

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
April 8, 11 and 12, 2016
Volume 302**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 8, 2016
Austin Building 307
Meeting 302A**

Friday, April 8, 2016

The regular meeting of the Board of Regents was called to order in open session at 2:27 p.m. on Friday, April 8, 2016, by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Ms. Ryan Brown-Moreno, student member
 Mr. Bob Garrett
 Mrs. Brigettee Henderson
 Mr. Barry Nelson

President: Dr. Baker Pattillo

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

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regents Nelda Blair, Alton Frailey, Ken Schaefer, and Ralph Todd were unable to attend the meeting.

Presentations were heard from the finalists selected for architectural firms to develop programming for the Performing Arts Center: Kirksey Architecture, Page Sutherland Page, Inc. and Studio Red Architects.

Questions from board members concerned locations of headquarters for the firms, proposed compensation, challenges of the project, and an interest in acoustical consultants. Major topics in the selection process were the continuity of Kirksey, since that firm is involved with the current STEM project, and the fact that Kirksey was the firm with the highest weighted evaluation score by the evaluators.

Presentations were heard from the finalists selected for architectural firms to assess institutional space requirements and develop programming for the Miller Science Building: Facility Programming and Consulting and VisSpiro Strategies, LLC.

Questions from board members concerned locations of headquarters for the firms and the ability to save space by utilizing a flexible classroom style. Major topics in the discussion that followed included the collaboration of Facility Programming with Kirksey, who was recommended for the Performing Arts project and the fact that Facility Programming and Consulting was the firm with the highest weighted evaluation score by the evaluators.

By general consensus, the group approved the recommendation of Kirksey Architecture and Facility Programming and Consulting as the most qualified firms to serve the university for these two projects. The final selections will be made at the Board of Regents meeting on Tuesday, April 12.

The meeting was adjourned by Chair Coleman at 6:33 p.m.

**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 11 and 12, 2016
Austin Building 307
Meeting 302B**

Monday, April 11, 2016

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m. on Monday, April 11, 2016, by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Ms. Ryan Brown-Moreno, student member
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mr. Barry Nelson
 Mr. Ken Schaefer

President: Dr. Baker Pattillo

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

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regents Brigettee Henderson and Ralph Todd were unable to attend the meeting.

The meeting was recessed for committee meetings.

The Building and Grounds Committee meeting convened at 8:02 a.m. and adjourned at 8:51 a.m. The Finance and Audit Committee convened at 8:51 a.m. and adjourned at 11:26 a.m. The Academic and Student Affairs Committee convened at 11:26 a.m. and adjourned at 11:40 a.m.

The chair called to order the Committee of the Whole in open session at 2:40 p.m. and immediately called for an executive session to consider the following items:

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

- Update from Chief Information Officer
- Safety and Security Audit

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

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

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints and claims; compliance; and *Timothy Dugger v. SFASU* (Texas Government Code, Section 551.071)

The executive session ended at 4:30 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

Tuesday, April 12, 2016

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Tuesday, April 12, 2016, in the Austin Building Board Room by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Ms. Ryan Brown-Moreno, student member
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mr. Barry Nelson
 Mr. Ken Schaefer

President: Dr. Baker Pattillo

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

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regents Brigettee Henderson and Ralph Todd were unable to attend the meeting.

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

RECOGNITIONS

Athletic Director Robert Hill presented the Southland Conference Champion Lumberjack Basketball Team.

Jill Still recognized board members from the SFASU Foundation who were present, including the current chair Jimmy Mize and the first board chair, James I. Perkins. Chair Coleman read a resolution reaffirming the relationship between SFA and the SFASU Foundation.

BOARD ORDER 16-20

Upon motion by Regent Schaefer, seconded by Regent Nelson, and with all members voting aye, the following agenda item was approved:

REAFFIRMATION OF RELATIONSHIP BETWEEN STEPHEN F. AUSTIN STATE UNIVERSITY AND THE STEPHEN F. AUSTIN STATE UNIVERSITY FOUNDATION, INC.

WHEREAS, the board members considered the following: By Board of Regents request, the Stephen F. Austin State University Foundation, Inc. was organized and incorporated December 22, 1975, as a non-profit corporation for the sole purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of Stephen F. Austin State University. For the past forty years, the university and foundation have shared a successful working relationship with the understanding that the foundation exists solely for the support of the university and serves as a necessary and beneficial component of the university's overall program for university advancement and for the development and management of private sources of funding.

THEREFORE, it was ordered that the university reaffirm its relationship with the Stephen F. Austin State University Foundation, Inc. with the resolution included as Appendix 5.

Jill Still recognized Drs. Janice and Baker Pattillo as members of the Fredonia Society.

Baker Pattillo thanked Dr. Keaton Grubb, who served as chair of the Campus Carry Committee.

Steve Westbrook introduced the winning cheer squads, the All-Girl Cheerleading Team and the Jack Attack Dance Team. He recognized Taylor Raglin, award winning Pine Log Editor. Steve Bullard introduced faculty members being recommended at the meeting to promotion as full professors. He introduced Dr. Kenneth Farrish, Regents Professor for 2016-17, and Dr. Shirley Dickerson, director of the Steen Library, who has recently completed her doctorate. Dr. Bullard introduced Dr. Dana Cooper, who presented each board member with a copy of the newly published *A Community of Scholars*, to be an annual review of faculty accomplishment.

Dr. Pattillo then introduced Ed Cole and his family who were in attendance. Dr. Coleman read the resolution that is included in the following agenda item.

BOARD ORDER 16-21

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

NAMING OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS BUILDING

WHEREAS, the board members considered the following: In accordance with *Board Rules and Regulations* and the university policy on Naming Guidelines, buildings and other facilities may be named for persons, both living and deceased, and the board may create any alternate naming opportunity within its discretion. The board will consider the appropriate naming of the new science, technology, engineering and mathematics building to be opened in 2018 and located at 418 Griffith Boulevard.

THEREFORE, it was ordered that the new science, technology, engineering and mathematics (STEM) building to be located at 418 Griffith Boulevard, Nacogdoches, Texas, be named for Mr. Ed Cole and the late Mrs. Gwen Cole. The following resolution was adopted:

WHEREAS, Ed and the late Gwen Cole are among the most loyal benefactors and supporters of art, audiology, alumni association, biotechnology, engineering, mathematics, music, nursing, sciences, theatre, and athletic programs at Stephen F. Austin State University; and

WHEREAS, they have served as members of the Stephen F. Austin State University Foundation Board of Trustees, Friends of Music, College of Fine Arts Dean's Circle Advisory Board, and Presidents of the Lumberjack and Ladyjack Booster Clubs; and

WHEREAS, they understood the importance of education and have encouraged and assisted students in pursuing degrees in many professions; 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 Stephen F. Austin State 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 Ed and the late Gwen Cole by naming the science, technology, engineering and mathematics (STEM) building to be opened in 2018 and located at 418 Griffith Boulevard, Nacogdoches, Texas, the Ed and Gwen Cole STEM Building.

APPROVAL OF MINUTES

BOARD ORDER 16-22

Upon motion by Regent Alders, seconded by Regent Schaefer, with all members voting aye, it was ordered that the minutes of the January 25 and 26, 2016, regular meeting be approved as presented.

PERSONNEL

BOARD ORDER 16-23

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

FACULTY APPOINTMENTS

LIBERAL AND APPLIED ARTS

Eralda Lameborshi, M.S. (Stephen F. Austin State University), Visiting Lecturer of English and Creative Writing at a 4.5-month salary of \$20,000 for 100 percent time, effective January 1, 2016.

STAFF APPOINTMENTS

ADMISSIONS

Lauren Manzanares, Admissions Regional Coordinator, at an annual salary of \$45,376 for 100 percent time, effective April 4, 2016.

Chelsea Pitts, Admissions Counselor, at an annual salary of \$34,000 for 100 percent time, effective January 4, 2016.

ATHLETICS

Kyle Keller, Head Men's Basketball Coach, at an annual salary of \$300,000 for 100 percent time. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review for legal form and sufficiency by the Office of the General Counsel.

CAMPUS RECREATION

Christopher Morriss, Coordinator of Intramural Sports and Camps, at an annual salary of \$33,000 for 100 percent time, effective February 1, 2016.

Katherine Yandell, Coordinator of Aquatics and Safety, at an annual salary of \$36,000 for 100 percent time, effective February 22, 2016.

FINANCIAL AID

Elizabeth Chambliss, Financial Aid Officer (Scholarships), at an annual salary of \$35,000 for 100 percent time, effective February 22, 2016.

FORESTRY AND AGRICULTURE

Tanh Nguyen, Postdoctoral Research Associate, at an annual salary of \$50,000 for 100 percent time, effective January 4, 2016.

LIBERAL AND APPLIED ARTS

Aparecida de Fatima Cordeiro Dutra, Research Associate in the Center for Regional Heritage Research, at an annual salary of \$42,000 for 100 percent time, effective February 1, 2016.

RESEARCH AND SPONSORED PROGRAMS

Amanda Romig, Compliance Coordinator, at an annual salary of \$55,000 for 100 percent time, effective January 11, 2016.

STUDENT SERVICES

Gavin McCarty, Post Office Manager, at an annual salary of \$45,600 for 100 percent time, effective January 4, 2016.

UNIVERSITY POLICE DEPARTMENT

Cynthia Haile, Director of Parking and Traffic, at an annual salary of \$72,055 for 100 percent time, effective February 1, 2016.

CHANGES OF STATUS

ACADEMIC AFFAIRS

Steven Bullard, from Interim Provost and Vice President for Academic Affairs at an annual salary of \$217,740 with a salary supplement of \$2,000 monthly for interim duties, to Provost and Vice President for Academic Affairs at an annual salary of \$225,000, effective April 12, 2016.

ADMISSIONS

Ryan Horne, from Assistant Director at an annual salary of \$48,237 for 100 percent time, to Regional Coordinator at an annual salary of \$48,237 for 100 percent time, effective January 1, 2016.

Janet McLeroy, from Senior Admissions Counselor at an annual salary of \$40,929 for 100 percent time, to Assistant Director at an annual salary of \$47,500 for 100 percent time, effective January 4, 2016.

FINANCIAL AID

Kristen Smith, from Financial Aid Officer (Scholarships) at an annual salary of \$35,500 for 100 percent time, to Student Loan Manager at an annual salary of \$36,920 for 100 percent time, effective January 1, 2016.

FINE ARTS

Manny Brand, from Professor and Director of the School of Music at an annual salary of \$115,000 for 100 percent time, to Professor of Music at an academic year salary of \$78,716 for 100 percent time, effective January 13, 2016.

Gary Wurtz, from Professor of Music at an academic year salary of \$73,964 for 100 percent time, to Professor and Interim Director of the School of Music at an academic year salary of

\$73,964 for 100 percent time, with a salary supplement of \$1,000 per month for eight months for interim duties, effective January 14, 2016.

HUMAN RESOURCES

Katie McClain, from Human Resources Specialist II at an annual salary of \$38,500 for 100 percent time, to Human Resources Representative at an annual salary of \$44,000 for 100 percent time, effective March 1, 2016.

LIBRARY

Hayley Gillen, from Program Associate in the College of Education at an annual salary of \$33,619 for 100 percent time, to Supervisor of Library Acquisitions/Loans at an annual salary of \$45,000 for 100 percent time, effective March 7, 2016.

Barbara Olds, from Supervisor of Library Acquisitions/Loans at an annual salary of \$44,521 for 100 percent time, to Manager of Library E-Resources and Assessment at an annual salary of \$60,000 for 100 percent time, effective January 11, 2016.

MULTICULTURAL AFFAIRS

Veronica Weaver, from Assistant Director of Orientation, at an annual salary of \$40,904 for 100 percent time, to Director of Multicultural Affairs at an annual salary of \$68,173 for 100 percent time, effective February 8, 2016.

PHYSICAL PLANT

Randall Scott, from Director of Piney Woods Area Health Education Center at an annual salary of \$57,396 for 100 percent time, to Manager of Transportation and Special Services at an annual salary of \$60,500 for 100 percent time, effective February 22, 2016.

SCIENCES AND MATHEMATICS

Laura Turner, from Academic Advisor in the College of Business at an annual salary of \$42,216 for 100 percent time, to Academic Advisor in the College of Sciences and Mathematics at an annual salary of \$43,219 for 100 percent time, effective January 18, 2016.

PROMOTIONS

The following individuals were granted promotion to the academic rank indicated:

To Associate Professor, effective fall 2016:

Kelly Noe, Accounting

Linda Post, Art

Luis Aguerrevere, Human Services

Mary Catherine Breen, Secondary Education
Brandon Fox, Elementary Education
Andrew Brininstool, English
Christopher Sams, English
Dusty Jenkins, Psychology
Sarah Savoy, Psychology
Karol Chandler Ezell, Anthropology, Geography and Sociology

To Professor, effective fall 2016:

Mark Scanlan, Economics and Finance
Matthew McBroom, Forestry
I-Kuai Hung, Forestry
Scott Shattuck, Theatre
Chris Talbot, Art
Christina Guenther, Music
Mario Ajero, Music
Linda Bobo, Kinesiology
Le'Ann Solmonson, Human Services
Kwame Antwi-Boasiako, Government
Philip Catton, History
Kefa Onchoke, Chemistry
Jeremy Becnel, Mathematics and Statistics

To Professor Emeritus, effective fall 2016:

Libby Rhodes, Kinesiology
Kathleen Belanger, Social Work
Robert Strader, Computer Science

To Librarian II, effective fall 2016

Johna Von Behrens, Library

To Archivist II, effective fall 2016

Dillon Wackerman, Library

TENURE

Academic tenure was awarded to the following individuals, effective fall 2016.

Kelly Noe, Accounting
Mark Schaub, Economics & Finance
Linda Post, Art
Luis Aguerrevere, Human Services

Leah Kahn, Elementary Education
Pamela Vaughn, Elementary Education
Mary Catherine Breen, Secondary Education
Andrew Brininstool, English
Christopher Sams, English
Dusty Jenkins, Psychology
Sarah Savoy, Psychology
Ellen Caplan, Library

FACULTY DEVELOPMENT LEAVE

It was ordered that the faculty members listed below be awarded faculty development leave for the semester indicated:

Fall 2016:

Donald Brent Burt, Biology

Spring 2017:

James Van Kley, Biology
Philip Catton, History

REGENTS PROFESSORSHIP FOR 2016-2017

A Regents Professorship for the academic year 2016-2017 was awarded to Dr. Kenneth Farrish, professor of forestry and environmental science.

RETIREMENTS

The following retirements were accepted:

John Goodall, associate dean of the College of Fine Arts, with 36 years of service, effective August 31, 2016.

Rebecca Greer, professor of human sciences, with 35 years of service, effective May 31, 2016.

Mark Turner, assistant professor of music, with 17 years of service, effective May 31, 2016.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 16-24

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

CURRICULUM CHANGES

WHEREAS, the board members considered the following: Changes in curriculum originate in the departments and are reviewed by the colleges and university curriculum committees, the graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board.

THEREFORE, the undergraduate and graduate curriculum changes listed in Appendix 1 will be effective for fall 2016.

BOARD ORDER 16-25

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

CORE CURRICULUM REVISION

WHEREAS, the board members considered the following: As directed by legislation, the Texas Higher Education Coordinating Board issued rules requiring a complete revision of core curriculum in all Texas public institutions of higher education with implementation beginning in the fall 2014 semester. Institutions may change or make revisions to their Texas Core Curriculum once a year. Accordingly, the SFA Core Curriculum committee reviewed proposals for the addition of courses to the core curriculum. The council of deans and the provost have approved the addition of the following courses to the core curriculum: History 161, World History to 1500, and History 162, World History Since 1500, listed in Appendix 2 in the appropriate curriculum component area. Following board approval, the additions will be submitted to the coordinating board for review and approval.

THEREFORE, the proposed additions to the core curriculum were approved as identified in Appendix 2.

BOARD ORDER 16-26

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

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Academic and Professional Qualifications 7.1
Academic Freedom and Responsibility 7.3
Administrative Systems Software Changes 16.2
Advanced Placement Guidelines 6.5
Copyrighted Works Reproduction 9.2
Email for University Communication 15.1
Employee Enrolling for Courses 12.4
Family and Medical Leave 12.9
Grievance and Appeals 11.15

Guest Speaker 16.12
Military Service Activation 6.14
New Employee Orientation 11.17
News Releases 15.3
Parking and Traffic Regulations 13.14
Photographic Reprints 15.4
Recording of Broadcasts for Educational Use 7.23
University Letterhead 15.5
University Printing Services 15.7
University Publications 15.8
University Web Calendar 15.9

BUILDING AND GROUNDS

BOARD ORDER 16-27

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

SELECTION OF ARCHITECTURAL FIRM TO DEVELOP PROGRAMMING FOR THE PERFORMING ARTS CENTER

Explanation:

WHEREAS, the board members considered the following: The SFA Campus Master Plan 2020 addresses the development of a performing arts district and discusses the construction of a performing arts black box theater. To consider comprehensive fine arts performing initiatives, the university issued a request for qualifications (RFQ) to select a firm that could develop architectural programming for a performing arts center. On Friday, April 8, 2016, board members interviewed the three RFQ finalist firms: Kirksey Architecture, Page Sutherland Page, Inc., and Studio Red Architects. The recommendation of that group of board members was the selection of Kirksey Architecture. On April 11, 2016, at the Building and Grounds Committee meeting, committee members concurred with that selection.

THEREFORE, it was approved that Kirksey Architecture be selected as the architectural firm to develop architectural programming for a performing arts center. The Higher Education Fund (HEF) will be used as the source of funds for the architectural assessment. The president was authorized to sign all associated contract(s) and purchase orders.

SELECTION OF ARCHITECTURAL FIRM TO ASSESS INSTITUTIONAL SPACE REQUIREMENTS AND DEVELOP PROGRAMMING FOR THE MILLER SCIENCE BUILDING

WHEREAS, the board members considered the following: Construction of the new STEM Building and Housing Operations Facility will create vacant academic and administrative space on campus. To develop a comprehensive space utilization plan, the university wishes to engage

an architectural/space planning firm to assess institutional space and provide space management recommendations. In addition to space utilization assessment, the university wishes to develop architectural programming needs for the renovation of the Miller Science Building.

The university issued a request for qualifications (RFQ) to select a firm that could assess institutional space needs and develop programming for the renovation of the Miller Science Building. Finalists were selected from the firms that responded to the RFQ. On April 8, 2016, board members interviewed these finalists: Facility Programming and Consulting and VisSpiro Strategies, LLC. The recommendation of that group of board members was the selection of Facility Programming and Consulting. On April 11, 2016, at the Building and Grounds Committee meeting, committee members concurred with that selection.

THEREFORE, Facility Programming and Consulting was selected as the architectural firm to assess institutional space needs and develop programming for the renovation of the Miller Science Building. The Higher Education Fund (HEF) will be used as the source of funds for education and general (E&G) facility assessment and auxiliary fund balance will be used as the fund source for non-E&G facilities. The president was authorized to sign all associated contract(s) and purchase orders.

WILLIAM R. JOHNSON COLISEUM MEN'S BASKETBALL LOCKER ROOM RENOVATION

WHEREAS, board members considered the following: The SFA Lumberjack men's basketball locker room suite needs renovation upgrades to accommodate additional space needs. Cosmetic updates to the space have been made through the years but the layout has been unchanged since the coliseum opened in 1974. Space will be reduced in the shower area and added to the locker room which will provide more room for team gatherings and meetings. Planned updates include painting, flooring, and wall tile in the locker room, shower, and restroom. In addition, new lockers will be installed and audio visual capabilities will be upgraded. The cost of the renovation is expected to be \$150,000.

THEREFORE, renovation of the men's basketball locker room suite was approved at a cost not to exceed \$150,000. Donations will be used to fund the renovation, and the project will begin when donations of \$150,000 have been received. The president was authorized to sign associated contracts and purchase orders.

FEAZELL STREET PARKING LOT CONSTRUCTION

WHEREAS, board members considered the following: Certain campus parking will be replaced in conjunction with the STEM facility construction project. Vacant university space is available adjacent to the parking garage along Feazell Street. The administration wishes to construct a parking lot to replace space removed in the STEM facility construction.

THEREFORE, approval was granted to construct a parking lot adjacent to the parking garage on Feazell Street at a cost not to exceed \$250,000, using auxiliary fund balance as a source of funds. The president was authorized to sign associated contract(s) and purchase orders.

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Building Design Standards 16.6

Campus Programs for Minors 13.5

Firearms, Explosives and Ammunition 13.9

Skating and Skateboarding 13.20

FINANCIAL AFFAIRS

BOARD ORDER 16-28

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

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

WHEREAS, board members considered the following: The audit services report as presented includes an Admissions Audit; Safety and Security Audit; Follow-up Audit; University Marketing Communications Departmental Audit; Human Services Departmental Audit; Quality Assurance Review Self-Assessment; an audit plan revision; and an update on the annual audit plan.

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

ADOPTION OF FISCAL YEAR 2015-16 SUMMER BUDGET

WHEREAS, board members considered the following: The fiscal year 2015-16 summer budget contains two regular summer semesters and a mini-semester. In addition to faculty salaries, the proposed summer budget also includes \$400,000 in scholarship funds for the secondary education educational leadership program.

The 2015-16 annual budget includes \$2,214,634 that is available to support summer school salaries and benefits. In addition, \$901,204 of E&G unallocated revenue and \$918,492 of designated funds are used to support summer budget initiatives.

THEREFORE, the 2015-16 summer budget totalling \$4,034,330 was approved.

GRANT AWARDS

WHEREAS, board members considered the following: To date, the university has received multi-year grant awards applicable to fiscal year 2016 totaling \$19,130,045, an increase of \$71,088 since the last report. Of this total, grant awards allocable to fiscal year 2016 are currently \$6,769,708, an increase of \$82,125 since the last report.

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

THEREFORE, the additional grant awards allocable to fiscal year 2016 that total \$82,125 were approved and ratified. The grant awards are detailed in Appendix 3.

ARAMARK AGREEMENT AMENDMENT

WHEREAS, board members considered the following: The university's agreement with Aramark to provide food service on campus contains a provision for multiple infrastructure investments over the term of the agreement. An increase in the amount of these investments is necessary to fund the on-going renovations and upgrades desired to maintain the high quality food service program our students seek. Aramark has agreed to increase their financial commitment for these updates by \$400,000. This addition necessitates an amendment to the original agreement.

THEREFORE, the president was authorized to sign an amendment to the existing food service agreement, increasing Aramark's financial commitment for the on-going modernization of the food service program. The amendment is shown in Appendix 4.

