<table>
<thead>
<tr>
<th>Board Order</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-16</td>
<td>Approval of the SFA Charter School 2018-19 Audited Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>APPROVAL OF PAST MINUTES</strong></td>
<td></td>
</tr>
<tr>
<td>20-17</td>
<td>Approval of Minutes for October 27-28, 2019 and November 22, 2019</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Board of Regents Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PERSONNEL</strong></td>
<td></td>
</tr>
<tr>
<td>20-18</td>
<td>Staff Appointments</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Faculty Appointments</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Changes of Status</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Retirements</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>ACADEMIC AND STUDENT AFFAIRS</strong></td>
<td></td>
</tr>
<tr>
<td>20-19</td>
<td>Approval of James I. Perkins College of Education Unit Naming</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>BUILDING AND GROUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>20-20</td>
<td>Approval of Academic and Student Affairs Policy Revisions</td>
<td>10</td>
</tr>
<tr>
<td>20-21</td>
<td>Approval of the Beef Farm Facility Project</td>
<td>11</td>
</tr>
<tr>
<td>20-22</td>
<td>Approval of Basketball Facility Project Budget</td>
<td>11</td>
</tr>
</tbody>
</table>
Board Order 20-23  
Approval of Building and Grounds Policy Revisions

Board Order 20-24  
Naming of Basketball Performance Center

Board Order 20-25  
Naming of Basketball Performance Center Weight Room

Board Order 20-26  
Naming of Office of Men’s Head Basketball Coach

Board Order 20-27  
Naming of Resource Room

FINANCIAL AFFAIRS

Board Order 20-28  
Acknowledge Receipt of Audit Services Report

Board Order 20-29  
Approval of the 2018-19 Annual Financial Report

Board Order 20-30  
Approval of Environmental Service Fee

Board Order 20-31  
Approval to Increase the Recreational Sports Fee

Board Order 20-32  
Approval of an Undergraduate and Graduate Designated Tuition Differential Charge

Board Order 20-33  
Approval of the Texas Resident Undergraduate FY 2021 Fixed-rate Tuition and Fee Plan

Board Order 20-34  
Approval of the Fixed-rate Tuition and Fees Guaranteed Price Plan

Board Order 20-35  
Approval of Tuition and Fees for Registered Nurse to Bachelor of Science Degree in Nursing

Board Order 20-36  
Changes in Course Fees
**Board Order 20-37**
Resolution to Acknowledge Review of Investment Strategy and Policy ..................19
Approval of the Resolution to Approve Qualified Financial Institutions and Investment Brokers ..................................................................................................20
Resolution Amending Authorized Texpool Representatives.....................................20

**Board Order 20-38**
Approval of ARAMARK Contract Amendment ...............................................................21

**Board Order 20-39**
Approval of FY2020-21 Board Rates..............................................................................21

**Board Order 20-40**
Approval of Financial Affairs Policy Revisions............................................................22

**Board Order 20-41**
Approval of Grant Awards............................................................................................22

**Board Order 20-42**
Election of Officers for 2020-21 ......................................................................................23

**APPENDICES**

Appendix 1 – Policy Revisions
Appendix 2 – Tuition Plans Texas Resident 2020-21
Appendix 3 – Tuition Guaranteed Plans 2020-21
Appendix 4 – Changes in Course Fees
Appendix 5 – Texpool Resolution
Appendix 6 – ARAMARK Contract Amendment
Appendix 7 – Board Rates 2020-21
Appendix 8 – Grant Awards
Sunday, January 26, 2020

The regular meeting of the Board of Regents was called to order in open session at 2:10 p.m. on Sunday, January 26, 2020, by Chair Brigettee Henderson.

PRESENT:

Board Members: Mrs. Brigettee Henderson, Chair
Dr. Scott Coleman
Mr. Alton Frailey
Mrs. Karen Gantt
Mr. Tom Mason
Mrs. Judy Olson
Mrs. Jennifer Winston
Ms. Zoe Smiley, student member
Mr. David Alders – arrived at 4:00 p.m.

General Counsel: Mr. Damon Derrick

President: Dr. Scott Gordon

Vice President: Dr. Steve Bullard
Dr. Danny Gallant
Mrs. Jill Still
Dr. Steve Westbrook

Other SFA administrators, staff, and visitors were in attendance.

The Board of Regents meeting recessed for a tour of the Walter Todd Agricultural Research Center at 2:12 p.m. located on Nacogdoches County Road 123. The meeting reconvened on campus, Austin Building, room 307 at 3:52 p.m. in open session.

The chair 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)
- Report from chief information officer
- Follow-up Audit of External Information Technology Audits
- FERPA Audit - Security
Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, Open Meetings Act, Health Insurance Billing, NCAA Compliance, Pamela Clasquin v. SFASU, and Jane SFA-CM Doe v. SFASU (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the director of athletics, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 6:40 p.m. The Board of Regents meeting returned to open session and recessed to Monday, January 27, at 8:00 a.m.

**Monday, January 27, 2020**

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m. on Monday, January 27, 2020, by Chair Brigettee Henderson.

**PRESENT:**

Board Members: Mrs. Brigettee Henderson, Chair
Mr. David Alders
Dr. Scott Coleman
Mr. Alton Frailey
Mrs. Karen Gantt
Mr. Tom Mason
Mrs. Judy Olson
Mrs. Jennifer Winston
Ms. Zoe Smiley, student member

General Counsel: Mr. Damon Derrick

President: Dr. Scott Gordon

Vice President: Dr. Steve Bullard
Dr. Danny Gallant
Mrs. Jill Still
Dr. Steve Westbrook

Other SFA administrators, staff, and visitors were in attendance.

Dr. Scott Gordon provided an overview of the president’s cabinet reports.

**CABINET REPORTS**
Mr. Anthony Espinoza and Mrs. Erma Brecht gave a Tiger Team Report that covered an update on the team, enrollment and ITS projects.

Dr. Steve Bullard gave a Leadership Actions Now – Course Availability Team Report that covered the efforts being made to meet the needs of SFA students enrolling in courses and laboratories.

Dr. Danny Gallant provided a report on tuition and fees including the proposals for the Annual Fixed Tuition and Fee Plan and the Four Year Guaranteed Tuition and Fee Plan.

Dr. Steve Westbrook presented a report on student housing programs.

Mrs. Jill Still and Mr. Ryan Ivey gave a report on the recognition and marketing impact the SFA Lumberjack Basketball win over Duke University made on the institution.

Dr. Steve Westbrook reported the results of the SFA Envisioned Strategic Plan survey.

The board recessed at 11:17 a.m. to committee meetings. The Building and Grounds Committee convened at 11:17 a.m.

The Board of Regents recessed for lunch at 11:32 a.m. and reconvened in open session at 1:04 p.m.

The board reconvened in the Building and Grounds Committee meeting at 1:04 p.m. and recessed at 1:25 p.m. The Finance and Audit Committee convened at 1:25 p.m. and adjourned at 3:07 p.m.

The Board of Regents reconvened as Committee of the Whole at 3:08 p.m.

BOARD ORDER 20-16
Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approve.

APPROVAL OF THE SFA CHARTER SCHOOL 2018-19 AUDITED FINANCIAL STATEMENTS

The Board of Regents approved the August 31, 2019, SFA Charter School audit financial statements, as presented.

The board reconvened for committee meeting of the Academic and Student Affairs Committee at 3:27 p.m. and recessed at 3:32 p.m. to the Committee of the Whole.

The chair called for an executive session to consider the following items at 3:35 p.m.:

Deliberations Regarding the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices (Texas Government Code, Section 551.076)
- Report from chief information officer
- Follow-up Audit of External Information Technology Audits
- FERPA Audit - Security

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

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, Open Meetings Act, Health Insurance Billing, NCAA Compliance, Pamela Clasquin v. SFASU, and Jane SFA-CM Doe v. SFASU (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the director of athletics, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 5:51 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action taken.

**Tuesday, January 28, 2020**

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. on Tuesday, January 28, 2020, in the Austin Building Board Room by Chair Brigettee Henderson.

PRESENT:

Board Members: Mrs. Brigettee Henderson, Chair
Mr. David Alders
Dr. Scott Coleman
Mr. Alton Frailey
Mrs. Karen Gantt
Mr. Tom Mason
Mrs. Judy Olson
Mrs. Jennifer Winston
Ms. Zoe Smiley, student member

General Counsel: Mr. Damon Derrick

President: Dr. Scott Gordon

Vice President: Dr. Steve Bullard
Dr. Danny Gallant
Mrs. Jill Still
Dr. Steve Westbrook

Other SFA administrators, staff, and visitors were in attendance.

Chair Henderson recognized special guest Nelda Blair of The Woodlands and the board expressed its appreciation for her service as a regent for the Stephen F. Austin State University Board of Regents from 2015 to January 1, 2020. President Gordon presented Blair with her regent portrait
and a commemorative SFA axe. Blair made comments of appreciation.

SFA ROTC Cadet Sarah Sparkman led the pledges to the flags and Regent Mason provided the invocation.

**RECOGNITIONS**

Dr. Bullard recognized the ROTC Ranger Challenge student team for their accomplishments. Dr. Kevin Stafford, Dr. Nick Long, Dr. Pat Stephens, Dr. Steve Cooper and Dr. Zach Seldon were recognized for their research efforts. Dr. Dan Unger, Dr. Brian Oswald, and Dr. David Kulhavy from the Arthur Temple College of Forestry and Agriculture were recognized for their recent awards. Dr. Mark Sanders, from the Department of English was recognized for his poem that was published in the New York Times.

Ryan Ivey recognized Coach Debbie Humphreys and the winning 2019 Ladyjack Volleyball team.

Dr. Steve Westbrook recognized the University Police Department for their efforts in the Texas Law Enforcement Recognition Program and for preparing the campus to be recognized as a StormReady Campus.

The board introduced April Smith, as Coordinator of Board Affairs/Compliance.

Dr. Scott Gordon introduced Joann Black as the Assistant to the President.

**APPROVAL OF MINUTES**

**BOARD ORDER 20-17**

Upon motion by Regent Winston, seconded by Regent Mason, will all members voting aye, it was ordered that the minutes of the October 27-28, 2020, regular meeting of the Board of Regents and minutes of the November 22, 2019, special called meeting of the Board of Regents be approved as presented.

**PERSONNEL**

**BOARD ORDER 20-18**

Upon motion by Regent Alders, seconded by Regent Olson, with all members voting aye, it was order that the following personnel items be approved.

**STAFF APPOINTMENTS**

The following staff appointments were approved.

**ACADEMIC AFFAIRS**

Shannon Morrison, Coordinator of Student Success, at an annual salary of $41,000 for 100 percent time, effective December 11, 2019.

**ATHLETICS**

Evan Luecke, Program Director – Digital Media, at an annual salary of $36,000 for 100 percent time, effective January 15, 2020.
Tony Minatta, Head Women’s Soccer Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Mitch Vanya, Assistant Men’s Basketball Coach, at an annual salary of $85,000 for 100 percent time, effective September 27, 2019.

Kevin Young, Assistant Director Athletic External Affairs, at an annual salary of $55,000 for 100 percent time, effective November 7, 2019.

HUMAN SERVICES
Nashae Turner, Director of Counseling Clinic, at an annual salary of $70,000 for 100 percent time, effective January 6, 2020.

INFORMATION TECHNOLOGY SERVICES
Randy Laird, Programmer/Analyst I, at an annual salary of $41,000 for 100 percent time, effective December 2, 2019.

Robert Williams, Programmer/Analyst I, at an annual salary of $41,000 for 100 percent time, effective January 6, 2020.

LIBRARY
Morgan Briles, Librarian II, at an annual salary of $50,000 for 100 percent time, effective January 6, 2020.

Candice Cloud, Librarian II, at an annual salary of $45,000 for 100 percent time, effective October 7, 2019.

PHYSICAL PLANT
Ryan Dietrich, Manager of Staff Services, at an annual salary of $55,400 for 100 percent time, effective December 2, 2019.

Allison Gallier, Accountant II, at an annual salary of $50,985 for 100 percent time, effective October 28, 2019.

STUDENT AFFAIRS SUPPORT SERVICES
Michara Delaney-Fields, Assistant Dean Student Affairs for Equity, Diversity, and Inclusion, at an annual salary of $82,743 for 100 percent time, effective October 31, 2019.

FACULTY APPOINTMENTS
The following faculty appointments were approved.

COLLEGE OF BUSINESS
Robert Allen, MPA, (Stephen F. Austin State University), Lecturer I, Accounting, at an academic year salary of $50,000 for 100 percent time, effective January 1, 2020.

COLLEGE OF EDUCATION
Vicki Mokuria, Ph.D., (Texas A&M University), Visiting Assistant Professor of Secondary
Education, at a four and half month academic salary of $28,000 for 100 percent time, effective January 1, 2020.

COLLEGE OF FINE ARTS
William Jones, MFA, (Ohio State), Lecturer I, Filmmaking, at an academic salary of $40,000 for 100 percent time, effective January 1, 2020.

CHANGES OF STATUS
The following changes of status were approved.

ACADEMIC AFFAIRS
Raquel Skidmore, from Coordinator Student Success at an annual salary of $50,159 for 100 percent time, to Interim Chair/Department Head at an annual salary of $50,159 for 100 percent time with an additional stipend of $750 per month for ten months, effective November 11, 2019.

Megan Weatherly, from Coordinator Instructional Design at an annual salary of $64,077 for 100 percent time, to Interim Director Instructional Technology at an annual salary of $64,077 for 100 percent time with an additional stipend of $750 per month for twelve months, effective September 1, 2019.

ALUMNI RELATIONS
Derek Snyder, from Coordinator Alumni Communications and Sponsorships at an annual salary of $48,911 for 100 percent time, to Director at an annual salary of $63,860 for 100 percent time, effective December 1, 2019.

ATHLETICS
William Crittenden, from Women’s Soccer Operations Head Coach at an annual salary of $65,721 for 100 percent time, to Athletic Program Director-Ticket Operations and Business Development at an annual salary of $57,000 for 100 percent time, effective January 1, 2020.

Korbin Pate, from Program Director-Marketing and Revenue Generation at an annual salary of $43,174 for 100 percent time, to the Development, Development Officer II at an annual salary of $62,000 for 100 percent time, effective October 19, 2019.

Kirk Turner, from Program Director – Digital Media at an annual salary of $43,704 for 100 percent time, to Alumni Relations, Coordinator Alumni Communications and Sponsorships at an annual salary of $54,450 for 100 percent time, effective January 1, 2020.

COLLEGE OF EDUCATION
Kristina White, from Kinesiology and Health Sciences, Instructor, at an academic salary of $59,000 for 100 percent time, to Kinesiology and Health Sciences, Assistant Professor with an academic salary of $60,000 for 100 percent time, effective January 1, 2020.

COLLEGE OF FORESTRY AND AGRICULTURE
John Kidd, from Forestry, Academic Advisor, at an annual salary of $42,007 for 100 percent time, to Forestry, Instructor with an academic salary of $50,000 for 100 percent time, effective January 1, 2020.
COLLEGE OF LIBERAL AND APPLIED ARTS
Michael Walker, from Student Affairs Support Services, Assistant Dean of Student Affairs Support Services, at an annual salary of $82,743 for 100 percent time, to Psychology, Associate Professor with an academic salary of $65,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF SCIENCES AND MATHEMATICS
Joann Black, from Dean’s Office, Assistant to the Dean, at an annual salary of $48,913 for 100 percent time, to Office of the President, Assistant to the President with an annual salary of $68,200 for 100 percent time, effective January 13, 2020.

Edward Michaels, from Physics, Engineering, and Astronomy, Lecturer, at a nine month academic salary of $32,508 for 50 percent time, to Physics, Engineering, and Astronomy, Lecturer/Director with an annual salary of $79,981 for 100 percent time, effective January 1, 2020.

FINANCE AND ADMINISTRATION
Judith Kruwell, from Financial Services, Director, at an annual salary of $97,110 for 100 percent time, to Human Resources, Interim Director, with an annual salary of $110,000 for 100 percent time, effective January 1, 2020.

INFORMATION TECHNOLOGY SERVICES
Daniel Davis, from Information Technology Services, Programmer/Analyst III at an annual salary of $56,243 for 100 percent time, to Information Technology Services, Programmer/Analyst IV at an annual salary of $63,000 for 100 percent time, effective January 1, 2020.

Brandon Stringfield, from ITS Information Security, Security Specialist II, at an annual salary of $71,760 for 100 percent time, to ITS Information Security, Interim Chief Information Security Officer, at an annual salary of $71,760 for 100 percent time with a $1,000 stipend for 2.83 months, effective September 1, 2019.

Brandon Stringfield, from ITS Information Security, Security Specialist II, at an annual salary of $71,760 for 100 percent time, to ITS Information Security, Chief Information Security Officer, at an annual salary of $105,000 for 100 percent time, effective November 25, 2019.

LIBRARY
Jonathan Helmke, from Associate Director, at an annual salary of $87,736 for 100 percent time, to Director University Library, Interim Director, at an annual salary of $87,736 for 100 percent time with a $1,000 stipend for 2 months, effective September 1, 2019.

Jonathan Helmke, from Associate Director, at an annual salary of $87,736 for 100 percent time, to Director University Library, Director, at an annual salary of $105,000 for 100 percent time, effective November 1, 2019.

PHYSICAL PLANT
Amanda Willoughby, from Physical Plant, Accounting Clerk III, at an annual salary of $38,110 for 100 percent time, to Physical Plant, Business Manager, at an annual salary of $60,000 for 100 percent time, effective October 1, 2019.

RESIDENCE LIFE OPERATIONS
Elizabeth Roshell, from Residence Life Operations, Program Coordinator, at an annual salary of
$35,000 for 100 percent time, to Residence Life Operations, Area Coordinator, at an annual salary of $37,236 for 100 percent time, effective November 1, 2019.

UNIVERSITY AFFAIRS
Clare Fite, from Counseling Services, Counselor Intern, at an annual salary of $42,230 for 100 percent time, to Counseling Services, Counselor, at an annual salary of $43,230 for 100 percent time, effective January 1, 2020.

Heather Howell, from Office of Vice President University Affairs, Executive Assistant at an annual salary of $58,136 for 100 percent time, to Office of the President, Executive Assistant and Interim Special Assistant to the President at an annual salary of $58,136 for 100 percent time with an additional stipend of $2,500 per month for half of a month, effective January 1, 2020 and ending January 15, 2020.

UNIVERSITY MARKETING COMMUNICATIONS
Kevin Meyer, from University Marketing Communications, Marketing Communication Specialist Senior, at an annual salary of $42,000 for 100 percent time, to Intercollegiate Athletics, Athletic Program Director – Strategic Communications, at an annual salary of $48,000 for 100 percent time, effective January 1, 2020.

RETIREMENTS
The following retirements were approved.

Judith Buckingham, Board of Regents, Coordinator of Board Affairs, 14 years of service to SFA, effective December 31, 2019.

Cynthia Devlin, History, Adjunct Faculty, 13 years of service to SFA, effective December 31, 2019.

Loretta Doty, Human Resources, Director, 3 years of service to SFA, effective December 31, 2019.

Shiyou Li, Forestry, Director of Pharmaceutical Crops/Research Professor, 25 years of service to SFA, effective October 10, 2019.

Leann Solmonson, Human Services, Professor, 13 years of service to SFA, effective December 31, 2019.

Janet Tareilo, Academic Affairs, Associate Provost, 14 years of service to SFA, effective December 31, 2019.

Jacquelyn Vose, Information Technology Services, Programmer/Analyst III, 11 years of service to SFA, effective December 31, 2019.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 20-19
Upon motion by Regent Gantt, seconded by Regent Mason, with all members voting aye, it was
ordered that the following academic and student affairs item be approved.

APPROVAL OF JAMES I. PERKINS COLLEGE OF EDUCATION UNIT NAMING

WHEREAS, the board member considered the following: The James I. Perkins College of Education recommends a change in name for the Department of Elementary Education to the Department of Education Studies and a change in name for the Department of Human Services to the Department of Human Services and Educational Leadership.

WHEREAS, The Perkins College of Education recommends a eliminating the Department of Secondary Education and Educational Leadership. The college leadership reorganized the degrees across the academic units, moving all degrees from the Department of Secondary Education and Educational Leadership to other academic units.

THEREFORE, it was ordered that to eliminate the unit within the James I. Perkins College of Education, the Department of Secondary Education and Educational Leadership, and change the unit names for the Department of Elementary Education to Department of Education Studies and the Department of Human Services to the Department of Human Services and Educational Leadership.

BOARD ORDER 20-20
Upon motion by Regent Gantt, seconded by Regent Mason, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

- Administrative Evaluation of Adjunct Faculty Performance 7.5
- Aids and HIV 13.1
- Animals on University Property 13.2
- Curriculum Reviews, Modifications and Approval 5.7
- Disposition of Abandoned Personal Property 13.6
- Distinguished Guests 2.16
- Doctoral Students: Allowable Credit Hours and Completion Times 6.11
- Faculty Development Leaves 12.7
- Faculty Disagreements 7.25
- Faculty Merit Pay 7.6
- Library Faculty 7.17
- Part-time Faculty 7.21
- Performance Review of Officers Reporting to the Provost and Vice President of Academic Affairs 4.8
- Professional Educators Council 5.16
- Purchased Instructor-Generated Materials 7.16
- Student Academic Dishonesty 4.1
- Student Evaluation of Instruction 7.27
- Student Media 10.8
- Student Organization Risk Management Training 10.10
BOARD ORDER 20-21
Upon motion by Regent Alders, seconded by Regent Frailey, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

APPROVAL OF THE BEEF FARM FACILITY PROJECT

WHEREAS, the board members considered the following: On the morning of November 14, 2018, the 6,000 square foot beef livestock barn at the SFA Walter C. Todd Agricultural Research Center facility and contents were completely destroyed by a fire. The beef barn was used for teaching agriculture laboratory classes, hosting community and agricultural awareness events, elementary school tours, and college recruitment events.

The barn and contents lost in the fire were insured. However, the deductible for the claim is $250,000. The university has received insurance proceeds of $335,301 and expects to receive an additional $107,538.

The university engaged the architectural firm Goodwin, Lassiter and Strong to design a new facility. The plan is to construct an approximate 20,000 square foot facility to help support the needs of the SFA Agriculture program.

THEREFORE, it was ordered that construction of a new beef farm barn, support facilities, and equipment at a total project cost not to exceed $900,000. The sources of funds may include insurance reimbursement proceeds, donations, the Higher Education Fund, and other institutional funds. The university president is authorized to sign associated contracts and purchase orders.

BOARD ORDER 20-22
Upon motion by Regent Alders, seconded by Regent Mason, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

APPROVAL OF BASKETBALL PERFORMANCE CENTER PROJECT BUDGET

WHEREAS, the board members considered the following: On February 6, 2019, the university sold a bond issue that included a project to construct a basketball performance center. The basketball performance center’s portion of the issue was $26,000,000. During facility design, enhancements were added that included more functional space for athletic training, nutrition and performance.

The design and subsequent construction enhancements require additional funds to deliver the project as needed. During fiscal year 2019, the university received a donation specifically for the basketball program.

THEREFORE, it was ordered that a $2,500,000 increase in the new basketball performance center
project budget be approved, to a total not to exceed $28,500,000, to recognize bond proceeds, investment earnings and donations.

**BOARD ORDER 20-23**
Upon motion by Regent Alders, seconded by Regent Coleman, with all members voting aye, it was ordered that the following buildings and grounds items be approved.

**BUILDINGS AND GROUNDS POLICY REVISIONS**

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

- Austin Building Conference Rooms 16.5
- Homer Bryce Stadium and William R. Johnson Coliseum 16.13

**BOARD ORDER 20-24**
Upon motion by Regents Alders, seconded by Regent Winston, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

**NAMING OF BASKETBALL PERFORMANCE CENTER (EXECUTIVE SESSION ITEM)**

*WHEREAS,* Walter E. “Loddie” Naymola, Jr. of Houston, Texas, attended Stephen F. Austin State University where he was a Lumberjack basketball player; and

*WHEREAS,* during his college career, he was a member of the Phi Delta Theta fraternity; and

*WHEREAS,* in December 1978, Naymola received a Bachelor of Business Administration in finance from Stephen F. Austin State University; and

*WHEREAS,* in 1984 he launched his career as an entrepreneur by founding Service Pump and Compressor and has founded, acquired or scaled more than 100 businesses during his career; and

*WHEREAS,* in 2014, he established the Naymola Foundation, which primarily supports higher education, medical research and child-advocacy programs; and

*WHEREAS,* Walter E. “Loddie” Naymola, Jr. has faithfully served and continues to serve Stephen F. Austin State University with distinction and honor as a dedicated alumnus; and

*WHEREAS,* in his loyal dedication to SFA through his generous gifts of support, entrepreneurial spirit and standards of excellence, he is setting a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Walter E. “Loddie” Naymola, Jr. by naming the basketball performance center the Loddie Naymola Basketball Performance Center.

