D-9-Disposition of Abandoned Personal Property .................................. P46
D-10-Driver Certification ...................................................................... P49
D-12-Faculty/Staff Traffic Appeals ....................................................... P50
D-25-Petitions and Handbills ................................................................. P53
D-36-Training and Certification of University Vehicle Operators ............ P56
E-18-Employee Separation ................................................................... P59
E-32N-Longevity Pay/Hazardous Duty Pay ........................................... P60
E-45-Service Awards ............................................................................ P61
E-47.1-Sick Leave Pool ......................................................................... P62
E-54-Vacation/Sick Leave Report ........................................................... P66
F-10-Emergencies ................................................................................ P67
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01-34 Faculty and Staff Appointments (Coaches) ........................................ 5
01-35 Ratification of Termination of Contract with Cargill and Associates .... 6
01-36 Delegation of Authority for Legislative Hearings ............................ 6
The meeting was called to order at 9:15 a.m. by Chair Pattye Greer. Board members present: R. A. Brookshire, Penny Butler, Gary Lopez, Susan Roberds, Lyn Stevens and Mike Wilhite. Absent: Mike Enoch, Jimmy Murphy.

Others present: Roland Smith, Janelle Ashley, Baker Pattillo, Yvette Clark, other SFA administrators, and visitors.

01-33
Upon motion of Regent Stevens, seconded by Regent Butler, with all members voting aye, the following Board items were approved.

It was ordered that the minutes of October 31, 2000, November 27, 2000 and January 8, 2001 be approved.

It was ordered that Section 5, Election of Vice Chair and Authorization of Duties, of The Rules and Regulations of the Board of Regents be revised as follows:

In the event of the death, resignation, or assumption of Chair duties by the of a Vice Chair, the Board Secretary shall, as soon as practical thereafter, elect a successor from the membership of the Board to serve as Vice Chair until the next Annual meeting.

It was ordered that the following appointments be approved.

1. Elementary Education

Ms. Carolyn B. Davis, Instructor, M.Ed. (Stephen F. Austin State University), at a salary of $41,000 for 100% time for nine months, effective January 15, 2001.

Mr. Gary Wright, Instructor, M.S. (University of Tennessee), at a salary of $38,000 for 100% time for nine months, effective January 15, 2001.

2. Human Services

Dr. Judith Lauter, Professor, Ph.D. (Washington University at St. Louis), at a salary of $55,000 for 100% time for nine months, effective January 15, 2001.
3. Theatre

Mr. Steven H. Shirey, Technical Director, MFA (University of South Carolina), at a salary of $28,376 for 100% time for ten and one-half months, effective January 2, 2001.

4. Audit Services


5. Financial Aid

Ms. Chrissy M. Ramsey, Accountant, at a salary of $22,000 for 100% time for 12 months, effective October 9, 2000.

6. Information Technology Services

Ms. Rachel Christian, Programmer Analyst I, at a salary of $26,000 for 100% time for 12 months, effective October 2, 2000.

7. Physical Plant

Mr. Ronald E. Watson, Manager of Custodial Services, at a salary of $44,000 for 100% time for 12 months, effective October 2, 2000.

8. Public Affairs

Ms. Evelyn (Kelly) McVay, Director of Public Affairs, at a salary of $47,200 for 100% time for 12 months, effective December 11, 2000.

9. Telecommunications/Network Support Services

Mr. David M. Sage, Network Support Specialist, at a salary of $26,000 for 100% time for 12 months, effective December 11, 2000.

It was ordered that the following changes of status be approved.

1. English and Philosophy

Based on needs of the academic department, it is requested that the effective date of Dr. David Whitescarver’s request for Voluntary Modification of Employment be moved from September 1, 2001 to September 1, 2002.

2. Library

Ms. Rachel B. Galan, from Assistant Director of the East Texas Research Center and Librarian I at a salary of $32,823 for 100% time for twelve months to Director
of the East Texas Research Center and Librarian I at a salary of $36,000 for 100% time for twelve months.

Ms. Virginia Rigby, from Librarian II and Director of the East Texas Research Center at a salary of $40,755 for 100% time for twelve months to Librarian II at a salary of $37,755 for 100% time for twelve months.

3. Controller

Ms. Robin Birdwell, from Payroll Manager, at a salary of $32,000 for 100% time for 12 months to Manager of Accounting Operations, at a salary of $35,000 for 100% time for 12 months, effective August 21, 2000.

Ms. Kimberly Baggett, from Accountant at a salary of $23,710, for 100% time, to Accounting Supervisor at a salary of $24,360, for 100% time, effective September 25, 2000.

Ms. Tamara Jo Hart, from Accountant at a salary of $20,000, for 50% time, to Accountant at a salary of $30,000, for 75% time through April 30, 2001, then back to 50% time.

Ms. Lynette Honea, from Accounts Payable Clerk I at a salary of $19,332 for 100% time, to Accountant at a salary of $23,200 for 100% time, effective December 4, 2000.

4. Athletics

Mr. Gregg Fort, from Capital Campaign Director at a salary of $50,000 for 100% time for twelve months, to Associate Athletic Director (External Affairs) at a salary of $50,000 for 100% time for twelve months, effective January 2, 2001.

It was ordered that the following retirements be accepted.

1. Art

   Dr. Michael N. Roach, Professor, effective November 30, 2000.

2. Secondary Education and Educational Leadership

   Dr. Janiece T. Buck, Associate Professor, effective December 31, 2000.

3. Physical Plant

   Mr. James Harkness, Director, effective January 15, 2001.

4. University Police Department

It was ordered that the following request for retirement and subsequent modification of employment be approved:

Dr. Donald Gregory, Geography and Political Science, effective September 1, 2001.

It was ordered that the Last Class Day Report for the fall semester, 2000 be approved as presented.

It was ordered that the Chair of the Board be authorized to sign the official report for Underenrolled Classes for Spring 2001 when the data is available.

It was ordered that the faculty workload report for the fall semester, 2000 be approved as submitted at the meeting.

It was ordered that the Resolution Approving Financial Institutions and Brokers for Investment Transactions be approved as presented.

It was ordered that the purchase of the computer equipment for the Forest Resources Institute be approved. The source of funds is as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRI Grant</td>
<td>$43,000</td>
</tr>
<tr>
<td>FRI Grant</td>
<td>59,771</td>
</tr>
<tr>
<td></td>
<td>$102,771</td>
</tr>
</tbody>
</table>

It was ordered that the University be authorized to enter into the 36-month lease of the Xerox Document Centre 400 Series copier and that the President be authorized to sign the required purchase orders. This equipment will be acquired through the state QISV (Qualified Information Systems Vendor) list, giving SFA access to significant Xerox product discounts. Total cost will not exceed $72,000 with funding provided 100% through revenue earned by Printing Services.

It was ordered that the student meal program contract be put out for bid and that the administration submit their choice of contractor to the Board of Regents at the April, 2001 meeting.

It was ordered that the University Physical Plant be authorized to proceed with the balance of the required work in the residence halls and apartments, and that the President be authorized to sign the necessary purchase orders. The price will not exceed $2,391,329.

It was ordered that the University be authorized to complete the work at Griffith and Kerr Halls and that the President be authorized to sign the necessary purchase orders and contracts. The price is not to exceed $3,027,382 which includes $75,000 for administration and $50,000 for architect/engineer fees.

It was ordered that the University be authorized to enter into a contract with the General Land Office for purchase of natural gas, and that the President be authorized to sign the required Interagency Cooperation Contract.
It was ordered that University be authorized to proceed with replacement of the air
handlers in the coliseum, and that the President be authorized to sign the necessary
contracts and purchase orders. Cost not to exceed $475,000.

It was ordered that the air handlers be replaced in East College Cafeteria and that the
President be authorized to sign the required purchase orders and contracts. The price will
be the low bid plus a 10% contingency not to exceed $386,199.

It was ordered that the Physical Plant be authorized to repair and repave the large lot
north of Garner Hall and south of Halls 14 and 16, and repair and perform seal coating at
the Motor Pool, seal coating of the Hall 20 lot, and repairs of the street north of the Hall
20 lot. All work is to be performed by SFA personnel, and the President is authorized to
sign the purchase orders. Cost is not to exceed $200,000.

It was ordered that the Physical Plant be authorized to purchase and install a replacement
chiller for Power Plant I if necessary. The chiller capacity and design will be determined
based on the future plant design and the current space available. The price will be based
on the best bid and actual cost of installation, not to exceed $175,000. The source of
funds is the FY 2001 HEAF contingency.

It was ordered that the University be authorized to proceed with renovation of the
Forestry Greenhouse, and development of the Analytical Laboratory/Greenhouse
Complex. J. E. Kingham will be construction manager, at a guaranteed maximum price not
to exceed $962,338 with administration fees of $25,000 for a total project cost of
$987,338. The President is authorized to sign the required contracts and purchase orders.
Grant funds within the Arthur Temple College of Forestry from the T.I.L. Temple
Foundation are available for the project.

It was ordered that the Resolution to Acknowledge Review of the Investment Policy and
Strategy be ratified as presented.

It was ordered that the Board of Regents adopt the policy revisions as presented.

00-34

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting
aye, it was ordered that the following appointments be approved, with coaches receiving
a 3% raise as indicated:

Athletics

Mr. Michael Santiago, Head Football Coach, at a salary of $97,438 for twelve
months, effective February 1, 2001.

Mr. Kevin Goodwin, Assistant Coach and Instructor of Kinesiology, at a salary of
$47,058 for 10.5 months, effective February 1, 2001.

Mr. Arlington Nunn, Assistant Coach and Instructor of Kinesiology, at a salary of
$49,502 for 10.5 months, effective February 1, 2001.
Mr. Robert Walker, Assistant Coach and Instructor of Kinesiology, at a salary of $56,204 for 10.5 months, effective February 1, 2001.

Mr. Todd Ivicic, Assistant Coach and Instructor of Kinesiology, at a salary of $51,364 for 10.5 months, effective February 1, 2001.

Mr. Tommy Condell, Assistant Coach and Instructor of Kinesiology, at a salary of $52,041 for 10.5 months, effective February 1, 2001.

Mr. Robert Kim Dameron, Assistant Coach and Instructor of Kinesiology, at a salary of $60,791 for 10.5 months, effective January 29, 2001.

00-35
Upon motion of Regent Brookshire, seconded by Regent Stevens, with all members voting aye, it was ordered that termination of the agreement between the University and Cargill and Associates, effective December 1, 2000, be ratified by the Board of Regents.

00-36
Upon motion of Regent Stevens, seconded by Regent Lopez, with all members voting aye, it was ordered that the Chairman of the Board or her designee be authorized to provide official statements required from the Board in response to, in connection with, and during the biennial legislative process.

REPORTS

A. Faculty Senate Chair, Kandy Stahl
   1. Senate Activities in the Past Quarter
      a. Cheating and Plagiarism Policy Revision
      b. Presidential Search Efforts
   2. Continuing Issues
      a. Faculty Morale
      b. Communication with the Board of Regents
      c. Hopes for the Continuing Presidential Search

B. Regent Roberds - Update on Presidential Search

C. Interim President Roland Smith
   1. Spring 2001 enrollment
   2. Legislative activity

Discussion Presidential Characteristics
Report on Search Process
Next Meeting: April 30, 2001

Upon motion of Regent Wilhite, seconded by Regent Stevens, with all members voting aye, it was ordered that the meeting be adjourned at 10:45 a.m.
RESOLUTION APPROVING FINANCIAL INSTITUTIONS AND BROKERS FOR INVESTMENT TRANSACTIONS

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

WHEREAS, the following firms are approved investment brokers:

Bank of New York
Merrill Lynch, Inc.
Regions Investment Company, Inc./Morgan Keegan
Salomon Smith Barney, Inc.
Southwest Securities, Inc.
Fayez Sarofim Inc.

WHEREAS, the following firms are approved financial institutions:

Citizen’s First Bank
Commercial Bank of Texas
First Bank and Trust
Bancorp South Fredonia
Regions Bank Stone Fort
Texas Bank

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

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 30, 2001, meeting of the Board.