ACADEMICWORKS FINANCIAL SOFTWARE PROGRAM

WHEREAS, board members considered the following: The university has investigated an automated financial aid processing system that supports scholarship awards and other forms of student financial assistance. It was determined that the appropriate financial aid award support system was offered by AcademicWorks, a company that offers access to a fully hosted system that assists in automating processes related to scholarships and other forms of student aid.

THEREFORE, it was approved that the university enter into a five year agreement with AcademicWorks at a total cost of \$147,000. The Higher Education Fund (HEF) will be used as a source of funds for appropriate capital costs. Designated funds will be used for agreement costs that are not HEF eligible. The president was authorized to sign the associated contract(s), agreement(s), and purchase orders.

SECONDARY EDUCATION LEADERSHIP SCHOLARSHIPS

WHEREAS, board members considered the following: To support enrollment in the College of Education, the university conducted a pilot master level educational leadership scholarship program for public teachers and/or administrators. The scholarship provided a competitive level with other institutions who offer master's level secondary educational leadership programs.

THEREFORE, it was approved that the university formally establish a reduced rate for the online educational leadership program in the College of Education. This would be achieved by waiving all fees and not charging the board designated graduate tuition. The students enrolled in this program who met all the entrance requirements would only be charged statutory tuition, designated tuition and course fees. For fiscal year 2017, the cost would total \$7,360 for the 30

semester credit hour master's program, with a discount of approximately \$3,845, and would total \$4,456 for the 18 semester credit hour certificate program, with a discount of \$2,274. The proposed cost of these programs would be competitive with other Texas institutions. The program costs will be effective for fiscal year 2017, which begins on September 1, 2016.

EDUCATIONAL ADVISORY BOARD MASTER SERVICES AGREEMENT

WHEREAS, board members considered the following: The university has had a contractual relationship with the Education Advisory Board (EAB) since June 2009. EAB offers academic, administrative, development, and student affairs research data the university utilizes for academic and administrative planning. The university currently has separate contracts for the subject areas. The administration has negotiated cost reductions with EAB and the company has agreed to standardize the annual beginning and ending date of each contractual component between the university and EAB.

THEREFORE, the amended Master Services Agreement with Education Advisory Board for a total contract price of \$699,398 was approved. The Master Services Agreement extends through June 18, 2021. The president was authorized to sign any associated contract(s) or agreement(s).

UNRESTRICTED GIFT FROM SALE OF IRVING BELZ PROPERTY

WHEREAS, board members considered the following: In 2005, Irving Belz donated approximately 91 acres of natural wetlands situated in Montgomery County, Texas, to the SFA Real Estate Foundation to provide access for faculty and students of Stephen F. Austin State University for purposes of study, research and experimentation. After several years of maintaining the property, the intended use of the land was deemed unsuccessful due to the distance between the SFA campus and the property.

In 2012, Irving Belz amended his agreement with the foundation authorizing and approving the sale of the property with the understanding that the proceeds would be used by Stephen F. Austin State University as unrestricted funds and used as the university deemed most appropriate. The property was sold on August 23, 2012, with net proceeds in the amount of \$163,959.20.

THEREFORE, the unrestricted funds from the sale of the Irving Belz property were approved to be used as the university deems most appropriate and that the president was delegated authority to determine the best use of those funds.

AMENDMENT OF THE STEPHEN F. AUSTIN STATE UNIVERSITY AND TEXAS A&M UNIVERSITY INVESTMENT AGREEMENT

WHEREAS, board members considered the following: At the July 16, 2013 Board of Regents' meeting, the regents authorized the university to invest university funds with one or more institutions as allowed by Section 51.0031 of the Texas Education Code and authorized the president to sign associated contract(s) with one or more institutions. On September 19, 2013, the president signed an agreement with the Texas A&M University System for portfolio investment services. Section 7 of the agreement specified that the annual management fee of

fifteen basis points (0.15%) would be assessed in advance at the beginning of each fiscal quarter based on the market value of SFA's investments as of the end of the day of the previous fiscal quarter. The Texas A&M University System has requested that Section 7 of the agreement be amended with an effective date of March 1, 2016 to reflect a change in the assessment of the administration fee. The System has proposed that the fees now be assessed in arrears based on the market value of SFA's investments as of the end of each fiscal quarter.

THEREFORE, it was approved that investment management fees be assessed in arrears, based on each fiscal quarter's ending market value. The president was authorized to sign the associated contract(s) and agreement(s).

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Discretionary Use of University Funds 3.10
Distribution of Payroll 12.3

APPROVAL OF THE MARKETING CAMPAIGN BUDGET

WHEREAS, board members considered the following: Richards Carlberg has presented the proposed 2016-2017 marketing campaign concept and budget for the board's approval.

THEREFORE, the 2016-2017 marketing campaign was approved as presented by Richards Carlberg at a cost not to exceed \$1.6 million.

REPORTS

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

- Upcoming Dates
- Big Dip
- Alumni Business Networking Breakfast at The Woodlands
- Ribbon Cutting at Lone Star College
- Change in Academic Calendar
- Commencement
- Student Regent

Dr. Karen Embry-Jenlink, faculty senate chair, gave a report on the following topics:

- Summary of Senate Activity 2015-16
- Faculty Accomplishments

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

- SGA Accomplishments and Goals
- SGA Elections
- Archie McDonald Speaker Series

- Special Presentation

The meeting was adjourned by Chair Coleman at 11:54 a.m.

UNDERGRADUATE CURRICULUM PROPOSALS FOR COURSES 2016					
Department	Course	Number	Course or Program Name	Course/Program	Action
College of Business					
Econ & Finance	FIN	490	Student Invest Roundtable	Course	modify
Econ & Finance	FIN	479	Commercial Bank Lending	Course	Add
Econ & Finance	FIN	420	Selling Financial Services	Course	Add
GBUS	BLW	456	Employment/Agency Law	Course	modify
GBUS	BLW	468	Oil & Gas Law	Course	modify
GBUS	BLW	478	Environmental Regulatory Law	Course	modify
MMIB	MGT	325	Principles of Sports Business	Course	Add
MGMK			Human Resource Management Minor	PROGRAM	Add
Econ & Finance			Banking Major	PROGRAM	Add
MGMK			Sports Marketing Minor	PROGRAM	delete
MGMK			Sports Business	PROGRAM	modify
MGMK			Sports Business	PROGRAM	modify
College of Education					
Elementary Ed	ECH	328P	Foundations of ECH (P)	Course	modify
Elementary Ed	ECH	331P	Child Center Environments (P)	Course	modify
Elementary Ed	ECH	350	Field Experience I	Course	modify
Elementary Ed	ELE	450	Field Experience II	Course	modify
Elementary Ed	ELE	475	Special Problems	Course	modify
Elementary Ed	MLG	401P	Mid Level Learning Comm (P)	Course	modify
Elementary Ed	MLG	403P	Integ. Mid Grades Learn (P)	Course	modify
Elementary Ed	ECH	475	ECH 475 Special Problems	Course	Add
Elementary Ed	ECH	478	ECH 478 Special Topics	Course	Add
Elementary Ed	ELE	308	Texas Math Standards	Course	Add
Elementary Ed	ELE	309	Texas Science Standards	Course	Add
Elementary Ed	ELE	310	Texas Social Studies Standards	Course	Add
Elementary Ed	ELE	412	Study Abroad	Course	Add
Elementary Ed	ELE	478	ELE 478 Special Topics	Course	Add
Elementary Ed	MLG	475	Special Problems	Course	Add
Elementary Ed	MLG	478	Special Topics	Course	Add
Elementary Ed	RDG	475	Special Problems	Course	Add
Elementary Ed	RDG	478	Special Topics	Course	Add
Human Sciences	HMS	350	Hum Sex and Family	Course	Add
Human Sciences	SPE	475	Independent Study	Course	Add
Human Sciences	SPE	478	Special Topics	Course	Add
Human Sciences	ASL	478	Special Topics	Course	Add
Human Sciences	DHH	478	Special Topics	Course	Add
Human Sciences	SPH	475	Special Problems	Course	Add
Human Sciences	SPH	475	Special Problems Independent Study	Course	Add
Human Services	HMS	139	Management in Meal Production	Course	modify
Human Services	HMS	139L	Management in Meal Production Lab	Course	modify
Human Services	HMS	208	Creative Design Studio	Course	modify
Human Services	HMS	208L	Creative Design Studio Lab	Course	modify
Human Services	HMS	314	Building Construction Systems	Course	modify
Human Services	HMS	314L	Building Construction Systems Lab	Course	modify
Human Services	HMS	316	Interior Lighting	Course	modify
Human Services	HMS	336	Adult Develop Family Context	Course	modify

Human Services	HMS	342	Career Serve Prep ECH & Fam Lif	Course	modify
Human Services	HMS	404L	Adv Culinary Plan & Prep Lab	Course	modify
Human Services	HMS	410	Design Environmental Factors	Course	modify
Human Services	HMS	414	Commercial Design II Computer	Course	modify
Human Services	HMS	414L	Commercial Design II Computer Lab	Course	modify
Human Services	HMS	420	Practicum	Course	modify
Human Services	HMS	410L	Design Environmental Factors Lab	Course	delete
Human Services	HMS	316	Interior Lighting Lab	Course	Add
Kinesiology	DAN	202L	Ballet II Lab	Course	modify
Kinesiology	DAN	203L	Jazz Dance II Lab	Course	modify
Kinesiology	DAN	204L	Modern Dance II Lab	Course	modify
Kinesiology	DAN	302L	Ballet III Lab	Course	modify
Kinesiology	DAN	303L	Jazz Dance III Lab	Course	modify
Kinesiology	DAN	304L	Modern Dance III	Course	modify
Kinesiology	DAN	475	Special Problems	Course	modify
Kinesiology	DAN	480	Choreographic Project	Course	modify
Kinesiology	HSC	475	Special Problems	Course	modify
Kinesiology	KIN	251	Rythmic Activities	Course	modify
Kinesiology	KIN	332	Health & Kin for Children	Course	modify
Kinesiology	KIN	353	Physiology of Exercise	Course	modify
Kinesiology	KIN	353L	Physiology of Exercise Lab	Course	modify
Kinesiology	KIN	451	Fit Appraisal & Ex Presc.	Course	modify
Kinesiology	KIN	463	Fund of Strength & Conditioning	Course	modify
Kinesiology	KIN	468	Exercise & Dietary Psychology	Course	modify
Kinesiology	KIN	475	Special Problems	Course	modify
Kinesiology	KIN	433	Coaching Practicum	Course	Add
Kinesiology	KIN	333	Health & Kin for Adolescents	Course	Add
Kinesiology	HSC	385	Intro to Healthcare Admin	Course	Add
Kinesiology	KIN	101	Lifetime Wellness	Course	Add
Kinesiology	DAN	478	Special Topics	Course	Add
Kinesiology	KIN	478	Special Topics	Course	Add
Kinesiology	HSC	478	Special Topics	Course	Add
Secondary Ed	SED	370	Introduction to Pedagogy	Course	modify
Secondary Ed	SED	371	Learner-Centered Curr Inst/As	Course	modify
Secondary Ed	SED	372	Read & Inform Lit in SED Schs	Course	modify
Secondary Ed	SED	443	TheProfessional Educator	Course	modify
Secondary Ed	SED	450L	Diversity in Learner-Center Lab	Course	modify
Secondary Ed	SED	450	Diversity in a Learner-Center	Course	modify
Secondary Ed	SED	460	Managing a Learn-Center Class	Course	modify
Secondary Ed	SED	465	Cross-Cultural Learning in Costa Rica	Course	Add
Kinesiology	EC-12 Health Track			PROGRAM	delete
Elementary Ed	Ele Educ Masters Early Childhood Minor - GRADUATE			PROGRAM	delete
Elementary Ed	Ele Educ Masters Reading Minor - GRADUATE			PROGRAM	delete
Human Sciences	Child Dev and Family Living			PROGRAM	modify
Human Sciences	Child Development & Family Living			PROGRAM	modify
Human Sciences	Food, Nutrition, and Dietetics			PROGRAM	modify
Human Sciences	Human Sciences			PROGRAM	modify
Human Sciences	Interior Design			PROGRAM	modify
Human Sciences	Interior Design			PROGRAM	modify

Human Sciences	Interior Merchandising			PROGRAM	modify
Human Sciences	BS Rehabilitation Services			PROGRAM	modify
Human Services	BSIS Concentration SPED			PROGRAM	modify
Human Services	Minor in Early Intervention			PROGRAM	modify
Human Services	Student Affairs and Higher Education			PROGRAM	modify
Kinesiology	Behavioral and Preventive Medicine			PROGRAM	modify
Kinesiology	Dance			PROGRAM	modify
Kinesiology	Dance			PROGRAM	modify
Kinesiology	EC-12 Phys Ed (Kinesiology Teaching)			PROGRAM	modify
Kinesiology	EC-12 Phys Ed (Non-Teaching)			PROGRAM	modify
Kinesiology	Health Science			PROGRAM	modify
Kinesiology	Human Performance			PROGRAM	modify
College of Fine Arts					
Art	ART	311L	Watercolor Lab	Course	delete
Art	ART	315L	Color Theory & Practice	Course	delete
Art	ART	395L	Art Development I Lab	Course	delete
Music	MUP	103	Class Voice	Course	modify
Music	MUS	451	Music Study Abroad	Course	Add
Music	Sound Recording Technology			PROGRAM	modify
Music	Bachelor of Music with All Level			PROGRAM	modify
College of Liberal and Applied Arts					
Communication	MCM	350	Photographic Journalism II	Course	modify
Communication	MCM	470	Strategic Media	Course	modify
Government	CJS	305	Criminal Procedure	Course	modify
Government	PSC	335	Classical Political Thought	Course	modify
Government	PSC	336	Modern Political Thought	Course	modify
Government	PSC	337	Theories of Democracy	Course	modify
Government	PSC	433	American Political Thought	Course	modify
Psychology	PSY	200	Scientific Literacy in Psychology	Course	modify
Psychology	PSY	330	Psychological Statistics	Course	modify
Psychology	PSY	341	Research Design in Psychology	Course	modify
Psychology	PSY	420	History & Systems of Psychology	Course	modify
Government	CJS	214	Legal Ethics	Course	delete
Government	CJS	308	Agency Response to Terrorism	Course	delete
Government	CJS	309	Management of Critical Incidents	Course	delete
Government	CJS	310	Adm of Criminal Justice Agencies	Course	delete
Government	CJS	350	Comparative Criminal Justice Svs	Course	delete
Government	CJS	371	Survey of Forensic Science	Course	delete
Government	CJS	401	Readings in Criminal Justice	Course	delete
Government	CJS	420	Criminal Justice Planning	Course	delete
Government	PBA	475	Independent Study in Public Admin.	Course	delete
Government	CJS	430	Capital Punishment	Course	Add
Government	CJS	341	Crime in the Media	Course	Add
Government	CJS	490	Criminal Justice Senior Capstone	Course	Add
Government	CJS	380	Criminal Justice Theory & Practice	Course	Add
Government	CJS	306	Criminal Procedure II	Course	Add
Government	CJS	357	Dynamics of Domestic Violence	Course	Add
Government	CJS	360	Gender and Crime	Course	Add
Government	CJS	302	History of the Criminal Justice System	Course	Add

Government	CJS	315	Incident Report Writing in Crim Justice	Course	Add
Government	CJS	415	Offender Counseling	Course	Add
Government	CJS	414	Offender Reentry & Reintegration	Course	Add
Government	CJS	355	Organized Crime	Course	Add
Government	CJS	405	Professional Standards in Crim Justice	Course	Add
Government	CJS	435	Profiling Violent Crime	Course	Add
Government	CJS	455	Sexual Offenders & Sex. Offending	Course	Add
Government	CJS	365	Social Diversity & Crime	Course	Add
Government	CJS	345	Substance Use and Abuse	Course	Add
Government	CJS	440	Understanding Criminal Justice Research	Course	Add
Government	CJS	410	Victimology	Course	Add
History	HIS	151	Western Civilization I	Course	modify
History	HIS	152	Western Civilization II	Course	modify
History	HIS	210	The Craft of History	Course	modify
History	HIS	304	Scientific Heritage of West	Course	modify
History	HIS	312	Topics in European History	Course	modify
History	HIS	313	Topics in World History	Course	modify
History	HIS	316	Islam and South Asia	Course	modify
History	HIS	318	Ancient World	Course	modify
History	HIS	332	History of Latin America II	Course	modify
History	HIS	341	History of England I	Course	modify
History	HIS	342	History of England II	Course	modify
History	HIS	343	Colonial America	Course	modify
History	HIS	438	American Urban History	Course	modify
History	HIS	443	Jefferson Jackson	Course	modify
History	HIS	448	Gilded Age & Progressive	Course	modify
History	HIS	450	America Between the World Wars	Course	modify
History	HIS	470	Senior Seminar	Course	modify
History	HIS	475	Adv Ind Studies in History	Course	modify
History	HIS	476	Adv Ind Studies in History	Course	modify
History	HIS	322	World History I	Course	delete
History	HIS	323	World History II	Course	delete
History	HIS	331	History of Latin Am. Ancient - 1830	Course	delete
History	HIS	346	American Indians	Course	delete
History	HIS	351	Tsarist Russia	Course	delete
History	HIS	412	Studies in European History	Course	delete
History	HIS	414	Studies in US History	Course	delete
History	HIS	416	Studies in World History	Course	delete
History	HIS	437	American Environmental History	Course	delete
History	HIS	463	American Legal & Constitutional History	Course	Add
History	HIS	464	American Popular Culture	Course	Add
History	HIS	317	Ancient Greece	Course	Add
History	HIS	460	Cold War Cultures, 1945-1991	Course	Add
History	HIS	417	Early Christianity	Course	Add
History	HIS	461	History of American Sports	Course	Add
History	HIS	336	Latino History, 1848 - present	Course	Add
History	HIS	376	Teaching History & Social Studies in Sec Schools	Course	Add
History	HIS	334	US - Mexico Borderlands	Course	Add
History	HIS	162	World History since 1500	Course	Add

History	HIS	161	World History to 1500	Course	Add
Lan Cul Comm	ILA	215	Intro to Language Studies	Course	delete
Multidisciplinary	SFA	250	Linked Seminar	Course	modify
Social Work	SWK	300	Junior Practicum	Course	modify
Anthro, Geo & Soc	SUS	495	Internship in Sust Comm Dev	Course	modify
Government	Public Administration (Major only)			PROGRAM	delete
Multidisciplinary	Women's Studies			PROGRAM	delete
Communication	BA/BS in Mass Media			PROGRAM	modify
Communication	Mass Media			PROGRAM	modify
Government	Criminal Justice			PROGRAM	modify
Government	Criminal Justice Minor			PROGRAM	modify
Government	Political Science			PROGRAM	modify
History	BA in History			PROGRAM	modify
History	BA in History with Social Studies			PROGRAM	modify
History	BA in History with SEDT			PROGRAM	modify
History	Minor in History			PROGRAM	modify
Multidisciplinary	BS Multidisciplinary Studies			PROGRAM	modify
Multidisciplinary	Classical Studies Minor			PROGRAM	modify
Multidisciplinary	BAAS -Off Campus Lone Star			PROGRAM	delivery
Social Work	BSW-Off-Campus Lone Star			PROGRAM	delivery
College of Forestry and Agriculture					
Forestry	Forest Recreation Management Concentration			PROGRAM	modify
College of Sciences and Mathematics					
Biology	BIO	125	Intro to Ecology & Evolution	Course	modify
Biology	BIO	130	Princ. Of Cell & Molecular Biology	Course	modify
Biology	BIO	131	Principles of Botany	Course	modify
Biology	BIO	133	Principles of Zoology	Course	modify
Biology	BIO	238	Human Anatomy & Phys I	Course	modify
Biology	BIO	303	Pollution of Aquatic Environment	Course	delete
Chemistry	CHE	337	Physical Chemistry I	Course	modify
Chemistry	CHE	475	Special Problems	Course	modify
Computer Science	CSC	340	Application Software Microcomp	Course	modify
Computer Science	CSC	447	Cyber Security Concepts	Course	Add
Math & Stats	MTH	463	Seminar in Mathematics	Course	modify
Nursing	NUR	431	Care of Comm. Population	Course	modify
Nursing	NUR	431P	Care of Comm Population Practicum	Course	modify
Nursing	NUR	434	Professional Transition I	Course	delete
Nursing	NUR	435	Professional Transition II	Course	delete
Nursing	NUR	454	Clinical Aromatherapy for Nurses	Course	Add
Nursing	NUR	443	Legal & Ethical Issusin Professional Nurs.	Course	Add
Nursing	NUR	445	Nursing Informatics	Course	Add
Nursing	NUR	442	RN to BSN Transition	Course	Add
Nursing	NUR	444	Cultural Issue in Professional Nursing	Course	Add
Physics	EGR	112	Foundations in Engineering II	Course	modify
Physics	EGR	344	Microcomputer Intervacing	Course	modify
Physics	PHY	108L	Intro to Engineering & Physics Lab	Course	modify
Physics	PHY	108	Intro to Engineering & Physics	Course	modify
Physics	PHY	118	Acoustical Physics	Course	modify
Physics	PHY	347	Math Applications in Physics I	Course	modify

Physics	PHY	410	Experimental Techniques in Physics	Course	modify
Physics	EGR	381	Electromechanical Systems	Course	delete
Physics	PHY	410	Experimental Techniques in Physics Lab	Course	Add
Physics	EGR	344L	Microcomputer Interfacing Lab	Course	Add
Computer Science	Computer Science			PROGRAM	modify
Computer Science	Computer Science			PROGRAM	modify
SFA 101	SFA	301	The Transfer Experience	Course	Add