The basketball performance center to be constructed will be located on the corner of University Drive and East College Street.
BOARD ORDER 20-25
Upon motion by Regents Alders, seconded by Regent Olson, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF BASKETBALL PERFORMANCE CENTER WEIGHT ROOM (EXECUTIVE SESSION ITEM)

WHEREAS, Hank and Suzy Crouse have lived in Nacogdoches for 43 years; and

WHEREAS, during the past several years they have become avid Lumberjack basketball fans; and

WHEREAS, their desire is to help students become successful both on and off the basketball court; and

WHEREAS, they have faithfully served Stephen F. Austin State University with distinction and honor as dedicated friends; and

WHEREAS, in their loyal dedication to the university through their generous gifts of support and standards of excellence, they have set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Hank and Suzy Crouse by naming the weight room located in the basketball performance center the Hank and Suzy Crouse Weight Room.

BOARD ORDER 20-26
Upon motion by Regents Alders, seconded by Regent Frailey, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF OFFICE OF MEN’S HEAD BASKETBALL COACH (EXECUTIVE SESSION ITEM)

WHEREAS, Bob Sitton is a proud native of Cushing, Texas, and received a bachelor of science degree in health and physical education from Stephen F. Austin State University in 1960; and

WHEREAS, he served as the SFA Alumni Association director from 1972 through 1998 and continued serving another five years on a part-time basis for alumni public relations, working closely with many fellow Lumberjack alums; and

WHEREAS, in his retirement, he continues to serve as an avid athletics fan and SFA ambassador; and

WHEREAS, Ron Kesterson served on the Alumni Association board and Alumni Foundation board from 1991-2001, worked closely with Bob Sitton, was touched by his contagious school spirit, and wanted to make a gift to honor his friend;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Bob Sitton by naming the office of the men’s head basketball coach to be located in the basketball performance center the Bob Sitton Head Men’s Basketball Coach Office.
**BOARD ORDER 20-27**  
Upon motion by Regents Alders, seconded by Regent Mason, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

**NAMING OF RESOURCE ROOM (EXECUTIVE SESSION ITEM)**

WHEREAS, Harry Downing is a long-standing department chair of 31 years in the Department of Physics, Engineering and Astronomy at Stephen F. Austin State University; and

WHEREAS, during his years as an undergraduate student, he appreciated having a dedicated space (a “cubby space”) close to faculty offices where he could study; and

WHEREAS, it is his desire to provide such a dedicated “cubby space” for physics students at the university; and

WHEREAS, Harry Downing has faithfully served and continues to serve Stephen F. Austin State University with distinction and honor as a dedicated faculty member and department chair; and

WHEREAS, in his loyal dedication to SFA through generous gifts of support and standards of excellence, he is setting a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Harry Downing by naming Room 203A situated on the second floor of the Ed and Gwen Cole STEM Building the Harry D. Downing Physics Resource Room.

**FINANCIAL AFFAIRS**

**BOARD ORDER 20-28**  
Upon motion by Regent Mason, seconded by Regent Coleman, will all members voting aye, it was ordered that the following financial affairs items be approved.

**ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT**

The Board of Regents acknowledged receipt of the audit services report as presented including the following:

- Military Science Departmental Audit
- Business Communication and Legal Studies Departmental Audit
- FERPA Audit
- Medical Billing Audit
- NCAA 08/31/19 Financial Statement Agreed Upon Procedures Report
- Bursar Cash Count
- Follow-Up Audit of External Information Technology Audits
- Internal Projects
- Audit Plan
Upon motion by Regent Mason, seconded by Regent Winston, with all members voting aye, it was ordered that the following financial affairs item be approved.

APPROVAL OF THE 2018-19 ANNUAL FINANCIAL REPORT

WHEREAS, the board members considered the following: As required by state law, Stephen F. Austin State University submitted the August 31, 2019, Annual Financial Report on to the Office of the Governor, Comptroller of Public Accounts, Legislative Budget Board, Texas Higher Education Coordinating Board, Legislative Reference Library, Texas State Library and Texas State Auditor’s Office. The report reflected the university’s financial activities for the period September 1, 2017, through August 31, 2019.

THEREFORE, the Board of Regents approved the Stephen F. Austin State University 2018-19 annual financial report, as presented.

APPROVAL OF THE ENVIRONMENTAL SERVICE FEE

WHEREAS, the board members considered the following: On October 9, 2019, Student Government Association unanimously voted to call a referendum to allow students to approve or disapprove of the creation of this new fee. The referendum was held on October 29th and 30th. The final results of the referendum were 1,260 for and 372 against. By law, students would need to reauthorize the fee every five years.

By statute, revenue from this fee may only be used to provide environmental improvements at the institution through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, or irrigation; or provide matching funds for grants to obtain environmental improvements. An institution that imposes the environmental service fee may not use the revenue generated by the fee to reduce or replace other money allocated by the institution for environmental projects.

THEREFORE, it was ordered the creation of an Environmental Services Fee of $5 per long semester and $5 for the entire summer semester, any combination of enrollment in Maymester, Summer I or Summer II, effective fall 2020, contingent upon adoption of a university policy that prescribes the manner in which projects will be reviewed and approved.

APPROVAL TO INCREASE THE RECREATIONAL SPORTS FEE

WHEREAS, the board members considered the following: Pursuant to Texas Education Code (TEC) 54.5201, the university is authorized to collect a recreational sports fee. TEC 54.5201 specifically states that, “the board of regents of Stephen F. Austin State University may charge
each student enrolled at the university a recreational sports fee not to exceed $120 per semester or summer session of longer than six weeks or $60 per summer session of six weeks or less.” Unless the fee is exempted or waived by statute or board of regents’ order, the current charge is a flat $50 for students who take from one to six semester credit hours, and a flat $120 for students who take seven or more semester credit hours.

In association with tuition and fee plan restructuring, the administration proposes a recreational sports fee increase to $60 for students who take from one to six semester credit hour loads.

**THEREFORE**, it was ordered to increase in the recreational sports fee to $60 for students who take from one to six semester credit hours, effective the fall 2020 semester.

**BOARD ORDER 20-32**

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

**APPROVAL OF AN UNDERGRADUATE AND GRADUATE DESIGNATED TUITION DIFFERENTIAL CHARGE**

**WHEREAS**, the board members considered the following: For many years, the university has charged academic course and lab fees to support specific course delivery costs. The statutory authority used for the course and lab fees is Texas Education Code (TEC) 54.504 and 54.501, respectively. The revenue from both fees is restricted to very specific academic costs. With respect to course fees, TEC 54.504, the incidental fee statute, states that “the rate of an incidental fee must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected.” Similarly, TEC 54.501, the lab fee statute, states that “an institution of higher education shall set and collect a laboratory fee in an amount sufficient to cover the general cost of laboratory materials and supplies used by a student.” The statutory fee restrictions do not allow the use of course and lab fee revenue for other appropriate instructional costs.

The designated tuition statute, TEC 54.0513, states that “the governing board, under the terms the governing board considers appropriate, may charge any student an amount designated as tuition that the governing board considers necessary for the effective operation of the institution.” Designated tuition provides academic flexibility to support appropriate instructional costs.

Over time, the number of course and lab fees has grown significantly. Course fees in particular, have experienced considerable growth. Currently, course and lab fees must be added to base tuition and fee costs to determine a total academic cost.

A course and lab fee assessment was conducted to determine an average total cost for each university college. A tuition differential cost was calculated to replace all course and lab fees for undergraduate and graduate students, and provide the same average level of income each college had received from both fees. The adoption of the designated tuition differential will simplify the student billing process, provide greater transparency for students and families, and provide greater academic course delivery flexibility.

**THEREFORE**, it was ordered that a flat $100 per semester designated tuition differential charge for all undergraduate students that will replace all undergraduate course and lab fees. The
administration further recommends a flat $75 per semester designated tuition differential charge for all graduate students that will replace all graduate course and lab fees. The administration also recommends the deletion of all undergraduate and graduate course and lab fees. It is recommended that the fee deletions and differential tuition charges be effective for fiscal year 2020-21.

**BOARD ORDER 20-33**

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

**APPROVAL OF THE TEXAS RESIDENT UNDERGRADUATE FY2021 FIXED-RATE TUITION AND FEE PLAN**

**WHEREAS,** the board members considered the following: The administration has developed a fiscal year 2021 proposed tuition and fee annual plan that contains variable tuition and fee rates from one to eleven semester credit hours. Tuition and fee costs are fixed at the twelve-semester credit hour load level, and students may take any number of semester credit hours above the twelve-semester credit hour level at no additional charge.

The fixed annual tuition and fee plan is designed to provide greater cost transparency for students and families, simplify the billing process, replace a substantial number of fees, incentivize students to take additional semester credit hours, help lower student debt levels, lower the time to graduation, and provide greater academic flexibility.

To develop a fixed tuition and fee plan at a twelve-semester credit hour level, designated tuition rates were modified from the fiscal year 2019-20 rate of $204 per semester credit hour with a range from $91 to a maximum of $269 per semester credit hour, depending on the number of semester credit hours taken, and other associated mandatory fees.

With the inclusion of a designated tuition differential charge of $100, total mandatory tuition and fees at a twelve semester credit hour level and above for undergraduate Texas resident students are fixed at a cost of $5,300. Currently, the fiscal year 2019-20 tuition and fee rate at fifteen semester credit hours is $5,473.50. In addition, any schedule-related course and lab fees currently increase that total.

Appendix 2 presents the tuition and fee schedule for Texas resident undergraduate students who take face-to-face classes and the fee schedule for Texas resident students who take online only classes.

**THEREFORE,** it was ordered that the designated tuition per semester credit hour rate with a range from $91 to a maximum of $269 for the annual fixed-price plan, depending on the number of semester hours taken. The administration also recommends approval of Appendix 2 at the respective semester credit hour charges and the $5,300 fixed-rate tuition and fee cost for twelve semester credit hours and above, beginning with the fall 2020 semester.

**BOARD ORDER 20-34**

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

**APPROVAL OF THE FIXED-RATE TUITION AND FEES GUARANTEED PRICE PLAN**
WHEREAS, the board members considered the following: Pursuant to the Texas Education Code (TEC) 54.017, the governing board of an institution shall offer entering undergraduate students, including undergraduate transfer students, the opportunity to participate in a fixed-tuition price plan whereby the institution does not increase tuition charges for at least the first twelve consecutive semesters that occur after the date of a student’s initial enrollment at any public or private institution of higher education. The university complies with this statutory requirement, and a number of currently enrolled students are on the fixed-rate tuition plan.

To provide a greater opportunity for Texas resident undergraduate students, the administration proposes a guaranteed price plan (GPP), that freezes total tuition and mandatory fees at a twelve-semester credit hour load level and above for a period of four years. Total semester credit hour costs vary at levels below twelve semester credit hours, but are fixed at a twelve-semester credit hour load level.

To develop a fixed tuition and fee plan at a twelve-semester credit hour level, designated tuition rates were modified from the fiscal year 2019-20 rate of $204 per semester credit hour to include a range from $164, to a maximum of $300 per semester credit hour, depending on the number of semester credit hours taken, and other associated mandatory fees.

With the inclusion of a designated tuition differential charge of $100, total mandatory tuition and fees at a twelve semester credit hour level and above for undergraduate Texas resident students are fixed at a cost of $5,675 for a period of four years.

Each beginning fiscal year semester, new entering students will be offered the opportunity to participate in the GPP offered for the respective fiscal year. In addition, current students on an existing tuition plan may choose to enter the GPP at the respective rate based on the student’s initial higher education enrollment eligibility as outlined in TEC 54.017.

THEREFORE, it was ordered that the guaranteed price plan, as presented in Appendix 3, is approved as presented. This includes she designated tuition per semester credit hour rate with a range from $164 to a maximum of $300, depending on the number of semester hours taken; fixed at a twelve-semester credit hour load, beginning with the fall 2020 semester, for a maximum period of four years; and that students who are eligible for tuition and fee exemptions and waivers be excluded from the tuition and fee guaranteed price plan.

BOARD ORDER 20-35
Upon motion by Regent Mason, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs item be approved.

APPROVAL OF TUITION AND FEES FOR REGISTERED NURSE TO BACHELOR OF SCIENCE DEGREE IN NURSING

WHEREAS, the board members considered the following: The Nursing RN-BSN program is a thirty-one semester credit hour online program that allows registered nurses to complete necessary course work needed to obtain a BSN. To stimulate enrollment and program growth, The Richard and Lucille DeWitt School of Nursing proposes a cost reduction from the current RN-BSN rates to a reduced total program cost of $8,300. Any hours taken in excess of the thirty-one hours will be charged in addition to the flat cost at the discounted rate per credit hour. In
order to maintain the discounted rate, each cohort must complete the program within four years, otherwise the cost is subject to change. In order to offer a tuition package of $8,300, certain mandatory fees must be eliminated or decreased. Those include, the distance education, student center, recreation center, student service, international, university services, registration fees and other course delivery fees.

THEREFORE, it was ordered that the RN-BSN program fee exemptions allow a total program cost of $8,300, effective as of the summer 2020 semester(s).

**BOARD ORDER 20-36**

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

**CHANGES IN COURSE FEES**

WHEREAS, the board members considered the following: Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery.

The changes in course fees was approved as presented in Appendix 4.

**BOARD ORDER 20-37**

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs items be approved. Chair Henderson, Regents Alders and Winston abstained from the vote.

**RESOLUTION TO ACKNOWLEDGE REVIEW OF THE INVESTMENT STRATEGY AND POLICY**

WHEREAS, the board members considered the following: In accordance with Chapter 2256 of the Texas Government Code, the university's investment policy and strategy must be annually reviewed by the governing board of the institution. In addition, the law requires the governing body to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and strategy. The resolution presented acknowledges the board's annual review of Policy 3.21, Investments. Policy 3.21 is included in the policy revisions.

THEREFORE, it was ordered that the Resolution to Acknowledge Review of Investment Policy and Strategy be adopted.

WHEREAS, The Texas Public Funds Investment Act requires that each university's investment policy and strategy must be annually reviewed by the governing board of the institution; and

WHEREAS, the law also requires the governing body to adopt a written instrument stating that is has reviewed the investment policy and strategy;

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the investment policy and strategy as reviewed on January 28, 2020, and
BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 28, 2020 meeting of the board.

APPROVAL OF THE RESOLUTION TO APPROVE QUALIFIED FINANCIAL INSTITUTIONS AND INVESTMENT BROKERS

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code requires the university to adopt a resolution by the governing body of the institution that approves qualified investment brokers.

THEREFORE, it was ordered that the following resolution of the financial institutions, investment managers and brokers be adopted.

WHEREAS, the Texas Public Funds Investment Act requires the university to submit a resolution approving a list of qualified investment brokers and financial institutions to the governing body of the institution for adoption and/or review; and

WHEREAS, the following firms are approved investment brokers:
  - Texas A&M University State System
  - Bank of America
  - Hilltop Securities

WHEREAS, the following firms are approved financial institutions:
  - Citizens 1st Bank
  - Austin Bank
  - BancorpSouth Bank
  - Bank of America
  - Commercial Bank of Texas NA
  - Southside Bank
  - Regions Bank
  - UBank (Huntington State Bank)
  - Wells Fargo Bank
  - US Bank
  - Texas Bank
  - TexPool
  - TexSTAR
  - Texas CLASS
  - TexasTERM
  - JPMorgan Chase & Co
  - UBS Financial Services Inc.
  - Wilmington Trust, N.A.
  - Stephens Inc.
  - FTN Financial Capital Markets
  - Citigroup Global Markets, Inc.
  - LOGIC
  - Prosperity Bank

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the above listed firms for investment transactions by Stephen F. Austin State University; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 28, 2020 meeting of the board.

RESOLUTION AMENDING AUTHORIZED TEXPOOL REPRESENTATIVES

WHEREAS, the university uses TexPool as an investment entity for public fund investments. As a result of university administrative changes, a resolution is necessary to amend authorized institutional representatives. A resolution is presented that revises university authorized investment
signatories.

THEREFORE, the Texpool Resolution Amending Authorized Representatives in Appendix 5 is adopted.

**BOARD ORDER 20-38**
Upon motion by Regent Mason, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs item be approved.

**APPROVAL OF ARAMARK CONTRACT AMENDMENT**

WHEREAS, the board members considered the following: The university’s agreement with Aramark to provide food service on campus contains provisions for a financial commitment to support infrastructure investments over the term of the agreement. Prior to the end of the term of this agreement, an increase in the amount of this financial commitment is necessary to fund a relocation of the Einstein’s Bros. in the Steen Library. This renovation should be completed prior to the end of the fall 2020 semester to maintain the high quality food service program our students seek and will provide a key anchor to the renovation of the first floor of the library.

Aramark has agreed to increase their financial commitment by $1,000,000 to fund this project. An amendment to our current agreement is necessary to account for this addition and the long-term disposition of the investment.

THEREFORE, it was ordered that the president be authorized to sign an amendment to the existing food service agreement with Aramark, increasing Aramark’s financial commitment for food service program renovations by $1,000,000. The amendment is presented in Appendix 6.

**BOARD ORDER 20-39**
Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approved.

**APPROVAL OF FY2020-21 BOARD RATES**

WHEREAS, the board members considered the following: Projected food service operating costs support the need for revised board rates for the 2021 fiscal year.

Pursuant to the relevant provisions of our food service contract, the administration and ARAMARK annually negotiate necessary rate increases for the upcoming fiscal year. Our contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index (CPI) published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers (“CPI-U”) in the South as a benchmark for any rate increase considered.

The proposed board rates for fiscal year 2021 are presented in the following appendix and reflect a 3.3% increase in the board plans.

THEREFORE, it was ordered that there be 3.3% increase for ARAMARK services for FY2021 as presented in Appendix 7. These revised rates will become effective for the fall semester of 2020.
BOARD ORDER 20-40
Upon motion by Regent Mason, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs items be approved.

FINANCE AND AUDIT POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

- Central Receiving 17.2
- Fair Labor Standards 11.14
- Gifts, Loans, Endowments and Bequests 3.17
- Investments 3.21
- Investments – Endowment Funds 3.20
- Prompt Payment to Vendors 17.13
- Property Liability 16.22
- Proprietary Purchases 17.15
- Purchase of Surplus Property 17.17
- Safe and Vault Combinations 14.9
- Student Fiscal Appeals 6.19

BOARD ORDER 20-41
Upon motion by Regent Mason, seconded by Regent Winston, with all members voting aye, it was ordered that the following financial affairs item be approved.

APPROVAL OF GRANT AWARDS

WHEREAS, the board members considered the following: For fiscal year 2020, the multi-year grant award total is currently $12,768,680. Of this total, grant awards allocable to fiscal year 2020 are currently $5,674,600, an increase of $280,508 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 grant awards for fiscal year 2020 grant awards that total $280,508 be approved and ratified. The grant awards are detailed in Appendix 8.

REPORTS

Dr. Scott Gordon, president, reported to the regents on the following topics:
- Change in reporting lines
- Financial Aid Leveraging
- Community College tour
- Recent Presentations
- Faculty Salary Study

Dr. Jeremy Stovall, faculty senate chair, gave a report on the following topics:
- Faculty Senate updated on SFA Budget
Faculty accomplishments since October 2019 board meeting
Upcoming non-tenure track amendment to Faculty Senate Constitution
Investigating no-test option

Ms. Scarleth Lopez, Student Government Association president, gave a report on the following topics:
- Fall 2019 Accomplishments
- Spring Goals
- Environmental Services Fee

Regent Coleman, chair of the Intercollegiate Athletic Advisory Committee provided a summary report on the meeting that took place on January 18, 2020.

**BOARD ORDER 20-42**
Upon motion by Regent Coleman, seconded by Regent Alders, with all board members voting aye, it was ordered that the slate of the nominating committee be approved as presented.

**ELECTION OF OFFICERS FOR 2020-21**
Chair Henderson called for a report from the nominating committee appointed at the October 2019 meeting. Scott Coleman, chair, reported on behalf of the committee, which included members David Alders and Jennifer Winston. The following officers were nominated to serve during 2020-2021, assuming a new term of office on April 21, 2020.

- Alton Frailey, Chair
- Karen Gantt, Vice Chair
- Tom Mason, Secretary

The meeting was adjourned by Chair Henderson at 11:06 a.m.
<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Policy Number</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Evaluation of Adjunct Faculty Performance</td>
<td>7.5</td>
<td>4</td>
</tr>
<tr>
<td>Aids and HIV</td>
<td>13.1</td>
<td>6</td>
</tr>
<tr>
<td>Animals on University Property</td>
<td>13.2</td>
<td>13</td>
</tr>
<tr>
<td>Annual Disclosure of Crime Statistics</td>
<td>13.3</td>
<td>20</td>
</tr>
<tr>
<td>Austin Building Conference Rooms</td>
<td>16.5</td>
<td>25</td>
</tr>
<tr>
<td>Central Receiving</td>
<td>17.2</td>
<td>27</td>
</tr>
<tr>
<td>Curriculum Reviews, Modifications and Approval</td>
<td>5.7</td>
<td>31</td>
</tr>
<tr>
<td>Disposition of Abandoned Personal Property</td>
<td>13.6</td>
<td>34</td>
</tr>
<tr>
<td>Distinguished Guests</td>
<td>2.16</td>
<td>37</td>
</tr>
<tr>
<td>Doctoral Students: Allowable Credit Hours and Completion Times</td>
<td>6.11</td>
<td>39</td>
</tr>
<tr>
<td>Faculty Development Leaves</td>
<td>12.7</td>
<td>41</td>
</tr>
<tr>
<td>Faculty Disagreements</td>
<td>7.25</td>
<td>44</td>
</tr>
<tr>
<td>Policy Name</td>
<td>Policy Number</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Faculty Merit Pay</td>
<td>7.6</td>
<td>47</td>
</tr>
<tr>
<td>Fair Labor Standards</td>
<td>11.14</td>
<td>49</td>
</tr>
<tr>
<td>Gifts, Loans, Endowments and Bequests</td>
<td>3.17</td>
<td>54</td>
</tr>
<tr>
<td>Homer Bryce Stadium and William R. Johnson Coliseum</td>
<td>16.13</td>
<td>61</td>
</tr>
<tr>
<td>Investments</td>
<td>3.21</td>
<td>64</td>
</tr>
<tr>
<td>Investments – Endowment Funds</td>
<td>3.20</td>
<td>74</td>
</tr>
<tr>
<td>Library Faculty</td>
<td>7.17</td>
<td>84</td>
</tr>
<tr>
<td>Part-time Faculty</td>
<td>7.21</td>
<td>87</td>
</tr>
<tr>
<td>Performance Review of Officers Reporting to the Provost and Vice President of Academic Affairs</td>
<td>4.8</td>
<td>89</td>
</tr>
<tr>
<td>Professional Educators Council</td>
<td>5.16</td>
<td>91</td>
</tr>
<tr>
<td>Prompt Payment to Vendors</td>
<td>17.13</td>
<td>93</td>
</tr>
<tr>
<td>Property Liability</td>
<td>16.22</td>
<td>97</td>
</tr>
<tr>
<td>Policy Name</td>
<td>Policy Number</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Proprietary Purchases</td>
<td>17.15</td>
<td>100</td>
</tr>
<tr>
<td>Purchase of Surplus Property</td>
<td>17.17</td>
<td>103</td>
</tr>
<tr>
<td>Purchased Instructor-Generated Materials</td>
<td>7.16</td>
<td>107</td>
</tr>
<tr>
<td>Safe and Vault Combinations</td>
<td>14.9</td>
<td>109</td>
</tr>
<tr>
<td>Student Academic Dishonesty</td>
<td>4.1</td>
<td>111</td>
</tr>
<tr>
<td>Student Evaluation of Instruction</td>
<td>7.27</td>
<td>114</td>
</tr>
<tr>
<td>Student Fiscal Appeals</td>
<td>6.19</td>
<td>116</td>
</tr>
<tr>
<td>Student Media</td>
<td>10.8</td>
<td>119</td>
</tr>
<tr>
<td>Student Organization Risk Management Training</td>
<td>10.10</td>
<td>123</td>
</tr>
<tr>
<td>Student Service Fee Allocations</td>
<td>10.11</td>
<td>126</td>
</tr>
<tr>
<td>Student Travel</td>
<td>10.12</td>
<td>129</td>
</tr>
<tr>
<td>Substantive Change</td>
<td>4.10</td>
<td>132</td>
</tr>
</tbody>
</table>
POLICY SUMMARY FORM

Policy Name: Administrative Evaluation of Adjunct Faculty Performance

Policy Number: 7.5

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for evaluating adjunct faculty performance

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

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Policy title changed. The sentence, "Adjunct faculty members are not eligible for merit pay increases" should be moved to Faculty Merit Pay policy, 7.6. Add cross-reference to policy 7.6.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Administrative Evaluation of Adjunct Faculty Performance Evaluation

Original Implementation: December 17, 2010
Last Revision: January 31, 2017
January 28, 2020

Stephen F. Austin State University recognizes that faculty performance should be regularly and systematically evaluated. Adjunct faculty administrative evaluations should be used when considering reappointment.

Adjunct faculty members will be evaluated annually for their performance of assigned duties, which will include teaching and may include other activities. For the evaluation, the academic unit head will review student evaluations of teaching and all material relevant to the performance of the adjunct faculty member.

The academic unit head will review the evaluation with each adjunct faculty member and provide a copy to the dean and faculty member.

Adjunct faculty members are not eligible for merit pay increases.