THE BOARD OF REGENTS, STEPHEN F. AUSTIN STATE UNIVERSITY

______________________________
Patty Greer, Acting Chair

______________________________
Penny Butler, Secretary
## Schedule of Budget Increases

**September 1, 2000 through January 8, 2001**

<table>
<thead>
<tr>
<th>Activity Recipient</th>
<th>Account Name</th>
<th>Account Number</th>
<th>Transfer Source</th>
<th>Source Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Distance Learning Fee</td>
<td>2-51047</td>
<td></td>
<td>Overrealized Income</td>
<td>8,820</td>
<td>December 13, 2000</td>
</tr>
<tr>
<td></td>
<td>Fine Arts Series</td>
<td>3-00408</td>
<td></td>
<td>Overrealized Income</td>
<td>16,000</td>
<td>December 13, 2000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24,820</td>
<td></td>
</tr>
</tbody>
</table>
# STEPHEN F. AUSTIN STATE UNIVERSITY HOUSING UPGRADES

<table>
<thead>
<tr>
<th>PROJECTS</th>
<th>ESTIMATED COST</th>
<th>ESTIMATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Build a campus fiber optic backbone to each residence hall and apartment building</td>
<td>Spring/Summer 2000</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>2</td>
<td>Interior wiring in Halls 14 and 16</td>
<td>September, 1999</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>3</td>
<td>Furniture additions to Halls 14 and 16</td>
<td>August 1, 1999</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>4</td>
<td>Fire sprinkler and safety renovations to Hall 19</td>
<td>February, 2000</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>5</td>
<td>Renovation of Hall 17 including data/phone wiring, electrical wiring, fire sprinklers, safety additions and additional furniture</td>
<td>September, 2000</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>6</td>
<td>Halls 15 and 18-provide telecommunications TV cable and phone service. Add movable beds and chests</td>
<td>$3,027,382</td>
<td>September, 2001</td>
</tr>
<tr>
<td>7</td>
<td>Hall 20-provide data, phones, TV cable</td>
<td></td>
<td>January, 2001</td>
</tr>
<tr>
<td>8</td>
<td>Units, Todd, Hall 10, Mays, Hall 13-telecommunications, TV cable and phone service. Electric service in Units and Mays, additional furniture</td>
<td>$1,724,425</td>
<td>September, 2002</td>
</tr>
<tr>
<td>9</td>
<td>Starr, Clark, New Raguet, University Woods, and Garner Apartments—phones, data lines, TV cable.</td>
<td>$402,500</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ADA Improvements</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Parking lot</td>
<td></td>
<td>Summer, 2002</td>
</tr>
<tr>
<td>12</td>
<td>Contingency</td>
<td>$289,404</td>
<td></td>
</tr>
</tbody>
</table>

| INCOMPLETE ITEMS | $5,543,711 |
| COMPLETED ITEMS | $6,002,097 |
| TOTAL PROJECTS | $11,545,808 | (includes $1,402,500 for fire protection) |
RESOLUTION TO ACKNOWLEDGE REVIEW OF INVESTMENT POLICY AND STRATEGY

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Regents has reviewed and adopted the investment policies and strategies of Stephen F. Austin State University.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 30, 2001, meeting of the Board.

THE BOARD OF REGENTS, STEPHEN F. AUSTIN STATE UNIVERSITY

Pattye Greer, Acting Chair

Penny Butler, Secretary
## Policies for Board Review

**January 30, 2001**

<table>
<thead>
<tr>
<th>New</th>
<th>Fleet Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Tuition Rebate</td>
</tr>
<tr>
<td>A-5</td>
<td>Add/Drop</td>
</tr>
<tr>
<td>A-11</td>
<td>Commencement</td>
</tr>
<tr>
<td>A-37.1</td>
<td>Performance Evaluation of Tenured Faculty</td>
</tr>
<tr>
<td>A-54</td>
<td>Semester Grades</td>
</tr>
<tr>
<td>B-3</td>
<td>Austin Building Conference Rooms</td>
</tr>
<tr>
<td>B-4</td>
<td>Camp and Conference Reservations</td>
</tr>
<tr>
<td>B-30</td>
<td>University Vehicles (Rental)</td>
</tr>
<tr>
<td>C-2</td>
<td>Annual Budget Preparation</td>
</tr>
<tr>
<td>C-8</td>
<td>Computer Equipment Purchases</td>
</tr>
<tr>
<td>C-12</td>
<td>Distribution of Payroll</td>
</tr>
<tr>
<td>C-13.5</td>
<td>Food Services</td>
</tr>
<tr>
<td>C-25</td>
<td>Private Solicitation</td>
</tr>
<tr>
<td>C-41</td>
<td>Investments</td>
</tr>
<tr>
<td>D-4</td>
<td>Appearances Before the Board of Regents</td>
</tr>
<tr>
<td>D-9</td>
<td>Disposition of Abandoned Personal Property</td>
</tr>
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<td>F-21</td>
<td>Notary Public</td>
</tr>
<tr>
<td>F-23</td>
<td>Printing Services</td>
</tr>
</tbody>
</table>
Fleet Management

Original Implementation: January 30, 2001
Last Revision: None

Stephen F. Austin State University (SFASU) has adopted the Fleet Management Plan mandated by House Bill 3125 of the 76th Texas Legislature. The fleet of vehicles owned and operated by SFASU shall follow guidelines set forth by government and private sector fleet “best practices” intended to increase State use and efficiency, reduce maintenance, and reduce operating costs.

SFASU Manager of Transportation shall serve as fleet manager and reporting official and shall be responsible for observation and implementation of agency fleet management policies and procedures. Responsibilities of the fleet manager include, but are not limited to, vehicle purchasing, replacement, and disposal, vehicle maintenance and repair, and vehicle assignment and use.

The Grounds and Transportation Automobile department shall serve as the SFASU motor pool and shall have responsibility for maintenance, repairs, records, and alternative fuel location for all campus vehicles. The fleet manager shall assign and meet with campus area coordinators to administer departmental vehicles and comply with reporting requirements of the State’s Office of Vehicles and Fleet Maintenance (OVFM).

The fleet manager shall develop vehicle-replacement criteria and shall notify a department when one of its vehicles meets the replacement criteria. Requests for vehicle replacements are the responsibility of each department and shall be considered during the annual budget process begun on a date following the date of notice.

Mandatory fueling requirements for SFASU vehicles includes use of State retail fuel contracts, self-service or central fueling facilities, use of regular unleaded gasoline, and use of alternative fuels (where appropriate).

The number of vehicles in the SFASU fleet is capped at levels in effect September 1, 1999. Replacements are subject to departmental vehicle-replacement schedule. Exceptions will be considered for legislatively mandated program changes, federal program initiatives, or documented needs resulting from program growth or changes. SFASU President’s approval is required, with the OVFM serving as final approval authority.

Fleet operations are subject to minimum use criteria, vehicle-operator training and driver certification requirements, vehicle-disposal procedures, preventive maintenance and warranty tracking, safety and accident reporting procedures, and standardized safety-inspection and registration renewals.

Source of Authority: Vice President for Business Affairs
Cross Reference: State Office of Vehicle and Fleet Management Regulations and House Bill 3125, 76th Texas Legislature

Contact for Revision: Vehicle Fleet Manager

Forms: None
Tuition Rebate Policy

Original Implementation: January 30, 2001
Last Revision: None

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to $1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the State. To be eligible for rebates under this program, students must meet all of the following conditions:

1. they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. they must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the General Bulletin under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

The amount of the tuition rebate is the lesser of $1,000 or the actual amount of undergraduate tuition paid by the student to Texas public institutions of higher education. Tuition rebates shall be reduced by the amount of any outstanding student loans.

Students wishing to apply for tuition rebates must do so at the time they apply for baccalaureate degrees by checking the appropriate lines on the Application for Graduation. Applications are available in the Registrar’s Office.

The Registrar’s Office will evaluate all applications and make a determination of rebate eligibility, based on number of hours attempted as posted on the student’s academic record. The Registrar’s Office will provide the Vice President for Business Affairs with the names, addresses and social security numbers of all applicants eligible for tuition rebates. Within 60 days after graduation, the Vice President for Business Affairs will mail rebate checks to eligible students and the Registrar’s Office will mail denial notices to ineligible students. Each notice will include the reason for denial. A student may appeal a denial decision to the Tuition Rebate Appeals Committee. Information on the appeal process is available in the Registrar’s Office. All appeals must be filed within 30 days of the University’s written notification of denial.
Source of Authority: Texas Education Code, Section 54.0065; Texas Higher Education Coordinating Board Rules and Regulations, Chapter 13, Subchapter F

Cross Reference: Texas Education Code, Section 54.0065; Texas Higher Education Coordinating Board Rules and Regulations, Chapter 13, Subchapter F; General Bulletin; Schedule of Classes; Orientation Literature; SFASU WEB Site; Application for Graduation

Contact for Revision: Vice President for Business Affairs

Forms: Application for Graduation
Add/Drop

Original Implementation: April 27, 1986
Last Revision: January 25, 2000

Students may add courses through the 2nd class day during the summer semesters and through the 4th class day during the fall or spring semesters. Academic Department Chairs may reconcile class schedules through the official reporting date. Students may drop classes through five working days past mid-semester or mid-session as applicable. A student will not be allowed to drop a course after these dates, unless he or she withdraws from the University or can secure the dean's permission by demonstrating some exceptional circumstance.

The following applies:

1. Through the official reporting date, withdrawals or a course dropped will not be recorded on a student's transcript.

2. After the official reporting date through five working days past mid-term for full semester courses or mid-session for partial semester courses, a drop, as well as a withdrawal, will be noted as a "W" on the transcript.

3. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will be permitted only with the permission of the student's dean and will be noted as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time. A withdrawal will also be noted as a "WP" or "WF" on the transcript.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Graduate Bulletin, Schedule of Classes

Contact for Revision: Registrar

Forms: None
Commencement

Original Implementation: February, 1984
Last Revision: January 25, 2000

The arrangements for commencement ceremonies to be held at the end of the fall, spring, and summer semesters are the responsibility of the office of the Registrar except for the selection of and arrangements for a speaker, which are the responsibility of the President.

Because of commencement's importance as a symbol of the University's core function, faculty members are encouraged to attend.

In order to have adequate representation of faculty at commencement, each permanent member of the faculty is obliged to attend at least one commencement each calendar (January – December) year. Faculty teaching in the second summer term that one obligatory-attendance is at the August ceremony is obligatory. Department chairs are responsible for assuring faculty members' compliance with this provision.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: None
Performance Evaluation of Tenured Faculty

Original Implementation: August 26, 1997
Last Revision: January 30, 2001

Purpose

The evaluation of faculty performance at Stephen F. Austin State University is a long standing practice. The Policy for Performance Evaluation of Tenured Faculty at Stephen F. Austin State University broadens the scope of previous University policies relating to faculty evaluation. This policy increases the available options for addressing the performance measures of tenured faculty. When obtained according to this policy, the results of the evaluation of a tenured faculty member may be used to support personnel decisions relating to commendations, suggestions for improvement, and when required, counseling of a faculty member whose evaluation shows the necessity for a professional development plan designed to address deficits in performance. A faculty member who satisfactorily meets the conditions of the professional development plan ends participation in the plan. If after a specified period of time the faculty member has not fulfilled the goals of the plan, dismissal procedures may be initiated in accord with University policy.

Academic Freedom and Responsibility

Stephen F. Austin State University regards academic freedom as critical to the maintenance of a positive scholastic atmosphere where free exchange of thought is encouraged, where faculty and students alike enjoy the opportunity to broaden their knowledge and where one's full potential can be realized. We therefore adhere to the statement on Academic Freedom and Academic Responsibility as articulated in the Faculty Handbook in Policy A-2.5.

Evaluation & Criteria

For the purpose of assessing performance of tenured faculty, each academic unit has developed criteria for categories of performance, under the guidelines of Policy E-20A, "Evaluation, Merit Pay, Promotion and Tenure." Tenured faculty in each department shall be evaluated annually for "teaching, performance/scholarly/creative activity, and service." Peer review will be included within the evaluation process at least to the extent required by law.

When a faculty member receives a satisfactory annual review, the evaluation process is concluded. The faculty member may then be considered for merit and/or promotion.

A single unsatisfactory review results in a consultation with the academic unit head. When a tenured faculty member receives two unsatisfactory annual evaluations within any three year period, a comprehensive professional review will be initiated. Regardless
of the format used for performance evaluation of tenured faculty, all forms must include a check off as follows:

☐ Satisfactory

☐ Unsatisfactory

The evaluator must definitively check one of these blanks.

**Source of Authority:** General Appropriations Act, Article III, Sec. 42, Board of Regents; President; Vice President for Academic Affairs

**Cross Reference:** Faculty Handbook; *Academic Freedom and Academic Responsibility*, A-2.5; Evaluation, Merit Pay, Promotion and Tenure, E-20A; and Tenure, E-50A.