GRADUATE CURRICULUM COURSE CHANGES 2016			
Department	Course #	Course Name	Action
College of Education			
Elementary Education	ELE 575	Advanced Graduate Studies	Modify
Elementary Education	ELE 578	Seminar	Modify
Elementary Education	ECH 575	Special Problems	Add
Elementary Education	ECH 578	Special Topics	Add
Elementary Education	ELE 512	Study Abroad	Add
Elementary Education	RDG 578	Special Topics	Add
Human Sciences	HMS 526	Field Experiences in HMS	Modify
Human Sciences	HMS 531	Supervised Practice	Modify
Human Services	EPS 565	School Psychology	Modify
Human Services	EPS 665	School Psychology	Modify
Human Services	SPH 575	Advanced Special Problems	Add
Human Services	HMS 531	Supervised Practice for Dietetic Interns	Add
Human Services	COU 575	Independent Study	Add
Human Services	SPE 575	Independent Study	Add
Human Services	SPE 555	Practicum Diagnostic Evaluation	Add
Human Services	COU 556	Prof Development Sem	Add
Human Services	SPE 544	Psychoeducational Assessment	Add
Human Services	SPE 578	Special Topics	Add
Human Services	SPH 578	Special Topics	Add
Human Services	SPE 545	Individual Intelligence Testing	Add
Kinesiology & Health Science	KIN 522	Athletic Training Clinical II	Modify
Kinesiology & Health Science	KIN 541	Athletic Training Clinical III	Modify
Kinesiology & Health Science	KIN 551	Athletic Training Clinical V	Modify
Kinesiology & Health Science	KIN 574	Advanced Athletic Training	Modify
Kinesiology & Health Science	KIN 575	Advanced Graduate Studies	Modify
Kinesiology & Health Science	KIN 581	Prob Teach College(KIN):Intern	Modify
Kinesiology & Health Science	KIN 537	Ortho Surg Rehab	Add
Kinesiology & Health Science	KIN 537L	Ortho Surg Rehab Lab	Add
Kinesiology & Health Science	KIN 578	Special Topics	Add
Secondary Education & Ed Leadership	AED 501	Intro Educational Leadership	Modify
Secondary Education & Ed Leadership	AED 591	Inquiry & Action Research	Modify
Secondary Education & Ed Leadership	AED 675	Independent Study	Modify
Secondary Education & Ed Leadership	AED 678	Seminar in Ed Leadership	Modify
Secondary Education & Ed Leadership	SED 543	The Professional Educator	Modify
Secondary Education & Ed Leadership	AED 629	Curriculum Leadership	Add
Secondary Education & Ed Leadership	AED 630	Foundations of Curriculum	Add
College of Fine Arts			
Art	ART 560L	Art Topics Lab	Delete
Art	ART 548	Art Parallels in Media	Add
Art	ART 546	History of Design	Add
Music	MHL 521	Music of the Baroque Era	Modify
Music	MHL 522	Music of the Classic Era	Modify
Music	MHL 523	Music of the Romantic Era	Modify
Music	MHL 524	Music of the Twentieth Century	Modify

Music	MHL 525	Music in America	Modify
College of Liberal & Applied Arts			
English & Creative Writing	ENG 524	Great Texts to 1650	Delete
English & Creative Writing	ENG 525	Great Texts After 1650	Delete
English & Creative Writing	ENG 573	Pedagogy of Technical Writing	Add
Psychology	PSY 589	Thesis Research	Modify
Psychology	PSY 590	Thesis Writing	Modify
College of Sciences & Mathematics			
Biology	BIO 555	Biological Ultrastructure	Modify
Biology	BIO 555L	Biological Ultrastructure Lab	Modify
Biology	BIO 530	Adv Techniques Immunology	Delete
Biology	BIO 530L	Adv Techniques Immunology Lab	Delete
Biology	BIO 540	Clinical Pathology Lab Oper	Delete
Biology	BIO 561	Waste Water Analysis	Delete
Biology	BIO 561L	Waste Water Analysis Lab	Delete

GRADUATE CURRICULUM PROGRAM CHANGES 2016		
Department	Program	Action
College of Education		
Human Services	M. A. Rehabilitation Counseling	Delete (fall 2018)
Human Services	M.A. School Counseling	Delete (fall 2018)
Human Services	M.Ed in Special Education (NC)	Modify
Human Services	M.Ed. in SPED (Diag cert)	Modify
Human Services	MA in School Psychology	Modify
Human Services	Ph.D. in School Psychology	Modify
Elementary Education	ELE ED Masters - Reading	Modify
Secondary Education	Principal Prep 18 hour only	Modify
Kinesiology	Human Performance	Modify
College of Fine Arts		
Music	MM in Music Ed (Thesis)	Modify
Music	MM in Music Ed (Non-Thesis)	Modify
College of Liberal & Applied Arts		
English & Creative Writing	M.A. in English	Modify
Mass Communication	M.A. in Mass Communication	Modify
Social Work	MSW- Off Campus Lone Star	Delivery
College of Sciences & Mathematics		
Geology	Graduate Program in Geology	Modify

Stephen F. Austin State University Core Curriculum Revisions 2016*

Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Communication Component Area (6 hours)

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Prefix	Number	Title	Credit Hours	TCCNS
<i>Select one ENG</i>				
ENG	131	Rhetoric and Composition	3	ENGL 1301
ENG	133H	Composition and Rhetoric	3	
<i>Select one COM</i>				
COM	111	Public Speaking	3	SPCH 1315
COM	170	Interpersonal Communication	3	SPCH 1318
COM	215	Small Group Communication	3	

Mathematics Component Area (3 hours)

Courses in this category focus on quantitative literacy in logic, patterns, and relationships.

Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Prefix	Number	Title	Credit Hours	TCCNS
MTH	110	Mathematics in Society	3	
MTH	127	Introduction to Foundations of Math I	3	MATH 1350
MTH	138	College Algebra	3	MATH 1314
MTH	143	Finite Mathematics	3	MATH 1324
MTH	220	Introduction to Probability and Statistics	3	MATH 1342
MTH	233	Calculus I	4	MATH 2413

Explanation of Overflow Semester Credit Hours

MTH 233 Calculus I is a four credit hour course. The extra hour is not included in the Core. MTH 233 is a required math course for many departments who account for the extra hour in their degree programs.

**Indicates proposed additions to the core curriculum.*

Life and Physical Sciences (6 hours)

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method.

Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Prefix	Number	Title	Credit Hours	TCCNS
AGN	110	Crop Science	3	
AST	105	Classical and Modern Astronomy	3	PHYS 1311
AST	105 L	Classical and Modern Astronomy Lab	1	PHYS 1111
BIO	121	Concepts of Biology	4	BIOL 1408
BIO	123	Human Biology	4	
BIO	125	Principles of Ecology and Evolution	4	
BIO	131	Principles of Botany	4	BIOL 1411
BIO	133	Principles of Zoology	4	BIOL 1413
BIO	225	Local Flora or Fauna	3	
BIO	238	Human Anatomy and Physiology	4	BIOL 2401
CHE	101	Conceptual Chemistry	3	
CHE	111	Introduction to Chemistry I	3	CHEM 1305
CHE	111 L	Introduction to Chemistry I Lab	1	CHEM 1105
CHE	133	General Chemistry I	3	CHEM 1311
CHE	133 L	General Chemistry Lab I	1	CHEM 1111
CHE	134	General Chemistry II	3	CHEM 1312
CHE	134 L	General Chemistry Lab II	1	CHEM 1112
ENV	110	Introduction to Environmental Science	4	ENVR 1401
GOL	101	Fundamentals of Earth Science	3	
GOL	131	Introduction to Geology	4	GEOL 1403
GOL	132	The Earth through Time	4	GEOL 1404
PHY	100	Physics in Society	3	
PHY	101	General Physics I	3	PHYS 1305
PHY	101 L	General Physics I Lab	1	PHYS 1105
PHY	102	General Physics II	3	PHYS 1307
PHY	102 L	General Physics II Lab	1	PHYS 1107
PHY	110	Fundamentals of Electronics	4	
PHY	118	Acoustical Physics	3	
PHY	131	Mechanics and Heat I	3	PHYS 1301
PHY	131 L	Mechanics and Heat I Lab	1	PHYS 1101
PHY	132	Electricity, Sound, Light, and Optics	3	PHYS 1302
PHY	132 L	Electricity, Sound, Light, and Optics	1	PHYS 1102
PHY	241	Technical Physics I	3	PHYS 2325
PHY	241 L	Technical Physics I Lab	1	PHYS 2125
PHY	242	Technical Physics II	3	PHYS 2326
PHY	242 L	Technical Physics II Lab	1	PHYS 2126

**Indicates proposed additions to the core curriculum.*

Explanation of Overflow Semester Credit Hours

Under the old core, all but one science course was four credits including a lab. The committee voted that only six hours of science credits will count towards the core, and also required that all successful course applications to the Life and Physical Sciences Component Area must include a lab component. In order to meet these requirements several new three credit hour courses, including labs, were created. The committee further stipulated that programs requiring four credit hour science courses must cover the extra credit hours in their appropriate college, department, or program requirements. The proposed system thus satisfies the THECB hour requirements while simultaneously allowing for flexibility as needed by individual programs.

Language, Philosophy, and Culture (3)

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience.

Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Prefix	Number	Title	Credit Hours	TCCNS
ENG	200	Introduction to Literature	3	
ENG	209	Mythology	3	
ENG	211	World Literature to 1650	3	ENGL 2332
ENG	212	World Literature from 1650	3	ENGL 2333
ENG	221	British Literature to 1800	3	ENG 2322
ENG	222	British Literature from 1800	3	ENGL 2323
ENG	229	American Literature to 1865	3	ENGL 2327
ENG	230	American Literature from 1865 to Present	3	ENGL 2328
ENG	233 H	Literary Genres	3	
HIS	151	Western Civilization I	3	HIST 2311
HIS	152	Western Civilization II	3	HIST 2312
*HIS	161	World History to 1500	3	
*HIS	162	World History Since 1500	3	
PHI	153	Introduction to Philosophy	3	PHIL 1301
PHI	223	Introduction to Ethics	3	PHIL 2306

**Indicates proposed additions to the core curriculum.*

Creative Arts (3)

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination.

Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Prefix	Number	Title	Credit Hours	TCCNS
ART	280	Art Appreciation	3	ARTS 1301
ART	281	Art History Survey I	3	ARTS 1303
ART	282	Art History Survey II	3	ARTS 1304
DAN	140	Dance Appreciation	3	DANC 2303
MHL	245	Introduction to Music Literature	3	MUSI 1307
MUS	140	Music Appreciation	3	MUSI 1306
THR	161	Theatre Appreciation	3	DRAM 1310
THR	163	Film and Culture	3	

American History (6)

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area.

Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

Prefix	Number	Title	Credit Hours	TCCNS
HIS	133	US History Survey, 1000-1877	3	HIST 1301
HIS	134	US History Survey, 1877-present	3	HIST 1302

Government/Political Science (6)

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas.

Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

Prefix	Number	Title	Credit Hours	TCCNS
PSC	141	American Government, Theory	3	
PSC	142	American Government, Structure and Function	3	

**Indicates proposed additions to the core curriculum.*

Government/Political Science Transfer Protocol

Students at SFA are required to take both PSC 141 (corresponding to GOVT 2301) and PSC 142 (Corresponding to GOVT 2302) to fill the Government/Political Science Component Area. Students transferring with three credits of either GOVT 2305 (U.S. Government) or 2306 (Texas Government) will be required to take PSC 141 to complete the Government/Political Science core requirement.

Social and Behavioral Sciences (3)

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human.

Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

Prefix	Number	Title	Credit Hours	TCCNS
ANT	231	Introduction to Cultural Anthropology	3	ANTH 2351
ECO	231	Principles of Macroeconomics	3	ECON 2301
ECO	232	Principles of Microeconomics	3	ECON 2302
GEO	131	World Regional Geography	3	GEOG 1303
KIN	1XX	Lifetime Wellness	3	
PSY	133	General Psychology	3	PSYC 2301
SOC	137	Introduction to Sociology	3	SOCI 1301

**Indicates proposed additions to the core curriculum.*

Component Area Option (6)

- a. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas
- b. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:
 - (i) Meet(s) the definition specified for one or more of the foundational component areas; and
 - (ii) Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.

Prefix	Number	Title	Credit Hours	TCCNS
Required Writing Course				
ENG	132	Research and Argument	3	ENG 1302
Communication Options- Select One				
BCM	247	Business Communication	3	BUSI 2304
ENG	273	Technical and Scientific Writing	3	
FRE	131	Elementary French I	3	FREN 1411
FRE	132	Elementary French II	3	FREN 1412
GER	131	Elementary German I	3	GERM 1411
GER	132	Elementary German II	3	GERM 1412
POR	131	Elementary Portuguese I	3	PORT 1411
POR	132	Elementary Portuguese II	3	PORT 1412
SPA	131	Elementary Spanish I	3	SPAN 1411
SPA	132	Elementary Spanish II	3	SPAN 1412
SPH	172	Beginning American Sign Language	3	SGNL 1301
SPH	272	Intermediate American Sign Language	3	SGNL 1302

Explanation of the Component Area Option

All six Component Area Option credits were allocated to the Communication Component Area in order to address communication weakness among our students. The CAO requires all students to take an additional writing class, ENG 132, and to take either an additional writing or a modern language course, which includes American Sign Language. All Component Area Option courses, including modern language courses, followed the requirements of the Communication Component Area in terms of content description and core objectives.

Continued Attainment of Core Objectives

In order to further improve student attainment of critical thinking and communication, all students will have in their majors at least two courses that are critical thinking intensive, two courses that are writing intensive, and two courses that are oral communication intensive. These elements may be combined into two courses or separated into as many as six courses.

**Indicates proposed additions to the core curriculum.*

Grants¹ awarded between December 19, 2015 and March 11, 2016

Fiscal Year 2016 – as of March 11, 2016

Amounts allocable to FY16 (detailed in this report)

Direct Federal	\$ 21,030
Federal Pass-through	\$ 33,516
State and State Pass-through	\$ 14,479
Private and Local Government	\$ 13,100
TOTAL	\$ 82,125
Cumulative amount allocable to FY16	\$ 6,769,708
New awards (detailed in this report, all project years)	\$ 71,088
Cumulative award total, all project years	\$ 19,130,045

Direct Federal

Previously Described Awards

Compaction and Seedling Growth and Survival on Reclaimed Mines in the Western Gulf

Award Total: \$149,939 **Additional Amount allocable to FY 2016:** \$16,034

Center for Regional Heritage Research Collections Processing

Award Total: \$19,986 **Additional Amount allocable to FY 2016:** *\$4,996

Subtotal Amounts Allocable to FY 2016 = \$21,030

Subtotal New Federal Awards = \$21,030

Federal Pass-through

Title: ****Rapid Transitioning of Open-Source Components in National Security Software***

Sponsor: Mississippi State University (National Security Agency, U.S. Department of Defense)
Award Number 193500.380848.01 (FAIN H98230-15-1-0279)
CFDA 12.902

Award Term: September 17, 2015 – September 9, 2016

PI/PPD: Dr. Christopher Ivancic, Department of Computer Science

Total Award: \$28,516 **Amount allocable to FY 2016:** \$28,516

The purpose of the project is to automate and expand a novel process to verify reliability of open source software.

Previously Described Awards

Educational Approach to Increase Respiratory Use among Broiler Chicken Workers

Award Total: \$55,998 **Amount allocable to FY 2016:** *\$5,000

Subtotal Current Year Awards (this report) = \$33,516

Subtotal New Federal Pass-through Awards (total award) = \$33,516

*New awards

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

Grants¹ awarded between December 19, 2015 and March 11, 2016

State and State Pass-through Awards

Title: **Reduce Risky Drinking Behavior in University Freshmen*
Sponsor: Texans Standing Tall Coalition (Texas Department of Transportation)
Award Term: January 15, 2016 – September 30, 2016
PI/PD: Dr. Michael Walker, Student Support Services
Total Award: \$5,000 **Amount Allocable to FY 2016:** \$5,000
This research project will attempt to identify ways to reduce risky drinking behavior in freshmen.

Title: **Arts Create*
Sponsor: Texas Commission on the Arts
Award Term: September 1, 2015 – August 31, 2016
PI/PD: Dr. John Handley, SFA Galleries, School of Art
Total Award: \$4,500 **Amount Allocable to FY 2016:** \$4,500
This award provides operational support for exhibits presented by the SFA Galleries.

Previously Described Awards

Special Education Consolidated Grant (IDEA-B)

Award Total: \$34,884 **Additional Amount allocable to FY 2016:** *\$4,979

Subtotal Amounts Allocable to FY 2016 = \$14,479
Subtotal New State and State Pass-through Awards = \$14,479

Private Entity and Local Government Awards

Title: **Evaluation of Bird Performance for Broiler Diets*
Sponsor: Midori USA, Inc.
Award Term: November 1, 2015 – June 30, 2016
PI/PD: Dr. Joey Bray, Department of Agriculture
Total Award: \$13,100 **Amount Allocable to FY 2016:** \$13,100
Funds support research on the effects of specific dietary supplements for poultry.

Subtotal Amounts Allocable to FY 2016 = \$13,100
Subtotal New Private and Local Awards = \$13,100

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

*New awards

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

AMENDMENT TO UNIVERSITY FOOD SERVICE AGREEMENT

Effective as of April 12, 2016, the University Food Service Agreement between **STEPHEN F. AUSTIN STATE UNIVERSITY** ("Client") and **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 Four Hundred Thousand Dollars for the renovation of the Starbucks location. In accordance with the foregoing, Paragraph 7, Financial Commitment, shall be modified by increasing the "Aggregate New Financial Commitment" from Four Million, Four Hundred and Fifty Thousand Dollars (\$4,450,000) to Four Million, Eight Hundred and Fifty Thousand Dollars (\$4,850,000). Furthermore, a new financial commitment segment line shall be added to Paragraph 7.1 as follows:

Period of Operation	Amount of Financial Commitment Segment	Amortization Period
May 2016	\$400,000	10 years

Lastly, Appendix E, USE OF FINANCIAL COMMITMENT OUTLINED IN SECTION 7, shall be modified with the following addition:

"Period: May 2016
 Financial Commitment: \$400,000
 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 renovate the Starbucks location."

In all other respects the Agreement shall remain in full force and effect.

ARAMARK EDUCATIONAL SERVICES, LLC
 ("ARAMARK")

By: _____
 Name: Brian Pressler
 Title: Vice President

The above is accepted and agreed to this _____ day of _____, 2016.

STEPHEN F. AUSTIN STATE UNIVERSITY ("College")

\

By: _____
 Name: Dr. Baker Pattillo
 Title: President

RESOLUTION

Adopted on April 12, 2016 by the

**Board of Regents
of
Stephen F. Austin State University**

WHEREAS, on October 25, 1975, the Stephen F. Austin State University Board of Regents authorized the establishment of a foundation whose purpose would be general unrestricted support and betterment of the University; and

WHEREAS, the Stephen F. Austin State University Foundation was created and incorporated by the State of Texas on December 22, 1975, as a non-profit corporation for the sole purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations and others for the benefit of the University; and

WHEREAS, since 1975 the University and Foundation have shared a successful working relationship with the understanding that the Foundation exists solely for the support of the University and is a necessary and beneficial component of the University's overall program for university advancement and for the development and management of private sources of funding; and

WHEREAS, the University wishes to acknowledge and celebrate forty years of prudent resource management by the Foundation board of trustees.

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration and gratitude by hereby ratifying and reaffirming its relationship with the Stephen F. Austin State University Foundation, Inc.

Scott H. Coleman, Chair

Barry E. Nelson, Secretary

**Policies for Board Review
April 12, 2016**

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Academic and Professional Qualifications	7.1	ASA	Added link to SACS faculty credentials guidelines.	P-4
Academic Freedom and Responsibility	7.3	ASA	Added legal clarification of when faculty is free from censorship.	P-7
Administrative Systems Software Changes	16.2	ASA	Responsibility for changes/patches/upgrades assigned to CIO.	P-10
Advanced Placement Guidelines	6.5	ASA	Proposing a score of higher than 3 requires approval of request.	P-13
Building Design Standards	16.6	B&G	Removed specific dimensions in guidelines.	P-16
Campus Programs for Minors	13.5	B&G	Added to definition of neglect.	P-25
Copyrighted Works Reproduction	9.2	ASA	Policy title changed. Content from policy 7.23 added.	P-31
Discretionary Use of University Funds	3.10	F&A	Controller's website has list of discretionary funds.	P-41
Distribution of Payroll	12.3	F&A	Added direct deposit authorization form.	P-43

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Email for University Communication	15.1	ASA	Enrolled students may keep their email address as long as they wish.	P-46
Employee Enrolling for Courses	12.4	ASA	Deleted obsolete reference to handbook.	P-49
Family and Medical Leave	12.9	ASA	Donated sick leave can be used for family/medical leave.	P-51
Firearms, Explosives and Ammunition	13.9	B&G	Permits carrying of concealed firearms subject to rules added.	P-58
Grievance and Appeals	11.15	ASA	Minor wording changes. Deleted obsolete reference to handbook.	P-66
Guest Speaker	16.12	ASA	Minor wording changes.	P-72
Military Service Activation	6.14	ASA	Copy of orders required for excused absence or to withdraw. Process to complete courses clarified.	P-75
New Employee Orientation	11.17	ASA	Procedural detail removed. Minor wording changes.	P-78
News Releases	15.3	ASA	Requests for media coverage should be made 10 days in advance.	P-81
Parking and Traffic Regulations	13.14	ASA	BPSC Garage contract fees reduced; summer-only fees added.	P-84

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Photographic Reprints	15.4	ASA	Policy to be deleted.	P-113
Recording of Broadcasts for Educational Use	7.23	ASA	Policy to be deleted. Essential content included in expanded policy 9.2.	P-115
Skating and Skateboarding	13.20	B&G	Reviewed with no changes recommended.	P-119
University Letterhead	15.5	ASA	Letterhead must be printed by University Printing Services.	P-122
University Printing Services	15.7	ASA	Policy to be deleted.	P-124
University Publications	15.8	ASA	Title updates and minor wording changes.	P-126
University Web Calendar	15.9	ASA	Policy to be deleted.	P-129

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic and Professional Qualifications

Policy Number: 7.1

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides the principles of academic and professional qualifications that meet the expectations of critical accrediting bodies and state agencies.

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: No substantive revisions; verified requirements of THECB and Southern Association of Colleges and Schools; added required form.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs

Academic and Professional Qualifications

Original Implementation: April 20, 1999

Last Revision: ~~April 23, 2013~~ April 12, 2016

The selection, development, and retention of competent faculty are essential to provide students a high quality education. Stephen F. Austin State University will follow requirements established by accrediting bodies and state agencies.

Full-time and part-time faculty members teaching credit-earning courses leading toward the baccalaureate degree, other than activity courses, ~~must~~ normally *must* have completed at least 18 graduate semester hours in the content discipline and, at a minimum, hold a master's degree from an accredited institution.