Cross Reference: Faculty Handbook, Student Evaluation of Instruction (7.27), Faculty Merit Pay (7.6)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Adjunct Faculty Administrative Evaluation Form (available online from the Office of the Provost)

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: AIDS and HIV

Policy Number: 13.1

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

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): This policy prescribes the university's obligations and policy position regarding members of the university community as it pertains to AIDS and HIV.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Damon Derrick, General Counsel
AIDS and HIV

Original Implementation: September, 1990
Last Revision: January 31, 2017/January 28, 2020

Stephen F. Austin State University recognizes the increasing public awareness and concern over AIDS and HIV. For the purposes of this policy, AIDS means acquired immune deficiency syndrome, and HIV means human immunodeficiency virus. AIDS is a fatal disease that has become a nationwide public health problem. In health related matters such as this one, the university shall follow the guidelines of recognized authorities including: the Centers for Disease Control and Prevention, the United States Public Health Service, the Texas Department of State Health Services, and the American College Health Association. Further, the university shall conform its actions to the Texas Communicable Disease Prevention and Control Act, the Texas Human Immunodeficiency Virus Services Act, and other law as applicable.

The health status of a person infected with HIV may vary from an apparently healthy, normally functioning individual to a critically ill person. However, there is no current medical evidence that persons infected with HIV present a health risk to others in the normal academic or workplace setting. Routine daily encounters with others pose no risk of transmitting the fragile, blood-borne virus. Accordingly, there is no reason to exclude individuals with AIDS or HIV from campus academic, social, or cultural activities. Therefore, on the basis of current knowledge of the disease, persons sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.

Students and employees (faculty and staff) of the university who may become infected with HIV will not be excluded from enrollment or employment, or restricted in their access to university services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the infected person or of the other members of the university community.

Persons with HIV infection are entitled to the same rights and opportunities as persons with other communicable diseases. The university prohibits any discrimination in its programs and activities against a person with HIV infection unless based on accurate scientific information. Any student, faculty member, or employee who violates this rule may be subject to appropriate disciplinary action, up to and including termination of employment if an employee and expulsion if a student.

When circumstances arise that require review of any matter regarding HIV/AIDS, the president will seek the advice of the director of the Health Clinic, the attending physician, and other relevant parties. An opportunity will be provided for persons involved in the matter to discuss their circumstances. Members of the Public Health Committee will be available to review the issues and to provide recommendations to the president for appropriate action.
In the event of public inquiry concerning university policy, programs, problems, or statistics related to AIDS on campus, the director of University Marketing Communications will serve as the official spokesperson for the university and will enlist the cooperation of the director of the Health Clinic and the Public Health Committee as necessary to prepare an appropriate response. All inquiries from the press, elected public officials, or the public in general will be referred to the spokesperson.

The medical records and test results of any HIV-infected person on the campus shall remain confidential and private information in accordance with law. The breach of that confidentiality may result in litigation and in severe penalties, both civil and criminal. (Some exceptions to confidentiality are permitted by law.)

The university shall keep the number of people who are aware of the existence and identity of students, faculty, or staff members who have AIDS or HIV to an absolute minimum to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety on the campus. However, public information shall be disclosed upon request in accordance with the Texas Public Information Act, the Family Educational Rights and Privacy Act, the Texas Communicable Disease Prevention and Control Act, the Texas Human Immunodeficiency Virus Services Act, and other applicable law.

Persons who know, or have a reasonable basis for believing, that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the university community. The university encourages regular medical follow-up for such persons.

The university shall carefully observe the safety guidelines established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in the Health Clinic and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and experimental laboratories).

The university shall strictly observe the public health reporting requirements for AIDS and HIV infection as well as other communicable diseases.

The university shall make this policy available upon request to students, faculty, and staff members and such a statement will be included in the Policy and Procedure Manual on the university's Web page.

Policy for the Work Environment

In the work setting, the university's major concern will be whether an HIV-infected employee will be able to satisfactorily perform job duties. The university will make reasonable accommodations to keep an employee with HIV infection employed and productive for as long as the employee is
capable of this performance.

Most HIV-infected employees will be able to perform their job duties for an extended period before their illnesses interfere with job-related performance. During the asymptomatic period, the employee is not obligated to provide information about his/her HIV status to the university. However, an employee may want to share information about his/her HIV-infected status with university officials so that responsible management decisions may be made about:

1. assignments or reassignments of job duties;
2. evaluating leave policies to assure leave time comparable to other medical conditions;
3. determinations of possible qualification for disability entitlements; and
4. monitoring the insurance status of the HIV-infected employee to assure continuation of coverage.

Once HIV-related symptoms occur, the employee has the responsibility as in the case of other illnesses to provide medically verified information relating to the ability to perform job duties.

Based on federal and state law, any medical documentation of information provided by an HIV-infected employee to university officials must be considered confidential and private information. As such, university officials are forbidden by law from disclosing this information to others without the employee's knowledge and consent. (Some exceptions to confidentiality are permitted by law.) The university requires that any consent to disclosure by the employee be in writing. Any university employee who breaches the confidentiality of this information commits a serious offense that may be cause for litigation, resulting in both civil and criminal penalties.

University employees who refuse to work with HIV-infected co-workers may be subject to disciplinary action up to and including termination. University departmental unit heads should carefully monitor and document any instances of such refusal in violation of this policy and take appropriate disciplinary action.

At least once each year, Human Resources shall conduct an HIV/AIDS training program or distribute an educational pamphlet for university employees and include in the program and/or pamphlet:

1. current medical information about HIV transmission and prevention;
2. confidentiality and related laws;
3. personnel management, including relevant policies;
4. development of staff problem-solving skills; and
5. a plan for scheduled periodic training.

Also, each year Human Resources shall conduct HIV/AIDS employee education programs to:
1. provide basic and accurate information regarding the modes of transmission and prevention of HIV infection;
2. reduce fear and misinformation of HIV/AIDS;
3. help faculty and staff recognize and avoid personal behaviors that might cause them to become infected with HIV;
4. encourage nondiscrimination, which enables the HIV-infected person to remain employed as long as feasible;
5. help maintain productivity and lawful behavior in the workplace;
6. provide continuing information about HIV/AIDS; and
7. distribute to all employees a copy of the Texas Department of State Health Services' educational pamphlet entitled "HIV/AIDS and the Workplace."

At a minimum, the HIV curriculum will include:

1. modes of transmission;
2. methods of prevention;
3. behaviors related to substance abuse;
4. current laws and regulations concerning the rights of an AIDS/HIV-infected individual; and,
5. behaviors associated with HIV transmissions which are in violation of Texas law.

On an employee's request, the university shall pay the costs of testing and counseling an employee concerning HIV infection if the employee:

1. provides appropriate documentation that the employee may have been exposed to the HIV virus while performing duties of employment with that agency, and
2. was exposed to HIV in the manner that the U.S. Public Health Service has determined is capable of transmitting HIV.

However, an employee who may have been exposed to HIV while performing job duties at the university may not be required to be tested for HIV.

For the purpose of qualifying for worker's compensation or any other similar benefits or compensation, an employee must provide the employer with a written statement of the date and the circumstances of the exposure and document that within 10 days after the exposure the employee had a test result that indicated an absence of HIV infection.

The cost of an employee's testing and counseling shall be paid from funds appropriated for payment of worker's compensation benefits to state employees. Counseling or a test conducted in accordance with these provisions shall conform to the model protocol on HIV counseling and testing prescribed by the Texas Department of State Health Services.
In compliance with the Texas Communicable Disease Prevention and Control Act, the University Police Department shall adopt a policy for handling persons with AIDS or HIV infection who are in its custody or under its supervision. The department's policy shall ensure that education programs for employees include information and training relating to infection control procedures and that employees have infection control supplies and equipment readily available.

The university shall adopt and implement workplace guidelines similar to the workplace guidelines for state agencies listed in the Texas Human Immunodeficiency Virus Services Act for any program involving direct client contact that is funded by one of the listed state agencies.

Policy for the Academic Environment

The university shall allow, to the extent possible, HIV-infected students, whether they are symptomatic or not, to continue regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.

The university recognizes that there is no medical justification for restricting the access of HIV-infected students to the Student Center or to university cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, or other common areas.

The university recognizes that the best currently available medical information does not support the existence of a risk to those sharing residence halls with HIV-infected individuals; in some circumstances however there may be reasonable concern for the health of those with AIDS or HIV who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living environment. Thus, decisions about residential housing of students with AIDS or HIV shall be made on a case-by-case basis. The university may decide to assign students with AIDS or HIV to private rooms in the interest of protecting the health of those students. The university shall provide education programs about AIDS and HIV to its residence hall staff (both students and employees).

Since there is no medical necessity, the university shall not advise others living in a residence hall of the presence of students in the residence hall who have AIDS or HIV. The university believes that the responsibility to provide a safe living environment is best dealt with by educational programming. Similarly, the university shall not make any attempt in any other setting to identify those students or employees who have AIDS or HIV.

The university shall not routinely ask students about their status regarding AIDS or HIV. However, the university shall encourage new students to inform the medical staff at the Health Clinic if they have AIDS or HIV in order for the Health Clinic to provide proper medical care and education. The Health Clinic staff will handle this information, like all other medical information, in a strictly confidential manner in accordance with university policy and federal and state law.
The university shall not provide any person, group, agency, insurer, employer, or institution with confidential medical information about students with AIDS or HIV virus without the specific written consent of the student. Given the possibility of unintended or accidental compromise of the confidentiality of information, the Health Clinic staff will carefully weigh the importance of including any specific information regarding the existence of AIDS or HIV in the medical record of a student except in circumstances of medical necessity created by the evaluation of an illness. At a minimum, the inclusion of any such information in the medical record should be discussed with the patient prior to its entry.

The university shall make available to students, on request, the educational pamphlet on HIV infection developed by the Texas Department of State Health Services and shall include in the university's Web page a statement that the pamphlet is available from the Health Clinic.

The Health Clinic shall provide accurate, understandable information on how to prevent the transmission of HIV infection in compliance with Section 51.919 of the Texas Education Code.

In further compliance with Section 51.919 of the Texas Education Code, the curricula of the nursing, counseling, and social work degree programs of the university shall:

1. include information about:
   a. methods of transmission and methods of prevention of HIV infection; and
   b. federal and state laws, rules, and regulations concerning HIV infection and AIDS; and,
2. give special attention to the physical, emotional, and psychological stress associated with the care of patients with terminal diseases.


Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Animals on University Property

Policy Number: 13.2

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

Date of last revision, if applicable: 1/30/2018

Unit(s) Responsible for Policy Implementation: Residence Life

Purpose of Policy (what does it do): Governs animals on university property

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

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

☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Certain full-time employees (i.e. Residence Hall Directors and Farm Managers) are required to live in university owned housing. The areas of these facilities these employees occupy are considered to be their private residences. This policy revision allows these employees to have an indoor, domestic pet. A staff Pet Policy and Agreement will be required including a deposit and proof of pet registration and vaccination.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
The university seeks to uphold federal, state, and local laws and regulation; ensure the health and safety of its community; preserve the integrity of its grounds, buildings, and other property; and support a healthy educational environment that respects the rights of all individuals.

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Individuals with documented disabilities residing in university housing may request as an accommodation that an emotional support animal (ESA) be allowed to reside in the campus residence; however, ESA’s are not permitted anywhere outside of the individual’s assigned living space except as otherwise provided by this policy. Community members may take advantage of the several recreational areas on campus by walking personal animals and are allowed to do so within the guidelines set forth. Reasonable behavior is expected from the animals while on campus. If the animal exhibits unacceptable behavior, the handler is expected to employ the proper training techniques to correct the situation.

Consideration of others may be taken into account when providing for the maintenance and hygiene of service animals. Additionally, specific guidelines have been established concerning service and emotional support animals living in a campus residency environment.

Section I. Definitions
Section II. Service Animals
Section III. Emotional Support Animals
Section IV. Handler or Owner Responsibility
Section V. Residence Life and Food Service Guidelines
Section VI. Information and Appeals

Section I. Definitions

A. Handler:
   A person with a disability using a service animal; a person who has received approval for an emotional support animal; or a person in possession of an animal for recreation on the university campus.

B. Service Animal:
   Any dog, or miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. The
crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

C. Emotional Support Animal:
An animal that provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effect of a person’s disability; however, the animal is not required to be individually trained or certified to perform such task. Emotional support animals may also be referred to as “comfort animals,” “companion animals,” and “assistance animals” used to support individuals with mental or emotional disabilities. These animals may provide crime deterrent effects or emotional support, well-being or comfort.

D. Recreational Animal:
A domestic animal used for sport, companionship, or other non-service/assistance functions. Recreational animals are not allowed inside university facilities. An exception would be small birds in cages and fish in a 10-gallon or less aquarium.

E. Unauthorized Animal:
Any animal not controlled by leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal to function appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive, or unhealthy behavior, including service and emotional support animals.

Section II. Service Animals

A. University Responsibility

1. Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go. A handler may not be segregated from other similar members of the campus community except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
2. Not to pet, feed, or deliberately startle/disturb a service animal.
3. Not to separate, or attempt to separate, service animals from their handlers.
4. Provide handlers living in campus housing with an area for relieving and grooming their animals.

B. Inquiries

1. When it is not obvious what service an animal provides, the handler may be asked:
   a. If the animal is a service animal required for a disability; and
   b. What work or task the animal has been trained to perform.
2. Staff may not ask about the person’s disability, require medical documentation, require certification of the dog’s training, or ask that the dog demonstrate its ability to perform the work or task.
3. Use of miniature horses as a service animal will be reviewed based on the inquiries and exceptions listed below and allowed by law.

C. Service Animal in Training

1. Individuals who desire an accommodation for a service animal in training must also abide by all relevant provisions of this policy.
2. An animal being trained to be a service animal will be treated as a fully trained animal when accompanied by a handler and identified as such.

D. Exceptions

1. Service animals may be denied or removed if:
   a. The animal is out of control and its handler does not take effective action to control it. The service animal is considered an extension of the handler and thus, is subject to the same code of conduct as the handler.
   b. The animal is not housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination).
   c. The animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by reasonable accommodation.

Section III. Emotional Support Animals

A. Inquiries

1. Requests for an emotional support animal (ESA) may be made by individuals with documented disabilities residing in university housing.
2. If the animal does not meet the definition of service animal, the individual must engage in a reasonable accommodation request with Residence Life or Disability Services staff.
3. Residence Life or Disability Services may ask individuals who have disabilities that are not readily apparent or known to the university official to submit reliable documentation of a disability and their disability-related need for an ESA within the residence hall. The individual is not required to disclose medical information that is overly intrusive and invasive in order to receive an accommodation.
4. A person qualifies for reasonable accommodation if:
   a. The person has a documented disability;
   b. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
   c. There is an identifiable relationship between the disability and the assistance the animal provides.
B. Exceptions

1. Emotional support animals may be denied or removed if:
   a. The specific animal would impose an undue financial and administrative burden or would fundamentally alter the nature of a service or program.
   b. The specific animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; or
   c. The specific animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.
   d. The specific animal in question is not being cared for by the handler.

Section IV. Handler or Owner Responsibility

A. Authorized Animals

1. Handlers must abide by all state laws, Nacogdoches city ordinances related to animals in the city of Nacogdoches, and SFA guidelines, including by not limited to:
   a. All animals in the city must have a valid license and tag issued by the city of Nacogdoches at the Department of Animal Control. The license and tag must be reviewed annually.
   b. The handler is required to provide a collar or harness for the license and vaccination tags to be affixed. The handler shall see that the animal wears the collar and tags at all times.
2. The handler is liable for damages caused by the service animal, emotional support animal, or recreational animal.
3. The handler is responsible for the care and supervision of a service animal, emotional support animal, or recreational animal.
4. The handler must have full control of the animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal’s ability to function properly.
5. Disturbing animal vocalization must be kept to an absolute minimum.
6. Handlers are responsible for relieving animals in designated locations and must ensure immediate clean-up and proper disposal of animal waste.
7. The handler must observe housing and food service establishment guidelines.
8. All service/emotional support animals must have an annual clean bill of health from a licensed veterinarian. The animal’s cleanliness is mandatory in the campus environment.
9. Vaccinations must be current and based on a veterinarian’s recommendations, with records made available at time of request.
10. Daily grooming and occasional baths (at a vet or a family home) should be undertaken to keep the service animal’s odor to a minimum.
11. Flea control is essential and adequate preventative measures must be taken. If a flea problem develops, it must be dealt with immediately and in an effective manner. In the event a flea problem is not eliminated by the handler, the university will exterminate the property and assess the handler the standard extermination fee.

B. Unauthorized Animals

1. In the event an unauthorized animal is discovered on or in university property, except residence halls, the University Police Department should be notified immediately. The responding officer may take appropriate action, up to and including ordering the handler or owner to remove the unauthorized animal from university property, or by contacting the Nacogdoches Animal Control Officer who will take possession of the animal and remove it from campus.

2. In the event an unauthorized animal is discovered in a university residence hall, the appropriate residence hall staff shall be notified immediately. The residence hall staff will attempt to contact the owner/handler of the unauthorized animal for removal. If the owner/handler cannot be contacted, the residence hall staff will contact the University Police Department for removal as indicated in this policy.

Section V. Residence Life and Food Service Guidelines

1. Occupants of university housing are not permitted to keep pets, except small birds in cages and small fish in aquariums.

2. Full-time professional live-in staff may have fish living in an aquarium (10 gallon maximum) and birds in a cage. In addition, upon executing an approved live-in staff pet agreement, the staff members may have either one (1) cat or one (1) dog.

3. Service animals are permitted to accompany the individual with a disability to all areas of the facility where persons are normally allowed to go.

4. Emotional support animals are not permitted anywhere outside of the individual’s assigned living space; exceptions may be made on a case-by-case basis from Residence Life or Disability Services.

5. Service/emotional support animals should be kept under control. Animals should always be on a leash except when in the student’s room with the door closed unless the leash restricts the service animal’s ability to function appropriately.

6. Animal food should be kept in a covered storage container to deter pests.

7. An animal’s paws must be kept off tables, trays, and food service counters at all times.

Section VI. Information and Appeals

Questions and concerns regarding the use of service/emotional support animals on university property should be directed to the ADA coordinator who serves as an advisor for procedures and access to programs and services.
For specific information regarding accessibility, refer to university policy 2.2, Accessibility for Persons with Disabilities. For specific information regarding resolution of disagreements, refer to university policy 6.6, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. For issues related to Discrimination, refer to university policy 2.11, Discrimination Complaints.

**Cross Reference:** 28 C.F.R. § 35.136 (2010); Nacogdoches, Tex., Rev. Ordinances ch. 6, art. III, §§ 32-33 (2008); Accessibility for Persons with Disabilities (2.2); Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities (6.6); Discrimination Complaints (2.11)

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

**Contact For Revision:** Chief of University Police, Director of Disability Services, and Director of Residence Life

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Annual Disclosure of Crime Statistics

Policy Number: 13.3

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): Provides information on mandates for reporting Clery Act specified crimes

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Procedure has been removed from policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Fields, Chief of Police
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Annual Disclosure of Crime Statistics

**Original Implementation:** October 30, 2007  
**Last Revision:** January 31, 2017, January 28, 2020

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the “Clery Act,” and/or the Higher Education Opportunity Act of 2008 (HEOA), requires institutions of higher education receiving federal financial aid to report specified crime and fire statistics on college campuses and to provide other safety and crime information to members of the campus community. Campuses must publish an Annual Security and Fire Safety Report detailing statistics regarding reported crimes committed on campus and at affiliated locations for the previous three calendar years, fires that occur in on-campus residence halls, and describing specified policies, procedures and programs regarding safety and security. This requirement of the Clery Act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about the safety of the campus so that they can make informed decisions.

The federal law requires the collection and reporting of annual crime statistics reflecting reports of specified crimes that occur on and adjacent to a university campus and certain properties associated with the campus as well as fires that occur in on-campus residence halls. The statistical compilation must be broken down by specified types of crimes and campus disciplinary referrals, and must indicate if a specified crime is a hate crime. Campuses must also provide a geographic breakdown of the crime statistics according to the following defined geographic areas: “on campus” (including further breakdown of the number of crimes that occurred in campus student residential facilities), “in or on a non-campus building or property” and “on public property.”

**Annual Security and Fire Safety Report**

The Stephen F. Austin State University Department of Public Safety Police Department (UPD/DPS) prepares an Annual Security and Fire Safety Report (ASFSR) to comply with the Clery Act and the HEOA. The summary of crime statistics is included as part of this report. This report is prepared in cooperation with the Residence Life and the Student Rights and Responsibilities departments. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

DPS officers enter all reports and all crime incidents reported directly into an automated case management software program. Once an officer enters the report in the program, a departmental administrator reviews the report to ensure it is classified within the appropriate crime category. The department examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook as required by the Clery Act regulations.
SFA is required under the Clery Act to provide a Crime Statistics Summary Report related to its campus and other locations by calendar year. This SFA Crime Statistic and Fire Summary Report is sent annually to the U.S. Department of Education and can be viewed on the Office of Postsecondary Education—Department of Education’s website.

The university’s *Annual ASFSR Security and Fire Safety Report (ASR)* is updated each year and it is available on the SFA website at: [http://www.sfasu.edu/upd/dps/](http://www.sfasu.edu/upd/dps/). Copies of the ASR may also be obtained at the SFA University Police Department—Department of Public Safety, located on East College Street, or by calling 936.468.2252.

The Annual Security and Fire Safety Report must describe specified campus policies concerning:

- Reporting criminal activity or other emergencies on campus;
- Security of, maintenance of and access to campus facilities;
- Authority of campus law enforcement units;
- Monitoring and recording through local police agencies of off-campus criminal activities by students;
- Alcohol and drugs;
- Fire Safety;
- Fire Suppression in Residence Halls; and
- Timely Warning Procedures

In addition, the report must describe:

- The type and frequency of campus programs to inform students and employees about campus security procedures and precautions and the prevention of crimes;
- Available drug and alcohol abuse prevention education programs and existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community;
- Campus programs to prevent sexual assaults, including procedures to be followed when such an assault occurs;
- Education Programs to promote prevention and awareness of domestic violence, dating violence, and stalking;
- Procedures that the institution will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported; including the procedures for university disciplinary action, the applicable burden of proof for such proceedings, and possible sanctions or protective measures the university may impose;
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information on the importance of preserving evidence, to whom the offense should be reported, options regarding law enforcement and university authorities, and the rights of victims and the university’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar court orders;
- Information about how the university will protect the confidentiality of victims;
- Information about options for changing academic, living, transportation, and working situations; and
- Where law enforcement agency information concerning registered sex offenders may be obtained.

Definitions of Reportable Crimes

The definitions of reportable crimes are outlined in the Annual Security Report.

Other Policy–Related Definitions

Campus is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supporters for institutional purposes (such as food or other retail vendor).

Non-campus building or property is defined as any building or property owned or controlled by a student organization officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public property is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Campus Security Authorities

The Clery Act definition of a campus security authority includes SFA personnel beyond police officers. An official of SFA who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings, is a campus security authority. Campus security authorities, as defined by the Clery Act, have an obligation to report allegations of Clery Act-defined crimes that they conclude are made in good faith. These crime allegations must be reported to the SFA University Police Department.

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular may be more inclined to report incidents to other campus-affiliated individuals other than the police.
Counselors Confidential Reporting

The Clery Act defines a professional counselor as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Campus professional counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Cross Reference: 20 U.S.C. § 1092(f); Higher Education Opportunity Act, Public Law 110-315 (8/14/08); 42 U.S.C. § 13925(a); Timely Warning (13.22)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Executive Director of Public Safety/Chief of Police

Forms: None

Board Committee Assignment: Academic & Student Affairs
POLICY SUMMARY FORM

Policy Name: Austin Building Conference Rooms

Policy Number: 16.5

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

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Govern the use of Austin Building Rooms 305 and 307

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Scott Gordon, President
Damon Derrick, General Counsel
Austin Building Conference Rooms

Original Implementation: June 10, 1986
Last Revision: January 31, 2017

The provisions of the policy on the Use of University Facilities (16.33) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Room 305 and Room 307 in the Austin Building.

These conference rooms will be primarily for the use of the Board of Regents and the president of the university in their conduct of the governance and administration of the university, as well as for visits of dignitaries and official university guests.

Beverages and food are prohibited in conference rooms 305 and 307, except as approved by the president or the chair of the Board of Regents.

Cross Reference: Use of University Facilities (16.33)

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds
POLICY SUMMARY FORM

Policy Name: Central Receiving

Policy Number: 17.2

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): The policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

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

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

☐ Internal Review        ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Penalties clarified for failure to complete procedures. Other minor wording changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Central Receiving

Original Implementation: Unpublished
Last Revision: January 31, 2017
January 28, 2020

Purpose

This policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

General

All supplies and equipment purchased for the university are to be delivered through central receiving to ensure uniform handling of freight claims, accurate entry of receiving information, and necessary elements of institutional control. The following purchases are excluded from this requirement:

1. items being delivered under delegated purchase authority to the library, Stone Fort Museum, or departments using p-cards or rush orders;
2. items that require installation by the contractor or vendor; and
3. items specifically authorized by the Department of Procurement and Property Services

It is the responsibility of the department taking receipt of goods or services to immediately complete a Receiving Form for Purchase Orders online for all deliveries of goods or services purchased through a purchase order. See the Purchase Order Receiving Manual for detailed instructions for receiving purchase orders. Timely entry of receiving information is essential to avoid late payment penalties, and to effectively handle freight claims, shortages, or discrepancies.

