BUDGET**

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 2015-16 capital plan includes academic, student life, building, and life safety initiatives.

THEREFORE, it was ordered that the fiscal year 2015-2015 capital budget totaling \$7,077,169 be adopted. Project funding was approved as listed in Appendix 4, the source of funds for each project was approved as presented, and the president was authorized to sign associated purchase orders or contracts.

#### **APPROVAL OF THE FISCAL YEAR 2015-2016 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 2016-17 biennium, the recommended institutional budget totaling \$242,013,985 for fiscal year 2015-16 is submitted for approval. The proposed budget includes faculty promotions, staff reclassifications, and a 3% merit pool for faculty and staff. A detailed Higher Education Fund allocation is included in Appendix 5.

THEREFORE, it was ordered that the 2015-16 annual operating budget that totals \$ 242,013,985 be approved, along with the HEF allocations included in Appendix 5.

#### **ADOPTION OF THE EXPENDITURE REIMBURSEMENT RESOLUTION FOR A STEM BUILDING**

WHEREAS, the board members considered the following: As part of the STEM Building construction initiative, the university wishes to seek begin pre-construction planning before bonds are issued. To begin that process and qualify pre-bond issuance expenditures for

reimbursement, the administration submits a STEM Building bond reimbursement resolution in Appendix 6.

THEREFORE, it was ordered that the STEM Building expenditure reimbursement resolution in Appendix 6 be adopted.

#### AD ASTRA CONTRACT EXPANSION

WHEREAS, the board members considered the following: Last fiscal year, the university contracted with Ad Astra Information Systems to obtain data used for more efficient space utilization management. The administration is examining ways to create additional efficiencies and wishes to expand the scope of Ad Astra's services to include a detailed analysis of student course demand and class scheduling. Information obtained from the analysis is expected to provide options for more efficient resource reallocation.

THEREFORE, it was approved for the university to contract with Ad Astra to examine instructional delivery efficiency opportunities at a cost not to exceed \$150,000. The fund source(s) will be designated funds. The president was authorized to sign the contract(s) and associated purchase orders.

#### AUTHORITY TO MOVE ENERGY PROJECT PHASE III CAPITAL FUNDS TO FUND BALANCE

WHEREAS, the board members considered the following: As a part of the Phase III energy project with Siemens Industry Inc., at the October 27, 2014 meeting the Board of Regents authorized certain fiscal 2015 capital plan items to be incorporated into the project's third phase. Those items were air handlers in the Liberal Arts North Building at a cost of \$275,000, residence life facilities' cooling towers for \$225,000, and water and air handler equipment at Johnson Coliseum for \$90,000. To leverage energy savings operating funds, the university wishes to create flexibility to utilize the original funding sources for appropriate capital support or debt service payments.

THEREFORE, it was ordered that the university be authorized to return the funds identified for air handlers, cooling towers, and water and air handling equipment to the original funding source. \$275,000 will be returned to the higher education fund balance, \$225,000 to the auxiliary fund balance, and \$90,000 to the designated fund balance.

#### ADDITIONAL EDUCATIONAL ADVISORY BOARD STUDENT SUCCESS COLLABORATIVE SERVICES

WHEREAS, the board members considered the following: The university has been a member of the Education Advisory Board (EAB) Academic Affairs Forum for a number of years. For the past three years, the university has been a part of the EAB Student Success Collaborative (SSC). EAB recently purchased GradesFirst, to combine with the SSC and create the Care Coordination Platform, with the combined product to be known as SSC Campus. The administration wishes to add the Care Coordination Platform to our current services. The total cost of the platform to

include the new functionality is \$714,935. The total cost of the platform to include the new functionality is \$714,935 for a five year period that extends through December 30, 2020.

THEREFORE, the university's expanded participation in the SSC and the Care Coordination Platform through the EAB, effective through December 30, 2020, was approved at a cost not to exceed \$714,935. The president was authorized to sign associated contracts and purchase orders.

#### PURCHASE OF ATHLETIC VIDEO EQUIPMENT

WHEREAS, the board members considered the following: The university is nearing the end of a 10-year agreement which provided the university with video boards, outdoor marquees, scoreboards and advertising sales. The revenue generated from the corporate sponsorships and advertising sales paid for the equipment. The existing equipment has reached the end of its useful life, and the university desires to replace the existing video/scoreboard structures with larger, better quality LED displays that will enhance the game experience for fans and provide additional sponsorship revenue at the venues. Unlike the prior agreement, the university will maintain full control of all corporate sponsorships, advertising sales and revenue.

THEREFORE, the purchase of the following athletic video and scoring system upgrades from Daktronics Inc. was approved: new video board and scoring components at Homer Bryce Stadium; new video board, scoring components, electronic fascia and digital courtside tables at William R. Johnson Coliseum; upgrade of the existing marquee at the corner of East College and University Drive; and new scoreboards for women's soccer, baseball and softball, all not to exceed \$3,000,000.

It was further ordered that the video boards and components be financed with a five-year municipal lease-purchase agreement through Banc of America Public Capital Corp. Revenue from corporate sponsorships and advertising will provide a level of support for the lease payments. It was approved that designated fund balance will be used to pay the difference between corporate sponsorship revenue and the amounts of the lease-purchase payments. It was further ordered that the municipal lease-purchase agreement resolution with Banc of America Public Capital Corp in Appendix 7 be approved. The president was authorized to sign associated purchase orders and contracts.

#### LATE PAYMENT FEE

WHEREAS, the board members considered the following: Students on the installment plan currently pay a late installment fee if the installment plan payment is made after the due date. No fees are charged if a student misses other payment due dates, such as due dates for short-term loans or repayment agreement due dates.

THEREFORE, it was ordered that the late payment fee of \$25 apply to short-term loan or bill repayment plan payments that are made after the scheduled due dates. It was ordered that the late fee changes begin in the fall 2015 semester.

## GRANT AWARDS

WHEREAS, board members considered the following: To date in fiscal year 2015, the university has received multi-year grant awards applicable to fiscal year 2015 totaling \$20,414,814, an increase of \$666,180 since the last report. Of this total, grant awards allocable to fiscal year 2015 are currently \$7,743,983, an increase of \$414,678 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, it was ordered that the additional grant awards allocable to fiscal year 2015 that total \$414,678 be approved and ratified. These grant awards are detailed in Appendix 8.

## APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 9:

Auditing a Course – Tuition and Fees 3.3  
Best Value Procurement 17.1  
Central Stores 17.3  
Check Cashing 3.7  
Contracting Authority 1.3  
Delegated Purchasing Authority 17.5  
Ethics 2.6  
External Bank Accounts 3.14  
Fixed Amount Awards 8.12 (NEW)  
Indirect Cost Recovery, Distribution, and Use and Fixed-Price Agreements 8.5  
Institutional Reserves Fund 3.19  
Memberships 17.10  
Payment Card Acceptance and Security 14.8  
Physical Plant Charges 16.20  
Procurement Training 17.25  
Purchase Requisition 17.19  
Purchase Voucher 17.20  
Purchases from Employees 17.21  
Purchasing Ethics and Confidentiality 17.22  
Travel 3.29

## STRATEGIC PLAN 2023

### BOARD ORDER 15-43

Upon motion by Regent McCarty, seconded by Regent Ware, with all members voting aye, it was ordered that the following agenda item be approved:

#### ADOPTION OF 2023 STRATEGIC PLAN: SFA ENVISIONED

WHEREAS, the board members considered the following: Over the past ten months the campus community, along with external stakeholders, has been engaged in a collaborative strategic planning process to develop a vision for the preferred future of SFA and the specific goals that will focus our work as this vision is implemented.

A planning team of 39 faculty and staff members interacted with more than 2,100 people to engage their thinking and solicit their ideas. More than 50 specialized reports from those interactions were shared with the university community on a dedicated website. In an intense review of what had been learned, this team then condensed the primary issues that emerged into six strategic priorities. Concept papers expanding an understanding of each of the six priorities were developed and shared with the university community as well as with a group of internal and external stakeholders in a day-long conference designed to develop a comprehensive statement regarding the preferred future for the university. The planning team, using this vision statement, then developed potential goals for implementing this vision. These proposed goals were honed by the executive leadership into a framework that gives structure and focus to the work going forward (Appendix 3).

THEREFORE, the *SFA Envisioned* strategic plan was approved as presented for a term to begin immediately and conclude on September 18, 2023 to coincide with the 100<sup>th</sup> anniversary of the university.

## BOARD RULES AND REGULATIONS

### BOARD ORDER 15-44

Upon motion by Regent Ware, seconded by Regent Henderson, with all members voting aye, it was ordered that the following agenda item be approved:

#### REVISION OF BOARD RULES AND REGULATIONS

WHEREAS, the board members considered the following: The *Rules and Regulations of the Board of Regents* provide guidelines for the performance of duties which are delegated to the board by the Texas Legislature. Regular updates are necessary to reflect needed changes. Proposed changes were emailed to members of the board fifteen days before this July 28 meeting, as required for their consideration. The general counsel has reviewed the proposed updates shown in Appendix 10.

Section 4 has been updated to reflect current law with regard to the broadcasting of board meetings. Sections 6-8 have been modified to provide clarity in the event of a vacancy to one of the elected positions. The proposed language clarifies the previously existing rules and how such rules would be interpreted in the event of a vacancy. Section 27 has also been modified to mirror a proposed change to the Naming Guidelines (1.5) policy.

THEREFORE, the Board of Regents adopted the revisions to the *Rules and Regulations of the Board of Regents* as presented in Appendix 10.

## **REPORTS**

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

- Upcoming Dates: August 15 commencement with Judy McDonald as the speaker; September 19 Parents Day; October 3 Battle of the Piney Woods in Reliant Stadium, Houston; October 31 Homecoming with the Fall Board of Regents meeting following on November 1 and 2.
- Tobacco-free campus
- Band Trip to New York for the Macy's Day Thanksgiving Parade
- Dr. Richard Berry's appointment as Dean of the Graduate School
- Legislative Follow-up

Dr. Karen Embry-Jenlink, faculty senate chair, reported on the following:

- Introductions
- Faculty Senate Update
- McGee Room 483
- Proposal for SGA Ombuds Position
- Newly Elected Senators

Tristian Harris, SGA president, gave a report on the following topics:

- Smoke-free campus
- Watermelon Bash on August 31 from 3 to 5 p.m.
- Weeks of Welcome

The meeting was adjourned by Chair Coleman at 10:43 a.m.

**Stephen F. Austin State University**  
**Minutes of the Board of Regents Special Telephone Meeting**  
**August 17, 2015**  
**1:00 p.m.**  
**Austin Building, Room 307**  
**Nacogdoches, Texas**  
**Meeting 299**

A special telephone meeting of the SFA Board of Regents was called to order in open session on Monday, August 17, 2015, at 1:03 p.m. by Chair Scott Coleman.

**PRESENT BY TELEPHONE:**

Board Members:      Scott Coleman, Chair  
                             David Alders  
                             Ryan Brown-Moreno  
                             Bob Garrett  
                             Brigettee Henderson  
                             Barry Nelson  
                             Ken Schaefer  
                             Ralph Todd

**PRESENT IN ROOM 307:**

Board Member:      Steve McCarty

President:             Dr. Baker Pattillo

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

General Counsel      Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Ware was unavailable for the meeting.

The chair called for an executive session at 1:04 p.m. to consider the following:

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

The executive session ended at 1:23 p.m. and the board reconvened in open session.



**Board Order 15-45**

Upon motion by Regent McCarty, seconded by Regent Todd, with all members voting aye, the following item was approved.

**ACCEPTANCE OF REAL ESTATE: PINECREST SUBDIVISION**

The Board of Regents accepted Lots 16, 19 and 20, Block 5, of Pinecrest subdivision from Carol Dubberly Offield, Marilyn Rhinehart and Emmett Dubberly.

**Board Order 15-46**

Upon motion by Regent Alders, seconded by Regent Henderson, with all members voting aye, the following item was approved.

**1515 BAKER STREET PROPERTY PURCHASE**

The Board of Regents approved the purchase of property located at 1515 Baker Street, Nacogdoches, Texas, and the payment of associated closing costs. The source of funds for the real estate and closing costs will be designated funds.

The meeting was adjourned at 1:25 p.m.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**DEPARTMENT OF AUDIT SERVICES**  
**INTERNAL AUDIT CHARTER**  
**November 1, 2015**

**Purpose**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the university's operations. It helps the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of the Department of Audit Services is to provide the Board of Regents and the President an independent appraisal of the adequacy and the effectiveness of the University's system of internal administrative and accounting controls and the quality of performance when compared with established standards. The primary objective is to assist the Board of Regents, the President and University management in the effective discharge of their responsibilities.

**Authority**

The Department of Audit Services is an integral part of Stephen F. Austin State University and functions within established policies. The Chief Audit Executive is appointed by the Board of Regents in accordance with the Board of Regents Rules and Regulations. The Chief Audit Executive reports functionally to the Board of Regents and administratively to the President.

The Department of Audit Services will have unrestricted access to all University activities; records, both manual and electronic; property; and personnel relevant to any area being reviewed. Members of the Audit Services' staff will handle all documents and other information acquired in the course of their duties prudently.

**Standards**

The Department will operate within the guidelines of the Texas Internal Auditing Act (Article 6252 – 5d., V.A.C.S.), the Institute of Internal Auditors Professional Practices Framework which includes the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing as mandatory guidance. In addition, where applicable the Department will follow Generally Accepted Government Auditing Standards.

**Principles and Independence**

The Department of Audit Services will uphold the principles of integrity, objectivity, confidentiality, and competency. Employees will be independent of the activities or operations they review and free of all operational and management responsibilities that will impair the auditor's ability to review independently all aspects of the university's operations.

**Responsibility**

The Department of Audit Services will fulfill its responsibility to the Board of Regents and the President by:

- developing an audit plan based on a risk analysis which includes consideration of the university's goals and objectives and the concerns of management and the Board of Regents.
- providing audit coverage that consistently meets the needs and expectations of management and the Board of Regents.
- following up on identified weaknesses, findings and recommendations from previous audit work.
- participating in a program of quality assurance designed to ensure the increasing professionalism of the department and standard of the work performed.
- performing consulting services including advisory and related service activities, the nature and scope of which are agreed upon and which are intended to add value and improve the university's governance, risk management, and control processes without assuming management responsibility.
- Performing non-audit services such as special projects, policy reviews, facilitation, training, and committee service.

Annually the Chief Audit Executive will submit information on the annual audit plan, work schedule, and staffing plan to the President for his review and to the Board of Regents for their approval. Quarterly the Chief Audit Executive will provide activity reports to the President and the Board of Regents detailing progress against the annual audit plan, audit accomplishments, and highlights of any significant audit findings and recommendations. The Chief Audit Executive will submit reports as required to the State Auditor's Office, Governor's Office, Legislative Budget Board and Sunset Advisory Commission.

The scope of audit activities will include all controls, reports and operations of the University. The Department of Audit Services will examine and evaluate:

- The reliability and integrity of financial and operating information and the means used to identify, measure, classify and report information.
- The systems established to ensure compliance with policies, plans, procedures, laws and regulations that could have a significant impact on the University.
- The means of safeguarding assets and verifying their existence.
- The economy and the efficiency with which resources are employed.
- The extent to which the operations and programs of the University are consistent with its objectives and goals.
- The ethics objectives and activities of the University.
- The potential for fraud and the management of fraud risk.