Each faculty member teaching courses at the master's degree level ~~must~~ normally *must* hold a terminal degree from an accredited institution, usually the earned doctorate, in the content or related discipline. A master's degree in the content discipline coupled with a doctoral degree in a related discipline may be appropriate. It is the responsibility of the academic unit *head* to justify the master's degree, or master's *degree* in the content discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. All faculty members teaching courses at the doctoral degree level ~~must~~ normally *must* hold a terminal degree from an accredited institution in the content or related discipline. Outstanding professional experience and demonstrated contributions to the content discipline may be presented in lieu of formal academic qualifications. In rare cases, graduate faculty who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials may be considered.

Graduate teaching assistants who have primary responsibility for teaching a course for credit and for assigning final grades must have earned at least 18 graduate semester hours in the content discipline, be under the direct supervision of a faculty member experienced in the content discipline, and be evaluated periodically within the academic unit.

Appropriate documentation and justifications must be provided by the academic unit *head*. Appropriate documentation includes official transcripts and, if applicable for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications. All such documentation must be kept current and on file in the Office of the Provost and Vice President for Academic Affairs.

Cross Reference: Faculty Handbook; [Southern Association of Colleges and Schools](#); Terminal Degrees (7.30).

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: **Faculty Credential Certification**

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Academic Freedom and Responsibility

Policy Number: 7.3

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Communicates the protected rights and privileges of faculty to pursue scholarly inquiry without undue restrictions and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Frees faculty from fear that others, inside and outside the university community, may threaten their professional careers or the materials benefits accruing from it.

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: Clarification of when faculty are free from institutional censorship or retribution based on recent legal clarification. Clarified that faculty are "expected" to adhere to principles of academic responsibilities based on recent legal clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Freedom and Responsibility

Original Implementation: August 1, 2000

Last Revision: ~~April 23, 2013~~ April 12, 2016

Institutions of higher education are operated for the common good, requiring an uninhibited search for truth and open expression. Faculty have legally protected rights and privileges. They are free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Faculty must be free from the fear that others, inside or outside the university community, may threaten their professional careers or the material benefits accruing from it.

Faculty are entitled to freedom in the classroom to discuss relevant topics. Topics introduced in the classroom should be related to the course subject. Faculty must be free from institutional censorship or retribution when speaking, writing, or acting ~~in a public capacity~~ *as a citizen of the nation, state and community, subject to the principles of academic responsibility*. Faculty should make it clear that they are not speaking for the institution. ~~Even in public discourse, however, faculty should~~ *are expected to* adhere to principles of academic responsibility.

The principles of academic responsibility include:

1. ~~Faculty must maintain~~ *maintaining* competence in their fields of specialization and professional behavior. Evidence of this competence should be displayed in teaching, scholarship, and service, including on-campus and off-campus contexts.
2. Faculty should be judicious ~~in the use of~~ *when using* controversial material in the classroom and should introduce such material only if it has a clear relationship to the subject field.
3. Faculty should strive to communicate accurately and respectfully; however, faculty who make erroneous or critical statements ~~are~~ *may still be* protected.
4. When speaking or acting as private persons, faculty must avoid creating the impression that they speak or act on behalf of the university.
5. Faculty statements are not protected free speech if they either substantially impede the performance of their daily duties or materially and substantially interfere with the regular operation of the institution.

Cross Reference: Faculty Code of Conduct (7.11); Ethics (2.6); Tex. Educ. Code § 51.354(5)

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: Administrative Systems Software Changes

Policy Number: 16.2

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Indicates the responsibility for changes/upgrades/patches in critical technology systems

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: In accordance with state requirements, the Chief Information Officer (CIO) is noted as the responsible party for changes/upgrades/patches in critical technology systems. In accordance with state requirements, the CIO is responsible for approving or rejecting changes/upgrades/patches. Streamlined the language for ease in reading.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
 Steve Bullard, Interim Provost and Vice President for Academic Affairs

Administrative Systems Software Changes

Original Implementation: January 19, 1999

Last Revision: ~~April 23, 2013~~ April 12, 2016

Administrative systems software changes are the responsibility of Information Technology Services (ITS) in conjunction with Enterprise Resource Planning (ERP) systems module owners. ERP systems include, but are not limited to, Banner, Raiser's Edge, and Odyssey.

Software changes to the university's ERP systems allow each system to:

- A. Meet the changing needs of the user community and system owners.
- B. Provide patches when problems are encountered.
- C. Provide upgrades to the systems as new features are added.

Changes to software modules in the ERP system are requested by the module owners *or designee(s)*. ~~The All requested changes are then evaluated and either approved or rejected by the Chief Information Officer as a solution for the problem or need they address by the appropriate team lead within Information Technology Services (ITS) and are approved or rejected for application to the system. If the changes are approved, ITS will assign staff to complete the programming for the modifications.~~

Application of Software Changes

The following procedures provide appropriate checks and balances for software modifications.

- A. The database administration staff (DBAS) is exclusively responsible for performing changes to the production software modules in the ERP system.
- B. Candidate code is tested in the test system by the ITS programming staff and the module owner *or designee(s)*.
- C. After the candidate code has been successfully tested and evaluated for correct function, the module owner may request that the DBAS move the code to the production module.
- D. Once the DBAS completes the move process, the new code is ready for use in the production ERP system.
- E. The module owner *or designee(s)* will then verify that the new code is functioning appropriately in the production environment.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: ~~Director of Information Technology Services~~ Chief Information Officer

Forms: Account Authorization Form

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Advanced Placement Guidelines

Policy Number: 6.5

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

Date of last revision, if applicable: 1/23/2013

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

Purpose of Policy (what does it do): Establishes the responsible department for reviewing placement programs and national examinations related to admissions to the university. Establishes the minimum required score for placement programs according to Texas Code requirements.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The Texas Code changed the established score for providing advance placement credit at the time of admission to the university; thus, that language was inserted and referenced. Added reference to form required to document advanced placement at the time of admission to the university.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Advanced Placement Guidelines

Original Implementation: September 4, 1979

Last Revision: ~~January 29, 2013~~ April 12, 2016

Stephen F. Austin State University (SFA) offers several options for students to earn college credit through placement programs and national examinations: the College Level Examination Program (CLEP), Advanced Placement Program (AP) of the College Board, International Baccalaureate (IB) Program, and SFA internal examinations.

The Office of Admissions is responsible for reviewing these placement programs and national examinations annually, and disseminating information about changes to the appropriate academic units.

To make revisions to course credit earned through AP, CLEP, and IB, academic units will submit recommendations through the dean to the Undergraduate Council's Curriculum Committee. *An academic unit proposing a score of more than 3 on a corresponding AP exam must submit a request to the provost justifying the need for a higher score. A request for a score higher than 3 must include evidence that a higher score is needed to indicate the student's sufficient preparation for related, more advanced courses for which the lower-division course is a prerequisite.*

Individual academic units may initiate an internal advanced placement program (i.e., a system that allows students to bypass certain courses). Academic units will submit requests via a memorandum to offer internal advanced placement programs through the dean of the college to the Undergraduate Council's Curriculum Committee for approval. Academic units will update their advanced placement programs as part of the university's general bulletin revision process.

Cross Reference: General Bulletin, Student Handbook and Activities Calendar, *Tex. Educ. Code § 51.968*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: ~~None~~ SFA Advanced Placement Justification

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Building Design Standards

Policy Number: 16.6

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

Date of last revision, if applicable: 7/28/2015

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

Purpose of Policy (what does it do): Provides building designer with general guidance regarding the university's intent to develop a campus of buildings having unified architectural vernacular.

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: The changes are needed to give the university flexibility in the design of facilities. The standards as written had specific requirements that were too restrictive and limit the buildable space on campus.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Building Design Standards

Original Implementation: July 21, 2009

Last Revision: ~~July 28, 2015~~ April 12, 2016

1. Statement of purpose

This standard provides the building designer with general guidance regarding the university's intent to develop a campus of buildings having unified architectural vernacular without restricting building function or efficiency.

2. Terms followed by an asterisk (*) appear in Appendix A.

3. Building planners shall refer to the campus master plan and should be guided by its general intent.

4. Governing codes and standards shall include current edition(s) of the International Building Code, Life Safety Code, Americans with Disabilities Act, Texas Accessibility Standards, the Fair Housing Act, Texas Building Energy Code, and all applicable laws of the United States and the state of Texas.

5. Site Standards

I. Buildings shall be setback from streets a sufficient distance to provide transition from city-streetscape to campus environment. Building setback dimensions should be governed by the height and mass of the proposed structure and the traffic volume of the adjacent street.

~~i. Minimum setbacks from public streets:~~

~~1. North Street 100 feet~~

~~2. University Boulevard 100 feet~~

~~3. East College 50 feet~~

~~4. Austin Street 50 feet~~

~~5. Raguet Street 100 feet~~

~~ii. Minimum setback from internal campus streets:~~

~~1. Griffith Boulevard 100 feet~~

~~2. Vista 40 feet~~

~~3. Clark Boulevard 35 feet~~

~~4. Clark Boulevard (at Kennedy Auditorium) 25 feet~~

~~5. Alumni Drive 40 feet~~

~~6. Aikman Street 40 feet~~

~~7. Raguet Street 40 feet~~

~~8. Hayter Street 40 feet~~

~~9. Wilson Drive 25 feet~~

II. Building separation

Buildings shall be separated by distances governed by the building height and mass; and by the pedestrian load along routes that pass between buildings.

- III. Pedestrian malls
 Pedestrian malls ~~developed between the Steen Library and the Baker Pattillo Student Center and Raguet Street from Griffith Boulevard to Aikman Drive~~ *should*~~shall~~ be spacious openings *with limited vehicle access. with two lanes, each with 8 or more feet in width.*
- IV. Sidewalks
 - i. Major pedestrian routes *should*~~shall~~ be 8 or more feet wide.
 - ii. Secondary pedestrian routes *should*~~shall~~ be 5 feet or more wide.
 - iii. Maintenance access walks *should*~~shall~~ be sized to meet the service need but not less than 3 feet wide.
- V. Site lighting should be provided by campus standard pole lamps*, *typically* located 75 feet apart. Individual spacing may vary to avoid conflict with driveways, intersections, and utilities.
- VI. Site selection and building placement shall accommodate and prepare for future campus development.
- VII. Way-finding signs shall conform to Appendix B.
- VIII. Building identification signs on the main campus shall conform to Appendix C. The monument shall be cast stone with a cream white finish similar to /Indiana limestone. A bronze university seal shall be embedded at monument top. The text field shall be porcelainized steel, white letters on a purple field (CPEC 865-6 Custom Purple). The typeface shall be Univers over Amasis. The designer shall adjust type size and stretch to accommodate building made. Construction and attachment of the text field assembly shall allow the text field to be removed and replaced without modification of the monument.
- IX. Building identification signs at remote campus sites shall conform to Appendix C. The monument shall be cast stone with cream white finish similar to Indiana limestone. A bronze university seal shall be embedded at monument top. The designer must proportion the monument to fit the site, road speed, and setback requirements. The text field shall be porcelainized steel, white letters on a purple field (CPEC 865-6 Custom Purple). The typeface shall be Amasis or Univers Bold. The designer shall adjust type size and stretch to accommodate building name and proportions of the monument. Construction and attachment of the text field assembly shall allow the text field to be removed and replaced without modification of the monument.
- X. Landscape designers shall refer to the SFA landscape installation maintenance standards which are on file at the Physical Plant Department.

~~XI. Surface parking~~

~~Surface parking should be punctuated by island trees at a ratio of 1 tree well/island (approx. equal to two parking spaces) for each 30 cars parked.~~

~~XII.~~ XI. Roads and bridges

~~Campus roadstreets should be lined by concrete curb and gutter. Sidewalks should be separated from road pavements by a grass parkway that should be equal in width to the respective sidewalk. but shall not be less than one half the sidewalk width.~~

6. Architectural Style

I. Academic buildings shall reflect a stylistic relationship to the university's legacy buildings*.

i. Major buildings* ~~should~~shall express their entrance by use of a podium, monumental stair or canopy.

1. Pedestrian approach considerations should include one or more covered entrances.
2. A passenger vehicular approach ~~should~~shall be provided with a drop off point ~~near~~within 40 feet of an entrance.
3. Service vehicles ~~should~~shall have an ~~separate~~ approach ~~that comes near~~within 30 feet of the building ~~that~~and provides parking for ~~service vehicles~~two trucks for every 40,000 s. f. of building area.
4. A dumpster ~~should~~shall be located within 50 feet of the building's service entrance. Dumpsters ~~should~~shall be screened with brick enclosures. ~~Provide task lighting, storm drains, or hose bubs at dumpster locations/~~

ii. Building height should be limited to 5 floors or 75 feet.

iii. Exterior materials palette shall be compatible with the SFA legacy buildings.

1. Dark brown and brown-black brick blends are desirable.
2. Stone or cast stone selected as a detail shall complement the brick selection..
3. Standard paint color codes are on file at the Physical Plant Department for most exterior materials

iv. Window frames shall be insulated, clear anodized aluminum, bronze anodized aluminum, or white painted aluminum.

1. Glass shall be fixed, clear, green or bronze double glazing. Reflective finishes should be limited, if not discouraged.
2. Operable windows are discouraged unless required by code.

v. Sloped roofs, if used, shall be architectural standing seam metal with a gray or gray-brown color compatible with the brick selection.

II. Residential halls should reflect a stylistic relationship to Lumberjack Lodge,

completed in 2005.

i. Building entrance

1. The building should have one or more entrances with an access control system, protected by a canopy if recessed entrance.
2. A passenger vehicular approach shall be provided with a drop off point ~~near the~~ within 30 feet of an entrance. ~~Residence halls should be allowed a variance.~~
3. Service vehicles ~~should~~ shall have an ~~separate~~ approach that comes ~~near~~ within 200 feet of the building and provides parking for 4 service vehicles ~~per 110 beds.~~

ii. Dumpsters ~~should~~ shall be located within 50 feet of a secondary building entrance (preferably a service entrance). Dumpster locations should be as discrete as practical and ~~should~~ shall be screened with brick enclosures but must allow easy access to residents and staff. ~~Provide task lighting, storm drains or hose bibs at dumpster locations.~~

iii. Exterior material palette shall be drawn from the Lumberjack Lodge, completed in 2005.

1. Brick shall be red and red with black-washed blend with stone of cast stone detailing.
2. Roofs shall slope and have architectural standing seam metal roofing with a green or earth-green finish.
3. Window frames shall be insulated, bronze anodized aluminum or bronze painted aluminum.
 - a. Glazing shall be double pain clear, bronze or earth-green.
 - b. Operable window shall be provided in sleeping rooms,
 - c. Fixed or operable glazing may be used in common areas.

III. Auxiliary buildings should reflect an architectural style that relates to the building function, blend with the campus surroundings and when appropriate relate to a legacy style (ref. to paragraph 6.1 above).

IV. Parking structures

Parking structures should be constructed of exposed precast concrete with brick accents and detailing as exemplified by the Aikman Garage (2005) with the use of LED lighting.

7. Interior Design

I. Interior finish and fixture standardization presents a unifying element throughout the university, is more cost effective, efficient and easy to maintain. Overall design should encourage reduction of operating costs by:

- i. utilizing manufacturer standards in lieu of custom solutions when possible.
- ii. working in partnership with university operations and maintenance staff.
- iii. following established SFA interior finish and fixture guidelines which are on file at the Physical Plant Department.

- iv. being compatible with the existing character of the facility in instances of additions or renovations.
- II. The interior design of a facility should:
 - i. meet the functional requirements of the intended use.
 - ii. be designed for flexibility, life safety and accessibility.
 - iii. have superior indoor air quality, proper lighting and acoustics.
 - iv. incorporate methods of way finding through the facility, including but not limited to, the development of an interior signage plan.
- III. Any materials selected should take into account:
 - i. optimum life-cycle costs;
 - ii. durability and maintainability; and
 - iii. a preference for sustainable or “green” principles.

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: Building and Grounds

Appendix A

Definitions and Terms

Legacy Building - Stephen F. Austin Building, 1924; Thomas J. Rusk Building, 1926; Chemistry Building, 1938.

Major Building – a proposed new building with three or more floors or more than 40,000 square feet.

Shall – As used in the Building Design Standards, the designer will view the items as a current requirement.

Should – As used in the Building Design Standards, the designer will view the item as a recommendation.

Standard Pole Lamp – Holophane, Washington Postlite 76.5 Watt LED, Wadsworth 10' pole on a concrete base.

Appendix B

Exterior Campus Wayfinding Signage

Images below represent existing exterior wayfinding signage on the main campus. Proposed new signs and/or locations require administrative approval and designs should be similar to these. Additional reference data can be found at the Physical Plant Department.



Appendix C

Exterior Monumental Signage

Images below represent existing monumental signage on the main campus and at other locations. Proposed new signs and/or locations require administrative approval and designs should be similar to these. Additional reference data can be found at the Physical Plant department.



POLICY SUMMARY FORM

Policy Name: Campus Programs for Minors

Policy Number: 13.5

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): The university sponsors programs on campus from time to time that involve minors. In addition, the university may grant use of its facilities to third-parties for programs that involve minors. This policy provides for regulation of these programs

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions made to comply with statutory changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Samuel A. Smith, Director of Student Services
 Steve Westbrook, Vice President for University Affairs
 Damon Derrick, General Counsel

Campus Programs for Minors

Original Implementation: April 23, 2013

Last Revision: ~~None~~ April 12, 2016

Stephen F. Austin State University is committed to providing a safe environment for its students, employees and guests. The university sponsors programs on campus from time to time that involve minors. In addition, the university may grant use of its facilities to third-parties for programs that involve minors. This policy provides for regulation of these campus programs for minors (CPM).

Definitions

Abuse – includes the following acts or omissions by a person:

- a. mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development or psychological functioning;
- b. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development or psychological functioning;
- c. physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- d. failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- e. sexual conduct harmful to a child's mental, emotional or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
- f. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
- g. compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including ~~conduct~~ *compelling or encouraging the child in a manner* that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, prostitution under Section 43.02(a)(2b), Penal Code, or compelling prostitution under Section

43.05(a)(2), Penal Code;

- h. causing, permitting, encouraging, engaging in or allowing the photographing, filming or depicting of the child if the person knew or should have known that the resulting photograph, film or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
- i. the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental or emotional injury to a child;
- j. causing, expressly permitting or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code;
- k. causing, permitting, encouraging, engaging in or allowing a sexual performance by a child as defined by Section 43.25, Penal Code; or
- l. knowingly causing, permitting, encouraging, engaging in or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7) or (8), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

Campus Program for Minors (CPM) – programs that:

- a. include participants who are minors;
- b. are operated by or on the campus of the university, including programs operated by third parties;
- c. offer recreational, athletic, religious, or educational activities to participants for all or part of at least two (2) days.

Contact With Minor(s) – in the context of an employment or volunteer position described in this policy, interaction with minors that is direct and reasonably anticipated. The term does not include interaction that is merely incidental, or an employee or volunteer acting as a guest speaker, entertainer, or fulfilling any other role whose attendance at the campus program for minors is for a limited purpose or limited time if the employee or volunteer has no direct or unsupervised interaction with campers.

Minor – a child, under the age of 18, who is attending a campus program for minors.

Neglect - includes:

- a. the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child and the demonstration of an intent not to return by a parent, guardian or managing or possessory conservator

of the child;

b. the following acts or omissions by a person:

1. placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
2. failing to seek, obtain or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement or bodily injury or with the failure resulting in an observable and material impairment to the growth, development or functioning of the child;
3. the failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
4. placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
5. placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under "Abuse" definitions (e), (f), (g), (h) or (k) committed against another child.

c. *the failure by the person responsible for the child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.*

Neglect does not include the items specified under Tex. Family Code § 261.001(4)(B).

Reporting Neglect or Abuse

A person having cause to believe that a minor has been abused or neglected by any person shall immediately (within 48 hours) make a report to the University Police Department or other local law enforcement agency. This legal requirement must be communicated to all individuals participating in the management/supervision of CPMs and employees and volunteers of third-party camps utilizing university facilities.

Procedures for Campus Programs for Minors

The university will adopt a procedure for CPMs that will include, but not be limited to, the following:

- a. A designee(s) who is authorized to review and approve camps and programs for minors on behalf of the university;
- b. Procedures for reporting suspected abuse/molestation of minors;
- c. A requirement to purchase medical coverage through the university camp insurance program and to provide evidence of liability insurance endorsing sexual molestation coverage and listing the university as additionally insured at levels approved by and meeting the standards of Environmental Health, Safety, & Risk Management.
- d. Payment of required CPM administration fees as may be assessed.

Required Training

This policy requires child abuse prevention training for employees/volunteers of CPMs and establishes standards for such camps and programs.

An individual hired or assigned to an employee or volunteer position involving contact with minors at a camp and program for minors is required to complete training and examination on sexual abuse and child molestation meeting the following criteria:

- a. Successful completion of a Child Protection Training course approved by the Texas Department of State Health Services.
- b. Training must be completed prior to the employees' or volunteers' interacting with minors.
- c. A certificate of completion shall be kept on file for two years.
- d. Employees or volunteers of third-party camps using university facilities

may substitute the university-approved training course with an approved course as listed with the Texas Department of State Health Services.

- e. Training will not be required for university employees or third-party personnel whose positions of employment do not involve contact with minors at a CPM.

Cross Reference: Tex. Educ. Code § 51.976; Tex. Fam. Code §§ 261.001-.111; Texas Department of State Health Services Approved Training Programs

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Services

Forms: None

Board Committee Assignment: Building and Grounds

POLICY SUMMARY FORM

Policy Name: Copyrighted Works Reproduction

Policy Number: 9.2

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

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

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

Purpose of Policy (what does it do): provide guidance for reproducing copyrighted works for use in classes, research, and other university services

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: In the regular review of 7.23 Recording of Broadcasts for Educational Use, critical contacts from across campus recommended blending the pertinent portions of this older policy into the policy 9.2, Copyrighted Works Reproduction, making it more comprehensive and streamlined

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: When policy 7.23 Recording of Broadcasts for Educational Use was sent to critical contacts across campus for the first examination for revisions, the recommendation was that this policy, as it stands, is out of date and that it is no longer useful as a stand-alone policy because industry standards have changed considerably and faculty use of reproduced materials has also changed considerably; it was recommended that the pertinent parts of this policy be folded into policy 9.2 Copyrighted Works and that the policy name be changed to better represent the scope of the enlarged policy; these decisions were recommended by John Yerger, Director, Printing Services, Dr. John Hendricks, Chair, Department of Mass Media, Dr. Shirley Dickerson, Director, Steen Library and Damon Derrick, Legal Counsel; all changes are recommended to more clearly follow the copyright laws and to better direct faculty and staff in using copyrighted materials

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Reproduction of Copyrighted Works ~~Reproduction by Educators and Librarians~~

Original Implementation: 1979

Last Revision: ~~January 27, 2015~~ April 12, 2016

The Copyright Act (17 U.S.C. §§ 101-1332) affects ~~photocopy reproduction and~~ all types of reproduction and/or use of others' works. The following guidelines provide general copyright information useful to the academic community.