Failure to promptly complete a Receiving Form for Purchase Orders or notify central receiving of damages or shortages may result in the inability to return goods, higher restocking fees, or liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.

Delivery of Vehicles

All vehicles must be delivered to central receiving to verify that specifications have been met, and to complete required documentation and tagging by the property manager. Vehicles will be delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information. Vehicles will be checked for meeting specifications, tagged by the property manager, and delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information.

Delivery of Other Goods

Other goods delivered to central receiving will be examined for damages and the contents of the shipment compared against the purchase order. Damages or discrepancies will be noted on the bill of lading. Central receiving will handle the filing of claims with the freight company for any freight
damages or quantity discrepancies. Central receiving will create a receiver document and delivery log in the university’s financial system and schedule delivery to the requisitioning department, with the exception of computers which will be delivered to the appropriate tech shop for deployment.

Other goods delivered to the requisitioning department will be examined for damages and the contents of the shipment compared against the purchase order or procurement card (p-card) receipt. Damages or discrepancies should be reported immediately to central receiving for claims processing.

Upon receipt of goods, central receiving will:

1. count and examine all cartons for visible damage, create a receiver document and delivery log in the university’s financial system, and note any discrepancies on the bill of lading;
2. deliver all packages, boxes, crates, etc., (except those requiring property tagging, special equipment or manpower for moving) within 24-48 hours to the requisitioning department; and
3. handle the filing of claims with the freight company for any freight damages or shortages.

Upon receipt of goods from central receiving, the department will:

1. check contents of shipment against original purchase order and complete a Receiving Form for Purchase Orders online; and
2. notify central receiving immediately of any damages or shortages that could not be identified by central receiving.

Upon receipt of goods or services directly from the vendor, the department will:

1. count and examine all cartons for visible damage and note any discrepancies on the bill of lading;
2. check contents of shipment against original purchase order and complete a Receiving Form for Purchase Orders online; and
3. notify central receiving immediately of any damages or shortages.

Failure to promptly complete a Receiving Form for Purchase Orders online or notify central receiving of damages or shortages may result in:

1. the inability to return goods,
2. higher restocking fees, or
3. payment for the goods or services and a liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.

Outgoing Freight

Outgoing freight may be dispatched through central receiving to ensure proper documentation, packing, and labeling. Clear indication of shipment value should always be made on the package or on the accompanying documentation. A special notation should be made when insurance is desired. Contact central receiving for additional instructions or assistance in handling outgoing freight.
Cross Reference: Purchase Order Receiving Manual

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: Receiving Form for Purchase Orders

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Curriculum Reviews, Modifications and Approvals

Policy Number: 5.7

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

Date of last revision, if applicable: January 29, 2019

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

Purpose of Policy (what does it do): Guidelines for curriculum reviews, modifications and approvals

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

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

☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Add core curriculum courses to the procedures, clarify approval steps; update name of committee reviewing core curriculum modifications

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: October 17, 1978
Last Revision: January 29, 2019 January 28, 2020

Introduction

It is the responsibility of each academic unit of the university to maintain current curricula and engage in continuous review of its curricula. The provost and vice president for academic affairs and appropriate dean will set timelines for the modification and approval process.

Curricular Modification Procedures

Curricular modifications include:

- new courses;
- core curriculum courses;
- modified courses (e.g., course title, credit hours);
- new programs (e.g., degrees, endorsements, certificates, minors, concentrations);
- modified programs (e.g., degrees, endorsements, certificates, minors, concentrations);
- deletion of courses and/or programs (e.g., degrees, endorsements, certificates, minors, concentrations); and
- changes in mode of delivery such as off-campus face to face, online instruction, and other distance delivery methods.

Curricular modifications will be developed and submitted at the program level, and recommended for approval by:

- the academic unit;
- the academic unit head;
- the appropriate councils or committees in the college;
- the college dean;
- the university Undergraduate Council or Graduate Council; or as appropriate, the Core Curriculum Advisory Assessment Committee;
- the Deans Council; and
- the provost and vice president for academic affairs.

New courses and new, modified or deleted undergraduate and graduate programs and changes in mode of delivery will then be considered for approval by:

- the university president; and
- the Board of Regents.
Where appropriate, approval will then be sought from (and/or notification will be made to) the Texas Higher Education Coordinating Board (THECB), the Texas Education Agency, the Southern Association of Colleges and Schools, or other outside agencies and organizations.

Changes will be reflected in the General Bulletin and/or Graduate Bulletin after approval.

**Substantive Change**

Any curricular changes that involve substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges must be communicated by the Office of the Provost and Vice President for Academic Affairs to the appropriate entity and, if necessary under the rules on the entity, be approved before implementation. For further information, see the university policy on Substantive Change (4.10).

**Cross Reference:** THECB Instructions and Classification of Instructional Programs Codes; Certificate Programs (5.2); Course Fees (3.8); Laboratory Fees (3.22); Substantive Change (4.10); Academic Program Review (5.1); and Professional Educators’ Council (5.16)

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

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

**Forms:** Forms for program revision, course proposals, substantive change, distance education and laboratory/course fee requests are available at the university website.

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Disposition of Abandoned Personal Property

Policy Number: 13.6

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

Date of last revision, if applicable: 1/30/2018

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

Purpose of Policy (what does it do): Governs the disposition of abandoned personal property

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The first change relates to changing the word "auction" to "sale" to reflect current practice. The second change relates to creating a process for dealing with abandoned cash.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dr. Adam Peck, Asst. Vice President/Dean of Student Affairs
Carrie Charley, Director of Auxiliary Services
John Fields, Chief of Police
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Disposition of Abandoned Personal Property

Original Implementation: October 18, 1988
Last Revision: January 30, 2018, January 28, 2020

Lost property means any unclaimed personal property, including money, coming into the possession of the university, other than motor vehicles as defined in the Texas Transportation Code. Lost property shall be deemed abandoned if the rightful owner does not come forward and make a valid claim within ninety (90) days of the university's original possession.

Unless the abandoned property is being held as evidence to be used in a pending criminal case, the university may dispose of the abandoned property by public auction sale. The profits-proceeds of the auction sale shall be used for student service activities as directed by the Office of the Dean of Student Affairs. Abandoned property shall be deemed abandoned if the rightful owner does not come forward and make a valid claim within ninety (90) days of the university's original possession.

REPORTING OR CLAIMING ABANDONED PERSONAL PROPERTY

Any individual finding lost property on the university campus, or seeking to claim lost property, should follow the guidelines listed below.

1. A person finding lost or unclaimed property should turn in said property at the University Police Department or the information desk in the student center. Lost or unclaimed property found in Steen Library should be turned in to the circulation desk on the first floor. Lost or unclaimed property found in academic buildings should be turned in to the appropriate departmental office. Lost or unclaimed bicycles or other bulky items are stored in the University Police Department.

2. A written Record of Unclaimed Personal Property form indicating the date the lost or unclaimed property came into the university's possession shall be completed and retained by the receiving department.

3. After fifteen (15) days, all unclaimed property held in the University Police Department, in Steen Library, or in other campus areas such as departmental offices, shall be transferred to the student center information desk with the record indicating the date of receipt of the unclaimed property. Unclaimed bicycles and other bulky items will be stored by University Police Department.

4. Lost items may be claimed at the student center information desk upon presentation of
reasonable identification of the lost property.

5. A public auction sale is held annually under the direction of the dean of student affairs at a time and place announced during each academic year.

**Cross Reference:** Tex. Educ. Code § 51.213

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

**Contact for Revision:** Dean of Student Affairs

**Forms:** Record of Unclaimed Personal Property (available in University Printing Services)

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Distinguished Guests

Policy Number: 2.16

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

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Guidelines for notifying president's office of invitations to current or former regents, elected officials, or distinguished guests to visit campus.

Reason for the addition, revision, or deletion (check all that apply):
- [ ] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [x] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: To clarify internal procedures related to campus community members communicating with president's office regarding distinguished guests visiting campus.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel
Distinguished Guests

Original Implementation: January 28, 2020
Last Revision: None

All university departments and employees (excluding those reporting directly to the Board of Regents), while acting in the scope of their employment, will notify the president’s office prior to extending an invitation to a current or former member of the Board of Regents, elected official, or other distinguished guest such as a donor or prospective donor to visit campus. Such notification should include the proposed itinerary and reason for the visit. If the invitation is accepted, the president’s office must be notified and kept informed of the details of the visit.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee
POLICY SUMMARY FORM

Policy Name: 6.11

Policy Number: Doctoral Students: Allowable Credit Hours and Completion Times

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Allowable credit hours and completion times for doctoral students

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

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: delete "full-time" enrollment for progress review; minor wording change for clarification

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Doctoral Students: Allowable Credit Hours and Completion Times

Original Implementation: April 21, 1998
Revision Date: January 31, 2017 January 28, 2020

The doctoral degree typically requires a minimum number of credit hours beyond a master’s degree as specified by the program. After three years of full-time enrollment, a formal review of each student’s doctoral progress will be conducted within the respective graduate program and shared with the student.

Students who have reached ninety-nine (99) or more credit hours above a master’s degree:
- will be ineligible for student employment at Stephen F. Austin State University (SFA);
- will pay the current rate for out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by SFA; and
- may be terminated from the program by the dean of the graduate school in consultation with the appropriate academic dean and academic unit head of the program.

If terminated from a program, a student may file a written appeal to the University Graduate Council whose recommendation will be forwarded to the provost and vice president for academic affairs for final resolution.


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 SUMMARY FORM

Policy Name: Faculty Development Leaves

Policy Number: 12.7

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for Faculty Development Leaves

Reason for the addition, revision, or deletion (check all that apply):
☑ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording change for clarification

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

**Original Implementation:** April 26, 1983  
**Last Revision:** January 31, 2017 / January 28, 2020

Faculty development leaves may be granted by the Board of Regents for field observations, research, study, writing, or other scholarly/creative activities. They should not be used to complete work for a terminal degree. No more than six percent of university faculty members may be on development leave at any one time.

This policy applies to full-time faculty and librarians whose duties include teaching, research, administration, or the performance of professional services. Except for special circumstances, individuals are eligible for a development leave after serving full time for at least three consecutive years. After completion of a development leave, recipients may not apply for four years.

Applications for faculty development leaves will be reviewed annually by the Faculty Development Leave Committee. The committee will consist of full-time faculty members, one from each academic college and one from the library. The committee will make recommendations to the provost and vice president for academic affairs and the president, who will make the final leave recommendation to the Board of Regents.

A faculty development leave may be awarded for one long semester at full base salary or for two long semesters at half the base salary. Payment of salary may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as might be available to the institution.

Recipients of faculty development leaves must guarantee the university that they will return to their regular duties, or others that might be assigned, for a period of at least one year following the expiration of the leave, provided they are offered a contract by the university. Recipients will submit a brief written report on the activities and accomplishments resulting from the leave to the academic unit head, dean, and provost and vice president for academic affairs within ninety days following completion of the leave.

Faculty members on faculty development leave, under law, may accept a grant or stipend for study, teaching, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency. However, the faculty member may not accept employment from any other person, corporation, or governmental agency, unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment. An accounting of all leave funds will be made by faculty members through the provost and vice president for academic affairs and the president to the Board of Regents.

The university will deduct from the salary of faculty members on development leave the deposit and membership dues required to be paid by them to the Teacher Retirement System of Texas or to the Optional Retirement Program or both, the contribution for Old Age and Survivors Insurance, and any other amounts required or authorized to be deducted. Faculty awarded development leave will
continue to participate in the programs and receive the benefits (retirement, insurance, etc.) made available by or through the university or the state to all other faculty members, and will be eligible for salary increases, merit pay, and all other fringe benefits awarded for the year following the expiration of the leave.

This policy will be filed with the Texas Higher Education Coordinating Board no later than thirty (30) days after the approval of any amendment by the Board of Regents.

**Cross Reference:** Faculty Handbook; Tex. Educ. Code § 51.101-.108

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

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

**Forms:** Faculty Development Leave Request Form; Faculty Development Leave Proposal Format; and Faculty Professional Development Form

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Faculty Disagreements

Policy Number: 7.25

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

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Guidelines for resolution of faculty disagreements or disputes

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed; no changes recommended

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: April 3, 1979
Last Revision: January 31, 2017 January 28, 2020

The resolution of disagreements regarding administrative decisions or other disputes involving faculty or other personnel, other than dismissal or non-renewal, will be pursued initially with the academic unit head. If the matter cannot be satisfactorily resolved at that level, the faculty member may put the disagreement in writing and submit it to the college dean, along with a copy to the academic unit head.

The college dean will consult with the faculty member(s) and the academic unit head in an effort to resolve the disagreement. The dean may consult with any others deemed to have insight into the matter. If the matter cannot be satisfactorily resolved by the dean, the faculty member may appeal in writing to the provost and vice president for academic affairs, along with a copy to the dean and academic unit head.

The provost and vice president for academic affairs will consult with the faculty member(s), the academic unit head, the college dean, and any others with insight into the matter. If the matter cannot be satisfactorily resolved by the provost and vice president for academic affairs, either party may appeal the issue.

In situations that do not involve conditions of employment, an appeal from the provost and vice president for academic affairs will be forwarded directly to the president who will consult with the faculty member(s), the academic unit head, the college dean, the provost and vice president for academic affairs, and any others with insight into the matter.

Employment Disputes

If the disagreement involves an allegation that conditions of employment under university policy have been violated, the appeal will be forwarded to the University Grievance Panel at the faculty member’s request. This process will operate under the guidelines below.

1. An advisory subcommittee of the University Grievance Panel will review the evidence. The subcommittee will be composed of five members, with two members selected by the faculty member, two by the president or the president's designee, and one selected at random. Each party will have one challenge without stated cause.
2. Once constituted, the subcommittee will establish defined procedures for resolving the dispute.
3. When the subcommittee has made its determination, it will advise the president and the faculty member(s) of its findings in writing.
4. The president will review the subcommittee’s report, consult with the faculty member(s) and any others with insight into the matter, and render a decision that will be final.
In all cases, the decision of the president is final and will be communicated to the faculty member in writing within a reasonable time.

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board of Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Faculty Merit Pay

Policy Number: 7.6

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

Date of last revision, if applicable: July 23, 2019

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

Purpose of Policy (what does it do):

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

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

☒ Internal Review    ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: move sentence "Adjunct faculty members are not eligible for merit pay increases" from adjunct performance review policy 7.5

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

**Original Implementation:** September, 1982

**Last Revision:** July 23, 2019

For merit pay consideration, full-time faculty members (excluding adjuncts) will present to their academic unit head all relevant or requested documentation, including at least the completed annual report of professional activities and performance, as well as any other information required under individual academic unit, college or university policy. *Adjunct faculty members are not eligible for merit pay increases.*

Academic units and/or colleges will establish their own appropriate and specific merit criteria and awarding procedures.

Merit recommendations by the academic unit head will be subject to approval by the dean, provost and vice president for academic affairs, and president.

Merit pay is contingent upon available funds.

**Cross Reference:** Faculty Handbook

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

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

**Forms:** Annual report of professional activities and performance and administrative evaluation form available in the Office of the Provost and Vice President for Academic Affairs

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Fair Labor Standards

Policy Number: 11.14

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): Policy outlines the requirements of complying with the Fair Labor Standards Act (FLSA)

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor word change.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta C. Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Fair Labor Standards

**Original Implementation:** February 3, 2005
**Last Revision:** January 31, 2017/January 28, 2020

**Purpose**

This policy affirms Stephen F. Austin State University’s intent to comply with the Fair Labor Standards Act (FLSA) and related federal and state laws.

**Definitions**

**Nonexempt Employees** - Nonexempt employees will be paid only for actual hours worked unless they receive benefits under the university's leave policies.

**Exempt Employees** - Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only under the circumstances described below.

**General**

All faculty, staff, and student employees of SFA are covered by the FLSA, although certain classes of employees are exempt from its overtime pay and minimum wage requirements. An employee's rights under the FLSA may not be waived. No employee may agree, even voluntarily, to work in violation of the FLSA. SFA pays all employees, including student workers, at least the federal minimum wage prescribed by the FLSA.

**Determination of Exemption Status of Employees**

Each employee's overtime pay and minimum wage coverage under the FLSA (exempt, nonexempt) must be determined on an individual basis in accordance with the terms of the federal regulations. The director of human resources should be consulted when questions arise concerning an employee's status under the FLSA.

Graduate students who are simultaneously performing research under grants and contracts, are teaching as their primary duty, and are fulfilling the requirements of an advanced degree are exempt from overtime pay and minimum wage requirements.

**Overtime**

The FLSA and state law govern the handling of overtime work. See SFA policy Overtime and Compensatory Time (12.14) for more information.
Deductions to Pay for Exempt Employees

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:

1. Employees who are absent from work at least one or more full days for sickness or disability will not be paid for that day unless they have accrued benefits under SFA's leave policy or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.
2. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued benefits under the university's leave policies. Their pay will be reduced by the hours missed even if it is less than a full day.
3. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued leave available. If an employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
4. Employees who are absent from work for jury duty, attendance as a witness at a trial or temporary military leave will have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.
5. If an employee violates a safety rule of major significance, their pay may be reduced in an amount to be determined by the director of human resources as a penalty for that violation.
6. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. See the university's policy 11.4, Discipline and Discharge.
7. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

Improper Deductions from Pay

It is SFA's policy to comply with the salary basis requirements of the FLSA. Therefore, the university prohibits all supervisors from making improper deductions from salaries of exempt employees. SFA wants employees to be aware of this policy and that the university does not allow deductions that violate the FLSA.

Equal Pay for Equal Work under the FLSA

SFA employees are covered by the Equal Pay Act, an amendment to the FLSA, that prohibits gender-based wage differentials between persons employed in the same location on jobs that require equal skill, effort, and responsibility and that are performed under similar working conditions. Jobs need only be substantially equal, not identical, for comparison purposes. The law permits differences in pay based on factors other than gender such as bona fide seniority or merit systems or systems that reward productivity.
Employment of Minors

The FLSA prescribes at what age and in which types of occupations minors can be employed. Federal regulations also limit hours of work for certain age groups. A list of prohibited occupations and other restrictions on employment of minors is available from the director of human resources.

To protect SFA from an unwitting violation of the age restrictions, human resources must obtain and keep on file a Minor's Employment Release form (HR-200) if the person being employed is younger than 18 years of age. In addition, human resources must obtain and keep on file a Federal Certificate of Age issued by the U. S. Department of Labor (DOL), a state Certificate of Age issued by the Texas Workforce Commission or other proof of age acceptable to the director of human resources for any person offered employment when there is any reason to believe the person being employed is younger than 19 years of age.

Administration

The director of human resources is responsible for administering and answering questions on the FLSA. Inquiries as well as requests for special exemptions should be submitted to the director of human resources.

The human resources office is responsible for posting, and keeping posted, notices pertaining to the applicability of the FLSA. These notices, which can be obtained from the Department of Labor DOL, are to be displayed in conspicuous places to facilitate observation by all employees.

The human resources office is also responsible for ensuring that all FLSA- and DOL-required records are maintained.

Appeal Process

If an employee feels the university has violated any of the above regulations under the Fair Labor Standards Act the employee may, without prejudice or fear of retaliation, express his/her appeal to their supervisor or the director of human resources. Those regulations include the minimum wage provisions, determination of exemption status of an employee, overtime provisions, deductions to pay for exempt employees, improper deductions from pay, equal pay for equal work provision, and the employment of minors. The complaint will be investigated by human resources and they will render a decision. If the employee is not satisfied with that decision, they can appeal to the vice president for the area involved who shall obtain input from the general counsel before making a final decision.

If an investigation results in a determination that improper pay has been awarded, the university will rectify the under-awarded pay amounts through this appeal process. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing appeals.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Gifts, Loans, Endowments, and Bequests

Policy Number: 3.17

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

Date of last revision, if applicable: 4/30/2019

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

Purpose of Policy (what does it do): Guidelines for soliciting, accepting, acknowledging and using gifts, endowments and bequests made to the university.

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

- [ ] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [x] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: To clarify internal procedures related to primary source of contact for stewardship and solicitation of funds. To change amounts to be consistent with items requiring Board of Regents approval. To include reference to the Office of Development performing support functions for the real estate foundation.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel
Gifts, Loans, Endowments, and Bequests

Original Implementation: July 18, 1981
Last Revision: April 30, 2019
January 28, 2020

Authority to accept gifts, loans, endowments and bequests made to Stephen F. Austin State University is vested in the president of the university by the Board of Regents. Gifts, loans, endowments and bequests to any entity of the university should be reported through normal administrative channels.

The president of the university has been authorized to accept gifts under the following conditions:

1. A gift, loan, endowment or bequest which may require commitment of funds, personnel, space or other resources shall be approved by the president prior to any commitment or action on behalf of the university.

2. The university is authorized, with prior approval of the president and ratification by the Board of Regents, to accept gifts or devises of real property for the establishment of scholarships, professorships and other trusts for educational purposes provided such property will not require appropriations by the legislature for operation, maintenance, repair or construction of buildings.

3. Privacy of donor identity may be granted by the university with the exceptions noted by the Public Information Act or the Internal Revenue Service when public recognition is not desired by the donor.

The terms under which any loan, endowment or bequest is offered and accepted shall be provided in a written agreement between the donor and the university. The general counsel’s office shall review any bequests made to the university prior to acceptance by the president. All original deeds of trust, wills, endowments, original records, etc., should be forwarded to the Office of Development for safekeeping.

The Office of Development is the primary source of contact with people in the private sector for development-related purposes, including but not limited to stewardship and solicitation of soliciting private funds. No individual or company may be solicited for any gift, loan, endowment, or bequest by any member of the faculty or staff of the university until that individual has presented the Office of Development with a copy of the proposal or request for funds and has received approval thereof.

Research grants or performance contracts which are privately funded are administered through the Office of Research and Sponsored Programs, and are not under the provisions of this policy.
Solicitation of Gifts

The Office of Development is responsible for soliciting, coordinating, approving and reporting all gifts and fundraising efforts. This includes both projects and proposals initiated by the Office of Development and those initiated elsewhere within the university and its related entities. To fulfill its mission, the Office of Development must be kept informed in a timely fashion on all actions related to fundraising.

1. All university departments, including faculty, staff, students, student organizations (as per policy 10.9, Student Organization Formation and Recognition) and affiliated 501(c)(3) entities are responsible for coordinating and clearing all fundraising projects funded by individuals, foundations and corporations in advance of the fundraising projects in writing. All fundraising projects shall comply with SFA policies and procedures, as well as federal and state laws.

2. If any faculty member, staff member, student or student organization receives any unsolicited question from a prospective donor regarding a possible gift to the university or the Stephen F. Austin State University Foundation, Inc., the Office of Development should be notified of the inquiry as soon as possible following the initial contact.

Acknowledgment of Gifts

In order to ensure accurate recording of all private support for the university and to properly acknowledge donors’ gifts, the Office of Development will coordinate the acknowledgment of gifts.

1. All offices are responsible for forwarding any gifts received to the Office of Development for receipting and reporting purposes or to the bursar’s office (as per policy 3.16, Gift Reporting). This will ensure accurate recording of all support for the university, fulfill the receipting requirements of the Internal Revenue Service, and properly acknowledge that support. Further, all gifts and any accompanying correspondence, instructions, etc., are to be forwarded to the Office of Development for processing. Gifts-in-kind such as equipment, furniture and art objects are to be reported in writing to the Office of Development via the Gifts-in-kind form.

2. Any written statement concerning tax deductibility of contributions must be reviewed and approved by the Office of Development.

Use of Gifts, Loans, Endowments and Bequests

Gifts, loans, endowments and bequests made to Stephen F. Austin State University shall be used for the purpose designated by the donor. If a purpose is not specified by the donor, and the amount of the gift is $100,000 or more, utilization shall be as directed by the Board of Regents.
after consideration of recommendations by the president and the vice president for development. If a purpose is not designated, and the amount of the gift is less than $100,000-$500,000, utilization shall be as directed and approved by the president of the university.

Gifts received by the university and made payable to the Stephen F. Austin State University Foundation, Incorporated, should be forwarded to the Office of Development for transfer and deposit to the foundation. No gifts or bequests to the university may be transferred to the Stephen F. Austin State University Foundation, Inc. or the Stephen F. Austin State University Alumni Association, Inc. without petitioning a court of competent jurisdiction, as outlined under state law. Funds gifted to the university for a restricted purpose are considered a charitable trust. Legal title to such funds cannot be transferred to other entities, except as noted above.

Under the authority of the Board of Regents, the vice president for finance and administration of Stephen F. Austin State University is empowered to negotiate and execute the sale of marketable securities donated to the university when such sale is directed or allowed by the donor of said securities. The proceeds of such sale shall be promptly deposited into a university account, to be used as indicated by the donor. All in-kind gifts of $100,000-$500,000 or more and all real estate gifts (excluding gifts managed by the SFA Real Estate Foundation) would require specific approval by the Board of Regents for liquidation to a university cash account.

Restrictions on the expenditure of gift funds generally reside within the following three criteria:

1. A gift must be expended in accordance with the donor's wishes.
2. The expenditure of the gift funds must be for the demonstrable good of the university.
3. The expenditure must provide no private gain to either the donor or the person controlling the expenditure of the funds.