**Report to the Board of Regents – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

**Summary Report – Fiscal Year 2015**

**Amounts allocable to FY15** (detailed in this report)

Direct Federal	\$	0
Federal Pass-through	\$	68,056
State and State Pass-through	\$	39,336
Private and Local Government	\$	24,457
<b>TOTAL</b>	\$	<b>131,849</b>
<b>Cumulative amount allocable to FY15</b>	\$	<b>7,875,832</b>
<b>New awards</b> (detailed in this report, all project years)	\$	<b>215,508</b>
<b>Cumulative award total, all project years</b>	\$	<b>20,630,322</b>

*New, Additional, or Previously Unreported Awards for FY 2015*

**Federal Pass-through**

**Title:** *\*Pilot-scale Implementation of North American Bat Monitoring Program in Texas*

**Sponsor:** Texas Parks and Wildlife (FWS – US Department of the Interior)  
 Award # 469859 (F15AP00257 TXU2-1-1), CFDA 15.634

**Award Term:** July 30, 2015 – August 31, 2016

**PI/PD:** Dr. Christopher Comer, Forestry

**Total Award:** \$40,052      **Amount Allocable to FY 2015:** \$28,572

*This project will pilot test protocols used for the North American Bat Monitoring project in East Texas counties in order to monitor the effect of emerging threats on bat populations.*

**Title:** *\*Onsite Examination of Family and Community Resource Centers*

**Sponsor:** University of Iowa (Dept. of Health and Human Services -HRSA)  
 Award # W000711924 (U56RH05539), CFDA 93.223

**Award Term:** April 15, 2015 – June 30, 2015

**PI/PD:** Dr. Kathleen Belanger, School of Social Work

**Total Award:** \$10,000      **Amount Allocable to FY 2015:** \$10,000

*This subaward agreement provides funds to examine model family resource centers in school districts in Kentucky through on-site visits and interviews, and to analyze data that will contribute to articles and a policy brief.*

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

**Previously Described Awards**

**Visually Impaired Preparation (VIP) Program** (Award # TSVBI/SFA, CFDA 84.027)  
**Award Total:** \$552,000      **Additional Amount allocable to FY 2015:** \*\$25,000

**Interlibrary Loan Reimbursement Program** (Award # LS-00-14-0044-14, CFDA 45.310)  
**Award Total:** \$16,362      **Amount allocable to FY 2015:** \*\$4,484

**Subtotal Current Year Awards (this report) = \$68,056**  
**Subtotal New Federal Pass-through Awards (total award) = \$79,536**

**State and State Pass-through Awards**

**Previously Described Awards**

**Disability Services – Reader Services**  
**Award Total:** \$120,076      **Additional Amount allocable to FY 2015:** \*\$34,336

**Disability Services - Telephone Reimbursement**  
**Award Total:** \$10,000      **Amount allocable to FY 2015:** \*\$5,000

**Subtotal Current Year Awards (this report) = \$39,336**  
**Subtotal New State and State Pass-through Awards (total award) = \$39,336**

**Private Entity and Local Government Awards**

**Title:** \**Evaluating the Suitability of a Reforestation Growth-Medium Prepared by Tractor-Pulled Scraper Pans at an East Texas Lignite Surface Mine*

**Sponsor:** Luminant Environmental Research Program

**Award Term:** June 1, 2015 – May 31, 2017

**PIs/PDs:** Dr. Hans Williams and Dr. Jeremy Stovall, Forestry

**Total Award:** \$66,081      **Amount Allocable to FY 2015:** \$8,188

*Funds are provided for a graduate student to evaluate chemical and physical properties of soils at separate reclaimed mining sites.*

**Title:** \**Interpretive Study on Facilitated Dialogue & Inclusion at Grand Teton National Park*

**Sponsor:** Grand Teton Association

**Award Term:** May 21, 2015 – December 31, 2016

**PI/PD:** Dr. Pat Stephens-Williams, Forestry

**Total Award:** \$25,000      **Amount Allocable to FY 2015:** \$10,714

*This project will study dialogue techniques related to interpretive programming at the Grand Teton National Park and determine visitor expectations for such programming.*

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

<sup>1</sup>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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

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**Title: \*School Psychology (Division 16) Pre-Doctoral Internship Grant for Accreditation**

**Sponsor:** American Psychological Association

**Award Term:** July 1, 2015 – June 30, 2016

**PI/ID:** Dr. Robbie Steward, Department of Human Services

**Total Award:** \$2,000                      **Amount Allocable to FY 2015:** \$2,000

*Funds are provided to support pursuit of accreditation for the Pre-Doctoral School Psychology Internship Program at SFA in partnership with the SFA Charter School.*

**Title: \*Careers, Crossing, and Casual Dining**

**Sponsor:** All Blind Children of Texas

**Award Term:** May 27, 2015 – August 31, 2015

**PI/ID:** Dr. Michael Munro, Department of Human Services

**Total Award:** \$1,000                      **Amount Allocable to FY 2015:** \$1,000

*Funds provided by this award support an opportunity for children with visual impairments from local and regional school districts to develop independent living skills at a dining event.*

**Previously Described Awards**

***Pine Plantations on Reclaimed Minelands: Site Index, Allometry, and Carbon Sequestration in Woody Biomass***

**Award Total:** \$129,468

**Additional Amount allocable to FY 2015:** \*\$2,555

***Subtotal Current Year Awards (this report) = \$24,457***  
***Subtotal New Private and Local Awards (total award) = \$96,636***

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

*<sup>1</sup>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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

**Fiscal Year 2016 – as of October 9, 2015**

**Amounts allocable to FY16** (detailed in this report)

Direct Federal	\$ 2,795,297
Federal Pass-through	\$ 848,533
State and State Pass-through	\$ 2,141,187
Private and Local Government	\$ 366,678
<b>TOTAL</b>	<b>\$ 6,151,695</b>

**Cumulative amount allocable to FY16** **\$ 6,151,695**

**New awards** (detailed in this report, all project years) **\$ 1,781,922**

**Cumulative award total, all project years** **\$ 17,806,069**

**Direct Federal**

**Title:** *\*Science & Mathematics Attraction, Retention & Training for Texas (SMART Texas)*

**Sponsor:** National Science Foundation  
 Award # 1458520, CFDA 47,076

**Award Term:** September 15, 2015 – August 31, 2020

**PIs/PDs:** Dr. Keith Hubbard, Department of Mathematics and Statistics, and Dr. Jennifer Gumm, Department of Biology

**Total Award:** \$623,764 **Amount Allocable to FY 2016:** \$68,325

*This five-year research project will recruit and study student cohorts to increase retention rates and improve student success in STEM fields, specifically biology and mathematics.*

**Title:** *\*Digital Media Interpretation Development*

**Sponsor:** U.S. Department of the Interior, NPS  
 Award # P15AC00960 (P12AC51051), CFDA 15.945

**Award Term:** September 15, 2015 – October 31, 2018

**PI/PD:** Dr. Pat Stephens-Williams, Forestry

**Total Award:** \$21,500 **Amount Allocable to FY 2016:** \$21,500

*This project will develop digital products intended to increase awareness in support of national trails, culture, and heritage.*

**Title:** *\*SFA Native Plant Restoration Project*

**Sponsor:** U.S. Department of Agriculture, USFS  
 Award # 15-PA-11081300-026 (13-PA-11081300-006), CFDA 10.652

**Award Term:** June 16, 2015 – March 21, 2018

**PI/PD:** Dr. Brian Oswald, Forestry

**Total Award:** \$12,824 **Amount Allocable to FY 2016:** \$12,824

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

*This project will establish a dependable seed source of native Texas species that can be used for restoration projects on the National Forests in Texas and on other approved conservation lands.*

**Title: \*Texas Archeological Society Field School, Archeological Survey, and Site Evaluations**

**Sponsor:** U.S. Department of Agriculture, USFS  
 Award # 15-PA-11081300-043 (15-PA-11081300-032), CFDA 10.652  
**Award Term:** August 19, 2015 – July 1, 2020  
**PI/PD:** Dr. Robert (Zac) Selden, Center for Regional Heritage Research, College of Liberal & Applied Arts  
**Total Award:** \$12,024      **Amount Allocable to FY 2016:** \$6,012

*This project will provide cultural resource management services, such as archeological surveys, evaluations, and excavations, as well as provide oversight of the Texas Archeological Society annual field school.*

**Title: \*Center for Regional Heritage Research Collections Processing**

**Sponsor:** U.S. Department of Agriculture, USFS  
 Award # 15-PA-11081300-033 (15-PA-11081300-032), CFDA 10.652  
**Award Term:** August 19, 2015 – July 1, 2020  
**PI/PD:** Dr. Robert (Zac) Selden, Center for Regional Heritage Research, College of Liberal and Applied Arts  
**Total Award:** \$9,993      **Amount Allocable to FY 2016:** \$4,996

*This project will assist with proper collection management of artifacts, soil samples, and geological or ecological materials using approved procedures and techniques.*

*Previously detailed awards:*

**Gaining Early Awareness & Readiness for Undergraduate Programs for Success (GEAR UP)**  
**Award Total:** \$7,445,050      **Amount allocable to FY 2016:** \$1,184,720

**Research Study to Assess the Impact of Professional Development on English Language Learners (Project CONFIANZA)**  
**Award Total:** \$1,988,947      **Amount allocable to FY 2016:** \$400,000

**McIntire-Stennis Cooperative Forestry Research Program**  
**Award Total:** \$493,212      **Amount allocable to FY 2016:** \$404,755

**Talented Teachers in Training for Texas (T4)**  
**Award Total:** \$1,449,996      **Amount allocable to FY 2016:** \$333,743

**Certified Orientation and Mobility Instructor Training (COMIT)**  
**Award Total:** \$750,000      **Amount allocable to FY 2016:** \$150,000

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

***Compaction and Seedling Growth and Survival on Reclaimed Mines in the Western Gulf***  
**Award Total:** \$149,939 **Amount allocable to FY 2016:** \$31,307

***National Visitor Use Monitoring (NVUM) Research – Kisatchie National Forest***  
**Award Total:** \$96,000 **Amount allocable to FY 2016:** \$73,647

***Big Thicket National Preserve Archaeological Inventory***  
**Award Total:** \$94,572 **Amount allocable to FY 2016:** \$38,914

***Monitoring Soft Mast Production in Pine Woodland Restoration Areas on the Ouachita National Forest***  
**Award Total:** \$60,298 **Amount allocable to FY 2016:** \$30,399

***Evaluate the Use and Effectiveness of Park Media for Visitors (Yellowstone National Park)***  
**Award Total:** \$24,426 **Amount allocable to FY 2016:** \$20,937

***Sharing Knowledge and Perspectives Gained through Time: Partnering to Develop Indigenous Interpretive Curriculum and Strengthen Indigenous Interpretive Programming***  
**Award Total:** \$71,435 **Amount allocable to FY 2016:** \$10,718

***Prescribed Fire Monitoring***  
**Award Total:** \$7,500 **Amount allocable to FY 2016:** \$2,500

***Subtotal Federal Amounts Allocable to FY 2016 = \$2,795,297***  
***Subtotal New Federal Awards = \$703,905***

**Federal Pass-through**

**Title:** *\*Visually Impaired Preparation (VIP) Program*

**Sponsor:** Texas School for the Blind & Visually Impaired (U.S. Dept. of Education)  
 Award # TSBVI/SFA, CFDA 84.027

**Award Term:** September 1, 2015 – August 31, 2016

**PI/PD:** Michael Munro, Department of Human Services

**Total Award:** \$602,000 **Amount Allocable to FY 2016:** \$602,000

*Funds are provided to support the preparation of professionals taking classes that will lead to an endorsement in Visual Impairment or certification in Orientation and Mobility by the Academy for Certification of Vision Rehabilitation and Education Professionals.*

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

**Title: \*State Leadership Educational Excellence for CTE in Education & Training, Hospitality and Tourism, and Human Services**

**Sponsor:** Texas Education Agency (U.S. Dept. of Education)  
 Award # 164200177110001 (V048A150043), CFDA 84.048

**Award Term:** September 1, 2015 – August 31, 2016

**PI/PD:** Dr. Lynda Martin, School of Human Sciences

**Total Award:** \$60,000      **Amount Allocable to FY 2016:** \$60,000

*This grant provides continued funding to help independent school districts implement rigorous TEKS curriculum standards and for professional development to improve teacher effectiveness.*

**Title: \*Special Education Consolidated Grant (IDEA-B)**

**Sponsor:** Texas Education Agency (U.S. Dept. of Education)  
 Award # 166600011748016600 (H027A150008), CFDA 84.027

**Award Term:** August 4, 2015 – September 30, 2016

**PI/PD:** Lysa Hagan, SFA Charter School, Department of Elementary Education

**Total Award:** \$25,905      **Amount Allocable to FY 2016:** \$25,905

*This grant provides continued funding to support special education services for Charter School students.*

**Title: \*NAO National Training Center – HPV Immunization Project**

**Sponsor:** National AHEC Organization (U.S. Dept. Health and Human Services)  
 (1HP23IP000960-01), CFDA 93.733

**Award Term:** May 4, 2015 – September 29, 2015

**PI/PD:** Mark Scott, Texas AHEC East, Piney Woods Region, College of Sciences and Mathematics

**Total Award:** \$16,000      **Amount allocable to FY 2016:** \$16,000

*This grant provides for training events targeting 150 health care professionals.*

Previously detailed awards with modifications:

***Spatially Explicit Model of Black Bear Natural Recolonization of East Texas***

**Award Total:** \$175,568      **Amount allocable to FY 2016:** \$99,571

***Identifying Habitat Features Supporting Eastern Wild Turkey Populations in Texas***

**Award Total:** \$400,518      **Amount allocable to FY 2016:** \$26,288

***Assessing Dynamics of Introgression and Behavioral Mechanisms of Hybridization between Invasive Cyprinodon variegatus and the Endemic Cyprinodon rubrofluviatilis***

**Award Total:** \$37,538      **Amount allocable to FY 2016:** \$18,769

**Subtotal Federal Pass-through Amounts Allocable to FY 2016 = \$848,533**  
**Subtotal New Federal Pass-through Awards = \$678,000**

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

**State and State Pass-through Awards**

**Title: \*Texas AHEC East, Piney Woods Region (State Portion)**

**Sponsor:** University of Texas Medical Branch - Galveston

**Award Term:** September 1, 2015 – August 31, 2016

**PI/PD:** Mark Scott, AHEC East, Piney Woods Region, College of Sciences and Mathematics

**Total Award:** \$110,000                      **Amount allocable to FY 2016:** \$110,000

*The purpose of the award is to continue to build and maintain the community-based, regional organization in east Texas that is tied to a statewide network of Area Health Education Centers (AHEC) to promote health careers and to build healthy communities.*

**Title: \*Control of Giant Salvinia molesta with an Endocide**

**Sponsor:** Texas Parks and Wildlife Department

**Award Term:** August 13, 2015 – December 31, 2016

**PI/PD:** Dr. Shiyu Li, National Center for Pharmaceutical Crops, College of Forestry and Agriculture

**Total Award:** \$80,000                      **Amount allocable to FY 2016:** \$64,000

*This grant provides funds to assist in the collection and extraction of substances from giant salvinia for the purpose of aiding in its control.*

**Title: \*Characterization of Karst and Geology along RM625, Culberson County, TX**

**Sponsor:** The University of Texas – El Paso (Texas Department of Transportation)

**Award Term:** August 15, 2015 – August 31, 2016

**PI/PD:** Dr. Kevin Stafford, Department of Geology

**Total Award:** \$61,397                      **Amount allocable to FY 2016:** \$61,397

*This subaward provides funds to provide a characterization of a karst formation associated with RM 662 to determine the potential for road failure.*

**Previously detailed awards with modifications:**

***SFA Charter School (ADA, non-grant)***

**Award Total:** \$1,812,968                      **Amount allocable to FY 2016:** \$1,812,968

***Disability Services – Reader Services***

**Award Total:** \$154,412                      **Amount allocable to FY 2016:** \$16,000

***Using Virtual Simulation to Replace and Enhance Selected Pediatric Experiences in the Second and Third Semesters of a BSN Program***

**Award Total:** \$120,019                      **Amount allocable to FY 2016:** \$52,219

***Pilot-scale Implementation of North American Bat Monitoring Program in Texas***

**Award Total:** \$40,052                      **Amount allocable to FY 2016:** \$11,480

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

***Joint Admission Medical Program (JAMP)***

**Total Award:**           \*\$13,123                           **Amount allocable to FY 2016:**           \$13,123

***Subtotal State and State Pass-through Amounts Allocable to FY 2016 = \$2,141,187***

***Subtotal New State and State Pass-through Awards = \$264,520***

***Private Entity and Local Government Awards***

**Title:** *\*Herbaceous Perennial Species Trial Garden at Stephen F. Austin State University*

**Sponsor:** Fred C. Gloeckner Foundation

**Award Term:** September 1, 2015 – August 31, 2016

**PI/PD:** Dr. Jared Barnes, Department of Agriculture

**Total Award:**           \$11,842                           **Amount allocable to FY 2016:**           \$11,842

*The purpose of this grant is to fund a trial garden for tender perennials and ornamental edibles and to evaluate elephant ear cultivars.*

**Title:** *\*Outdoor Nation Campus Challenge (SFA Foundation award)*

**Sponsor:** Outdoor Nation

**Award Term:** June 30, 2015 – October 31, 2015

**PI/PD:** Mr. Steven Whitman, Campus Recreation

**Total Award:**           \$1,000                           **Amount allocable to FY 2016:**           \$1,000

*The purpose of this grant is to assist with planning, preparation, and participation in the 2015 Outdoor Nation Campus Challenge.*

**Title:** *\*National Association of Math Circles Mentorship Program*

**Sponsor:** National Association of Math Circles

**Award Term:** July 24, 2015 – May 31, 2016

**PI/PD:** Dr. Jane Long, Department of Mathematics and Statistics

**Total Award:**           \$550                           **Amount Allocable to FY 2016:**           \$550

*The purpose of this grant is to fund a one-year mentorship and partnership program to support Novice Math Circles.*

***Previously detailed awards:***

***Finding, Evaluating, and Promoting Salt- and Hurricane-tolerant Plants for Galveston, Island, Texas (SFA Foundation award)***

**Award Total:** \$251,969                           **Amount allocable to FY 2016:**           \$83,990

***Gilbert I. "Buddy" Low Scholarship Program***

**Award Total:** \*\$120,000                           **Amount allocable to FY 2016:**           \$120,000

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

<sup>1</sup>*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 – November 2015**  
 Grants<sup>1</sup> awarded between June 29, 2015 and October 9, 2015

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***Developing a Management Tool to Assist Companies in the Promotion of Harvesting Regimes and the Selection of Properties that Promote the Conservation of Biodiversity***

**Award Total:** \$70,268                      **Amount allocable to FY 2016:** \$33,922

***Tallow Control on the Greens Bayou Wetlands Mitigation Bank***

**Award Total:** \$60,000                      **Amount allocable to FY 2016:** \$30,000

***Avian Diversity of Early-to Mid-rotation Eucalyptus benthamii Plantations in LA and TX***

**Award Total:** \$82,924                      **Amount allocable to FY 2016:** \$25,733

***Evaluating the Suitability of a Reforestation Growth-Medium Prepared by Tractor-Pulled Scraper Pans at an East Texas Lignite Surface Mine***