Public Domain

Public domain refers to creative materials that are not protected by intellectual property laws such as copyright, trademark, or patent laws. Generally, if a work was published without copyright notice under the authorization of the copyright owner and the law does not provide an exception for the omission, the work is in the public domain if published in the U.S. after 1922 but before March 1, 1989. The presence or absence of a copyright notice is not of significance in determining whether a work is copyrighted or is in the public domain for works published on or after March 1, 1989.

The following factors may be used to determine what constitutes a public domain work:

- *works that lack originality (e.g., phone book);*
- *works that are no longer protected by copyright;*
- *freeware (must be expressly stated);*
- *U.S. Government publications;*
- *facts or theories; or,*
- *ideas, short phrases, processes, methods, and systems described in copyrighted work that are not otherwise protected by patents.*

When copying or digitizing materials, the responsible party will include the following:

- *any copyright notice on the original;*
- *appropriate citations and attributions to the source; and,*
- *a Section 108(f)(1) notice indicating that making a copy may be subject to copyright law.*

Fair Use Guidelines (17 U.S.C. § 107)

In determining whether the use of a work is fair use, four statutory factors should be considered:

(1) the purpose and character of the use, including whether such use is of a commercial nature or is

- for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

Single Copying for Instructional Use

A single copy may be made of any of the following by or for a faculty member at his or her individual request for his or her scholarly research or instructional purposes:

- (1) a chapter from a book;
- (2) an article from a periodical title or newspaper;
- (3) a short story, short essay or short poem, whether or not from a collective work;
- (4) a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper;
- (5) a single copy of an excerpt from a musical work, provided the excerpt is less than 10% of the entire work and is less than a performable unit, such as a section, movement, or aria; or,
- (6) a single copy of an entire work, provided a copy cannot be obtained at a fair price.

Multiple Copies for Instructional Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the faculty for classroom use or discussion; provided that copies in excess of this amount may be permissible in some circumstances under fair use. Copying ~~shall~~*will* not be repeated with respect to the same item for use by the same individual from term to term. In all circumstances other than the specific fair use guidelines described above for single or multiple copies, permission must be obtained from the copyright holder.

General Guidelines for Copyrights Related to Academic Activities

Public Domain

~~Public domain refers to creative materials that are not protected by intellectual property laws such as copyright, trademark, or patent laws. Generally, if a work was published without copyright notice under the authorization of the copyright owner and the law does not provide an exception for the omission, the work is in the public domain if published in the U.S. after 1922 but before March 1, 1989. The presence or absence of a copyright notice is not of significance in determining whether a work is copyrighted or is in the public domain for works published on or after March 1, 1989.~~

~~The following factors may be used to determine what constitutes a public domain work:~~

- ~~▪ works that lack originality (e.g., phone book);~~

- ~~works that are no longer protected by copyright;~~
- ~~freeware (must be expressly stated);~~
- ~~U.S. Government publications;~~
- ~~Facts or theories; or,~~
- ~~ideas, short phrases, processes, methods, and systems described in copyrighted work that are not otherwise protected by patents.~~

~~When copying or digitizing materials, the responsible party shall include the following:~~

- ~~any copyright notice on the original;~~
- ~~appropriate citations and attributions to the source; and,~~
- ~~a Section 108(f)(1) notice indicating that making a copy may be subject to copyright law.~~

Reproduction by Libraries and Archives (17 U.S.C. §108)

Under Section 108 of the Copyright Act, the library is authorized to exercise special rights in addition to fair use.

- To archive lost, stolen, damaged, or deteriorating works, if a replacement cannot be obtained at a fair price;
- To engage in isolated and related reproduction or distribution of a single copy for library patrons; and,
- To provide, at the request of another library, a copy of an article or book chapter through interlibrary loan. *The library may acquire up to five copies of an article from a journal published within the last five years within a calendar year. If a request exceeds the five copies permitted, the library will pay copyright royalties to the Copyright Clearance Center for subsequent requests.*

~~Library staff may duplicate a published work to replace a copy that is damaged, deteriorating, lost or stolen, provided that after a reasonable effort the library has determined that a replacement cannot be obtained at a fair price. An unpublished work may also be duplicated for purposes of preservation or security or for deposit for research use in another library.~~

For works in the last ~~twenty~~ 20 years of protection and not available at a ~~reasonable~~ fair price, more generous copying than indicated herein may be performed, provided the purpose of the copying is to support preservation, scholarship, or research.

Reserve Collections

~~At the faculty member's request, library staff may make single copies of materials in compliance with the Copyright Act. The materials are available to students for a limited period of time. Library staff may make single copies for reserve and faculty members' classroom use. However faculty~~

~~copy requests may not exceed one copy per student, and may not be repeated with respect to the same item by the same instructor from term to term without obtaining permission from the copyright holder and/or paying copyright royalties. Copies that are digitized for placement in an electronic reserve system or in the university's a learning management system should be structured to limit access to students registered in the course for which the materials have been placed on reserve and to instructors and staff responsible for the course or the electronic system.~~

~~The library may acquire up to five copies of an article from a journal published within the last five years within a calendar year. If a request exceeds the five copies permitted, the library will pay copyright royalties to the Copyright Clearance Center for subsequent requests. When digitizing others' copyrighted works for this purpose, in electronic reserves, library staff will limit reserve materials to the following limitations should be observed::~~

- single articles or chapters; several charts, graphs or illustrations; or other small parts of a work;
- a small portion of materials required for the course; or,
- copies of materials a faculty member or the library already possesses legally (i.e., by purchase, license, fair use, interlibrary loan, etc.).

Course-pack Guidelines

The Fair Use Guidelines are applicable to course-packs. The faculty/staff member who compiles course-pack materials ~~shall~~ will be responsible for complying with these guidelines. Using a commercial copy shop does not necessarily relieve the course-pack creator of liability, unless the above guidelines are followed or the copy shop pays appropriate royalties. Campus copy centers are not permitted to copy course-packs, unless these guidelines are followed. ~~See also university policy 7.16, Purchased Instructor-generated Materials.~~

Computer Software

Only explicitly stated freeware, not shareware or other licensed software, is allowed to be freely used without a license. Appropriate licenses must be obtained for all other software use. The software user is responsible for reading and complying with all license agreements. Other university computer use policies ~~shall~~ will also apply.

Guidelines for Music

The university maintains some general licenses for copyrighted music use with BMI and ASCAP for specific use areas (e.g., College of Fine Arts, Student Activities, etc.). Beyond those areas, use of music must be licensed or specific permission obtained. General guidelines for copying music are outlined below.

Copying ~~shall~~ will be limited to:

- entire works of sheet music for performance-related emergencies;
- performable units of sheet music (movements, sections, arias, etc.) if out of print;
- recordings of student performances for teacher or institutional evaluation or student's portfolio; and,
- one copy of sound recordings for classroom or reserve room use.

If emergency copies are made, they must be replaced with purchased originals as soon as practical.

Performances and Displays in Face-to-Face Teaching and Broadcasts

Educational institutions and governmental agencies are authorized to publicly display and perform others' works in the course of face-to-face teaching activities, and to a limited degree, in broadcasts where there is a delayed transmission of faculty instruction. These rights are described in Sections 110 (1) and (2) of the Copyright Act.

Performances and Displays in Distance Learning

Sections 110(1) and (2) of the Copyright Act may not cover fair use of the performance of others' works in online course materials. For purposes of distance learning, small parts of others' works may be used for a limited time, and only if a faculty member or the institution possesses a legal copy of the work.

Access ~~shall~~*will* be limited to students enrolled in the class and administrative staff, and ~~shall~~*will* be terminated at the end of the class term.

Digitizing and Using Images for Educational Purposes

An image should be purchased or licensed if it is available at a fair price. If an image is not readily available online or for sale or license at a fair price, it should be digitized and used according to the following guidelines:

- Access should be limited to students enrolled in the class and administrative staff as needed, and terminate access at the end of the class term (use of "thumbnails" is typically considered fair use and may be used accordingly, without this more stringent restriction).
- Use of these images at conferences is permissible.
- Students may download, transmit, and print these images to complete academic requirements, and may keep works containing images in their portfolios.
- Unnecessary copies are not permissible.

Digitizing and Using Others' Works in Multimedia Materials For Educational Purposes

The Conference on Fair Use (CONFU) suggests that: fair use adheres to specific numerical portion limits; copies of the multimedia work should be strictly controlled; and fair use "expires" after two

years. Although these are important considerations, CONFU numerical limits do not constitute the outer limits of fair use for educational purposes.

The guidelines herein allow for the creation of unique works within the limitations provided, but not to make or distribute multiple copies. (Multimedia materials that will be licensed, distributed, or sold; must obtain appropriate permission from each applicable copyright holder.)

Students, faculty, and staff may incorporate others' works into a multimedia work, and display and perform a multimedia work in connection with or creation of required academic and professional materials.

All employees who assist in making copies must comply with the fair use guidelines. All public copy machines or public copy centers on campus must have a warning notice on or near each machine which states that the responsibility for copyright infringement rests with the user. The use of printed copyright warnings transfers a portion of the responsibility for copyright compliance to the individual user.

Personal liability for copyright infringement can be created for willful acts. This policy has been formulated to provide specific guidance on the variety of circumstances where fair use is permissible. The copyright law provides a good faith fair use defense (17 U.S.C. § 504(c)(2)). It applies only if the person who copied material reasonably believed that what he or she did was fair use.

Federal legislation entitled the No Electronic Theft (NET) Act creates criminal penalties for non-commercial copyright infringement of a sufficient dollar value. The academic community must be aware that distribution of pirated computer software or other copyrighted material on computer bulletin boards or other methods of distribution may constitute a federal crime, regardless of whether or not the infringer receives financial gain.

The Digital Millennium Copyright Act (DMCA) limits university liability as an internet service provider for certain copyright infringements created on-line. The university's registered agent for on-line copyright infringement complaints ~~shall~~ will be the general counsel. The DMCA establishes procedures whereby, upon receipt of proper complaints, the university will block access to or take down allegedly infringing material and notify the web page owner of the complaint. Alleged infringers may issue a counter-notice, which includes a signature, description of removed material, explanation why the material did not infringe any copyright, and their name, address and phone number, with a consent to the jurisdiction of the court to be sued. Upon receipt of this counter-notice, the university ~~shall~~ will re-post the material. Repeat infringers will be subject to termination of internet service by the university. ~~See university policies, Computer and Network Security (14.2) and Digital Millennium Copyright (9.3).~~

Recording of Broadcasts for Educational Use

Material transmitted for public programming by broadcast stations, cable systems, satellite, or any other transmission medium may be recorded and used for educational purposes in accordance with federal copyright law, except where forbidden by an explicit agreement between the parties originating and receiving the program or information. Broadcast programs are televised programs transmitted by television stations for reception by the general public without charge. Programs may not be recorded from a television satellite/cable unless these programs are authorized for free reception or the institution obtains a license to copy the programs.

The following guidelines must be observed in the off-air recording of broadcast programming for educational use:

- (1) A broadcast transmission may be recorded off-air simultaneously with the broadcast transmission (including simultaneous cable retransmission) and retained by Stephen F. Austin State University (SFA) for a period not to exceed forty-five (45) consecutive calendar days after the date of the recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed immediately by the holder of the recording.*
- (2) An off-air recording may be used only once by an instructor for relevant teaching activities, but may be repeated one other time when instructional reinforcement is necessary. All use of recordings must be in a classroom or in similar places devoted to instruction during the first ten (10) consecutive school days in the 45-calendar-day retention period. School days are defined as school session days (not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions) within the 45-calendar-day retention period.*
- (3) Off-air recordings may be made only at the request of and used by individual instructors and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same instructor, regardless of the number of times the program may be broadcast.*
- (4) An off-air recording may be copied to a limited legitimate number of copies to meet the needs of instructors under these guidelines. Each additional copy will be subject to all provisions governing the original recording and must contain the copyright notice of the broadcast program as recorded.*
- (5) If the instructor wishes to add the broadcast program to the curriculum, permission must be obtained from the copyright owner.*

Off-air recordings need not be used in their entirety. The recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Further information can be obtained by accessing the webpage of the U.S. Copyright Office within the Library of Congress at: <http://www.copyright.gov>. The university's general counsel may be contacted with specific inquiries.

Cross Reference: 17 U.S.C. §§ 101-1332; No Electronic Theft (NET) Act, Pub. L. No. 105-147, 111 Stat. 2678; Digital Millennium Copyright Act (DMCA), Pub. L. No. 105-304, 112 Stat. 2860 (1998); CONFU Guidelines, Computer and Network Security (14.2); *Computing Software Copyright (9.1)*; Digital Millennium Copyright (9.3); ~~Recording of Broadcasts for Education Use (7.23)~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of University Libraries, General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Discretionary Use of University Funds

Policy Number: 3.10

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides definitions of what is considered discretionary funds and discusses allowable and unallowable use of these 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: Added a reference to the list available on the controller's website of those funds that are considered discretionary funds.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Debbie Sellman, Budget Director
 Dannette Sales, Assistant Controller
 Dora Fuselier, Controller
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Discretionary Use of University Funds

Original Implementation: April 23, 2013

Last Revision: ~~None~~ April 12, 2016

Stephen F. Austin State University receives funds from a variety of sources, including state appropriations, tuition and fees, auxiliary revenues, departmental sales and services, grants, and gifts. Most of the funds received are for specific, limited purposes or are subject to restrictions by the Board of Regents, state and federal legislation, and rules of other oversight agencies. Regardless of type, the university uses all funds in a manner consistent with applicable federal and state laws and regulations, university policies, and other restrictions or designations.

Because of legal or policy restrictions, only specific funds can be used for discretionary purposes. Funds that are allowed for discretionary purchases must be used for a valid business purpose. Examples of valid business purposes include but are not limited to certain types of business meals, administrative planning retreats, and business travel expenditures. Some examples of funds that may be used for discretionary purposes include discretionary donor gifts to departments, undesignated donations, funds from sales and services, and interest earned on certain institutional funds. Examples of university policies that restrict university expenditures to specific funds include, but are not limited to: Gift, Prizes and Awards (3.18), Food Purchases (17.6) and Travel (3.29). The controller's office website contains guidelines for the discretionary use of university funds *and a list of funds that can be used for discretionary use*.

Cross Reference: Gift, Prizes and Awards (3.18); Food Purchases (17.6); Travel (3.29)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Distribution of Payroll

Policy Number: 12.3

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Defines pay dates and procedures related to when payroll checks will be available.

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: Added the direct deposit authorization form to forms section.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judy Duffin, Manager of Payroll

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Distribution of Payroll

Original Implementation: Unpublished

Last Revision: ~~April 23, 2013~~ April 12, 2016

University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the ~~1st~~first day of the month. Hourly employees are paid on the ~~1st~~first and 15th of the month. If the ~~1st~~first or 15th falls on a weekend or holiday, employees are paid on the first working day following the weekend or holiday.

It is SFA's intent to pay all employees by direct deposit. Direct deposits can be made electronically to any financial institution that accepts electronic transfers. More than one institution can be used. It is the employee's responsibility to verify that their pay has been properly deposited into their bank account(s). Direct deposits will be inactivated after an employee terminates employment at the university and the final payroll has been issued.

If an employee has not authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on paydays. Picture identification is required of each person picking up a payroll check.

Release of payroll check to another person

An employee wishing to have his/her payroll check released to another individual must provide that individual with signed authorization. The authorization must be presented to the Business Office, along with picture identification of both the employee and the person obtaining the check. The employee's identification must also include a sample of the employee's signature, which can be compared with the signed authorization (e.g., a state driver's license).

Mailing of payroll check

An employee wishing to have his/her payroll check mailed must provide a signed authorization and self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

Lump Sum Payment of Accrued Vacation Time and/or Compensatory Time

Payment of accrued vacation time and/or compensatory time is made when an eligible employee resigns, is dismissed or otherwise separates from state employment or when an employee moves from a non-exempt to an exempt position. This payment is considered a non-salary payment and may be reduced by any amounts due the university.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: ~~None~~ Direct Deposit Authorization Form

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Email for University Communication

Policy Number: 15.1

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): establishes email as an official means of communication among faculty, students, and staff

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: Wording changes in #2 are clarifications that all SFA personnel and students are responsible for university email message content even if they choose not to use the university system as their primary account; this clarification puts the responsibility of access to official university email messaging on the receiver. Wording changes in #3 are clarification of processes related to university email accounts based on enrollment status of students; significant is that enrolled students and graduates may maintain their university email account indefinitely, thus keeping them connected to SFA and making contact with them potentially easier. Contact for Revision changes established the CIO as the person to contact for policy changes, for the CIO maintains current knowledge of rules and expectations for email system capabilities

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs

Email for University Communication

Original Implementation: January 28, 2003

Last Revision: ~~April 23, 2013~~ April 12, 2016

Email is an official means of communication among university faculty, ~~admitted and/or attending~~ students, and staff members. Although email accounts are assigned to all prospective students at the time they apply for admission, they are not bound by this policy until they have been admitted to the university.

The following conditions apply to university email accounts:

1. Each person applying for admission to Stephen F. Austin State University (SFA) as a student will be assigned an email account. Each faculty or staff member hired by the university will be assigned an email account at the time the employment information is entered into the Human Resources system.
2. The assigned email account will be considered an official method of communication from university faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. ~~It is the responsibility of each faculty member, enrolled student, and staff member to check for and appropriately respond to all such email messages on a regular and frequent basis.~~ *All personnel and students are responsible for university email message content, even if they do not use the university system as their primary account.*
3. *Applicants' email accounts will be removed if they do not enroll at SFA. Enrolled students can keep their email accounts as long as they wish.*
~~A student's email account and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.~~
- 3.4. Faculty and staff email accounts will be deleted after 5 p.m. on the last day of employment.

Cross Reference: Use of Electronic Information Resources (16.32)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: ~~Provost and Vice President for Academic Affairs~~ Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Employee Enrolling for Courses

Policy Number: 12.4

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): The policy exists to describe the rules for employees to enroll in SFA courses during working hours.

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: Delete reference to "Non-Academic Employee Handbook" as it no longer exists.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Employee Enrolling for Courses

Original Implementation: Unpublished

Last Revision: ~~April 23, 2013~~ *April 12, 2016*

If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours.

Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed. If work cannot be made-up, then the employee must turn in vacation or comp time for work time missed.

Exceptions to this policy will be considered, but approval must be obtained in writing from the employee's supervisor and the appropriate vice president.

Cross Reference: ~~Non-Academic Employee Handbook~~ *None*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Family and Medical Leave

Policy Number: 12.9

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): The policy exists to describe the regulations and process for using benefits available to employees under the Family and Medical Leave Act.

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: Added "donated sick" leave to description of what can be included in an employee's 12 weeks of family medical leave. Clarified that for exigency leave, an employee's child on covered active duty can be any age. Clarified definition of "qualifying exigencies." Added "short notice deployment" definition. Clarified definition of "covered service member."

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Glenda Herrington, Director of Human Resources
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Family and Medical Leave

Original Implementation: August 5, 1993

Last Revision: ~~April 23, 2013~~ April 12, 2016

Employees are eligible to take family/medical leave within any 12 month period and be restored to the same or an equivalent position upon return from leave, provided that the employee has worked for the state of Texas for at least twelve (12) months and for at least 1,250 hours within the previous twelve (12) month period. Leave without pay may begin after all available applicable paid leave has been exhausted and will be included in the twelve (12) weeks of Family and Medical Leave Act (FMLA) *time*. Applicable Sick Leave Pool benefits, *donated sick leave*, and leave resulting from Workers' Compensation claims (See Workers Compensation Coverage, Policy ~~E-12.23~~) will be included in the twelve (12) week period.

Reasons for Family/Medical Leave

Eligible faculty and staff may take up to 12 workweeks of leave in a 12-month period of family/medical leave for any of the following reasons:

1. The birth of a child or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child, or parent who has a serious health condition;
3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
4. For any “qualifying exigency” arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or *has been notified of an impending call to covered active duty status*.

An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

For purposes of FMLA, a rolling twelve (12) month period will be measured backward from the date leave begins.

Leave because of birth of a child or placement of a child with the employee for adoption or foster care must be completed within the twelve (12) month period beginning on the date of birth or placement. An employee is allowed to use sick leave for the period of time that is certified by the physician to recover from childbirth. While an employee may take additional time off under FMLA (including annual leave, or leave without pay), the employee may not use sick leave for this additional time unless the employee or the child is actually sick. In addition, spouses employed by Stephen F. Austin State University who request leave because of these reasons or to care for an ill parent may only take a combined total of twelve (12) weeks during any twelve (12)

| month period.

Sick leave may be used in conjunction with FMLA leave when a child under the age of three is adopted regardless of whether the child is actually sick at the time of adoption. Furthermore, an employee, who is the father of a child, may use his sick leave in conjunction with the child's birth only if the child is actually ill, or to care for his spouse while she is recovering from labor and delivery.

Employees with less than 12 months of state service and/or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed 12 weeks (480 hours). The employee must first use all available and applicable paid vacation and sick leave while taking parental leave prior to going on leave without pay. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under three years of age. The leave period begins with the date of birth or the adoption or foster care placement.

Notice of Leave

If the need for family/medical leave is foreseeable, the employee must give thirty (30) days prior written notice. If this is not possible, the employee must give notice within one to two working days of learning of the need for leave or as soon as practicable. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the supervisor and Human Resources within 1 to 2 working days of learning of the need for leave, except in extraordinary circumstances. Requests for Family/Medical Leave forms are available from Human Resources. Employees should use these forms when requesting leave.

Medical Certification

If an employee is requesting leave because of their own or a covered relation's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. Medical Certification Forms may be obtained from Human Resources. The form must be returned to the director of Human Resources or designated leave administrator within fifteen (15) days after the date leave is requested. Failure to provide requested medical certification in a timely manner may result in denial of leave until the certification is provided. The university, at its expense, may require an examination by a second health care provider designated by the university. If the second health care provider's opinion conflicts with the original medical certification, the university, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The university may require subsequent medical re-certification on a reasonable basis.