The use of gift funds must meet all three criteria collectively. Some specific examples of expenditures from unrestricted gifts that may be for the demonstrable good of the university, without private gain for the individual expending the funds, are as follows:

1. awards that recognize or promote faculty development, excellence in teaching, academic achievement, athletic achievement, scholarship, or service;
2. costs related to the promotion of the communication of intellectual ideas among students, faculty, staff and administrators of the university;
3. support of student events and activities sponsored by the university;
4. the recruitment of highly qualified students, faculty and staff;
5. costs related to the promotion of the exchange of ideas with community leaders regarding the role of the university and its programs in the community;
6. costs related to the conduct of accrediting agency visits, visits by other officials from other institutions or representatives outside higher education;
7. costs related to the support of continuing education activities.
Examples of expenditures which may not meet the criteria established are as follows:

1. any expenditure that violates the restriction placed on the gift by the donor;
2. the procurement of private property for the personal, unofficial use of any faculty or staff member;
3. donations or other payments to a political party;
4. any other expenditure expressly prohibited by law.

Questions concerning an expenditure meeting these criteria should be referred to the Office of Development.

Real or personal property acquired through gifts, loans, endowments or bequests is subject to the same management requirements as other state property. Disposal of any property acquired through gifts, loans, endowments or bequests shall be handled in accordance with state law and applicable university policies and procedures. Property acquired through gifts, loans, endowment or bequest cannot be disposed of, sold, or transferred without written permission from the Office of Development and the president.

Conflict of Interest

No employee of the university may accept any gift, loan, endowment, or bequest the purpose of which is to establish or be used, in whole or in part, as a salary supplement for him/herself.

Publicity

The Office of Development, in coordination with the faculty/staff contact person, the donor, and the Office of University Marketing Communications, is responsible for coordinating all publicity related to gifts.

Matching Gifts

Certain foundations and companies provide gifts to the university which match contributions made by their employees. For tax purposes, certification is required from the university that the gift of the employee has been received. The matching gift forms, which certify receipt of the gift, require the signature of the executive director or associate director of development.

Foundation Support

The Office of Development has the responsibility of performing certain support functions for the Stephen F. Austin State University Foundation, Inc. and the SFA Real Estate Foundation, Inc. This includes receiving, receipting, acknowledging, and reporting gifts received by the either foundation, as provided in the Agreement between Stephen F. Austin State University and the Stephen F. Austin State University Foundation, Inc. and the Agreement between Stephen F. Austin
State University and the SFA Real Estate Foundation, Inc.

Library

Unrestricted gifts of books and other library related materials to Stephen F. Austin State University, not to include equipment such as tape recorders, etc., will not require the usual approval process as authorized in this policy (See Library Gifts, 4.11.3).

Definitions

1. Gift. A gift includes the gratuitous transfer of cash, cash equivalents such as securities and negotiable instruments, and real or personal property which generates income or may be sold for cash, for the purpose of enhancing the university and its programs, without expectation of specific benefit by the donor.

2. Loan. Real or personal property furnished for the temporary use of the university.

3. Endowment. An endowment is comprised of a gift, in which the donors have stipulated that the principal must be invested and only the income used to fund a project or need. The principal remains intact in perpetuity, thereby continuing to generate income to be used by the university. Endowment funds are classified into four different categories:

   a. Permanent Endowments. These endowments are sometimes referred to as "true" or "pure" endowments and are assets designated by the donor to be held in perpetuity. If specifically stated in writing by the donor, the corpus assets of this category of endowments may never be spent and income derived must be expended in accordance with the written terms and conditions established by the donor and the university. Otherwise, the governing board may appropriate for expenditure, for the uses and purposes for which the fund is established, the net appreciation, realized and unrealized, in the fair market value of the assets of an endowment fund over the historic dollar value of the fund to the extent allowed under the University Management of Institutional Funds Act or other applicable law.

   b. Term Endowment. In this category of endowments, the donor has specified that following a particular date or event, the assets of the endowment may be expended in accordance with the terms and conditions as specified. Until the passage of the specific date or event, this type of endowment will operate in a manner similar to the permanent endowment with the income used in accordance with the written terms and conditions established by the donor and the university.

   c. Quasi-Endowments or Quasi-Funds. The Board of Regents may, with formal action, set aside certain institutional funds to be maintained as endowments. The formal action by the Board of Regents will specify the use of the assets and income derived, and set other terms and conditions relating to the fund. The Board of Regents may, with formal action, change the terms and conditions of the endowment including cessation of the endowment and the return of the assets to the original source of funding, or change the use or purpose as may be appropriate.
and authorized by law.

d. Funds Held in Trust by Others. Some donors may choose to make income from endowment-type funds available to the university, but will leave the possession of the assets in trust with a third party. In this case, the endowment is not recorded as an asset of the university. In accordance with the Generally Accepted Accounting Principles (GAAP), the existence of the trust must be disclosed in the notes to the university’s financial statements.

Amounts associated with fundraising necessary for naming consideration are outlined in the university’s Overview of Naming Guidelines and Procedures, available in the office of the vice president for university advancement.

Cross Reference: Tex. Educ. Code §§ 51.001-.009, 95.34, Ch. 101; Uniform Prudent Management of Institutional Funds Act, Tex. Prop. Code Ch. 163; Uniform Prudent Investor Act, Tex. Prop. Code Ch. 117; Texas Public Funds Investment Act, Tex. Gov’t Code Ch. 2256; Gift Reporting (3.16); Library Gifts (4.11.3); Student Organization Formation and Recognition (10.9); Overview of Naming Guidelines and Procedures.

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Vice President for University Advancement

Forms: Gift-in-Kind Form

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Homer Bryce Stadium and William R. Johnson Coliseum

Policy Number: 16.13

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

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Governs facility use for Homer Bryce Stadium and William R. Johnson Coliseum

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [x] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: An audit was conducted and concluded that outside individuals were using Homer Bryce stadium and William R. Johnson for financial and personal gain. It was advised that more stringent policies and procedures needed to be adopted to control this issue.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Ryan Ivey, Director of Athletics
Scott Gordon, President
Damon Derrick, General Counsel
The provisions of the policy on the Use of University Facilities (16.33) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Homer Bryce Stadium and William R. Johnson Coliseum.

Use of Homer Bryce Stadium or William R. Johnson Coliseum by persons other than the university athletic department will be arranged through the coordinator of athletic operations and approved by the director of athletics. Such usage will be limited to events sponsored by university departments or recognized student organizations conducting activities within their established role and scope. Some events may be sponsored by the university, such as high school and University Interscholastic League events as well as other athletic events, which are sanctioned by an official governing organization. Persons or groups wishing to use either of these facilities should contact the coordinator of athletic operations (in person or by phone) concerning the availability of the facility. Questions regarding the use of these facilities for camp/conference participants should be directed to the camps and conferences coordinator, located in the Baker Pattillo Student Center. (See Camps and Conferences, policy 16.7.)

1. Intercollegiate athletic teams have first priority of access to all intercollegiate competition surfaces.
2. The coordinator of athletic operations will complete a facility use application.
3. The coordinator of athletic operations will assist university departments and student organizations with coordination of university police department and university physical plant services for upcoming events.
4. A contract will be completed before the date of the event.
5. The William R. Johnson Coliseum marquee will be used to advertise only official university events. Requests for messages on the marquee should be made to the coordinator of athletic operations.
6. Homer Bryce Stadium and William R. Johnson Coliseum competition surfaces (i.e. football field, track surface and basketball court) shall be permitted only through approval through the facility use process. General public use of competition surfaces is strictly prohibited.
7. Grandstands located in Homer Bryce Stadium and William R. Johnson Coliseum shall be opened for general public use at their own risk, between 6am-10pm. Both facilities shall be closed for general public use between 10pm-6am. Those individuals caught using the facilities during unpermitted timeframes may be subject to disciplinary action, including prosecution by the extent allowed by law.
Cross Reference: Use of University Facilities (16.33); Camps and Conferences (16.7)

Responsible for Implementation: President

Contact for Revision: President, Director of Intercollegiate Athletics

Forms: None

Board Committee Assignment: Building and Grounds
POLICY SUMMARY FORM

Policy Name: Investments

Policy Number: 3.21

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

Date of last revision, if applicable: 1/29/2019

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

Purpose of Policy (what does it do): The policy establishes guidance for the investment of all university funds that are governed by the Public Funds Investment Act and certain portions of TEC.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and formatting changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judi Krewell, Director of Financial Service
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Investments

Original Implementation: April 30, 1996
Last Revision: January 29, 2019 January 28, 2020

Purpose

This policy establishes guidance for the investment of all university funds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act, and certain portions of the Texas Education Code. Endowment funds are invested in accordance with Investments – Endowment Funds policy (3.20) approved by the Board of Regents (board) annually. Quasi-endowment funds that are considered to be public funds will be governed by this policy.

Definitions

Short-Term investments have a maturity of less than 90 days. Funds needed to meet short-term operating requirements will be primarily invested in either investment pools or overnight sweep accounts established with banking institutions. The benchmark is the average three-month Treasury bill yield.

Intermediate-Term investments have a maturity of 90 days to one year. United States Treasury and Agency securities, or United States Agency Discount Notes are the primary investment vehicles. United States Treasury securities are preferable because of their low risk and the ease with which they are traded. The benchmark is 95 percent of the average one-year Treasury bill yield.

Long-Term investments have a maturity over one year. United States Treasury and Agency securities are the primary investment vehicles. The 30 Year Treasury Bond rate is the benchmark for long term funds.

General

Stephen F. Austin State University invests the public funds in its custody with primary emphasis on the preservation and safety of the principal amount of the investment. Secondarily, investments must be of sufficient liquidity to meet the day-to-day cash requirements of the university. Finally, the university invests to maximize yield within the two previously indicated standards. All investments within this policy conform to all applicable state statutes and local rules governing the investment of public funds.

Objectives

The foremost objective of all investment decisions shall be safety of principal. All investments must be undertaken with the fiduciary responsibility associated with that of a reasonable and prudent person. Investments must be in accord with Texas law. Investment maturity must be diversified to match the university’s liquidity requirements and to meet all reasonably anticipated operating requirements. Investments shall incur no unreasonable risk in order to maximize potential income. Investments may be diversified in order to respond to changing economic and/or market conditions. No investments within the portfolio or investment practices conducted to effect investment activities shall violate the terms of this policy.

Investment Strategy
All investments will be made in accordance with the university’s investment policy. Investments may be diversified as needed to support the university's financial requirements. The preservation and safety of principal is the first priority, however, it is recognized that unrealized losses will occur in a rising interest rate environment, just as unrealized gains will occur during periods of falling interest rates. Investments will be structured to provide sufficient liquidity and marketability to meet operating requirements. The investment portfolio may be diversified with authorized securities to accommodate changing market conditions. An investment decision shall consider yield only after the requirements for principal preservation, liquidity, and marketability have been met.

All securities transactions, including collateral for repurchase agreements, but excluding mutual funds and investment pools, must be settled on a delivery versus payment basis.

An investment strategy may include investment pooling with another public institution as authorized in Texas Education Code Sec. 51.0031. Funds invested with another institution that meets guidelines established by Sec. 51.0031 will be managed in accordance with prudent person investment standards.

**Investment Authority**

The vice president for finance and administration, the director of financial services, and the director of administrative services shall be designated as the university’s investment officers and are responsible for the duties outlined herein. The names and titles of the investment officers shall be filed with the Board of Regents. Changes of names and/or titles must be filed with the Board of Regents as they occur. The vice president for finance and administration, the director of financial services, and the director of administrative services may only invest funds regulated by this policy and purchase securities authorized by this policy.

The board may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control.

The board may contract with another institution(s) to invest all or part of the university’s funds in accordance with Texas Education Code Sec. 51.0031.

**Investment Responsibilities**

The vice president for finance and administration is responsible for investment management decisions and activities. The vice president for finance and administration delegates the day-to-day management of the investment activities to the director of financial services or the director of administrative services.

The vice president for finance and administration shall be ultimately responsible for all transactions undertaken and shall establish a system of controls (Appendix A) to regulate the activities of officials and staff involved in investment transactions.

The vice president for finance and administration shall develop and maintain written administrative procedures and guidelines for the operation of the investment program which are consistent with and part of this Investment policy (Appendix B).
The vice president for finance and administration may establish an investment committee. The committee may review investment reports, monitor investment activity or review and revise qualified investment brokers that are eligible to serve in an investment capacity for the university. The chair of the Board of Regents may designate a board member to serve as a liaison on the investment committee.

**Prudence**

The "prudent person" standard will be used in the investment function and shall be applied in the context of individual transactions as well as management of the overall portfolio.

Accordingly, all investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.

**Investment Guidelines**

*Authorized Investments:* All university funds and funds held in trust for others may be invested in the securities listed below and/or pooled with another institution of higher education as authorized in Texas Education Code Sec. 51.0031. For investments exclusive of funds authorized by Sec. 51.0031, credit rating requirements will be monitored at least monthly. If or when a rating drops below the established minimum, the investment will be liquidated as soon as prudently possible. Authorized securities include:

a. obligations, including letters of credit, of the United States of America, or its agencies and instrumentalities;

b. direct obligations of the state of Texas or its agencies and instrumentalities;

c. collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States of America, the underlying security for which is guaranteed by an agency or instrumentality of the United States of America;

d. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas or the United States of America or their agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;

e. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than A or its equivalent;

f. interest-bearing banking deposits that conform to Sections 2256.009(7) and 2256.009(8) of the Texas Government code;

g. certificates of deposit and share certificates issued by a depository institution that conforms to Section 2256.010 of the Texas Government Code.

h. fully collateralized repurchase agreements that conform to Section 2256.011 of the Texas Government Code;

i. bankers’ acceptances that conform to Section 2256.012 of the Texas Government Code;

j. commercial paper that conforms to Section 2256.013 of the Texas Government Code; no-load money market mutual funds and no-load mutual funds registered and regulated by the Securities
and Exchange Commission and conform to Section 2256.014 of the Government Code;

j. guaranteed investment contracts that conform to Section 2256.015 of the Government Code;

k. investment pools that conform to Sections 2256.016 and 2256.019 of the Government Code;

l. cash management and fixed income funds sponsored by organizations exempt from federal income taxation under Section 501(f), Internal Revenue Code of 1986 (26 U.S.C. Section 501(f));

m. negotiable certificates of deposit issued by a bank that has a certificate of deposit rating of at least 1 or the equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency;

n. corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

Unauthorized Investments: The following investments are prohibited:

a. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgaged-backed security collateral and pay no principal;

b. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bear no interest;

c. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

d. collateralized mortgage obligations with an interest rate determined by an index that adjusts in an opposite direction to the change in a market index.

Asset Allocation: Investments may be diversified to minimize the risk of loss resulting from unauthorized concentration of assets in a specific maturity, specific issuer, or specific class of securities. The diversification limits by security type and issuer shall be:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. S. Treasury securities and securities having principal and interest guaranteed by the U. S. Government</td>
<td>100%</td>
</tr>
<tr>
<td>U. S. Government agencies, instrumentalities and government sponsored enterprises (excluding mortgage backed securities)</td>
<td>50%</td>
</tr>
<tr>
<td>Collateral mortgage backed securities</td>
<td>25%</td>
</tr>
<tr>
<td>Fully insured or collateralized certificates of deposit</td>
<td>100%</td>
</tr>
<tr>
<td>Bankers’ acceptances</td>
<td>25%</td>
</tr>
<tr>
<td>Commercial paper</td>
<td>50%</td>
</tr>
</tbody>
</table>
Repurchase agreements 100%
Registered money market funds 80%
Local Government Investment Pool 100%
Corporate Bonds 50%

The vice president for finance and administration may diversify investment maturity to limit interest rate risk. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. To the extent possible, investment maturity will be matched with anticipated cash flow requirements. Matching maturity and cash flow requirements will minimize occasions for sale of securities prior to maturity, thereby reducing market risk. However, no provision of this policy shall be interpreted as prohibiting the sale of any security prior to maturity, provided that it is in the university’s financial interest to sell the security.

The maximum stated maturity date of any security may not exceed ten years, and the weighted average duration of the portfolio shall not exceed five years without approval by the vice president for finance and administration and ratification by the Board of Regents. No officer or designee may engage in an investment transaction except as provided under terms of this policy as approved by the Stephen F. Austin State University Board of Regents.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy limits investments in corporate bonds, debentures or similar debt obligation to the two highest long-term rating categories.

**Insurance or Collateral:** All depository bank accounts shall be secured by a pledge of collateral with a market value equal to no less than 100% of the deposits plus accrued interest less any amount insured by the FDIC. Pledged collateral must conform to Chapter 2257 of the Government Code, Collateral for Public Funds. Evidence of the pledged collateral associated with depository bank accounts shall be maintained by the director of financial services or the director of administrative services. Collateral shall be reviewed monthly by the controller and the director of financial services or the director of administrative services to assure the market value of the securities pledged equals or exceeds the depository bank balances. Pledged collateral shall be maintained for safekeeping by an independent third party.

**Collateral Defined:** The university shall accept only the following securities as collateral:

- a. FDIC insurance coverage;
- b. United States Treasury, Agency, or Instrumentality securities;
- c. Direct obligations of the state of Texas or its agencies and instrumentalities;
- d. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the state of Texas or the United States of America;
- e. Obligations of states, agencies thereof, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent;
f. Collateralized mortgage obligations (CMO) directly issued by a federal agency or instrumentality of the United States of America, the underlying security for which is guaranteed by an agency or instrumentality of the United States of America. CMO must have a stated final maturity date of less than 10 years.

**Authorized Financial Dealers and Institutions**

Investment transactions (bids and offers) will occur only between the university and board authorized broker/dealers or institutions authorized by Texas Education Code Sec.51.0031.

For funds subject to Chapter 2256 of the Texas Government Code, a written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with Stephen F. Austin State University. The qualified representative of the business organization offering to engage in an investment transaction with Stephen F. Austin State University shall execute a written instrument substantially to the effect that the business organization has (a) received and reviewed the investment policy of the university and (b) acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the university and the organization that are not authorized by Stephen F. Austin State University’s investment policy.

Securities may not be bought from any organization whose representative has not provided the university with the acknowledgment required in the above paragraph.

Funds invested with institutions authorized by Texas Education Code Sec. 51.0031, will be invested pursuant to the qualifying institution’s investment policy.

**External Financial Advisor Contract Renewal or Extension**

Pursuant to Chapter 2256 of the Texas Government Code, a contract with an external investment manager may not exceed two years. A renewal or extension of the contract by the board must be made by order, ordinance, or resolution.

**Disclosure Requirements for Outside Financial Advisor**

External financial advisors and service providers shall comply with Texas Government Code Chapter 2263, Ethics and Disclosure Requirements for Outside Financial Advisors and Service providers.

**Performance Evaluation**

The vice president for finance and administration and director of financial services or director of administrative services shall submit quarterly reports to the Board of Regents and the president of the university in the format prescribed by the Public Funds Investment Act, within a reasonable time after the end of the quarter. The reports must:

a. describe in detail the investment position of the university on the date of the report;

b. be prepared by the investment officer(s) of the university;

c. be signed by the investment officer(s) of the university;

d. contain a summary statement of each pooled fund group that states the:

   i. beginning market value for the reporting period;
ii. ending market value for the period; and
iii. fully accrued interest for the reporting period;

e. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;

f. state the maturity date of each separately invested asset that has a maturity date;

g. state the account or fund or pooled group fund for which each individual investment was acquired; and

h. state the compliance of the investment portfolio of the university as it relates to the relevant provisions of the Public Funds Investment Act.

Internal Controls

Stephen F. Austin State University has established a system of written internal controls designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the university. These controls are shown in Appendix A of this investment policy. These controls are subject to the review of and recommendations from the university’s Department of Audit Services.

Disclosure Requirements for Investment Officers

Pursuant to Texas Government Code Sec. 2256.005, an investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer’s entity shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity. For purposes of this subsection, an investment officer has a personal business relationship with a business organization if:

- the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;
- funds received by the investment officer from the business organization exceed 10 percent of the investment officer’s gross income for the previous year; or
- the investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

Training

Each member of the board and the investment officer(s) will obtain investment training as required by Section 2256.007 of the Texas Government Code. Training for the investment officer(s) will be conducted by an organization or firm that is approved by the Texas Higher Education Coordinating Board.
Audits

In order to comply with the audit requirements of the Texas Public Funds Investment Act, the university’s Department of Audit Services shall conduct audits and reviews of the university’s investment function and report the findings to the appropriate oversight authorities.

Investment Policy Adoption and Certification

Upon adoption by the Stephen F. Austin State University Board of Regents, the university’s investment policy shall be reviewed annually to ensure current applicability and significant modifications thereto submitted to the Board of Regents for approval.


Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Finance and Audit
APPENDIX A
INTERNAL CONTROLS

The university has prepared an investment policy as of April 12, 1996. The policy was approved by the Board of Regents April 30, 1996. The investment policy will be reviewed and/or updated no less than annually. All pledged securities shall conform to Chapter 2257 of the Government Code. The signature of the president, vice president for finance and administration, director of financial services, or director of administrative services is required for release of pledged securities from safekeeping. Increases in the level of collateralization require approval by the president, vice president for finance and administration, director of financial services, director of administrative services, controller or assistant controller. The controller’s office will reconcile the appropriate investment accounts to broker’s statements and other supporting documents monthly.

APPENDIX B
ADMINISTRATIVE PROCEDURES

The bursar's office will maintain a daily list of cash balances held in depository bank accounts. All investment transactions and related cash transfer requests, except for investment "rollovers" as defined, will require two signatures. "Rollovers" are investment transactions whereby an investment of certain type held by an entity matures and the proceeds are then used to purchase an investment of the same type within the same account within the same entity. The controller’s office will record investments in compliance with Governmental Accounting Standards Board (GASB) and state comptroller’s reporting requirements and reconcile the appropriate investment accounts to broker’s statements and other supporting documents monthly. Quarterly investment reports are prepared by the director of financial services or the director of administrative services and approved by the vice president of finance and administration in accordance with the Performance Evaluation section of this investment policy. The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.
POLICY SUMMARY FORM

Policy Name: Investments - Endowment Funds

Policy Number: 3.20

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

Date of last revision, if applicable: 1/29/2019

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

Purpose of Policy (what does it do): The policy establishes guidance for the investment of all university endowment funds.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judi Krewell, Director of Financial Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Investments - Endowment Funds

Original Implementation: Unpublished
Last Revision: January 29, 2019 January 28, 2020

Purpose

This policy applies to all Stephen F. Austin State University endowment funds. The policy states the boards' attitudes, goals and objectives in the investment of the endowment assets and is intended to provide guidance to the finance committee, the university administration, and the investment consultant(s)/manager(s) in the management of the endowment assets. University funds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act are invested in accordance with Investments policy (3.21).

Definitions

True (or Permanent) Endowment Funds are funds which a donor or other outside agencies have stipulated, as a condition of the gift instrument, that the principal is to be maintained in perpetuity and invested for the purposes of producing present and future income.

Quasi-Endowment Funds are funds for which the governing body of the university, rather than a donor has determined that the corpus is to be retained and invested. Since these funds are internally designated rather than externally restricted, the university has the right to expend principal with approval from the governing body.

Gift Instrument refers to the records that establish the terms of the gift and may consist of more than one document. The release or modification of restrictions on management, investment, or purpose contained within the gift instrument is governed by Texas Property Code Section 163.007.

Investment Consultant represents an external firm or individual who can provide advice and/or guidance regarding investment decisions to the university, and/or hire investment managers.

General

Endowment funds represent private funds given to the university by individuals or institutions to promote, encourage and advance education and to improve the degree and non-degree educational functions by establishing scholarships, fellowships, professorships, academic chairs and other academic endeavors at the university, as specified by donors.

University endowment funds are not considered to be public funds but instead are governed by Section 51.0031 of the Texas Education Code. This section of the Texas Education Code states that the university "... with regard to donations, gifts and trusts, may establish endowment funds that operate as trusts and are managed under prudent person standards".
Investment Objectives

The overall objective of the policy is to assure that the university’s endowment funds are invested in a manner to achieve as high a level of return as can reasonably be expected to be achieved given the primary objective of safety and preservation of principal. In the management of the university endowment investments, consideration will be given to the need to balance a requirement for current income for present activities with a requirement for growth in principal to compensate for inflation.

Investment Risk Tolerance

The board believes that the endowment assets should be managed in a way that reflects the application of sound investment principles.

The board adheres to the traditional capital market theory that maintains that over the long term, the risk of owning equities should be rewarded with a somewhat greater return than available from fixed-income investments. This reward comes at the expense of higher volatility of returns and more exposure to market fluctuations than with fixed-income investments. Fixed-income investments provide a more predictable return than do equities. Thus assets should be allocated between fixed-income investments, equities, and alternative investments in such a manner as to provide for current income while providing for maintenance of principal in real terms.

Avoiding large risks is essential. The university will assume a moderate-risk posture in order to have a more stable positive return. This may result in sacrificing some potential opportunities for gain during rising markets in order to avoid large short-term declines in market value during falling markets. Since the university is averse to large downward fluctuations in the value of its investments resulting from volatile market value fluctuations, such year-to-year volatility should be minimized.

Prudence

The ‘prudent person standard’ is defined by Texas Education Code 51.0031(d) and described in Article VII, Section 11b, of the Texas Constitution, and means that standard of judgment and care that prudent investors, exercising reasonable care, skill, and caution, would acquire or retain in light of the purposes, terms, distribution requirements, and other circumstances of the fund then prevailing, taking into consideration the investment of all the assets of the fund rather than a single investment.