**Award Total:** \$66,081                      **Amount allocable to FY 2016:** \$24,565

***Interpretive Study on Facilitated Dialogue and Inclusion at Grand Teton National Park***

**Award Total:** \$25,000                      **Amount allocable to FY 2016:** \$14,286

***Guest Speakers, Undergraduate Research, and Reading Group***

**Award Total:** \$40,000                      **Amount allocable to FY 2016:** \$8,500

***Field Trials of Giant Salvinia Extracts as an Endocide to Control Giant Salvinia near Lake Claiborne, LA***

**Award Total:** \$20,533                      **Amount allocable to FY 2016:** \$4,899

***Jefferson, Texas Paddle Fish Restoration Evaluation***

**Award Total:** \$8,782                      **Amount allocable to FY 2016:** \$4,391

***Economics Reading Group***

**Award Total:** \$26,140                      **Amount allocable to FY 2016:** \$3,000

***Subtotal Private Amounts Allocable to FY 2016 = \$366,678***

***Subtotal New Private and Local Awards = \$133,392***

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***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*

<sup>1</sup>*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.*

**Policies for Board Review  
November 2, 2015**

<b>Policy Name</b>	<b>Policy Number</b>	<b>BOR Cte</b>	<b>Action/Change</b>	<b>Page</b>
Authorization for the University President to Suspend Faculty and Staff	11.3	ASA	Reviewed with no changes.	P-4
Bookstore Textbook Orders	10.1	ASA	Policy title changed. Defined basis for timeline.	P-6
Campus Facilities for Political Purposes	16.8	B&G	Reviewed with no changes.	P-9
Class Meeting Times	4.12	B&G	Addition of non-lecture classes. Expansion of daytime hours. Approval process for variations.	P-11
Comprehensive Scholarship Administration	3.31	ASA	New policy. Replaces Scholarship Disbursement (6.17)	P-15
Computer and Network Security	14.2	ASA	New guidelines for training.	P-18
Continuing Education	5.3	ASA	Reviewed with no changes.	P-22
Course Fees	3.8	ASA	Retention records responsibilities and timelines added.	P-25
Faculty Workload	7.13	ASA	Clarified workload calculation and compensation determination.	P-27

<b>Policy Name</b>	<b>Policy Number</b>	<b>BOR Cte</b>	<b>Action/Change</b>	<b>Page</b>
Final Examination Scheduling	7.14	ASA	Classes must be held during finals week; exceptions process added.	P-32
Food Services	10.2	ASA	Reviewed with no changes.	P-34
Fraud	2.7	F&A	Title updates and minor wording changes.	P-36
Meeting and Conducting Classes	7.18	ASA	Reviewed with no changes.	P-43
Misconduct in Scholarly or Creative Activities	7.19	ASA	Clarified corrective actions for violations.	P-45
Notary Public	2.8	ASA	Reviewed with no changes.	P-50
Organized Work Stoppage	11.18	ASA	Reviewed with no changes.	P-52
Outside Employment	11.19	ASA	Annual disclosure required; annual HR report required.	P-54
Private Support Organizations or Donors	3.25	F&A	Reviewed with no changes.	P-57
Property Inventory and Management	17.14	F&A	Eased restriction on surplus funds.	P-60

<b>Policy Name</b>	<b>Policy Number</b>	<b>BOR Cte</b>	<b>Action/Change</b>	<b>Page</b>
Reduction in Force of Nonacademic Employees	11.23	ASA	Added cross references.	9P-68
Regents Professor	7.24	ASA	Minor wording changes.	P-73
Scholarship Disbursement	6.17	ASA	To be deleted. Content included in policy 3.31.	P-76
Second Baccalaureate Degrees	6.18	ASA	Clarified procedures.	P-78
Selection of Vice Presidents, Athletic Director and Head Coaches	1.8	ASA	Reviewed with no changes.	P-81
Sick Leave	12.18	ASA	Added section on donation of sick leave to another employee.	P-83
Sick Leave Pool	12.19	ASA	Policy to be deleted. Content included in policy 12.18.	P-91
Ticket Office Offices	16.29	ASA	Reviewed with no changes.	P-96
Vending	16.35	B&G	Reviewed with no changes.	P-99
Workplace Accommodations for Lactation and Breastfeeding	11.33 NEW	ASA	New policy describing rights of nursing mothers.	P-101



## POLICY REQUEST FORM

**Policy Name:** Authorization for the University President to Suspend Faculty and Staff

**Policy Number:** 11.30

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

**Date of last revision, if applicable:** 10/22/2012

**Unit(s) Responsible for Policy Implementation:** President

**Purpose of Policy (what does it do):** Authorizes the president to suspend faculty/staff without prior notice or hearing under defined circumstances.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Policy modified to more accurately reflect the authority of the president after consideration of other university policies and current law.

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Authorization for the University President to Suspend Faculty and Staff

**Original Implementation:** April 27, 1970

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

Without prior notice or hearing, the president of the university may suspend *with or without* pay and immediately remove from the university, or assign to other duties with pay, any employee who:

1. poses a continuing danger to persons or property;
2. disrupts the orderly operation of the university;
3. endangers the education of students;
4. has been convicted by a trial court of any felony or a crime of moral turpitude.

The president shall immediately notify the general counsel of such action. In such cases the president will set a hearing before the appropriate administrator or committee on the employee's case as soon thereafter as is practical unless otherwise waived by the employee.

**Cross Reference:** Board of Regents Rules and Regulations

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## POLICY REQUEST FORM

**Policy Name:** Bookstore Textbook Orders  
10.10

**Policy Number:**

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

**Date of last revision, if applicable:** 10/1/2012

**Unit(s) Responsible for Policy Implementation:** University Affairs

**Purpose of Policy (what does it do):** Aligns faculty book order schedule with the requirements of the Higher Education Opportunity Act of 2008

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Defines basis for timeframe included

**Specific rationale for deletion of policy:**

*Additional Comments:*

## **~~Bookstore Textbook Orders~~ Textbook Adoption Timeline**

**Original Implementation:** Unpublished

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

*The purpose of this policy is to increase the availability of affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. Timely adoption of course textbooks and other relevant materials enables the university's contracted bookstore (bookstore) to secure adopted items at more favorable prices as well as meets the institution's requirements under the Higher Education Opportunity Act (HEOA).*

*Prior to the publishing of the course schedule for each semester, the ~~Every semester the textbook manager in the Barnes and Noble University Bookstore~~ bookstore provides each academic department chair the materials and support needed to facilitate timely adoption of textbooks and course materials. ~~textbook information forms, instructions for completion, and a list of adopted books with new editions in print. Required textbooks are selected and optional books are recommended by each department chair for the following semester. Approximate due dates for departmental for departmental adoptions~~ selections to be returned to the university bookstore are listed below:-*

1. Fall semester - March 1
2. Spring semester - October 10
3. Summer semesters - March 1

*As the HEOA requires that required textbooks and other course materials be included with the course schedule when it is made available to students, the actual adoption due dates may be different from those shown.*

Following internal checks of textbook inventories, buy-back quantities, and quantities sold in previous semesters, the bookstore places purchase orders with publishers. If problems arise during the purchasing process, the bookstore notifies the appropriate department chair and if necessary, new textbook selections are made.

**Cross Reference:** ~~None~~ 20 U.S.C. § 1015b

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services/~~Director of Student Center~~

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Campus Facilities for Political Purposes**Policy Number:** 16.80**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** President**Purpose of Policy (what does it do):** Specifies when a university facility may be used for political purposes; governs use of influence of political opinions**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

No change.

## Campus Facilities for Political Purposes

**Original Implementation:** April 27, 1970

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

While the use of the facilities of the university for partisan political assemblies and meetings is not normally encouraged, the faculty and administration, as members of a learned and honorable profession, may properly exercise their acknowledged individual rights and obligations of citizenship free of university discipline or censorship.

Individual political candidates and their election organizations are not permitted to reserve a university facility for campaign activities. However, if a candidate is invited by a university group, then he/she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting the costs related to the event.

No member of the Board of Regents shall undertake to influence the political opinions of personnel subject to the board's jurisdiction, but such personnel are requested to exercise their individual rights or citizenship or academic freedom in a responsible manner reasonably calculated not to identify or associate with the university.

A university employee may not use his/her official authority or influence to coerce the political action of a person or body.

**Cross Reference:** Board of Regents Rules and Regulations; Tex. Gov't Code § 556.004

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Building and Grounds

**POLICY REQUEST FORM****Policy Name:** Class Meeting Times**Policy Number:** 4.12**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 7/29/2014**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA**Purpose of Policy (what does it do):** Establishes the standardized start times for course offerings**Reason for the addition, revision, or deletion (check all that apply):**☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** This policy establishes the standardization of scheduling classes for fall and spring terms and provides the mechanism for exceptions to the policy.**Specific rationale for deletion of policy:***Additional Comments:*



## Class Meeting Times

**Original Implementation:** Unpublished

**Last Revision:** ~~None~~ November 2, 2015

This policy governs class scheduling for all academic sessions. Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow academic units to meet unique needs, and efficiently utilize instructional space. Courses exempt from standard class meeting times are: (1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, certificate programs, grant-related courses, and off-campus courses) that do not conflict with the use of campus space; (2) distance learning courses; ~~and~~ (3) graduate classes *that begin at 4:00 p.m. or later* (i.e., 500 and 600-level courses) ~~that do not need access to classroom or class laboratory space; and upper level~~ (i.e., 300 and 400-level) *non-lecture classes, such as laboratory, field based, clinical, student teaching, studio, and performance classes that meet one or more days per week for extended periods of time.*

**Fall and Spring Terms:** Day classes (course sections starting between 7:00 a.m. and 3:30 p.m.) offered on the main campus of Stephen F. Austin State University (SFA) on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:

- Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour and have a 50-minute maximum meeting time each day.
- Lecture classes that run for more than 50 minutes cannot begin before 1:00 p.m.
- ~~100 and 200-level~~ *Non-lecture classes* (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.

Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:

- Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m. and have a 75-minute maximum meeting time each day.
- Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.
- Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.

~~Non-lecture block classes (such as field based, clinical, and student teaching classes) may be exceptions to this policy.~~

Evening classes offered on the main campus of SFA start at or after 4:00 p.m. Academic units should coordinate the scheduling of ~~night-evening~~ classes to allow students to take two classes on the same night.

- Three-hour lecture classes that meet one night per week are scheduled at 4:00 p.m. - 6:30 p.m. and/or 6:45 p.m. - 9:15 p.m.
- One and two-hour lecture classes that meet one night per week cannot overlap with class sessions in Table 1.

Non-lecture ~~night~~-evening classes (such as laboratory, studio, and performance classes) may be exceptions to this policy.

Classes meeting at remote locations should be scheduled at times that meet the requirements of the locations and the needs of the students.

*Variations to this policy must be approved by the requesting academic unit's dean and the provost and vice president for academic affairs.*

**Maymester:** Each three-credit hour class meets for three hours and 15 minutes each day for 11 days, Monday through Friday plus the final examination (see Table 2).

**Summer Terms:** Each three-credit hour class meets for one hour and 55 minutes each day, Monday through Thursday for 5 weeks plus the final examination (see Table 3).

**Table 1. Standard Day Meeting Times Fall and Spring Terms**

MWF 07:00 – 07:50 a.m.	TR 08:00 – 09:15 a.m.
MWF 08:00 – 08:50 a.m.	TR 09:30 – 10:45 a.m.
MWF 09:00 – 09:50 a.m.	TR 11:00 – 12:15 p.m.
MWF 10:00 – 10:50 a.m.	TR 12:30 – 01:45 p.m.
MWF 11:00 – 11:50 a.m.	TR 02:00 – 03:15 p.m.
MWF 12:00 – 12:50 p.m.	TR 03:30 – 04:45 p.m.
MWF 01:00 – 01:50 p.m.	TR 05:00 – 06:15 p.m.
MWF 02:00 – 02:50 p.m.	TR 06:30 – 07:45 p.m.
MWF 03:00 – 03:50 p.m.	TR 08:00 – 09:15 p.m.
MWF 04:00 – 04:50 p.m.	
MWF 05:00 – 05:50 p.m.	
MWF 06:00 – 06:50 p.m.	
MWF 07:00 – 07:50 p.m.	
MWF 08:00 – 08:50 p.m.	
MW 01:00 – 02:15 p.m.	
MW 02:30 – 03:45 p.m.	
MW 04:00 – 05:15 p.m.	
MW 05:30 – 06:45 p.m.	
MW 07:00 – 07:15 p.m.	
MW 07:30 – 08:45 p.m.	
MW 08:30 – 09:45 p.m.	

**Table 2. Standard Meeting Times for Maymester**

MTWRF 08:00 – 11:15 a.m.
MTWRF 11:30 – 02:45 p.m.
MTWRF 03:00 – 06:15 p.m.

MTWRF 05:00 – 08:15 p.m.
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Table 3. Standard Meeting Times for Summer
MWTR 08:00 – 09:55 a.m.
MWTR 10:15 – 12:10 p.m.
MTWR 12:30 – 02:25 p.m.
MTWR 02:45 – 04:40 p.m.
MTWR 05:00 – 06:55 p.m.
MTWR 07:15 – 09:10 p.m.

**Cross Reference:** ~~Course Credit~~ and Contact Hours (5.4)

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Building and Grounds

**POLICY REQUEST FORM****Policy Name:** Comprehensive Scholarship**Policy Number:****Is this policy new, being reviewed/revised, or deleted?** New**Date of last revision, if applicable:****Unit(s) Responsible for Policy Implementation:** Financial Aid**Purpose of Policy (what does it do):** set guidelines for administering scholarships**Reason for the addition, revision, or deletion (check all that apply):**☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:** to set guidelines in direct response to audit**Specific rationale for each substantive revision:****Specific rationale for deletion of policy:***Additional Comments:*

## Comprehensive Scholarship Administration

**Original Implementation:** November 2, 2015

**Last Revision:** None

Scholarships are one form of financial aid. SFA scholarships are provided through four primary sources: Stephen F. Austin State University (SFA), SFA Alumni Association, SFA Alumni Foundation, and the SFASU Foundation. The scholarship team, within the Office of Financial Aid, is responsible for the oversight of the university's comprehensive scholarship program and acts as a liaison between academic departments, the SFA Alumni Association, the SFA Alumni Foundation, the SFASU Foundation, the Office of Financial Aid and the Office of Enrollment Management. The scholarship team will set deadlines, ensure departments adhere to scholarship guidelines, and verify funds are spent accordingly. This will ensure compliance with the funding sources agreements and that institutional, state and federal regulations are met.

An outside entity not affiliated with the university who controls the funding and selection of applicants is not subject to this policy. Any funds received in this manner will be processed according to donor requirements and treated as an outside scholarship.

### Scholarship Database System

The Office of Financial Aid is the primary owner and is responsible for the management and maintenance of the scholarship database. The database provides a consolidated source for scholarship criteria, electronic scholarship applications, committee assignments, and reports. For any scholarship award that is provided to an SFA student, it must be documented in the scholarship software database. This includes, but not limited to, endowed, pass-through and departmental scholarships.

### Scholarship Establishment

It is the responsibility of the entity to coordinate with the scholarship team and to ensure that both the donor and the university objectives are met. The entity is responsible for sending all required documentation to the Office of Financial Aid when a scholarship is created or modified. The scholarship team is responsible for maintaining procedures to monitor scholarship funds.

### Distribution of Scholarship Funds

To maximize scholarship funding and aid in the recruiting of top students, all university scholarship awards must be distributed (fully-awarded) to the best of the ability of the responsible department. For Alumni Association scholarships, refer to policy 3.11. In order for a scholarship award to be made all documentation must be provided to the Office of Financial Aid and a disbursement form completed.

### **Scholarship Processing**

Any student wishing to receive scholarship awards must complete the official SFA scholarship application. All students awarded scholarship funds will be required to complete a Conflict of Interest and Disclosure form. This information is recorded in the scholarship database and is accessible to the committees in order for them to make the candidate selection. It is the responsibility of the Office of Financial Aid to coordinate all access and provide the procedures to the scholarship committee.

A post disbursement report is generated and sent to the appropriate parties. This report will contain each recipient, the scholarship fund name, award amount, amount disbursed, and enrollment hours. This report is used as notification that the scholarship has been disbursed to the student.

The account manager of the scholarship program shall determine whether funds should be repaid if the student withdraws from the university or no longer meets the eligibility criteria. In such situations, the account manager must notify the Office of Financial Aid whether to charge back the funds and issue a bill to the student.

### **Employee Conflict of Interest and Confidentiality**

A conflict of interest can occur when personal interests affect the performance of a professional obligation to the university. All SFA employees must report anything that may have a potential to be a conflict of interest. All SFA employees who are part of a scholarship committee or have access to the scholarship software will be required to annually disclose potential conflicts of interest.