Reporting While On Leave

If an employee takes FMLA because of a personal serious health condition or to care for a covered relation, the employee must contact the supervisor at least once each week, or as often as requested by the supervisor, regarding the status of the condition and the intention to return to work. The supervisor is responsible for reporting this information to the leave administrator. Additionally, the employee is required to call Human Resources on the 1st and 3rd Monday of each month during their leave to report their leave and/or return to work status. Failure to communicate with the supervisor and Human Resources on the approved reporting schedule may result in denial of leave.

Leave Is Unpaid

Family/medical leave is unpaid leave after applicable vacation and sick leaves have been exhausted. Employees may apply for sick leave from the Sick Leave Pool which, if approved, will be included within the FMLA period. Employees may be eligible for short or long-term disability payments and/or workers' compensation benefits under the provisions of those plans. This leave time will also be included in the twelve (12) week period of FMLA. The use of *applicable* paid leave time does not extend the twelve (12) week leave period.

Medical and Other Benefits

During an approved family/medical leave, the university will maintain the state contribution for the employee's health benefits as if the employee continues to be actively employed. During periods of paid FMLA leave, the university will deduct the employee's portion of the insurance premiums as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee portion of the premium must be paid by the employee through the benefits manager in Human Resources. The employee's insurance coverage will cease if the premium payment is more than thirty (30) days late. If the employee elects not to return to work at the end of the FMLA leave period, the employee will be required to reimburse the university for the cost of the premiums paid by the university for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control. An employee on FMLA is not entitled to accrue state service credit for any full calendar months of leave without pay taken while on FMLA and does not accrue vacation or sick leave for such months of leave without pay.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number

of hours worked per work week or work day), if medically necessary. A reduced schedule is subject to availability depending on the business need of the department or the university. If leave is unpaid, the university will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent leave or reduced schedule, the university may temporarily transfer the employee to an alternative position which better accommodates recurring leave and which has equivalent pay and benefits.

Returning From Leave

If the employee takes leave because of a personal serious health condition, the employee is required to provide medical certification to their supervisor and the leave administrator that the employee is fit to resume work. Return to Work Medical Certification Forms may be obtained from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Definitions

For the purpose of this policy, the following definitions apply.

Applicable Paid Leave - Sick leave and vacation accruals.

Spouse - Those recognized as spouses by the state of Texas.

Parent - Includes biological parents and individuals who acted as the employee's parents, but does not include parents-in-law.

Child/Son or Daughter - Legally recognized, including biological, adopted, foster children, stepchildren, and legal wards, who are under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of mental or physical disability. *For purposes of qualifying exigency leave, an employee's son or daughter on covered active duty refers to a child of any age.*

Serious Health Condition - Any illness, injury, impairment, or physical or mental condition that involves: (1) any incapacity or treatment in connection with inpatient care; (2) any incapacity or treatment requiring absence of more than three calendar days and continuing treatment by a health care provider; or, (3) continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three days if not treated.

Continuing Treatment - Includes: (1) two or more treatments by a health care provider; (2) two or more treatments by a provider of health care services (i.e., physical therapist) on referral by or under orders of a health care provider; (3) at least one treatment by a health care provider which

results in a regimen of continuing treatment under the supervision of the health care provider (i.e., a program of medication or therapy); or, (4) under the supervision of, although not actively treated by, a health care provider for a serious long-term or chronic condition or disability which cannot be cured (i.e., Alzheimer's or severe stroke).

Health Care Provider - Includes: licensed medical (MD) and osteopathic (OD) doctors, podiatrists, dentists, clinical psychologists, optometrists, chiropractors authorized to practice in the State, nurse practitioners and nurse-midwives authorized under state law, and Christian Science practitioners.

"Needed To Care For" - Encompasses: (1) physical and psychological care for a family member; and, (2) where the employee is needed to fill in for others providing care or to arrange for third party care of the family member.

"Unable to Perform the Functions of the Employee's Job" - Describes when an employee is (1) unable to work at all; or, (2) unable to perform any of the essential functions of their position. The term "essential functions" is borrowed from the Americans with Disabilities Act (ADA) to mean "the fundamental job duties of the employment position," and does not include the marginal functions of the position.

"Qualifying exigencies" – Describes situations arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FMLA leave include *issues arising from the military member's short notice deployment; or making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; attending counseling for the employee, the military member, or the child of the military member; or taking leave to spend time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty; or any other event that the employee and employer agree is a qualifying exigency.*

"Short notice deployment" – *deployment within seven or less days of notice.*

"Covered servicemember" – A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. "Covered servicemember" also includes veterans discharged under conditions other than dishonorable within the five-year period before you first take military caregiver leave to care for that veteran. *A serious injury or illness is one that is incurred by a servicemember in*

the line of duty on active duty that may cause the servicemember to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.

Cross Reference: The Family and Medical Leave Act of 1993 (FMLA), 29 C.F.R. § 825; Tex. Gov't Code § 661.912

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: Family/Medical Leave Request for Leave Form, Certification of Physician or Practitioner Form, Family/Medical Leave Return to Work Medical Certification Form

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Firearms, Explosives and Ammunition

Policy Number: 13.9

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

Date of last revision, if applicable: 7/29/2014

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

Purpose of Policy (what does it do): This policy regulates the possession of firearms, explosives and ammunition on campus. Unless otherwise permitted by applicable law, firearms, ammunition, explosive devices, and illegal knives are not permitted on campus without written permission from the president.

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: This policy has been revised to comply with Senate Bill 11 regarding the carrying of concealed firearms on campus. Specifically, the policy permits concealed carry by concealed handgun license holders subject to reasonable rules and regulations specified in the attached Appendix 1.

Specific rationale for deletion of policy:

Additional Comments:

The process for revision of this policy involved the appointment of the SFA Campus Carry Committee. This committee worked diligently to research the law and issues, to stay abreast of developments with other campuses, the legislature, and the Texas Attorney General's Office, and to provide information to and obtain input from students, faculty, and staff. Upon considerable meeting, debate, and deliberation, the committee made recommendations to the president. These recommendations were reviewed and revised by the president. Although the statute only requires

the president's approval for regulations, pursuant to SFA Policies and Procedures the administration seeks the Board of Regents approval to amend policy to include the reasonable rules and regulations concerning the concealed carry of handguns on campus.

Reviewers:

SFA Campus Carry Committee
Steve Westbrook
Damon Derrick
Baker Pattillo

Firearms, Explosives and Ammunition

Original Implementation: Unpublished

Last Revision: ~~July 29, 2014~~ April 12, 2016

Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president *unless otherwise specified by this policy*.

Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for university affairs with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for university affairs will review the request with the president, who will make the final decision.

The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

Notwithstanding the foregoing, effective August 1, 2016, a concealed handgun license holder may carry a concealed handgun in accordance with Texas Government Code Section 411.2031 and other applicable law, subject to the reasonable rules and regulations in Appendix 1. A concealed handgun license holder is responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted. A concealed handgun license holder is not required to disclose whether that person has a license or is currently carrying a concealed handgun to anyone except a magistrate or peace officer.

Cross Reference: *Tex. Gov't Code § 411.2031; Tex. Penal Code §§ 46.03-.035*

Responsible for Implementation: ~~President~~ Vice President for University Affairs, Vice President for Finance and Administration

Contact for Revision: ~~General Counsel~~ Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

APPENDIX 1

LOCATION/ ACTIVITY	POLICY	CROSS REFERENCE	UNIQUE ENVIRONMENT/SAFETY CONSIDERATIONS/OTHER COMMENTS
1. General Policies			
1.1 <i>Campus Storage – General</i>	<i>No on-campus storage for handguns will be provided; License holders may store handguns at the University Police Department (UPD) in accordance with UPD policies and procedures.</i>	<i>Tex. Gov’t Code § 411.2031(d)</i>	<i>An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.</i>
1.2 <i>Campus Storage – Residential Facilities</i>	<i>License holders residing in campus housing may carry a concealed handgun into campus housing and may store his/her handgun in campus housing except during extended periods of absence, such as spring break and the periods between the fall and spring semesters. When storing a handgun in campus housing, he/she must store the handgun in his/her residential room, in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps or other events attended by minors. Handguns may never be stored in campus housing by non-resident persons or any person other than the residential room occupant. Residents may not store a handgun for any other resident or person.</i>	<i>Tex. Gov’t Code § 411.2031(d)</i>	<i>An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.</i>
1.3 <i>Campus Storage – Full-time Residential Staff</i>	<i>License holders who are employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secured area or resident-provided locked, secure container.</i>	<i>Tex. Gov’t Code § 411.2031(d)</i>	<i>An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.</i>

2. Particular Locations/Activities as Gun-Free Zones			
<p>2.1 Early Childhood Research Center, including fenced grounds, and surrounding premises such as walkways, driveways, and parking lots when used for school-sponsored or day care-sponsored activities</p>	<p><i>Concealed carry prohibited.</i></p>	<p><i>Tex. Penal Code § 46.03(a)(1); Tex. Educ. Code § 37.125; 40 Tex. Admin. Code § 746.3707</i></p>	<p><i>The Charter School serves kindergarten through 5th grade children and is unique to most universities. It is located within the Early Childhood Research Center (ECRC) Building with adjacent grounds. The Early Childhood Lab is a licensed day care center, serving infants, toddlers, and pre-K children, and is also located within the ECRC Building with adjacent grounds. The significant excludable use of the building together with the inability to segregate the excludable space renders it impracticable to parcel the building into carry and non-carry zones.</i></p>
<p>2.2 The Human Services building (other than the Telecommunications area), Student Health Clinic, and 3rd floor of the Rusk Building.</p>	<p><i>Concealed carry prohibited.</i></p>	<p><i>Tex. Gov't Code §§ 411.172, 2031(d-1); Tex. Penal Code § 46.035(b)(4)</i></p>	<p><i>The Human Services building contains numerous physical and mental health clinics, labs, and offices for testing and treatment of children and adults from the campus and community, located in various rooms on each floor of the building. These include the Little Jacks, pre-school classroom for children with communication difficulties (1st Floor), Human Neuroscience Laboratory (1st Floor), Rehabilitative Services Career Planning Laboratory (1st Floor), Stanley Speech and Hearing Clinic (2nd Floor), Voice and Speech Science Laboratory (2nd Floor), Cole Audiology Laboratory (2nd Floor), Counseling Clinic (2nd Floor), School Psychology Assessment Center (2nd Floor), Basic Skills Clinic, includes client</i></p>

			<p>populations with Autism (2nd Floor), Office of Rehabilitative Services (2nd Floor), Office of Disability Services, includes testing accommodations (3rd Floor), and Office of Assistance and Rehabilitative Services (DARS)(3rd Floor). The building and uses are unique in the campus. Many of the services address issues related to the physical-psychological-emotional status of clientele representing populations across the developmental lifespan. Safety considerations are also paramount for the clientele and providers. The 3rd floor of the Rusk Building includes Counseling Services. The Student Health Clinic and Counseling Services on the 3rd Floor of the Rusk Building provide outpatient medical care and mental health counseling services, respectively, to campus students. The significant excludable use of the Human Services building, the Student Health Clinic, and the 3rd floor of the Rusk Building, together with the inability to effectively segregate the excludable space (other than the Telecommunications area of the Human Services building) renders it impracticable to parcel the building into carry and non-carry zones.</p>
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<p>2.3 The 3rd Floor of the Rusk Building and Conference Room 301 in the Human Services building.</p>	<p><i>Concealed carry prohibited.</i></p>	<p>Tex. Gov't Code § 411.2031 (d-1); Tex. Penal Code § 46.03(a)(3)</p>	<p>The Texas Penal Code prohibits firearms "on the premises of any government court or office utilized by the court." Formal disciplinary hearings and grievance actions are adjudicatory activities and may be highly emotional and contentious events as unique environments justifying special safety considerations for participants. Counseling Services (see also 2.2) and the Office of Student Rights and Responsibilities engages in such activities and comprise substantial usage and space on the 3rd floor of the Rusk Building. The significant excludable use of the 3rd floor together with the inability to effectively segregate the excludable space renders it impracticable to parcel the floor into carry and non-carry zones. Conference Room 301 in the Human Services Building is a location used for both student and employee disciplinary and grievance hearings.</p>
<p>2.4 A location where a high school, collegiate, or professional sporting event is taking place as prohibited under section 46.035(b)(2) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place.</p>	<p><i>Concealed carry prohibited.</i></p>	<p>Tex. Penal Code § 46.035(b)(2)</p>	<p>Under the Texas Penal Code, a person commits an offense by carrying a handgun on the premises when a high school, collegiate, professional sporting or interscholastic event is taking place. Intramural and club sporting events are events of a similar nature and possess the same safety considerations as those provided for in the Penal Code.</p>

<p>2.5 Nonpublic, secure portions of the University Police Department</p>	<p><i>Concealed carry prohibited.</i></p>	<p><i>Tex. Gov't Code § 411.207(b)</i></p>	<p><i>A peace officer who is acting in the lawful discharge of the officer's official duties may temporarily disarm a license holder when a license holder enters a nonpublic, secure portion of a law enforcement facility.</i></p>
<p>2.6 Occasional, Reasonable, Temporary Restrictions by the president for up to five (5) days, renewable in the President's discretion.</p>	<p><i>Concealed carry prohibited.</i></p>	<p><i>Tex. Gov't Code § 411.2031 (d-1); Tex. Att'y Gen. Op. No. KP-0051 (2015)</i></p>	<p><i>Specific, occasional occurrences or events will arise from time to time in the campus environment requiring safety considerations. The temporary prohibition of concealed carry by the president in such circumstances is both prudent and necessary and will not violate the letter or spirit of the law. Other temporary restrictions include locations where concealed carry is otherwise prohibited by law (e.g. court hearings, polling locations).</i></p>

POLICY SUMMARY FORM

Policy Name: Grievance and Appeals

Policy Number: 11.15

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

Date of last revision, if applicable: 4/23/2013

Unit(s) Responsible for Policy Implementation: President; Human Resources

Purpose of Policy (what does it do): The policy exists to describe the process for employees to seek fair and equitable solutions to grievances arising from the employment relationship and applies to all non-academic staff employees.

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 recommended. Delete reference to Non-Academic Employee Handbook, as it no longer exists.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Glenda Herrington, Director of Human Resources
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Grievance and Appeals

Original Implementation: Unpublished

Last Revision: ~~April 23, 2013~~ April 12, 2016

It is the policy of the university to seek fair and equitable solutions to grievances arising from the employment relationship. This policy applies to all non-academic staff employees. Grievances have been divided into two categories. A five-step grievance procedure for Category I grievances has been established to assure prompt and thorough consideration of employee grievances and to ensure due process of law. A shorter two-step procedure is provided for Category II grievances.

- **Category I** grievances consist of disciplinary actions resulting in involuntary terminations, demotions, decreases in salary, or suspensions without pay and in allegations of discrimination prohibited by law.
- **Category II** grievances consist of issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job assignments, interpretation of the official personnel or administrative policies of the university as applied to the grievant, oral or written reprimands, or similar matters involving management decisions concerning the grievant.

Each employee may, without prejudice or fear of retaliation, express his/her grievance through the channels outlined in this procedure with the assurance of timely and thorough consideration. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing grievances.

No substantive action results from action not taken within the specified time periods. These time periods are intended as aids to the execution of the grievance. The failure of the employee to process the grievance in a timely manner to the next level may constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance may constitute authorization for the employee to process the grievance to the next step.

1. Category I Grievances

- a. Each grievance shall be submitted in writing using the grievance form, which can be obtained from Human Resources. A written grievance shall contain a clear and concise statement of the grievance which refers to the applicable policy alleged to have been violated, the date the incident took place, the issue involved and the specific relief sought by the grievant. The grievance should include any additional information to be considered in its support. Once a grievance has been submitted in writing, it may not be changed or amended after the expiration of the ten (10) day period set out in Step One of the grievance procedure.

- b. All matters pertaining to a grievance shall be treated as part of the official personnel file of the grievant.
- c. A probationary employee may not file a grievance under Category I unless: (a) the action involves allegations of a health or safety hazard; or (b) the action involves allegations of unlawful discrimination or of a violation of constitutional rights. When a grievance involves alleged retaliation for the exercise of constitutional rights or discrimination prohibited by law, the burden of proof is upon the grievant to establish by a preponderance of the evidence that the decision or action placed in question by the grievance was intended to discriminate against the grievant or that the decision or action was intended as retaliation for the lawful exercise of constitutional rights by the grievant.
- d. The grievant may present his/her grievance individually, through legal counsel or through a representative of an organization that does not claim the right to strike. Fees or charges (if any) to the grievant for such representation must be paid by the grievant since university monies are not authorized for such use. The director of human resources has the obligation to assist the grievant, upon request, by explaining this grievance procedure in detail.
- e. Procedure for Category I Grievances
 - 1. Step One (First-Line Supervisor). The grievant shall use the grievance form to present the grievance in writing to the first-line supervisor within ten (10) working days from the date of the alleged action or condition giving rise to the grievance. A copy of the grievance shall be sent to the director of human resources by the first-line supervisor. Within five (5) working days, the supervisor shall inform the grievant of the decision in writing. A copy of the decision shall be sent to the director of human resources.
 - 2. Step Two (Department ~~Chair~~ Head or Administrative Equivalent). Grievances not satisfactorily resolved in Step One may be appealed by the employee in writing to the employee's department chair or administrative equivalent. The appeal must be made within five (5) working days following the date of the first-line supervisor's decision in Step One. Within five (5) working days, the department ~~chairman~~ head shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the first-line supervisor; and (2) the director of human resources.
 - 3. Step Three (Dean or Director). Grievances not satisfactorily resolved in Step Two may be appealed in writing to the appropriate dean or director. The appeal must be made within five (5) working days following the date of the Step Two decision. Within five (5) working days, the dean or director shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the department chair or administrative equivalent; and (2) the director of human resources.

4. Step Four (Vice President). Grievances not satisfactorily resolved in Step Three may be appealed in writing to the appropriate vice president of the university. The appeal must be made within five (5) working days of the date of the Step Three decision by the dean or director. The vice president shall have the option to handle the grievance or to appoint a Grievance Review Board to consider the grievance. When the subject of the grievance is the termination of the grievant, a hearing must be held if requested by the grievant. The vice president shall either commence the review or request the appointment of the Grievance Review Board within ten (10) working days following the date of the receipt of the appeal. If the vice president does not request a Grievance Review Board, a written decision shall be given to the grievant within fifteen (15) working days following the date of receipt of the appeal. If a Grievance Review Board is requested, a written decision by the vice president shall be given to the grievant within ten (10) working days following the receipt of the Grievance Review Board's report and recommendations. Copies of the decision shall be sent to: (1) the dean or director; and (2) the director of human resources. The procedures for the selection of the Grievance Review Board are covered in Section f. of this policy.
5. Step Five (President). The president of the university is the final level of appeal—~~within the university~~. Grievances not satisfactorily resolved in Step Four may be appealed in writing to the president. The appeal must be made within five (5) working days following the date of the Step Four decision by the vice president. The president may handle the review of the grievance or, if a Grievance Review Board was not requested at the Step Four level, the president shall have the option to appoint a Grievance Review Board. Within a reasonable period of time, not to exceed thirty (30) days, following the receipt of the appeal or receipt of the Grievance Review Board's report and recommendations, whichever occurs last, the president shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the appropriate vice president; and (2) the director of human resources.

The time limits set forth in the five steps of the grievance procedure must be observed by both the grievant and the appropriate supervisory and administrative personnel. The failure of the employee to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance shall constitute authorization for the employee to process the grievance to the next step.

- f. All ranks of university non-academic employees are eligible to serve on the Grievance Review Board.

Human Resources shall maintain a roster of non-academic employees serving on the grievance panel. The members of the grievance panel shall be representative of the university work force, taking into consideration that the panel also be representative as to sex, race, and supervisory or non-supervisory status. The members shall be selected from nominations submitted by other non-academic employees. The president shall make final approval of the panel.

A Grievance Review Board, consisting of three (3) members, shall be selected from the grievance panel of ten (10) employees previously approved by the president. The grievant shall select one (1) name and the step three official shall select one (1) name. The board shall name its own chair from the remaining members of the panel. A representative of Human Resources shall be an ex-officio member of the Grievance Review Board to assure that due process applicable to the procedure and other university policies is offered to all involved parties. The Grievance Review Board shall ordinarily hold the necessary hearing or hearings within ten (10) working days from the date the Office of Human Resources is notified in writing that a vice president or the president, as applicable, requests a hearing of the grievance. The president, vice president, Human Resources representative or the grievant shall have the right to object to the person selected as chair of the grievance board; based upon the grievance pending before the board; or perceived unfair representation of a division of the university due to the nature of the grievance. After the board is finally constituted and the hearing date is scheduled, the board shall convene and hear the grievance. If the grievant is represented by legal counsel or by a representative of an employee organization (which does not have the right to strike), the university may be represented by counsel from the university's Office of the General Counsel. The hearing shall be closed to the public.

A court reporter or at least two (2) audio recording devices shall be furnished by the university to record the hearing. The party requesting a typed transcript of the proceedings shall be responsible for payment of same. The hearing shall consist of opening statements by the grievant and the institutional representative, testimony by witnesses called by the institution and the grievant, with both parties having the right to cross examine witnesses, and any relevant exhibits which either party seeks to present to the board. When the grievance relates to a disciplinary action taken against the grievant, the institution shall have the burden of proof to demonstrate by a preponderance of the evidence that there was good cause for the discipline. In all other grievances, the grievant shall have the burden of proof. Formal rules of evidence do not apply to the hearing.

At the conclusion of the testimony, both parties shall be permitted to make a closing argument. Following the hearing, the Grievance Review Board will retire to deliberate

and, as soon as possible, shall submit a written report of its findings and recommendations to the vice president or president, as applicable, who will make a decision on the grievance.

2. Category II Grievances

Category II grievances are matters of employee-management disagreement other than those specifically defined as Category I grievances. Category II grievances are not authorized to be processed through the formal Category I grievance procedure. Category II grievances include, but are not limited to, employee dissatisfaction relative to wages, hours, and working conditions as well as work related actions such as performance evaluations, oral or written reprimands, administration of the merit pay program, or job assignments or interpretations of the official personnel or administrative policies of the university as applied to the grievant. A probationary employee may not present a Category II grievance for a disciplinary action.

1. Step One. A Category II grievance may be informally presented to the first-line supervisor for discussion and consideration.
2. Step Two. If a Category II grievance is not satisfactorily resolved by the first-line supervisor, the employee should present the complaint in writing using the grievance form to the appropriate department head or director for final consideration and action. If the grievance is against the department head or director, it shall be presented to the appropriate dean or supervisor of the director for final consideration. The written grievance and the written response of the department head or director shall be treated as part of the official personnel file of the employee.