Responsibility and Delegation of Authority

As provided in the Texas Education Code, each member of the Board of Regents (board) has the legal responsibilities of a fiduciary in the management of funds under the control of the university. The board recognizes its responsibility to ensure that the assets of the endowment funds are managed for the exclusive benefit of the university in accordance with its donors’ intentions, effectively and prudently, in full compliance with all applicable laws.
The university acknowledges that the ultimate responsibility for the investment of endowment funds rests with the board. The board will determine the institutional approach used to invest endowment funds. The board may choose to hire external investment consultants and/or managers, contract with another institution, or manage funds internally. To carry out this responsibility, the board delegates certain authority to the financial officer(s) to oversee and work with external investment consultants and/or managers the board has selected.

**The Board**
The specific responsibilities of the board in the investment process include:

- Develop a sound and consistent investment policy that establishes guidelines and reasonable objectives for the management of endowments;
- At least annually, review the policy for continued accuracy and completeness;
- Select suitable investment consultants, managers or qualifying institutions to provide for the management of endowment funds;
- Evaluate performance results; and
- Comply with all applicable laws, including conflict of interest provisions therein.

**University Administration**
The vice president for finance and administration (vice president), the director of financial services, and the director of administrative services are designated as the investment officers for the university. The specific responsibilities of the vice president in the investment process include:

- Communicate with outside investment management team (consultants, managers and qualifying institutions);
- If appropriate, prudently select and recommend investment options to the board;
- Review and evaluate performance results to ensure policy guidelines are being adhered to and objectives are being met;
- Submit quarterly and annual investment reports to the board;
- Annually, determine the proper distribution of investment returns to the various spending accounts in accordance with the distribution section of this policy; and
- Comply with all applicable laws, including conflict of interest provisions.

The vice president may also establish an investment committee (committee). The committee may review and evaluate investment performance and review and revise qualified investment managers that are eligible to serve in an investment capacity for the university. The chair of the board may designate a board member to serve as a liaison on the committee.

**Qualifying Institution**
The board may contract to invest its funds with another Texas public institution. Endowment funds invested with a qualifying institution will be invested in accordance with the institution’s Investment Policy and the asset allocation of the institution’s policy will supersede the Investment Guidelines Section of this policy. The university’s investment officer(s) will provide investment performance reports to the board.
**Investment Consultant**

The board may contract with an investment consultant to manage the university’s endowment funds. The consultant may employ or delegate investment management to discretionary investment managers or affiliates. The consultant is responsible for ensuring that investment managers are in compliance with this policy.

Specifically, the consultant will:

- Assist the officers in the development of investment policy, objectives, asset allocation strategy and portfolio structure;
- Review investment managers, including search, selection and recommendation to the investment officers and committee;
- Monitor and report on investment manager performance;
- Monitor asset allocation and rebalance to target allocation on a periodic basis; and
- Provide written performance measurement reports as required to the investment officers, investment committee and board. The reports will contain sufficient information to determine if any changes or other actions are called for with respect to the investment portfolio.

**Investment Managers**

The board may choose to use an investment consultant to select investment managers. The investment consultant may exercise discretion to hire investment managers. If an investment manager is hired through the investment consultant, the consultant is responsible for ensuring that investment managers comply with all applicable policy guidelines.

The board may choose to directly contract with external investment managers. Each investment manager selected or approved by the board is expected to manage the endowment’s assets in a manner consistent with the investment objectives, guidelines and constraints of this policy and in accordance with applicable laws. This obligation includes discharging responsibilities with respect to the endowment consistent with “prudent investor” standards, and all other applicable fiduciary regulations and requirements.

If the university directly contracts with the investment manager, then the manager(s) will receive a copy of this policy and the manager must execute a written statement to the effect that the registered principal of the organization has received and thoroughly reviewed the investment policy of the university. The statement must also acknowledge that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.

The investment manager(s) will:

- Be registered as an investment adviser under the Investment Advisers Act of 1940 (where applicable);
- Maintain adequate fiduciary liability insurance and bonding for the management of this account;
- Acknowledge in writing that it is a fiduciary with respect to the assets under its control;
- Be responsible for making decisions on a discretionary basis. This includes buy, hold, sell and timing decisions. The external manager(s) must make responsible decisions in the selections of specific securities and the general timing of purchases and sales necessary to invest only into the security class(es) for which they were retained to manage.
**Custodian**

The custodian is responsible for the safekeeping for the endowment’s investment assets. The specific duties and responsibilities of the custodian include:

- Maintain separate accounts by legal registration;
- Value the holdings;
- Collect all income and dividends owed to the endowment in its custody;
- Settle all transactions initiated by the investment manager; and
- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

**Investment Policy Guidelines**

For the purpose of this policy, all individual securities which use long-term credit ratings must be rated the equivalent of “B” or better by a nationally recognized credit rating service and the fixed income portfolio must have an overall credit rating of “A”. Securities using short-term credit ratings must be rated at least A-2, P-2, F-2 or the equivalent by a nationally recognized credit rating service.

**Authorized Investments:**

The endowment’s assets may be invested in the following:

a. Direct obligations of the United States government or its direct agencies.
b. Direct obligations of federally-sponsored agencies in accordance with the above paragraph.
c. Obligations of states, agencies, counties, cities, and other political subdivisions of any state in accordance with the above paragraph.
d. United States dollar denominated bonds, debentures, or commercial paper and convertible securities issued by corporations in accordance with the above paragraph.
e. Debentures or obligations, and preferred or common stock of international governments and corporations. International preferred and common stock issues must be listed on an organized stock exchange.
f. Common stock and preferred stock issued by United States domiciled corporations and common stocks of international companies listed on the major U.S. or international security exchanges.
g. Certificates of Deposit issued by federally insured state banks, federally insured savings and loan associations and saving banks or federally insured credit unions. Amounts over the insurance limit of the institutions must be secured by pledged securities.
h. Bankers’ acceptances accepted by a bank organized and existing under laws of the United States or any state in accordance with the above paragraph.
i. Money Market Mutual Funds. Funds must be registered with the Securities and Exchange Commission, have a maximum dollar weighted average maturity of no longer than 13 months, and be no-load funds. Funds must have assets consisting of securities described in the paragraphs above and seek to maintain a stable net asset value of $1.00 per share (or unit).
j. Mutual Funds. Funds must be registered with the Securities and Exchange Commission and invest in assets authorized under this policy.
k. Direct Security Repurchase Agreements. Direct Repos must be fully secured (collateralized) by securities authorized under the sections (a) through (g) above. Such collateral must be held by a third party. All agreements will comply with Federal Reserve Bank guidelines.
l. Shares of investment companies as defined by the Investment Company Act of 1940. These companies include both closed-end investment companies and open-end investment companies (mutual funds). Shares in these companies may be purchased if they own securities described in sections (a) through (j) above.

m. Shares of Exchange Traded Funds, known as ETFs.

n. No more than ten percent (10%) of the equity portfolio can be invested at any time in one company based on the market value of the stock and portfolio.

o. No more than thirty percent (30%) of the equity portfolio can be invested in any one industry sector based on the market value of the portfolio.

p. Alternative investments. Permitted alternative investments may include hedge funds, managed futures funds, private equity funds, or real estate. Hedge funds are not subject to limitations of the “Prohibited Investment” section below. Investments in other strategies shall be reviewed and recommended by the investment officer prior to purchase.

q. Permitted alternative investments in the portfolio are limited to diversified commingled trust fund vehicles or limited partnerships offered through a third party distribution channel, such as what is offered through many broker-dealer firms.

r. Permitted alternative investments in the portfolio are limited to investment vehicles that offer the ability for the portfolio to make contributions or receive distributions at least quarterly (but preferably monthly) without restriction or incurring additional fees.

s. The portfolio shall emphasize investments in fund-of-fund vehicles that are diversified by investment style and typically utilize multiple investment managers within a fund.

Unauthorized Investments
The endowment’s assets should not be invested in the following unless agreed to by the vice president pursuant to an approved strategy and specifically approved in writing by the vice president:

a. Commodity trading including all futures contracts;

b. Short selling, option trading and margin trading unless by managers approved for that strategy;

c. Guaranteed investment contracts.

Asset Allocation
The allowable range and target asset allocation for the endowment funds is:

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fixed Income</td>
<td>0.0%</td>
<td>60.0%</td>
<td>35.0%</td>
</tr>
<tr>
<td>Total Equity</td>
<td>0.0%</td>
<td>70.0%</td>
<td>55.0%</td>
</tr>
<tr>
<td>Total Alternatives</td>
<td>0.0%</td>
<td>25.0%</td>
<td>10.0%</td>
</tr>
<tr>
<td>Total Cash or Cash Equivalents</td>
<td>0.0%</td>
<td>100.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
The allowable asset mix for fixed income and equities is:

<table>
<thead>
<tr>
<th>Fixed Income</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Government Bonds</td>
<td>0.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Corporate Bonds</td>
<td>0.0%</td>
<td>50.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equity</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Equity</td>
<td>0.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>International Equity</td>
<td>0.0%</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

**Interest Rate, Credit and Foreign Currency Risks**

The university will insure the safety of its invested funds by limiting interest rate, credit and foreign currency risks. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The vice president may diversify investment maturity to limit interest rate risk. The average weighted duration of the portfolio should not vary from industry benchmarks by more than +/- 20%.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy requires all securities which use long-term credit ratings to be rated the equivalent of “B” or better with the overall credit rating for the fixed income portfolio to be rated “A” or better. All short-term credit ratings must be rated at least A-2, P-2, F-2.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of investment. In order to mitigate this risk, international equity investments are limited to a maximum of 30% of the equity portfolio.

**Gifts of Individual Securities**

Gifts of individual securities will be liquidated and invested in accordance with policy guidelines and investment procedures. Exceptions to this policy are securities described as authorized investments in sections (a), (b), and (c) of the investment policy guidelines above. Such securities may be held so long as the asset allocation ranges are maintained.

**Quasi-Endowments**

The board may establish a quasi-endowment using unrestricted gifts. Income from funds held in quasi-endowments is available for the purpose established by the board. The corpus of such funds will be held until such time as the board abolishes the quasi-endowment, at which time the corpus is available for such purpose(s) as may be designated by the board. Quasi-endowment funds that are not considered to be public funds are governed by this policy.
Distribution Policy

The spending policy should balance the long-term objective of maintaining the purchasing power of the endowment funds with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support current needs. At the end of the investment year, in consultation with the investment manager, the vice president will review the total return on the endowment accounts and recommend an annual distribution.

Performance Evaluation

The vice president will submit quarterly reports to the board on the performance of the investment portfolio. The reports will disclose the book value and market value of the portfolio at the beginning and ending of the reporting period. The reports will disclose the realized and unrealized gains/losses and total return on the portfolio for the reporting period.

Conflicts Of Interest

Members of the board are frequently persons of wide-ranging business interests. Therefore, a prudent, independent investment decision process may result in investments in firms or organizations with which a member of the board is affiliated. Affiliation shall be interpreted within this section to mean an employee, officer, director, or owner of five percent or more of the voting stock of a firm or organization. The investment staff or an unaffiliated investment manager may invest in such securities. However, the following restrictions shall apply:

- A member of the board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is affiliated; and
- Investments will not be purchased from or sold to a member of the board.

Audits

The Department of Audit Services of the university shall include endowment assets as a component of its annual audit risk assessment. If the department determines that the endowment assets meet its risk assessment criteria, audit services may perform an annual audit of the endowment assets to insure compliance with the endowment investment policy.

Investment Policy Adoption and Certification

Upon adoption by the Stephen F. Austin State University Board of Regents, the university’s investment policy for endowment funds shall be reviewed annually to ensure current applicability and significant modifications thereto submitted to the Board of Regents for approval.


Responsible for Implementation: Vice President for Finance and Administration
**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

**Board Committee Assignment:** Finance and Audit
Policy Name: Library Faculty

Policy Number: 7.17

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for library faculty rank, criteria for appointment, promotion eligibility, annual evaluation and compensation, work load, rights and responsibilities; and Library Academic Advisory Council

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: delete parenthetical reference to cross-referenced policy

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: 1970
Last Revision: January 31, 2017 January 28, 2020

Stephen F. Austin State University (SFA) provides for advancement based on a librarian’s or an archivist’s academic credentials and experience, job performance, professional engagement, and service to the university, profession, and the general community, as appropriate.

Rank

The ranks consist of Librarian I, II, III, and IV, and Archivist I, II, III, and IV, with IV being the highest. These ranks do not apply to administrative positions.

Criteria for Appointment

A master's degree in library science from a school accredited by the American Library Association is required for appointment as a librarian. The Master of Library Science and Master of Library Information Science are the terminal degrees for librarians.

A master’s degree in library science from a school accredited by the American Library Association with specialization in archival studies or a master’s degree in public history with specialization in archival studies is required for appointment as an archivist.

Promotion Eligibility

Librarians and archivists are both eligible for promotion; however, only librarians are eligible for tenure (see policy 7.29).

To be promoted to the rank of Librarian II or Archivist II, an individual must have a proven record of effective and productive performance. Individuals can apply for the rank of Librarian II or Archivist II without being at the rank of Librarian I or Archivist I for a specified period of time.

To be promoted to the rank of Librarian III or Archivist III, an individual must have a proven record of effective and productive performance. The individual must also have significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to organizations. A Librarian II or Archivist II must hold that rank for at least three years before applying for promotion. Exceptions must be approved by the library director and the provost and vice president for academic affairs. The circumstances warranting early application must be exceptional.

To be promoted to the rank of Librarian IV or Archivist IV, an individual must have a proven record of substantial contributions to the profession recognized at the state and national levels. A Librarian III or Archivist III must hold that rank for at least five years before applying for promotion. Additionally, to be promoted to Archivist IV the individual must have successfully passed the Academy of Certified Archivist Examination. Exceptions must be approved by the
library director and the provost and vice president for academic affairs. The circumstances warranting early application must be exceptional.

**Annual Evaluation and Compensation**

Librarians and archivists will be evaluated annually according to university policies and procedures. These evaluations will constitute the basis for merit pay consideration, when available. Librarians and archivists accrue vacation and compensatory time.

**Work Load**

Librarians and archivists receive twelve-month contracts.

**Library Academic Advisory Council**

The Library Academic Advisory Council (LAAC) advises the director of libraries on matters regarding librarians and archivists. The LAAC is composed of five librarians/archivists, each with at least two years of service at SFA. Members are elected in September by all librarians and archivists and serve two-year staggered terms. The individual serving as the Faculty Senate representative is an ex-officio member of the LAAC if not an elected member. The LAAC elects a chair who is responsible for calling at least one meeting each regular semester.

**Rights and Responsibilities**

Librarians and archivists have the same rights and responsibilities as academic faculty. They are eligible for service on the Faculty Senate and university committees and are eligible for faculty development leave. Librarians and archivists may also apply for grants, fellowships, and research funds.

**Cross Reference:** Faculty Handbook; Academic Promotion of Full-Time Faculty (7.4); Tenure and Continued Employment (7.29); Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (4.8); Academic Appointments and Titles (7.2)

**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 SUMMARY FORM

Policy Name: Part-time Faculty

Policy Number: 7.21

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Description/guidelines for part-time faculty

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

- [x] Scheduled Review  [ ] Change in law  [ ] Response to audit finding
- [ ] Internal Review  [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed; no changes recommended

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: September 19, 1984
Last Revision: January 31, 2017 January 28, 2020

A part-time faculty member is one who holds less than a full-time academic workload and is not in a tenure-track position.

Part-time faculty must meet applicable accreditation criteria.

Former tenured, full-time Stephen F. Austin State University faculty members appointed to part-time positions will hold their previous academic rank (instructor, assistant professor, associate professor, or professor) with the designation part-time. Part-time faculty members may be appointed for no more than one academic year at a time.

The salary of part-time faculty members will be negotiated with each appointment, subject to the approval of the college dean and the provost and vice president for academic affairs.

Part-time faculty members will perform assigned duties and maintain office hours commensurate with the assignment. Part-time faculty may not serve on search, tenure, promotion, or merit pay committees.

Cross Reference: Faculty Compensation (12.6)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Faculty Credential Form

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs

Policy Number: 4.8

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for performance review of officers reporting to the provost/VPAA

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review  [   ] Change in law  [   ] Response to audit finding
- [   ] Internal Review  [   ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs

Original Implementation: December 6, 1979
Last Revision: January 31, 2017 January 28, 2020

The provost and vice president for academic affairs will conduct an annual performance review of each administrator who reports directly to the provost’s office. The review will focus on the performance of assigned responsibilities.

During the second year of service and once every three years thereafter, the review will be augmented by written input from peers, including appropriate deans, academic unit heads, faculty, and administrative staff. The provost and vice president for academic affairs is responsible for developing the survey questions.

The provost and vice president will submit a summary report to the individual reviewed and to the president.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Professional Educators Council

Policy Number: 5.16

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

Date of last revision, if applicable: November 7, 2016

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

Purpose of Policy (what does it do): Guidelines for council to govern preparation of teachers, school administrators, and other professional educators

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed; no changes recommended

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: September 1, 1987
Last Revision: November 7, 2016 January 28, 2020

Preparation of teachers, school administrators, and other professional educators is a university-wide function governed by policies developed by the university’s Professional Educators Council. In developing and executing policies, the council considers:

- Relevant state and federal law;
- University policies and procedures;
- Recommendations from appropriate advisory committees;
- Guidelines of the Texas Higher Education Coordinating Board (THECB);
- Rules of the Texas Education Agency (TEA)/State Board for Educator Certification (SBEC);
- Program standards of the Council for the Accreditation of Educator Preparation (CAEP);
- Professional standards of organizations affiliated with CAEP and with other national accreditation organizations.

The council’s responsibilities include:

- Maintaining accreditation by SBEC, CAEP, and other national organizations;
- Maintaining good standing with the TEA;
- Reviewing proposals for changes in teaching field programs and in professional education programs;
- Establishing criteria for program admission and retention;
- Recommending criteria for educator certification or licensing.

The council is co-chaired by the dean of the James I. Perkins College of Education (PCOE) and the PCOE associate dean for assessment and accountability. It is composed of faculty members appointed by the provost and vice president for academic affairs from nominees submitted by the PCOE dean after consultation with the deans of other colleges offering content area instruction. Other members of the council include the PCOE associate dean for curriculum, faculty and staff development, and student affairs and two student representatives appointed by the PCOE dean.


Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the James I. Perkins College of Education

Forms: None

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Prompt Payment to Vendors

Policy Number: 17.13

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): The policy exists to provide guidelines to comply with the state's prompt payment law and to make prompt payments to vendors.

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

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

☐ Internal Review    ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and formatting changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Ms. Dannette Sales, Controller
Dr. Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
**Prompt Payment to Vendors**

**Original Implementation:** April 21, 1998  
**Last Revision:** January 31, 2017/January 28, 2020

**Purpose**

It is the intention of Stephen F. Austin State University to comply with the state's prompt payment law and make prompt payments to vendors using the most efficient means available.

**Definitions**

**Payment** – Money owed to a vendor.

**State agency** – A board, commission, department, office or other agency in the executive branch of state government created by the constitution or a statue of this state, including an institution of higher education as defined by the Texas Education Code Section 61.003.

**Vendor** – A person or entity who supplies goods or a service to a state agency or another person directed by the agency. The term does not include a state agency, except for the Texas Correctional Industries. The term includes an officer or employee of a state agency when acting in a private capacity to supply goods or a service.

**General**

Three requirements must be met before a disbursement can be made to a vendor:

1. There must be an approved order for goods or services that has been signed/authorized by the account manager or his/her designee.
2. The goods or services must have been received. Acknowledging the date of receipt of goods or services rendered is the responsibility of the department which placed the order.
3. The vendor must provide an itemized invoice to accounts payable. If an invoice is received by the department, it should be date stamped and immediately forwarded to accounts payable.

The controller's office is responsible for processing payments in a manner which ensures compliance with the prompt payment law once these three requirements have been met. In certain instances, interest will be paid to a vendor if payment is not made within 30 days of the later of:

- date the university receives the goods under the contract;
- date the vendor completes its services; or
- date the university receives an invoice for the goods or services.

To maximize the interest earned on funds held by the state, the university is required to schedule its payments, paying vendors as close to the 30-day limit as possible. The university is not allowed to pay vendors before the payments are actually due unless the invoice is less than $5,000 or the university has a valid business reason for paying early, or there is a specific exception to this rule.
Potential examples of when the university may make early payments to vendors are:

- If the vendor or the university has an agreement to make a payment at a certain time;
- If the vendor gives the agency a substantial discount for paying early;
- Purchase of real property;
- Payment for utilities;
- Payment for lease cost, leased space, or rent;
- Purchases of books or library materials paid with Higher Education Funds (HEF);
- Subscription services up to a maximum of six weeks before the service begins;
- Vendor payments for specialized goods or services if the vendor requires the payment to be made in advance.

For payment more than $5,000, payment must be scheduled for distribution on the date identified above, unless the department can justify the cost effectiveness of making a payment early. A vendor hardship **does not** qualify as a state business reason for paying early.

Payments of $5,000 or less are exempted from mandatory payment scheduling. The university, at its discretion, may choose to pay invoices $5,000 or less according to the scheduling requirements or may schedule the payment due date as soon as they are processed. For groups of invoices covered by a monthly statement, the statement amount must be $5,000 or less for the invoices to qualify for this exemption.

If the vendor payment is late, interest will be computed at a rate determined by the Texas Comptroller’s Office. If the late payment is due to departmental errors, such interest payment will be charged to the department that caused the late payment. If a department requests the controller's office to process a payment outside its normal operating procedures for any reason, the department shall be assessed a special processing fee of $50.

Payments of $5,000 or less are exempted from mandatory payment scheduling. The university, at its discretion, may choose to pay invoices $5,000 or less according to the scheduling requirements or may schedule the payment due date as soon as they are processed. For groups of invoices covered by a monthly statement, the statement amount must be $5,000 or less for the invoices to qualify for this exemption.

**Cross Reference:** Tex. Gov’t Code § 2155.382; Ch. 2251; Tex. Educ. Code § 61.003; Texas Comptroller of Public Accounts Payment Services and eXpendit State Purchase Policies
**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller

**Forms:** None

**Board Committee Assignment:** Finance and Audit
POLICY SUMMARY FORM

Policy Name: Property Liability

Policy Number: 16.22

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): The policy exists to determine employee liability associated with fixed assets.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Property Liability

**Original Implementation:** April 22, 2003
**Last Revision:** January 31, 2017, January 28, 2020

**Purpose**

This policy acknowledges that, in accordance with Texas Government Code § 403.275, all university employees are liable for the state property that they use.

**Definition**

*Reasonable care* is defined as taking steps to ensure control and security of the property and being able to locate the property at all times.

**General**

All employees must complete the property liability acknowledgement form as part of new employee orientation. Employees taking equipment off campus will be required to complete a removal of property from campus request form acknowledging that the person responsible for property is aware of their responsibilities.

The department head will be listed as equipment manager on property records and is responsible for identifying property custodians who have been entrusted with the care and safekeeping of specific pieces of property. Equipment managers will be required to sign a certification of physical inventory when there is a change in department head, accepting responsibility for all department property within 30 days of assuming their duties.

A person is financially liable for any property loss sustained by the university if:

1. property disappears as a result of the failure of the property manager or university employee entrusted with the property to exercise reasonable care for its safekeeping;
2. property deteriorates as a result of the failure of the property manager, or university employee entrusted with the property to exercise reasonable care to maintain and service the property; or
3. property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

If the property manager has reasonable cause to believe that any property in the university's possession has been stolen, lost, destroyed, or damaged through the negligence of any state official or employee, the property manager shall report the loss, destruction, or damage to audit services, the vice president for the division, the vice president for finance and administration, the director of procurement and property services, the equipment manager and the property custodian. All computer losses, missing or stolen, regardless of negligence, will be reported to the director of IT's chief information officer.

The property manager in consultation with the equipment manager, the director of procurement and
property services and/or the vice president of finance and administration will determine whether replacement of property or reimbursement of property value best meets the needs of the university. The value of the loss to the university will be determined by considering the value of the property and the value to SFA as outlined in the property management manual.

A determination of negligence may be appealed to the property risk management committee within five working days of receiving notification of the determination. The property risk management committee will review the property manager’s determination and the written appeal, and will make a final determination that may not be appealed. Appointments to the committee will be made on a case by case basis by the vice president for finance and administration with the property manager and property assistant serving as non-voting ex officio members.

If the property risk management committee upholds the determination of negligence, the negligent employee will be notified to replace the property or reimburse the university for the determined value of the property. If the employee refuses or disregards the determination and request for replacement or reimbursement, the university may pursue action against the employee through the Office of the Attorney General or employ other efforts to obtain reimbursement.

Cross Reference: Tex. Gov’t Code §§ 403.275, 2203.004; Property Inventory and Management (17.14)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: Property Liability Acknowledgement; Removal of Property from Campus Request

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Proprietary Purchases

Policy Number: 17.15

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): This policy defines and explains requirements related to proprietary purchases.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Proprietary Purchases

Original Implementation: September 1979
Last Revision: January 31, 2017/January 28, 2020

Purpose

This policy defines and explains requirements related to proprietary purchases.