**Cross Reference:** Ethics (2.6); Distribution of SFA Alumni Foundation Scholarships (3.11); Gifts, Loans, Endowments, and Bequests (3.17); Memorandum of Agreement between Stephen F. Austin State University and Stephen F. Austin State University Alumni Foundation, Inc. dated August 16, 2013; Tex. Educ. Code § 51.969

**Responsible for Implementation:** Provost and Vice President for Academic Affairs and Vice-President for University Advancement

**Contact For Revision:** Director of Financial Aid

**Forms:** SFA Scholarship application; Scholarship Authorization and Disclosure form; Employee Disclosure; Disbursement Form

**Board Committee Assignment:** Academic and Student Affairs Committee

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY REQUEST FORM**

**Policy Name:** Computer & Network Security

**Policy**

**Number:** 14.2

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

**Date of last revision, if applicable:** 1/27/15

**Unit(s) Responsible for Policy Implementation:** ITS

**Purpose of Policy (what does it do):** define personnel that need to complete training (not ALL personnel)

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

☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** to set guidelines in direct response to audit

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Computer and Network Security

Original Implementation: January 24, 1995

Last Revision: ~~January 27, 2015~~ November 2, 2015

This policy establishes the conditions and security requirements for the use of computing equipment and networks at Stephen F. Austin State University (SFA). Computing equipment includes desktops, laptops, servers, handheld devices, and printers. In order to comply with state requirements (Information Resources Management Act, Tex. Gov't Code Ch. 2054, and Tex. Admin. Code, Title 1, Part 10, Ch. 202), the chief information officer serves as the information resources manager for the university.

### **Definitions:**

*Information Technology (IT) Security Sensitive Positions – Employees with application security permissions allowing access to information other than their own personal employee information.*

### **Scope:**

This policy applies at all university locations or data centers and represents the minimum requirements that must be in place. Individual areas with computers and networks may have additional controls and security.

### **Policy:**

1. Each vice president, dean or director will designate staff (not student employees) or the technical services group of *Information Technology Services (ITS)* as responsible for the support, maintenance and security of the computing equipment within their purview. For organizational units that designate local staff as their support provider, ITS will provide computing support guidelines specifying the level of support that ITS will provide as the secondary support provider.
2. Each organizational unit will implement local security procedures to include:
  - a. Protection of the privacy of confidential information;
  - b. Protection of information against unauthorized modification;
  - c. Protection of systems against unauthorized access and use;
  - d. Display of the security banner from the ITS security web page on organization computers;
  - e. Use of the university's central authentication source for user authentication on servers and desktop computers, where feasible;
  - f. Use of the standard university antivirus software in a managed configuration, where feasible.



3. Each organizational unit of SFA that maintains a local area network(s) must develop a local security procedures document that is subject to approval by ITS. In order to mitigate and manage risk, each organizational unit maintaining servers will participate in the annual information systems security risk assessment. The president or designee will make the final security risk management decisions either to accept exposures or to protect the data according to their value or sensitivity.
4. SFA will not be liable for the loss of data or interference with files resulting from the university's efforts to maintain the privacy and security of the university's computer, information, and network facilities. In order to maintain network security, the university reserves the right to:
  - a. Limit, restrict, or terminate an account holder's usage;
  - b. Inspect, copy, remove, or otherwise alter any data, file, or system resource that threatens the security of a system or network, with or without prior notice to the user;
  - c. Check systems periodically and take the necessary actions to protect university computers, information, and networks.
5. Individuals will exercise responsible, ethical behavior when using the university's information resources. The university reserves the right to limit, restrict or extend privileges and access to its resources.
  - a. Access to certain university information resources is provided through the establishment of an account. Computer accounts must be approved in writing through the respective dean or director (or designated representative) of the administrative unit.
  - b. Since the university permits access to copyrighted data through the Internet, each user is responsible for complying with university policy 9.3, Digital Millennium Copyright. Disciplinary action, including termination of service, may be taken on any reported copyright infringements that have been investigated and determined valid.
  - c. Computer systems provided by SFA are reserved only for university-related activities (See Chapter 39 of the Texas Penal Code for provisions dealing with the misuse of state property). The intentional deletion or alteration of information or data of others, intentional misuse of system resources, and misuse of system resources by others are prohibited.
6. *All employees will have security awareness training commensurate with their role at the university. All employees in, ~~employees including student employees~~ IT Security Sensitive Positions must complete ~~online~~ security awareness training annually. Each department head or academic unit head is responsible for ensuring employees are correctly identified as being in IT Security Sensitive Positions and the employees identified participate in security awareness training.*
7. Each user is responsible for complying with university policies 16.32, Use of

## Electronic Information Resources and 9.1, Computing Software Copyright.

**Sanctions for Policy Violations:**

Violations of any provision of this policy may result in, but are not limited to:

- a. a limitation on a user's access to some or all university computer systems;
- b. the initiation of legal action by the university;
- c. restitution by the violator for any improper use of service; and/or
- d. disciplinary sanctions, which may include dismissal.

Many academic courses and work-related activities require the use of computers, networks, and systems of the university. In the event of an imposed restriction or termination of access to some or all university computers and systems, a user enrolled in courses or involved in computer related work activities may be required to use alternative facilities. However, users are advised that if alternative facilities are unavailable or not feasible, users are responsible for the failure to complete requirements for course work or work responsibilities.

**Cross Reference:** Use of Electronic Information Resources (16.32); Computing Software Copyright (9.1); Digital Millennium Copyright (9.3); Texas Information Resources Management Act, Tex. Gov't Code Ch. 2054; 1 Tex. Admin. Code §§ 202.1-.2, .70-.76; Tex. Penal Code §§ 39.01-.02.

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

**Contact for Revision:** Chief Information Officer

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Continuing Education**Policy Number:** 5.3**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** President & Provost & VP for AA**Purpose of Policy (what does it do):** To clarify the differences between continuing education (CE) and community/public service activities (CP); to establish a procedure for direct oversight of CE and CP activities**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

## Continuing Education

**Original Implementation:** March 9, 1978

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The purpose of continuing education and community/public service activities is to support the public service and outreach responsibilities of Stephen F. Austin State University.

### Definitions

Continuing education (CE) activities are defined as organized public activities sponsored by the university, or a constituent unit of the university, that provide participants some type of non-academic credit, continuing education credit or certification. Continuing education activities may include short courses, seminars, workshops, training sessions, conferences or institutes.

Community/public (CP) service activities are organized public educational activities, sponsored by the university or a constituent unit of the university, that do not offer any type of credit or certification. Community/public service activities may include camps, speaker series, travel experiences or leisure learning.

Class projects/assignments, internships/practicums, class guest lectures, individual faculty presentations for community organizations, student activity programs or student organization service projects are not covered by this policy.

### Responsibility

Units offering CE/CP activities shall have administrative, assessment and programming responsibilities. All activities must be submitted by the administrator to his or her supervisor for approval.

A reasonable fee may be charged for CE/CP activities.

To bear the name of the university or any of its units, fees must be received and accounted for by university accounting procedures.

Facilities for CE/CP activities must be reserved in accordance with university policies covering Use of University Facilities (16.33) and Academic ~~Space~~ *Facilities* for Non-Academic Activities (16.1). Academic programs will always be given priority for the use of university facilities.

### Oversight

Direct oversight of CE/CP activities is the responsibility of the units offering the activity. Deans

and non-academic directors must approve CE/CP activities before these activities are conducted. The Continuing Education and Community/Public Service Activities Approval form is posted at the Academic Affairs website; this form should be submitted to the appropriate dean or director's office at least two weeks before the activity occurs. Deans and non-academic directors are responsible for collecting copies of the records of CE/CP activities offered within their areas of responsibility and for submitting these records annually to the office of the vice president to whom they report. The appropriate vice president will ensure that all ongoing CE/CP activities are assessed on a regular basis and that assessment results are used to improve the programs.

### **Awarding Continuing Education Units**

When activities result in the awarding of non-academic credit, such as Continuing Education Units, it is the responsibility of the unit offering the continuing education activity to meet the guidelines established by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools. It is the responsibility of the unit awarding the non-academic credit to establish a transcript and keep the records on file.

**Cross Reference:** Use of University Facilities (16.33); Academic ~~Space~~ *Facilities* for Non-Academic Activities (16.1); Tex. Educ. Code § 54.545

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

**Contact for Revision:** Provost and Vice President for Academic Affairs; Vice President for University Affairs; Vice President for Finance and Administration

**Forms:** Continuing Education and Community/Public Service Activities Approval

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Course Fees**Policy Number:** 3.8**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 7/29/2014**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA**Purpose of Policy (what does it do):** Establish guidelines for requesting/approving course fees and establishing retention/review guidelines.**Reason for the addition, revision, or deletion (check all that apply):**☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** To communicate retention responsibilities and the records retention length of time.**Specific rationale for deletion of policy:***Additional Comments:*

## Course Fees

**Original Implementation:** April 30, 2001

**Last Revision:** ~~July 29, 2014~~ November 2, 2015

Each course, other than a laboratory class, offered by the university may charge a course fee. Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory (see policy 3.22, Laboratory Fees).

The course fee charged must reasonably reflect the actual cost to the university of the materials and services for which the fee is collected. These funds will be used to cover the cost of materials, supplies, and/or services that result in a direct educational benefit to the students currently enrolled, including such things as guest lecturers or travel expenses to off-campus locations.

Course fees recommended by the academic unit chair/director must be approved by the dean of the college and the provost and vice president for academic affairs. All fees will be reviewed annually at the academic unit level for appropriateness and accuracy. New and changed fees will be submitted to the Board of Regents for approval. All course fees will be published in the appropriate media and will be collected by the controller's office through student billings. *The Course Fee Request forms, with appropriate justification, will be retained in the Office of Academic Affairs as long as the fee exists plus three years.*

**Cross Reference:** Tex. Educ. Code § 54.504; *Laboratory Fees (3.22)*

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** Lab and Course Fees

**Board Committee Assignment:** Academic and Student Affairs

## POLICY REQUEST FORM

**Policy Name:** Faculty Workload

**Policy Number:** 7.13

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

**Date of last revision, if applicable:** 1/27/2015

**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA

**Purpose of Policy (what does it do):** Establish workload expectations and a procedure for determining workload.

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

☐ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☒ Other, please explain: The Deans Council requested a clarification in II. Workload Allocations, D.

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Need for clarity in shifting workload calculation to an academic year and establishing when additional compensation for an overload is determined.

**Specific rationale for deletion of policy:**

*Additional Comments:*



## Faculty Workload

**Original Implementation:** November 4, 1977

**Last Revision:** ~~January 27~~ November 2, 2015

### **I. General Policy**

The faculty workload policy is intended to balance student, institutional, and professional interests in an equitable manner. Stephen F. Austin State University (SFA) is, above all, focused on teaching excellence. Individual workload responsibilities should be designed to support this priority. The workload policy applies to all full-time university personnel who hold faculty rank and whose positions are listed in the annual budget. The same calculations shall also apply to part-time instructional personnel.

The normal faculty workload assumes the performance of teaching, research/scholarly/creative, and service activities. The distribution of effort among these three categories is reviewed on an annual basis by the department/school/division (hereafter referred to as “department”) chair/director (hereafter referred to as “chair”). In all cases, student instructional needs shall be the determining factor in arranging workload schedules. Faculty must fulfill departmental expectations in all categories. The provost and vice president for academic affairs may allow departures from workload standards when in the interest of the university.

### **II. Workload Allocations**

- A. The standard full-time teaching load is 24 Teaching Load Credits (TLC) for the combined fall and spring semesters. Additionally, faculty members are expected to engage in research/scholarly/creative and service activities at levels that are appropriate to their rank and departmental tenure/merit criteria. By agreement with chair and dean, non-tenure track faculty members may add 3 TLCs per semester in lieu of research/scholarly/creative activities. Within reasonable limits, certain supplemental instructional activities—such as independent studies, supervision of internships advising, and thesis/dissertation supervision—are also considered part of a regular workload. Faculty members are also required to maintain at least five office hours per week, during which they will be available for meetings with students and faculty and staff colleagues. For faculty members whose teaching assignment includes online delivery, office hours may be adjusted appropriately by agreement with chair and dean.
- B. Any work that substantially exceeds normal expectations in the categories of research/scholarly/creative accomplishment and service constitutes an opportunity to request a course load reassignment with the department chair. Reassignment is not automatic but depends upon student and departmental needs. Each reassignment, whether for a single semester or an academic year, must be approved by the appropriate dean and the provost and vice president for academic affairs. The written request for reassignment must identify the work that shall be produced and demonstrate that an amount of work equivalent to the instruction of a three credit hour course shall be performed. A faculty member is not limited to a single reassignment request per semester if adequate justification exists.

- C. A dean may also propose a reduction in teaching load for a faculty member in other circumstances, including:
- for chairing an academic department or division;
  - for performing administrative duties in support of a department/college/university;
  - for preparing course material during the first semester and/or year when included as part of the initial tenure-track contract.

All teaching load reductions must be approved by the provost and vice president for academic affairs.

- D. The instruction of a course overload for the academic year, when at the invitation of a department/division chair, may qualify a faculty member for additional compensation if the overload is equivalent to at least 0.25 FTE *during a semester*. An individual who accepts an overload assignment will fulfill the responsibility beyond normal contractual work-load.

### **III. Teaching Load Credit Equivalencies**

#### **A. Lecture, seminar, and laboratory course types**

When the semester credit hour (SCH) value of the course is equal to or more than the contact hour value, undergraduate courses generate 1 TLC per SCH; 500- level courses generate 1.5 TLC per SCH; and 600- level courses generate 2 TLC per SCH.

When the contact hour value of the course exceeds the SCH value, contact hours are used for the calculation of TLC. Undergraduate lecture or seminar courses in this category generate .667 TLC per contact hour; graduate lecture or seminar courses generate 1 TLC per contact hour. Laboratory courses generate 1 TLC per contact hour.

In undergraduate courses where the student enrollment is over 100, a rate of 1.5 TLC per SCH will be used.

#### **B. Practicum course types**

Music, art, nursing, and forestry field station practicum courses generate 1 TLC per contact hour value. Undergraduate and graduate rates are the same.

Supervision of student teaching and teaching internships is based on the number of students enrolled. Undergraduate and graduate courses generate 0.5 TLC per student. Each student will count only once per semester under each supervising faculty member.

Other practicum courses generate 0.5 TLC per undergraduate course contact hour and 0.75 TLC per graduate course contact hour.

The maximum value for these types of courses is 6 TLC per course.

### C. Private lesson course types

Private lesson course types use a combination contact hours and student enrollment of the generation of TLC. For each course, the contact hours (at a rate of 0.667 per contact hour) are multiplied by the number of students enrolled to equal the TLC generated. Faculty teaching private lessons are required to meet an additional hour each week in studio class. Therefore, an additional 0.667 TLC will supplement the total teaching workload of each faculty member teaching these course types.

### D. Thesis and dissertation course types

Masters' level thesis courses generate TLC at a rate of 0.667 TLC per student enrolled. The maximum TLC for these course types is 3 TLC per semester. For a specific masters requirement, a single student may count no more than twice (one time in two separate enrollment periods) toward a faculty member's teaching load. Undergraduate thesis courses generate TLC at the rate of .333 TLC per student enrolled.

Dissertation courses in forestry generate 0.667 TLC per student. A student enrolled in dissertation courses may be counted no more than six times (once in each of six different enrollment periods).

Because of the rate of generation of TLCs in doctoral courses in education, dissertation courses in education do not generate TLCs.

### E. Variable credit courses

TLCs for variable credit courses will be counted once per semester course assignment using the maximum credit hour for which a student has enrolled.

### F. Cross-listed or composite courses

Courses approved for cross-listing will count as a single course generating TLC. In cases where differing TLC are generated per course listing, proportional weight will be calculated using enrollments by listing and reported as a weighted TLC value per course.

Courses assigned to multiple instructors will generate TLC proportional to the percent of assigned responsibility for each instructor.

### G. Independent study

Independent study courses should be approved by the chair/director and dean prior to student registration.

Independent study courses generate TLC based on the course SCH and the number of students enrolled. If the course meets the minimum class size requirement (ten students for an undergraduate course and five students for a graduate course), the TLC is equal to the

SCH value for the course. In courses where the minimum class size is not met, no TLC is generated. Faculty providing independent study instruction must be assigned as the faculty of record in order to receive TLC for the course.

#### H. Summer teaching

When summer teaching load assignments are made (see university policy 7.28, Summer Teaching Appointments), the standard summer full time teaching load is typically two organized classes generating 6 TLC for one term or four organized classes generating 12 TLC for both summer terms combined. Variation from this standard will be made under the same guidelines that apply to fall and spring terms (see section II, B and C, above).

### **IV. Compliance**

- A. Department chairs are responsible for assigning faculty workloads according to student instructional needs and for verifying the accuracy of workload reports for each faculty member in the department.
- B. Deans monitor and approve faculty workloads under their authority and review workload reports submitted by chairs, and may require department offices to input and update faculty workload data in the university's administrative software system.
- C. The provost and vice president for academic affairs supervises and approves workload reports. If the department chair and dean cannot resolve a dispute over the equity of a workload issue, faculty members may appeal to the provost and vice president for academic affairs for a final decision.
- D. A workload report summary is submitted to the Board of Regents annually for its review.

**Cross Reference:** Tex. Educ. Code § 51.402; Summer Teaching Appointments (7.28); ~~Overload Assignments (7.20); Academic Unit Head Appointments (4.2); and Salary Supplements;~~ Stipends and Additional Compensation (12.16)

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## POLICY REQUEST FORM

**Policy Name:** Final Examination Scheduling  
**Number:** 7.14

**Policy**

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

**Date of last revision, if applicable:** 1/29/2013

**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA

**Purpose of Policy (what does it do):** Establish the requirement for all faculty to hold class during finals week and to follow the Final Examination Schedule. Provides a mechanism for exceptions.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** To ensure that faculty utilize finals weeks as an important component to the course; establish a process for exceptions to giving a final exam or other instructional activities during finals week.