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

**Forms:** None
Semester Grades

Original Implementation: January 25, 2000

Last Revision: none

I. Recorded Grades

A student’s grades are determined by daily work, oral and written quizzes, and final examination. Faculty members may use a variety of factors including class attendance to establish a final grade for the course. (See Policy Statement A-10). A grade of A indicates excellent; B, good; C, average; D, passing; F, failure; WH, incomplete or grade withheld; WF, withdrew failing; WP, withdrew passing. WP and WF are assigned only when a student has withdrawn from the University after mid-semester the last-day to drop a course as defined in Policy A-5 “Add/Drop” or with special approval of the student’s academic dean. No grade can be taken from the record unless put there by mistake. Specified courses are graded on a pass (P)/fail (F) system with no other grades awarded. A student who makes an F can get credit only by repeating the work. A student who desires to repeat courses in order to improve his/her GPA at SFA must repeat those courses at SFA.

II. Withheld Grades

Ordinarily, at the discretion of the instructor of record and with the approval of the department chair, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F.

III. Grade Point Average

A grade of A gives the student four grade points per semester hour; B, three grade points; C, two grade points; D, one grade point; and F, WH, WF, and WP, no grade points. The grade point average (GPA) is determined by dividing the sum of the grade points earned at SFA by the total number of hours attempted at SFA, excluding P hours. (See below for special exceptions.)

An undergraduate student who desires to repeat courses in order to improve his/her grade point average at SFA must repeat those courses at Stephen F. Austin State University. The following rules apply:

A. For any course that is repeated once at SFA, the higher of the two grades will be used to determine the GPA.

B. If a course is repeated more than once at SFA, all grades earned for that course will be used to determine the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit hour requirements, but grades from
transferred courses will not change the GPA based on courses taken at SFA. Only grades earned at SFA will be used for calculating GPA.

**Source of Authority:** Vice President for Academic Affairs

**Cross Reference:** General and Graduate Bulletins, Class Attendance and Excused Absences, Index A-10

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

**Forms:** None

Return to Policy & Procedure Main Page
Austin Building Conference Rooms

Original Implementation: June 10, 1986
Last Revision: April 15, 1997 January 30, 2001

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

Both conference rooms are available to faculty and staff for group meetings held for the purpose of conducting University business or related activities. Neither room is available for use by student groups.

Room 305, Small Conference Room, will accommodate groups of twelve to fifteen people. Groups of this size will routinely be scheduled in 305 unless it is reserved.

Room 307, Board of Regents Conference Room, will accommodate groups of 14 to 20 with conference-style seating, and much larger groups if seating areas around the perimeter of the room are utilized. This room is scheduled for routine meetings only if Room 305 is too small or is unavailable.

Individuals reserving Room 307 are responsible for seeing that desk pads (available in 307) are placed on the conference table prior to the meeting and are removed at the conclusion of the meeting. Because of the formal nature of the room and its furnishings, beverages are discouraged and food is prohibited.

Reservations for either room may be made by telephone or in person with the Executive Assistant to the President (extension 2201; Austin building, Room 315).

Source of Authority: President

Cross Reference: None

Contact For Revision: Executive Assistant to the President

Forms: None
Camp and Conference Reservations

Original Implementation: 1987
Last Revision: October 26, 1999, January 30, 2001

Each year Stephen F. Austin State University is host to a variety of camps, clinics, workshops, and conferences. To facilitate the many and varied requests of these groups, the Coordinator for University Reservations and Conferences, referred to in this booklet as the Coordinator, located in the University Center, room 110, is available to assist Camp Directors in arranging housing, meal tickets, meeting space, insurance, parking permits, swim passes, and banquets. A camp as referred to in this document refers to all special programs, camps and conferences.

Eligibility

Any outside group camp or conference requesting use of University facilities must have a University sponsor (a registered student organization, faculty, or staff group). If profit-making agencies are involved with the program, the sponsoring organization must receive prior approval from the Vice President for Business Affairs to conduct the camp. All adult, non-credit groups or University groups awarding Continuing Education Units must be sponsored through the Department of Continuing Education.

It is the responsibility of the sponsoring individual or organization to ensure that programs and activities conducted in the University Center or at other locations on the University campus are in compliance with the Americans with Disabilities Act.

Age of Participants

Camp participants under ten (10) years of age are not permitted to stay over-night in the residence halls unless accompanied by parents and under close supervision at all times.

Request for Camp/Conference Facilities

The first step for the Camp Director will be to submit a completed "Camp/Conference Facilities Reservation Contract" to the Coordinator (see appendix for sample). The form should be completed with estimates of size of the camp. Housing, meal cards, meeting space and other requests will be reserved according to the stated needs on this form. Completion and return of these forms as early as possible will help assure that each specific need will be met. Some areas are limited and will be supplied on a first-come, first-serve basis. A packet containing passes, tickets, insurance forms and instructions will be assembled and should be picked up at the Coordinator's office two (2) weeks before the scheduled camp date.

Insurance Requirements

All non-credit participants spending the night in University residence halls must be insured. A per camper/night fee will be assessed at the completion of the camp and billed to the proper
account. A list of names of all participants to be insured must be submitted to the office of the Coordinator on the first working day of the camp session. Completing insurance forms are the responsibility of the Camp Director. Forms returned because of insufficient information are also the Camp Director’s responsibility.

**Health Clinic**

A medical release and consent form (see appendix for sample) must be completed and signed by the parent/guardian of each camper under age 18. Neither the clinic nor local hospitals will treat a minor student without this release form in hand. The Camp Director is responsible for having these forms signed and readily accessible at all times in case of an emergency.

Claim forms are available from the Coordinator as needed. The attending physician/professional will forward the claim form to the insurance carrier following a medical visit. No claim will be processed without the signature of a camp official.

A camp official must accompany a student camper to the University Health clinic, local hospital emergency room, or pharmacy.

**Emergency Phone Number**

All camp participants should be informed that a campus 911 number is available to them should an emergency take place.

Parents of participants should be informed of the twenty-four (24) hour emergency phone number (936) 468-2608 at the University Police Department.

**Billing Procedures**

Billing for summer camps will be handled through the Coordinator’s office. Costs for meals, housing and insurance will be negotiated each year and the projected costs made available upon request. An account number or billing address should be supplied at the time of the original camp reservation. After the camp is completed, one total bill for lodging, damages, lost keys, meals, special banquets, SFA food service deliveries and pick-ups, insurance, swim tickets and other applicable costs will be assessed and billed to the camp account. Any damages, etc., discovered after the close of the camp will remain the Camp Director’s responsibility.

*Camp cancellations* must be made in writing to the Coordinator. Cancellations within one month to two weeks prior to the starting date of the camp will incur a $100.00-dollar cancellation fee. There will be a $150.00 per day charge for each day that the camp was scheduled when the cancellation is made within two weeks of the beginning date of the camp.

**Housing**

The Camp Director should estimate as closely as possible the number of students and counselors needing University housing for the camp session. Space will be reserved as per the reservation
completed by the Camp Director. Concurrent camps may result in two or more groups occupying the same residence hall. In the event that this becomes necessary, the Camp Director will be allowed the opportunity to request additional facilities. The request for additional facilities will be granted if housing facilities are available. Additional fees will be charged for this service and will be established according to the type of facility requested.

Before the camp session, the Camp Director will receive lists of final hall assignments, summer Hall Directors and their current phone numbers. Two weeks before the camp session the Housing Office Department will send floor plans, roommate lists, information specific to the building such as rooms being used for storage and not available to campers, and the current phone number for the Hall Director. The Camp Director should contact the Hall Director as soon as the lists are received and should keep the Hall Director updated on changes and special needs the camp may have in the hall.

If it is necessary for a camp to have camp staff or campers arrive one night early or check out one day later than the main camp, the early arrivals/late checkouts may be housed in a different facility for this time. Any early arrivals or late checkouts must have authorized supervision.

**Final Arrangements**

At least two (2) weeks prior to the start of the camp session the Camp Director should contact the Hall Director assigned to the camp to finalize arrangements. Issues to be discussed include early arrivals, pre-camp inventory of the residence hall, check-in and checkout procedures, room assignments, storage of equipment, late departures and end of conference inventory of the residence hall.

The SFA Housing Department is responsible for the overall cleaning of the residence halls, but it is the Camp Director’s responsibility to make sure campers’ posters, trash and other items are removed from the rooms and taken to the dumpster. The Camp Director is responsible for removal of any writing on walls, mirrors or doors prior to departure. Housing damages and lost key charges are assessed after the group has left the residence hall, but remain the Camp Director’s responsibility. (See Damages for more information) Groups meeting in the lobbies of the residence halls are responsible for the general cleaning of these areas. Food deliveries are not permitted after the front desk closes.

Participants may not use hallways, floors, or rooms other than those assigned to the camp.

**Special Accommodations**

Any camper or conference attendee that will need special accommodations due to a disability should contact the Coordinator prior to arrival on campus.

**The Camp/Conference Director Responsibilities**

(Participants as presented below refer to all individuals associated with the camp/conference including campers, instructors, staff and guests).
The Camp/Conference Director:

1. Will provide counselors and staff for the camps, preferably one counselor per ten campers. Campers should be supervised during any free time.

2. Inspects residence hall facilities immediately prior to and after the camp session;

3. Advises participants of appropriate check-in and checkout procedures including charges for damages and lost keys;

4. Familiarizes participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, and authorized entry into rooms;

5. Maintains discipline of all participants;

6. Cooperates with the residence hall director and staff who are responsible for the safety, security and maintenance of the building;

7. Collects and has readily available all Medical Release and Consent Forms on all participants;

8. Informs the University in advance of early and late arrivals;

9. Completes insurance forms at the time of treatment;

10. Handles insurance forms returned for lack of student information;

11. Furnishes the coordinator with a camp roster as soon as possible but no later than twenty-four (24) hours after camp check-in begins. And

12. It is the responsibility of the sponsoring individual or organization to ensure that programs and activities conducted in the University Center or at other locations on the University campus are in compliance with the Americans with Disabilities Act.

The Hall Director’s Responsibilities

The Hall Director is responsible for supervising the SFA Residence Hall Staff. He/she will develop a comprehensive work schedule, issue keys and make room assignments as needed to provide the best possible service to conference guests. The hall director will be available to assist the Camp/Conference Director in providing adequate supervision and disciplinary guidelines to campers.

After camp completion, the Hall Director will be responsible for submitting to the Housing Office Department the final count of rooms/beds used.
The Hall Director:

1. Acts as a daily contact person to assigned groups;

2. Prepares staff for handling emergencies and familiarizes them with overall building layout (elevators, fire alarms, etc.);

3. Interprets, supports, and enforces University policies, procedures, and regulations;

4. Completes work orders and maintenance requests as needed for efficient hall maintenance;

5. Completes administrative paperwork as required by the Office of Residence Life Office or the Housing Office Department.

6. Assesses all Housing charges at the Conclusion of the conference.

**Hall Director Phone List**

- Units 6620 Wilson 4906
- Wisely 3824 Hall 14 5408
- Todd 4907 Griffith 5401
- North 5207 Hall 16 5100
- Hall 10 4708 Steen 4607
- Mays 4707 Kerr 5306
- South 4903 Hall 20 2671

The Hall Director reports to the Coordinator of Residence Life.

**The Residence Hall Staff’s Responsibilities**

The Residence Hall Staff, under the supervision of the Coordinator of Residence Life and the day-to-day responsibility of the Hall Director, will assist in summer camp programs.

The Hall Staff:

1. Cooperates with the Hall Director in the operation of the residence hall;

2. Assists with check-in and preparation of facilities for each camp as requested by the Hall Director;

3. Assists with checkout and inspection of rooms at the close of each camp as requested by the Hall Director;
4. Performs desk responsibilities during assigned desk hours, gives information, checks guests in and out, issues keys, takes messages, and/or any other duties deemed necessary;

5. Serves as a referral/resource person to camp participants;

6. Assists in acquainting Camp Director with University policy, emergency procedures and facilities lay-out;

7. Maintains necessary reports and an accurate accounting of money, keys, maintenance requests, damages, etc.;

8. Remains available in her/his area to assist camp participants as per schedule assignments (the C.A. will be accessible in emergency situations regardless of duty schedule) Is accessible in emergency situations;

9. Maintains duty hours as assigned by the Hall Director;

10. Attends staff meetings as assigned by the Hall Director; and,

11. Performs other duties as assigned by the Hall Director.

Residence Hall Rules and Regulations

Agenda/Schedule. A copy of the agenda or schedule for each conference group must be left with the Hall Director to assist our camp - the residence hall staff in directing student during their stay.