Definition

A sole source is a specific item that is available from only one source.

General

A proprietary purchasing situation occurs when competition is not available. In addition to the purchase requisition, a written justification must be submitted to the Department of Procurement and Property Services provided the specification requirement limits consideration to one manufacturer, one product, or one service provider.

A sole product may be available from more than one source and is subject to best value procurement rules. Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. To assist in proprietary purchase considerations, procedures and guidelines are provided on the Department of Procurement and Property Services website.

Along with the purchase requisition, the department may be asked to submit an Exclusive Acquisition Justification form. On the form, only the applicable items must be answered and must provide sufficient explanation to address the following:

1. an explanation of the need for the proprietary specifications; i.e., which part or parts of the stated specification restricts the requisition to one manufacturer or provider; and
2. the reason competing products are not satisfactory.

Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. Procurement will research the market to determine if the proprietary request is appropriate.

Cross Reference: Tex. Gov’t Code §§ 2155.063, .067; Purchase Requisition (17.19)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB
Coordinator Forms: Purchase Requisition, Exclusive Acquisition Justification

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Purchase of Surplus Property

Policy Number: 17.17

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): This policy establishes guidelines for purchasing surplus property from the Texas Facilities Commission and details restrictions on the use of any federal surplus property.

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

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Cross reference revision and minor changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Purchase of Surplus Property

Original Implementation: September, 1987
Last Revision: January 31, 2017/January 28, 2020

Purpose

This policy establishes guidelines for purchasing surplus property from the Texas Facilities Commission and details restrictions on the use of any federal surplus property.

Definitions

**Surplus property** is any personal property that is in excess of the needs of the department and which is not required for the foreseeable future. Surplus property may be new or used but must have additional useful life.

**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.

General

The Texas Facilities Commission (TFC) disposes of surplus and salvage personal property from Texas state agencies and manages the disposition of surplus and salvage donated to the state by federal programs. The Office of the State Comptroller advertises surplus property exclusively to state agencies, political subdivisions and assistance organizations. Surplus property not transferred within 10 business days of posting is available for sale to state agencies, political subdivisions and assistance organizations as well as the general public. Federal surplus property is available only to eligible organizations, not private citizens or the general public. Available property can be viewed at the following URLs:

- **State Surplus (State Comptroller’s listing)**
- **State Surplus (available at store fronts; TFC listing)**
- **Federal Surplus**

A requisition must be submitted to initiate the purchase of surplus property. A purchaser is available to research the availability, condition and cost of surplus property.

State Surplus

The agency offering the surplus equipment is to be contacted directly to determine a price and make arrangements for transfer. The requisition submitted to the purchasing office should state on the requisition ‘STATE SURPLUS PROPERTY’. The name of the state agency and the agreed price, and arrangements for transfer should also be shown.
Federal Surplus

The Texas Facilities Commission manages the disposition of surplus property donated to the state by federal programs. The purchaser may make a written request for federal surplus to be held for SFA if it becomes available.

Visitation to and shopping at a federal surplus warehouse is allowed only by a certified agent of the university. The item(s) may be picked up at the time of purchase or arrangements can be made for pick up at a later date. The individual(s) picking up the merchandise do not have to be certified, but they must have the receipt in hand when arriving at the distribution center. If the SFA transportation department picks up the item(s), the department will be charged for travel and labor costs. When the merchandise is received, the itemized receipt and/or invoice should be returned to the procurement department.

Restrictions on the Use of Federal Surplus Property

Participating organizations (“donees”) are required to use the property obtained through the program for a specific amount of time before the property can be sold or transferred and must adhere to the following restrictions:

1. Property must be placed into use within the first year of possession.
2. Property must continue to be used for the duration of the “compliance period” before ownership is transferred to SFA.
   - 18 months for passenger vehicles or any item of property with original acquisition cost of $5000 or more.
   - 12 months for property with an original acquisition cost less than $5,000.
   - 18 months for passenger vehicles or any item of property with original acquisition cost of $5,000 or more.
   - 5 years for aircraft and vessels 50’ or more in length.
   - In perpetuity for combat-configured aircrafts, and firearms.
3. The property may not be sold, transferred, or otherwise disposed of during the compliance period. If property is sold, transferred or otherwise disposed of during the required period of use, SFA may be subject to penalties and fines, as well as possible state or federal prosecution.
4. Compliance visits may be conducted by state and federal program staff during the compliance period to ensure that property is being put to its intended use. If the property is not paid for in full or is not being used or handled as required, SFA will be required, at its expense, to return the property to TFC or offer for transfer to another donee, as instructed by TFC.
5. In accordance with the Single Audit Amendments of 1996 (U.S. Office of Management and Budget (OMB) Circular A-133), if the university receives $500,000 or more in all forms of federal assistance during a fiscal year, SFA will be liable for a single audit by an independent firm.
As a donee, SFA must include the General Services Administration’s required non-discrimination statement with information about the federal surplus program.

**Cross Reference:** 41 C.F.R. §§ 101, 102; OMB Circular A-133; Purchase Requisition (17.19)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** Purchase Requisition, TFC Eligibility Application Form, TFC Update Form, TFC Authorized Representative Form

**Board Committee Assignment:** Finance and Audit
POLICY SUMMARY FORM

Policy Name: 7.16

Policy Number: Purchased Instructor-Generated Materials

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for students purchasing instructor-generated materials

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

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Purchased Instructor-Generated Materials

Original Implementation: September, 1990
Last Revision: January 31, 2017, January 28, 2020

Instructor-generated materials are course packs or other intellectual property compilations that may be required by faculty members for students in their classes. Handouts, textbooks, or trade books are not included in this definition. Faculty members may not sell any academic materials directly to students. Instructor-generated materials may only be sold through the university bookstore or off-campus vendors.

Faculty members and the university will negotiate a royalty agreement in advance of the sale of instructor-generated materials in the university bookstore. This does not apply to materials that are work for hire. The university is not responsible for royalties or other financial benefits on instructor-generated materials sold by off-campus vendors.

If instructor-generated materials are to be used, faculty members are responsible for assembling and editing these. These materials must comply with the General Fair Use Guidelines as described in policy 9.2, Copyrighted Works Reproduction of Copyrighted Works by Educators and Librarians. Faculty members will exercise professional judgment when incorporating self-generated materials for instructional purposes.

Cross Reference: Faculty Handbook; Intellectual Property (9.4); Copyrighted Works Reproduction of Copyrighted Works by Educators and Librarians (9.2); and Academic Freedom and Responsibility (7.3)

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 SUMMARY FORM

Policy Name: Safe and Vault Combinations

Policy Number: 14.9

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): The policy exists to establish requirements for the documenting, safekeeping, and changing of safe and vault combinations.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and formatting changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dannette Sales, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Safe and Vault Combinations

Original Implementation: Unpublished
Date of Last Revision: January 31, 2017 January 28, 2020

Purpose

This policy requires current combinations for safes or vaults holding cash, checks, or other valuable documents to be on file in the office of the vice president for finance and administration.

General

The department head must submit a memorandum indicating the location of the safe or vault, the combination, date of last combination change if known, and the names of all employees who have access to the vault combination. The memorandum must be delivered to the vice president for finance and administration in a manner such that no unauthorized person is able to access the confidential information.

The vice president for finance and administration must be notified when changes are made to safe or vault combinations, when a safe or vault is moved or transferred to another department, or when a safe or vault is removed from university property records. Safe and vault combinations must be changed anytime an employee who knows the combination terminates employment or is transferred.

Annually, the vice president for finance and administration will request the safe or vault custodian in each department to verify the information on file.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Student Academic Dishonesty

Policy Number: 4.1

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Defines student academic dishonesty, penalties, and procedure for addressing student academic dishonesty.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: update title of appeals policy 6.3

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help other student(s) in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university.

**Procedure for Addressing Student Academic Dishonesty**

A faculty member who has evidence and/or suspects that academic dishonesty has occurred will gather all pertinent information and initiate the following procedure:

1. The faculty member will discuss all evidence of cheating or plagiarism directly with the student(s) involved.
2. After consideration of the explanation provided by the student(s), the faculty member will determine whether academic dishonesty has occurred. The faculty member may consult with the academic unit head and/or dean in making a decision.
3. After a determination of academic dishonesty, the faculty member will inform the academic unit head and submit a Report of Academic Dishonesty with supporting documentation to the office of the dean of the student’s major. This report will become
part of the student's record and will remain on file with the dean's office for at least four years even if the student withdraws prior to receiving a grade.

4. For a serious first offense or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student's record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in *Academic Final Course Grade Appeals by Students (6.3).*

**Cross Reference:** Student Handbook; *Academic Final Course Grade Appeals by Students (6.3); and Course Add/Drop (6.10)*

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

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

**Forms:** Report of Academic Dishonesty Form

**Board Committee Assignment:** Academic and Student Affairs
Policy Name: Student Evaluation of Instruction

Policy Number: 7.27

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

Date of last revision, if applicable: January 31, 2017

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

Purpose of Policy (what does it do): Guidelines for student evaluation of instruction

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed; no changes recommended

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: April 20, 1999
Last Revision: January 31, 2017 January 28, 2020

Students will have the opportunity to evaluate instruction for all courses in all semesters through the university’s online evaluation system. Members of the academic unit may determine additional evaluation instruments and procedures. Evaluation data are used for a variety of purposes including improvement of instruction, mentoring faculty, and personnel decisions.

Cross Reference: 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 SUMMARY FORM

Policy Name: Student Fiscal Appeals

Policy Number: 6.19

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): The policy exists to provide direction for student fiscal appeals.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and formatting changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dannette Sales, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Student Fiscal Appeals

Original Implementation: January 30, 2007
Last Revision: January 31, 2017

Purpose

This policy establishes guidelines for appeals of student charges and describes the process of evaluation and resolution of all student fiscal appeals.

General

The Fiscal Appeals Panel will consider appeals related to Stephen F. Austin State University (SFA) fiscal policy as it applies to student charges. The panel will be appointed by the vice president for finance and administration, is chaired by the bursar, and will include academic and administrative representation. The panel will make its decision based on the written information submitted.

Appeals will be considered when a student believes that extenuating circumstances justify removal or modification of charges. Appeals must be submitted in written form and must be based on extenuating circumstances, such as (but not limited to) catastrophic illness, injury, death in the family, or call-up for military service. Appeals of the penalty for excessive time to graduation and repetition of a course may be based on economic hardship for the student, and will be considered on a case by case basis. Appeals pertaining to the requirements to maintain eligibility for certain exemptions and waivers may also be based on economic hardship for the student or other good cause, and will be considered on a case by case basis.

Unless there are extenuating circumstances, appeals should be filed within 60 days of the date of the charge on the student’s account that the student is requesting to appeal. Appeals will be considered only for the specific charge and specific term for which the appeal is requested.

The following may be appealed to the panel: penalty for excessive time to graduation (the 30 and 45-hour rule), extenuating circumstances culminating in withdrawal, late add fee, reinstatement fee, $1,000 tuition rebate, penalty for repetition of a course more than twice (3-peat), and loss of eligibility for certain exemptions and waivers.

Specific procedures for making an appeal are found in the Student Fiscal Appeals Guidelines, Procedures, and Form located on SFA’s business office website and at the business office.


Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller
Forms: None

Student Fiscal Appeal Form (part of the Student Fiscal Appeals Guidelines, Procedures, and Form)

Board Committee Assignment: Finance and Audit
POLICY SUMMARY FORM

Policy Name: Student Media

Policy Number: 10.8

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): This policy identifies the various campus media outlets and explains their purposes and roles at the university, as well as their administrative and advisory structures and funding sources.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Some titles and terms have been updated

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John A. Hendricks, Chair Department of Mass Communication
Amy Roquemore, Director Student Publications and Divisonal Media
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Student Media

Original Implementation: October 26, 1999
Last Revision: January 31, 2017

Stephen F. Austin State University has long recognized the importance of providing for the establishment of student media on campus. These media are the chief means of communicating campus news, providing student entertainment, and expressing student opinion. They also provide experience for students who are working toward a career in the mass media.

Student Publications

The Pine Log, which is the student newspaper, and the Stone Fort, which is the yearbook, were the first student media to be established. They have existed virtually from the founding of Stephen F. Austin State University. The Pine Log publishes campus news, letters to the editor, local advertising, and editorials.

The Office of Student Publications, housed in the Division of University Affairs, is the unit which governs the operation of both the Stone Fort and The Pine Log. These publications are intended to be primarily self-supporting. Income is derived from the sale of yearbooks, and, in the case of The Pine Log, advertising. The director of student publications and divisional media is the administrative leader of both publications and reports to the vice president for university affairs. The director shall be responsible for all managerial aspects of student publications. This shall include fiscal management, office staff management and student staff management. The director of student publications and divisional media shall also provide editorial counsel to the student staffs of The Pine Log and Stone Fort regarding customary news and advertising practices as well as applicable legal issues.

The Student Publications Committee, appointed by the vice president for university affairs, shall serve as an advisory body to student publications. The committee shall recommend editorial policy and provide advice in the appointment of The Pine Log and Stone Fort editors. In addition, the committee shall:

a. foster and preserve the American tradition of free expression
b. act as an appeals body on editorial, advertising, and business contracts related to student publications
c. require compliance with applicable laws in such areas as libel, obscenity, privacy, and false and misleading advertising

The Student Publications Committee shall consist of nine members:

1. The chair of the Department of Mass Communication (committee chair)
2. The director of student publications and divisional media
3. One Mass Communication faculty representative
4. One representative from University Marketing Communications
5. Two faculty members at large
6. Three students at large (not already holding paid positions on the Stone Fort or The Pine Log)

Broadcast Media

Stephen F. Austin State University has also provided for the operation of a radio station, KSAU-FM, and a cable-connected television facility. These facilities shall serve the primary role of laboratories to support the academic program in radio/television and shall be operated by the Department of Mass Communication, housed in the College of Liberal and Applied Arts, Division of Academic Affairs. Two departmental faculty members shall be designated as faculty advisors/directors of radio and television respectively. These two faculty members shall have one-course teaching load reductions to accommodate their responsibilities as advisors/directors of the radio and television operations.

Both of these facilities are completely primarily supported by institutional funds and receive no money from student service fees. Programming and production staffs shall consist primarily of students enrolled in various mass communication production courses including the required capstone-practicum courses. Faculty who teach the production courses shall supervise the student staffs and serve as the first level of appeal for any issues which might arise.

Programming content for the radio station shall be in compliance with all licensing requirements of the Federal Communications Commission. In addition, the Department of Mass Communication shall enforce programming guidelines which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice
c. serve a local audience with programming not already readily available
d. serve local informational and cultural needs

The Department of Mass Communication shall enforce television programming guidelines for the local cable channel which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice
c. serve local informational, educational, and cultural needs

Cross Reference: U.S. Const. amend. I

Responsible for Implementation: Provost and Vice President for Academic Affairs, Vice
President for University Affairs

**Contact for Revision:** Chair, Department of Mass Communication and Director of Student Publications and Divisional Media

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Student Organization Risk Management Training

Policy Number: 10.10

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

Date of last revision, if applicable: 11/7/2016

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

Purpose of Policy (what does it do): Requires risk management training for registered student organizations to comply with Texas Education Code.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Lacey Folsom, Director of Student Engagement Programs
Hollie Smith, Assistant Dean of Student Affairs for Programs
Adam Peck, Assistant VP and Dean of Student Affairs
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Student Organization Risk Management Training

**Original Implementation:** October 30, 2007  
**Last Revision:** November 7, 2016, January 28, 2020

At least once during each academic year, Stephen F. Austin State University shall provide a risk management training program for student organizations registered with the office of Student Engagement Programs at the institution.

Four members of each organization are required to attend the training program at least once during the time(s) it is presented during the fall semester. The organization’s president and vice president, or their equivalents as listed on the organization’s registration with Student Engagement Programs, must be among the four members attending. If an organization has officer positions equivalent to a risk management officer and/or a new member officer, these officers must also attend the program. If the organization does not have officers with the specific titles named, the four highest ranking leaders of their organization are required to attend the training.

Newly registered student organizations must have four appropriate members receive this training within the first 30 business days following its initial registration.

Each listed student organization advisor(s) who has not previously received risk management training as outlined in this policy must also receive this training at least once every three years. For the purposes of this policy an advisor is defined as a person who:

1. serves in an advisory capacity to a student organization to provide guidance to the organization and its members;
2. is older than 21 years of age; and
3. is not an enrolled undergraduate student at Stephen F. Austin State University.

The content of the risk management program will include topic areas mandated by the Texas Education Code, as well as topical areas deemed relevant by the university, to include:

1. possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. hazing;
3. sexual abuse, misconduct (including abuse) and harassment, and reporting procedures;
4. fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
5. travel to a destination outside the area in which the institution is located;
6. behavior at parties and other events held by a student organization;
7. adoption by a student organization of a risk management policy; and
8. issues regarding persons with disabilities, including a review of applicable requirements of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.

The university may impose reasonable sanctions on any organization failing to meet the requirements of this policy.

**Cross Reference:** Tex. Educ. Code § 51.9361

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

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

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Student Services Fee

Policy Number: 10.11

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): Governs the allocation of the Student Services Fee

Reason for the addition, revision, or deletion (check all that apply):
- [X] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The first substantial revision explains the composition of the committee. The second change explains the process of amending the allocations in the case of a budgetary shortfall. Other changes were made to enhance the readability of this policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Steve Westbrook, Vice President for Finance and Administration
Damon Derrick, General Counsel
Student Service Fee Allocations

Original Implementation: Unpublished
Last Revision: January 31, 2017, January 28, 2020

Student service fees are distributed to various student organizations and student service operations for activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students.

The distribution of student service fees is based on the allocation process utilized by the Student Service Fee Committee (SSFC). This committee is composed of nine members. These include five student members who are enrolled for not less than six semester credit hours and who are appointed by the Student Government Association. Three of these students are appointed to serve a two-year term on the committee and two students are appointed to serve a one-year term on the committee. The president appoints four faculty or staff members to serve on the committee. Each serves a one-year term. Any vacancies in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment.

The SSFC may only conduct meetings at which a quorum (the majority of members of the committee) is present. Meetings must be open to the public. The committee must provide notice of the date, hour, place, and subject of the meeting at least 72 hours before the meeting is convened. This notice must be posted on the internet and in the student newspaper if an issue of the newspaper is published between the time of the internet posting and the time of the meeting.

In the spring semester prior to the fiscal year of the allocations, the committee will receive requests from various student service operations (i.e. Student Health Clinic, Intercollegiate Athletics, Marching Band, Fine Arts Programs, etc.) and university-sponsored student organizations (i.e. Student Government Association, Student Activities Association, etc.). The amount to be distributed by the committee is based on an estimate of student service fee revenue for the following academic year. If there is significant variance between the estimated revenue and the actual revenue, the allocation may be adjusted as necessary. Requests are evaluated and recommendations are made for allocations to these requesting groups for the coming year. The final recommendations made by the committee will be recorded and made public. These recommendations are then submitted to the president who may accept or modify the committee's decision. If the president's recommendations are substantially different from that of the advisory committee, the president will notify the advisory committee and provide an opportunity for the chair of the committee to comment on the committee's recommendations. Upon approval of the Board of Regents, the funds are made available for the coming fiscal year.

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Student Travel

Policy Number: 10.12

Is this policy new, being reviewed/revised, or deleted? (Select One)

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): Governs student travel undertaken by one or more SFA students presently enrolled at the university to reach an activity or event that has been organized and sponsored by the university and is located more than 25 miles from the university.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Preamble as been revised to make it clear that this policy is required by state law

Specific rationale for deletion of policy:

Additional Comments:

.

Reviewers:

Lacy Folsom, Director of Student Engagement
Hollie Smith, Assistant Dean of Student Affairs
Adam Peck, Dean of Student Affairs
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Student Travel

Original Implementation: October 23, 2001
Last Revision: January 31, 2017

State law requires that all institutions of higher education adopt a policy regulating travel that is undertaken by one or more students presently enrolled at the institution to reach an activity or event that is located more than 25 miles from the institution that is organized and sponsored by the institution and meets certain other criteria.

This policy governs student travel undertaken by one or more SFA students presently enrolled at the university to reach an activity or event that has been organized and sponsored by the university and is located more than 25 miles from the university.

This policy shall apply if the travel is funded by the university; the travel is undertaken using a vehicle owned or leased by the university; or if the travel is required by a registered SFA student organization to an event that has been organized and sponsored by the university.

I. Travel funded by the university and/or using university owned or leased vehicles

University policy 16.23, Rental of University Vehicles, governs the use of university owned vehicles and vehicles rented using university funds from a non-university fleet. All of the requirements of that policy, such as driver qualifications and passenger capacity, apply to student travel as addressed in this policy.

Other specific requirements of this policy include:

a. All occupants must use seat belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.

b. Passengers are limited to the number that can be safely restrained using the available number of seat belts.

c. Drivers should continually assess their state of alertness and not begin to drive, or not continue driving, if they are fatigued. There are many factors that impact driver fatigue, all affecting drivers differently; but conditions such as hours without sleep, time of the day, road conditions, etc. should be all considered and monitored.

d. Only drivers meeting the qualifications set forth in policy 16.23 may drive the vehicle. All drivers must be appropriately licensed to drive the vehicle.

II. Travel by personal vehicle or privately leased vehicle

While the university may not be made aware of trips undertaken by students using their private vehicles, or vehicles privately leased by them, the university will publish the requirements of this policy in publications used by registered student organizations at SFA
and will encourage their use in all travel undertaken by students for any trip governed by this policy. All drivers are encouraged to be appropriately licensed and the owner of the vehicle(s) is encouraged to maintain appropriate vehicle insurance as required by law.

This policy will be filed with the Texas Higher Education Coordinating Board after the approval of any amendment by the Board of Regents.

**Cross Reference:** Tex. Educ. Code § 51.950; Rental of University Vehicles (16.23)

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

**Contact for Revision:** Dean of Student Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs
POLICY SUMMARY FORM

Policy Name: Substantive Change

Policy Number: 4.10

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

Date of last revision, if applicable: 1/31/2017

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

Purpose of Policy (what does it do): As a member of SACSCOC, SFA is responsible for notifying and, when necessary, seeking approval for substantive changes from the Commission in accordance with the SACSCOC substantive change policy.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include the addition of wording to bring the policy inline with the latest version of SACS substantive change policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

**Original Implementation:** August 26, 2008
**Last Revision:** January 31, 2017

Stephen F. Austin State University (SFA) is committed to upholding all of the principles and policies of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The university is also committed to establishing and maintaining procedures to facilitate an effective and timely notification process regarding substantive changes.

As a member of SACSCOC, SFA is responsible for notifying and, when necessary, seeking approval for substantive changes from the Commission in accordance with the SACSCOC substantive change policy. The current policy is located on the SACSCOC website.

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution.

Notification is defined as a letter from the university president or designee to the president of the commission summarizing the proposed change. Approval is sought through the submission of a SACSCOC application or prospectus.

**Procedures**

The university is required to notify THECB and SACSCOC of substantive changes and request approval, when required, prior to the initiation of the changes. The SFA SACSCOC liaison, appointed by the Office of the Provost and Vice President for Academic Affairs, is responsible for coordinating efforts to identify the need for and creation of notification letters related to substantive change. The Office of the Provost and Vice President for Academic Affairs is responsible for all communication with the appropriate governing body.

Under federal regulations, substantive change includes but is not limited to:

- Initiating coursework or programs at a different level than currently approved;
- Initiating off-campus sites (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs);
- Expanding programs at current degree level;
- Expanding program offerings at previously approved off-campus sites;
- Initiating degree completion programs;
- Initiating a branch campus;
- Initiating distance learning;
- Relocating a main or branch campus;
- Entering into a contract with an entity not certified to participate in U.S. Department of Education (USDOE) Title IV programs;
- Initiating dual or joint degrees;
- Initiating a new site;
• Initiating a direct assessment competency-based program;
• Initiating a merger/consolidation with another institution;
• Changing governance, ownership, control, or legal status of an institution;
• Acquiring any program or site from another institution;
• Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing;
• Initiating a certificate program at a new off-campus site at employer’s request and on short notice (previously approved program);
• Initiating a certificate program at employer’s request and on short notice;
• Adding a site under a U.S. military contract for a previously approved program;
• Altering significantly the length of a program;
• Altering significantly the educational mission of the institution;
• Changing from clock hours to credit hours;
• Moving an off-campus instructional site;
• Initiating programs or courses offered through contractual agreement or consortium; or
• Closing a program, approved off-campus site, branch campus, or institution.

When planning to make changes that may require substantive change notification and approval, proposal sponsors must consult with the SFA SACSCOC liaison to determine the appropriate procedure for the proposed change.

The SFA curriculum review cycle is the process used to identify substantive changes related to the addition, deletion, or modification of courses and degree programs. In addition, all proposals for distance education, off-campus sites and certificate program requests will follow the curriculum review process. All proposals must follow and document adherence to curriculum review and approval policies and processes described in the university policy on Curriculum Reviews, Modifications and Approvals (5.7). The SFA SACSCOC liaison will provide the information necessary to prepare a prospectus in accordance with the requirements outlined in the SACSCOC Substantive Change Policy and THECB substantive change guidelines. The SACSCOC prospectus and/or THECB proposal must accompany the Curriculum Change Request.