Copies of the written grievance and written response shall be sent to: (1) the first- line supervisor; and (2) the director of Human Resources.

Cross Reference: U.S. Const. amend. V; U.S. Const. amend. XIV; Tex. Const. art I, § XIX;
~~Non-Academic Employee Handbook~~

Responsible for Implementation: President

Contact for Revision: ~~General Counsel~~ *Human Resources*

Forms: Formal Grievance Forms are available in Human Resources

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Guest Speaker

Policy Number: 16.12

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

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

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

Purpose of Policy (what does it do): Governs the invitation of guest speakers by groups other than university departments.

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: There are no substantive revisions

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Guest Speaker

Original Implementation: July 1980

Last Revision: ~~October 22, 2012~~ April 12, 2016

These rules shall govern the invitation and presentation of guest speakers on university property or at university-sponsored events.

1. These rules do not apply to:
 - a. regularly scheduled classes offered for academic credit;
 - b. professional conferences sponsored directly by a university department; or
 - c. activities sponsored by non-university entities in rented university facilities.
2. For the purpose of these rules, "guest speaker" means a person invited to speak on university property or at a university-sponsored event who is presently not enrolled as a student or employed by the university.
3. Only registered student, faculty or staff organizations or non-university entities renting university facilities may invite and present guest speakers on university property or at university-sponsored events.
4. The organization sponsoring a guest speaker is responsible for making clear the fact that the organization, not the university, is extending the invitation to speak and that any views or opinions the speaker expresses are ~~his own~~ *those of the speaker* and not necessarily those of the university.
5. Registered student, faculty or staff organizations and non-university entities may be permitted the use of university facilities to present guest speakers on university property or at university-sponsored events pursuant to the Use of University Facilities policy (16.33). An application for the use of the university facility to be used for the speaker's presentation must be made to the appropriate university official at least forty-eight (48) hours before the time the event is scheduled to take place.
6. If a guest speaker is to be paid from university funds as consideration for his/her speech:
 - a. The facility in which the speech is to be delivered must be open to the public and the news media.
 - b. The sponsoring organization must follow all applicable university procurement procedures.
7. The presentation of guest speakers must not:
 - a. result in a breach of peace or violation of law;
 - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or
 - c. materially disrupt or interfere with the normal activities of the university.
8. Guest speakers may not:
 - a. present material that is obscene or libelous; or
 - b. advocate the deliberate violation of law.

For the purposes of this section, "advocacy" means speech directed to inciting or producing ~~the audience for imminent lawless action with the likelihood of producing such action~~*that is likely to incite or produce such action*, as opposed to the abstract espousal of the moral propriety of a course of action.

Cross Reference: Use of University Facilities (16.33)

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: Military Service Activation

Policy Number: 6.14

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

Date of last revision, if applicable: 4/23/2015

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

Purpose of Policy (what does it do): Delineate processes related to the activation of SFA students to military service, including an excused absence option and a withdrawal from the university option.

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: No substantive revision; relocated and clarified text related to the excused absence option, especially clarifying how course grades are assigned.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
 Steve Bullard, Interim Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Military Service Activation

Original Implementation: April 20, 2010

Last Revision: ~~April 23, 2013~~ April 12, 2016

Through the course of an academic term, a student may be called to active military service as a reservist, member of the National Guard, or otherwise. In the event of activation or mobilization, students are required to present a copy of their official orders to facilitate verification of inclusive dates. Students called to active military service have several options available to them for the treatment of their academic coursework and financial obligations.

Excused Absence for Military Service Activation

Should a student called to active military service choose not to withdraw, the university will excuse the student from attending classes or engaging in other required activities *upon receipt of a copy of the military orders*. Excluding the final examination period, the maximum amount of time a student may be excused will be no more than twenty-five percent (25%) of the total number of class meetings, or the contact hour equivalent. The university will not penalize the student for that absence (including any travel associated with the service) and the student will be allowed to complete any assignment or take any examination within one year after the completion of active service. The university may provide as an accommodation, if reasonable and appropriate under the individual circumstances, extended time for course completion and additional services for those returning from active military service with documented duty-related disabilities. See Academic Accommodations for Students with Disabilities (6.1). During this time, the syllabus and a record of the coursework completed prior to activation will be retained by the instructor or academic unit. The student will be able to complete the course without penalty and under the same requirements as when the student initially enrolled in the course. ~~If the student fails to complete any coursework or examinations, the student will receive the grade earned up to that point.~~ *Upon returning from active military service, the student will provide to the registrar a written request to complete the course. Upon receipt, the registrar will contact the academic unit head who will coordinate the completion of the course. If the student fails to complete any coursework or examinations, the student will receive the grade earned up to that point. Any dispute under this policy will be handled under normal academic procedures. See Academic Appeal by Students (6.3).*

~~A student's instructor may assign the appropriate grade if the student fails to complete course requirements within the designated time limit. Any dispute under this policy will be handled under normal academic procedures. See Academic Appeal by Students (6.3).~~

Withdrawal from University for Active Military Service

Any withdrawal from a course due to active military service will be treated as if the student had not enrolled in that course. If a student elects to withdraw from the university due to military service activation, the university, at the student's written request *and upon receipt of a copy of the military orders*, will

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Petition the instructor to assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material. The decision will be at the instructor's discretion; or,
3. Grant the student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript.

Cross Reference: Tex. Educ. Code §§ 51.9111, 54.006(f); 19 Tex. Admin. Code § 4.9; *Course Grades* (5.5); Add/Drop (6.10); Student Fiscal Appeals (6.19); Satisfactory Academic Progress for Financial Aid Recipients (6.16); Academic Accommodations for Students with Disabilities (6.1); Academic Appeals by Students (6.3).

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

Contact for Revision: Registrar

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: New Employee Orientation

Policy Number: 11.17

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): This policy exists to ensure that the new employees receive sufficient orientation to enable them to perform their assigned duties.

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: Procedures described in the policy have been removed. The process has been summarized.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Glenda Herrington, Director of Human Resources
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

New Employee Orientation

Original Implementation: September, 1990

Last Revision: ~~April 23, 2013~~ April 12, 2016

The purpose of this policy is to ensure that new employees receive sufficient orientation to enable them to perform their assigned duties. It is the responsibility of each department to require new employees to participate in the new employee orientation. The hiring department is responsible for scheduling the new employee for orientation with Human Resources prior to the new employee's first day of employment. ~~New employee orientation is normally held on Monday mornings in the Human Resources department.~~

1. The first orientation session is conducted by Human Resources on or before the first day of employment. In this session, the new employee receives detailed information about SFA, ~~completes a new employee orientation packet which includes their benefit selections including medical benefits, retirement, payroll information, U.S. Citizenship and Immigration Services forms (I-9), receives information about required trainings (including EEO), and other benefits information important for new employees and attends mandatory EEO and safety trainings. The new employee must bring documents to the orientation session that verifies their identity and authorization to work to satisfy the I-9 requirements. The employee must complete the first section of the I-9 on or before the first day of employment. They should also plan to bring relevant information with them to enroll any eligible dependents in health insurance (such as birth dates, social security numbers and addresses).~~
2. The second orientation session is ~~the departmental employee orientation~~, conducted within the first six weeks of employment by the employee's immediate supervisor. This session is provided to acquaint the new employee with university policies and procedures, departmental details, and information regarding the expectations for performance of the job duties. ~~The supervisor should use the "New Employee Orientation Checklist" provided by Human Resources to ensure they have covered all the essential information needs of the new employee. The completed checklist Human Resources will provide the department with a checklist describing the appropriate topics to cover with the employee. The checklist should be returned to Human Resources upon completion, and will become a permanent part of the employee's personnel file. Each department should maintain a copy for their files.~~

While orientation is required for all new employees, the supervisor should maintain flexibility as to the extent of the orientation sessions, i.e., individuals having previous university employment may not require the in-depth training that would be needed by a first-time employee. At the supervisor's discretion, an employee transferring from one university department to another may be required to participate only in the departmental employee orientation (see No. 2 above).

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: New Employee Orientation Checklist (available in Human Resources)

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: News Releases

Policy Number: 15.3

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides guidelines regarding media relations and requests for publicity

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: Adds guideline for appropriate timeframe for requesting media coverage. Updates reflect name change of department and change in reporting structure.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

News Releases

Original Implementation: 1950

Last Revision: ~~April 23, 2013~~ April 12, 2016

Departments and individuals seeking media coverage concerning university activities should request assistance from ~~the Office of Public Affairs~~ *University Marketing Communications*, which will work collaboratively with the requesting party to evaluate the newsworthiness of the activity. When an activity is determined to be newsworthy, ~~the Office of Public Affairs~~ *University Marketing Communications* will prepare and market a release of information to the news media. *As a general guideline, requests for media coverage should be made a minimum of 10 days before the scheduled event.*

Departments and individuals should not contact the news media without the assistance of ~~the Office of Public Affairs~~ *University Marketing Communications*. News media receive numerous requests for coverage from a wide range of organizations and individuals. Uncoordinated coverage requests and/or requests for coverage of activities that may have little or no news value ~~for the media~~ have the potential to diminish the effectiveness of ~~the Office of Public Affairs~~ *University Marketing Communications* when it makes requests for coverage of newsworthy activities. ~~The Office of Public Affairs~~ *University Marketing Communications* may grant exceptions to select university divisions regarding this aspect of this policy.

Upon occasion, news media may directly contact university faculty or staff ~~members to seeking interviews for~~ or comments that may be published or broadcast. Faculty and staff members are encouraged, as time permits, to share their insights on topics within their areas of scholarly study or professional expertise. Such participation has the potential to highlight the quality of university personnel, bring positive visibility to the university and provide a valuable community service. The faculty or staff member contacted by the media ~~promptly~~ should notify ~~the Office of Public Affairs~~ *University Marketing Communications* of the interview request. ~~The Office of Public Affairs~~ *University Marketing Communications* can assist both sides in facilitating the interview *and monitor the media outlet for publication or broadcast of the interview.*

Cross Reference: None

Responsible for Implementation: ~~President~~ Vice President for University Advancement

Contact for Revision: Executive Director of ~~Public Affairs and Marketing~~ *University Marketing Communications*

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Parking and Traffic Regulations

Policy Number: 13.14

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): Regulates parking, permits, citations, and traffic on campus.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Student Center Parking Garage contract prices reduced and a summer-only price added. These changes bring our costs more in-line with those at comparable institutions.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Marc Cossich, Executive Director of Public Safety
 Steve Westbrook, Vice President for University Affairs

Parking and Traffic Regulations

Original Implementation: September 1, 1961

Last Revision: ~~April 14, 2015~~ April 12, 2016

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.
 - A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.
 - B. The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.
 - C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic regulations as well as all city and state parking and traffic regulations. All vehicles operated on the university property must display a valid parking permit 24 hours a day, 365 days a year.
 - D. These regulations are in effect at all times on university property.
2. **Administration and Enforcement of these Regulations:**
 - A. **Parking and Traffic:** The Parking and Traffic (P&T) division of the SFA Department of Public Safety (DPS) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for

parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

- B. The Stephen F. Austin State University Police Department (UPD):** The University Police division of DPS is also authorized to enforce these regulations at any time or under any circumstances deemed necessary. UPD officers may issue university citations or court appearance citations enforceable in justice of the peace or municipal court.

The Board of Regents of Stephen F. Austin State University is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, Stephen F. Austin State University police officers have county-wide jurisdiction in all counties in which the university owns property.

All persons on university property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

The university police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

The university police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, and applicable ordinances of the city of Nacogdoches, the parking and traffic regulations of the university, and all other laws.

All accidents, thefts and other offenses that occur on university property or anywhere within the campus area should be reported to the university police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Vehicles should always remain locked.

- C. Appeals:** Any person receiving a citation may appeal. Appeals must be submitted in writing and must be received within ten (10) days of the date the citation was issued. Appeal forms are available at the Parking & Traffic office during regular business hours and on-line at <http://www.sfasu.edu/parking>. Boots and impoundments may be appealed in this same manner.

The director of Parking & Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning means the appeal was granted and the fine was waived.

Voided means the ticket issued was not valid.

Denied means that the ticket has been upheld and the fine must be paid.

The appellant will be notified of the decision via their SFA email account. Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

Appeal Board Hearing:

To appeal to a hearing board, the appellant must submit their appeal in writing to the Parking & Traffic office within ten (10) days of the appeal officer's decision. P&T will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

Student citation appeals are considered by the Student Government Association Supreme Court, which will for the purposes of this policy be referred to as the Student Appeals Board. Faculty/Staff citation appeals are considered by the Faculty/Staff Appeals Board.

While an appeal must be submitted in writing, an appellant may choose to present their appeal to the Board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate Appeal Board meeting. The meeting dates for both of these boards are posted in the P&T office.

The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

1. to be present at the hearing
2. to be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing);
3. to know the identity of the traffic officer or police officer who issued the citation;
4. to hear or examine evidence presented;
5. to make any statement of mitigation or explanation;
6. to have and cross-examine witnesses;
7. to be informed of the disposition of the appeal
8. to inspect and copy the record of the hearing at his/her cost.

Rules of Procedure

1. The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately; except in the instance of consecutive citations for the same violation.
3. Each appeal shall be heard and decided on its own merit.
4. The board may examine, cross-examine, call, recall, and dismiss any witness.
5. The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
6. The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.
7. The executive director of public safety, or designee, may represent the university in any hearing.
8. The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
9. The board's judgment must be rendered at the conclusion of deliberation.
10. A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

Findings and Sanctions

The board shall decide only whether or not the defendant is guilty/responsible of the offense as charged in the citation.

The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.

Failure to appear at a hearing as requested by appellant shall result in a forfeiture of the personal appearance and the board's decision will be based on the written appeal.

3. **Authority:** P&T and UPD are authorized to enforce these regulations:
 - A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency;
 - B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;
 - C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit;
 - D. By the suspension, revocation or denial of campus parking and driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;
 - E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;
 - F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;
 - G. By disciplinary action against employees or students who fail to abide by these regulations;
 - H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.
 - I. Violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200.

4. **Proof:** The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking and Traffic Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.
5. **Responsibility:**
 - A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.
 - B. If the vehicle does not display a valid university parking permit and is not registered through P&T to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.
6. **Collection Methods:** The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:
 - A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.
 - B. A financial hold may be placed against students for past due debts.
 - C. Any charge not paid when due may be forwarded to a collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

COMPACT CAR: Any vehicle that is less than 181 inches long (15 feet), and less than 60 inches (5 feet) tall.

CENTRAL CAMPUS: Central Campus is an area between the following border streets: northern border: East College; southern border: East Starr; western border: North Street (Business 59); eastern border: Wilson Drive.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three (3) weeks.

DISABLED VETERAN: Any veteran that possesses or qualifies for disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides proof of service through Department of Defense or Department of Veterans Affairs paperwork.

EXTRAORDINARY SERVICE VETERAN: Any veteran that qualifies for or possesses specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross, Navy Cross, or indicating service as a Prisoner of War or Survivor of Pearl Harbor.

DPS: Stephen F. Austin State University Department of Public Safety, which includes the University Police Department, Office of Parking and Traffic; Public Safety Technology Department, and Emergency Management.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees.

FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place until certain conditions are met for its release.

IMPOUND: securely hold a vehicle until certain conditions are met for its release.

MOTORCYCLE/MOPED/MOTOR SCOOTERS: A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow a person to stand or sit while operating the device.

OFFICIAL UNIVERSITY HOLIDAY: Those days when the university is officially closed for business.

P&T: Stephen F. Austin State University Office of Parking & Traffic.

PARKING ENFORCEMENT ASSISTANT: Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages and along streets at SFA; provides guidance and directions to visitors; assists with special-event parking; provides special services such as escort, vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: a permit is required at all times on campus, with the exception of university sponsored or hosted events and/or activities coordinated through Parking and Traffic and official university holidays.

PRIVATE CONTRACTOR: Any person employed by a business, but not affiliated with SFA as faculty, staff or student, which has contracted to operate a business or service function of the university.

RESIDENT: SFA students who have a current SFA on-campus housing assignment.

SEMESTER INTERSESSION: the period between the day following published last day of SFA finals of one semester and the beginning of the next semester (first day of class) and SFA spring break.

SFA: Stephen F. Austin State University

SHORT TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

STUDENT: Any person who is or has been within the last six months registered and enrolled at the university (including but not limited to online students, special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants).

UNAUTHORIZED PARKING PERMIT: Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.

UNIVERSITY: Stephen F. Austin State University

UNIVERSITY PROPERTY: includes all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

UPD: Stephen F. Austin State University Police Department

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

VISITOR: Any person who is not a faculty, staff or student member or official visitor of the university or otherwise eligible for an SFA parking permit.

SECTION III: TRAFFIC REGULATIONS

1. **Compliance:** Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times, unless otherwise specifically directed by P&T or UPD. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the university.

Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no-parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

2. **Special Instructions:** No person shall fail to comply with any instruction related to traffic or parking given by a university police officer or director of P&T or a P&T parking enforcement assistant.

3. **Temporary Restrictions:** The director of P&T or executive director of public safety/chief of police or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.
4. **Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.
5. **Traffic Obstruction:** No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.
6. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or executive director of public safety/chief of police or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.
7. **Sidewalks, Grass or Shrubbery:** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or DPS.
8. **Passenger Pick-Up and Drop-Off:** No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.
9. **Pedestrians:** Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.
10. **Reserved Spaces:** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPS business, compact cars only, police vehicles only, expectant mothers and visitors.

Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building), 15 (HPE Complex) and 55 (Social Work Building) are reserved Monday through Friday until 8 p.m.

- A. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time.
 - B. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.
 - C. Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non- SFA park patrons ONLY.
11. **Motorcycle Spaces:** Parking spaces have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space.
 12. **Head-In Parking:** All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.
 13. **Parking Designations:** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at <http://www.sfasu.edu/parking/>. These signs and maps indicate the type of permit holder for which the area is reserved. Parking along Aikman Drive is reserved for All Area permit holders assigned to that lot.

Certain parking spaces have been designated as 20-minute parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, student center offices and other designated areas.

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. Each parking lot or garage shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits. The various classes of parking permits and their eligibility requirements, privileges,

and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.

- A. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete an online permit application for the next academic year beginning April 1 and the permits will be mailed to the address provided by applicant on the first business day in August.
 - B. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.
 - C. Only the permit for the current academic year should be displayed.
 - D. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the executive director of public safety/chief of police or the director of P&T or their designee.
 - E. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for \$15. Otherwise, the regular fee will be charged.
 - F. A vehicle should not be sold with the parking permit still displayed.
 - G. Damaged parking permits should be replaced immediately through the Parking & Traffic office.
2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).
 3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or as otherwise specified in this policy. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements).

All faculty, staff, students (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.

4. **Manner of Parking:** No person shall:
 - A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the executive director of public safety/chief of police or their designee.
 - B. Park a vehicle such that it occupies portions of more than one parking space.
 - C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
 - D. Double park a vehicle.
 - E. Park a vehicle in a manner that obstructs “disabled” parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
 - F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
 - G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through DPS.
 - H. Park a vehicle in a no parking zone
 - I. Park a vehicle in an area designated as a bus stop.
 - J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or DPS.
 - K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.
 - L. Park or store a bicycle except at designated bicycle parking areas.
5. **Loading Zones:** Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes contact P&T for assistance.

6. **ADA Parking:** No person shall park a vehicle in an ADA space without a university permit and appropriate state disabled placard or license plate. ADA parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of state ADA parking placards or license plates. A current SFA permit is also required. Only the person to whom the ADA plate or placard is issued may use the permit for such parking.
 - A. ADA permits and temporary handicapped permits are issued by the county tax assessor-collector of any Texas county.
 - B. Only vehicles displaying an ADA permit or temporary handicapped permit or license plate may park in “Reserved for Handicapped” parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit. The person for whom the ADA permit has been issued must be with the vehicle at the time it is parked.
 - C. A vehicle displaying a valid SFA parking permit and a valid ADA permit or license plate may park in any non-reserved parking space on campus or on Aikman Drive in Lot 7. Reserved parking spaces are reserved 24 hours a day/ seven (7) days a week for service vehicles, residence hall directors, visitors, and loading zones.
 - D. Faculty/staff members who have a valid ADA placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.
7. **Expectant Mother, Temporarily Sick or Injured Permit:** A temporary permit or expectant mother permit may be obtained by a person who holds a current parking permit allowing them to park in specifically designated areas; areas designated will be based upon resources available and needs of the applicant.
 - A. **Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor’s statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.
 - B. **Expectant Mother Permit:** Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking and Traffic. Application for this permit must be accompanied by a doctor’s statement indicating the need for closer parking and/or in the third trimester of pregnancy.
8. **Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of P&T. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private

contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from Parking & Traffic office or the Information Booth on Vista Drive. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.
10. **Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.
11. **Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the Department of Public Safety. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24-hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.
12. **Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.
13. **Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must enter the garage by pulling a ticket or use a garage permit. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.
14. **Special Events:** Any university department hosting an event on campus may request event parking. Some of the available resources include:
 1. **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. See university policy, Building Security/Special Events (F-5.) Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is \$8 per day for up to 9

passes, \$6 per day if 10 or more are purchased or \$3 per day if 30 or more are purchased. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

2. **Lot 21:** Pay station pin codes are available to SFA departments for special event parking for \$5 each for up to eight (8) hours of parking. Pin codes for Lot 21 will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).
15. **Camps:** Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. These passes will be provided, based upon minimizing impact upon normal university operations, for a specific lot and can be commuter, resident, or faculty/staff spaces at a cost of \$3 per day. Permits must be ordered with a minimum of 48-hour notice.

SECTION V: PARKING PERMITS

1. **Issuance of Permits:** The director of P&T may issue a parking permit to any person or company desiring to park on university property, upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

A parking permit will be issued upon application and payment of the parking permit fee to P&T. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

The director of P&T may issue special permits for events to the host department. Parking areas are subject to closure by the director of P&T for special events, construction or other special circumstances. The director of P&T may establish fees for special circumstance parking, including event parking.

Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at DPS. Information is located on the DPS section of the website at <http://www.sfasu.edu/dps>. DPS will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

- A. Every person operating a bicycle on university property must give the right- of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
- C. Bicycles parked in violation may be impounded and removed by the University Police Department and a \$25 fee charged for release.