Alcohol. Alcohol is not allowed in residence halls at any time.

Cleaning Fee. Cleaning charges may result if the participant leaves the room in any condition that requires custodial personnel to be called in for extra cleaning or the removal of trash from the building.

Controlled Substance. Unlawful use, manufacture, possession, or delivery of any controlled substance or dangerous drug is prohibited in residence halls.

Damages. Campers. The camp will be charged for any damages to the residence hall or its furnishings. Attaching signs or posters to the doors or the walls with tape may result in damage charges. The University is not responsible for any damage to a camper’s room as a result of theft, vandalism, or maintenance failure. The Housing Department encourages a representative from each group to conduct a walk through inspection of each room prior to the arrival of the camp. All pre-existing damages should be noted at that time. The Hall Director will be available to inspect each room with the Camp Director upon request. The Camp Director is responsible for removal of any writing on walls, mirrors or doors prior to departure. Housing damages and lost key charges are assessed after the group has left the residence hall, but remain the Camp Director’s responsibility.
Desk. The desk will be open from 8:00 a.m. until the Camp curfew (no later than midnight). Messages for camp participants received by desk attendants will be posted in a central location and not delivered to individual rooms. The Hall Director will unlock the front doors at the time requested by the Camp Director. The front door will be locked at midnight, or earlier if so requested. Any one that is locked out of the building may use the emergency phone located next to the door to contact the University Police Department for admittance to the building.

Desk Deliveries. Deliveries of prepaid merchandise may be made to the residence hall desk while it is open. Desk assistants will notify participants of a delivery, but shall in no way be made accountable for such items. Occupants will be contacted for deliveries when payment is needed.

Discipline and Supervision. It is the responsibility of the Camp Director or camp staff to administer discipline to participants who violate camp or university regulations. On occasions when camp personnel are not available, residence hall personnel will temporarily handle the situation. In cases of chronic or severe discipline problems, the residence hall director reserves the right to recommend that a camp participant be sent home. Violation of federal, state or municipal law will require the involvement of the University Police Department. All camps must provide on-site camper supervision throughout the duration of the camp. This includes overnight supervision within the residence hall.

Emergency. In case of an emergency call 911 or University Police at (936) 468-2608.

Entry-Authorized Entry Into Rooms. Entry into a residence hall does not normally constitute a search. University personnel and the Camp Director staff may enter a room to remove a potential fire, safety, or health hazard; to perform maintenance; to correct situations intruding upon the comfort of others (a phone or alarm clock continuously ringing, loud radios, etc.); to retrieve items upon request of the participant’s immediate family; and to retrieve the personal belongings of other individuals where there is no apparent dispute to ownership of the property.

All other situations which would require entry into a room should be coordinated with the Hall Director who may consult with University Police.

Evacuation Procedures. All persons are required to evacuate a building when an emergency alarm is activated. If an alarm sounds, each person must leave the room and proceed to the nearest clear exit. Stairwells must be used instead of elevators. If the camper is unable to exit the room, a towel, sheet, or similar item should be placed outside the window, so that emergency personnel will know that someone is in the room. Camp Directors may request that a fire drill be scheduled during the camp. Contact by contacting the Residence Hall Director prior to arrival to schedule a drill.

Facility Sharing. In order to be more energy efficient, two or more camps may be scheduled in the same facility.
Firearms. Possession or use of weapons or explosives (such as pistols, rifles, shotguns, firecrackers, cherry bombs, or any weapons prohibited by laws of the state of Texas) in University-owned-or-controlled buildings is prohibited.

Fire Safety. No incense or candles may be burned in residence halls. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for clean-up will be assessed. Transmission of a false alarm is a violation of state law and violators will be prosecuted.

Gambling. Gambling in any form is prohibited by state law.

Games. Because of potential physical harm or residence hall damage, active games such as running and the use of Frisbees, footballs, ice or water fights etc., are not allowed within residence halls. It is the responsibility of the camp to store the equipment for the camp such as basketballs, etc.

Guests With Disabilities. Conference guests that need any special accommodations should contact SFA's Camp Coordinator prior to arrival.

Housekeeping. Housekeeping staff are on duty during Monday through Friday. Common areas of the residence halls and community bathrooms are cleaned daily. Cleaning of individual rooms and trash in individual rooms is the responsibility of the camper. Any housekeeping concerns should be reported to the front desk.

Keys. Individual keys are issued to each camper at the time of check-in. Keys must be turned in to residence hall staff at checkout. A $38.40 replacement fee will be assessed for each key that is not returned at the end of the camp session. This charge covers the cost to change the lock and make a new set of keys. Camp officials will not be issued master or front door keys to any building.

Laundry Facilities. Coinless washing machines and dryers are located in each residence hall.

Lost and Found. Lost and found items should be turned into the front desk. At the end of each camp, the Camp Director may pick up any lost and found items. Anything left over from the camp will be turned into the sponsoring department on campus. SFA cannot be responsible for lost or stolen items.

Maintenance. Any maintenance problems should be reported to the Hall Director or desk personnel. Abuse of elevators, televisions, laundry machines or ice equipment or other excessive maintenance charges may be billed to the camp.

Medication. The residence hall staff will not dispense any type of medication to a camper. Contact the SFA health clinic at #(936) 468-4008 if a camper will need assistance with medication during the camp session.

Movies. No movies may be shown in the residence hall lobbies due to licensing law restrictions.
Pets. No pets are allowed within the residence halls.

Public Areas. Eating, drinking and smoking are not permitted in the lobbies, hallways, laundry rooms, community baths or other public areas. Pizza parties etc., held in the building should be held outside or the food distributed and the campers dispersed to their rooms.

Roommates. All roommate problems will be handled by the Camp Director. The Camp Director will handle all roommate problems. If a room change is necessary, consult the Residence Hall Director.

Smoking. No smoking is allowed in the residence halls or on the front porches during camps.

Storage. Rooms used for reasons other than living space will be charged the private room rate, (i.e. storage, offices or conference rooms).

Telephones. The University does not furnish telephones for individual residence hall rooms. Camp staff members are encouraged to bring telephones. Local telephone service is provided in each room. Dial 9 for an outside line. In order to place a long distance phone call, a telephone calling/credit card must be used. Incoming collect calls may not be accepted. The phone number is printed on the telephone jack.

Trash Policy. The SFA Housing Department is responsible for the overall cleaning of the residence halls, but it is the Camp Director’s responsibility to make sure campers’ posters, trash and other items are removed from the rooms and taken to the dumpsters located outside of each building. The Housing office Department will furnish each camper with a plastic trash bag when they check into the building and large bags at the end of each camp to gather all of the smaller bags for removal from the building.

Vending. Vending machines are provided for the convenience and enjoyment of the camp participants. Empty or malfunctioning machines should be reported to the front desk as soon as possible. Camp participants who lose money in the machines should report to the U.C. bBusiness office, located in the basement of the University Center, for a refund.

Windows. Windows in residence halls must be closed at all times for air conditioning systems to function properly. Window screens may not be removed by residents.

Dining Service

Meal tickets to be used by camps will be printed and enclosed in the camp packet according to the estimated number stated on the reservation form. As a general rule, extra meal tickets will be included to handle lost and damaged cards. Meal cards are numbered for use in assignment. If a card is lost, the Coordinator’s office should be notified immediately and SFA Dining Services will be alerted to watch for the lost card. SFA Dining Services will charge the group for actual meals eaten, with a minimum charge of 50% participation. There will be a charge for failure to notify reservations if the group misses a meal. The count will be taken at the cafeteria register and that count will be considered final, should a dispute arise.
To facilitate quick access to the cafeteria when several large groups are on campus simultaneously, meal times will be staggered. From the information provided on the reservation form, Food Services will be notified of the first and last scheduled meals to be eating in the cafeteria and whether or not the group will be missing a meal in the cafeteria. If the group misses a meal and the Coordinator was not notified the 50% rule will apply a 75% minimum charge will be assessed. Special banquets in the University Center can be arranged through the Coordinator's office according to University Center policies.

**HPE Facilities**

The SFA outdoor swimming pool is available to participants on a ticket basis during regular pool hours. Tickets may be purchased at the UC ticket booth.

Swim tickets are to be used during SFA pool hours. If 30 or more campers go to the pool in the afternoon, the Coordinator should be notified so that additional lifeguards can be on duty.

If the pool is to be reserved for a specific camp, arrangements must be made through the Coordinator's office. The pool cannot be reserved during regular SFA swim hours. Swim tickets will not be used if the pool is reserved for the camp. A cost per-hour, per-lifeguard will be assessed for the reservation and billed on the final total camp bill.

Campers will be required to show camp identification cards for admission into the HPE building. No equipment will be checked out to campers. Gyms, volleyball courts, and softball fields may be reserved at times that do not conflict with SFA classes. Tennis courts are available as long as SFA board students are not preempted. The weight room will be open for casual use at specified times.

**University Center Games Area**

The Games area located in the University Center basement will be available to campers during regular SFA hours. Special permission for use at other times may be granted by the Director of Auxiliary Services. Group reservations should be made on the camp reservation form. Cost for games and machines are posted in the Games area. A late charge may be assessed for groups staying after hours.

**University Center Meeting Rooms**

Rooms in the University Center are made available to summer camps on a first-come, first-serve basis following established University Center policies. Only food purchased through the University is to be served in the University Center meeting rooms. Arrangements for room setup and food orders for banquets or meetings must be made in the Coordinator's office two weeks prior to the event. Failure to notify the Coordinator of a cancellation 24 approximately 72 hours in advance of the scheduled activity will result in payment of the cost incurred by the University Center or Food Service personnel. University Center decorating restrictions will be strictly enforced. The Nibbler's Nook and the lounge areas are non-reservable areas during regular
operating hours. Lounges are primarily intended for general use by the public. Due to limited space in the University Center, rooms in the U.C. will not be available for storage before the camp dates. Boxes shipped before the group’s arrival to the campus must be held by the sponsoring department.

Academic Buildings for Meeting Rooms

The Coordinator will be available to assist Camp Directors in reserving meeting spaces in academic buildings and auditoriums following policy guidelines for each building. For assistance, the Camp Director should specify dates, hours, and group size on the reservation form.

Coliseum

Reservations for use of the coliseum will be arranged by the Coordinator following the University regulations for coliseum usage. A per-event fee may be charged.

University Police/Parking

Parking permits will be available through the Coordinator's office for campers bringing cars and buses to the SFA campus. Parking permits are to be displayed in the car window while on campus and disposed of after the camp is completed. If a group of parking spaces is needed, the Coordinator will arrange with the University Police Department for an area to be marked off for the camp.

Source of Authority: Board of Regents, President, Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Auxiliary Services

Forms: Medical Release and Consent Form (available in Auxiliary Services); Camp/Conference Facilities Reservation Form Contract (available in Auxiliary Services); Camp Director’s Check List Form (available in Auxiliary Services)
University Vehicles (Rental)

Original Implementation: June 1, 1984
Last Revision: December 1999/January 2001

The provisions of the policy on the Use of University Facilities govern the use of all buildings, facilities, equipment, and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to University vehicles.

I. Official Use:

University motor vehicles can only be used for the transaction of official University business.

A. Reservations

1. Vehicles will be rented exclusively to individuals or organizations that have funds budgeted by the University.

2. All vehicles, except road buses, are rented on a first-come, first-serve basis. Reservations can be made by memo to the Physical Plant Grounds and Transportation Department, P.O. Box 13031 SFA Station, by phone at 468-5107, or on the Physical Plant Web site. Reservations should be made as far in advance as possible.

3. Persons for whom reservations are made, must be on the Approved Drivers List, must have a minimum of four passengers for vans, must have definite pick-up and return times, and must have an approved University account.

4. Cancellations should be made as far in advance as possible. Cancellations made less than 48 hours in advance will incur a $20.00 fee.

B. Procedure for Checking Out Vehicles

1. Vehicles can be picked up at the Physical Plant Grounds and Transportation Department, located at Starr Avenue and University Drive, between 7:00 a.m. and 4:00 p.m. Monday through Friday.

2. Special arrangements may be made for pick-up outside normal hours.

3. When two or more users are renting the same vehicle over a weekend, the users may be required to turn in and pick up vehicles at the University Police Department.