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Final Examination Scheduling

**Original Implementation:** June 16, 1982

**Last Revision:** ~~January 29, 2013~~ November 2, 2015

Faculty members ~~shall administer final examinations~~ *will hold class during finals week* according to the official ~~schedule~~ *Final Exam Schedule*. ~~published in the Final Exam Schedule. Any exceptions must be approved by the academic unit head prior to the start of the semester. Certain classes may be exempt from a final examination if determined appropriate by the academic unit head.~~

*Class meetings during finals week, Final examinations for any courses taught at times not listed in the Final Exam Schedule, including but not limited to distance education courses, online courses, and evening or weekend courses, should be scheduled in consideration of resource availability.*

All final examinations *or instructional activities* must be scheduled to conclude by midnight on the last day of the Final Exam Schedule. Exceptions may be made by the appropriate academic dean.

**Cross Reference:** Faculty Handbook; *Dead Week (7.8)*

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Food Services**Policy Number:** 10.2**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/1/2012**Unit(s) Responsible for Policy Implementation:** University Affairs**Purpose of Policy (what does it do):** Sets forth an active channel of communication for student participation in the selection and evaluation of food service at SFA.**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

The Food Service Committee generally meets bi-weekly at the call of the Residence Hall Association appointed committee chairperson.

## Food Services

**Original Implementation:** January 20, 1998

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The university is committed to providing students the opportunity to participate in the selection and evaluation of the food service provider. Students are encouraged to participate by attending regularly scheduled meetings of the Food Service Advisory Committee. The advisory committee provides the director of student services and food service provider with immediate feedback on issues and concerns of the students.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services/Director of Student Center

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



**POLICY REQUEST FORM****Policy Name:** Fraud**Policy Number:** 2.70**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** VPFA, President**Purpose of Policy (what does it do):** Defines fraud and lets persons know how to report fraud**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** Only title updates and minor wording changes recommended.**Specific rationale for deletion of policy:***Additional Comments:*

## Fraud

**Original Implementation:** January 28, 1997

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

### INTRODUCTION

This policy establishes procedures and responsibilities for detecting, reporting, and resolving instances of known or suspected fraudulent activity. The intent of the policy is to protect the assets and interests of the university, prescribe a coordinated approach toward investigation and resolution of fraudulent activity, and outline specific responsibilities for individuals responding to the investigation of a fraudulent activity. Retaliation for filing a good faith report regarding suspected fraudulent activity is prohibited by this policy and is cause for disciplinary action, up to and including termination.

### DEFINITIONS

- A. University - Stephen F. Austin State University (SFA) and all of its components, regardless of the source of funding.
- B. Employee - All persons receiving compensation from the university, including faculty, staff, and students. The term also includes any volunteer who provides services to the university through an official arrangement with the university or a university organization.
- C. Management - Any administrator, manager, account holder, director, supervisor or other individual who manages or supervises funds, assets, or other resources, including human resources.
- D. Fraud - A representation usually of fact about a material point which is intentionally, knowingly, or recklessly false to induce another to act to his or her detriment.
- E. Fraudulent Activities/Fiscal Misconduct - Defalcation, misappropriation, and other fiscal irregularities or improprieties meeting the definition of fraud in D) above including but not limited to:
  - 1. dishonest, illegal, or fraudulent acts involving university property
  - 2. forgery or alteration of documents including checks, drafts, promissory notes, securities, purchase orders, budgets, etc.
  - 3. forgery or unauthorized alteration by employees of employee benefit or salary-related items such as time sheets, payroll documents, billings, claims, surrenders, assignments, or changes in beneficiary
  - 4. forgery or unauthorized alteration by employees of student-related items such as grades, transcripts, loans, fees, financial aid applications, or financial aid records
  - 5. misappropriation of funds, securities, supplies, or any other asset of the university
  - 6. illegal or fraudulent handling or reporting of money transactions
  - 7. employee acceptance or solicitation of any gift, favor, or service that might reasonably

- tend to influence the employee in the discharge of his or her official duties
  - 8. theft, destruction, or disappearance of records, furniture, fixtures, equipment, or other assets
  - 9. misrepresentation of information on documents
  - 10. authorizing or receiving payment for goods not received or services not performed
  - 11. knowing, reckless, or intentional inaccuracies in the maintenance of books and records or irregularities in financial reporting
  - 12. any apparent violation of federal, state, or local laws related to dishonest activities or fraud
  - 13. any similar or related activity.
- F. Suspected Fraudulent Activity - A reasonable belief or actual knowledge that fraudulent activity has or is occurring. Failure to show an actual diversion of assets or loss shall not be considered unreasonable belief.

## MANAGEMENT RESPONSIBILITY

Management is responsible for detecting fraudulent or related dishonest activity in their areas of responsibility. Management is responsible for establishing and maintaining a system of internal control that provides reasonable assurance that improprieties are prevented and detected. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that such a defalcation, misappropriation, or other fiscal irregularity has occurred. When an impropriety is suspected, management should determine if an error or mistake has occurred or if there may be dishonest or fraudulent activity.

Management will support the university's fiduciary responsibilities and will cooperate with auditors and law enforcement agencies in the detection, investigation, and reporting of criminal acts, including prosecution of offenders. Every effort should be made to recover university losses.

## REPORTING SUSPECTED IMPROPRIETY OR FRAUDULENT ACTIVITY

Any employee of the university who knows of or suspects fraudulent activity or improprieties has the option to report suspected activity as follows:

- notify his or her immediate supervisor
- notify one of the following university employees: the ~~director of audit services~~ *chief audit executive*, the general counsel, the chief of police, or the director of human resources; or
- file a report using the university's anonymous reporting system coordinated by the Department of Audit Services for reporting dishonest or fraudulent activity. The university's reporting system, which is hosted by a third party, can be accessed 24 hours a

day by calling 1-866-294-9539 or clicking the “Report Fraud” link on the SFA homepage.

- file a report with the Texas State Auditor’s Office by calling 1-800-TX-AUDIT (892-8348) or visiting their website at ~~http://sao.fraud.state.tx.us/Default.aspx~~  
http://sao.fraud.state.tx.us/Default.aspx.

All of these reporting options are listed on the university’s website homepage [www.sfasu.edu](http://www.sfasu.edu) under the report fraud tab at <http://www.sfasu.edu/audit/fraudreport.asp>.

Great care must be taken in the reporting and investigation of suspected improprieties or irregularities to avoid incorrect accusations or alerting suspected individuals that an investigation or audit is underway, and also to avoid making statements which could provide a basis for a lawsuit for false accusation or other offense. The reporting individual should not:

1. contact the suspected individual to determine facts or demand restitution
2. discuss the facts, suspicions, or allegations associated with the case with anyone, unless specifically directed to do so by the ~~director of audit services~~*chief audit executive*, university police chief, general counsel, or director of human resources. To the extent permitted by the applicable provisions of the Texas Public Information Act, confidentiality of those reporting dishonest or fraudulent activities will be maintained. However, the confidentiality cannot be maintained if that individual is required to serve as a witness in legal proceedings.

## INVESTIGATION

Prior to conducting an investigation, the appropriate personnel will communicate as necessary to establish the necessary investigative team.

All affected departments and/or individuals shall cooperate fully with the investigative team to identify whether or not actual fraudulent activity has occurred.

The investigative unit shall update university administration on the progress of all investigations.

All requests for information and assistance related to investigations conducted by auditors of federal and state agencies, which are concerned with potential dishonest or fraudulent activities within the university, shall be forwarded immediately to the ~~director of audit services~~*chief audit executive* for consultation with the general counsel.

All inquiries from the suspected individual, their representative, or their attorney shall be directed to the general counsel without further comment.

All reproduction of documents, evidence, and reports shall be performed within the secured work

area of the University Police Department or Department of Audit Services. Any requests to release or review such documents will be coordinated through the general counsel.

In order to protect the reputations of innocent persons initially suspected of wrongful conduct and to protect the university from potential civil liability, the results of investigations and audits will not be disclosed or discussed with anyone other than authorized representatives of law enforcement and/or regulatory agencies and persons associated with the university who have a legitimate need to know such results in order to perform their duties and responsibilities, subject to provisions of the Texas Public Information Act.

The results of all investigations will be reported to the president of the university or to the chair of the Board of Regents Finance and Audit Committee when considered necessary.

#### *Allegations of Defalcation, Misappropriation, and other Fiscal Irregularities*

The ~~director of audit services~~ *chief audit executive* will supervise all audits of allegations of defalcation, misappropriation, and other fiscal irregularities. The Department of Audit Services will have full and unrestricted access to all necessary records, including e-mail, and personnel. All university equipment, furniture, and contents, including desks and computers, are open to inspection when there is reasonable suspicion of a dishonest or fraudulent activity which makes such inspection appropriate; there is no assumption of privacy. The general counsel shall be contacted before inspection of desks and computers beyond inadvertent or official access. Every effort should be made to effect recovery of university losses.

Pursuant to Section 321.022 of the Texas Government Code, the president shall file a report with the Office of the State Auditor if he has reasonable cause to believe that money received from the state by the university may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct has occurred in relation to the operation of the department or entity. All records of a communication by or to the state auditor in this regard are legally considered audit working papers of the state auditor.

#### *Allegations of Criminal Activity*

When an audit reveals suspected criminal activity, or an audit is initiated due to an allegation of criminal activity, the university chief of police will be notified immediately and the audit will proceed under his direction. The Department of Audit Services shall assist the university police in investigations of suspected defalcation, misappropriation, and other fiscal irregularities that require accounting and auditing knowledge of university records.

When suspected criminal activity may constitute a felony offense, the university chief of police

shall, when appropriate, immediately notify the president or his designee. The university chief of police, ~~director of audit services~~ *chief audit executive*, and general counsel will coordinate assistance provided to state, federal, and local law enforcement agencies in connection with felony fraud investigations. All requests for information and/or assistance from such agencies, received by any other component of the university, shall be immediately forwarded to the university police for determination and handling. All reasonable assistance will be given to law enforcement agencies when requested.

Audits revealing violations of the Penal Code for which an audit report will be issued shall be reduced to final report form only after consultation by university police with the local prosecutor or the Office of the General Counsel to ensure that appropriate documentation of the facts has been achieved in order to permit appropriate personnel action, protect innocent persons, support appropriate civil or criminal actions, document claims made pursuant to applicable fidelity bonds, preserve the integrity of criminal investigation and prosecution, and avoid unnecessary litigation.

#### *Allegations Involving Employment Conditions*

The director of human resources will supervise or assist with all investigations involving allegations that arise by nature of one's employment that do not otherwise fall into one of the above categories.

### **AUDIT FINDINGS**

Each investigation of possible dishonest or fraudulent activities has the potential to provide valuable insight into university activities. Investigations may disclose control weaknesses or other deficiencies that require additional auditing or attention by management. The Office of Audit Services shall consider the nature and extent of the investigation and complete any additional audit work necessary to provide management with information for appropriate action.

**Cross Reference:** Ethics Policy (2.6); ~~Discipline and Discharge (11.4)~~; Tex. Gov't Code § 321.022

**Responsible for Implementation:** President

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

**Board Committee Assignment:** Finance and Audit

## POLICY REQUEST FORM

**Policy Name:** Meeting and Conducting Classes

**Policy**

**Number:** 7.18

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

**Date of last revision, if applicable:** 1/29/2013

**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA

**Purpose of Policy (what does it do):** Establishes expectations for faculty meeting classes and establishes a procedure when faculty cannot meet an expected class.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** To eliminate the academic lore that students must remain in the classroom for an established amount of time. This is a policy directing faculty behavior, not a policy directing student behavior.

**Specific rationale for deletion of policy:**

*Additional Comments:*



## Meeting and Conducting Classes

**Original Implementation:** June 16, 1982

**Last Revision:** ~~January 29, 2013~~ November 2, 2015

Faculty members will meet their assigned classes at the officially scheduled times and places. When a faculty member cannot meet an assigned class, the faculty member will notify the ~~department~~ *academic unit head prior to the scheduled class meeting, or as soon as possible after the start time of the class*, so that a timely announcement can be made to the students. ~~Students are required to wait at least ten minutes after the scheduled start time before leaving.~~

Courses will be conducted in accordance with the descriptions contained in the university's General Bulletin and Graduate Bulletin.

Exceptions to the above may be made with appropriate academic unit head approval.

**Cross Reference:** General Bulletin, Graduate Bulletin, Faculty Handbook

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## POLICY REQUEST FORM

**Policy Name:** Misconduct in Scholarly or Creative Activities

**Policy Number:** 7.19

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

**Date of last revision, if applicable:** 7/17/2012

**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA

**Purpose of Policy (what does it do):** To establish the conditions for a climate that promotes faithful adherence to high ethical standards in scholarship/research/creative activities and to establish the procedures for investigating allegations of misconduct in scholarly activity.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** To clarify corrective actions should faculty be found to have violated ethical standards related to scholarly activities.

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Misconduct in Scholarly or Creative Activities

**Original Implementation:** July 17, 2012

**Last Revision:** ~~None~~ November 2, 2015

### I. Introduction

Stephen F. Austin State University (SFA) strives to create a climate that promotes faithful adherence to high ethical standards in scholarly and creative activities without inhibiting the productivity and creativity of the academic community.

Faculty, staff, and students at SFA are expected to comply with generally understood and accepted standards of professional conduct, which include following accepted practices of scholarship and acknowledging collaborators and sources used in reports, publications, and presentations.

Any inquiry or investigation of allegations of misconduct in scholarly or creative activity must proceed promptly and with due regard for the reputation and rights of all individuals involved.

The university ~~shall~~*will* take all reasonable steps to assure that the persons involved in evaluating allegations and evidence have appropriate expertise and that no person involved in the procedures is either biased against the accused person(s) or has a conflict of interest.

### II. Scope

This policy applies to all non-federally funded research and other scholarly or creative activities (hereafter referred to as “scholarly activity”). Furthermore, this policy applies to any person paid by and/or subject to the rules and policies of SFA, including faculty, research scientists, trainees, technicians and other staff members, students, and visiting professors.

Misconduct in scholarly activity includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting scholarly results, or in conducting, reporting, and/or publishing scholarly activities. This includes improprieties of authorship, abuse of confidentiality, violation of generally accepted research practices, failure to comply with university requirements affecting research (such as use of human subjects, care and use of animals, and use of hazardous materials), misuse of funds for personal gain, and misrepresentation of qualifications.

Misconduct in scholarly activities does not include honest error or differences of opinion. Procedures for misconduct in research funded by federal agencies are outlined in

Misconduct in Federally Funded Research (8.7). Student academic dishonesty is covered under Academic Integrity (4.1).

### III. Procedures

This policy and its procedures ~~shall~~*will* apply when a university official receives an allegation of possible misconduct in scholarly activity. Circumstances in individual cases may require variation from normal procedures to meet the best interest of the university or an external sponsor, if applicable. Deviation from the normal procedures must ensure fair treatment of the subject of the allegation. Any significant variation should be approved in advance by the scholarly misconduct officer (SMO).

The SMO is the associate provost ~~and graduate dean~~ and has primary responsibility for implementing the university's policies and procedures for allegations of scholarly misconduct. Responsibilities of the SMO include: (1) assessing allegations of scholarly misconduct to determine if they fall within the definition of scholarly misconduct and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of scholarly misconduct may be identified; (2) overseeing inquiries and investigations; and (3) handling other responsibilities as described in this policy.

- A. Reports of alleged misconduct in scholarly activity may be submitted to any university official, including department chairs, college deans, *graduate school dean*, the director of the Office of Research and Sponsored Programs, the associate provost, ~~and graduate dean~~, and the provost and vice president for academic affairs. The allegation should be submitted in writing and should detail the nature of the allegation and state if any efforts have been made to address the complaint, ~~as applicable~~.
- B. All proceedings ~~shall~~*will* be confidential and ~~shall~~*will* protect the rights and reputations of the individuals involved.
- C. Within 10 working days of receipt of an allegation of misconduct in scholarly activity, the written allegation ~~shall~~*will* be forwarded to the SMO who, in consultation with appropriate individuals, ~~shall~~*will* determine whether misconduct in scholarly activity may have occurred and whether an inquiry is warranted.
- D. If an inquiry is warranted, the SMO will inform the individual of the allegation and will determine if a formal review is required or if the allegation can be resolved by the SMO with the parties involved.
- E. If the need for a formal review is determined, the SMO will establish a three-member investigative committee consisting of one member appointed by the SMO and one member selected by the individual in question. These two members will select the third member. In all cases, the individuals selected should not create, or create the appearance of, a conflict of interest.