2. **Classes of Permits and Eligibility:**

A. **Faculty/Staff:**

Class "AA"

Eligibility: SFA faculty and staff as designated by the president and vice presidents

Price: Refer to Appendix A for rates

Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

Class "F"

Eligibility: SFA faculty and staff, un-affiliated ARAMARK and Barnes & Noble employees

Price: Refer to Appendix A for rates

Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

Class "PG" – Student Center Garage Permits Eligibility: SFA faculty and staff

Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or in any Commuter space.

Class "M"

Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class “B” – Faculty/Staff Class “B” Daily Surface Permit

Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors

Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.

B. Student**Class “PG” – Student Center Garage Permits Eligibility: SFA students**

Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or any Commuter space.

Class “C” - Commuter Student Surface Permit Eligibility: SFA students not living in university housing

Price: Refer to Appendix A for rates

Where: valid for parking in any Commuter space.

Class “H” - Resident Student Permit

Eligibility: SFA students with a current SFA housing assignment

Price: Refer to Appendix A for rates

Where: valid for parking in the Resident or Commuter spaces except levels 1 and 2 of the Wilson Garage.

Class “M”

Eligibility: SFA Students

Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class “S” - Commuter Student Daily Surface Permit Eligibility: SFA students without an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space

Class “K” - Resident Housing Student Daily Surface Permit Eligibility: SFA students with an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus except levels 1 and 2 of the Wilson Garage.

C. Other

Class “W” – Activities Permit

Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit.

Price: Refer to Appendix A for rates

Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.

Class “CV” – Contractor/Vendor Parking Permit Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.

Price: Refer to Appendix A for rates

Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.

Class “RF” – Retired Faculty/Staff Parking Permit

Eligibility: Any SFA retiree who does not receive compensation for employment from SFA

Price: No charge

Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.

Class “DV” – Qualifying Veterans Permit

Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.

Price: No charge

Where: Valid for parking in any space the person would otherwise qualify for this permit only. This permit exempts fees only.

Graduate Assistant Upgrade:

Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester.

Price: \$10 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade: Eligibility: Dual credit high school students Price: \$5 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots.

- D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.
- E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.
- Permit holders are required to remove and surrender their permit:
- i. In the case of a decal permit when there is a change in ownership of the vehicle
 - ii. When a replacement permit has been issued
 - iii. Upon revocation of the permit
- F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.
- G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See [Appendix A: Parking Fees Table](#) for specific permit fees.
- H. **Lost/Stolen Permits:** A permit holder shall immediately report to P&T any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see [Appendix A: Parking Fees Table](#)). Any permit recovered after such a report has been filed must be returned to P&T immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.
- I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.
- J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. P&T is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The Department of Public Safety and Office of Parking & Traffic offer escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at the Department of Public Safety or by telephone at 936-468-2608. The Department of Public Safety also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call the Department of Public Safety at 936-468-2608.
2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the Department of Public Safety as time permits. The Department of Public Safety does not change flats, push cars or perform other automotive service.
3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:
 - Available parking spaces
 - Expected attendance
 - Costs that may be incurred by department sponsoring event
 - Expected/potential impact on regular users of the area
 - Logistical ability of P&T to manage event
 - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. **Parking and Traffic Citations:**
 - A. Issuance: Any person violating these regulations may receive a citation.
 - B. P&T Authority: University parking enforcement assistants are authorized to write university parking citations.
 - C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic

regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.

- D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:

Stephen F. Austin State University
c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.
3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.
4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance by completing the appropriate P&T form. Any citation that is not a warning must be appealed as described in these regulations.
5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.
6. **Vehicle Immobilization or Impoundment:** P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

- A. the person and/or vehicle has accumulated three (3) or more past due parking citations

All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.

If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be

sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).

Violators who believe the P&T records are incorrect, or have any questions regarding any of the citations, should contact P&T within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.

- B. the person and/or vehicle is parked in violation of the terms of a conditional release
- C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate
- D. the driver is illegally using an ADA permit assigned to another individual
- E. the driver is in possession of a lost, stolen, altered or unauthorized permit

Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full and an appropriate permit must be purchased prior to the release of the vehicle.

The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing or storage fees.

No vehicle may be towed without the express approval of the executive director of public safety/chief of police, the director of P&T or their designee.

Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.

7. **Suspension of Parking Privileges:**

Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.

All violations involving registration of vehicles operated on the properties of the university are violations of the law and SFA Parking and Traffic Regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.

Violation of suspension of parking privileges may result in removal of the vehicle by tow away.

Driving and parking privileges may be suspended by P&T, DPS or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.

If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

- A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. **No Excuse:**

The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

SECTION VIII: DRIVING AND PARKING OFFENSES

20156-20167 Parking Violations

Code	Violation Description	Fine
General Violations		
A1	Displaying a valid permit, but in violation of lot or area assignment (<i>6a-4p M-F; Reserved lots are reserved until times indicated by signage</i>)	\$40
A2	Parking backward in a parking space	\$30
A3	Failing to display a valid parking permit	\$40
A4	Not parking properly within the lines of a parking space	\$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes (<i>6a-4p M-F</i>)	\$30
A6	Displaying a permit assigned to another vehicle	\$30
A7	Display two or more valid permits	\$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then \$10 per incident)	\$10
A9	Expired short-term parking	\$30
Flagrant Violations		
B1	Parking in a reserved parking space without displaying a proper permit (<i>plus tow fee if applicable</i>)	\$40
B2	Parking a vehicle in a no-parking zone (<i>plus tow fee if applicable</i>)	\$40
B3	Parking in any manner which obstructs vehicular traffic (<i>plus tow fee if applicable</i>)	\$40
B4	Parking in a manner which obstructs a crosswalk (<i>plus tow fee if applicable</i>)	\$40
B5	Parking in a fire lane (<i>plus tow fee if applicable</i>)	\$75
B6	Parking in a tow-away zone (<i>plus tow fee if applicable</i>)	\$40
B7	Parking in a loading zone or service driveway (<i>plus tow fee if applicable</i>)	\$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking (<i>plus tow fee if applicable</i>)	\$40
B9	Parking on campus while parking privileges are suspended (<i>plus tow fee if applicable</i>)	\$150
C1	Moving a barricade or parking within any barricaded area (<i>plus tow fee if applicable</i>)	\$40
C2	Using a forged, altered, false, fictitious or stolen permit (<i>plus tow fee if applicable</i>)	\$150
C3	Falsifying or altering vehicle registration information (<i>plus tow fee if applicable</i>)	\$100

C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard (<i>plus tow fee if applicable</i>)	\$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	\$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	\$75
C9	Parking in violation of the direction of a traffic control officer	\$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	\$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	\$75
C12	Parking in a garage without payment (limited to once a semester)	\$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

*** Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

20152016-2016-2017 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	Description	Annual		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	\$825740	NA	NA
	Semester Student Center Garage Permit	\$410330	\$410330	\$410330
M	Motorcycle Permit	\$60		
B	Faculty/Staff Daily Permit	\$3/Day	\$3/Day	\$3/Day
Student				
Permit Type	Description	September 2013/16	January 2014/17	May 2014/17
PG	Annual Student Center Garage Permit	\$825740	NA	NA
	Semester Student Center Garage Permit	\$410330	\$410330	\$41080
C	Commuter Permit	\$112	\$76	\$37
H	Campus Resident Permit	\$145	\$99	\$48
	Campus Resident Second Vehicle	\$106	\$69	\$34
S	Commuter Daily Permit	\$3/Day	\$3/Day	\$3/Day
K	Campus Resident Daily Permit	\$3/Day	\$3/Day	\$3/Day
M	Motorcycle Permit	\$60	\$43	\$22
Miscellaneous				
Permit Type	Description	September 2013/16	January 2014/17	May 2014/17
W	Fitness Permit	\$ 20	\$ 20	\$20
CV	Contractor/Vendor Permit	\$170	\$114	\$58
T	Trailer Permit	\$ 50	\$ 33	\$17
RV	Occupied Recreational Vehicle**	\$ 40		
DV	Qualifying Veteran Permit	\$0		
** Per night, after four (4) days				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1
Maximum Daily Charge	\$8
Lost Parking Ticket	\$15

Short-Term Paid Parking Lot 21	
First Hour	\$2.00
Each Hour Thereafter	\$1.00
Fees	
Replacement Permit	\$15
Bicycle Release Fee	\$25
Lost/Stolen Replacement Permit	\$25
Grad Assistant Upgrade	\$10
Dual Credit Upgrade	\$ 5

*Faculty/Staff or Other Government Agencies Annual Permit Fees						
Salary \$19,999.99 and Less	Salary \$20,000 - \$39,999.99	Salary \$40,000 - \$59,999.99	Salary \$60,000 - \$79,999.99	Salary \$80,000 - \$99,999.99	Salary \$100,000 - \$119,999.99	Salary \$120,000 and above
\$36	\$60	\$84	\$108	\$132	\$156	\$180

FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information, Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

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 and Student Affairs

POLICY SUMMARY FORM

Policy Name: Photographic Reprints

Policy Number: 15.4

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides information regarding the purchase of university-owned photography.

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:

Specific rationale for deletion of policy: This policy serves no university-wide purpose justifying its inclusion in the policy manual and does not even contain statements of policy. University Marketing Communications will continue to provide the service.

Additional Comments:

Reviewers:

Hardy Meredith, Photo Services Coordinator
 Jason Johnston, Assistant Director - Web Services
 Shirley Luna, Executive Director of University Marketing Communications
 Jill Still, Vice President for University Advancement
 Damon Derrick, General Counsel

~~Photographic Reprints (POLICY TO BE DELETED)~~**~~Original Implementation:~~** Fall 1969**~~Last Revision:~~** April 23, 2013

~~Prints of university activities photographed by the Office of Public Affairs are available for a fee. The photography fee must be paid prior to delivery of prints. Contact the Office of Public Affairs for a current fee schedule or visit the website.~~

~~Cross Reference:~~ None**~~Responsible for Implementation:~~** President**~~Contact for Revision:~~** Executive Director of Public Affairs and Marketing**~~Forms:~~** None**~~Board Committee Assignment:~~** Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Recording of Broadcasts for Educational Use

Policy Number: 7.23

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

Date of last revision, if applicable: 10/18/2010

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

Purpose of Policy (what does it do): provide guidance for how recording can be used for educational purpose while adhering to copyright law

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:

Specific rationale for deletion of policy: When this policy was sent to critical contacts across campus for the first examination for revisions, the recommendation was that this policy, as it stands, is out of date and that it is no longer useful as a stand-alone policy because industry standards have changed considerably. It was recommended that the pertinent parts of this policy be folded into policy 9.2, Copyrighted Works, and that the 9.2 policy name be changed to better represent the scope of the enlarged policy. These decisions were recommended by John Yerger, Director, Printing Services, Dr. John Hendricks, Chair, Department of Mass Media, and Damon Derrick, Legal Counsel

Additional Comments:

Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

~~Recording of Broadcasts for Educational Use (TO BE DELETED)~~

Original Implementation: December 21, 1982

Last Revision: ~~October 18, 2010~~

~~Material transmitted for public programming by broadcast stations, cable systems, satellite, or any other transmission medium may be recorded and used for educational purposes in accordance with federal copyright law, except where forbidden by an explicit agreement between the parties originating and receiving the program or information. Broadcast programs are televised programs transmitted by television stations for reception by the general public without charge. Programs may not be recorded from a television satellite/cable unless these programs are authorized for free reception or the institution obtains a license to copy the programs.~~

~~The following guidelines must be observed in the off-air recording of broadcast programming for educational use:~~

- ~~1. A broadcast transmission may be recorded off-air simultaneously with the broadcast transmission (including simultaneous cable retransmission) and retained by Stephen F. Austin State University (SFA) for a period not to exceed forty-five (45) consecutive calendar days after the date of the recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed immediately by the holder of the recording.~~
- ~~2. An off-air recording may be used only once by an instructor for relevant teaching activities, but may be repeated one other time when instructional reinforcement is necessary. All use of recordings must be in a classroom or in similar places devoted to instruction during the first ten (10) consecutive school days in the 45-calendar-day retention period. School days are defined as school session days (not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions) within the 45-calendar-day retention period.~~
- ~~3. Off-air recordings may be made only at the request of and used by individual instructors and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same instructor, regardless of the number of times the program may be broadcast.~~
- ~~4. An off-air recording may be copied to meet the needs of instructors under these guidelines. Each additional copy shall be subject to all provisions governing the original recording and must contain the copyright notice of the broadcast program as recorded.~~
- ~~5. If the instructor wishes to add the broadcast program to the curriculum, permission must be obtained from the copyright owner.~~
- ~~6. Off-air recordings need not be used in their entirety. The recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.~~

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

POLICY SUMMARY FORM

Policy Name: Skating and Skateboarding

Policy Number: 13.20

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

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

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

Purpose of Policy (what does it do): Regulates the use of skates and skateboards on campus

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No revisions at this time

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Marc Cossich, Executive Director of Public Safety
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Skating and Skateboarding

Original Implementation: January 24, 1989

Last Revision: ~~January 29, 2013~~ April 12, 2016

The purpose of this regulation is to establish guidelines governing the use of skateboards, rollerblades, or other types of skating apparatuses.

Definitions:

1. Skateboard – a non-motorized device where two or more wheels are attached to a platform upon which the rider stands.
2. Rollerblades – shoe or device that attaches to a shoe, having one or more sets of wheels.

Regulations:

1. Persons choosing to ride a skateboard or use rollerblades may do so as a means of transportation only on sidewalks while on the university campus.
2. Persons riding a skateboard or rollerblades shall keep all of the wheels on the ground while operating them as a means of transportation. At no time shall a rider perform any stunts or acts that could be deemed as stunts, or act in a way that impedes pedestrian traffic on the sidewalks.
3. The rider shall refrain from using a skateboard or rollerblades on any public street, parking garage facility, Homer Bryce Stadium, Johnson Coliseum, or in any building.
4. Persons riding a skateboard or rollerblades shall yield the right of way to all pedestrians, motorized vehicles, and bicycles.
5. Persons riding a skateboard or rollerblades shall not ride in or around any areas of construction on the university campus.
6. Events that have been prearranged, with proper facility reservations, approval from the University Police Department, and under the direct supervision of the Campus Recreation Department, such as skateboarding club or rollerblading club practices and competitions, are not subject to these regulations.

Any person who violates all or part of this policy may be subject to disciplinary actions through the university and an order to immediately remove the skateboard or rollerblades from the university campus.

Cross Reference: Parking and Traffic Regulations (13.14), as related to bicycles

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Board Committee Assignment: Building and Grounds

POLICY SUMMARY FORM

Policy Name: University Letterhead

Policy Number: 15.5

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

Date of last revision, if applicable: April 23, 2013

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

Purpose of Policy (what does it do): Provides guidelines regarding the production and use of university letterhead

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: Specifies the requirement that letterhead be printed by University Printing Services.

Specific rationale for deletion of policy:

Additional Comments:

Updates reflect name change of department and change in reporting structure.

Reviewers:

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

University Letterhead

Original Implementation: May 9, 1985

Last Revision: ~~April 23, 2013~~ April 12, 2016

University departments are required to use letterhead as designated by the president *and produced by University Printing Services*. Ordinarily, sub-units of departments use the letterhead of the parent department, especially if the unit's correspondence is primarily with students. However, if the sub-unit is of a permanent or semi-permanent nature and has a majority of its correspondence with off-campus agencies or individuals, it can be identified under the name of the parent unit on the letterhead. If a unit is independent of any department and is of a permanent or semi-permanent nature, it may have its own letterhead, consistent with the university design. Any deviation from the university letterhead design must be approved by the president.

Information in the stationery heading includes the university name; the name of the unit or department; post office box and telephone number; and city, state, and zip code.

In exceptional cases, requests to deviate from the standard letterhead design may be granted. Such requests should be directed, in writing, to the executive director of ~~public-affairs~~ *University Marketing Communications and marketing* for approval.

Cross Reference: None

Responsible for Implementation: ~~President~~ *Vice President for University Advancement*

Contact for Revision: Executive Director of ~~Public Affairs and Marketing~~ *University Marketing Communications*

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: University Printing Services

Policy Number: 15.7

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

Date of last revision, if applicable: 4/23/2013

Unit(s) Responsible for Policy Implementation: Student Services

Purpose of Policy (what does it do): Description of Printing Services

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:

Specific rationale for deletion of policy: This "policy" merely describes what Printing Services is and does. There is no reason for this description to exist as a policy.

Additional Comments:

Reviewers:

Samuel A Smith, Director of Student Services
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

~~University Printing Services (POLICY TO BE DELETED)~~

~~Original Implementation:~~ Unpublished

~~Last Revision:~~ April, 2016

~~University Printing Services (UPS) provides photocopying, off-set printing, typesetting, and finishing services for university departments, offices and organizations. UPS may accept work from external parties as production time allows, but priority will be given to meeting official university needs first. UPS will not accept work for political campaigns.~~

~~Payment for services may be charged to an inter-departmental transfer (IDT) account by an authorized individual, may be rendered in cash, or paid with an accepted credit card. All IDT charges will be tax exempt. Appropriate tax will be charged for all other purchases unless acceptable proof of tax exempt status is provided.~~

~~A completed "Work Order" form and sample must accompany any job submitted to UPS. Work Order forms can be acquired either at the UPS Department or online at the UPS website www.sfasu.edu/printingservs.~~

~~UPS abides by all policies governing university publications as published by the Office of Public Affairs.~~

~~Cross Reference:~~ None

~~Responsible for Implementation:~~ President

~~Contact for Revision:~~ Director of Student Services

~~Forms:~~ Work Order forms can be acquired either at the University Printing Services Department or at the University Printing Services website www.sfasu.edu/printingservs.

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

POLICY SUMMARY FORM

Policy Name: University Publications

Policy Number: 15.8

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides guidelines regarding university publications

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 rewording only. Updates reflect name change of department and change in reporting structure.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

University Publications

Original Implementation: March 15, 1977

Last Revision: ~~April 23, 2013~~ April 12, 2016

To assure that communication to the general public contains accurate and current information and presents, through both content and appearance, a professional image that properly reflects the character, integrity, and accreditation status of the institution, official university publications and non-broadcast video presentations intended for off-campus distribution, or on-campus distribution to non-university individuals or groups (those not employed by or enrolled in the university), must be approved by ~~the Office of Public Affairs~~ *University Marketing Communications* prior to printing or electronic distribution. Communication intended solely for students and/or university employees is not subject to this approval policy.

Examples of communication that must be submitted for approval include academic bulletins, brochures, fliers, pamphlets, handbooks, newsletters, program announcements, advertising (newspaper, magazine, radio, television, online, billboards, posters, etc.) and publications for intercollegiate athletics (media guides, programs, newsletters, etc.).

This approval policy applies to publications printed by on-campus or off-campus printers, and departments using desktop publishing or video equipment. Review may include any or all of the following: writing, editing, ~~assisting with~~ layout and graphic design, videotaping, video editing, ~~and assessing visual and audio content.~~; *Assistance with scheduling the and purchasing of* advertising placements, preparing specifications required for competitive bidding, and coordinating production schedules and delivery with outside vendors *also may be provided*.

Without approval of the materials from ~~the Office of Public Affairs~~ *University Marketing Communications*, university procurement will not issue a purchase order for advertising or off-campus printing services.

Prior to submission to ~~the Office of Public Affairs~~ *University Marketing Communications* for approval, a publication or advertisement should be reviewed and approved in writing (use Approval for Printing form available on the ~~Office of Public Affairs~~ *University Marketing Communications* website) by the appropriate authorities within the department and division.

Allow at least 10 working days for ~~the Office of Public Affairs~~ *University Marketing Communications* to review materials, but ~~submissions are~~ *it is strongly encouraged that materials be made* submitted well in advance of publication or printing deadlines, as revisions may be required.

Upon approval by ~~the Office of Public Affairs~~ *University Marketing Communications*, the head of the originating department or ~~his~~ *a* designee will work directly with University Printing Services or ~~the Procurement and Property Services Department~~ to initiate the printing process. If an off-campus printer is used and competitive bidding is required, ~~the Procurement and Property Services Department~~ will develop specifications and secure bids as required by the Best Value Procurement Policy (17.1). ~~The Office of Public Affairs may be of assistance in the negotiation for and placement of advertising.~~

Materials submitted to University Printing Services or ~~the Procurement and Property Services Department~~ without proper approval will be returned to the originating department. If a department uses its own equipment to print a publication or produce radio and television advertisements or video presentations, ~~the Office of Public Affairs~~ *University Marketing Communications* must authorize printing or distribution.

The president or ~~executive director of marketing and public affairs~~ may authorize individual exemptions to the university publications policy. Such a request must be made in writing to the executive director of ~~marketing and public affairs~~ *University Marketing Communications*.

All university publications ~~must~~ *should* clearly reflect the date the publication is produced or initially distributed. ~~The date must be in a conspicuous location at or near the beginning of the publication. For purposes of complying with this paragraph, a publication means printed material produced in multiple copies by the university or at the total or partial expense of the university.~~ This includes publications sponsored by or purchased for distribution by the university or released by research firms, consulting firms or other private institutions under contract with the university. This does not include correspondence, memos or other routine forms.

Cross Reference: None

Responsible for Implementation: ~~President~~ *Vice President for University Advancement*

Contact for Revision: Executive Director of ~~Public Affairs and Marketing~~ *University Marketing Communications*

Forms: Approval for Printing (available from University Printing Services)

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: University Web Calendar

Policy Number: 15.9

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

Date of last revision, if applicable: 4/23/2013

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

Purpose of Policy (what does it do): Provides guidelines regarding the university website calendars

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:

Specific rationale for deletion of policy: This policy only contains the requirement for there to be a departmental representative designated to submit items to the university calendar; this can be done through procedure rather than university policy. University Marketing Communication will continue to publish the procedures for submitting an item to the university calendar on its website.

Additional Comments:

Reviewers:

Jason Johnstone, Assistant Director - Web Services
 Shirley Luna, Executive Director of University Marketing Communications
 Jill Still, Vice President for University Advancement
 Damon Derrick, General Counsel

~~University Web Calendar~~ (POLICY TO BE DELETED)**~~Original Implementation:~~** 1982**~~Last Revision:~~** April 23, 2013

~~Each university department will designate a contact for the Office of Public Affairs concerning items for inclusion in the university Web calendar.~~

~~Procedures for submitting events can be found on the calendar website at www.sfasu.edu/calendar.~~

~~Cross Reference:~~ None**~~Responsible for Implementation:~~** President**~~Contact for Revision:~~** Executive Director of Public Affairs and

~~Marketing~~**~~Forms:~~** Calendar of Events form available from the Office of Public Affairs

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