4. Individuals picking up vehicles must present a Stephen F. Austin State University Approved Driver Certificate and a valid driver’s license.

5. Personnel in the Grounds and Transportation Department, will furnish approved drivers with:

   a. keys to vehicle
b. copy of vehicle charges and reservation form
c. credit card(s)
d. daily record of state-owned motor vehicle use
e. vehicle roadability report
f. insurance card

C. Passengers

1. Passengers in University vehicles will normally be university employees or students traveling on University business.

2. Passengers who are not University employees or students may be authorized to ride in University vehicles when their presence is consistent with University business or functions.

3. University employees and students may have guest(s), spouse or children accompany them while the University employee or student is traveling on University business provided:

   a. The guest does not interfere with the University business of the trip or cause any additional expense to the University.

   b. The department that sponsors the trip that the guest(s) are attending accepts full responsibility for the action of the guest(s) and the liability for any injury to the guest(s).

   c. If the guest is a minor child, the sponsor is responsible for the child’s actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.

   d. The University bus fleet is not equipped with seat belts or child restraints and safety of the child is the responsibility of the sponsor and of the department sponsoring the trip.

D. Use of University Road Buses

The 46-passenger Eagle bus and 36-passenger Blue Bird bus provide transportation for University departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance.

1. Authorized Trips. Only University groups and departments whose trips have received prior approval from the department head and/or dean of school may reserve the bus. A professional driver will be provided by the Physical Plant Department. Each user must be accompanied by authorized University personnel, who shall be responsible for all travel,
schedules, and arrangements. The use of the bus is limited to those destinations that may be reached by hard surfaced roads.

2. Reservations. Application for the use of the University bus shall be made to the Director of Physical Plant. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the Director of Physical Plant. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the Director of Physical Plant.

3. Priorities for Use
   a. Use of University buses for athletic purposes will be given the first priority.
   b. Those departments having activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority.
   c. In other cases, the following shall be considered:
      1) Advance Scheduling: Where feasible, the use of the buses will be approved on a first-come, first-serve basis.
      2) Distance: The distance to be traveled will be considered in determining priority.
      3) Number of Passengers: The number of passengers will be considered in determining priority.
      4) Purpose of Trip: In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

E. Record Keeping

Users of University vehicles are required to complete a written report on the use of such vehicles, including a list of University personnel on the trip. Reports are to be made daily, with a separate report required for each day. Required reports are made on forms provided by the Grounds and Transportation Department when checking out a vehicle.

F. Check-in

1. If returned after 7:00 a.m. or prior to 4:00 p.m. on weekdays, the vehicle should be returned to the Grounds and Transportation Building. The vehicle charges and reservation form, the daily record use of State Owned Motor Vehicles form, keys, credit card(s), and gasoline receipts should be given to Grounds and Transportation personnel.

2. If returned at some other time, the vehicle should be parked, the doors should be locked and all the items mentioned above should be dropped
into the slot in the front door of the Grounds and Transportation Building at Starr Avenue and University Drive.

3. Individuals may lose the privilege of using University vehicles if the vehicle(s) has been damaged during use, or if reports of vehicle use are incomplete.

4. Purchases, other than with University credit cards, are at the driver's expense, subject to reimbursement. Reimbursement will be approved when the Physical Plant is furnished an approved voucher accompanied by purchase receipts. Receipts must show vehicle license number, amount of purchase, and item(s) purchased. Failure to properly present receipts will result in non-reimbursement.

5. Purchase of fuel. Fuel is furnished as part of the rental price of the vehicle if purchased on credit cards furnished at the time of the rental. Fuel purchased not using credit cards will be at the expense of the using department. Reimbursement should be claimed on the travel voucher of the individual being reimbursed.

G. Breakdowns and Accidents

1. Instructions for proper reporting and handling of accidents and breakdowns are contained in the glove compartment of all University vehicles.

2. In all cases in which a vehicle cannot be returned to the campus, one of the following people should be contacted:

   a. During working hours (7:00 a.m. to 4:00 p.m.)

      Transportation Manager - 409/468-5107
      Associate Director, Physical Plant - 409/468-4341
      Director, Physical Plant - 409/468-4290

   b. After working hours: University Police - 409/468-2608

3. All major repairs must be arranged by the Manager of Transportation.

4. A driver involved in an accident must fill out Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to University Police upon return to campus. UPD will:

   a. Complete the Texas Peace Officers' accident report.

   b. Forward a copy of the report to the Safety Department.

   c. Complete the blue form and forward it to the Texas Department of Public Safety.

5. Departments using fleet vehicles will be charged for damages as the result of accidents or from abusive use.
6. The Safety Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident.

7. The University's insurance covers a driver's liability if he/she is:
   
   a. An approved University Driver.
   
   b. Operating the vehicle in an official capacity.

H. Charges

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Capacity</th>
<th>Charge per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedan</td>
<td>4</td>
<td>$0.28</td>
</tr>
<tr>
<td>Vans</td>
<td>15</td>
<td>$0.28</td>
</tr>
<tr>
<td>Shuttle Bus</td>
<td>40</td>
<td>$0.55 + driver</td>
</tr>
<tr>
<td>Road Bus 1</td>
<td>46</td>
<td>$2.00</td>
</tr>
<tr>
<td>Road Bus 2</td>
<td>36</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

In addition to mileage charges, the following minimum charges for the Road Buses will apply. There will be a minimum daily charge of $50.00 per day for local use and a minimum charge of $100.00 per day if the driver is required to be away from home base overnight. If daily mileage charges exceed $50.00 for local or $100.00 for away trips, the daily charge will be waived. Also all expenses (meals and lodging) for the driver(s) are the responsibility of the renting department.

I. Special Provisions

1. All drivers of buses must have a Class C-CDL license and submit to DOT physicals and drug baseline and random testing.

2. All drivers must have a valid driver certificate issued by UPD.

3. Buses must carry at least 1/3 of their capacity.

4. Certain buses, due to mechanical condition, are restricted to use in a 150-mile radius.

5. Users of fleet vehicles who purchase gas, oil, and other products by cash ticket or credit card must sign tickets, including license number of vehicle and items purchased. Purchase of gas, oil, etc on other than University credit cards furnished with the vehicle will be the responsibility of the using department.

6. Drivers may be requested from the Physical Plant Department (PPD) and, if available, will be furnished at a rate established annually by the PPD. Drivers are normally paid on a portal-to-portal basis. Special
arrangements should be made for extended trips. There is a minimum charge of two hours for any called driver.

7. No alcoholic beverages will be allowed in state vehicles.

Source of Authority: Board of Regents, President, Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Physical Plant, Director of Safety

Forms: None
Preparation of the Annual Operating Budget is coordinated through the office of the Vice President for Business Affairs. Guidelines are established by the President based upon legislative appropriations, student fees and other local income, non-pledged and pledged auxiliary system student fees and other income, available Higher Education Assistance Fund, and estimates of other fund revenues. Guidelines will reflect current legislative appropriation riders in effect and any other legal restrictions. Budgets will be prepared by operating department heads, submitted to the next appropriate level of review, then to the Vice President in charge of the division and finally to the President for final consideration. The schedule for preparation of the budget will be determined by the President. Generally the schedule will allow for Board of Regents review in April on even-numbered years and for review in July for odd-numbered years. Approved budgets will be announced to the University departments through administrative channels following approval of the Board of Regents.

All budgets are based on available funds and no expenditures may be made except as provided for in the approved budget or in accordance with changes approved by the Board.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Vice President for Business Affairs

Forms: None
The term "computer-related items" as used in this policy refers to computer-related hardware, software and services. Purchases of computer-related items should be approved through the appropriate administrative channels.

It is the responsibility of the department head/account manager to have sufficient knowledge of the purchasing procedures required by the State of Texas for computer-related items when initiating such purchases and to seek the assistance of the Director of University Information Systems/Information Technology Services and the Director of Purchasing as needed. Although users are responsible for such purchasing decisions, personnel in the computer center are available for consultation and can help to determine the feasibility of proposed acquisitions as each relates to consistency with the University's long range computing plan and with campus computing resource capabilities, and their effective interface/function with existing campus networks.

The Purchasing Department will provide the Director of University Information Systems with a copy of the purchase of computer-related items. This will assist the Director in the preparation of computing reports required by the State of Texas on a regular basis.

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of University Information Systems/Information Technology Services

FORMS: None
University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the 1st of the month. Hourly employees are paid on the 1st and 15th of the month. If the 1st or 15th falls on a weekend or holiday, employees will be paid on the first working day following the weekend or holiday.

Employees may choose to receive their payroll by direct deposit or check. Employees may participate in selecting direct deposit by signing a form, which is available in the payroll department of the Controller's Office. Direct deposits may be made electronically to any financial institution that accepts electronic transfers. Because banks require a test period for direct deposit, the first payroll after the direct deposit option is selected will be in the form of a check.

Unless an employee has authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on the paydays, as defined above, except as listed below. Payroll checks will be released at the Business Office except at the Departments listed below: Employees at the following sites may obtain their paychecks at their own locations:

- Library
- Athletics
- Athletic Office
- Physical Plant
- Computer Center
- Telephone
- Health Clinic
- Purchasing/Central Stores
- Receiving
- University Center
- Housing Office
- Residence Halls and Apartments

Employees must present a form of picture identification is required of each person picking up a when requesting payroll checks.

Release of payroll check to another person

If an employee wishes to have his/her payroll check released to another individual, he/she should provide that individual with signed authorization. The Business Office to release the check. The authorization must be presented to the cashier at the Business Office, along with the written authorization and a picture identification of the individual whose check is being released both the employee and the person obtaining the check. The employee's picture identification must also include a sample of the employee's signature, which can be compared with the payee's signed authorization signature, like a state driver's license.

Mailing of payroll check

If an employee will not be able to pick up wishing to have his/her payroll check and wants the check mailed, must provide then he/she should leave a signed authorization and with a self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

Source Of Authority: Vice President for Business Affairs

Cross Reference: None

Contact For Revision: University Controller

Forms: None
The University is committed to providing students the opportunity to participate in the selection and evaluation of the food service contractor. Students are encouraged to participate by attending regularly scheduled meetings of the Food Service Advisory Committee. The Advisory Committee provides the Director of Auxiliary Services and food service contractor with immediate feedback on issues and concerns of the students.

During the last year of each contract term, the University will ask the Food Service Advisory Committee to participate in the formal evaluation of the food service program. Should the University decide to retain the contractor, the Advisory Committee will assist the Director of Auxiliary Services in the preparation of the terms and conditions of the new contract.

Should the decision be made to re-bid the contract, an ad hoc committee will be convened. The committee will be appointed by the Vice President for University Affairs and will include members of the Advisory Committee, the faculty and administration.

Source of Authority: Section 51.940, Texas Education Code; Board of Regents; President; Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Page

Contact for Revision: Director of Auxiliary Services

Forms: None
Private Solicitation

Original Implementation: July 18, 1981
Last Revision: October 18, 1982 / January 30, 2001

The following procedures are required for the solicitation of private gifts and/or support in any form by any individual, department, unit, or other component of the University:

1. Complete the "Proposal Clearance Information Form" and attach it to the written proposal/request. All approval signatures must be obtained prior to solicitation.

2. Approved proposal requests may or may not need assistance from University Advancement. Should direct assistance from Advancement be desired, complete the "Request for Assistance in Private Funding" form, and attach all pertinent information concerning the project and prospective donors. This form and information should accompany the "Proposal Clearance Information Form" discussed in Item 1 above. Both signed forms, if needed, should be forwarded to University Advancement.

3. Following confirmation of support from the contacts identified on the clearance form, the "Private Funding Summary/Impact Data" form should be completed and forwarded, through the channels identified on the form, to University Advancement.

4. When an agreement is reached with a donor, before any gifts of money, in-kind donations or services are accepted, a Memorandum of Agreement is prepared by University Advancement in consultation with the principal parties, and approved as to form by the General Counsel.

Requests for exceptions to the above procedures should be made, in writing, to the Vice President for University Advancement.