- F. The committee ~~shall~~*will* hear from the complainant and any witnesses, and after reviewing the evidence, ~~shall~~*will* hear from the individual and review evidence they may provide. Upon conclusion of these activities, the committee ~~shall~~*will* draft a report of findings to the SMO that states whether in its judgment, misconduct in scholarly activity has occurred, ~~shall~~*will* detail the evidence that supports the conclusion, and ~~shall~~*will* make recommendations for appropriate corrective actions.
- G. A copy of the draft report of findings ~~shall~~*will* be presented to the complainant and the individual for review. The complainant and individual have five working days upon receipt of the report to submit written comments to the committee.
- H. Within 30 calendar days of receiving the draft report, a final report ~~shall~~*will* be prepared by the committee, including any comments provided by the complainant and the individual.
- I. The final report with recommendations and outcomes ~~shall~~*will* be reviewed and considered for approval by the SMO. Once approved, the complainant and the individual ~~shall~~*will* receive a copy of the final report.
- J. Corrective actions may include but are not limited to:
  - notification to involved parties, as appropriate;
  - withdrawal or correction of all pending or published abstracts and papers involving the misconduct;
  - removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, ~~salary reduction, or~~ initiation of procedures leading to *revocation of tenure* ~~possible rank reduction or~~ termination of employment;
  - restitution of funds to a grantor agency or other entities; and
  - other actions appropriate to the misconduct.

The individual may appeal the decision to the provost and vice president for academic affairs within ten working days of receipt of the final report. In considering the appeal, the provost and vice president for academic affairs ~~shall~~*will* consider the final report, comments submitted by the individual, and any other evidence deemed relevant.

**Cross Reference:** ~~Academic Integrity~~*Student Academic Dishonesty* (4.1); *Financial Conflicts of Interest in Sponsored Activities* (8.2); *Misconduct in Federally-funded Research* (8.7); *Ethics* (2.6).

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Notary Public**Policy Number:** 2.80**Is this policy new, being reviewed/revised, or deleted?** Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** President**Purpose of Policy (what does it do):** Provides procedure to ensure adequate number of notary publics on campus**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

## Notary Public

**Original Implementation:** Unpublished

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

It is the responsibility of each vice president to ensure that a sufficient number of public notaries are present, as needed to conduct university business, in each major university division.

Each vice president shall establish procedures for approving, in writing, an employee's application for notary commission, and be responsible for communicating the state's notary application process. University funds may be used to purchase the necessary supplies. Employees shall obtain all required supplies (notary seal or stamp, notary public record book, etc.) through procurement and property services.

**Cross Reference:** Tex. Gov't Code Ch. 406

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** [Special Application](#), [State Employee Notary Acknowledgement Form](#)

**Board Committee Assignment:** Academic and Student Affairs



**POLICY REQUEST FORM****Policy Name:** Organized Work Stoppage**Policy Number:** 11.18**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** President**Purpose of Policy (what does it do):** States an employee may not engage in an organized work stoppage and steps to be completed if such action is suspected**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

## Organized Work Stoppage

**Original Implementation:** October 21, 1978

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

Participation by any employee in an organized work stoppage has been declared to be against the public policy of the state of Texas. In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the university, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave pay.

**Cross Reference:** Tex. Gov't Code Ch. 617

**Responsible for implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Outside Employment**Policy Number:** 11.19**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 1/25/2015**Unit(s) Responsible for Policy Implementation:** President**Purpose of Policy (what does it do):** Requires prior approval of all outside employment by full time employees.**Reason for the addition, revision, or deletion (check all that apply):**☐ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☒ Other, please explain: Change in university procedure*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** University has changed its procedure to now require an annual disclosure of outside employment, among other items, on a single form. Policy also amended to require HR to provide a summary report to dean/director and VP on an annual basis of all those previously approved for outside employment.**Specific rationale for deletion of policy:***Additional Comments:*

## Outside Employment

**Original Implementation:** April 21, 1981

**Last Revision:** ~~January 27~~ November 2, 2015

Outside employment, for purposes of university policy, is engagement in any activity other than for Stephen F. Austin State University for a fee, salary, or wages. Examples include: establishing or joining a firm, private business, or engaging in the private practice of some professional skill, or working at another job. ~~Such employment must be approved annually in writing and in advance by the appropriate academic dean, director or vice president.~~ This policy applies to all full-time employees of Stephen F. Austin State University, including officers of the University Police Department.

University employees who propose to engage in outside employment must adhere to the following guidelines and any applicable laws.

1. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.
2. The employee may not use any materials or facilities of Stephen F. Austin State University in the course of outside employment.
3. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Stephen F. Austin State University.

An individual desiring permission to engage in outside employment must complete the Request for Approval for Outside Employment form and route it through -administrative channels to the appropriate ~~academic dean, director or vice president~~ (*or president if no vice president oversees the office*) for approval, prior to beginning outside employment ~~and annually at the beginning of the fiscal year.~~ ~~Each academic dean or director will provide a summary report of individuals approved for outside employment to the vice president by mid term of the fall semester. Each vice president will provide the president with a summary report from each respective division.~~ *After initial approval of the outside employment, the employee will annually disclose or update such outside employment in the Employee Annual Conflict of Interest Disclosures. The department of human resources will provide a summary report of individuals approved for outside employment to the dean or director and appropriate vice president or the president by October 31 of each year.*

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** Request for Approval of Outside Employment form is available on the human resources website; *Employee Annual Conflict of Interest Disclosures*.

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Private Support Organizations or Donors**Policy Number:** 3.25**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** President**Purpose of Policy (what does it do):** Serves as the rules of the university required to be established by state law governing private support organizations**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

## Private Support Organizations or Donors

**Original Implementation:** July 9, 1991

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

Pursuant to Chapter 2255 of the Texas Government Code, the university will recognize only those private support organizations that meet the requirements of this policy as being formed and designated to further the purposes and duties of the university.

Any organization or donor (whether existing as a corporation or as an unincorporated association) that is formed to further the purposes and duties of the university must enter into a written agreement with the university, approved by the Board of Regents. If the board declines to enter into such an agreement, the private support organization or donor is deemed not to further the purposes and duties of the university, and the board expressly forbids the use of the name, property, or employees of the university in any actions or activities on the part of the private support organization or donor. The agreement will address and govern all aspects of conduct of the university and its employees in the relationship between the private support organization or donor and the university and its employees including, but not limited to, the following:

- A. administration and investment of funds received by the organization for the benefit of the university;
- B. use of an employee or property of the university by the donor or organization;
- C. service by an officer or employee of the university as an officer or director of the donor or organization; and
- D. monetary enrichment of an officer or employee of the university by the donor or organization.

Nothing in this policy requires that the university include only the above provisions as subject matter in the agreement between the university and the private support organization or donor. The board has the responsibility to enter into that form of agreement which the board, in the exercise of its statutory authority, determines is in the best interest of the university.

Neither this policy nor any agreement entered into by the university may conflict or supersede a requirement of a state or federal statute regulating the conduct of a university employee or regulating the policies and procedures of the university.

**Cross Reference:** Tex. Gov't Code § 2255.001

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Finance and Audit



## POLICY REQUEST FORM

**Policy Name:** Property Inventory and Management  
**Number:** 17.14

**Policy**

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

**Date of last revision, if applicable:** 1/28/2014

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

**Purpose of Policy (what does it do):** Provides guidance for the handling of property

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

☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding

☒ Other, please explain: Eliminating restrictive language regarding surplus funds, giving the vice president more flexibility to make a determination

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

In response to several audits we're attempting to make revise the policy to emphasize that the property custodian should be responsible to locate equipment upon request, rather than focus on whether the location has been updated in property records because property movement on campus can be fluid. Spot checks and annual property inventory will continue to include updating permanent locations of property.

--In addition we're modifying language in the policy to ensure that the property custodian named on property records is the employee who uses and/or is entrusted with property on a day to day basis.

--Proceeds from surplus sales are deposited to the surplus account; however, the vice president can approve deposits to a different account. Restrictive language regarding the vice president's options are being removed to give the vice president more flexibility in considering the impact of such requests.

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Property Inventory and Management

**Original Implementation:** September 28, 1996

**Last Revision:** ~~January 28, 2014~~ November 2, 2015

Stephen F. Austin State University will comply with Texas Government Code § 403.2715, university policies, and procedures outlined in the property management manual. Property acquired under federal or state grants and contracts will be identified and maintained according to the same guidelines as the university's centralized property management and control described herein, except as otherwise stipulated by the grant.

### PROPERTY RESPONSIBILITY AND ACCOUNTABILITY

Director of procurement and property services and property manager - The president has delegated to the director of procurement and property services and the property manager responsibility for the overall management of university property, maintenance and control of centralized property records, and disposition of surplus and salvage property.

Equipment manager - The chair or administrative head of a department is designated equipment manager for the department. The equipment manager may not delegate this responsibility. The equipment manager is liable for any property listed on his/her department property records.

Designee - The equipment manager may name a designee to receive and submit property communications on his/her behalf. The designee does not assume property responsibility or liability in lieu of the equipment manager. The designee may sign property documents on behalf of the equipment manager. *The equipment manager is responsible to assign property responsibility to the employee who uses and/or is entrusted with property on a daily/regular basis.*

Property Custodian - The property custodian is any employee who is listed on property records as entrusted with the care and safekeeping of specific pieces of property, and is liable for any university property assigned to him/her. If the equipment manager or his/her designee, fail to assign property to a property custodian, ~~the equipment manager shall be listed on property records as the property custodian~~ *property manager will contact the department to determine the employee who uses and/or is entrusted with property on a daily/regular basis.*

All University Employees - All employees are required to sign the property liability acknowledgement form advising that he/she may be entrusted with university property. The property liability acknowledgement described in Property Liability (16.22) advises the employee that he/she will be held financially responsible for any property determined to be damaged, destroyed, missing, or stolen due to employee negligence, regardless of whether the employee is identified as a property custodian on property records.

## PROPERTY DEFINITIONS

Property is defined and will be accounted for in accordance with Texas Government Code § 403.272. The property manager, in conjunction with the director of procurement, and with appropriate administrative approval may define additional equipment to be tracked in property records. Property definitions include purchased or donated property. The department is responsible to notify the property manager of any donations to determine if the property must be added to property records.

## PROPERTY VALIDATION

Each equipment manager and property custodian is to exercise care and control over the property for which he/she is responsible. Property is to be monitored on a perpetual basis both by the property office and by university employees.

Annual Property Inventory Audit - Once per year a property inventory audit will be conducted one of two ways: 1) physical count by department, or 2) RFID scan by the property office. An official property report and certification must be returned to the property manager by the deadline stated in the annual property inventory instructions. Reports in campus mail will not be considered received.

Departments failing to return the official property report and certification to the property manager by 5:00 p.m. on the deadline date will be given a 2nd deadline and will have all ordering, including p-cards, shut down until the official property report and certification are received in the property manager's office. Reports in campus mail will not be considered received.

Failure to return the official property report and certification to the property manager by 5:00 p.m. on the 2nd deadline will result in all ordering continuing to be shut down until the official property report and certification are received in the property manager's office. In addition, department information, including, but not limited to, department name, department head and property values will be reported to the Board of Regents at the next regularly scheduled meeting. Reports in campus mail will not be considered received.

Computer Inventory - Departments must complete an annual computer inventory to facilitate the purchase of campus-wide software licenses and annual analysis of computers for the university computer replacement plan.

Spot-Check Audit - Spot-check audits will be conducted by property personnel throughout the year except during annual property inventory.

Monthly Transaction Statements - Transaction information for all additions and deletions to each department's property records will be emailed monthly to the equipment manager and his/her designee, along with a request to update location and custodian information.

Adjustment Of Property Records - Employees are to advise the property office throughout the year as changes occur in the following information.

1. Equipment Manager - procedures apply to both outgoing and incoming department heads (interim or permanent); information regarding the change must be completed within 30 days of assuming or relinquishing duties.
2. Property Custodian - procedures apply *at any time there is a change in the employee who uses and/or is entrusted with property; the Change in Property Custodian form upon transfer or termination of any employee listed as a property custodian on department property records; information regarding the change must be completed within 30 days of the change transfer or termination.*
3. *The property custodian is responsible to be able to locate all equipment for which he/she is responsible during the annual property inventory audit, spot-check audit, or audits by audit services or state auditors. Permanent location changes including building room number and/or transfer to another department.*

Detailed Department Property Control Plan – Departments may be required to write a detailed plan for monitoring and accounting for department property. A template for the plan will be provided by the property manager.

## USE OF STATE PROPERTY

In accordance with Texas Government Code § 2203.004 university property may be used only for state/university purposes. University property in the custody of any Stephen F. Austin State University employee may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the property manager.

Removal of Property from Campus – University property may be taken off campus only for official business of the university or another state agency. The individual taking equipment off campus assumes financial responsibility and must complete a removal of property from campus form.

Items containing potentially sensitive, private or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the President. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such

sensitive information.

Loaning Property to Another Agency – University property may be loaned to another state agency or institution of higher education. The president must approve the loan of the property in writing and receipt of the property must be acknowledged in writing by the head of the borrowing agency.

## **TRAINING**

Mandatory training is required for all equipment managers, designees, and property custodians. After initial training, refresher training is required every two (2) years. All training is documented in the university's myTraining system.

Failure to complete training within 30 days of notification (equipment manager, designee, or property custodian) will result in having the individual's p-card inactivated. Failure to complete training within 60 days of notification will result in all ordering for the department, including p-cards, being shut down until the employee completes training.

The property manager may extend the training timeframes for employees on FMLA leave, out of the country, or as otherwise deemed appropriate and approved by the director of procurement and property services/HUB coordinator.

## **SALVAGE AND SURPLUS PROPERTY**

Salvage Property – Salvage property is any personal property which through use, time or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended. Salvage property may be discarded or retained for cannibalization of parts, but should be identified for deletion from property records with appropriate documentation and property manager approval. Data processing equipment can never be declared salvage.

Surplus Property – Surplus property is any personal property that is in excess of the needs of the department and which is not required for its foreseeable future. Surplus property may be new or used but must have additional useful life. Surplus property may be traded in, transferred to another department or transferred to surplus with appropriate documentation.

## **PROPERTY DISPOSAL**

University property is to be disposed of as described in the property management manual, with the exception that disposition of property acquired through federal or state grants and contracts must respect the terms of the grant or contract under which it was acquired. The property manager will determine the disposal option that complies with Texas Government Code §

2175.304 and § 2175.905 and best meets the needs of the university.

All property sales, including scrap metal, are to be overseen by the property office. All sale proceeds will be deposited to the surplus sales account, unless otherwise approved by the vice president for finance and administration. ~~Such approval will be restricted to situations where the proceeds will be returned to an income-generating department such as the soils lab, agriculture farms, etc. or where the proceeds will provide an off-set to a large project purchase such as a road bus, etc.~~

Where possible hard drives (“loose”, internal or external), memory cards from printers or scanners, or copiers must have all data removed before final disposal of the property.

- Memory cards from printers or scanners will be destroyed by the property manager.
- Hard drives will be degaussed, destroyed, or overwritten and the disposal will be documented ~~in accordance with Title 1, Texas Administrative Code Section 202.78.~~
- Procurement will work with departments to document that data stored on copiers is removed before a copier leaves the campus.

## **MISSING OR STOLEN PROPERTY**

Stolen Property – Stolen Property is any personal property that has disappeared by known theft, whether by forced removal, burglary, theft by employee, or other criminal act. Stolen property must be reported immediately to the property manager in conjunction with immediately filing a stolen report with university police.

A missing or stolen property report must be completed within 24 hours of reporting the stolen property. The property office will make a determination of negligence on the part of the equipment manager and/or property custodian, or any other employee; see Property Liability (16.22). Failure to report stolen property to the property manager and/or university police immediately may result in a determination of negligence.

Missing Property – Missing property is any personal property that has disappeared with no explanation, the loss of which must be reported immediately to the property manager.

A missing or stolen property report must be completed within 24 hours of reporting the missing property. The property office will make a determination of negligence on the part of the equipment manager and/or property custodian, or any other employee; see Property Liability (16.22). Failure to report missing property to the property manager immediately may result in a determination of negligence.

## **DEPARTMENTAL FINES AND REQUIREMENTS**

The following fines and requirements will be imposed for missing property:

1. The department will be fined as follows:
  - a) \$1000 – for two items valued at \$500 or more each, reported missing in the same fiscal year
  - b) \$2500 – for three to five items of any value reported missing in the same fiscal year
  - c) \$5000 – for more than five items of any value reported missing in the same fiscal year
  - d) in the following fiscal year if additional property is reported missing the above fines will double
  - e) if missing property is found within 30 days of the fine's being assessed, the value of the equipment will be refunded up to a maximum of \$500 per item, but never exceeding the amount of the original fine
- 2) Within 30 days of notification of a fine, all employees identified by the property office will be required to complete property training. The employees identified may include equipment manager, designee, property custodian, or any other employee. Failure to complete the training within 30 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the training is completed by all identified employees. Extensions of the 30-day limit may be made by the property manager as deemed appropriate and approved by the director of procurement & property services.
- 3) Within 60 days of notification of a fine, the equipment manager will be required to prepare a detailed department property control plan using the template provided by the property office. Failure to complete the plan within 60 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the plan is received.
- 4) Any appropriations withheld from the university due to exceeding the allowed value threshold of missing property, as defined in the General Appropriations Act, will be deducted from the budget of the department responsible for the property.

### INDIVIDUAL EMPLOYEE NEGLIGENCE

In accordance with Texas Government Code § 403.275 all university employees are liable for the State of Texas property that they use. A determination of negligence will result in one or more employees being held liable to replace property or reimburse the university the determined value of property. See Property Liability (16.22) and the property management manual for definitions and requirements associated with negligence.