At least once each academic year, the SACSCOC liaison will provide information to the academic deans, division vice presidents, and academic unit heads regarding substantive change policies and procedures. During this session, the deans, division vice presidents, and academic unit heads will identify potential substantive changes.

All substantive change education and review activities must be coordinated to allow ample time to satisfy the time frame for notification and/or approval as set by THECB and/or SACSCOC. SFA will adhere to the reporting times as specified in THECB guidelines and in the Substantive Change for SACSCOC Accredited Institutions policy statement.
The Office of the Provost and Vice President for Academic Affairs is responsible for conducting an ongoing review of curricular revisions to identify changes that may be substantive in nature and may require reporting or prior approval by THECB, and/or SACSCOC, and/or accrediting body appropriate to the discipline. The provost and vice president for academic affairs will determine whether changes are substantive and will initiate appropriate reporting and approval processes in compliance with THECB and SACSCOC policies and procedures.

**Cross Reference:** Curriculum Reviews, Modifications and Approvals (5.7); SACSCOC Substantive Change Policy; THECB guidelines

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

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

**Forms:** Forms for program revision, course proposals, substantive change, and distance education are available at the Academic Affairs website http://www.sfasu.edu/acadaffairs/.

**Board Committee Assignment:** Academic and Student Affairs
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 $ 50.00</td>
<td>$ 204.00</td>
<td>$ 83.00</td>
<td>$ 13.50</td>
<td>$ 35.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 461.50</td>
<td>$ 100.00</td>
<td>$ 561.50</td>
<td></td>
</tr>
<tr>
<td>2 $ 100.00</td>
<td>$ 408.00</td>
<td>$ 166.00</td>
<td>$ 27.00</td>
<td>$ 35.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 812.00</td>
<td>$ 100.00</td>
<td>$ 912.00</td>
<td></td>
</tr>
<tr>
<td>3 $ 150.00</td>
<td>$ 762.00</td>
<td>$ 249.00</td>
<td>$ 40.50</td>
<td>$ 35.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 1,312.50</td>
<td>$ 100.00</td>
<td>$ 1,412.50</td>
<td></td>
</tr>
<tr>
<td>4 $ 200.00</td>
<td>$ 614.50</td>
<td>$ 332.00</td>
<td>$ 54.00</td>
<td>$ 36.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 1,312.50</td>
<td>$ 100.00</td>
<td>$ 1,412.50</td>
<td></td>
</tr>
<tr>
<td>5 $ 250.00</td>
<td>$ 459.00</td>
<td>$ 415.00</td>
<td>$ 67.50</td>
<td>$ 45.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 1,312.50</td>
<td>$ 100.00</td>
<td>$ 1,412.50</td>
<td></td>
</tr>
<tr>
<td>6 $ 300.00</td>
<td>$ 1,524.00</td>
<td>$ 498.00</td>
<td>$ 81.00</td>
<td>$ 54.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 60.00</td>
<td>$ 2,533.00</td>
<td>$ 100.00</td>
<td>$ 2,633.00</td>
<td></td>
</tr>
<tr>
<td>7 $ 350.00</td>
<td>$ 1,308.50</td>
<td>$ 581.00</td>
<td>$ 94.50</td>
<td>$ 63.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 2,533.00</td>
<td>$ 100.00</td>
<td>$ 2,633.00</td>
<td></td>
</tr>
<tr>
<td>8 $ 400.00</td>
<td>$ 1,153.00</td>
<td>$ 664.00</td>
<td>$ 108.00</td>
<td>$ 72.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 2,533.00</td>
<td>$ 100.00</td>
<td>$ 2,633.00</td>
<td></td>
</tr>
<tr>
<td>9 $ 450.00</td>
<td>$ 1,836.00</td>
<td>$ 747.00</td>
<td>$ 121.50</td>
<td>$ 81.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 3,371.50</td>
<td>$ 100.00</td>
<td>$ 3,471.50</td>
<td></td>
</tr>
<tr>
<td>10 $ 500.00</td>
<td>$ 2,040.00</td>
<td>$ 830.00</td>
<td>$ 135.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 3,726.00</td>
<td>$ 100.00</td>
<td>$ 3,826.00</td>
<td></td>
</tr>
<tr>
<td>11 $ 550.00</td>
<td>$ 2,244.00</td>
<td>$ 913.00</td>
<td>$ 148.50</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 4,076.50</td>
<td>$ 100.00</td>
<td>$ 4,176.50</td>
<td></td>
</tr>
<tr>
<td>12 $ 600.00</td>
<td>$ 3,221.00</td>
<td>$ 996.00</td>
<td>$ 162.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>13 $ 650.00</td>
<td>$ 3,074.50</td>
<td>$ 1,079.00</td>
<td>$ 175.50</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>14 $ 700.00</td>
<td>$ 3,074.00</td>
<td>$ 1,016.00</td>
<td>$ 189.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>15 $ 750.00</td>
<td>$ 3,074.00</td>
<td>$ 952.50</td>
<td>$ 202.50</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>16 $ 800.00</td>
<td>$ 3,074.00</td>
<td>$ 889.00</td>
<td>$ 216.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>17 $ 850.00</td>
<td>$ 3,074.00</td>
<td>$ 825.50</td>
<td>$ 229.50</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>18 $ 900.00</td>
<td>$ 3,074.00</td>
<td>$ 762.00</td>
<td>$ 243.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>19 $ 950.00</td>
<td>$ 3,074.00</td>
<td>$ 705.00</td>
<td>$ 250.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>20 $ 1,000.00</td>
<td>$ 3,074.00</td>
<td>$ 655.00</td>
<td>$ 250.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>21 $ 1,050.00</td>
<td>$ 3,074.00</td>
<td>$ 605.00</td>
<td>$ 250.00</td>
<td>$ 85.00</td>
<td>$ 3.00</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
<td>$ 120.00</td>
<td>$ 5,200.00</td>
<td>$ 100.00</td>
<td>$ 5,300.00</td>
<td></td>
</tr>
<tr>
<td>Num. of Hrs.</td>
<td>Tx Res Statutory</td>
<td>Designated Tuition</td>
<td>Univ Svc Fee</td>
<td>Stud. Svc.</td>
<td>Int'l Ed. Fee</td>
<td>Reg Records</td>
<td>Env Fee</td>
<td>Distance Ed Fee</td>
<td>Total Base</td>
<td>Differential Tuition Fees</td>
<td>Total Online Mandatory Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-------------</td>
<td>-------------</td>
<td>--------</td>
<td>-----------------</td>
<td>-----------</td>
<td>--------------------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$50.00</td>
<td>$204.00</td>
<td>$83.00</td>
<td>$13.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$33.00</td>
<td>$399.50</td>
<td>$100.00</td>
<td>$499.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$100.00</td>
<td>$408.00</td>
<td>$166.00</td>
<td>$27.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$66.00</td>
<td>$783.00</td>
<td>$100.00</td>
<td>$883.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$150.00</td>
<td>$762.00</td>
<td>$249.00</td>
<td>$40.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$99.00</td>
<td>$1,316.50</td>
<td>$100.00</td>
<td>$1,416.50</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$200.00</td>
<td>$1,614.50</td>
<td>$332.00</td>
<td>$54.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$132.00</td>
<td>$1,348.50</td>
<td>$100.00</td>
<td>$1,448.50</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$250.00</td>
<td>$1,459.00</td>
<td>$415.00</td>
<td>$67.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$165.00</td>
<td>$1,372.50</td>
<td>$100.00</td>
<td>$1,472.50</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>$300.00</td>
<td>$1,524.00</td>
<td>$498.00</td>
<td>$81.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$198.00</td>
<td>$2,617.00</td>
<td>$100.00</td>
<td>$2,717.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$350.00</td>
<td>$1,308.50</td>
<td>$581.00</td>
<td>$94.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$231.00</td>
<td>$2,581.00</td>
<td>$100.00</td>
<td>$2,681.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$400.00</td>
<td>$1,153.00</td>
<td>$664.00</td>
<td>$108.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$264.00</td>
<td>$2,605.00</td>
<td>$100.00</td>
<td>$2,705.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$450.00</td>
<td>$1,836.00</td>
<td>$747.00</td>
<td>$121.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$297.00</td>
<td>$3,467.50</td>
<td>$100.00</td>
<td>$3,567.50</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$500.00</td>
<td>$2,040.00</td>
<td>$830.00</td>
<td>$135.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$330.00</td>
<td>$3,851.00</td>
<td>$100.00</td>
<td>$3,951.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>$550.00</td>
<td>$2,244.00</td>
<td>$913.00</td>
<td>$148.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$363.00</td>
<td>$4,234.50</td>
<td>$100.00</td>
<td>$4,334.50</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>$600.00</td>
<td>$3,030.00</td>
<td>$996.00</td>
<td>$162.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$396.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>$650.00</td>
<td>$3,030.00</td>
<td>$899.50</td>
<td>$175.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$429.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$700.00</td>
<td>$3,030.00</td>
<td>$803.00</td>
<td>$189.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$462.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$750.00</td>
<td>$3,030.00</td>
<td>$706.50</td>
<td>$202.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$495.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>$800.00</td>
<td>$3,030.00</td>
<td>$610.00</td>
<td>$216.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$528.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>$850.00</td>
<td>$3,030.00</td>
<td>$513.50</td>
<td>$229.50</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$561.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>$900.00</td>
<td>$3,030.00</td>
<td>$417.00</td>
<td>$243.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$594.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$950.00</td>
<td>$3,030.00</td>
<td>$327.00</td>
<td>$250.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$627.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$1,000.00</td>
<td>$3,030.00</td>
<td>$244.00</td>
<td>$250.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$660.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>$1,050.00</td>
<td>$3,030.00</td>
<td>$161.00</td>
<td>$250.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$693.00</td>
<td>$5,200.00</td>
<td>$100.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>Num. of Hrs.</td>
<td>Prop. Designated</td>
<td>Univ Svc Fee</td>
<td>Stud Svc Fee</td>
<td>Stud Ctr. Fee</td>
<td>In't Ed. Fee</td>
<td>Reg Records Fee</td>
<td>Enroll Fee</td>
<td>Rec Sports Fee</td>
<td>Total Base</td>
<td>Differential Tuition</td>
<td>Total GPP Mandatory Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>----------------</td>
<td>------------</td>
<td>----------------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$50.00</td>
<td>$255.00</td>
<td>$83.00</td>
<td>$13.50</td>
<td>$35.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$512.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$100.00</td>
<td>$510.00</td>
<td>$166.00</td>
<td>$27.00</td>
<td>$35.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$914.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$150.00</td>
<td>$765.00</td>
<td>$249.00</td>
<td>$40.50</td>
<td>$35.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$1,315.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$200.00</td>
<td>$1,020.00</td>
<td>$332.00</td>
<td>$54.00</td>
<td>$36.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$1,718.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$250.00</td>
<td>$1,275.00</td>
<td>$415.00</td>
<td>$67.50</td>
<td>$45.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$2,128.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>$300.00</td>
<td>$1,530.00</td>
<td>$498.00</td>
<td>$81.00</td>
<td>$54.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$2,539.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$350.00</td>
<td>$1,785.00</td>
<td>$581.00</td>
<td>$94.50</td>
<td>$63.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$3,009.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$400.00</td>
<td>$2,040.00</td>
<td>$664.00</td>
<td>$108.00</td>
<td>$72.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$3,420.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$450.00</td>
<td>$2,295.00</td>
<td>$747.00</td>
<td>$121.50</td>
<td>$81.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$60.00</td>
<td>$3,830.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$500.00</td>
<td>$2,550.00</td>
<td>$830.00</td>
<td>$135.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$4,236.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>$550.00</td>
<td>$2,805.00</td>
<td>$913.00</td>
<td>$148.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$4,637.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>$600.00</td>
<td>$3,060.00</td>
<td>$996.00</td>
<td>$162.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$5,038.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>$650.00</td>
<td>$3,315.00</td>
<td>$1,079.00</td>
<td>$175.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$5,445.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$700.00</td>
<td>$3,570.00</td>
<td>$1,162.00</td>
<td>$189.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$5,856.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$750.00</td>
<td>$3,825.00</td>
<td>$1,245.00</td>
<td>$202.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$6,267.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>$800.00</td>
<td>$4,080.00</td>
<td>$1,328.00</td>
<td>$216.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$6,678.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>$850.00</td>
<td>$4,335.00</td>
<td>$1,411.00</td>
<td>$229.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$7,090.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>$900.00</td>
<td>$4,590.00</td>
<td>$1,494.00</td>
<td>$243.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$7,501.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$950.00</td>
<td>$4,845.00</td>
<td>$1,577.00</td>
<td>$256.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$7,913.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$1,000.00</td>
<td>$5,100.00</td>
<td>$1,660.00</td>
<td>$270.00</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$8,325.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>$1,050.00</td>
<td>$5,355.00</td>
<td>$1,743.00</td>
<td>$283.50</td>
<td>$85.00</td>
<td>$3.00</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$120.00</td>
<td>$8,736.50</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Current Course</td>
<td>Current Course #</td>
<td>Section</td>
<td>Description</td>
<td>Present Amount</td>
<td>Proposed Amount</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>------------------</td>
<td>---------------</td>
<td>--------------------------------------------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Sciences</td>
<td>HMS</td>
<td>137</td>
<td>S05-only</td>
<td>Principles of Human Sciences</td>
<td>$45</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Sciences</td>
<td>HMS</td>
<td>137</td>
<td>500-599</td>
<td>Principles of Human Sciences Lab</td>
<td>$10</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>RHB</td>
<td>495</td>
<td>600-609</td>
<td>Internship I</td>
<td>$150</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>504</td>
<td>All</td>
<td>Advanced Clinical Practicum in O&amp;M</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>570</td>
<td>All</td>
<td>Special Studies in Special Education</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>556</td>
<td>All</td>
<td>Research and Practice Infants/Children</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>552</td>
<td>All</td>
<td>Instructional Strategies for Individuals with Multiple Disabilities and Visual Impairment</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>551</td>
<td>All</td>
<td>Working with Academic Students who Have Visual Impairment</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>519</td>
<td>All</td>
<td>Low Vision</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>517</td>
<td>All</td>
<td>Communication Skills for Visual Impairment</td>
<td>$294</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>RHB</td>
<td>445</td>
<td>All</td>
<td>Basic Orientation &amp; Mobility</td>
<td>$30</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>COU</td>
<td>521</td>
<td>All</td>
<td>Seminar in Alcohol and Drug Abuse</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td>SPE</td>
<td>521</td>
<td>All</td>
<td>Expanded Core in Visual Impairments</td>
<td>$50</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Science &amp; Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>GOL</td>
<td>542</td>
<td>All</td>
<td>Exploration of ORE Resources</td>
<td>$250</td>
<td>$0</td>
<td>DELETE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course and Lab Fee Deletions - Spring 2020**
Resolution Amending Authorized Representatives

Please use this form to amend or designate Authorized Representatives.
This document supersedes all prior Authorized Representative forms.

* Required Fields

1. Resolution

WHEREAS,

Stephen F. Austin State University

Participant Name*

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / Texpool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / Texpool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amendment Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Scott Gordon

Name: [9] [3] [6] [4] [6] [8] [2] [2] [0] [1]  
Phone: [9] [3] [6] [4] [6] [8] [2] [2] [0] [2]  
Fax: [9] [3] [6] [4] [6] [8] [2] [2] [0] [2]  
Email: scott.gordon@sfasu.edu

Signature

2. Danny R. Gallant

Name: [9] [3] [6] [4] [6] [8] [2] [3] [5] [0]  
Phone: [9] [3] [6] [4] [6] [8] [7] [0] [2] [7]  
Fax: [9] [3] [6] [4] [6] [8] [2] [2] [0] [2]  
Email: dgallant@sfasu.edu

Signature

3. Dannette Sales

Phone: [9] [3] [6] [4] [6] [8] [2] [2] [0] [7]  
Fax: [9] [3] [6] [4] [6] [8] [2] [2] [0] [7]  
Email: salesdl@sfasu.edu

Signature

Form Continues on Next Page
Resolution Amending Authorized Representatives

Please use this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

* Required Fields

1. Resolution

WHEREAS,

Stephen F. Austin State University

Participant Name*

Location Number*

(“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool (“TexPool/ TexPool Prime”), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant’s TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Judith Kruwell
   Name [9 3 6 4 6 8 4 5 4 1 9 3 6 4 6 8 7 0 2 7]
   Phone
   Fax
   Email kruwellf@sfasu.edu
   Signature

2. Jessica Barrett
   Name [9 3 6 4 6 8 2 1 1 6 9 3 6 4 6 8 7 0 2 7]
   Phone
   Fax
   Email kbarrett@sfasu.edu
   Signature

3. Eric Ashworth
   Name [9 3 6 4 6 8 2 2 1 8 9 3 6 4 6 8 2 2 0 7]
   Phone
   Fax
   Email ashworther@sfasu.edu
   Signature

Form Continues on Next Page
1. Resolution (continued)

4. Michaelyn Greene
   Name
   9364683005
   Phone
   Fax
   Signature
   936487027
   Email
   greennm@sfasu.edu

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Danny R. Gallant
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Pamele Corman
Name
936468392
Phone
9364687213
Fax
Email
pcorman@sfasu.edu

Bursar
Title

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 26 day of January 2020.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant*

ATTEST

Signature*
Signature*

Brigette C. Henderson
Printed Name*

Alton L. Fraley
Printed Name*

Board of Regents Chair
Title*

Board of Regents Secretary
Title*

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002

Phone: 1-866-TEXPOOL (839-7665) • Fax: 1-866-839-3291 • www.texpool.com
[DATE], 2020

Dr. Steve Westbrook
Vice President of University Affairs
Stephen F. Austin State University
Box 6101
SFA Station
Nacogdoches, TX  75962

Dear Dr. Westbrook:

This Letter Amendment shall confirm the understanding between you and our representatives that, effective as of ____________, 2020, the University Food Service Agreement between STEPHEN F. AUSTIN STATE UNIVERSITY (“University”) and ARAMARK EDUCATIONAL SERVICES OF TEXAS, LLC (assignee of Aramark Educational Services, LLC) (“Aramark”) effective as of September 1, 2006, as amended (the “Agreement”), shall be further amended as follows:

1. The parties agree that Aramark will provide an additional financial commitment in an amount up to One Million Dollars ($1,000,000) for the relocation and expansion of the Einstein Bros. Bagels. In accordance with the foregoing, Paragraph 7, Financial Commitment, shall be modified by increasing the “Aggregate New Financial Commitment” from Five Million Five Hundred Five Thousand Dollars ($5,505,000) to Six Million Five Hundred Five Thousand Dollars ($6,505,000). Furthermore, a new Financial Commitment Segment line shall be added to the table at Paragraph 7.1 as follows:

<table>
<thead>
<tr>
<th>Period of Operation</th>
<th>Amount of Financial Commitment Segment</th>
<th>Amortization Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2020 – August 31, 2020 (construction period)</td>
<td>$1,000,000</td>
<td>10 years</td>
</tr>
</tbody>
</table>

Notwithstanding anything to the contrary in the last sentence of Paragraph 7.1, amortization of the Financial Commitment Segment above shall commence upon the complete expenditure of such Financial Commitment Segment or August 31, 2020, whichever occurs first.

Lastly, Appendix E, USE OF FINANCIAL COMMITMENT OUTLINED IN SECTION 7, shall be modified with the following addition:

**Period:** April 1, 2020 – August 31, 2020 (anticipated opening date in late August 2020)
**Financial Commitment:** $1,000,000
**Amortization Period:** 10 Years
**Interest Rate Charged During Amortization Period:** 0%
**Disposition of funds not expended during this time period:** Will be maintained by Aramark and applied to the next mutually agreed upon project.
**Use:** The Contractor and the University will mutually agree upon how these funds will be used to relocate and expand the Einstein Bros. Bagels.

ZA-558884
In all other respects the Agreement shall remain in full force and effect.

If the foregoing is in accordance with your understanding, please sign and date a copy of this Letter Amendment and return it to Aramark at your convenience.

Very truly yours,

ARAMARK EDUCATIONAL SERVICES OF TEXAS, LLC
(“Aramark”)

By: ________________________________
     Christian Dirx
     Vice President

The above is accepted and agreed to this _____ day of _________________, 2020.

STEPHEN F. AUSTIN STATE UNIVERSITY (“University”)

By: ________________________________
     Name:
     Title:
<table>
<thead>
<tr>
<th>Meal plans</th>
<th>(rates include sales tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>All Access</td>
</tr>
<tr>
<td></td>
<td>Premium w/$275</td>
</tr>
<tr>
<td></td>
<td>$2,059</td>
</tr>
<tr>
<td>Summer Resident</td>
<td>7/14 w/$75</td>
</tr>
</tbody>
</table>
Grant Report to the Board of Regents – January 2020
Grants\(^1\) awarded between and October 5, 2019 and December 31, 2019
Prepared by the Office of Research & Graduate Studies

Fiscal Year 2020 – as of December 31, 2019

Amounts allocable to FY20 (detailed in this report)
- Federal Funds (direct and pass-through) $ 199,508
- State Funds (direct and pass-through) $ 37,000
- Private, Local Government, Other $ 44,000
- **TOTAL** $ 280,508

New awards, FY20 (detailed in this report, all project years) $ 324,892
Cumulative amount allocable to FY20 $ 5,674,600
Cumulative award total FY20, all project years $12,768,680

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

**New, Additional, or Previously Unreported Awards for FY20**

**Federal Funds (direct and pass-throughs)**

<table>
<thead>
<tr>
<th>Title</th>
<th><em>Ethnographic Overview and Assessment of African Americans at Arkansas Post National Memorial</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Term:</td>
<td>September 1, 2019 – September 30, 2021</td>
</tr>
<tr>
<td>PI/PD:</td>
<td>Dr. Pat Stephens-Williams, Forestry</td>
</tr>
<tr>
<td>Total Award:</td>
<td>$93,912</td>
</tr>
</tbody>
</table>

This research project includes an assessment of associated ethnographic resources within the Arkansas Post National Memorial.

<table>
<thead>
<tr>
<th>Title</th>
<th><em>2019-20 MLK Day of Service</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor:</td>
<td>Corporation for National and Community Services</td>
</tr>
<tr>
<td>Award Term:</td>
<td>October 10, 2019 – September 30, 2022</td>
</tr>
<tr>
<td>PI/PD:</td>
<td>Veronica Beavers, Multicultural Affairs</td>
</tr>
<tr>
<td>Total Award:</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

This service project will see 500 volunteers performing community service in various Nacogdoches locations for the Martin Luther King Jr. Day of Service in 2020.

\(^1\)For purposes of this report, ‘grant’ includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller’s Office or the VP of Finance & Administration.
Previously Described Awards:

*Texas AHEC East, Piney Woods Region, Federal FY20*
Debra Kiesel, AHEC Center, Sciences and Mathematics

Award Total: $114,480  
Amount allocable to FY20: $114,480

*McIntire-Stennis Cooperative Forestry Research Program FY19*
Dr. Hans Williams, Forestry

Award Total: $473,182  
*Amount allocable to FY20: $30,072

Subtotal amounts allocable to FY20 (this report) = $199,508
Subtotal new federal funds = $216,392

State Funds (direct and pass-through)

Previously Described Awards

*Disability Services – Reader Services FY20-22*
Tiffany Rivers, Disability Services

Award Total: $64,000  
Amount allocable to FY20: $32,000

*Regional 60x30TX Targets FY20*
Dr. Marc Guidry, Academic Affairs

Award Total: $5,000  
Amount allocable to FY20: $5,000

Subtotal amounts allocable to FY20 (this report) = $37,000
Subtotal new state funds = $69,000

Private Entity, Local Government, and Other Awards

Title: *Building a Technology Pathway for Distance Learners in Interior Design*
Sponsor: IFDA Educational Foundation, Elizabeth Brown Grant for Interior Design Programs
Award Term: September 1, 2019 to August 31, 2020, 2020
PIs/PDs: Dr. Sally Anne Swearingen, School of Human Sciences
Total Award: $2,500  
Amount allocable to FY20: $2,500

Grant funds will assist with purchasing visual, sound, and interactive technology equipment for the interior design drafting studio which will enhance student learning in the Houston area and for other students who are not located in Nacogdoches.

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

*For purposes of this report, ‘grant’ includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller’s Office or the VP of Finance & Administration.*
Previously Described Awards:

*Tallow Control on the Greens Bayou Wetlands Mitigation Bank, Phase II*
Dr. Jeremy Stovall, Forestry

Award Total: $30,000  
Amount allocable to FY20: $30,000

*Poultry Science Education Student Recruitment FY20*
Dr. Joey Bray, Agriculture

Award Total: $7,000  
Amount allocable to FY20: $7,000

*Economics Reading Group*
Dr. Ryan Phelps, Economics and Finance

Award Total: $41,920  
Amount allocable to FY20: $4,500

Subtotal amounts allocable to FY20 (this report) = $44,000
Subtotal new private and local fund = $39,500

Previously Unreported from Previous Years

FY18 Update - (not included in ORGS totals)
State and State Pass-through Awards

Previously Described Awards

*SFA Charter School (ADA, non-grant), FY09-FY18*
Lysa Hagan, Charter School

Award Total: $222,257  
Amount allocable to FY18: $47,511

*New awards or additional funds added to a current award.  
1For purposes of this report, ‘grant’ includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller’s Office or the VP of Finance & Administration.*