SOURCE OF AUTHORITY: Board of Regents, President

CROSS REFERENCE: None

CONTACT FOR REVISION: Vice President for University Advancement

FORMS: Proposal Clearance Information Form, Request for Assistance in Seeking Private Funding, Private Funding Summary/Impact Data (available in University Advancement)
Policy Statement

Stephen F. Austin State University invests the public funds in its custody with primary emphasis on the preservation and safety of the principal amount of the investment. Secondarily, investments must be of sufficient liquidity to meet the day to day cash requirements of the University. Finally, the University invests to maximize yield within the two previously indicated standards. All investments within this policy conform to all applicable State statutes and local rules governing the investment of public funds. This policy is promulgated in accord with the Public Funds Investment Act (Government Code, Chapter 2256), related portions of the Texas Education Code, and the applicable portions of H. B. 2459, 74th Texas Legislature.

Scope

This policy establishes rules for the investment of all University and agency funds except endowment funds. Endowment funds are invested in accordance with separate policy approved by the Board of Regents and are the responsibility of fund managers selected by the Board of Regents.

Objectives

The foremost objective of all investment decisions shall be safety of principal. All investments must be undertaken with the fiduciary responsibility associated with that of a reasonable and prudent person. Investments must be in accord with Texas law. Investment maturity must be diversified to match the University’s liquidity requirements.

Investments shall incur no unreasonable risk in order to maximize potential income.

Investments shall remain sufficiently liquid to meet all reasonably anticipated operating requirements.

Investments may be diversified in order to respond to changing economic and/or market conditions.

No investments within the portfolio or investment practices conducted to effect investment activities shall violate the terms of this policy.

Authorized Investments

All University funds and funds held in trust for others may be invested only in the following securities:
A) obligations of the United States of America, its agencies and instrumentalities;

B) direct obligations of the State of Texas or its agencies and Instrumentalities;

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

D) other obligations, the principal of and interest on, which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States of America or their agencies and instrumentalities;

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

F) certificates of deposit issued by a state or national bank or savings and loan association domiciled in Texas that is:

1) guaranteed or insured by the Federal Deposit Insurance Corporation;

2) fully collateralized by obligations described in Authorized Investments section A-E listed above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the following nature:

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

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

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

   d) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

G) fully collateralized repurchase agreements with a definite termination date, secured by obligations described by Authorized Investments section F, requiring the securities being purchased by the entity to be pledged to the entity, held in the entity's name, and deposited at the time the investment is made with the entity or
with a third party selected and approved by the entity; and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state;

H) bankers acceptances having a stated maturity of 270 days or fewer from the date of issuance, to be liquidated in full at maturity, eligible for collateral for borrowing from a Federal Reserve bank, and accepted by a bank organized and existing under the laws of the United States of America or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency;

I) commercial paper that has a stated maturity of 270 days or fewer from the date of its issuance, and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States of America or any state;

J) no-load money market mutual funds regulated by the Securities and Exchange Commission, having a dollar-weighted average stated maturity of 90 days or fewer, and including in their investment objectives the maintenance of a stable net asset value of $1 for each share;

K) guaranteed investment contracts conforming to Section 2256.015 of the Government Code;

L) investment pools conforming to Section 2256.016 of the Government Code;

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

N) Assets and/or funds reportable within the scope of the University's annual financial report may not be invested in or used to purchase securities, including obligations, of a private corporation or other private business entity that owns 10% or more of a corporation or business entity which records or produces any song, lyrics or other musical work that explicitly describes, glamorizes or advocates:

(1) acts of criminal violence, including murder, assault, assault on police officers, sexual assault, and robbery;

(2) necrophilia, bestiality, or pedophilia;

(3) illegal use of controlled substance;
(4) criminal street gang activity;

(5) degradation or denigration of females; or

(6) violence against a particular sex, race, ethnic group, sexual orientation, or religion.

**Insurance or Collateral**

All deposits and investments of University funds other than direct purchase of United States Treasury securities or United States Agency securities and in money market funds invested in U. S. Treasury or Agency securities shall be secured by a pledge of collateral with a market value equal to no less than 100% of the deposits or investments less any amount insured by the FDIC or FSLIC and pursuant to Article 2529d, the Public Funds Collateral Act. Evidence of the pledged collateral shall be maintained by the University Controller. Eligible repurchase agreements shall be documented by a specific agreement noting the collateral pledged in each agreement. Collateral shall be reviewed monthly to assure the market value of the securities pledged equals or exceeds the related bank balances.

Pledged collateral shall be maintained for safekeeping by a third party depository.

**Collateral Defined**

The University shall accept only the following securities as collateral:

A) FDIC and FSLIC insurance coverage;

B) United States Treasury, Agency, or Instrumentality securities;

C) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States of America;

D) Obligations of states, agencies thereof, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent.

**Investment Strategy**

All investments will be made in accordance with the University’s Investment Policy. Investments may be diversified as needed to provide investment suitability to the University's financial requirements. The preservation and safety of principal is the first priority, however, it is recognized that unrealized losses will occur in a rising interest rate environment, just as unrealized gains will occur during periods of falling interest rates. Investments will be of the type to provide sufficient liquidity and marketability for any...
operating requirements. The investment portfolio may be diversified with authorized securities to accommodate changing market conditions. However, United States Treasury securities are preferable because of their low risk and high liquidity. An investment decision shall consider yield only after the requirements for principal preservation, liquidity, and marketability have been met.

Investments may be categorized and described as:

A) Short Term - less than 90 days

Funds needed to meet short term operating requirements normally will be invested in either the Texpool investment vehicle managed by the State Treasurer or overnight sweep accounts established with banking institutions. The benchmark is the average three month Treasury Bill yield.

B) Intermediate Term - 90 days to one year

United States Treasury and Agency securities, United States Agency Discount Notes are the primary investment vehicles. United States Treasury securities are preferable because of their low risk and the ease with which they are traded. The benchmark is 95 percent of the average one-year Treasury Bill yield.

C) Long Term - over one year

United States Treasury and Agency securities are the primary investment vehicles. Normally, investments are laddered so that most principal is returned over a five year period in increments sufficient to meet anticipated operating and capital needs. The 30 Year Treasury Bond rate is the benchmark for long term funds.

D) Maturity

The length of time for investments within this policy will vary according to fund type and will be dependent on funding requirements. As a general rule, funds will be invested for the time periods indicated:

- Current Unrestricted and Restricted Funds
- Plant Funds

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Unrestricted and</td>
<td>2 days to one year</td>
</tr>
<tr>
<td>Restricted Funds</td>
<td></td>
</tr>
<tr>
<td>Plant Funds</td>
<td>3 months to 3 years</td>
</tr>
</tbody>
</table>

Delegation of Authority

The Vice President for Business Affairs (VPBA) of Stephen F. Austin State University is responsible for investment management decisions and activities. The VPBA delegates the day-to-day management of the investment activities to the Director of Financial Services.
The VPBA shall be ultimately responsible for all transactions undertaken and shall establish a system of controls (Appendix A) to regulate the activities of officials and staff involved in investment transactions.

The VPBA shall develop and maintain written administrative procedures and guidelines for the operation of the investment program which are consistent with and part of this Investment Policy (Appendix B).

The VPBA shall be designated as the University's investment officer and is responsible for the duties outlined herein. The name and title of the investment officer shall be filed with the Board of Regents. Changes of name and/or title must be filed with the Board of Regents as they occur.

Decisions requiring security purchases with stated maturity in excess of five (5) years will require approval of the VPBA and ratification by the Board of Regents.

No officer or designee may engage in an investment transaction except as provided under terms of this policy as approved by the Stephen F. Austin State University Board of Regents.

Prudence

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

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

Internal Controls

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

Investment Authority

The VPBA shall invest only those funds regulated by this policy and shall purchase only those securities authorized by the Authorized Investments section of this policy.

Authorized Financial Dealers and Institutions
Investment transactions (bids and offers) will occur only between the University and Board authorized broker/dealers.

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

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

Diversification

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. S. Treasury securities and securities having principal and interest guaranteed by the U. S. Government</td>
<td>100%</td>
</tr>
<tr>
<td>U. S. Government agencies, instrumentalities and government sponsored enterprises (excluding mortgage backed securities)</td>
<td>50%</td>
</tr>
<tr>
<td>Collateral mortgage backed securities</td>
<td>25%</td>
</tr>
<tr>
<td>Fully insured or collateralized certificates of deposit</td>
<td>30%</td>
</tr>
<tr>
<td>Bankers’ acceptances</td>
<td>25%</td>
</tr>
<tr>
<td>Commercial paper</td>
<td>25%</td>
</tr>
<tr>
<td>Repurchase agreements</td>
<td>100%</td>
</tr>
<tr>
<td>Registered money market funds</td>
<td>80%</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td>100%</td>
</tr>
</tbody>
</table>

The VPBA and his or her designee may diversify investment maturity. To the extent possible, investment maturity will be matched with anticipated cash flow requirements. Matching maturity and cash flow requirements will minimize occasions for sale of securities prior to maturity, thereby reducing market risk. However, no provision of this policy shall be interpreted as prohibiting the sale of any security prior to maturity, provided that it is in the University’s financial interest to effect the sale.

The weighted average maturity of the entire portfolio shall be maintained at no more than 10 years and shall be reported quarterly to the Board of Regents. Pooled fund groups
eligible for University investment shall have a maximum weighted average maturity of 10 years.

Safekeeping and Collateralization

All securities transactions, including collateral for repurchase agreements, but excluding mutual funds and investment pools, must be settled on a delivery versus payment basis. Certificates of deposit shall be held by a third party custodian in the name of the University. The third party custodian shall be required to issue a safekeeping receipt to the University listing the specific instrument, rate, maturity, safekeeping receipt number, and other pertinent information. Any collateral safekeeping receipt shall be clearly marked on its face that the security is "pledged to Stephen F. Austin State University".

Collateralization shall be required on certificates of deposit and repurchase agreements. The collateralization level shall be no less than 100% of the market value of the principal and interest due on these instruments.

Collateral for certificates of deposit and repurchase agreements shall consist of any of the securities authorized for investment within this policy.

Performance Evaluation

The VPBA shall submit quarterly reports to the Board of Regents through its Finance Committee and the President of the University in the format prescribed by the Public Funds Investment Act, within a reasonable time after the end of the quarter.

The reports must:

(A) describe in detail the investment position of the University on the date of the report;

(B) be prepared by the investment officer(s) of the University;

(C) be signed by the investment officer(s) of the University;

(D) contain a summary statement prepared in compliance with generally accepted accounting principles of each pooled fund group that states the:

(1) beginning market value for the reporting period;

(2) additions and changes to the market value during the period;

3) ending market value for the period; and

(4) fully accrued interest for the reporting period;
(E) state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;

(F) state the maturity date of each separately invested asset that has a maturity date;

(G) state the account or fund or pooled group fund for which each individual investment was acquired; and

(H) state the compliance of the investment portfolio of the University as it relates to the relevant provisions of the Public Funds Investment Act.

Training

The VPBA and Director of Financial Services are required by Section 2256.007(a) of the Government Code to attend at least one session of investment training not later than March 1, 1996, and, as appropriate, periodically thereafter.

Audits

The University's Department of Audit Services office shall conduct annual compliance audits of management controls on investments and adherence to the University's investment policy and report the results to the President and VPBA and the State Auditor's Office. In addition, the Department of Audit Services shall annually review the quarterly investment reports, and report the result of the review to the governing body.

Investment Policy Adoption and Certification

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

Source of Authority: Board of Regents, Stephen F. Austin State University

Cross Reference: None

Contact for Revision: Vice President for Business Affairs

Forms: None
APPENDIX A
INTERNAL CONTROLS

The University has prepared an Investment Policy as of April 12, 1996. The policy was approved by the Board of Regents April 30, 1996.

The Investment Policy will be reviewed and/or updated no less than annually.

All pledged securities shall be held by a third party custodian in the name of the University. A safekeeping receipt will be issued to the University listing the specific instrument, rate, maturity, safekeeping receipt number, and other relevant information.

The signature of the President, VPBA, or Director of Financial Services is required for release of pledged securities from safekeeping unless the securities being released are replaced by securities with the same market value. Only changes in the level of collateralization require approval by the above.

The Controller’s Office will reconcile the appropriate investment accounts to broker’s statements and other supporting documents monthly.

All purchases of securities from and deposits of funds to or withdrawals of funds from Texpool require the signature of the VPBA, and either the Director of Financial Services or the Controller.

APPENDIX B
ADMINISTRATIVE PROCEDURES

The Bursar’s Office will maintain a daily list of cash balances held in depository bank accounts.

All investment transactions and related cash transfer requests, except for investment "rollovers" as defined, will be prepared by the Director of Financial Services and will require an appropriate second signature.

"Rollovers" are investment transactions whereby an investment of certain type held by an entity matures and the proceeds are then used to purchase an investment of the same type within the same account within the same entity.