**Cross Reference:** Tex. Gov't Code §§ 403.2715, 403.272, 403.273(h), 403.275; Tex. Gov't Code § 2054.003(3)(A); Tex. Gov't Code §§ 2175.304, .905, .908; Tex. Gov't Code § 2203.004; ~~1 Tex Admin. Code § 202.78~~; *Department of Information Resources Security Control Standards Catalog*; Property Liability (16.22)



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

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** Annual Property Inventory Audit Certification (provided with Annual Property Inventory Packet), Certification of Physical Inventory with Change In *Equipment Manager* (Department Head) (ITS Forms Server), *Department Property Control Plan Template* (ITS Forms Server), Missing, Damaged or Stolen Property Report (ITS Forms Server), Police Report (available from University Police Department), *Change in Property Custodian* (ITS Forms Server), Property Liability Acknowledgement (HR), Property Transfer Form – Department to Department (ITS Forms Server), Property Transfer Form – Department to Surplus (ITS Forms Server), Removal of Property from Campus Request (ITS Forms Server), ~~Responsible Party Termination/Transfer (ITS Forms Server)~~, Salvage Property Request (ITS Forms Server)

**Board Committee Assignment:** Finance and Audit

## POLICY REQUEST FORM

**Policy Name:** Reduction In Force of Non-Academic Employees

**Policy Number:** 11.23

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

**Date of last revision, if applicable:** 10/22/2012

**Unit(s) Responsible for Policy Implementation:** Human Resources

**Purpose of Policy (what does it do):** The policy exists to establish a process for effecting a reduction in force or layoff of a segment of the work force due to a lack of work, reduction in funding, or reorganization.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** No policy changes required. Added cross reference to two policies: Financial Exigency and Discontinuance of Program or Academic Unit.

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Reduction in Force of Non-Academic Employees

**Original Implementation:** July 28, 1986

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The purpose of this policy and procedure is to establish a process for effecting a reduction in force. A reduction in force is defined as a layoff of a segment of the work force due to a lack of work, reduction in funding or reorganization. It is an involuntary termination of employment not involving delinquency or misconduct.

The president of the university may implement a reduction in force in order to meet operating expenses and maintain sound reserves without diminishing capital or generating unwise or impermissible indebtedness. Prior to the implementation, the president shall consult with the vice presidents and other administrators of the president's choice. The consultation shall include a discussion of:

1. anticipated income and expenditures;
2. retrenchment measures which have been taken;
3. reasonable alternatives to reduction in force; and,
4. any other matter the president deems appropriate.

### Policy

1. Regular, full-time employees will be given preference for retention over probationary, part-time or temporary employees.
2. Length of service with the university, ability to perform the work remaining in the affected department, and critical skills required for the remaining work shall be weighed equally in selecting employees for layoff.
3. The university will make every effort to place potentially affected employees in vacant positions for which they qualify.
4. Employees who are laid off as a result of a reduction in force will be given priority consideration for vacant positions for which they qualify.
5. If there are no suitable job openings at the university, human resources will provide reasonable assistance to affected employees in finding positions outside the university.

### Procedure

1. A director or other administrator instructed by the president to accomplish a reduction in force will prepare a work force profile on all employees in the affected department or program. The work force profile shall indicate the number of positions to be abolished, discontinued or vacated, and the names, job titles, length of service and classification

- (temporary, probationary, or full-time, regular) of the affected employees.
2. The director or other administrator shall list the employees recommended for separation on a reduction-in-force roster and forward the roster and the work force profile through the appropriate vice president to the director of human resources.
  3. The director of human resources shall review and certify that the reduction-in-force roster complies with the provisions of this policy.
  4. After certification, every affected department's roster shall be sent to the president for final approval.
  5. Upon approval by the president, the director or other administrator of the department will meet with each affected employee, review the reason for the reduction in force, provide the employee with written notification of separation and refer the employee to human resources. Whenever possible, a written notification should be given at least sixty (60) days prior to the effective date of the reduction in force.
  6. Each affected employee will complete a new online application. Human resources will review the application and interview the employee.
  7. If there are suitable openings with the university, the employee will be referred to those job vacancies for which the employee is qualified.
  8. If there are no suitable openings, the university may replace an employee in one department with an employee who has more seniority in the same or other department. The university may exercise this option in cases where both employees are in the same or similar job classification according to the university's validated job descriptions, or the employee will be provided with placement assistance for positions outside the university. The affected employee who is transferred under this option shall receive the compensation budgeted for the position to which the employee has been transferred.
  9. Human resources will provide each affected employee with information regarding unemployment benefits from the Texas Workforce Commission and other available assistance.
  10. Employees who are laid off as a result of a reduction in force will be recalled to the next available position for which they qualify. The right to recall shall be granted on a priority basis. Length of service with the university, ability to perform the work in the affected department and critical skills required for the work shall be weighed equally in selecting employees for recall.
  11. A notice of recall shall be sent to affected employees at the last known address according to university records.
  12. A reasonable period of time not to exceed seven (7) days will be allowed for the affected employee to reply. The university may grant written extension when there are extenuating circumstances.
  13. The right to recall shall cease six (6) months after layoff.
  14. An employee on layoff from the university who rejects a recall or job offer for a position for which he/she qualifies shall forfeit further rights to recall.
  15. Each employee who is laid off as a result of a reduction in force may appeal the decision in

accordance with the procedure for category I grievances under the Grievance and Appeals Procedure for Non-Academic Employees. The appeal shall begin at step three. The burden of proof is on the employee, and the scope of the review is limited to the opportunity for the employee to establish that the layoff was made on a constitutionally impermissible or unlawful basis or an arbitrary or capricious basis, or that this policy and procedure was substantially violated.

**Cross Reference:** Worker Adjustment and Retraining Notification Act (29 U.S.C. 2101, et seq.); *Financial Exigency (3.15); Discontinuance of Program or Academic Unit (5.9).*

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Regents Professor**Policy Number:** 7.24**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 1/29/2013**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA**Purpose of Policy (what does it do):** Establishes the criteria for eligibility to apply or be nominated for the honor of the annual Regents Professor recognition.**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** Reviewed with only minor wording changes.**Specific rationale for deletion of policy:***Additional Comments:*

## Regents Professor

**Original Implementation:** October, 1979

**Last Revision:** ~~January 29, 2013~~ November 2, 2015

The title of Regents Professor is the highest honor that the university may bestow upon a member of the faculty. The honor is reserved for faculty members who are exemplary role models to the university community. The title of Regents Professor is not an academic rank and is held for one academic year.

1. Only tenured full professors are eligible for nomination. They must have served a minimum of ten years at Stephen F. Austin State University, have been in rank for a minimum of five years, and ~~shall~~*will* remain on active service during the academic year of the award. Previous recipients of the award are ineligible.
2. Faculty members are nominated on the basis of extraordinary merit in teaching, research/scholarly/creative accomplishment, and service. Evidence of exceptional performance must exist in each category.
3. A letter of nomination may be submitted by any tenured member of the faculty to the provost and vice president for academic affairs.
4. Upon acceptance of a nomination, the nominee must prepare a dossier that includes: a current curriculum vitae, evidence of exceptional teaching, evidence of exceptional research/scholarly/creative accomplishment, and evidence of exceptional service.
5. The provost appoints a review panel of six from the ranks of former Regents Professors and deans, with attention to disciplinary balance. The review panel ~~shall~~*will* examine the dossiers independently and vote by anonymous ballot.
6. The provost ~~shall~~*will* receive the ballots from the panel and, on the basis of the input, decide whether to recommend a single nominee or none at all to the Board of Regents, through the president.
7. The designation as Regents Professor may be made only by the Board of Regents.
8. The recipient is awarded a Regents medallion and receives a stipend.
9. The Regents Professor ~~shall~~*will* provide a public lecture scheduled through the University Lecture Committee.

**Cross Reference:** None

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY REQUEST FORM**

**Policy Name:** Scholarship Disbursement

**Policy Number:** 6.17

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

**Date of last revision, if applicable:** 4/15/2014

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

**Purpose of Policy (what does it do):** Describes the process for notifying scholarship recipients and dispersing funds

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

☐ Scheduled Review      ☐ Change in law      ☒ Response to audit finding

☒ Other, please explain: Federal audit

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:** We are recommending replacing this policy with the new Comprehensive Scholarship Administration (3.31) policy.

*Additional Comments:*

## **Scholarship Disbursement POLICY TO BE DELETED**

**Original Implementation:** March 9, 1988

**Last Revision:** April 15, 2014

Title 20, Subchapter IV of the U.S. Code (Title IV of the Higher Education Act of 1965 as amended) governs federal student financial aid programs. This law requires participating institutions to have a central source to coordinate all financial awards to its students. All disbursements of financial assistance at the university, other than student employment or graduate assistantships, are coordinated by the Office of Student Financial Assistance.

All scholarships will be recorded on and distributed through the financial aid management system. Prior to disbursement of any financial aid, debt owed by the student to the university will be deducted from the amount of the scholarship.

1. The committee or academic unit selecting a scholarship recipient must send a notification that contains the necessary information to the Office of Student Financial Assistance.
2. The academic unit must provide any special criteria associated with the scholarship.
3. Once disbursement is made, the scholarship is credited to the student's account. Any remaining funds will be issued to the student.
4. In order to credit scholarship funds to accounts of students who have pre-registered, requests for disbursement must be received by the Office of Student Financial Assistance at least ten business days before the first class day of each semester.
5. If a student withdraws from the university or no longer meets eligibility criteria, the scholarship program account manager will determine whether funds should be repaid and notify the Office of Student Financial Assistance.

**Cross Reference:** Title IV of the Higher Education Act of 1965 (HEA), as reauthorized by the Higher Education Opportunity Act (HEOA), Pub. L. No. 110-315, 20 U.S.C. § 1070.

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

**Contact For Revision:** Director of Student Financial Assistance

**Forms:** Disbursement Request Form, email or memo

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Second Baccalaureate Degrees**Policy Number:** 6.18**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 1/29/2013**Unit(s) Responsible for Policy Implementation:** Provost & VP for AA**Purpose of Policy (what does it do):** Establish the requirements for earning a second baccalaureate degree.**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** Streamlined the conditions for obtaining a second baccalaureate degree by removing duplicate text; clarifying the procedures.**Specific rationale for deletion of policy:***Additional Comments:*

## Second Baccalaureate Degrees

**Original Implementation:** January 25, 2010

**Last Revision:** ~~January 29, 2013~~ November 2, 2015

Stephen F. Austin State University (SFA) is committed to facilitating the timely completion of academic degrees and providing opportunities to achieve second degrees at the baccalaureate level.

*Students who hold a baccalaureate degree from an accredited institution, including SFA, may receive-earn a second baccalaureate degree from SFA. after being conferred a first baccalaureate degree. Students who received the first baccalaureate degree from SFA must reapply for admission to the university for the second degree.*

The following conditions apply to a second baccalaureate degree:

- Students must earn a minimum of 30 semester hours in addition to the hours required for the first degree.
- Students must satisfy all prerequisites, co-requisites, and major requirements for the second degree program.
- *Students who earned a first baccalaureate degree from SFA may apply up to 12 hours in transfer credit to the second degree.*
- *Students who earned a first baccalaureate degree from another accredited institution must complete all 30 semester hours at SFA with at least 15 hours taken in the major field at the 300 level or above.*
- Students seeking a second ~~bachelor's~~-baccalaureate degree requiring a minor may use the major completed in the first bachelor's degree in lieu of a minor.
- At the discretion of the major advisor or academic unit head, courses completed successfully in the first bachelor's degree may be applied to the requirements for the second bachelor's degree.

~~Students who hold a baccalaureate degree from another accredited institution may earn a second baccalaureate degree at SFA by meeting the following requirements:~~

- ~~▪ Complete a minimum of 30 semester hours at SFA with at least 15 hours taken in the major field at the 300 level or above.~~
- ~~▪ Meet all prerequisite and course requirements in the major field and degree requirements for the second baccalaureate degree program.~~
- ~~▪ Earn a cumulative grade point average of 2.0 or higher in coursework that applies to the degree program.~~
- ~~▪ Earn a cumulative grade point average of 2.0 or higher in all coursework at SFA that applies~~

| to the second bachelor degree.

**Cross Reference:** None

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## POLICY REQUEST FORM

**Policy Name:** Selection of Vice Presidents, Athletic Director, and Head Coaches

**Policy Number:** 1.80

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

**Date of last revision, if applicable:** 10/22/2012

**Unit(s) Responsible for Policy Implementation:** President

**Purpose of Policy (what does it do):** Requires notification of the BOR in the event of a vacancy of the listed positions; specified BOR may participate in selection of individual for one of these positions at its discretion.

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ 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:*

No change.

## Selection of Vice Presidents, Athletic Director, and Head Coaches

**Original Implementation:** April 21, 1998

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The chair of the Board of Regents shall be notified in the event of a vacancy in the positions of vice president, athletic director, and head coaches. The Board of Regents may participate at its discretion in the selection of the vice presidents, athletic director and head coaches prior to the obligation of those positions.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs Committee

## POLICY REQUEST FORM

**Policy Name:** Sick Leave

**Policy Number:** 12.18

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

**Date of last revision, if applicable:** 1/28/2014

**Unit(s) Responsible for Policy Implementation:** Human Resources

**Purpose of Policy (what does it do):** The policy exists to describe the accrual and utilization of sick leave for faculty and staff employees.

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

☐ Scheduled Review      ☒ Change in law      ☐ Response to audit finding

☒ Other, please explain: Combining the Sick Leave policy 12.18 with the Sick Leave Pool policy 12.19

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Recommending minor wording changes in the sick leave section of the policy. Adding in a new section regarding "donation of sick leave to another employee" due to new legislation that became effective 9/1/2015. Recommending combining the sick leave pool policy with this one so that all information is located in one policy for easier reference for employees. Minor wording changes are also being recommended to the sick leave pool policy for clarification purposes.

**Specific rationale for deletion of policy:**

*Additional Comments:*



## Sick Leave

**Original Implementation:** Unpublished

**Last Revision:** ~~January 28, 2014~~ November 2, 2015

Regular, consistent attendance and punctuality is expected of all university faculty and staff, as well as the proper use of leave time when an absence is necessary.

### Accrual of Sick Leave

Employees of the university, whose positions do not require *student status* as a condition of employment ~~that they be enrolled and regularly attending classes~~, shall, without deduction in salary, be entitled to sick leave subject to the following conditions. Employees of the SFA Charter School will earn sick leave according to charter school policy.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. An employee who is on leave the first day of the month may not use the sick leave that the employee accrues for that month until after a return to duty. Such leave accrual shall terminate on the last day of duty. An employee's accrued sick leave balance will be transferred when an employee moves from employment in one state agency to another, provided the employment is uninterrupted. Part-time employees working at least 20 hours per week accrue sick leave proportionately to their FTE.

Employees employed by multiple agencies cannot accrue sick leave at a rate that exceeds that of a full-time, 40-hour-per-week employee.

### Separation from Employment

Employees of the university who separated from employment under a formal reduction in force are entitled to have their sick leave balances restored if they are re-employed by the state within 12 months. Employees separated from the university, for reasons other than a formal reduction in force, and re-employed by SFA may have their sick leave balances restored only if:

1. The employee is re-employed by the university within 12 months after the end of the month in which the employee separates from employment, but only if there has been a break in employment from the university of at least 30 calendar days; or
2. The employee is re-employed by a different state agency or institution of higher education within 12 months after the end of the month in which the employee separated from the university.

The university has no authority to pay out an employee's accrued but unused sick leave balance upon termination. An employee who is restored to employment at the university following

military service is entitled to have his or her sick leave balance restored. Employee Retirement System (ERS) retirees who return to state employment will not have their sick leave balances restored.

Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the university. The employee must have had continuous employment with the university for at least 6 months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.

### Sick Leave Utilization

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when a member of the employee's immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. Sick leave may be used for the adoption of a child under the age of three. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate verifying the employee was out due to medical reasons. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation *verifying the employee was out due to medical reasons* ~~of the illness~~. Upon returning to duty after sick leave, an employee shall immediately complete a "Request for Vacation, Compensatory Time, Sick Leave Taken" form.

An employee may use sick leave while he or she is on annual leave.

Participation by any employee in an organized work stoppage has been declared to be against the public policy of the state of Texas. In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the university, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.

### ~~Sick leave~~ Leave utilization-Utilization for faculty

*Faculty must submit leave forms for all sick leave the faculty member takes if the absence*

*occurs during the normal workday for regular employees, even if no classes are missed.*

Faculty are allowed to use their sick leave for personal or family illness and for personal leave within these guidelines:

- If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from their department head.
- If a faculty member misses a class, even if a substitute covers the class, the time missed is to be reported.
- If a faculty member is out on a continuous basis, two days or more, they must turn in leave for 8 hours for each day.
- If a faculty member misses office hours, due to illness or personal business, they must turn in leave for the time missed.

#### Extension of Sick Leave:

Pursuant to sections 661.202(i) and (j) of the Texas Government Code, an extension of sick leave may be granted through the university policies of ~~Sick Leave Pool (12.19)~~, Family and Medical Leave (12.9), or Leave of Absence (12.12 or 12.11) *or utilization of the sick leave pool.*

#### Sick Leave for Educational Activities:

An employee may use up to eight (8) hours of sick leave each ~~calendar~~-fiscal year to attend school sponsored educational activities of the employee's children who are in pre-kindergarten through 12th grade, including a parent-teacher conference, tutoring, volunteer program, field trip, classroom program, school committee meeting, academic competition, and athletic, music or theater program.