The Controller’s Office will record investments in compliance with GASB and State Comptroller’s reporting requirements and reconcile the appropriate investment accounts to broker’s statements and other supporting documents monthly.
Quarterly investment reports are prepared by the Director of Financial Services and approved by the Vice President of Business Affairs in accordance with the Performance Evaluation section of this investment policy.

The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.
The Chair of the Board of Regents or the President may invite individuals to appear before the Board or one of its committees for specific purposes. The Chair of the Faculty Senate and the President of the Student Government Association shall have the opportunity to provide a report at each quarterly Board meeting. Other individuals or group representatives wishing to appear before the Board shall file a written request with the President at least seven working days before the appropriate meeting. The written request shall include a statement of the purpose for which an appearance is requested, the nature of the information to be presented and the names of those who will speak to the Board. The President will submit the request to the Chair of the Board, who will grant the request, deny the request or provide for an appearance before an appropriate committee of the Board. The individual making the request shall be notified of the Chair's decision by the President.

Source of Authority: Board of Regents Rules and Regulations

Cross Reference: None

Contact for Revision: President

Forms: None
Disposition of Abandoned Personal Property

Original Implementation: October 18, 1988
Last Revision: July 15, 1997, January 30, 2001

Lost property means any unclaimed personal property coming into the possession of the University, other than motor vehicles, as defined in V.T.C.S. art. 4477 of the Texas Transportation Code. Lost property shall be deemed abandoned if the rightful owner does not come forth and make a valid claim within ninety (90) days of the University's original possession.

Unless the abandoned property is being held as evidence to be used in a pending criminal case, the University may dispose of the abandoned property by public auction. The profits of the auction shall be used for student service activities. However, if the rightful owner makes a valid claim to abandoned property before auction, then the University shall return the property to the rightful owner.

REPORTING OR CLAIMING ABANDONED PERSONAL PROPERTY

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

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

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

3. After fifteen (15) days, all unclaimed property held in the University Police Department, in Steen Library, or in other campus areas such as departmental offices, shall be transferred to the University Center Information Desk with the record indicating the date of receipt of the unclaimed property.

4. Lost items may be claimed at the Information Desk upon presentation of reasonable identification of the lost property.

5. A public auction is held annually under the direction of Student Activities at a time and place announced during each academic year.
Driver Certification

Original Implementation: May 4, 1983
Last Revision: January 20, 1998, January 30, 2001

Driver certification is required for any University employee who must drive a University vehicle within the scope of his/her employment. Such certification is processed through the University Police Department (UPD). An "Application Approved Drivers Certification" form is obtained from the Administrative Secretary in UPD and should be signed at the bottom by the applicant's department head.

Upon receipt of the driving record report from Austin, and in compliance with University requirements, UPD will: (a) issue a temporary permit valid for 180 days, (b) issue a permanent permit valid for two-three years, or (c) deny driver certification.

A defensive driving course must be completed in order to receive a permanent permit and must be completed every three years to maintain the permanent permit. The temporary permit is issued: (a) prior to completion of the defensive driving course and (b) for specific-use purposes, such as an academic field trip.

Source of Authority: Board of Regents, President, Vice President for University Affairs

Cross Reference: None

Contact for Revision: President

Forms: Application Approved Drivers Certification
Faculty/Staff Traffic Appeals

Original Implementation: March 2, 1981
Last Revision: January 20, 1998
January 30, 2001

The purpose of this procedure is to insure due process of law to any faculty/staff member charged with a violation of the University's parking regulations.

Any faculty/staff member at Stephen F. Austin State University may appeal a parking citation by submitting an application for appeal to the Faculty/Staff Traffic Appeals Board within seven (7) working days of the issuance of the citation. Applications for appeal are obtained at the University Police Department. On the application the faculty/staff member will select which of the listed hearing dates are compatible with his/her schedule.

Composition and Jurisdiction of Faculty/Staff Traffic Appeals Board

Composition

1. The Faculty/Staff Traffic Appeals Board shall be composed of seven (7) faculty/staff members appointed by the President, in consultation with the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for University Affairs, and the Faculty Senate. The Student Traffic Appeals Board and the Faculty/Staff Traffic Appeals Board shall select one of its members to serve as an ex officio member on the other board with all privileges of membership except the right to vote and to hold office. The Faculty/Staff Traffic Appeals Board shall elect its Chairperson.

2. The members of the Faculty/Staff Traffic Appeals Board shall serve three-year staggered terms.

3. Any member of the Board who receives three (3) or more traffic (including parking) citations within any regular semester shall be disqualified as a member and replaced for the unexpired term. Vacancies will be filled with the appointment of a new member by the President.

Jurisdiction

The Faculty/Staff Traffic Appeals Board shall have original jurisdiction over all parking citations issued by the University Police Department.

Summoning Procedure

Notice

Within ten (10) days of the appeal application date, the Chairperson of the Faculty/Staff Traffic Appeals Board shall inform the applicant in writing of the time and place of his/her hearing. The hearing will be within thirty (30) days of the appeal application date.
Failure to Appear

The failure of the appellant to appear at the time appointed for his/her hearing shall forfeit his/her right to a hearing and shall constitute a waiver of the rights granted by these procedures, unless the Faculty/Staff Traffic Appeals Board excuses the absence for good cause shown.

Conduct of Hearing

Sessions

The Faculty/Staff Traffic Appeals Board shall determine in September of each year the schedule of hearing dates for the fall and spring semesters and publish these dates on the appeals application form. The Chairperson may cancel a hearing if, in his/her judgment, it is not required due to the lack of appeals brought to the Board. Hearings will be scheduled by the Chairperson as required during the summer.

The hearings shall be heard during regular business hours of the University. Where possible, they shall be scheduled by the Chairperson at a time convenient to both the parties and the panel members. The University and its police department shall be parties in all appeals brought before the Board.

Appellant's Rights

The appeals application form and the hearing notice from the Faculty/Staff Traffic Appeals Board shall, among other things, inform the faculty/staff member of his/her rights:

1. to be accompanied by one (1) representative;
2. to know the identity of the police officer who issued the citation;
3. to summon his/her own witnesses, produce evidence, and to speak in his/her own defense;
4. to cross-examine witnesses testifying against him/her;
5. to inspect and copy the record of the hearing at his/her cost.

Rules of Procedure

1. The Board may hear appeals for parking citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately.
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 Chief of the University Police Department, or his/her delegate, 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 within three (3) working days of the hearing.

10. A member of the Board 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

Findings

The Board shall decide only whether or not the defendant is guilty of the parking offense as charged in the citation.

Sanctions

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

Source of Authority: President

Cross Reference: None

Contact for Revision: President

Forms: None
Petitions and Handbills

Original Implementation: July, 1980
Last Revision: January 20, 1998 January 30, 2001

These rules shall govern the circulation and distribution of all petitions and handbills on University property.

1. These rules shall apply to students, faculty, and staff, and their approved organizations.

2. However, these rules do not apply to:
   a. the University, and its agents, servants, or employees, acting in the course and scope of their agency or employment; and
   b. the Stephen F. Austin State University Alumni Association and the Stephen F. Austin State University Foundation.

3. Students, faculty, and staff, and their approved organizations, may circulate and distribute petitions and handbills on University property, except in academic buildings unless otherwise authorized by law. Circulation and distribution must be conducted in compliance with these rules and University policy and 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.

4. The person or organization must deposit in the Office of Student Development a true and correct copy of the petition or handbill to be circulated or distributed on University property. Each petition and handbill deposited with the Office of Student Development shall bear the signature of the person, or if an organization, the signature of its authorized representative, as well as, the organization’s address and telephone number.

5. Each petition and handbill to be circulated or distributed on University property shall identify the person or organization displaying or distributing it.

6. The person or organization shall clean and remove any litter which results from the circulation and distribution of its petitions and handbills.

7. No person or organization may circulate or distribute a petition or handbill that:
   a. violates the University’s policy on solicitation;
b. contains material that is obscene or libelous; or

c. advocates the deliberate violation of law. For the purposes of this section "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

8. In addition to these rules, petitions and handbills to be circulated and distributed by students, faculty, and staff, and their approved organizations, in:

a. residence halls must comply with the rules governing residence halls; and

b. the University Center must comply with the rules governing the University Center.

Petitions and Handbills of Visitors

These rules shall govern the circulation and distribution of all petitions and handbills on University property by visitors.

1. Visitor shall mean a person who is not presently enrolled as a student nor is presently employed by the University.

2. a. Visitors may circulate and distribute petitions and handbills in the Free Expression Area of the University between 8:00 a.m. and 7:00 p.m., Monday through Saturday. Circulation and distribution must be conducted in compliance with these rules and University policy and must not:

(1) result in a breach of peace or violation of law;

(2) interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or

(3) materially disrupt or interfere with the normal activities of the University.

However, during registration, visitors that can present to the Vice President for Business Affairs written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C.A. 501 (c) (3) and (d) (Internal Revenue Code) may circulate and distribute petitions and handbills in areas designated in advance by the Office of Student Development.

b. Reservations must be made in writing through the Office of Student Development at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area. The visitor must deposit with the Office of Student Development a true and correct copy of the petition or handbill to be circulated or distributed on University property. Each petition and handbill deposited with the Office of Student Development shall bear the signature of the person, or if an organization, the signature of its authorized representative.
3. Each petition and handbill to be circulated or distributed on University property shall identify the person or organization displaying or distributing it.

4. The visitor shall clean and remove any litter which results from the circulation and distribution of his/her petitions and handbills.

5. No visitor may circulate or distribute a petition or handbill that:

   a. violates the University's policy on solicitation;

   b. contains material that is obscene or libelous; or

   c. advocates the deliberate violation of law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Page

Contact for Revision: Dean of Student Development

Forms: None
Training and Certification of University Vehicle Operators

Original Implementation: May 4, 1983
Last Revision: January 20, 1998 January 30, 2001

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

a. "Operate" means to be in actual physical control of a motor vehicle upon a highway.

b. "Highway" means the entire width between property lines of any road, street, way, thoroughfare, or bridge in this state not privately owned or controlled, when any part thereof is open to the public for vehicular traffic and over which the state has legislative jurisdiction under its police power.

c. "University" means Stephen F. Austin State University.

d. "Approved Driver Certificate" means a certificate issued by the University based on prescribed training, demonstrated proficiency and satisfactory driving record.

e. A "hazardous traffic violation" means "any act committed in connection with the operation of a motor vehicle on a public street or highway, which constitutes a hazard to traffic and is prohibited by state law or city ordinance." Hazardous violations shall include parking on pavement and all equipment violations except overweight violations.

f. "A satisfactory driving record" means a driving record in which an employee has less than ten points accumulated for traffic-related violations during the last three years and has no violations occurring during the last seven years according to the point system provided in this policy.

2. In determining employee eligibility for an Approved Driver Certificate, the following points shall be assessed for convictions of traffic related violations:

a. Three points for any hazardous violation which does not contribute to a traffic accident.

b. Four points for any hazardous traffic violation which does contribute to a traffic accident.

c. Ten points for any of the following:

1) Driving while intoxicated

2) Aggravated assault with motor vehicle

3) Driving under the influence of drugs

4) Murder without malice with motor vehicle

5) Homicide by vehicle
6) Failure to stop and render aid

3. A person with a 10-point violation on his record within the past seven years shall not be eligible for an Approved Driver Certificate.

4. For the purposes of this policy, the Chief of University Police may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction.

5. In order to operate a University motor vehicle upon a highway, an employee must be designated by the employing department, college, or division as a driver and must meet the following standards:

a. provide evidence of an appropriate, valid Texas driver's license;

b. provide evidence of the satisfactory completion of a course of defensive driving; and,

c. provide evidence from the Driver Records Division of the Texas Department of Public Safety of a satisfactory driving record.

Applications for an Approved Driver Certificate may be obtained from the Chief of University Police. (See Driver Certification policy.)

6. Upon fulfillment of the requirements in paragraph 5, above, the Chief of University Police shall issue an Approved Driver Certificate to the employee. This certificate shall authorize the employee to operate any University motor vehicle of one-ton carrying capacity or less upon the highways.

To be certified for a University motor vehicle in excess of one-ton capacity, the employee must demonstrate proficiency in the operation of the type of vehicle in question. Demonstration of the proficiency shall be indicated by an endorsement to the Approved Driver Certificate.

7. An Approved Driver Certificate shall be valid for two-three years. Renewal of the certificate may be acquired by the presentation of a satisfactory driving record issued by the Driver Records Division of the Department of Public Safety during the month of renewal.

8. An employee holding an Approved Driver Certificate who is involved in a hazardous traffic violation may be required to repeat any phase of the certification process. Habitual or repeated violation of the University policy or the Texas Motor Vehicle Law, may result in the suspension or cancellation of an Approved Driver Certificate. The Chief of University Police may refuse to issue or renew an Approved Driver Certificate to an employee without notice or hearing.

9. Upon presentation of a satisfactory driving record and proficiency, an employee may apply for, and the Chief of University Police may issue, a Temporary Approved Driver Certificate. A temporary certificate may be issued for a period of 180 calendar days and may not be renewed.
The temporary condition of the certificate may be removed by the Chief of University Police upon the completion by the employee of the defensive driving course required in paragraph 5.

10. The Manager of Transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any University motor vehicle under his control. The chief administrator of a department, college, or division of the University shall not permit an employee who does not hold an Approved Driver Certificate to operate a University motor vehicle under his control.

**Source Of Authority**: Board of Regents, President

**Cross Reference**: None

**Contact For Revision**: President

**Forms**: None
Employee Separation

Employee separation is initiated with a "Personnel Action Request" form routed through the appropriate administrative channels.

At least two (2) weeks notice should be given prior to separation from the University. All employees leaving the employment of the University are required to complete a checkout procedure with Personnel Services. Personnel Services will provide verification the employee has finalized all University business including return of Library materials, safety equipment, uniforms, keys, and that all outstanding financial matters with UPD and/or the Business Office have been resolved. Employees will be notified by Personnel Services if there is outstanding business in a particular department. If so, the employee must clear the matter prior to their exit interview.

Personnel Services will schedule an exit interview with the employee to be conducted in the Personnel Services Office or by mail. At this time they will complete a separation questionnaire, receive information regarding their retirement funds and will provide Personnel Services with a forwarding address where W-2's and COBRA information can be sent.

Source of Authority: Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Personnel Services

Forms for Implementation: Personnel Action Request, see Index E-39 (available in University Printing Services); Employee Checkout Form (available in Personnel Services)
Longevity Pay/Hazardous Duty Pay

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of $20 per month for each 5 years (60 months) of state service. Longevity pay is capped at $160 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The employing department must record this information in the appropriate section of the "Personnel Action Request" form. Prior state employment is verified by Personnel Services.

Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay.

SOURCE OF AUTHORITY: V.T.C.A., Government Code Sections 659.041-659.047; President; Vice President for Business Affairs

CROSS REFERENCE: Non-Academic Employee Handbook

CONTACT FOR REVISION: Director of Personnel Services, Manager of Payroll Services

FORMS: Personnel Action Request, see Index E-39 (available in University Printing Services)
Service Awards

Original Implementation: October 4, 1984
Last Revision: January 20, 1998, 2001

Personnel-ServicesHuman Resources (for non-academic employees) and the Faculty Service Award Committee appointed by the Vice President for Academic Affairs (for faculty) coordinate an annual service award program to recognize personnel employees for years of service to Stephen F. Austin State University. Service pins and certificates of appreciation are awarded to employees with ten, twenty, thirty, or forty years of service. Award recipients are identified on the basis of years of service as recorded in the individual’s personnel records in the Personnel Services OfficeHuman Resources.

Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual’s eligibility should be directed to Personnel ServicesHuman Resources for staff and to the Vice President for Academic Affairs for faculty. Arrangements for staff recognition are carried out by Personnel ServicesHuman Resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the Vice President for Academic Affairs.

Source of Authority: General Appropriations Act, President, Vice President for Business Affairs, Vice President for Academic Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Personnel ServicesHuman Resources

Forms: None

, 2001
Sick Leave Pool

Original Implementation: March 1, 1990
Last Revision: October 14, 1997 January 30, 2001

General Provisions

1. The University shall maintain a Sick Leave Pool to benefit regular employees who suffer a catastrophic injury or illness. For the purpose of this policy, a regular employee is defined as one who is employed to work at least twenty hours per week for a period of at least four and one-half months, excluding students employed in situations which require student status as a condition for employment.

2. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that:

   a. requires the services of a licensed practitioner (as defined in the Texas Insurance Code, who is practicing within the scope of his or her license);
   b. prevents the employee from working for a continuous period of thirty-four and forty-five (45) calendar days or more;
   c. forces the employee to exhaust all leave time accrued by the employee's accrued sick leave; and
   d. causes the employee to lose compensation from the state.

Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the Sick Leave Pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.

3. Contributions to the pool are strictly voluntary.

4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.

5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave
An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to Personnel Services / Pool Administrator in Human Resources.

7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.

Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the Sick Leave Pool by completing a "Request for Sick Leave from the Sick Leave Pool" form, providing a copy to his or her department head, and routing the form to Personnel Services / Pool Administrator in Human Resources. The requesting employee must complete a request for Family Medical Leave and obtain written certification from a licensed practitioner that the illness/injury is of such severity to prevent the employee from working a continuous period of thirty-four (34) calendar days as stated in General Provisions, 2. This certification must be attached to the completed request form. Employees must be meeting job performance requirements and observing work rules to be eligible for pool leave beyond that period which is covered by Family Medical Leave.

2. For purposes relating to the Sick Leave Pool, immediate family is defined as those individuals related by kinship, adoption or marriage, or foster children who are so certified by the Texas Department of Human Services, living in the same household, or if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.

3. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.

4. An employee must exhaust all accrued sick leave, compensatory time, and vacation leave before being eligible to receive sick leave from the Sick Leave Pool.

5. An employee utilizing sick leave from the Sick Leave Pool continues to
accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.

6. An employee with a catastrophic illness or injury is not required to contribute to the Sick Leave Pool before he or she can be granted leave from the pool.

7. An employee who uses sick leave from the Sick Leave Pool is not required to pay back the pool for the leave used.

8. Any unused balance of leave granted to an employee from the Sick Leave Pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the Sick Leave Pool.

9. One sick leave pool will be administered for all regular faculty and staff employees of the University.

10. Employees who file for Worker’s Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker’s compensation claim.

11. A regular part-time employee is granted pool leave on a pro-rated basis.

Administration of the Pool

1. The Director of Personnel Services/Pool Administrator (in the Human Resources department) is responsible for the administration of the Sick Leave Pool. Decisions of the Director of Personnel Services/Pool Administrator may be appealed to the appropriate vice president.

2. Requests for sick leave from the Sick Leave Pool will be forwarded to the Director of Personnel Services/Pool Administrator with copies to the appropriate department head and will be considered by the Director of Personnel Services/Pool Administrator on a first-come, first-serve basis. Employees may not submit a request for Sick Leave Pool hours until they have been out of work for thirty-four-five (45) days. If a request is awarded, sick leave pay will be made retroactive to the date and time the employee exhausted all other available paid accrued sick leave.

3. The Director of Personnel Services/Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.
4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the Director of Personnel Services/Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The Pool Administrator shall approve the use of not more than forty-five (45) days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each forty-five (45) day approval, and subject to availability of appropriate balance in the fund.

5. Medical certification is required every thirty (30) days. Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator. Failure to return the required certification and documentation may result in loss of pool benefits.

6. The Director of Personnel Services/Pool Administrator shall design and implement a system of records management and reporting of Sick Leave Pool activity. The total leave time available in the Sick Leave Pool shall be reported quarterly to the Director of Human Resources and be available upon request to faculty and staff.

SOURCE OF AUTHORITY: Senate Bill 357, 71st Legislature; Board of Regents; President; Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: General Counsel

FORMS: Application to Contribute Sick Leave, Family Medical Leave Request (both available in Personnel Services/Human Resources)
A computer printout entitled Report of Vacation/Sick Leave Taken is sent from Payroll Services to each department at approximately the first of each month. Vacation/sick leave taken during the month by each departmental employee is totaled from the "Request for Vacation, Compensatory Time, Sick Leave Taken" form (required to be kept on file by each department) and recorded on the monthly report. The department head should sign the completed report and return it to Payroll Services by the due date specified on the report.

Any discrepancies in the accumulative total of vacation/sick leave hours for each employee shown in the departmental records and the total shown on the monthly report should be resolved with Payroll Services immediately.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: Vice President for Business Affairs

FORMS: Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)
Any emergency situation or threat of violence should be reported immediately to the University Police Department (UPD) 468-2608.

Each department within the University is responsible for maintaining current emergency notification information for each employee working in their department. This information should be updated at least annually or whenever an information change occurs.

Certain specified emergencies will be reported and/or investigated as outlined below.

Accidents/Injuries. The dispatcher answering the call will determine needed action. If an ambulance is needed UPD will contact the ambulance service and provide proper directions for the campus location. An officer will also be dispatched to the scene. UPD shall notify the Safety Director immediately when responding to a call involving an injury to a University employee. After investigation, if a report is warranted, the officer will file the report. A copy can be obtained on the next working day at UPD.

Armed Robbery. If confronted with an armed robbery situation, a University employee should follow the instructions of the person committing the robbery and, as soon as it is safe to do so, report the situation to UPD.

Bomb Threats. Any University employee receiving a threat should obtain as much information as possible and report to UPD immediately. Any decision to evacuate the area will be made by the appropriate vice president and the Chief of University Police.

Death. UPD will conduct an investigation, notify other necessary authorities and notify the immediate family.

Elevator Rescue. Any person trapped in an elevator should use the emergency telephone located in the elevator which is a direct line to the University Police Department. UPD will give instructions to the person by telephone, dispatch an officer to the elevator, rescue the trapped individual(s), lock the elevator to prevent further use, and place a service call for repairs.

Fire. When a fire alarm is activated, either by an electronic device or a telephone call to UPD, a University police officer will be dispatched for inspection. The officer will determine if the alarm is false or indicates an actual fire. If a fire exists, the officer will call the city fire department and evacuate the area if, in the opinion of the officer, this is necessary. If the alarm was false, the officer will reset the alarm and report the incident to the Criminal Investigative Division of UPD.
Theft. Upon receiving a theft report, a University police officer will begin an investigation of the alleged theft. If the investigation reveals enough evidence for a conviction, the Criminal Investigative Division of UPD will file the appropriate charges at the Nacogdoches County courthouse.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None
Notary Public

Original Implementation: Unpublished
Last Revision: July 15, 1997 January 30, 2001

It is the responsibility of each vice president to insure that a sufficient number of public notaries are present, as needed to conduct University business, in each major University division. University funds may be used to purchase the necessary bond and supplies.

Application process:

1. Obtain written approval from the appropriate vice president to apply for a notary bond.

2. Contact the office of the Vice President for Business Affairs for the name of the University's insurance agent from whom the University employee must request a notary application.

3. The application will be mailed directly to the employee. Upon receipt, complete all sections and sign the application. If all sections are not completed, the application will be rejected.

4. Send completed application directly to the office of the Secretary of State at the address shown on the bottom of the application.

5. Upon receipt of the appointment form from the office of the Secretary of State, complete and sign the form in the presence of another notary and send the appointment form to the insurance agent with a completed "State of Texas Purchase Voucher" which has been signed by the appropriate vice president. This is necessary to process payment for the notary bond.

6. Upon receipt of the notary certificate, Notary Public Commission, issued by the Secretary of State, obtain all required supplies (notary seal or stamp, notary public record book, etc.) through Purchasing.

Source of Authority: Texas Government Code, sec. 406.001 et seq.; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: President

Forms: State of Texas Purchase Voucher
University Printing Services provides photocopying, off-set printing, typesetting, layout and design, collating and binding services to all University departments, offices and organizations. These services may be charged by IDT or paid in cash by SFASU faculty, staff, students and organizations as long as the work submitted relates to or is required for a University event, function or assignment. University Printing Services may not accept work for individuals, organizations or businesses not associated with Stephen F. Austin State University.

Photocopying or off-set printing from camera-ready copy can generally be picked up on the following working day. Additional time may be required for printing on odd-size stock or in colored ink, folding, collating, binding, cutting, or numbering.

The Assistant Director of Printing Services is available by appointment for consultation on typesetting and composition. Copy, photographs, layout design, etc., should be submitted no later than ten work days before the printed material is needed. All copy submitted for typesetting should be typed.

A completed "Printing Services Work Order" form must accompany any requests for printing services.

SOURCE OF AUTHORITY: Vice President for Business Administrative and Fiscal Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of University Printing Services

FORMS: Work Order Form (available in University Printing Services)