#### Donation of Sick Leave to an Employee

*Employees may donate any amount of their accrued sick leave to another employee who:*

- *Is employed by the university;*
- *Is eligible to accrue and use sick leave; and*
- *Has exhausted all of their sick leave, including time the employee may be eligible to receive as an award from the sick leave pool.*

*Employees may not provide or receive remuneration or a gift in exchange for a sick leave donation.*

*The use of sick leave donated to the recipient employee must follow the same conditions as normal accrued sick leave as outlined in this policy.*

*Donated sick leave cannot be used towards ERS retirement service credit.*

*Donated sick leave cannot be transferred to another state agency.*

*Donated sick leave cannot be paid out to the estate of an employee if the recipient employee passes*

away.

*Donated sick leave hours will be lost when the recipient employee leaves employment and will not be reinstated if the recipient is rehired by the university at a later date.*

*Donated sick leave hours do not get returned to the donor if the recipient does not use them all.*

### *Sick Leave Pool*

*The university maintains a sick leave pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool has been established and is maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.*

### *Definitions:*

- 1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and lose sick leave compensation from the state.*
- 2. A severe condition or combination of conditions is one that:*
  - a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.);*
  - b. has been designated as terminal; or*
  - c. fully incapacitates the employee from working for a continuous period of thirty (30) calendar days or more.*
- 3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.*
- 4. Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children who are so certified by the Texas Health and Human Services Commission who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition. Employees may use sick leave pool hours to care for an immediate family member only under circumstances for which an employee would be eligible to use regular sick leave, if available.*

### *Eligibility and Other General Provisions:*

- 1. All regular faculty and non-probationary staff members' eligible to accrue and use sick leave in accordance with university sick leave policy 12.18 may apply to use sick leave*

- from the sick leave pool.*
2. *Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.*
  3. *An employee may submit only one request for sick leave from the sick leave pool per fiscal year for each catastrophic illness or injury.*
  4. *An employee must exhaust all available leave before being eligible to receive sick leave from the sick leave pool.*
  5. *An employee utilizing sick leave from the sick leave pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.*
  6. *Employees who are not covered by FMLA (policy 12.9) and who are offered a bona fide job offer under the university's Return to Work (policy 11.24) must accept the offer or sick leave pool benefits will end.*
  7. *Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.*
  8. *A routine pregnancy is not considered a catastrophic illness or injury.*
  9. *A regular part-time employee is granted pool leave on a pro-rated basis.*
  10. *One sick leave pool will be administered for all regular faculty and staff employees of the university.*

#### *Requesting Sick Leave from the Pool*

1. *A regular employee may apply for sick leave from the sick leave pool by completing a Request for Sick Leave from the Sick Leave Pool form and routing the form to the pool administrator in human resources.*
2. *Medical certification is required before the sick leave pool request can be reviewed by the administrator. Weekly documentation of appointments and/or treatment must be submitted to the pool administrator. Failure to return the required certification and documentation may result in loss of pool benefits.*
3. *The pool administrator will approve all or part of the request, or deny the request. All practitioner's statements and medical updates are subject to be referred to and reviewed by a university medical review board.*
4. *The amount of the pool leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. Initiation and/or renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.*
5. *Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentation may result in delay or loss of pool benefits.*
6. *Any unused balance of leave granted to an employee from the sick leave pool returns to the*

*pool if the employee returns to work prior to using all days granted.*

- 7. The estate of a deceased employee is not entitled to payment for unused leave requested from the sick leave pool.*
- 8. Employees on sick leave pool who return to work on a part-time basis are not eligible to continue on pool leave to make up the difference between their part-time employment and regular full-time employment.*
- 9. An employee's sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.*

#### *Contributing Sick Leave to the Pool*

- 1. An employee with accrued sick leave may contribute to the sick leave pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.*
- 2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.*
- 3. Contributions to the pool are strictly voluntary.*
- 4. An employee contributing sick leave to the sick leave pool may not stipulate who is to receive the contribution.*
- 5. An employee who contributes sick leave to the sick leave pool cannot reclaim the contribution unless entitled to use leave from the sick leave pool. An employee who contributes sick leave to the sick leave pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.*
- 6. An employee desiring to contribute sick leave to the sick leave pool should complete an Application to Contribute Sick Leave form, provide a copy to his or her department head, and route the form to the pool administrator in human resources.*

#### *Administration of the Pool*

- 1. The pool administrator in the Human Resources Department is responsible for the administration of the sick leave pool. Decisions of the pool administrator may be appealed to the appropriate vice president.*
- 2. Requests for sick leave from the sick leave pool will be forwarded to the pool administrator. Requests will be considered by the pool administrator on a first-come, first-serve basis. Employees may submit a request for sick leave pool hours when they are running out of accrued leave. The request will be considered when they have exhausted all accrued time.*
- 3. The pool administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.*
- 4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The pool administrator shall approve the use of not more than thirty (30) days of such leave by one individual at one time. Initiation*

*and/or renewal of approval for use of such leave will be subject to review of a current medical report for each thirty (30) day approval, and is subject to availability of appropriate balance in the fund.*

5. *The pool administrator shall design and implement a system of records management and reporting of sick leave pool activity. The total leave time available in the sick leave pool shall be reported annually to the director of human resources and be available upon request to faculty and staff.*

**Cross Reference:** Tex. Gov't Code §§ 661.001-.038, .201-206; Tex. Gov't Code Ch. 617; Non-Academic Employee Handbook; Organized Work Stoppage (11.18); ~~Sick Leave Pool (12.19);~~ Family and Medical Leave (12.9); ~~Leave of Absence (Non-Academic) (12.12);~~ Leave of Absence (Faculty and Staff) (12.11); Tex. Educ. Code § 51.961.

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

**Contact for Revision:** Director of Human Resources

**Forms:** Request for Vacation, Compensatory Time, Sick Leave Taken (available from Human Resources)

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Sick Leave Pool**Policy Number:** 12.19**Is this policy new, being reviewed/revised, or deleted?** Delete**Date of last revision, if applicable:** 10/22/2012**Unit(s) Responsible for Policy Implementation:** Human Resources**Purpose of Policy (what does it do):** The policy exists to describe utilization of sick pool leave for employees**Reason for the addition, revision, or deletion (check all that apply):**☐ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☒ Other, please explain: Combining the Sick Leave Pool policy 12.19 with the Sick Leave policy 12.18.*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:****Specific rationale for deletion of policy:** Recommending moving the content of this policy into the sick leave policy so that all information is located in one policy for easier reference for employees.*Additional Comments:*



## **Sick Leave Pool (*POLICY TO BE DELETED*)**

**Original Implementation:** September 17, 1982

**Last Revision:** ~~October 22, 2012~~

### **Purpose:**

~~Pursuant to Texas Government Code Sections 661.001-661.008, the university shall maintain a sick leave pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool shall be established and maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.~~

### **Definitions:**

- ~~1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and lose compensation from the state.~~
- ~~2. A severe condition or combination of conditions is one that:~~
  - ~~a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.);~~
  - ~~b. has been designated as terminal; or~~
  - ~~c. fully incapacitates the employee from working for a continuous period of thirty (30) calendar days or more.~~
- ~~3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.~~
- ~~4. Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children who are so certified by the Texas Health and Human Services Commission who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition.~~

### **Eligibility and Other General Provisions:**

- ~~1. All regular faculty and non-probationary staff members' eligible to accrue and use sick leave in accordance with university sick leave policy 12.18 may apply to use sick leave from the sick leave pool.~~

- ~~2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.~~
- ~~3. An employee may submit only one request for sick leave from the sick leave pool per fiscal year for each catastrophic illness or injury.~~
- ~~4. An employee must exhaust all accrued leave before being eligible to receive sick leave from the sick leave pool.~~
- ~~5. An employee utilizing sick leave from the sick leave pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.~~
- ~~6. Employees who are not covered by FMLA (policy 12.9) and who are offered a bona fide job offer under the University's Return to Work (policy 11.24) must accept the offer or sick leave pool benefits will end.~~
- ~~7. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.~~
- ~~8. A routine pregnancy is not considered a catastrophic illness or injury.~~
- ~~9. A regular part-time employee is granted pool leave on a pro-rated basis.~~
- ~~10. One sick leave pool will be administered for all regular faculty and staff employees of the University.~~

### **Requesting Sick Leave from the Pool**

- ~~1. A regular employee may apply for sick leave from the sick leave pool by completing a "Request for Sick Leave from the Sick Leave Pool" form and routing the form to the pool administrator in Human Resources.~~
- ~~2. Medical certification is required before the sick leave pool request can be reviewed by the administrator. Weekly documentation of appointments and/or treatment must be submitted to the pool administrator. Failure to return the required certification and documentation may result in loss of pool benefits.~~
- ~~3. The pool administrator will approve all or part of the request, or deny the request. All practitioner's statements and medical updates are subject to be referred to and reviewed by a university medical review board.~~
- ~~4. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. Initiation and/or renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.~~
- ~~5. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentation may result in delay or loss of pool benefits.~~

- ~~6. Any unused balance of leave granted to an employee from the sick leave pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the sick leave pool.~~
- ~~7. Employees on sick leave pool who return to work on a part time basis are not eligible to continue on pool leave to make up the difference between their part time employment and regular full time employment.~~
- ~~8. An employee's sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.~~

### **Contributing Sick Leave to the Pool**

- ~~1. An employee with accrued sick leave may contribute to the sick leave pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.~~
- ~~2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.~~
- ~~3. Contributions to the pool are strictly voluntary.~~
- ~~4. An employee contributing sick leave to the sick leave pool may not stipulate who is to receive the contribution.~~
- ~~5. An employee who contributes sick leave to the sick leave pool cannot reclaim the contribution unless entitled to use leave from the sick leave pool. An employee who contributes sick leave to the sick leave pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.~~
- ~~6. An employee desiring to contribute sick leave to the sick leave pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the pool administrator in Human Resources.~~
- ~~7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.~~

### **Administration of the Pool**

- ~~1. The pool administrator in the Human Resources Department is responsible for the administration of the sick leave pool. Decisions of the pool administrator may be appealed to the appropriate vice president.~~
- ~~2. Requests for sick leave from the sick leave pool will be forwarded to the pool administrator. Requests will be considered by the pool administrator on a first come, first serve basis. Employees may submit a request for sick leave pool hours when they are running out of accrued leave. The request will be considered when they have exhausted all accrued time.~~

3. ~~The pool administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.~~
4. ~~The amount of sick leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount cannot exceed one third of the balance of hours in the pool, or 90 working days, whichever is less. The pool administrator shall approve the use of not more than thirty (30) days of such leave by one individual at one time. Initiation and/or renewal of approval for use of such leave will be subject to review of a current medical report for each thirty (30) day approval, and is subject to availability of appropriate balance in the fund.~~
5. ~~The pool administrator shall design and implement a system of records management and reporting of sick leave pool activity. The total leave time available in the sick leave pool shall be reported annually to the director of human resources and be available upon request to faculty and staff.~~

**~~Cross Reference:~~** ~~Tex. Gov't Code §§ 661.001-.008~~

**~~Responsible for Implementation:~~** ~~Vice President for Finance and Administration~~

**~~Contact for Revision:~~** ~~Director of Human Resources~~

**~~Forms:~~** ~~Application to Contribute Sick Leave, Family Medical Leave Request (both available in Human Resources)~~

**~~Board Committee Assignment:~~** ~~Academic and Student Affairs~~

**POLICY REQUEST FORM****Policy Name:** Ticket Office Services**Policy Number:** 16.29**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/1/2012**Unit(s) Responsible for Policy Implementation:** University Affairs**Purpose of Policy (what does it do):** This policy sets forth the basics of SFA ticket sales and the sale of tickets for outside groups by SFA.**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ 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:*

## Ticket Office Services

**Original Implementation:** May 6, 1985

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The services of the SFA Ticket Office (Ticket Office) are primarily for the use of campus organizations and campus departments. Services may be offered to non-university groups if there is a benefit to the university. There may be a fee charged for services provided to non-university groups.

To request use of Ticket Office services, an official representative of the organization, department or group making the request must complete a Consignment Ticket Agreement. The Ticket Office manager will notify this representative if the request is approved and when tickets can be delivered for sale. The request for service must be made at least 24 hours prior to the time sales are requested to begin. Tickets should go on sale no earlier than three (3) weeks prior to an event.

Once tickets are delivered for sale, the number of tickets consigned must be verified and agreed upon by the group representative and the Ticket Office.

For general admission events, tickets must be consecutively numbered. For reserved seat events, tickets must be accompanied by a seating plan (chart). Prices must be printed on the face of the ticket.

The Ticket Office is responsible only for the number and type of tickets it accepts. Deposits will be made into a university account. Final accounting will take place within two (2) working days following the event. Payments for tickets sold for groups without university accounts will be made by university check no earlier than two weeks following the acceptance of the final accounting by an authorized representative of the group. A final Ticket Office statement will be provided to the official representative of the group upon request.

### Refunds

The Ticket Office sells tickets on a no refund and no exchange basis unless the event for which the ticket was purchased is cancelled. In the case of a cancellation, refunds processed by the Ticket Office will be only for those tickets originally sold or placed on consignment in other outlets by the Ticket Office. Tickets may not be refunded by consignment outlets.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services

**Forms:** Consignment Ticket Agreement

**Board Committee Assignment:** Academic and Student Affairs

**POLICY REQUEST FORM****Policy Name:** Vending**Policy Number:** 16.35**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise**Date of last revision, if applicable:** 10/1/2012**Unit(s) Responsible for Policy Implementation:** University Affairs**Purpose of Policy (what does it do):** Sets forth the provision of vending services on campus**Reason for the addition, revision, or deletion (check all that apply):**☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding☐ Other, please explain:*Please complete the appropriate section:***Specific rationale for new policy:****Specific rationale for each substantive revision:** Modified to specify that vending placements will be as negotiated and specified in the applicable contract.**Specific rationale for deletion of policy:***Additional Comments:*



## Vending

**Original Implementation:** Unpublished

**Last Revision:** ~~October 22, 2012~~ November 2, 2015

The food and beverage vending machines located on campus are the responsibility of the respective contract vendors. This responsibility shall include furnishing, servicing and maintaining machines, purchasing goods for resale, and collecting funds. These vendors shall ~~routinely place vending machines in locations it deems desirable and economical, including academic buildings~~ *accordance with the negotiated contract*. Specific exceptions to this policy are:

1. Coin-operated copy machines, which are the responsibility of the individual department; and
2. Coin-operated game machines, which are the responsibility of the director of student services.

Other exceptions or requests shall be considered on an individual basis, and should be addressed in writing to the vice president for university affairs.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services

**Forms:** None

**Board Committee Assignment:** Building and Grounds

## POLICY REQUEST FORM

**Policy Name:** Workplace Accommodations for Lactation/Breastfeeding

**Policy Number:** 11.33

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

**Date of last revision, if applicable:**

**Unit(s) Responsible for Policy Implementation:** Human Resources

**Purpose of Policy (what does it do):** Describes the university's commitment to providing and promoting a work environment that is supportive of nursing mothers.

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

☐ Scheduled Review      ☒ Change in law      ☐ Response to audit finding

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** The university is required to have a policy in place that describes the rights of nursing mothers.

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

## Workplace Accommodations for Lactation/Breastfeeding

**Original Implementation:** November 2, 2015

**Last Revision:** None

The university is committed to providing and promoting a work environment that is supportive of nursing mothers. The university will provide reasonable accommodations for employees for the purposes of expressing breast milk during the workday.

### Accommodation of Leave Time

Nursing mothers may take a reasonable amount of break time as needed for the expression of breast milk. The frequency and duration of these breaks may vary as determined by the needs of the mother. Ideally, this break time will run concurrently with an employee's paid break time. Supervisors will make separate or additional time available if it is not feasible for the lactation time to correspond with regular breaks. The additional time may be unpaid. If need or desired, vacation time, compensatory time, or flexible scheduling may be used for this accommodation. If leave balances are used or if the time is unpaid, this time may count towards an employee's family and medical leave (FMLA) entitlement.

### Available Space

The university will provide appropriate and accessible space for employees to breastfeed or express milk in private. This location may be the employee's regularly assigned workspace if there is adequate privacy to perform the activity. The location provided must be shielded from view and free from intrusion from other employees and the public. Areas such as restrooms or open cubicles are not considered appropriate spaces for the university to provide under this policy.

### Employee Responsibilities

Supervisors are to ensure accommodations are administered consistently, equitably, and fairly. Supervisors may not deny a lactating employee the right to express milk during the workday.

Employees are to plan and organize their time to meet the job responsibilities established by their supervisor. Employees are expected to complete or account for the required number of work hours in their respective workweek, unless otherwise agreed to by their supervisor or limited by their healthcare provider. Employees are to notify their supervisor of any changes needed to the agreed upon schedule in advance.

## Retaliation

An employee may not be discriminated against, harassed, or otherwise retaliated against for asserting their right to express breastmilk.

**Cross Reference:** Tex. Gov't Code §§ 619.001 - .006.

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

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs