

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



Nacogdoches, Texas

**April 13, 2006
Volume 226**

Board Minutes for April 13, 2006

06-27	Approval of January 18, January 19, February 17, February 18, and March 3, 2006 Minutes	2
06-28	Approval of Personnel Items	2
	A. Faculty Appointments for 2006-2007	2
	B. Staff Appointments for 2006-2007	4
	C. Changes of Status for 2006-2007	4
	D. Retirements	5
	E. Promotions	5
	F. Tenure	6
	G. Faculty Development Leave for 2006-2007	6
	H. Regents Professorships for 2006-2007	7
06-29	Approval of Academic and Student Affairs Items	7
	A. Faculty Workload Report for Fall 2005 and Spring 2006	7
	B. Curriculum Changes	7
	C. Small Size Classes	7
	D. Proposal to Offer a Bachelor of Science Degree in Biochemistry	7
	E. Nonsubstantive Degree Program Request for Interior Merchandising Degree	7
	F. Change in Admissions Requirement for International Students	8
06-30	Approval of Financial Affairs Items	8
	A. Adoption of Summer 2006 Budget	8
	B. Non-Resident Rates for Excessive Hours and Repeated Courses	8
	C. Food Service Contract	8
	D. Room and Board Rates	9
	E. Food Service Expenditure	9
	F. Housing Expenditure	9
	G. Course Fees and Application Fees	9
	H. Student Service Fee	9
	J. Approval for Purchases Over \$50,000 (Arthur Temple College of Forestry and Agriculture)—Columbia Geospatial Service Center— Furnishings for Office Space	9
	K. Resolution to Renew the Investment Management Contract with Merrill Lynch	10
	L. Expanding the Employee Educational Benefit to \$2000 Annually Per Employee, To Be Used by the Employee, Spouse, or Dependent Children	10
	M. Enrollment Initiatives	10
	N. Wide-Area Bandwidth and Internet Service	11
	O. Designated Tuition Semester Credit Hour Fee Increase	11

P. Graduate Board Authorized Tuition Differential Increase	11
Q. University Police Communication System.....	11
06-31 I. Approval to Increase SFA International Education Fee.....	11
06-32 Approval for Building and Grounds Items	12
A. Repair and Resurfacing of East College and Hayter Streets	12
B. Additional Funding for Terracon Contract.....	12
C. Demolition of New Raguet Apartments and Resurfacing of Parking .	12
D. Land Mitigation for Baseball/Softball Complex	12
E. Relocation of Office of Instructional Technology to Steen Library....	12
G. Grant of Sewer Easement to City of Nacogdoches	13
H. Installation of Fire Alarm System at Johnson Coliseum	13
06-33 F. Construction Manager at Risk for Current Projects	13
06-34 University Policies and Procedures	
A. Policy Revisions	14
VIII. Reports.....	14
A. President	
B. Vice President for University Advancement	
C. Audit Services Report	
D. Technology Consultant Report	
E. Student Government Association	
F. Faculty Senate	
G. Faculty Salary Study	
06-35 Election of Board Officers.....	15
Appendix 1 – Undergraduate and Graduate Curriculum Changes	
A. Undergraduate New Course Proposals	
B. Undergraduate Course Change Proposals	
C. Undergraduate Course Deletions	
D. Undergraduate Program Proposals	
E. Graduate Course Proposals	
Appendix 2 – Small-Size Class Report	
Appendix 3 – Proposed Room and Board Rates for 2006-2007	
Appendix 4 – Proposed Course Fees and Application Fees	
Appendix 5 – Exhibit Maps of Proposed Sanitary Sewer Easement on Slay Tract	
Appendix 6 – Policy Revisions	

A-46 Small-size Classes	P-1
B-11 Hall 20 Guest Rooms	P-4
B-30 University Vehicles.....	P-6
C-11 Departmental Accounting Responsibilities	P-14
C-13 Food Purchases	P-16
C-16.5 Historically Underutilized Businesses.....	P-18
C-33 Purchasing Ethics and Confidentiality.....	P-23
C-45 Professional and Consultant Services.....	P-25
D-21 Use of Amplified Sound on Campus Grounds	P-31
D-24 Parking and Traffic Regulations.....	P-32
D-33 Solicitation on Campus.....	P-53
D-35.5 Smoking and Use of Tobacco Products.....	P-58
NEW Expenditure Authority for Financial Transactions	P-59
E-19 Employment of Persons with Criminal History	P-60
E-28 Insurance and Other Benefits.....	P-61
E-29A Leave of Absence (Faculty)	P-68
E-30N Leave of Absence (Non-Academic).....	P-74
E-36 Overtime and Additional Compensation.....	P-80
E-39 Personnel Action Request	P-82
E-40N Probationary Period of Employment.....	P-86
E-43 Retirement Programs.....	P-87
E-47.1 Sick Leave Pool	P-90
E-47.2 Staff Development	P-95
E-52N Time Sheets.....	P-96
E-53 Vacation Leave	P-99
E-56 Ethics.....	P-101
E-65 Employee Scholarship Program.....	P-110
F-5 Building Security/Special Events.....	P-111
F-14 Student Organization Formation and Recognition.....	P-112

Stephen F. Austin State University
Minutes of the Meeting of the
Board of Regents
Nacogdoches, Texas
April 13, 2006
9:00 a.m.
Austin Building 307

The meeting of the Board of Regents was called to order at 9:00 a.m., Thursday, April 13, 2006, by Chair Fred Wulf.

PRESENT:

Board Members: Mr. Fred Wulf, Chair
Mr. Richard Boyer
Ms. Valerie Ertz
Mr. Joe Max Green
Mr. Kenneth James
Mr. Paul Pond
Mr. James Thompson
Ms. Stephanie Tracy
Mr. Melvin White

President: Dr. Tito Guerrero

Vice-Presidents: Ms. Debbie Baisden
Dr. Mary Cullinan
Dr. Jerry Holbert
Dr. Baker Pattillo

General Counsel: Ms. Yvette Clark

ABSENT:

Board Members: Dr. Margarita de la Garza Graham

SFA administrators, staff, and visitors

No executive session was held.

The board chair recognized Dr. Cullinan, who introduced the faculty members who have been recommended for promotion to the rank of Professor: Carol Abel, Kimberly Childs, Robert Culpepper, Richard Herzog, Alexander Karatayev, Treba Marsh, Deborah Pace, James Van Kely, and Robert Wiggers.

Dr. Cullinan then introduced Dr. James Standley, Dean of the Colleges of Applied Arts and Sciences and Liberal Arts. Dean Standley introduced the SFA Debate Team, coached by Mr. Stephen Jeffcoat from the Communications Department. The Debate Team has recently won the IPDA Varsity National Championship, for a fourth consecutive year.

Dr. Cullinan introduced Dr. Violet Rogers, Dean of the Nelson Rusche College of Business. Dr. Rogers introduced competition winning students from the SFA chapters of the American Marketing Association and the Society for the Advancement of Management. Dean Rogers also introduced business students who recently participated as semi-finalists in the business plan competition sponsored by the Rice Alliance for Technology and Entrepreneurship.

Dr. Cullinan introduced Dr. Richard Berry, Dean of the College of Fine Arts, who brought with him students from Rose Bruford College in London who are in their second year of Rose Bruford's American Theatre Arts program. The entire second year of this program is provided for Rose Bruford by Stephen F. Austin State University. Dr. Berry also introduced two voice students who were regional winners in the National Association of Teachers of Singing: Christian Teague, student of Ms. Nita Hudson, and Katherine Haney, student of Dr. Deborah Dalton. Dr. Berry then introduced Dr. Stephen Lias, Assistant Professor of Music, who was a finalist in a composition contest commemorating the 250th anniversary of the birth of Mozart, sponsored by Chamber Orchestra Kremlin. Dr. Lias traveled to Moscow, Russia, in January to attend the concert of Chamber Orchestra Kremlin during which his composition and those of the other 11 finalists were performed.

The board chair recognized Dr. Pattillo, who introduced the recent championship teams from this year: the Southland Conference Indoor Champion SFA Women's Track Team, the SFA cheerleaders who have won their fourth consecutive NCA Co-Ed National Championship, and the Ladyjack Basketball Team with Coach Lee Ann Riley who qualified for the NCAA Women's Basketball Championship Tournament.

Chair Wulf then presented a Lumberjack Axe on behalf of the Board of Regents to each of the following recipients: Dr. Tim Cherry for his efforts on behalf of Poultry Science, to Dr. Glenda Walker, for her efforts to advance the School of Nursing, and to Mr. John Rulfs, for his leadership in the university physical plant during a period of unparalleled campus growth and construction.

APPROVAL OF MINUTES

06-27

Upon motion by Regent Pond, seconded by Regent Ertz, with all members voting aye, it was ordered that the minutes of the January 18 and 19, 2006, regular meetings and the February 17, February 18, and March 3, 2006, special meetings be approved.

PERSONNEL

06-28

Upon motion by Regent Pond, seconded by Regent Thompson, with all members voting aye, it was ordered that the following personnel items be approved:

A. FACULTY APPOINTMENTS FOR 2006 – 2007

1. Fine Arts

- a) Christina Guenther-Scott, Assistant Professor of Music, D.M. (Florida State University College of Music), at a salary of \$41,000 for 100 percent time for nine months, effective August 22, 2006.

2. Liberal Arts

- a) Matthew Batt, Assistant Professor of English and Philosophy, M.S.A. (Ohio State University), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by June 30, 2006.
- b) Dianne Dentice, Assistant Professor of Sociology, M.A. (Texas Womens' University), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by June 30, 2006.
- c) Sarah Franklin, Assistant Professor of History, Ph.D. (Florida State University), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006.
- d) Jill Hernandez, Assistant Professor of English and Philosophy, M.A. (Texas A&M University), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by May 31, 2006.
- e) William Forbes, Assistant Professor of Geography, Ph.D. (University of North Texas), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006.
- f) Dr. Scott Sosebee, Assistant Professor of History, Ph.D. (Texas Tech University), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006.

3. Sciences and Mathematics

- a) Matthew Kwiatkowski, Assistant Professor of Biology, Ph.D., (Arizona State University), at a salary of \$42,500 for 100 percent time for nine months, effective August 22, 2006.
- b) Jeremy Becnel, Assistant Professor of Mathematics and Statistics, M.S. (Louisiana State University), at a salary of \$46,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by August 31, 2006.
- c) Patricia Carlin, Assistant Professor of Mathematics and Statistics, M.S. (Wichita State University), at a salary of \$46,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by August 31, 2006.

- d) Brian Beavers, Assistant Professor of Mathematics and Statistics, M.S. (Louisiana State University), at a salary of \$46,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by August 31, 2006.
- e) Nancy Mathis, Lecturer of Biology, M.D. (The University of Texas Southwestern Medical School), at a salary of \$40,000 for 100 percent time for nine months, effective August 22, 2006.

B. STAFF APPOINTMENTS FOR 2006 – 2007

1. Alumni Affairs

- a) Jeffrey Heyward Davis, Director of Development, at a salary of \$47,500 for 100 percent time for twelve months, effective February 8, 2006.

C. CHANGES OF STATUS FOR 2006 – 2007

1. Academic Affairs

- a) Marlin Young, from Interim Vice President for Business Affairs at a salary of \$126,800 for 100 percent time for twelve months, with an additional stipend of \$750 per month, to Associate Provost/Vice President for Academic Affairs, at a salary of \$126,800 for 100 percent time for twelve months, effective March 1, 2006.

2. Education

- a) George Ann Leonard from Certification Officer/PBIC Manager at a salary of \$40,000 for 100 percent time for twelve months, to Director of Assessment and Accountability at a salary of \$54,900 for 100 percent time for twelve months, effective March 20, 2006.

3. Liberal Arts

- a) Ray Darville from Department Chair of Sociology at a salary of \$84,928 for 100 percent time for eleven months, to Professor of Sociology at a salary of \$69,500 for 100 percent time for nine months, effective September 1, 2006.
- b) Ann Doyle Anderson from Interim Chair of Modern Language Department at a salary of \$84,050 for 100 percent time for eleven months, to Chair of Modern Language Department at a salary of \$84,050 for 100 percent time for eleven months, effective January 1, 2006.
- c) Jerry Williams from Associate Professor of Sociology at a salary of \$47,000 for 100 percent time for nine months, to Chair of Sociology Department, at a salary of \$70,000 for 100 percent time for eleven months, effective, September 1, 2006.

D. RETIREMENTS

The following retirements were accepted:

- a) Don Hay, Chair, Biology Department, effective July 31, 2006.
- b) David Jeffrey, Associate Vice President of Graduate Studies, effective August 31, 2006.
- c) Robert Mann, Professor of Music, effective December 31, 2005.
- d) Sammie Smith, Professor of Accounting, effective August 31, 2006.
- e) Ray Worsham, Director of Intramurals, effective August 31, 2006.

E. PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester, 2006.

To Associate Professor:

Robert Allen	History
Christopher Ayer	Music
Angela Bacarisse	Theatre
Julia Ballenger	Secondary Education
Mark Barringer	History
Deborah Dunn	Computer Science
Patty Ellison	Nursing
Dennis Gravatt	Biology
Keaton Grubbs	General Business
Greta Haidinyak	Nursing
Samuel Jones	Economics & Finance
Stephen Lias	Music
Ronald Petti	Music
James Stamey	Math & Statistics
Sarah Stovall	Math & Statistics

To Professor:

Carol Abel	Elementary Education
Kimberly Childs	Math & Statistics
Robert Culpepper	Management, Marketing & International Business
Richard Herzog	Political Science, Geography & Public Administration
Alexander Karatayev	Biology
Treba Marsh	Accounting
Deborah Pace	Math & Statistics
James Van Kley	Biology
Robert Wiggers	Biology

To Professor Emeritus:

John Daniel	Art
James Garrett	Chemistry
Robert Mann	Music
Mary McCleary	Art
Sammie Smith	Accounting
Donya Stephens	Secondary Education

To Librarian III:

Ann Ellis	Library
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To Librarian IV:

Wade Carter	Library
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F. TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2006.

Robert Allen	History
Christopher Ayer	Music
Angela Bacarisse	Theatre
Julia Ballenger	Secondary Education
Mark Barringer	History
Kathleen Belanger	Social Work
Michael Doughty	Social Work
Deborah Dunn	Computer Science
Keaton Grubbs	General Business
Greta Haidinyak	Nursing
Carol Harrison	Human Services
Samuel Jones	Economics & Finance
Ronald Petti	Music
James Stamey	Math & Statistics
Sarah Stovall	Math & Statistics

G. FACULTY DEVELOPMENT LEAVE FOR 2006-2007

The faculty members listed below were awarded Faculty Development Leave for the semester indicated.

Fall 2006

Dr. Betty Johnson	General Business
Dr. Ray Darville	Sociology

Spring 2007

Dr. Clarke Wayne Proctor	Mathematics & Statistics
Dr. Wynter Chauvin	Elementary Education

H. REGENTS PROFESSORSHIPS FOR 2006-2007

The following were awarded Regents Professorships for the academic year 2006-2007.

Dr. Allen Richman, History
Dr. David Creech, Agriculture

ACADEMIC AND STUDENT AFFAIRS

06-29

Upon motion by Regent James, seconded by Regent Ertz, with all members voting aye, it was ordered that the following academic items A-F be approved:

A. FACULTY WORKLOAD REPORT FOR FALL 2005 AND SPRING 2006

The Fall 2005 and Spring 2006 faculty workload reports have been made available to the Board of Regents.

B. CURRICULUM CHANGES

The Board of Regents approved the undergraduate and graduate curriculum changes listed in Appendix 1.

C. SMALL-SIZE CLASSES

The Spring 2006 small-size class list in Appendix 2 was approved.

D. PROPOSAL TO OFFER A BACHELOR OF SCIENCE DEGREE IN BIOCHEMISTRY

Approval to offer a Bachelor of Science Degree with a major in Biochemistry was granted.

E. NONSUBSTANTIVE DEGREE PROGRAM REQUEST FOR INTERIOR MERCHANDISING DEGREE

Approval to offer a Bachelor of Science degree in Interior Merchandising was granted.

F. CHANGE IN ADMISSIONS REQUIREMENT FOR INTERNATIONAL STUDENTS

The SAT or ACT is no longer required for admission to the university by undergraduate international students.

FINANCIAL AFFAIRS

06-30

Regent Ertz moved that financial affairs items A-Q be approved; the motion was seconded by Regent White. Regent Thompson asked that the question be divided. Upon motion by Regent Boyer, seconded by Regent Ertz, all members voting aye, the motion was amended to remove item I. Upon motion by Regent Ertz, seconded by Regent White, with all members voting aye, it was ordered that the following financial affairs items A-H and J-Q be approved:

A. ADOPTION OF SUMMER 2006 BUDGET

Academic and summer school support salaries and benefits included in the annual budget were increased by \$452,443 to provide funding for the education and general salaries of the 2006 summer budget. The total summer budget of \$4,630,010 was approved as presented.

B. NON-RESIDENT RATES FOR EXCESSIVE HOURS AND REPEATED COURSES

Approval was given to charge a rate up to the level of non-resident tuition rates to students for courses not funded by formula funding specifically applying to the excessive hour rule and courses repeated more than two times. The non-resident rate applicable for repeated courses will be effective with the spring 2007 semester. The excessive hour rule currently in effect (45 hour rule) was changed to 30 hours effective for students enrolling in the fall semester, 2006 and thereafter. Exemptions to the higher rate will be determined by both legislation and board policy.

C. FOOD SERVICE CONTRACT

Approval was given to the Food Service proposal submitted by ARAMARK to extend the university's contract to include an investment in dining facilities of over \$4.2 million amortized over a 15 year contract term providing upgraded meal plans and flexible dining dollars to meet current student expectations. The president was authorized to negotiate specific contract terms that allow for a 90 day notice of termination and other protective and beneficial clauses in the best interests of the university, and the president was authorized to sign the contracts.

D. ROOM AND BOARD RATES

Room and Board Rates were increased by an overall rate of 6%. This increase includes a 4% increase for food service. The new rates are shown in Appendix 3.

E. FOOD SERVICE EXPENDITURE

The Food Service expenditure budget was increased by \$300,000 to cover increased food service costs. This increase will be covered by over-realized meal plan revenue from the Spring 2006 semester.

F. HOUSING EXPENDITURE

The Housing Department expenditure budget was increased by \$500,000 to upgrade some of the existing residence halls to more closely match the amenities offered in the newer halls.

The upgrades will include the following:

Project:	Expense
Replace Steen Desk Chairs	\$35,000
Microfridges in Hall 10	\$30,000
Replace lobby carpet @ North	\$2,000
Replace carpet @ Wisely	\$21,000
Carpet rooms @ 16	\$149,000
Carpet rooms @ Kerr	\$184,000
MicroFridges @ 16	\$79,000
 TOTAL EXPENSES NOT TO EXCEED	 \$500,000

G. COURSE FEES AND APPLICATION FEES

The Board of Regents adopted the schedule of course fees and application fees (additions and changes) for the 2006-2007 academic year shown as Appendix 4. This amended 2006-2007 fee schedule will be effective with registration for the Fall 2006 semester.

H. STUDENT SERVICE FEE

The Student Service Fee was increased to \$11.00 per semester credit hour with the current fee ceiling of \$150, effective with registration for the Fall 2006 semester.

J. APPROVAL FOR PURCHASES OVER \$50,000 (ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE)—Columbia Geospatial Service Center—Furnishings for Office Space

Approval was given to purchase furnishings for the Columbia Geospatial Service Center at a total cost not to exceed \$100,000. Source of funds is the Columbia Geospatial Service Center Grant (Acct. No. 424000).

K. RESOLUTION TO RENEW THE INVESTMENT MANAGEMENT CONTRACT WITH MERRILL LYNCH

Approval was given to extend the current investment management contract with Merrill Lynch through August 31, 2006. The University will submit investment bid proposals for investment management services. The successful bidder will then sign a new two year contract for investment management services.

L. EXPANDING THE EMPLOYEE EDUCATIONAL BENEFIT TO \$2000 ANNUALLY PER EMPLOYEE, TO BE USED BY THE EMPLOYEE, SPOUSE OR DEPENDENT CHILDREN.

Approval was given to expand the benefit for employees under the Educational Assistance Plan to \$2000 annually per employee. The maximum amount to be used during a fiscal year by eligible employee would be \$2,000. The employees could elect to use this benefit for themselves, their spouses or their dependent children, as long as the total amount per employee did not exceed the \$2,000 annual threshold. To be considered eligible for the scholarship, the student must have met all requirements for admission in good standing to the University, must be in good academic standing (currently defined as a 2.0 grade point average (g.p.a.) or better for undergraduates and 3.0 g.p.a. or better for graduates), and have no amounts due to the University. Other criteria may be established and would be part of a written plan. The scholarships would be subject to the availability of funds, and amounts could be adjusted by the administration. Federal and state rules and regulations will apply to the plan. This expanded benefit would be available in the fall, 2006.

Projected costs for the initial implementation of this policy for FY 2006-07 are estimated to be \$300,000.

M. ENROLLMENT INITIATIVES

Approval was given to the allocation of funds not to exceed \$55,000 to support the following enrollment initiatives, which will start immediately:

- Complete a second round of phone calls to admitted students, non-pays and those not signing up for orientation
- Place advertisements throughout the summer in the top ten community college feeders promoting the Community College Scholarship program and applying for fall
- Send postcard/letter to currently enrolled students who do not “pre-register” informing them of additional times/dates
- Prepare a two-color flyer/brochure promoting the “Return to Learn” program.
- Promote potential Hill College course offerings
- Promote on-line courses

- Extend employment of Houston Regional Recruiter to focus on community college visits in the Houston and surrounding area (wages, travel funds, phone)
- Send postcard to students who have not applied, reminding them there is still time
- Offer \$1,000 per college to contact admitted students in the college (calls, letters)
- Extend theater advertising contract to run during selected months.

The source of funds will be additional designated revenue in excess of the budget estimate.

N. WIDE-AREA BANDWIDTH AND INTERNET SERVICE

The Board of Regents approved a one-time capital cost of \$5,000 and an ongoing monthly expenditure not to exceed \$10,500 for a leased 1,000 mps circuit from AT&T (formerly SBC) and 200 mps of Internet capacity from Level (3). The Board had previously approved FY06 expenditures of \$10,783 per month (\$129,396 annually) for 100 mps of Internet capacity from Verio, and expenditures not to exceed \$375,000 for AT&T (formerly SBC) data and voice services. As a result of this change, SFA's net bandwidth and Internet expenditures will decrease in FY06. Source of funds will be O&M.

O. DESIGNATED TUITION SEMESTER CREDIT HOUR FEE INCREASE

Approval was given for designated tuition to be increased to \$85 per semester credit hour. Approval was given for the designated tuition ceiling charge to remain at the 16 semester credit hour load.

P. GRADUATE BOARD AUTHORIZED TUITION DIFFERENTIAL INCREASE

Approval was given for the graduate differential tuition amount to be increased from \$20 to \$30.

Q. UNIVERSITY POLICE COMMUNICATION SYSTEM

The Board of Regents approved an expenditure not to exceed \$130,000 to finalize the upgrade of the police communication system and authorized the President to sign the purchase order.

06-31

Upon motion by Regent Ertz, seconded by Regent Pond, with seven members voting aye, Regent Thompson abstaining, it was ordered that the following financial affairs item be approved:

I. APPROVAL TO INCREASE SFA INTERNATIONAL EDUCATION FEE

The International Education Fee was increased from \$1 to \$3 per student per semester beginning with Fall Semester 2006.

BUILDING AND GROUNDS

06-32

Upon motion by Regent Green, seconded by Regent Pond, with all members voting aye, it was ordered that the following building and grounds items A-E and G-H be approved:

A. REPAIR AND RESURFACING OF EAST COLLEGE AND HAYTER STREETS

The university was authorized to accept the best proposal for repair and resurfacing of East College and Hayter Streets. Total cost is not to exceed \$340,000, and funds are available from budgeted HEAF.

B. ADDITIONAL FUNDING FOR TERRACON CONTRACT

The university was authorized to increase the current professional services contract with Terracon by \$75,000 for the current year. Costs will be assigned to the project that required the material test.

C. DEMOLITION OF NEW RAGUET APARTMENTS AND RESURFACING OF PARKING

The university was authorized to proceed with the demolition of the New Raguet Apartments and the addition of a limited number of surface parking spaces at a cost not to exceed \$550,000. Source of funds will be \$430,000 in the Residence Hall Upgrades construction account and an amount not to exceed \$120,000 from the Pledged-Auxiliary Contingency.

D. LAND MITIGATION FOR BASEBALL/SOFTBALL COMPLEX

The university was authorized to proceed with the land mitigation for the Baseball/Softball Complex and that the land mitigation transaction be brought back to the board for final approval. Funds were authorized in the February 17, 2006 board meeting.

E. RELOCATION OF THE OFFICE OF INSTRUCTIONAL TECHNOLOGY TO STEEN LIBRARY

The university was authorized to proceed with Phase I of this project, which includes moving the Office of Instructional Technology to the library at a cost not to exceed \$550,000. The university was authorized to use a Construction Manager at Risk to be named at the April 2006 board meeting and the SFA physical plant as contractors for the project, and the president was authorized to sign the required purchase orders and contracts. Source of funding is available HEAF as identified in the January 2006 meeting.

G. GRANT OF SEWER EASEMENT TO CITY OF NACOGDOCHES

The university was authorized to grant requested easements to the city of Nacogdoches at no cost for the repair of existing sewer lines on the East side of the campus. The 0.1375 acre tract and the 0.19 acre tract in question are part of a 36.25 acre tract of land described in a conveyance from Oscar B. Slay and wife, Mollie Slay, to Stephen F. Austin State Teachers College, dated October 11, 1937, as recorded in Volume 145, page 553, of the deed records of Nacogdoches County, Texas. The existing sewer lines for which this easement is granted are depicted in Appendix 5. The president was authorized to sign the required documents.

H. INSTALLATION OF FIRE ALARM SYSTEM AT JOHNSON COLISEUM

The university was authorized to add a Simplex fire alarm system in the Johnson Coliseum at a cost not to exceed \$140,000 and the president was authorized to sign the required contracts and purchase orders. The source of funds will be budgeted auxiliary fire safety funds.

06-33

Upon motion by Regent Thompson, seconded by Regent Boyer, with seven members voting aye, Regent Green abstaining, it was ordered that the following building and grounds item be approved:

F. CONSTRUCTION MANAGER AT RISK FOR CURRENT PROJECTS

Cox Contractors was selected as the most qualified construction manager for the various small projects in the RFP totaling \$3,020,000:

1. University police renovation and construction (\$120,000)
2. Ferguson/Liberal Arts (\$400,000)
3. Roofing projects (\$200,000)
4. Library, Rusk, and Boynton Phase I (\$550,000)
5. Demolition of New Raguet Apartments and parking addition (\$500,000)
6. Boynton HVAC (\$350,000)
7. McGee and McKibben restrooms (\$450,000)
8. Fire safety issues as identified by the state fire marshal (\$200,000)
9. Overall project contingency (\$250,000)

The university was authorized to award the contract to Cox Contractors to serve as the construction manager for these projects and the president was authorized to sign the contract. If the contingency for these projects needs to be increased, that request will be brought back to the board at a future meeting.

UNIVERSITY POLICIES AND PROCEDURES

06-34

Upon motion by Regent White, seconded by Regent Green, with all members voting aye, it was ordered that the policy revisions as presented in Appendix 6 be approved.

REPORTS

A. PRESIDENT

Dr. Tito Guerrero reported on the following topics:

- Enrollment Growth Initiative
- Coordinating Board Meeting (April 20, 2006)
- Spring Fest Celebration (April 22, 2006)
- Coach's Night Events in San Antonio and Austin (April 24 and 25, 2006)
- Bright Ideas Conference on Campus (April 28, 2006)
- Big Dip (May 5, 2006)
- Commencement (May 13, 2006) with Senator Kay Bailey Hutchison as speaker
- Visit to Campus by Delegation from Harbin, China (May 15-17, 2006)
- Invited Commencement Speech at Karnes City High School (June 2, 2006)

B. VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

Dr. Jerry Holbert presented a cumulative giving report for the first and second quarters of FY06.

C. AUDIT SERVICES REPORT

Mrs. Gina Oglesbee presented a report on the activities in the office of Audit Services:

- Ethicspoint implementation
- Collaboration with State Auditor's office
- Audit of External Bank Accounts

D. STUDENT GOVERNMENT ASSOCIATION

Ms. Amber Lara presented a report on the year's activities for the Student Government Association and the plans for the remainder of the year.

E. FACULTY SENATE

Dr. Brian Oswald, Chair of the Faculty Senate, presented the results of an opinion survey among the faculty asking if SFA should join a system. Dr. Chris Barker is the incoming Chair of the Faculty Senate and will take office May 10.

F. FACULTY SALARY STUDY

Regent Ertz presented a report of a Faculty Salary Study conducted by a subcommittee of the board over the past year.

ELECTION OF BOARD OFFICERS

06-35

Upon motion by Regent Thompson of behalf of the Nominating Committee, with all members voting aye, it was ordered that Valerie Ertz be elected Chair, Paul Pond be elected Vice Chair, and James Thompson be elected Secretary.

Incoming Chair Ertz presented the gavel and a plaque of appreciation to outgoing Chair Wulf on behalf of the Board of Regents.

The meeting was adjourned at 10:25 a.m.

Undergraduate New Course Proposals		
Course Number	Course Title	Proposed Action Detail
College of Business		
ACC470	Topics in Accounting	New course
ECO359	Sports Economics	New course
GBU470	Special Topics	New course
MGT470	Topics in Management	New course
MKT358	Sports Marketing	New course
MKT470	Topics in Marketing	New course
College of Education		
HMS342	Career Service Preparation for Early Childhood and Family Life Education	New course
HMS452	Fashion Entrepreneurship Mgmt	New course
SED478	Special Topics in Education	New course
College of Forestry & Agriculture		
GIS201	Intro. Geographic Info. Systems	New course
GIS 201L	Lab: Intro. Geographic Info. Systems	New course
GIS224	Introduction to Spatial Science	New course
GIS224L	Lab: Intro. To Spatial Science	New course
GIS301	GIS Applications	New course
GIS301L	Lab: GIS Applications	New course
GIS390	Geographic Information Systems	New course
GIS 390L	Lab: Geographic Information Systems	New course
PLS337	Broiler Production	New course
College of Liberal Arts		
ENG240	Classical Roots of English Vocabulary	New course
ENG246	Introduction to Narrative Film	New course
ENG276	Survey of African-American Literature	New course
ENG324	Film Movements and Themes	New course
ENG365	Adaptation: Literature and Film	New course
ENG376	The Harlem Renaissance	New course
ENG377	African-American Literature of the Civil Rights Era	New course
ENG378	African-American Cinema	New course
ENG379	Literature of Africa	New course
ENG424	Advanced Topics: World Cinema	New course
GRK131	Elementary Greek I	New course
GRK132	Elementary Greek II	New course
GRK231	Intermediate Classical Greek I	New course
GRK232	Intermediate Classical Greek I	New course
GRK495	Independent Study in Classical Greek	New course
PHI333	Philosophy in Science Fiction	New course
PHI360	Philosophy of Religion	New course
PSC338	American Foreign Policy	New course

PSC337	Theories of Democracy	New course
PSC397	Topics in International and Comparative Politics	New course
SPA250	Intermediate Study Abroad for Spanish Students	New course
SPA350	Advanced Study Abroad for Spanish Students	New course
SOC378	Methods in Social Research	New course
SOC379	Data Analysis	New course
College of Sciences & Mathematics		
CHE454	Biochemical Techniques	New course
CHE454L	Biochemical Techniques	New course
EGR250	Engineering Statics	New course
EGR250L	Engineering Statics Lab	New course
EGR321	Engineering Dynamics	New course
EGR321L	Engineering Dynamics Lab	New course
EGR343	Electronics	New course
EGR343L	Electronics Lab	New course

Undergraduate Course Change Proposals		
Course Number	Course Title	Proposed Action Detail
College of Applied Arts & Sciences		
AAS475	Independent Study	Change credit hours
CJS310	Administration of Criminal Justice Agencies	Change title and description
College of Business		
SFA101	Freshman Seminar	Change grade type
CSC211	Event Driven Programming	Change title
CSC321	Programming Methods and File Structures	Change title
CSC331	Object-Oriented Programming Methods	Change title
CSC350	Internet Technologies	Change title
CSC426	Requirements Engineering and System Modeling	Change title
MGT390	Principles of Entrepreneurship	Change title
MGT485	Entrepreneurship: Opportunity Assessment	Change description
College of Education		
HMS445	Economic Education Concepts	Change title
RDG415L	RDG Assessment & Instruction Lab	Change credit hours
College of Fine Arts		
ART210	Introduction to Painting	Change title and description
ART410	Advanced Painting	Change title and description
College of Forestry and Agriculture		
ANS242	Equitation	Change prerequisite
ENV405	Environmental Com & Interpret	Correct contact hours
FOR317	Forest Biometrics II	Correct contact hours
FOR411	Timber Management	Change credit hours
College of Liberal Arts		
ENG346	Film Topics: Genre and Auteur	Change title, description, prerequisite
ENG446	Advanced Topics: Film Theory	Change title, description, prerequisite
LAS300	Introduction to Latin American Studies	Change maximum credit hours toward degree
PSC304	Major Foreign Governments	Change description
PSC399	Topics in American Politics	Change description
College of Sciences and Mathematics		
BIO241	Comparative Vertebrate Anatomy	Change lab hour requirement
BIO241L	Comparative Vertebrate Anatomy Lab	Change lab hour requirement
BIO445	Developmental Biology	Change prerequisite

Appendix 1

CHE471	Advanced Special Topics	Change maximum hours toward degree
PHY470	Undergraduate Research and Technical Presentations	Change title and description

Undergraduate Course Deletions		
Course Number	Course Title	Proposed Action Detail
College of Applied Arts & Sciences		
CJS410	Management of a Criminal Justice Agency	Delete
COM490	Advanced Public Speaking	Delete
College of Education		
HMS341	Management of Childcare Programs	Delete
College of Forestry and Agriculture		
ENV224	Introduction to Spatial Science	Delete
ENV224L	Lab: Introduction to Spatial Science	Delete
FOR224	Introduction to Spatial Science	Delete
FOR224L	Lab: Intro. To Spatial Science	Delete
ENV390	Geographic Information Systems	Delete
ENV390L	Lab: Geographic Information Systems	Delete
FOR390	Geographic Information Systems	Delete
FOR390L	Lab: Geographic Information Systems	Delete
College of Liberal Arts		
PSC308	American Foreign Policy	Delete
SOC478	Methods in Social Research	Delete
SOC479	Data Analysis	Delete
College of Science & Mathematics		
EGR342	Electronics	Delete
EGR342L	Electronics Lab	Delete

Undergraduate Program Proposals			
Proposal	Document	Proposed Action	Disposition
College of Applied Arts & Sciences			
Speech Communication Program name change	Memorandum of 17 November 2005 from Dr. Ramsey	Change program name from Speech Communication to Communication Studies	Approved
College of Business			
Information Technology minor (CSCI)	Dr. Wood's memorandum, 29 June 2005, and revised to reflect newly approved GIS titles on 30 January 2006	New Minor	Approved
Minor in Entrepreneurship	Dr. Fisher's memorandum of 4 November 2005	New Minor	Approved
Minor in Sports Marketing	Dr. Fisher's memorandum of 17 February 2006, revised from 19 October 2005	New Minor	Approved
Marketing Major, Sports Marketing Emphasis	Dr. Fisher's memorandum of 17 February 2006 (revised from 2 December 2005, revised from original of 4 November 2005)	New Emphasis	Approved
Marketing Major, Sales Emphasis	Dr. Fisher's memorandum of 17 February 2006 (revised from 2 December 2005, revised from original of 4 November 2005)	New Emphasis	Approved
Marketing Major, Business to Business Emphasis	Dr. Fisher's memorandum of 17 February 2006 (revised from 2 December 2005,	New Emphasis	Approved

	revised from original of 4 November 2005)		
Management Major, Small Business Management/Entrepreneurship Emphasis	Dr. Fisher's memorandum of 19 October 2005	Modify Requirements	Approved
College of Education			
Interior Merchandising	"Proposal for New Degree Plan in Human Sciences"	New Degree	Approved
College of Liberal Arts			
Film Studies Minor	"Proposal for an Undergraduate Minor in Film Studies at Stephen F. Austin State University" original (4 pp.) and revised (6 pp.)	New Minor	Approved
African-American Literary Studies minor	Memorandum from Dr. Austin, 22 November 2005 plus 4-page description	New Minor	Approved
Geography Major, Second Major, Minor	Memorandum from Dr. Claunch, 22 September 2005	Modify Requirements	Approved
Political Science Major, Second Major, Minor	Memorandum from Dr. Claunch 2 November 2005	Modify Requirements	Approved
Latin American Studies minor revision	Description (1 page) from the Latin American Studies Committee plus current <i>Bulletin</i> description	Lower advanced hours of required LAS electives from 15 to 12	Approved
Gerontology Major, Second Major, Minor	Memorandum from Dr. Williams, 20 September 2005, and attached document. (2-page total)	Change major, second major, minor in gerontology	Approved

College of Sciences & Mathematics			
Biology Minor	Proposal on Course Proposal form, from Dr. Hay	Modify requirements	Approved
BS in Biochemistry	Memorandum from Dr. Janusa, 9-9-05; attached materials	New Degree	Approved
Chemistry interest area: forensic	Revised <i>Bulletin</i> copy, 1 page	Inadvertently omitted from proposal in '04-'05	Approved

GRADUATE COURSE PROPOSALS SPRING, 2006

New Courses

<u>Course</u>	<u>Title</u>	<u>Major</u>	<u>Notes</u>
ACC 570	Advanced Topics in Accounting	ACC	Adds graduate options to the curriculum
FOR 574	Adv. Interpretive Media & Graphics	MSRI	Adds on-line elective course for Resource Interpretation
FOR 580	Adv. Professional Interpretation	MSRI	Adds on-line elective course for Resource Interpretation
GIS 551	Intro to GIS & Geospatial Analysis	FOR/ENV	Replaces FOR 551 New prefix only
GIS 552	Intro to Digital Remote Sensing	FOR/ENV	Replaces FOR 552 New prefix only
GIS 553	GIS & Geospatial Applications	FOR/ENV	Replaces FOR 553 New prefix only
GIS 555	Aerial Photo Interpretation	FOR/ENV	Previously taught as special topics, adds new topic to curriculum
GIS 649	Digital Image Processing	SPSC/FOR	Replaces FOR 649 New prefix only

Course Changes

<u>Course</u>	<u>Title</u>	<u>Major</u>	<u>Type</u>	<u>Notes</u>
ACC 532	Legal Principles Related to Accounting	ACC	Change	Change in title and description
ACC 547	Advanced Auditing	ACC	Change	Change in prerequisites
ACC 557	Seminar in Internal Auditing	ACC	Change	Change in prerequisites
AGN 508	Soil-Plant Relations	AGR	Change	Change prefix from AGR
ANS 501	Advanced Nutrition	AGR	Change	Change prefix from AGR
ART 570	Ad Design II	ART	Change	Change in title and description
ELE 525	Instruction and Assessment	Elem. Ed.	Change	Change to variable credit, 1 – 3 hours
HMS 501	Service Mgt. In Human Sciences	FCSc	Change	Change in title and description
HMS 502	Emp. Develop. Issues in HSC	FCSc	Change	Change in title and description
HMS 578	Seminar	FCSc	Change	Change to variable, cross-listed with HMS 478
HRT 514	Adv. Horticulture Crop Production	AGR	Change	Change prefix from AGR
KIN 510	Medical Terminology	ATHL	Change	Change contact hours from 1.5 to 2

KIN 531L	Therapeutic Modalities Lab	ATHL	Change	Change contact hours from 1.5 to 2
KIN 536L	Therapeutic Exercise Lab	ATHL	Change	Change contact hours from 1.5 to 2
KIN 551	Athletic Training Clinical V	ATHL	Change	Maximum credit changed from 4 to 2
KIN 581	Prob. In Teach. College: Intern	KIN	Change	Change in instruction type
BTC 561	Adv. Techniques in Molecular Bio.	BTEC	Change	Change in title
BTC 563	Molecular Biochemistry	BTEC	Change	Change in instr type, description and credit hours
BTC 563L	Molecular Biochemistry Lab	BTEC	Deletion	Lab no longer required for BTC 563
PSY 517	Ethics and Research in Psy.	PSY	Revision	Change title and credit hours
PSY 523	Advanced General Psychology	PSY	Change	Change in credit hours
PSY 525	Teaching Seminar	PSY	Revision	Change in description and credit hours
PSY 526	Teaching Practicum	PSY	Deletion	Course no longer needed
PSY 550	Seminar in Psychology	PSY	Revision	Change in description, remove variable credit
PSY 585	Graduate Research Seminar	PSY	Revision	Change in title, description, and credit hours.

**SMALL CLASSES
SPRING 2006**

DEFINITION OF SMALL CLASS UNDERGRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN TEN STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL TEN OR MORE

DEFINITION OF SMALL CLASS GRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN FIVE STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL FIVE OR MORE

ANY ORGANIZED CLASS WITH BOTH GRADUATE AND UNDERGRADUATE STUDENTS WILL BE CONSIDERED SMALL UNLESS TEN STUDENTS ARE ENROLLED.

DEPT. COURSE SECTION	NUMBER ENROLLED	CREDIT HOUR	FUNDED HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	FACULTY NAME	JUSTIFICATION FOR TEACHING UNDER-ENROLLED COURSE
ELE 301 501	9	2	18	WEB TBA LEC	SOWARDS, A.	MAINTAIN SEQUENCE
ELE 302 501	9	2	18	WEB TBA LEC	PARTIN, J.	MAINTAIN SEQUENCE
ELE 303 501	9	2	18	WEB TBA LEC	DONIHOO, J.	MAINTAIN SEQUENCE
HMS 147 201	1	3	3	WEB TBA LEC	UNDERWOOD, R.	DISTANCE ALLIANCE COURSE
HMS 333 201	1	3	3	WEB TBA LEC	UNDERWOOD, R.	DISTANCE ALLIANCE COURSE
HMS 353 301	3	3	9	WEB TBA LEC	UNDERWOOD, R.	DISTANCE ALLIANCE COURSE
HMS 404 201	1	3	3	WEB TBA LEC	UNDERWOOD, R.	DISTANCE ALLIANCE COURSE
SED 460 003	8	3	24	TR 0930AM 1045AM ED 481 SEM	ARMSTRONG, J.	FIELD BASED COURSE TAUGHT AT NHS
ART 250 001	9	3	27	TR 1100AM 0140PM AS 150 LAB	POWELL, A.	MAINTAIN SEQUENCE
THR 360 001	9	2	18	M 1200PM 1250PM FA 303 LEC	MATHYS, T.	MAINTAIN SEQUENCE
THR 422 001	9	3	27	MW 0100PM 0150PM FA 300 LEC	MAULE, G.	COLLABORATION BETWEEN ART & THEATRE
THR 428 001	9	3	27	T 1230PM 0145PM FA 211D LEC	BAHS, C.	ROSE BRUFORD PROGRAM
AGM 410 001	9	2	18	MW 1000AM 1050AM AGS 110 LEC	MORTON, C.	MAINTAIN SEQUENCE
AGM 410L 020	9	1	9	R 0300PM 0450PM AGS 110 LAB	MORTON, C.	MAINTAIN SEQUENCE
HRT 419 001	9	2	18	TR 0300PM 0415PM AG 118 LEC	NORMAN, M.	MAINTAIN SEQUENCE
HRT 419L 020	9	1	9	R 0430PM 0600PM AG 118 LEC	NORMAN, M.	MAINTAIN SEQUENCE
FOR 223 001	9	4	36	T 0630PM 0810PM FO 219 LEC	ROAN, S.	MAINTAIN SEQUENCE
FOR 304 001	8	3	24	MW 1000AM 1050AM FO 222 LEC	WILLIAMS, H.	MAINTAIN SEQUENCE
FOR 451 001	8	3	24	MW 1100AM 1150AM FO 225 LEC	LEGG, M.	MAINTAIN SEQUENCE
FOR 457 001	7	3	21	F 1000AM 1250PM FO 208 LEC	COBLE, T.	MAINTAIN SEQUENCE
FOR 458 001	7	4	28	TR 1100AM 1215PM FO 221 LEC	KRONRAD, G.	MAINTAIN SEQUENCE
FOR 466 001	4	3	12	M 0645PM 0915PM FO 225 LEC	COMER C.	CLASS CROSSLISTED BUT DROPPED TO LOW NUMBER AT LAST MINUTE
ENG 099 001	9	3	27	MWF 0800AM 0850AM F 177 LEC	BUSH, D.	REQUIRED DEVELOPMENTAL COURSE
BIO 571 002	4	3	12	MW 0400PM 0515PM S 228 LEC	BURT D.	NEEDED FOR GRADUATE RESEARCH
CHE 338 001	8	4	32	MWF 0900AM 0950AM C 301 LEC	FRANTZEN, A.	MAINTAIN SEQUENCE
CHE 470 001	9	1	9	F 0400PM 0450PM C 106 SEM	FRANKS, R.	MAINTAIN SEQUENCE
CHE 546 001	3	3	9	M 0645PM 0915PM C 301 LEC	FRANTZEN, A.	MAINTAIN SEQUENCE
GOL 559 001	4	3	12	TBA S 333 LEC	LEDGER E.	MAINTAIN SEQUENCE
STA 522 001	4	3	12	TR 0330PM 0445PM NM 213 LEC	CUNNINGHAM, J.	MAINTAIN SEQUENCE
NUR 302 006	6	8	48	T 0900AM 0100PM NM 125 LEC	PACK, M.	MAINTAIN SEQUENCE OF NURSING PROGRAM
NUR 316 006	7	2	14	M 0800AM 1000AM NM 101 LEC	MCCANN, D.	MAINTAIN SEQUENCE OF NURSING PROGRAM
NUR 317 005	4	5	20	W 0100PM 0300PM NM 101 LEC	POWELL, R.	MAINTAIN SEQUENCE OF NURSING PROGRAM
NUR 414 004	7	5	35	W 0100PM 0400PM NM 127 LEC	MCDONALD, S.	MAINTAIN SEQUENCE OF NURSING PROGRAM
NUR 417 004	7	5	35	W 0900AM 1200PM NURS 105 LEC	BAILEY, E.	MAINTAIN SEQUENCE OF NURSING PROGRAM
PHY 108 001	9	3	27	TR 0200PM 0350PM S 323 LEC	TRIKOSKO, W.	MAINTAIN SEQUENCE OF PHYSICS PROGRAM
PHY 551 001	4	4	16	TR 1100AM 1240PM S 323 LEC	GRUEBEL, R.	MAINTAIN SEQUENCE

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ANY ORGANIZED CLASS WITH BOTH GRADUATE AND UNDERGRADUATE STUDENTS WILL BE CONSIDERED SMALL UNLESS TEN STUDENTS ARE ENROLLED.						
DEPT. COURSE SECTION	NUMBER ENROLLED	CREDIT HOUR	FUNDED HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	FACULTY NAME	JUSTIFICATION FOR TEACHING UNDER-ENROLLED COURSE
TOTAL HOURS GENERATED IN SMALL CLASSES			702	M = Monday		
--SMALL CLASSES AS A % OF TOTAL HOURS			0.54%	T = Tuesday		
			130.838	W = Wednesday		
TOTAL CREDIT HOURS SPRING '06		**		R = Thursday		
				F = Friday		
				S = Saturday		
				U = Sunday		

Stephen F. Austin State University
Room and Board Rates for 2006-2007

Appendix 3

Residence Hall	Fall and Spring Semester			Summer I or II	
	w/7 Day 14 Meals	w/7 Day 20 Meals	w/210 Block	w/7 Day 14 Meals	w/7 Day 20 Meals
5 Wisely Hall	\$2,780	\$2,869	\$3,013		
7 Todd Hall	\$2,641	\$2,730	\$2,874		
9 North Hall	\$2,833	\$2,922	\$3,066		
10 Hall 10	\$2,689	\$2,778	\$2,922	\$1,006	\$1,114
11 Mays Hall	\$2,689	\$2,778	\$2,922	\$1,006	\$1,114
12 South Hall	\$3,020	\$3,109	\$3,253	\$1,135	\$1,243
14 Hall 14	\$2,641	\$2,730	\$2,874		
15 Griffith Hall	\$2,641	\$2,730	\$2,874		
16 Hall 16	\$2,641	\$2,730	\$2,874		
17 Steen Hall	\$2,989	\$3,078	\$3,222		
18 Kerr Hall	\$2,641	\$2,730	\$2,874		
20 Hall 20	\$3,039	\$3,128	\$3,272		
Lodge 4br	\$3,505	\$3,594	\$3,738		
Lodge 2br	\$3,705	\$3,794	\$3,938		
Village A	\$3,705	\$3,794	\$3,938		

Rates above include sales tax for Board

Apartments	Number	Rent		
Garner Apts.	1 - 134	\$508	*	* - Includes Utilities, Cable Television and Telephone
University Woods	1 BR	\$508	**	** - Includes Cable Television and Telephone
University Woods	2 BR	\$655	**	

For Accounting Purposes Only:

Rooms	Fall or Spring		Summer I or II		Additional Fee for Private Room	
	Rate		Rate		Fall/Spring	Summer I or II
Hall 5	\$1,575				\$600	
Hall 9	\$1,628				\$600	
Hall 17	\$1,784				\$600	
Hall 20	\$1,834				\$600	
Hall 7, 14, 15, 16, 18	\$1,436				\$500	
Enrichment Halls 10 and 11	\$1,484		\$579		\$500	\$200
12 Month Hall 12	\$1,815		\$708		\$600	\$200
Lumberjack Lodge 4 br	\$2,300					
Lumberjack Lodge 2 br	\$2,500					
Lumberjack Village A	\$2,500					
Lumberjack Village B	\$2,800					
Meal plans	5/5	7/14	7/20	210 Block	Sum 7/14	Sum 7/20
	\$473	\$1,205	\$1,294	\$1,438	\$427	\$535

Stephen F. Austin State University
PROPOSED COURSE FEES FOR FALL 2006

College	Department	Course #	Course Name	Present	Proposed
AAS	Communication	COM 212	Communication	\$ 30.00	\$ 35.00
AAS	Communication	COM 302	Communication	\$ 35.00	\$ 40.00
AAS	Communication	COM 304	Communication	\$ 35.00	\$ 40.00
AAS	Communication	COM 319	Communication	\$ 14.00	\$ 20.00
AAS	Social Work	SWK XXX.401	All 401 Sections--off campus	\$ -	\$ 30.00
BUS	General Business	GBU 400	Negotiation and Alternate Dispute Resolution	\$ -	\$ 20.00
BUS	General Business	GBU 557	Negotiation and Dispute Resolution	\$ -	\$ 30.00
EDU	Elementary Ed	ELE 542 1XX	PBIC Internship	\$ 500.00	\$ 450.00
EDU	Elementary Ed	ELE 542 2XX	PBIC Internship	\$ 750.00	\$ 700.00
EDU	Human Sciences	HMS 304	Purchasing in the Hospitality Industry	\$ -	\$ 20.00
EDU	Human Sciences	HMS 404	Quantity Food Production and Service	\$ -	\$ 30.00
EDU	Human Services	EPS 544	Individual Academic Assessment	\$ -	\$ 45.00
EDU	Human Services	SPE 571	The Educational Diagnostician	\$ -	\$ 40.00
EDU	Human Services	SPH 172	Beginning American Sign Language	\$ -	\$ 10.00
EDU	Human Services	SPH 272	Intermediate American Sign Language	\$ -	\$ 20.00
EDU	Human Services	SPH 322	Language Disorders in School-Age Children	\$ -	\$ 10.00
EDU	Human Services	SPH 477	American Sign Language III	\$ -	\$ 20.00
EDU	Human Services	SPH 478	Interpreting	\$ -	\$ 20.00
EDU	Human Services	SPH 479	American Sign Language IV	\$ -	\$ 20.00
EDU	Human Services	SPH 483	Ed Interpreting/Transliterating	\$ -	\$ 20.00
EDU	Secondary Ed	AED XXX.490-499	All 490-499 Sections--off campus	\$ 100.00	\$ 75.00
EDU	Secondary Ed	SED 542 1XX	PBIC Internship	\$ 500.00	\$ 450.00
EDU	Secondary Ed	SED 542 2XX	PBIC Internship	\$ 750.00	\$ 700.00
FA	Art	ART 130	Three-D Design	\$ 15.00	\$ 40.00
FA	Art	ART 230	Sculpture I	\$ 24.00	\$ 90.00
FA	Art	ART 430	Sculpture II	\$ 25.00	\$ 130.00
FA	Art	ART 533	Graduate Sculpture	\$ 25.00	\$ 130.00
FA	Music	MTC 461	Music Form and Analysis	\$ 15.00	\$ 40.00
FA	Music	MUP 109, 309, 509	Applied Music (Various Instruments)	\$ 95.00	\$ 130.00
FA	Music	MUP 119, 319, 519	Applied Music (Various Instruments)	\$ 170.00	\$ 240.00
FA	Music	MUP 129, 329, 529	Applied Music (Various Instruments)	\$ 245.00	\$ 350.00
FA	Music	MUP 136 & 336	Marching Band	\$ 51.00	\$ 61.00
FOR	Agriculture	ANS 131L	Introductory Animal Science	\$ 16.00	\$ 32.00
FOR	Agriculture	ANS 301L	Livestock Evaluation	\$ 16.00	\$ 40.00
FOR	Agriculture	ANS 342L	Swine Production	\$ 16.00	\$ 40.00
FOR	Agriculture	ANS 351	Training Performance Horses-Western	\$ -	\$ 80.00
FOR	Agriculture	ANS 352	Training Performance Horses-English	\$ -	\$ 80.00
FOR	Agriculture	PLS 237L	Introductory Poultry Science	\$ -	\$ 39.00
FOR	Agriculture	PLS 437L	Applied Poultry Production	\$ -	\$ 34.00
FOR	Forestry	ENV 209	Forest Ecology	\$ 15.00	\$ 21.00
FOR	Forestry	ENV 210	Environmental Measurements	\$ -	\$ 15.00
FOR	Forestry	ENV 348	Natural Resource Policy	\$ -	\$ 5.00
FOR	Forestry	ENV 405	Environmental Communication & Interpretatn	\$ -	\$ 5.00
FOR	Forestry	FOR 111	Introduction to Forestry	\$ 26.00	\$ 35.00
FOR	Forestry	FOR 304	Arboriculture	\$ -	\$ 15.00
FOR	Forestry	FOR 305	Wildlife Techniques	\$ 31.00	\$ 75.00
FOR	Forestry	FOR 310	Field Silviculture	\$ 156.00	\$ 170.00
FOR	Forestry	FOR 323	Land Measurement	\$ 156.00	\$ 170.00
FOR	Forestry	FOR 325	Timber Cruising	\$ 156.00	\$ 170.00

FOR	Forestry	FOR 329	Harvesting & Processing	\$ 156.00	\$ 170.00
FOR	Forestry	FOR 335	Non-Timber Resource Management	\$ 312.00	\$ 340.00
FOR	Forestry	FOR 348	Natural Resource Policy	\$ -	\$ 5.00
FOR	Forestry	FOR 405	Environmental Communication & Interpretation	\$ -	\$ 5.00
FOR	Forestry	FOR 428	Intensive Silviculture	\$ 30.00	\$ 45.00
FOR	Forestry	FOR 435	Forest Economics	\$ -	\$ 5.00
FOR	Forestry	FOR 450	Forest Wildlife Habitat Management	\$ 81.00	\$ 75.00
FOR	Forestry	FOR 454	Non-Game Wildlife Ecology	\$ 16.00	\$ 35.00
FOR	Forestry	FOR 457	Environmental Attitudes & Issues	\$ -	\$ 5.00
FOR	Forestry	FOR 510	Research Methods in Forestry	\$ -	\$ 5.00
FOR	Forestry	FOR 515	Tree Physiology	\$ -	\$ 5.00
FOR	Forestry	FOR 523	Plant Water Relations	\$ -	\$ 5.00
FOR	Forestry	FOR 527	Advanced Intensive Silviculture	\$ -	\$ 45.00
FOR	Forestry	FOR 540	Forest Recreation Planning	\$ -	\$ 5.00
FOR	Forestry	FOR 541	Ecology, Mgmt., & Harvesting of White-tailed D	\$ -	\$ 75.00
FOR	Forestry	FOR 550	Forest Wildlife Habitat Management	\$ -	\$ 75.00
LBA	Pol. Sci., Geography	GEO 375	Geography	\$ 150.00	\$ -
LBA	Psychology	PSY 507	Experimental Design	\$ -	\$ 40.00
LBA	Sociology	ANT 440	Field Methods in Archeology	\$ 10.00	\$ 40.00
LBA	Sociology	ANT 477	Monkeys, Apes and Humans	\$ -	\$ 40.00
SCM	Biology	BIO 470	Seminar in Biology	\$ -	\$ 45.00
SCM	Biology		All Biology Lecture Courses	\$ -	\$ 5.00
SCM	Geology	GOL 242.001	Petrology	\$ 166.00	\$ 197.00
SCM	Geology	GOL 338.001	Structural Geology	\$ 114.00	\$ 161.00
SCM	Geology	GOL 471.001/.002/.003	Llano Field Trip	\$ 103.00	\$ 125.00
SCM	Geology	GOL 471.004/.005	Galveston Field Trip	\$ 66.00	\$ 73.00
SCM	Geology	GOL 471.007	Arkansas/Minerals Field Trip	\$ 102.00	\$ 118.00
SCM	Nursing	NUR 421	Pharmacology	\$ -	\$ 20.00

**Stephen F. Austin State University
PROPOSED OTHER FEES FOR FALL 2006**

Department	Description	Present	Proposed
Admissions	Undergraduate Admissions Application Fee	\$ 25.00	\$ 35.00
OISP	Int'l Study Abroad Application Fee	\$ -	\$ 50.00



Scale 1" = 60'

STEPHEN F. AUSTIN STATE
TEACHERS COLLEGE
CALLED 36 1/4 ACRE TRACT
VOL. 145, PAGE 553 DR
NACOGDOCHES COUNTY, TEXAS

ATHERTON, ROBERT B.
LT 35 & 36, BLK 5,
PINECREST ADDITION
VOL. 1738, PAGE 213 OPR
NACOGDOCHES COUNTY, TEXAS

N 01°41'55" W 20.00'
20' TEMPORARY CONSTRUCTION EASEMENT
N 88°18'02" E 232.54' S 88°27'44" E 67.84'
20' SANITARY SEWER EASEMENT - 0.1375 ACRE
S 88°18'02" W 231.97' N 88°27'44" W 66.71'
POB 20.01'

ANTONIO ARRIOLA SURVEY
ABSTRACT 5

CHOATES, THOMAS E.
LT 16, BLK 1,
PINECREST ADDITION
VOL. 1947, PAGE 224 OPR
NACOGDOCHES COUNTY, TEXAS

PINECREST SUBDIVISION
VOL. 1, PG. 55
P.R.N.C.T.

East College St

CONC MON FND

Limits of Proposed
Sanitary Sewer Easement —————
Limits of Temporary
Construction Easement - - - - -

Notes:

1. Bearing orientation based on the City of Nacogdoches Monumentation System.
2. A metes and bounds description of even date accompanies this plat.

Exhibit Map of Proposed 0.1375
Acre Sanitary Sewer Easement
Called 36.25 Acres
Nacogdoches County, Texas.

BarWin
CONSULTANTS

ENGINEERS SURVEYORS

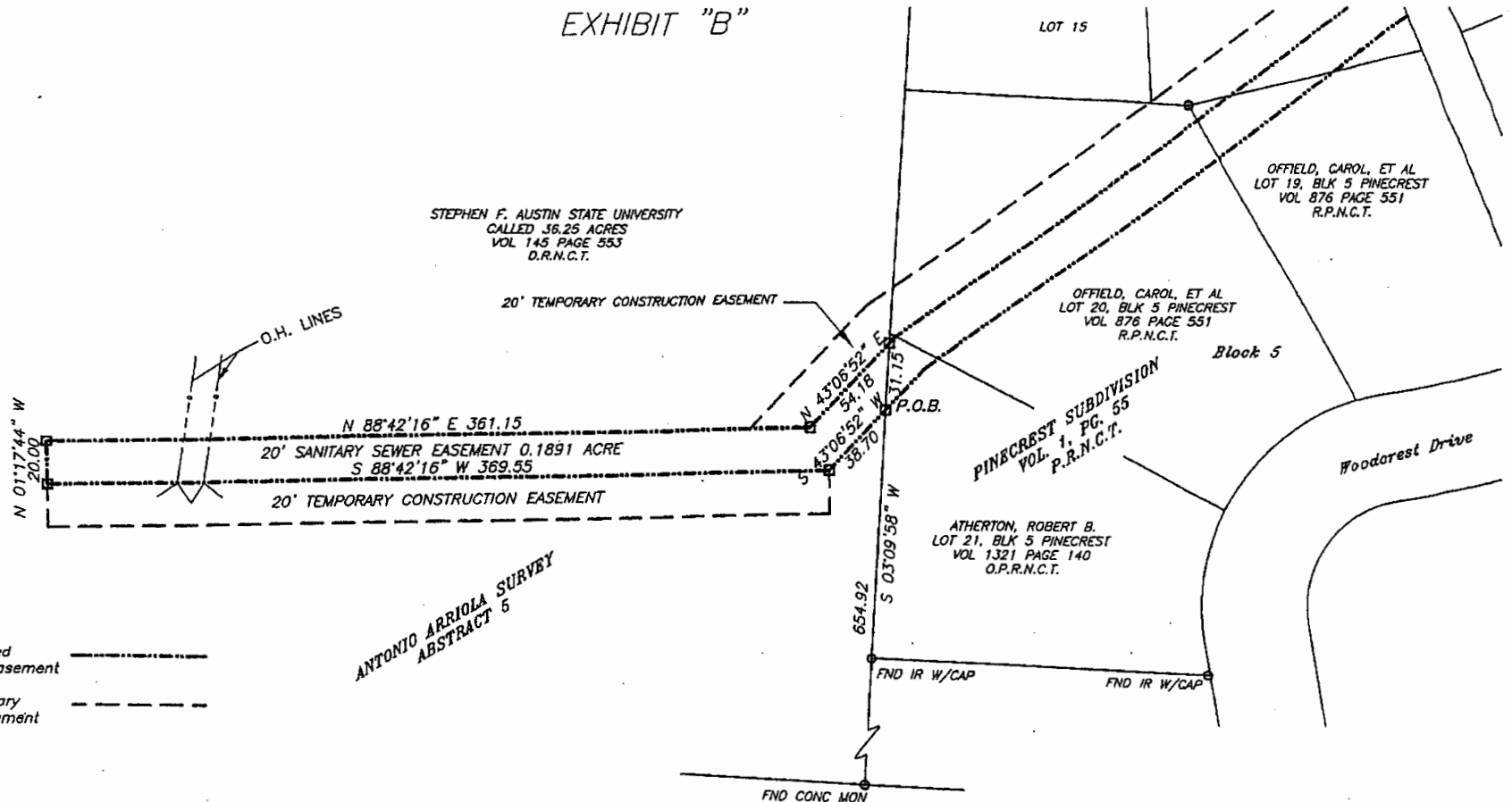
300 E. MAIN SUITE 300
NACOGDOCHES, TEXAS 75961
(936) 569-0668 FAX (936) 569-9465

SCALE: 1"= 60'
DATE: 08/02/05
DRAWN: J.V.
CHECKED BY: W.B.C.
DWG: L19_SFA
FILE: 1284_NAC

EXHIBIT "B"



Scale 1" = 60'



Limits of Proposed
Sanitary Sewer Easement

Limits of Temporary
Construction Easement

Notes:

1. Bearing orientation based on the City of Nacogdoches Monumentation System.
2. A metes and bounds description of even date accompanies this plat.

Exhibit Map of Proposed 0.1891
Acre Sanitary Sewer Easement
Called 36.25 Acres
Nacogdoches County, Texas.

BarWin
CONSULTANTS
ENGINEERS SURVEYORS

300 E. MAIN SUITE 300
NACOGDOCHES, TEXAS 75961
(936) 569-0668 FAX (936) 569-9465

SCALE: 1" = 60'
DATE: 08/02/05
DRAWN: J.V.
CHECKED BY: W.B.C.
DWG: L20_SFA
FILE: 1284_NAC

**Policies for Board Review
April 13, 2006**

Policy Number	Policy Name	Action/Change	Page Number
A-46	Small-size Classes	Minor wording changes. Updated title of Provost/VP for Academic Affairs.	P-1
B-11	Hall 20 Guest Rooms	Implemented reservation form. Changed checkout time from 1 pm to 11 am.	P-4
B-30	University Vehicles	Prohibited smoking in vehicles. Updated department name and administrative titles.	P-6
C-11	Departmental Accounting Responsibilities	Clarified maintenance and budget revision responsibility for various types of accounts. Updated authority, cross references, revision contacts, and forms.	P-14
C-13	Food Purchases	Food purchases may be made on ProCard. Minor wording changes. Updated authority, cross references, and revision contact.	P-16
C-16.5	Historically Underutilized Businesses	Major Rewrite.	P-18
C-33	Purchasing Ethics and Confidentiality	Added requirements for consultant contracts. Updated authority and cross references.	P-23
C-45	Professional and Consultant Services	Updated URL for IRS 20-Question test. Added conflict of interest disclosure requirements. Updated cross references.	P-25
D-21	Use of Amplified Sound on Campus Grounds	Changed title of policy. Minor wording changes.	P-31
D-24	Parking and Traffic Regulations	Major Rewrite.	P-32
D-33	Solicitation on Campus	Changed title of policy. Only members of approved fundraising group may solicit. Procedures for conducting raffles added. Removed regulations specific to religious groups. Other minor wording changes.	P-53
D-35.5	Smoking and Use of Tobacco Products	Changed name of policy. Added vehicles to restrictions. Prohibited smoking at entrance to buildings. Added legal references.	P-58
NEW	Expenditure Authority for Financial Transactions	New policy.	P-59
E-19	Employment of Persons with Criminal History	Reviewed with no changes.	P-60

Policy Number	Policy Name	Action/Change	Page Number
E-28	Insurance and Other Benefits	Employees may change health coverage choice during 90 day waiting period. Information added on signing up for long term care insurance. Clarified retiree insurance coverage. Updated information on OASDI. Changed date for initiating tax sheltered annuity plan.	P-61
E-29A	Leave of Absence (Faculty)	Parents who do not qualify for FML can take parental leave for birth, adoption, or foster care placement. Updated authority, revision contact, and forms.	P-68
E-30N	Leave of Absence (Non-Academic)	With specific exceptions, annual and sick leave must be exhausted before leave of absence. Parents who do not qualify for FML can take parental leave for birth, adoption, or foster care placement. Red Cross volunteers can take leave to aid in disasters. Updated authority, revision contact, and forms.	P-74
E-36	Overtime and Additional Compensation	Minor wording changes. Updated authority and revision contact.	P-80
E-39	Personnel Action Request	Instructions for PAR removed from policy and published instead on HR website. Reasons for PAR listed. Updated authority and forms.	P-82
E-40N	Probationary Period of Employment	Employees transferring into new positions subject to new period of probation. Director of HR must approve terminations. Updated authority.	P-86
E-43	Retirement Programs	Excluded student employees. Minor wording changes. Updated authority and forms.	P-87
E-47.1	Sick Leave Pool	Medical certification required before review. Clarified approval period from 30 to 45 days. Minor wording changes. Updated authority.	P-90
E-47.2	Staff Development	Reviewed with no changes.	P-95
E-52N	Time Sheets	Added directions for completing time sheets. Limited student employees to 20 hours per week. Clarified signature requirements. Updated authority.	P-96
E-53	Vacation Leave	Clarified accrual and carryover limits for part-time employees. Excess carryover added to sick leave. Updated authority	P-99

Policy Number	Policy Name	Action/Change	Page Number
E-56	Ethics	Added disclosure requirements in consulting arrangements. Added disclosure requirements in property acquisitions. Updated authority.	P-101
E-65	Employee Scholarship Program	Changed name of program. Added spouse and dependents of employees, widows and children of deceased employees as participants in plan.	P-110
F-5	Building Security/Special Events	Added requirement to notify UPD before special events on campus.	P-111
F-14	Student Organization Formation and Recognition	Advisor must be full-time employee. Temporary recognition shortened from 60 to 30 days. Titles updated and minor wording changes made. Added forms.	P-112

~~Underenrolled~~ *Small-Size* Classes**A-46**

Original Implementation: November 4, 1977

Last Revision: ~~April 22, 2003~~ April 13, 2006

1. This policy applies to courses whose primary mode of instruction is lecture, laboratory, or seminar.
2. ~~Underenrolled~~ *Small-size* classes are undergraduate classes with less than 10 registered students and graduate classes with less than 5 registered students. Minimum enrollment requirements for off-campus, face to face courses are addressed in Policy A-34: Off-Campus Courses.
3. No ~~underenrolled~~ *small-size* classes shall be offered in any term except as authorized by the Board of Regents of Stephen F. Austin State University.
4. Only ~~underenrolled~~ *small-size* classes that meet one or more of the following requirements may be authorized to be taught:
 - a. A course required for graduation. (The course is not offered each semester or term, and if cancelled may affect the date of graduation of those enrolled.)
 - b. A course required of majors in this field that should be completed in a given semester (term) to keep proper sequence in courses.
 - c. A course in a newly established degree program, concentration, or support area.
 - d. Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class.
 - e. The first time offering of a course.
 - f. A course the class size of which is limited by accreditation or state licensing standards.
 - g. A course the class size of which is limited by availability of laboratory or clinical facilities.
 - h. A class voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.
5. A ~~n-underenrolled~~ *small-size* class of the same course may not be offered in consecutive semesters or summer terms.

6. The University shall file with the Coordinating Board through its uniform reporting system a small class report as required by state law or agency regulations.

Procedure:

1. Department Chair submits form to Dean requesting approval to offer ~~underenrolled~~ *small-size* class(es).
2. Dean approves/disapproves request and forwards form to the *Provost/Vice President* for Academic Affairs.
3. *Provost/Vice President* approves/disapproves and sends copies to the Dean and the Registrar.
4. *Provost/Vice President* submits report of ~~underenrolled~~ *small-size* classes to the Board of Regents for final approval.

Source of Authority: Texas Education Code, sec. 51.403 et seq.; Board of Regents; President; Provost ~~and~~ Vice President for Academic Affairs

Cross Reference: Faculty Handbook

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

Forms: ~~Underenrolled~~ *Small-size* Class Request Form (below)

~~UNDERENROLLED~~-SMALL-SIZE CLASS APPROVAL

To: _____
Associate Provost/Vice President for Academic Affairs

Through: _____
College Dean

From: _____
Department Chair

Date: _____

Approval is requested to offer the following ~~underenrolled~~ *small-size* class(es).

Approval

Class/Section	Enrolled	Justification	Yes	No

Hall 20 Guest Rooms**B-11**

Original Implementation: January 21, 1986

Last Revision: ~~January 28, 2003~~ April 13, 2006

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 Hall 20 Guest Rooms.

Three guest rooms are available in Hall 20 for use by individuals who are engaged in University-related business/activities which require overnight lodging, or individuals who are invited to the University by the President as official guests. Requests from University departments for use of these rooms for their guests will be approved/disapproved according to the two criteria listed below.

1. The guest must be one for whom the University, the sponsoring department in particular, would pay lodging expenses if the guest rooms did not exist. University departments requesting use of the rooms should do so only when lodging is a normal, reimbursable travel expense to the visitor. "Free lodging" should not be offered to individuals who are providing a service/performance for the University for a specified fee when travel expenses, in addition to the fee, were not a part of the contract or agreement.

2. The length of stay should not exceed three consecutive nights.

The guest rooms are located on the ground floor of Hall 20. Furnishings are hotel/motel style; available rooms have either a king bed or twin beds. Guests have access to ice and vending machines. Reserved parking is available in the small lot adjacent to Hall 20. University staff provides daily custodial service.

Decisions regarding eligibility for use of these accommodations and reservations for the guest rooms are made by the Housing Department, extension -63026601. Details and responsibilities of the University department reserving guest rooms are given below.

1. ~~The following information should be provided in a memo to the Housing Department, from the originating department when calling to make a room reservation:~~ *The department requesting to reserve a room should complete the Guest Room Reservation (Hall 20) form on the SFA Business Forms link on the SFA web site. The following information will be needed:*

- ~~name of University guest;~~
- dates of stay;

- name of University sponsor and the department responsible for the guest (see 2 below);
- purpose of visit, i.e., job interview, performance, etc;
- name of the department who will be financially responsible for damages and/or lost keys.

2. Each guest must have a University sponsor who serves as the contact person regarding any change in arrival/departure or special needs. The sponsor is responsible for communicating such information to the Housing Department, and for the pick-up and return of room keys and the parking permit to the Housing Department.

3. Guests may check into Hall 20 after 3 p.m. and check out time is ~~1 p.m.~~ 11 a.m.

Source of Authority: Director of Housing

Cross Reference: None

Contact for Reference: Housing Department Administrative Assistant

Forms: None

University Vehicles (Rental & 15-Passenger Vans)**B-30**

Original Implementation: June 1, 1984

Last Revision: ~~January 15, 2002~~ *April 13, 2006*

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 and be acting on behalf of, and within the responsibility of, the university department that he/she is employed. 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 (See Section E)
- 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 must be advised in advance of the trip that non-University passengers will be traveling in University vehicles.
- c. If the guest is a minor child, the parent 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 parent. The University fleet bus driver should report behavior difficulties to the parent and sponsoring department, and may impose future restrictions on passenger privileges for those who have had behavior problems.

e. Non-employee passengers will not be covered by University insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for University motor vehicles. Personal claims against the driver of another vehicle (non-University) for liability in any accident will be the responsibility of the non-employee passenger or their parent. Passengers should carry personal medical insurance coverage in case of accident or emergency. The University does not assume liability for any passenger, unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job; otherwise, personal medical insurance or applicable legal liability would apply.

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 fuel, made with University credit cards, are at the driver's expense, subject to reimbursement. Reimbursement will be approved when the Physical Plant is furnished 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 - 936/468-5107
Director, Physical Plant - 936/468-4341
 - b. After working hours: University Police - 936/468-2608
3. All major repairs must be arranged by the Manager of Transportation.
4. A driver involved in an accident must either report the accident to University Police Department or to a local police agency and notify UPD of having done so, or 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. Forward a copy of the accident report or the blue form to the ~~Safety Department~~ *Environmental Health, Safety and Risk Management Department* -and,
 - b. 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 *Environmental Health, Safety and Risk Management* ~~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

<u>Vehicle</u>	<u>Capacity</u>	<u>Charge per Mile</u>
Sedan	4	current state rate
Vans	9 or 11	current state rate
Shuttle Bus	40	\$.60 + driver
Road Bus 1	46	\$2.500
Road Bus 2	36	\$2.500

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. All drivers of 15 passenger-type vans must be Certified Drivers with a van endorsement.
- 4. Buses must carry at least 1/3 of their capacity.
- 5. Certain buses, due to mechanical condition, are restricted to use in a 150-mile radius.

6. 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.

7. 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.

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

9. *No smoking will be allowed in any state vehicles.*

J. 15 Passenger Van

1. All drivers of 15 passenger-type vans must be Certified Drivers with a van endorsement.
2. All back seats are to be removed from all University owned 15 passenger vans.
3. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage. All passengers must wear seat belts.
4. All cargo is prohibited on the roof. No roof racks may be installed.
5. Cargo inside the van must be stacked no higher than the top of the van seats.
6. Vehicles rented from non University fleet must be limited to 11 passengers and follow the limitations specified for University vans.
 - a. All drivers of 15 passenger-type vans must be Certified Drivers with a van endorsement if the vehicle is rented with University funds.
 - b. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage regardless of the capacity. All passengers must wear seat belts.
 - c. All cargo is prohibited on the roof. No roof racks may be installed.
 - d. Cargo inside the van must be stacked no higher than the top of the van seats.

K. The University will no longer purchase 15 passenger vans.

Source of Authority: Board of Regents, President, Vice President for ~~Business~~ *Affairs Finance and Administration*

Cross Reference: None

Contact for Revision: Director of Physical Plant, Director of ~~Safety~~ *Environmental Health, Safety and Risk Management*

Forms: None

Departmental Accounting Responsibilities

C-11

Original Implementation: September 1, 1987

Last Revision: ~~January 28, 2003~~ April 13, 2006

It is the responsibility of each department head to exercise budgetary control over and account for the funds and property of his/her department. For that reason all accounts are assigned to an Account Manager. It is the responsibility of each Account Manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the Controller's Office's records.

It is the Account Manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the Account Manager's responsibility to reduce expenditures accordingly. *All deficits are to be thoroughly investigated and resolved in a timely manner.*

Complete and accurate records of financial transactions are to be maintained by the Controller's Office and made available to Account Managers who are responsible for comparing their records with those of the Controller's Office and reporting any differences promptly to the Controller's Office. The original approved budgets and all authorized budget revisions *for non-Restricted accounts* are maintained by the Director of Financial Services. *The original approved budgets and all authorized budget revisions for restricted grants and contracts and gift accounts are maintained by the Controller's Office.* Budget revisions *for non-Restricted accounts* under the Account Manager's control can be initiated with the Budget Change and Additional Appropriation Form.

Account access designations can be made on the Administrative Account Request form. Each Account Manager may designate one or more additional individuals in the department to approve vouchers, requisitions, and similar documents in his/her absence. The Purchasing Department, the Controller's Office, Printing Services, Post Office, Physical Plant and the U.C. Bookstore-Information Technology Services (Telecommunications and Networking) and other offices initiating billing charges through interdepartmental transfers must be informed of these designations. *These designations shall* ~~which shall~~ *be periodically reviewed and updated.*

Source of Authority: Vice President for ~~Business Affairs~~ Finance and Administration

Cross Reference: ~~None~~ C-4 Budget Change and Additional Appropriation, C-19
Interdepartmental Transfer (IDT)

Contact for Revision: Vice President for ~~Business Affairs~~ Finance and Administration,
Controller

Forms: Budget Change and Additional Appropriation Form (available from ~~University
Printing Services~~ and at ~~http://www.uis.SFASU.EDU/sfa_forms/budget_chg.htmlx~~
https://apache.sfasu.edu/sfa_forms/budget_chg.shtml), Administrative Account Request
(available at https://apache.sfasu.edu/sfa_forms/admin_account_req.shtml.)

Food Purchases**C-13**

Original Implementation: April 13, 1988

Last Revision: ~~January 28, 2003~~ April 13, 2006

With the exception of food ~~supplies~~ purchased for travel, educational research or laboratory purposes, the only funds which may be expended for food and/or beverage ~~purchases~~ shall be from Auxiliary, Designated, or Restricted Accounts.

- 1. Expenditure of these funds for such purposes must serve a legitimate public purpose or must further the educational function of the University.
- 2. Restricted funds may be used ~~when the restrictions of the account include an authorization to purchase these items~~ if allowed by the donor or granting agency.

Payments for food purchases can be made on a University Procurement Card, (ProCard) or with a Purchase Requisition. The ProCard receipt/ProCard transaction detail summary or ~~The~~ the Purchase Requisition/~~Payment Voucher~~ must indicate the time and place of the function and must identify the direct beneficiaries of the function. The Purchase Requisition/~~Payment Voucher~~ must be approved by appropriate administrative personnel.

State funds and funds under the control of the Intercollegiate Athletic Office may not be used to purchase alcoholic beverages. Purchase of alcoholic beverages must be approved in advance by the appropriate vice president.

The following statement must be typed on the Purchase Requisition/~~Payment Voucher~~ or *ProCard transaction detail summary* -and must be certified as true and correct by the account manager.

- "I hereby certify under penalty of law that the expenditure of funds for the purchase of food and beverage is necessary for the completion of the functions of this department, qualifies as a legitimate public purpose, or that the educational function of the University is well served thereby."

~~State funds and funds under the control of the Intercollegiate Athletic Office may not be used to purchase alcoholic beverages.~~

An *original* itemized receipt from the restaurant or vendor must be forwarded to the Accounts Payable Department before payment can be made to a vendor or to an individual seeking reimbursement. Credit card receipts without an itemized receipt from the restaurant or vendor will not be reimbursed.

Source of Authority: *State of Texas Purchase Policies and Procedures Guide, Board of Regents, President, Vice President for Finance and Administration*

Cross Reference: ~~General Appropriations Act, 73rd Legislature~~ *Policy C-30, Purchase Requisition; Policy C-44, Procurement Card*

Contact for Revision: ~~President~~ *Controller, Director of Purchasing and Inventory*

Forms: None

Historically Underutilized Businesses

C-16.5

Original Implementation: August 2, 1994

Last Revision: ~~February 4, 2004~~ April 13, 2006

MISSION

The mission of the Stephen F. Austin State University Historically Underutilized Business (HUB) program is to insure that all vendors, including Historically Underutilized Businesses, receive full and equal opportunity to participate in contracting opportunities by encouraging the use of HUBs through race-, ethnic-, and gender-neutral policies.

COMMITMENT

In accordance with Texas Government Code, Title 10, Subtitle D, Chapter 2161, and 1 Texas Administrative Code section §111.11 through 111.28, Stephen F. Austin State University will make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services, and commodities contracts. The University is committed to making a good faith effort to increase business with HUBs by setting goals that recognize both underutilized and overutilized businesses identified in the State of Texas Disparity Study.

Heavy Construction other than building contracts

Underutilized Goals – 6.6% (BL, HI, AS, AI)

Overutilized Goals – 5.3% (WO)

Building Construction including general contractors and operative builders contracts

Underutilized Goals – 25.1% (BL, HI, WO)

Overutilized Goals – 1.0% (AS, AI)

Special Trade construction contracts

Underutilized Goals – 47.0% (BL, HI)

Overutilized Goals – 10.2% (AS, AI, WO)

Professional Services Contracts

Underutilized Goals – 18.1% (BL, HI, WO)

Overutilized Goals – 1.9% (AS, AI)

Other Services contracts

Underutilized Goals – 33.0% (BL, HI, AS, AI, WO)

Overutilized Goals – None

Commodities contracts

Underutilized Goals – 11.5% (BL, HI, WO)

Overutilized Goals – 1.1% (AS, AI)

AI–American Indian; AS–Asian American; BL–Black American; HI–Hispanic American; WO–Woman

ADMINISTRATION

The Director of Purchasing and Inventory shall serve as the official HUB Coordinator, *executing all responsibilities associated with the position, and ensuring full participation*

in the HUB program by the Purchasing Department and that purchasing policies are written to ensure HUBs have maximum opportunity to participate in all procurement opportunities.

GOALS

In development of a HUB plan in accordance with Texas Government Code, Chapter 2161.123, the University has established the following goals and specific programs.

Goal #1

The University will ensure that best value procurement policies regarding solicitations are written to meet or exceed the State's HUB solicitation requirements.

A. Solicitations over \$5,000, but less than \$25,000 will include *a minimum of at least* three informal solicitations, *with no less than 50% being including half from certified* HUB's ~~vendors~~.

B. Solicitations over \$25,000 will include *a minimum of at least* five formal solicitations, *with no less than 50% being including half from certified* HUB's ~~vendors~~.

C. Formal solicitations will be posted to the Purchasing Department web site.

D. Solicitations exceeding \$25,000 will be posted to the Texas Marketplace.

E. Solicitations \$100,000 and greater will require a HUB Subcontracting Plan (HSP) to be submitted as required by 1 TAC Section 111.14. See Goal #3.

F. Solicitations \$50,000 to \$100,000 will be reviewed for subcontracting opportunities, and if appropriate, the solicitation will require a HUB Subcontracting Plan (HSP) to be submitted in accordance with the TBPC HUB Subcontracting Plan requirements.

~~FG. Opportunities for subcontractors will be posted on the SFA Purchasing web-site and on the Texas Marketplace, as required by prime contractor contracts when appropriate and upon request by the construction manager, architect, engineer, etc.~~

Goal #2

The University will pursue various forms of outreach to identify ~~certified and non-certified~~ HUB vendors and non-certified minority and women-owned businesses with which to develop a business relationship. ~~Vendors~~ Non-certified minority and women-owned businesses will be advised of and/or assisted with the State's certification process.

A. The University Purchasing Department will host a vendor fair at which vendors across the state will be invited to participate. Vendors will be provided with information regarding how to do business with the University, as well as information about the HUB certification process, and other state rules and guidelines. The University campus, other state agencies, ISD's, and city and county governments will be invited to attend. HUB vendors will be clearly identified on their company label and in the program. *Other state agencies will be invited to co-host and attend.*

B. The HUB Coordinator and/or Purchasing Department buyers will attend and participate in economic opportunity forums in the Houston, Dallas and Austin Metroplexes and East Texas. *HUB vendor information from these forums will be disseminated to all Purchasing Department buyers as well as targeted end users.*

C. The University Purchasing Department will utilize the HUB directory provided by TBPC on-line when ~~selecting~~ *soliciting* potential suppliers and subcontractors for commodities, services, and construction contracts.

D. The HUB Coordinator will work with the local chamber and other *minority chambers and/or* business organizations to present upon request a seminar on how to do business with the University. The seminar will include the University's HUB program and information about the HUB certification process.

E. The University Purchasing Department will send a mail piece to all new Texas vendors added to the University's vendor database advising them of the State's HUB certification process.

F. The University will host at least *four (4) HUB vendors per year at a one-HUB forum(s) at which the HUB vendor(s) will be* ~~per year in which a HUB vendor is invited~~ to present their business to appropriate procurement personnel from the Purchasing Office as well as end users with delegated purchasing authority. When appropriate, contracted construction managers or architect/engineers will be invited to attend.

G. *The University will work with prime contractors assisting them in identifying HUBs, providing lists of potential subcontractors from the TBPC Centralized Master Bidder's Lists, and posting subcontracting opportunities on the SFA web-site.*

Goal #3

Stephen F. Austin State University will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Texas Government Code, Chapter 2161, Subchapter F and Commission HUB Rules, 1 TAC Section 111.14.

A. Solicitations \$100,000 or greater will include *the TBPC HUB Subcontracting Plan (HSP) requirements as developed by the HUB Coordinator.* Respondents will be required

to submit a HUB Subcontracting Plan (HSP) as required by the solicitation documents in order for the response to receive consideration.

B. Cooperative and emergency procurements completed without a solicitation and valued at \$100,000 or greater will include HUB Subcontracting Plan (HSP) requirements. ~~Contractors will be forwarded information about the University's mentor-protégé program at the time of award of construction contracts.~~

C. Contractors will be provided information about the University's mentor-protégé program at pre-bid conferences and/or at the time of award of contracts valued at \$100,000 or greater. ~~The University HUB Subcontracting requirements allow bidders to use a subcontractor with whom they are engaged in a registered mentor-protégé agreement in lieu of soliciting other HUB subcontractors.~~

D. ~~Contractors will be advised that the Purchasing office will post subcontracting opportunities on the SFA Purchasing web site and the Texas Marketplace upon request.~~ Construction contracts will require the Prime Contractor to provide subcontractor bid opportunities to the HUB Coordinator for posting on the SFA Purchasing web-site and on the Texas Marketplace.

Goal #4

The University will establish educational training for personnel making procurement decisions to assure compliance with stated objectives.

A. ~~The University Purchasing Department will publish a newsletter from time to time including HUB information.~~

BA. The University Purchasing Department will conduct training seminars for all campus departments advising them of all current purchasing policies and procedures, including HUB good faith effort requirements.

CB. ProCard training will include an emphasis on the need to make small purchases from HUBs.

DC. The Purchasing Department will ~~use the TBPC listing to provide~~ maintain a web-site providing HUB resources for SFA departments.

Goal #5

The University will gather HUB data to comply with state reporting requirements.

A. Semi-annual and annual report data will be submitted within the timeframe and in the format required by TBPC.

B. Semi-annual and annual reports will be scrutinized closely for correct vendor number data.

C. HUB Subcontracting information will be compiled on a monthly basis and reported semi-annually and annually.

D. Monthly HUB reports will be submitted to the President of the University providing HUB expenditure data for each vice presidential division *and including individual department contributions to the University's overall HUB percentage.*

Goal #6

The University will maintain a program to foster long-term relationships between leaders of mature established companies and emerging minority and women owned companies (that are HUB certified or eligible to be HUB certified) in order for the latter to benefit from the knowledge and experience of the established firm.

A. The University offers a Mentor-Protege program patterned after the TBPC program and in accordance with Government Code 2161.065.

B. The University will sign Memorandums of Understanding with organizations such as SCORE and the Angelina Procurement Assistance Center to assist in developing the mentor-protégé agreement and analyzing the protégé's business plan.

C. The University's Mentor-Protégé program will be advertised at all HUB Economic Opportunity Forums attended.

D. Vendors with whom expenditures of \$100,000 or more are recorded annually will receive an annual mailing with information about the University's mentor-protégé program requesting that they consider participating.

Source of Authority: Board of Regents, President, Vice President for *Finance and Administration*~~Business Affairs~~

Cross Reference: Texas Government Code, Title 10, Subtitle D, Chapter 2161; and Texas Administrative Code, sections 111.11 through 111.28, Policy C-7 Best Value Procurement

Contact for Revision: Director of Purchasing and Inventory/HUB Coordinator

Forms: None

Purchasing Ethics and Confidentiality

C-33

Original Implementation: Unpublished

Last Revision: ~~January 19~~ April 13, 2006

Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity or openness, the entire program is injured. Even the shadow of doubt can be as harmful as the conduct itself.

Any SFA employee involved in any form of procurement or the procurement process may not:

- participate in work on a contract by taking action as an employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action knowing that the employee, or member of their immediate family has an actual or potential financial interest in the contract, including prospective employment;
- solicit or accept gifts or gratuities which might tend to influence purchasing decisions;
- be employed by, or agree to work for, a vendor or potential vendor;
- knowingly disclose confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of another person.

When an actual or potential violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor. The person may also request written instructions and disposition of the matter.

~~Written disclosure must be signed by the President for any contract of \$1 million or more in value. All such written disclosures will be retained in the Purchasing Office. Reference Ethics Policy E-56 for specific information regarding the disclosure.~~

If an actual violation occurs or is not disclosed and remedied, the employee involved may be either reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled.

If not related to a particular transaction, University employees may accept from vendors and others: (1) unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars; (2) occasional business lunches or food and refreshments of insignificant value; and (3) other items of nominal or minor value (i.e., a box of candy or fruitcake, etc.) that are merely tokens of appreciation. Refer to Ethics Policy E-56 for the statutory definition of a "benefit."

Written disclosure must be signed by the President for any contract of \$1 million or more in value. All such written disclosures will be retained in the Purchasing Office. Reference Ethics Policy E-56 for specific information regarding the disclosure.

Specific disclosure is required for Consultant Contracts by any officer or employee with a financial interest or an individual related to the officer or employee with a financial interest. Reference Professional and Consultant Services Policy C-45 for specific information regarding the disclosure.

Purchasing professionals have the right under law to have any ethics question reviewed and decided by the State Ethics Commission. If you wish to learn whether a specific action violates the ethics rules, please contact the State Ethics Commission, 1101 Camino La Costa, Austin, Texas 78752 or call them at 1-800-325-8506.

Source of Authority: Vice President for Finance and Administration, Texas Government Code 2262.004, *Texas Government Code 2254.032*

Cross Reference: Ethics Policy E-56, *Professional and Consultant Services Policy C-45*

Contact for Revision: Director of Purchasing and Inventory

Forms: None

Professional and Consultant Services

C-45

Original Implementation: October 26, 1999

Last Revision: ~~October 23, 2003~~ April 13, 2006

Before entering into a Professional or Consultant Services contract, the department must determine whether the individual should be hired as an independent contractor through the procedures outlined herein or as an employee through the PAR process. To make this determination, refer to the IRS 20-Question test

(<http://www.taxprophet.com/apps/active2/indep-mm.html> ~~www.myplanet.net/rstrate/NSN_IRS_20_Questions.html~~).

DEFINITIONS

"**Professional Services**" means those services within the scope of the practice of:

- 1) accounting
- 2) architecture
- 3) landscape architecture
- 4) land surveying
- 5) medicine
- 6) optometry
- 7) professional engineering
- 8) real estate appraising
- 9) professional nursing

or those services provided in connection with the professional employment or practice of a person who is licensed or registered as

- 1) a certified public accountant
- 2) an architect
- 3) a landscape architect
- 4) a land surveyor

- 5) a physician, including a surgeon
- 6) an optometrist
- 7) a professional engineer
- 8) a state certified or state licensed real estate appraiser
- 9) a registered nurse

Based on State Comptroller object codes and associated reporting requirements, the following types of services are also categorized as professional services and will be processed under the same rules and guidelines defined herein:

- 1) guest artists
- 2) guest entertainers
- 3) guest lecturers
- 4) guest musicians
- 5) guest performers
- 6) guest speakers
- 7) other professional services

| **"Consulting Services"** means the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee.

A consultant may be used only if there is a substantial need for the consulting services and only if the agency cannot adequately perform the services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

| **"Major Consulting Services Contract"** means a consulting services contract for which it is reasonably foreseeable that the value of the contract will equal or exceed \$25,000.

NOTE that the \$25,000 threshold is not a one-time cost, but rather a cumulative amount for on-going consulting services.

| **"Consultant"** means a person that provides or proposes to provide a consulting service. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

| **SELECTION OF A PROVIDER**

A "Professional Service" provider is not to be selected on the basis of competitive bid but rather 1) on the basis of demonstrated competence and qualifications to perform the services; and 2) for a fair and reasonable price, as long as professional fees are consistent with and not higher than the recommended practices and fees published by the various applicable professional associations and do not exceed the maximum provided by law.

Architectural, engineering, or land surveying services must be procured in the following manner in accordance with Government Code 2254.

- 1) Select the most highly qualified provider based on demonstrated competence and qualifications;
- 2) Attempt to negotiate a contract with the selected provider at a fair and reasonable price;
- 3) If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price. The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

A "Consulting Service" provider is to be selected based on demonstrated competence, knowledge, and qualifications and on the reasonableness of the proposed fee for the services. If other considerations are equal, preference shall be given to a consultant whose principal place of business is in the state or who will manage the consulting contract wholly from an office in the state.

If competitive *solicitations* ~~bidding~~ will enhance the selection process for either professional or consulting services, contact the Purchasing Director to discuss options for making informal price comparisons or preparing a formal Request For Proposal.

Major Consultant Contracts \$25,000 or greater must be submitted to the Legislative Budget Board and the Governor's Budget and Planning Office, and must be submitted to the secretary of state for publication in the Texas Register for a minimum of 30 days. The published invitation must include a finding by the President that the consulting services are necessary and an explanation of that finding. The General Counsel's office must be contacted to process this paperwork.

Professional or Consulting Service solicitations \$25,000 or greater must be posted on the State Business Daily (Marketplace) up to 21 days prior to the date of service.

Professional or Consulting Services \$50,000 or greater must be approved by the Board of Regents. (Items Requiring Board of Regents Approval, Policy D20.5)

CONFLICTS OF INTEREST REGARDING CONSULTANTS

Upon submittal of an offer by a private consultant to provide consulting services to SFA, any officer or employee shall report to the President within 10 days of receipt of the offer: 1) any financial interest that the officer or employee has in the private consultant, or 2) any financial interest in the private consultant of anyone related to the officer or employee within the second degree by consanguinity or affinity as determined under Chapter 573. Reference Government Code 2254.032 and Ethics Policy E-56.

RESTRICTIONS ON HIRING PREVIOUS OR RETIRED EMPLOYEES

1. HIRING A PAST EMPLOYEE AS A PROFESSIONAL OR CONSULTANT

State Funds - strictly prohibited within 12 months of the employee's separation date

Local Funds - allowed within 12 months of the employee's separation date ONLY with Presidential approval and ONLY with discretionary funds; the purchase process will follow that outlined in 'Procedures For Securing Professional Or Consultant Services'.

2. HIRING A RETIREE AS A PROFESSIONAL OR CONSULTANT

State Funds - strictly prohibited within 12 months of the employee's separation date

Local Funds - allowed within 12 months of the employee's separation date ONLY with Presidential approval and ONLY with discretionary funds; the purchase process will follow that described below.

3. HIRING A PAST EMPLOYEE/RETIREE AS A CONSULTANT

If a past employee or retiree is hired within 2 years of leaving SFA or any other state agency, the consultant must disclose in his/her offer or contract the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination. This requirement does not apply to professional services.

4. HIRING A COMPANY EMPLOYING A PAST OR RETIRED EMPLOYEE AS A PROFESSIONAL OR CONSULTANT

Any Funds - allowed only if the past or retired employee does not work on a project that was similar to his/her duties while employed by SFA within the first 12 months of leaving.

5. HIRING AN EXECUTIVE DIRECTOR OF ANY STATE AGENCY FOR ANY CONTRACT

Any Funds - Restrictions apply to contract for professional or consultant services with a) the executive director of the state agency; b) a person who at any time during the four

years before the date of the contract was the executive director of the state agency; c) a person who employs a current or former executive director of a state agency.
(Government Code 669.003)

PROCEDURES FOR SECURING PROFESSIONAL OR CONSULTANT SERVICES

- 1) Determine if the need is that of a professional or a consultant service. Contact the Purchasing Director or Office of the General Counsel if assistance is needed in making this determination.
- 2) Determine if the selection of a professional or consulting service provider would be enhanced by informal price or qualifications comparisons or a formal Request For Proposal or Request for qualifications process. Contact the Purchasing Director to discuss options.
- 3) Once the need is identified, enter the requisition. Amounts may be estimated. If the vendor will perform essentially the same service on multiple dates, only one requisition is to be entered with separate lines for each date.
- 4) If the contract is a "Major Consultant Contract", the department must complete a Major Consulting Contract Request form at least 60 days prior to the need for service. The form is to be forwarded to the Office of the General Counsel to facilitate the finding and posting requirements stated above under 'Selection Of A Provider'.
- 5) Negotiate a contract, either directly or through Purchasing. All applicable rules associated with the amounts specified in 'Selection of A Provider' must be followed.
- 6) Agreements for expense reimbursement only do not require execution of a formal contract. Other professional or consultant agreements require a formal contract be reviewed by the Office of the General Counsel and signed by the President.
- 7) The department may draw up a contract using samples provided by General Counsel (www.sfasu.edu/gencounsel/howtos2.htm) or Purchasing may complete the contract. The contract may be complex or very simple depending on the nature of the services to be provided and must clearly define:
 - a. The responsibilities of each party, in clear detail
 - b. The period of time the contract is to be in effect
 - c. The amount of payment
 - d. The terms of payment

e. The contractor's federal identification or social security number for payment processing; to secure this information, the department should have the Contractor complete a W9 form. The form can be obtained from the Controller's Office

8) The contract must be reviewed by SFA General Counsel and signed by the President or other administrator with written delegated contracting authority.

9) The completed contract with signatures of all parties must be forwarded to Purchasing for completion of the Purchase Order.

10) The receiving entry must be made in the FRS system. Payment will be made through normal Accounts Payable procedures. To insure inclusion in a particular Thursday's check run, the department should have payment information to Accounts Payable by the previous Friday.

11) The consultant's report, if applicable, must be on file in Accounts Payable before payment will be made.

Source of Authority: Texas Government Code Title 10, Subtitle F, Section 2254; Texas Government Code Title 10, Subtitle F, Section 2252.901; Texas Government Code Title 6, Section 669.003; Vice President for Business Affairs

Cross Reference: ~~None~~ *Ethics Policy E-56, Purchasing Ethics and Confidentiality Policy C-33*

Contact for Revision: Director of Purchasing and Inventory

Forms: Sample forms/clauses available on General Counsel's web page, www.sfasu.edu/gencounsel/howtos2.htm

~~Loudspeakers~~ *Use of Amplified Sound on Campus Grounds*

D-21

Original Implementation: September 17, 1982

Last Revision: ~~April 30, 2002~~ *April 13, 2006*

Application to use ~~loudspeakers~~ *amplified sound* on campus shall be made to the Office of Student ~~Affairs~~ *Activities* at least 24 hours in advance of the proposed use. Ordinarily, ~~electronic-amplified sound equipment loudspeakers~~ may not be used outside on campus if such use would be disruptive.

This rule does not apply to the University and its agents, servants, or employees, acting in the course and scope of their agency or employment; nor does it apply to the Stephen F. Austin State University Alumni Association or the Stephen F. Austin State University Foundation.

SOURCE OF AUTHORITY: Vice President for University Affairs

CROSS REFERENCE: SFA Web pages

CONTACT FOR REVISION: *Executive* Director of Student Affairs

FORMS: Reservation for Campus Grounds

Parking and Traffic Regulations

D-24

Original Implementation: September 1, 1961

Last Revision: ~~April 28, 2005~~ April 13, 2006

General Information

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.
2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.
3. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.
4. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations as well as all city and state parking and traffic regulations. **All vehicles operated on the University property must display a valid parking permit 24 hours a day 365 days a year.**
5. The term "University property" is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.
6. The term "visitor" is interpreted to mean an individual with no official connections with Stephen F. Austin State University as either a student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.
7. Visitor parking is set aside for special interest areas of the University. **These spaces may not be utilized by University personnel, students, or employees of private contractors assigned to Stephen F. Austin State University.** These spaces are reserved for bonafide visitors to the University. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid Driver's License to obtain a visitors permit.
8. Handicapped parking is provided in all parking lots on campus. **These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits.** A current SFA parking permit is also required.
9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic

buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies where an ambulance with immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.

10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.

11. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.

12. Services such as jump starts and unlocking vehicles are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform any major automotive service.

Vehicle Registration

1. All faculty, staff, students (full or part-time), or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on University property, regularly or occasionally, are **REQUIRED** to obtain a parking permit. In order to purchase a Faculty/Staff permit after September of the Academic year, the Faculty/Staff member must first go to the Business Office located on the second floor of the Austin Building and pay for the permit. After payment is made, bring the receipt to the Permits Office at the University Police Department and a Faculty/Staff permit will be issued. Vehicles may be registered at the University Police Department 24 hours a day.

2. The registration of all vehicles parked on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides or attends classes. The responsibility of finding a **LEGAL** parking space rests with the vehicle operator and lack of space is not a valid excuse for violations of any parking regulations.

3. A permit must be obtained for each academic year or portion thereof.

4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning August 1 for faculty, staff, and employees of private contractors assigned to campus and August 20 for students.

5. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.
6. The permit must be displayed as designated by the University Police Department. Only the permit for the current academic year should be displayed.
7. Vehicles owned by students may not normally be registered in the name of a faculty or staff member.
8. Faculty, staff, or employees of private contractors or other government agencies assigned to Stephen F. Austin State University changing permit status or students changing permit status or vehicles must obtain a new permit no later than the first University business day after the change takes place. If an identifying portion of the original permit is presented at the time of replacement, replacement permits will be issued for \$8.00 each. Otherwise the regular fee will be charged. A vehicle should not be sold with the parking permit still displayed.
9. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the University Police Department. When the remnants of the old permit are presented, a replacement will be issued for \$8.00.
10. The permit holder is held responsible for all violations. A citation is not excused on the plea that another person was driving the vehicle.

11. Fees for vehicle registration:

• a. Faculty, Staff, or Other Government Agencies

Salary \$19,999.99 And Under	Salary \$20,000 – \$39,999.99	Salary \$40,000 – \$59,999.99	Salary \$60,000 – \$79,999.99	Salary \$80,000 – \$99,999.99	Salary \$100,000 – \$119,999.99	Salary \$120,000 and Above
\$36 / year	\$60 / year	\$84 / year	\$108 / year	\$132 / year	\$156 / year	\$180 / year

The cost of the Faculty/Staff permit can be purchased by paying 100% of the cost at the Business Office located on the 2nd floor of the Austin Building or by paying a percentage per month through payroll deduction in association with the employee's contract or regular job assignment if less than 12 months. Only Faculty/Staff Permits can be purchased through payroll deduction.

b. Campus Resident Parking

(1) Full Year	First Vehicle	\$48
	Second Vehicle	\$32
(2) After Jan. 1	First Vehicle	\$32
	Second Vehicle	\$24
(3) Summer		\$16

- c. Commuters (Off Campus Residents) and Motorcycles**

(1) Full Year	\$32
(2) After Jan. 1	\$24
(3) Summer	\$16

d. Trailers

(1) Full Year	\$32
(2) After Jan. 1	\$24
(3) Summer	\$16

- e. Vendors**

(1) Full Year	First Vehicle	\$0
	Second Vehicle	\$80
(2) After Jan. 1	First Vehicle	\$0
	Second Vehicle	\$40
(3) Summer	First Vehicle	\$0
	Second Vehicle	\$24

- f. Employees of Private Contractors**

\$48 per vehicle per semester (Fall, Spring, and Summer)
 (The Summer semester will incorporate both Summer I and Summer II sessions)

g. Occupied Recreational Vehicle

(1) After four days	Per Night	\$32
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12. -Student Center Parking Garage Fees

The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must swipe either a credit card, debit card, Jacks Buck card, or a pre-paid card obtained from the University Police Department in order to gain entrance to the garage. Upon exiting the garage, the person must then swipe the same card (used to enter) ~~as was swiped to enter~~ in order to exit. The person's credit card, debit card, Jacks Bucks card, or pre-paid card will then be charged the appropriate amount for the time parked in the garage. The following is the fee schedule for use of the Student Center Parking Garage:

First 30 Minutes	No Charge
First Hour	\$2.00
Each Hour There After	\$1.00 Each Hour
Maximum Daily charge	\$8.00 Daily Maximum
Contracted Space per Semester	\$200 per semester

- A. Any University department hosting an event on campus may request parking for the Student Center Garage. It will be the individual department's responsibility to notify the University Police Department with a reasonable amount of time or within 48 hours of the event (See University Police F-5 Building Security/Special Events) with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48 hours notice. This is to allow for the parking ~~arrangements~~ arrangements to be made to accommodate the visitors to our campus. The fee for a department to utilize the parking garage for an event is \$8 per day for the first up to 9 passes, or \$6 per day if 10 or more are purchased. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDT's).
- B. Any Faculty/Staff member or sStudent wishing to purchase a Contractual Space in the Student Center Parking Garage may do so for \$200.00 per semester (Summer I and Summer II are combined for a contractual space). Persons purchasing a contractual space must also purchase a valid parking permit. Contractual Spaces will not be reserved on any of the levels in the parking garage ~~for these spaces~~.
- C. Any person wishing to purchase a pre-paid Pay-Per-Use card may do so by contacting the University Police Department. Pay-Per-Use cards will be credited with a pre-paid amount and will decrease in value with each use (i.e. debit card). Persons wishing to purchase a Pay-Per-Use card will be required to make a payment to the Business Office, located on the 2nd floor

of the Austin Building, or by signing an agreement for the amount to be placed on the student's bill.

- D. *Any person wishing to park a motorcycle in the the Student Center Parking garage will be required to follow the same rules and guidelines as a vehicle.*

13. Aikman Dr. Parking Garage

The Aikman Dr. Parking Garage will be reserved for Faculty/~~and~~ Staff and Housing Permit holders as indicated in this policy, pages 6-8, Parking Regulations. Signs will be posted on both the exterior and interior of the parking garage indicating which area is Faculty and Staff and which area is Housing parking.

14. Carolyn St. Parking Garage

The Carolyn St. Parking Garage will be reserved for Housing Permit holders as indicated in this policy, pages 6-8, Parking Regulations.

Required Display of Permit

Registration is not complete until a current registration permit is properly displayed as follows:

1. Proper Display

To be properly displayed, the permit must be permanently affixed in the position listed below for vehicle type. Taping or clipping the permit is not considered as permanent placement (except faculty/staff permit, visitor permit, vendor, and temporary permit).

- a. Student permits must be displayed on front windshield within 2 inches of the State Registration sticker.
- b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.
- c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the vehicle. If vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.

d. If a person other than the original permit holder is driving a permitted vehicle, that person must adhere to the same restrictions as the permit holder as to parking in the designated parking lot assigned by the permit.

de. The procedure for Faculty/Staff to follow in the instance that their permit is lost or stolen is as follows:

1. Come to the University Police Department as soon as you discover that the permit is missing and file a police report.
2. Come to the Permits Office after a police report is filed and we will issue a Temporary Permit for 30 days. If the permit is not found during those 30 days, the Faculty/Staff member will be required to purchase a NEW permit.

2. Permit Not Transferable ~~and/or~~ Non-Refundable

A permit is *non-refundable and is not transferable* ~~or non-refundable~~ from the person to whom it is issued. A student permit is not transferable from the vehicle for which it is issued. Faculty, staff, vendor or private contractor permits may be moved from one vehicle to another and can be displayed on any vehicle used by the permit holder. Resale of parking permits is prohibited and will be considered as a false or fictitious permit.

Types of Permits

1. Permanent Permits:

• a. Faculty, Staff, or Private Contractor

These permits are issued to employees (non-student) of the University, or other government agencies assigned to the campus, or as authorized by the Chief of Police. These permits designate a particular lot assignment. Holders of this type of permit may use available faculty and staff spaces outside their assigned lots to conduct University business on a temporary basis. These permits must be returned to the University Police Department if employment on campus ceases.

b. Campus Resident Parking

These permits are issued to students who live in on-campus housing only. Holders of these permits may park in any area designated as "Campus Resident" parking or "All Permit" parking. A valid student ID and proof of liability insurance on the vehicle being registered is required. *If the student's ~~on-campus~~ housing status changes from on-campus to off-*

campus, the student must surrender their Housing Permit and purchase a Commuter Permit

c. Commuters (Students not Living in University Housing)

These permits are issued to students not living in University housing or faculty, staff or students who wish to park in areas designated as "All Permit" parking areas. Holders of these permits may park in areas designated as "All Permit" area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

d. Motorcycle

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. Motorcycle permits are separate in themselves from Faculty/Staff, Student, or Vender permits and must be purchased as such. A valid student ID and proof of liability insurance on the vehicle being registered is required.

e. Trailer

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University who need to park trailers on campus. Trailers may not exceed 21 feet in length. Holders of these permits may park the trailer in any legal parking space in which the permit holder's vehicle is assigned.

f. Vendor

These permits are issued to vendors to the University community upon approval of the Chief of Police or his designated representative.

g. Employees of Private Contractors

These permits are issued to Employees (non-student) of Private Contractors assigned to the Stephen F. Austin State University campus. These permits designate a particular lot assignment. Holders of these permits may use available faculty/staff spaces in their assigned areas. These permits must be returned to the University Police Department if employment on campus ceases.

g. Occupied Recreational Vehicles

The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of \$32.00 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees paid at the Business Office located on the 2nd floor of the Austin Building. Permits must be obtained and fees must be paid in advance of each nights stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

2. Handicapped Permits:

- a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.
- b. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.
- c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, and loading zones.
- d. Permits assigned to vehicles displaying appropriate Disabled Parking Placards will be issued in compliance with Texas Transportation Code: section 0681.0006
Parking Privileges: Persons with Disabilities and section 0681.0008
Parking Privileges: Veterans with Disabilities.

e. Faculty/Staff members who have a valid Handicap Placard or License Plate issued by the State of Texas may purchase a Commuter Permit for \$32.00 in lieu of a Faculty/Staff permit.

3. Temporary Permits:

• a. Substitute Vehicle

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance on the vehicle being registered is required. A Temporary Permit may be given to a student who has already purchased a current permit and needs to use a different vehicle temporarily. The temporary permit may be issued in two week increments and can be renewed once after it is originally issued free of charge. After this one month period, the student will be required to pay a \$3.20 fee per week for the temporary permit. Temporary Employees paid by the University may receive a free temporary permit for one month after which they will be required to purchase a regular Faculty/Staff permit or pay a weekly charge of \$3.20 per week for the temporary permit.

b. Short Term Vehicle

Operators not having a vehicle registered with the University who need to operate a vehicle on campus for a short period of time may purchase a temporary permit for ~~\$2.00~~ \$3.20 per week. This permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

c. Loading and Unloading Permit

A temporary permit may be obtained at no charge for loading or unloading heavy equipment, supplies, bulky class projects, etc., in an area other than the area designated on one's regular valid permit. Vehicle must be parked

in a legal parking space in the assigned lot for loading/unloading. These permits may be obtained at the University Police Department.

d. Temporarily Sick or Injured Permit

A temporary permit may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her regular valid permit. An application for this permit must be accompanied by a doctor's statement. Parking assignments will be made in keeping with available resources.

Parking Regulations

1. The University reserves the right to enforce parking and traffic regulations:

- a. through the issuance of citations and the collection of fees for offenses.
- b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.
- c. by the suspension or revocation of permits for repeated offenses.
- d. by barring re-admission of any student for non-payment of outstanding fees.
- e. by withholding a student's official transcript and/or diploma.
- f. by other such methods as are commonly employed by city or state police in the control of traffic.

2. Parking areas are designated by ~~metal~~ signs *and/or color coding on a map obtained from the University Police Department*. These signs *and maps* indicate the type of permit holder for which the area is reserved. Certain lots are reserved for permit holders assigned to that lot only.

3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (North of Education Building) and 15 (Early Childhood Lab/Outdoor Pool) are reserved Monday through Friday until 8:00 p.m. A portion of Lot 47, (Commuter Lot) as identified by metal signs, is reserved for Band Practice on Tuesday, Wednesday and Thursday after 3:30 P.M. Vehicles will be towed, at owner's expense, from this area during this designated time.

- a. A valid parking permit is required for parking at the Health Clinic.

b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

4. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with the University Police Department or in the name of the person in whose name the vehicle is registered with some official state motor vehicle registration department or agency. NOTE: If a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be recorded in the student's name. Parking permits and parking fines not paid will be subject to collection. Any charges associated with collection will be your responsibility.

5. A temporarily sick or injured person with a temporary "Special" permit may park only in those areas specified on the permit by the University Police Department. Vehicle must have a valid permanent parking permit.

6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, Residence Hall Directors Handicapped, or as loading zones. This also includes UPD Business, Police Vehicles Only and VIP Parking at Hall 20 spaces.

7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. *Motorcycles may not mark in No Parking Zones, Fire Lanes, or any other space not deemed a legal parking space.*

8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, University Center offices and other designated areas. Overparking in these spaces is prohibited. Citations may be issued for each 21-minute segment of overparking. STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKED IN 20-MINUTE PARKING.

9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angle or head-in parking.

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

11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.

12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator.

Violations and Enforcement of Parking Regulations

1. General Violations:

- a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
 - Fee: \$24.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through Friday. Reserved lots are reserved until times indicated by signage.

- b. Parking backward in a parking space.

- Fee: \$24.00

- c. Failing to properly display a valid parking permit.

- Fee: \$40.00 and purchasing appropriate permit for vehicle if registered to an owner or operator who is a faculty, staff, student, or employee of a private contractor assigned to campus.

- d. Failing to park properly within the lines of a parking space.

- Fee: \$24.00

Above parking controls will apply 24 hours a day, seven (7) days a week.

- e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid permit.

- Fee: \$24.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.

- f. Display permit assigned to another vehicle.

- Fee: \$24.00

Above parking control will apply 24 hours a day, seven (7) days a week.

g. Display two or more valid permanent permits.

- Fee: \$24.00

Above parking controls will apply 24 hours a day, seven (7) days a week.

2. Flagrant Violations:

- a. Parking in a reserved space without displaying a proper permit.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- b. Parking a vehicle in a no parking zone.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- c. Parking in any manner which obstructs vehicular traffic.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- d. Parking in any manner which obstructs a crosswalk.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- e. Parking in a fire lane.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- f. Parking in a tow away zone.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.
- g. Parking in a loading zone or service driveway.
 - Fee: \$40.00plus tow fee if vehicle is removed by tow away.

h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.

- Fee: \$ 40.00plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, or fictitious or stolen permit.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

l. Falsifying or altering vehicle registration information.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

m. Parking in a "Reserved for Handicapped" parking space or any other area designed for disabled persons such as an access ramp or curb cut without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

Above parking controls will apply 24 hours a day, seven (7) days a week.

3. Citations for Parking Violations:

- a. Citations will be issued to vehicles for violation of parking regulations.

b. Fees for parking violations may be paid in person at the University Business Office between 8:00 a.m. and 4:00 p.m. Monday through Friday or mailed to:

- Stephen F. Austin State University

Business Office

P. O. Box 13053, SFA Station

Nacogdoches, Texas 75962-30534.

4. Impoundment in Place

- a. A vehicle may be impounded in place if:
 - (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
 - (2) the owner or operator violates the terms of a conditional release; or
 - (3) it is parked illegally in a handicap space without displaying a proper permit; or
 - (4) the owner or operator illegally uses a handicap permit to obtain parking privileges; or
 - (5) it is parked in any space without a permit for that area.

b. A vehicle impounded in place shall be released if:

- (1) the owner or operator agrees to pay for all outstanding citations on the vehicle plus a fee of \$40.00, ~~and~~ purchases a valid permit *and provides current proof of liability insurance.*
- (2) the University Chief of Police authorizes the release of the vehicle.

5. Tow Away

- a. A vehicle impounded in place may be towed away if:
 - (1) disposition of all citations for the vehicle is not made within three (3) days of the impoundment;

(2) the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.

b. A vehicle that has to be moved to a different location on campus due to a violation shall be assessed a fee of \$72.00 for such move.

c. A vehicle may be towed away if the owner or operator:

- (1) parks in any manner which obstructs vehicular traffic;
- (2) parks in any manner which obstructs a crosswalk;
- (3) parks in a loading zone or service drive way;
- (4) parks in a no parking zone;
- (5) parks in a fire lane;
- (6) parks in a tow away zone;
- (7) parks on campus while parking privileges are suspended;
- (8) moves any barricade or parks in any barricaded area;
- (9) parks in a reserved space without displaying a proper permit;
- (10) parks in a "Reserved for Handicapped" space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;
- (11) violates the terms of a conditional release;
- (12) parks in violation of the directions of a Traffic Control Officer;
- (13) parks in any space without a permit for that area.

d. A vehicle that has been removed by tow away shall be released if:

- (1) the owner or operator of the vehicle agrees to pay the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee of (to be determined by competitive bid and posted at the University Police

Department) and storage charges of (to be determined by competitive bid and posted at the University Police Department); or

(2) the University Chief of Police authorizes the release of the vehicle.

e. When the removal of a vehicle has been authorized and the owner or operator of the vehicle appears at the vehicle **after** the wrecker has arrived and the wrecker driver has made a hook-up or signed the tow order for custody of the vehicle, the vehicle shall not be towed away if the owner or operator:

(1) pays the wrecker driver a fee of \$25.00 in lieu of towing; and

(2) agrees to move the vehicle.

(3) agrees to pay outstanding fees.

f. When the removal of a vehicle has been authorized and the owner or operator appears at the vehicle **before** the arrival of the wrecker, the vehicle shall not be towed away if the owner or operator:

- (1) agrees to move the vehicle.

(2) agrees to pay outstanding fees.

g. No vehicle may be towed without the express approval of the University Chief of Police or his designated representative.

g. Fees for tow away will be included on their SFA bill if a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.

6. Suspension of Parking Privileges

- a. Parking and Traffic Regulations and Information are rules adopted by the Board of Regents under the authority of the Texas Education Code. All vehicles operated on the properties of the University are required by law to comply with University Parking and Traffic Regulations and Information.

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

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

Violation of University Parking and Traffic Regulations is a misdemeanor punishable by a fine of up to \$200.

Any parking violation may be filed in a Justice or Municipal court as a violation of University Parking and Traffic Regulations.

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

7. Appeal of Citation, Impoundment, and Tow Away:

- If a person receives a citation and believes it is unwarranted, he/she may enter a plea of not guilty at the University Police Department. All pleas must be entered at the University Police Department within seven (7) class days of the date of the citation. Appeal forms and other information may be obtained at the University Police Department.

Student citations shall be appealed through the Student Supreme Court. *Dates on which the Appeals Court meet are posted and made available in the University Police Department. Persons wishing to appear before the Appeals Court may do so in lieu of a written appeal. However, it is the responsibility of the person to obtain the date and time that Appeals Court will meet so that they may appear in person.* All decisions of this body are final. Faculty and staff citations shall be appealed through the Faculty/Staff Traffic Appeals Board.

Bicycle Registration and Regulations

1. Registration:

- a. The University does not require the registration of bicycles, however owners are encouraged to have bicycles marked for identification purposes at the University Police Department.
 - (1) The University Police Department will record bicycle serial number and description and issue a bicycle permit for a \$5.00 charge; or

(2) The University Police Department will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

2. Regulations:

- a. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- b. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
- c. Bicycles parked in violation may be impounded and removed to the University Police Department and a \$5.00 fee charged for its release.

Traffic Regulations

1. Speed Limits:

- The speed limit within the campus area is 20 MPH unless otherwise posted, except the speed limit for all parking lots is 10 MPH.

2. Moving Violations:

- All vehicles driven on Stephen F. Austin State University property are subject to all University traffic regulations, State of Texas Motor Vehicle Codes and City of Nacogdoches, Motor Vehicle Laws. Moving violations may be issued on a City of Nacogdoches Traffic Citation or filed in the office of the appropriate Justice of the Peace.

3. Right-of-Way:

- Pedestrians have the right-of-way at all marked crosswalks. Motor vehicle operators must yield the right-of-way to pedestrian traffic in marked crosswalks.

University Police

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

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

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

The University Police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, the applicable Ordinances of the City of Nacogdoches, the parking and traffic regulations of the University and all other laws.

All accidents, thefts, and other offenses that occur on University property or anywhere within the campus area should be reported to the University Police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Always keep your vehicle locked.

Source of Authority: Texas Education Code, sec. 51.201 et seq.; Board of Regents; President; Vice President for University Affairs

Cross Reference: Parking and Traffic Regulations and Information

Contact for Revision: Chief of University Police

Forms: None

Solicitation on Campus**D-33**

Original Implementation: July, 1980

Last Revision: ~~April 30, 2002~~ April 13, 2006**Definitions**

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student, ~~faculty member~~, or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student, ~~faculty member~~, or employee, or the University.
2. Campus shall mean all real property over which the University has possession and control by law.
3. University group shall mean a recognized student, faculty, or staff organization.
4. Outside group shall mean any organization or group that is not included within the term "University group."
5. University agent shall mean a person acting in the course and scope of his/her employment on behalf of an academic college, department, or program, or a University council, committee, or auxiliary enterprise.
6. University function shall mean any activity directly sponsored by the University.
7. University department shall mean any academic or administrative department of the University.

Application

1. University functions shall be governed by other policy.
2. Religious groups not affiliated with the University shall be governed by the section on Religious Groups of this policy.
3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.

Time, Place, And Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:

- a. From the day the Residence Halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate University official.
- b. The sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine in an area designated in advance by the appropriate University official.
- c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate University official.
- d. The sale or offer for sale of any publication of the University or of any book or other printed material to be used in the regular academic work of the University.
- e. The operation by the University or its subcontractor of any bookstore, specialty store, laundry service, cafeteria, University Center, or other service facility maintained for the convenience of the students, faculty, and staff.
- f. The sale or offer for sale by the University or its sub-contractor of food and drink items, programs, and tickets at athletic contests.
- g. The collection of membership fees or dues by a University group.
- h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the University, or a University group, and are scheduled in accordance with the Use of University Facilities policy.
- i. The posting of ads and for sale notices in newspapers or on bulletin boards designated for such purposes by the appropriate University official, provided that such ads and notices posted on bulletin boards conform to the University Signs policy.
- j. University recognized groups conducting fund raising activities approved by the appropriate University official. *The University requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.*
- k. other solicitation activities as approved by the appropriate University official.

2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:

- a. a University agent; or
 - b. a University group.
3. Only University departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.
4. Solicitation conducted on the campus must not:
- a. disturb or interfere with the regular academic or institutional programs of the University.
 - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to University buildings; or
 - c. harass or intimidate the person or persons being solicited.
5. If an individual or group violates the provisions of this policy, the appropriate University official, with the approval of the vice president to whom he/she reports, may prohibit the offender from engaging in any solicitation on the University campus for a specified period of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:
- a. the appropriate University official with the approval of the vice president to whom he/she reports, may suspend or cancel the recognition status of an offending student organization.
 - b. the appropriate University official, with the approval of the vice president to whom he/she reports, may suspend the use of University facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities policy;
 - c. the University may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

Procedures for Conducting Raffles on Campus

- 1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Art. 179 F, Vernon's Texas Civil Statutes) may conduct raffles on campus.*
- 2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.*

3. *The qualified University group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of Student Activities.*
4. *The sponsoring University group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide. The tickets for the raffle may not be sold or offered for sale statewide.*
5. *The University group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle. Persons who are not members of the University group may not sell or offer tickets to the raffle.*
6. *The University group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed \$25,000. The following must be printed on each raffle ticket sold or offered for sale:*
 - a. *The name of the University group conducting the raffle and the address of the organization or of a named officer of the organization;*
 - b. *the price of the ticket; and*
 - c. *a general description of each prize that has a value of more than \$10 and is to be awarded in the raffle.*

Financial Policies of Student Organizations

1. ~~The Vice-Executive Director of Student President for University Affairs~~ may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the *Executive Director of Student Vice President for University Affairs*.
2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

Additional Rules

In addition to these rules, solicitation conducted in:

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

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

c. academic buildings must comply with the rules governing academic buildings.

Religious Groups

~~1. Solicitation of donations and contributions incidental to the main objective of preaching and propagating the doctrines of religion may be conducted in the Free Speech Area of the University between the hours of 8:00 a.m. and 7:00 p.m., Monday–Friday.~~

~~2. Solicitations of donations and contributions by a religious group must comply with the Time, Place and Manner Regulations section.~~

~~3. The sale or offer of sale of any property or service, whether for immediate or future delivery, by a religious group must comply with the provisions of the Time, Place and Manner Regulations section.~~

Source of Authority: Texas Education Code Chapter 101; 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: *Executive* Director of Student Affairs

Forms: ~~None~~*Fundraising Approval*

Smoking and Use of Tobacco Products

D-35.5

Original Implementation: October 22, 1991

Last Revision: ~~October 20, 1998~~ April 13, 2006

Under the authority of sections 101.41 and 95.21 (b), Texas Education Code, *smoking and the use of tobacco products will be prohibited in all buildings and, facilities and vehicles owned or leased belonging to by Stephen F. Austin State University, except in areas so designated by the University. Smoking and the use of tobacco is further prohibited within 20 feet of any entrance to a building or facility.*

The University shall attempt to maximize reductions in the costs of insurance based upon the non-use of tobacco.

The University shall develop on-going educational programs to acquaint students, faculty, and staff with the health risks associated with tobacco use.

Source of Authority: Board of Regents

Cross Reference: ~~None~~ *Texas Education Code, Sections 101.41 and 95.21*

Contact for Revision: President

Forms: None

Expenditure Authority for Financial Transactions**NEW**

Original Implementation: April 13, 2006

The Stephen F. Austin State University Board of Regents authorizes the President of the University to designate individuals to approve payments on banks and financial institutions and expenditures paid through the Uniform State Accounting System (USAS). Only individuals who are properly designated by the President are allowed to approve payments of the University's expenditures. Only University employees may be designated to approve the University's expenditures.

For the purpose of this policy, this designation will apply to those persons who have the authority to sign checks, authorize wire transfers, authorize Automated Clearing House (ACH) transactions, and release expenditures in USAS.

Individuals designated to approve payments must sign and submit a signature card to the relevant state agency or financial institution with documentation showing they are properly designated to approve the University's expenditures.

The Stephen F. Austin State University Board of Regents authorizes the Vice President for Finance and Administration to designate a USAS Security Coordinator and Assistant Security Coordinator. The Office of the Vice President for Finance and Administration is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated. The Security Coordinator or Assistant Security Coordinator is responsible for removing expenditure authority in USAS when an individual is no longer authorized to approve expenditures or when an individual is terminated.

Source of Authority: Title 34, Texas Administrative Code, Part 1, Chapter 5, Subchapter F, Rule 5.61; Security Coordinator Reference Guide

Cross Reference: None

Contact for Revision: Vice President for Finance and Administration

Forms: None

Employment of Persons with Criminal History

E-19

Original Implementation: August 1, 1983

Last Revision: April ~~22, 2003~~ 13, 2006

No person who has been convicted of a felony or is currently on probation for a felony or convicted of a misdemeanor of moral turpitude shall be employed at the University in a security sensitive position. Exceptions to this rule may be made on the basis of three factors:

1. the immediate past employment of the applicant or employee; or
2. the job relatedness of the crime, or
3. the time elapsed since the crime.

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. For purposes of this policy, moral turpitude shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft. Employees should disclose the conviction to their Department Head who shall inform the Director of Human Resources.

This rule is designed to assure the safety and security of the students, faculty, and staff and property at the University.

For purposes of this rule, the term "offense that constitutes a felony" shall have the same meaning as the term is used in the Texas Penal Code or any United States codes.

This rule becomes effective and shall apply to all persons applying for, or granted, employment with the University on or after August 1, 1983.

Source of Authority: Board of Regents

Cross Reference: Security Sensitive Policy E-44

Contact for Revision: President

Forms: None

Insurance and Other Benefits

E-28

Original Implementation: Unpublished

Last Revision: ~~October 23, 2003~~ April 13, 2006

Employee insurance and benefits include the following:

Benefits eligible employees are offered a basic insurance plan, which is fully funded by the State for full time employees and is funded at one-half of the premium for part-time employees. The basic plan includes hospitalization insurance, \$5,000 term life insurance and \$5,000 accidental death and dismemberment insurance. Enrollment in health insurance coverage may be subject to a 90-day waiting period for employees hired on or after September 1, 2003.

The 90-day health coverage waiting period does not apply to:

1. Employees enrolled in COBRA health coverage under the Texas Employee's Group Benefit Program at the time they are hired, if there is no break in coverage.
2. Enrollment in the optional coverage during the first 30 days of employment, including Tex Flex accounts.
3. Direct transfers from one agency to another (employees rehired without a break in coverage), including direct transfers from UT or Texas A&M, if there is no break in coverage.
4. An employee, who has health insurance as a dependent of another Group Benefit Plan member when hired.

Each employee must elect to enroll or waive this plan within the first 31 days of employment. If a Multipurpose Form is not completed, the full-time employee will be enrolled in the basic plan, and may be subject to the 90-day waiting period. Part-time employees and Graduate Assistants are not eligible for automatic enrollment. These employees must complete the Multipurpose Form within thirty-one (31) days of the first active duty date.

An employee does not have to participate in the basic plan to apply for optional coverage(s). There is not waiting period for optional coverage.

Group Hospitalization Insurance

1. A major medical health/hospitalization plan is provided, based on residency or work zip code, and/or a choice of HMO, (when available).

Employees may select from hospitalization categories shown below:

Coverage Category

Employee

Employee & Child/Children

Employee & Spouse

Employee & Family

Details on coverage and rates are available from the Benefits Office in Human Resources (HR) or at the web site: www.ers.state.tx.us.

2. Application for ~~Coverage~~ coverage for employees and their dependents must be made in the first 31 days of employment ~~after the 90-day waiting period has been satisfied~~.

Employees may change their health coverage selection at any time during the 90-day waiting period.

3. Continuation of coverage upon termination of employment is allowed by federal law with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in HR. C.O.B.R.A. forms will be mailed by the Employee Retirement System of Texas to the home address of the terminating employee and/or covered dependents for completion. Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. An employee or the covered dependent must notify the Benefits Office within thirty (30) days of the qualifying event date. Questions concerning procedure and benefits should be directed to the Benefits Office in HR.

Group Term Life Insurance

1. Optional Term Life Insurance. Coverage of up to twice the annual salary may be selected within thirty-one (31) days of employment. Evidence of Insurability must be provided for Election III or Election IV.

Coverage Amount:

Election I 1 times annual salary

Election II 2 times annual salary

Election III 3 times annual salary

Election IV 4 times annual salary

Coverage is reduced at age 70 for active employees based on the carrier's standard reduction schedule.

Monthly Premium Cost. The monthly premium cost is based on age and salary on September 1 of the current fiscal year.

2. **Dependent Life Insurance.** Coverage is available to all employees insured under the Texas Employee's Group Benefit Program. Coverage includes the spouse of the employee and each unmarried child from the age of 14 days to 25 years in the amount of \$5,000 life and \$5,000 AD&D. Application for coverage must be made within thirty-one (31) days from the date of employment, or dependent's eligibility date; otherwise evidence of insurability is required.

Long-Term Disability

Long-Term Disability insurance is available to benefits eligible employees. This benefit will pay 60% of the employee's monthly salary (maximum salary \$10,000) after a 90-day waiting period in the event the employee is disabled because of injury or illness. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit, if integration is used, is 70% of insured monthly salary. Minimum benefit, if integration is used, is 10% of monthly salary for one year. The following age and time limits apply:

<u>Age When Disability Starts</u>	<u>Max. Duration of Benefits</u>
Under age 60	To age 65
Age 60, but less than age 64	60 months
Age 65 – 69	To age 70 or 12 mos. (the greater)

Monthly Premium Cost. The premium is based on current rate per \$100 of monthly salary.

Application for this coverage must be made within thirty-one (31) days of employment, otherwise evidence of insurability is required and forms must be completed during the Summer Enrollment period.

Short-Term Disability

Short-Term Disability is available to benefits eligible employees. This benefit will pay 60% of the employee's monthly salary (maximum salary \$3,000) after a thirty (30) day waiting period, for up to five months in the event the employee is disabled because of injury or illness. The monthly premium cost is based on the current rate per \$100 of monthly salary. Application for this coverage must be made within thirty-one (31) days

of employment, otherwise evidence of insurability is required during Summer Enrollment.

Accidental Death and Dismemberment Benefits

Benefits eligible employees have the option of participating in the AD&D program. This coverage is available starting at \$10,000 in increments of \$5,000 up to \$200,000. After age 70, minimums and maximums are reduced. Double coverage of dependent children will be allowed, if both parents are Group Benefit Plan employees. The monthly premium is based on current rate per \$1,000 of coverage. Application for this coverage must be made within thirty-one (31) days of employment or could be added during the summer enrollment period.

Dental Insurance

Benefits eligible employees may elect to participate in either of the two group dental insurance programs. If application for coverage is not made within thirty-one (31) days of employment, dental plan benefits cannot be acquired until the beginning of the next plan year and enrollment forms must be completed during the summer enrollment period.

Cancer Care

Benefits eligible employees may elect to participate in cancer care coverage. Employees should contact the insurance company representative to make an application.

Long Term Care

A Long Term Care Plan is offered by Employees Retirement System of Texas to active employees and their families through ~~CAN~~-CNA Insurance. The active employee may enroll at the time of employment or (within 31 days), without evidence of insurability. However, any family members must go through evidence of insurability to enroll in the plan. *For information, or to sign up, go to www.ers.state.us/links or call CNA at (877) 895-6762.*

Retiree Insurance Coverage

University employees may continue their health insurance coverage providing they have ten or more years of creditable service, have been covered under the Texas Employee's Group Benefit Program, for at least three years prior to September 1, 2001, or ten years, after September 1, 2001, and meet the criteria for retirement benefits. Beginning September 1, 2003, the qualification for retiree insurance is age 65 or age plus years of service equals 80. Those who become ~~permanently and~~ totally disabled are entitled to participate in retiree insurance coverage, if they meet the criteria (*age 65 or age plus years of service equals 80*). The State will ~~contribute~~ *continue to fund* the amount ~~contributed for regular employees funded prior to retirement~~ toward retiree and dependent coverage. A thirty-one- (31) day enrollment period is provided for persons retiring or

qualifying for retiree insurance coverage. If employed at the time of retirement, and eligible for insurance benefits, there will be no waiting period for enrollment in the health plan. However, if the retiring member is not in an active status at the time of reaching eligibility for retiree insurance, (age 65 or age plus years of service equal to 80), there will be a ninety-day (90) waiting period for participation in the health plan.

Complete information will be made available to all qualified retirees by HR prior to their date of retirement.

Social Security

All employees of the University are covered by the Federal Insurance Contribution Act (FICA). Currently, the employee contributions are broken down as follows:

6.20% of base salary of \$87,000 for Old Age and Survivor's and Disability Insurance (OASDI);

1.45% of base salary for Medicare (HI).

This information is based on the Year 2003-2006 rates and limits.

Flexible Benefit Plan

Benefits eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money.

Through this plan, participants are automatically enrolled in Redirection of Insurance Premiums. Allowable insurance premiums will be paid with pre-tax money, with the exception of Short-Term Disability, Long-Term Disability and Dependent Life.

Through this plan, the employee may choose to participate in one or both of Reimbursement Accounts:

1. Medical Reimbursement Account – The participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred.
2. Dependent Care Reimbursement Account – The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

Substantial tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important to keep in mind when enrolling in one or both of the reimbursement accounts.

1. Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a change in family status. Forms must be completed within thirty (30) days of the event date, otherwise no changes may be made until the next summer enrollment period.
2. Reimbursement accounts are on a use-it-or-lose-it basis. During a plan year, expenses should be incurred for all tax sheltered money because any amount not reimbursed to the participant reverts to the insurer.

Eligible employees may enroll at the time of employment or during the Summer Enrollment period prior to the next Plan year. To continue to participate, employees must re-enroll each year during the Summer Enrollment period.

State Deferred Compensation Plan/TEXAS\$AVER

This plan is available to all employees. This plan allows employees to allocate a specified amount of their earnings to a tax-sheltered plan purchased by the State of Texas. Employees interested in learning more about this Plan should contact the Benefits Office in HR or the web site at www.ers.state.tx.us.

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity.

Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed ~~on or~~ before the ~~first day~~ 20th of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed.

Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in Human Resources.

Once an annuity contract has been purchased for an employee, any questions concerning the contract's relation to the income tax laws are strictly between the faculty or staff member and the Internal Revenue Service.

Information on Tax Sheltered Annuities may be obtained from the Benefits Office in HR.

U.S. Savings Bonds

Employees may purchase savings bonds starting in increments of \$100/month (cost of \$50 for a \$100 bond.)

Source of Authority: Texas Constitution, art. 16, sec. 67; V.T.C.S., Title 110B, secs. 31.001 to 36.204; V.T.C.S., art. 695h; Texas Insurance Code, secs. 3.50-3, 3.51-4A, 3.51-5; Internal Revenue Code, secs. 102 and 106; 29 U. S. C., sec. 1001 et seq.; Texas Higher Education Coordinating Board; Board of Regents; President; Vice President for ~~Business Affairs~~ *Finance and Administration*.

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: None

Leave of Absence (Faculty)**E-29A**

Original Implementation: September 1, 1981

Last Revision: ~~October 23, 2003~~ April 13, 2006

The University may grant a leave of absence to faculty, when departmental needs allow, for the following reasons:

1. To pursue additional education or training for the faculty member which will strengthen their performance in their position at SFASU.
2. To engage in research and writing directly related to responsibilities at SFASU.
3. To accept a similar position in a visiting capacity at another institution.
4. To accept a position outside higher education that is directly related to the employee's professional field and has potential for enhancing their future contributions to the University.
5. Health, following the use of all accumulated sick leave, when it is demonstrated that at the end of the leave period the employee will be able to resume duties at SFASU.

Leaves may be granted with the following conditions:

1. Requests for a leave of absence will be directed to the President of the University through administrative channels.
2. No paid or unpaid leave will be approved for more than 12 months.
3. Requests for renewal of a leave may be considered when submitted in writing prior to March 15.
4. Individuals who are not planning to return from leave to SFASU should notify the department chair before March 15.
5. Individuals for whom a leave has been approved are responsible for making an appointment with the University Benefits Manager to resolve all questions regarding employee benefits.
6. Individuals on leave due to a personal serious health condition or to care for a covered relation must contact their supervisor at least once each week, or as often as requested by the supervisor, regarding the status of the condition and the intention to return to work. The supervisor is responsible for reporting this information to Human Resources. Additionally, the individual is required to call Human Resources on the 1st and 3rd Monday of each month during their leave to report their leave and/or return to work status

Employees on leave due to a Worker's Compensation claim must contact their supervisor as least once each week, or as often as requested by their supervisor, regarding the status of the condition and the intention to return to work. Additionally, the individual is

required to provide a work status report to the University Safety Office from the treating physician after each appointment. The Safety Office will provide a form to the physician upon request. The employee is responsible for insuring the information is provided as requested.

Employees, who are recovering from a worker's compensation injury, are concurrently on FMLA leave, and who have exhausted all accrued paid leave are in leave without pay status (LWOP). These employees must make a written request from the University President for a leave of absence (LOA) not to exceed a 12 month period from the beginning of their leave without pay status. Except as provided for in the following leave provisions, any extended leaves of absence without pay for a period of four and one-half (4-1/2) months or more for faculty must be approved by the Board of Regents upon the recommendation of the President.

Family Medical Leave - The Family Medical Leave Act (FMLA) will, in many circumstances, entitle University employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. Employees entitled to FMLA leave are required to use all sick leave accrued while taking the FMLA leave.

Parental Leave - ~~Employees with less than 12 months of state service or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed~~ *Employees who do not qualify for FML are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed 12 weeks, if the employee must first uses all available and appropriate sick leave while taking the parental leave and the remainder of the leave is unpaid.* Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

Foster Parent Leave - An employee, who is a foster parent to a child under the ~~conservatorship protection~~ of the Department of ~~Protective and Regulatory Family and Protective Services (DFPPRS)~~, is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the ~~DPRS-DFPS~~ regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

Emergency Leave

1. **Bereavement Leave:** Regular employees will be granted bereavement leave without a loss in pay when a death occurs in their family. For the purposes of bereavement leave, family is defined as the employee's spouse, or the employee's and spouse's parents, children, brothers, sisters, grandparents and grandchildren.

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services.

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the Director of Human Resources, the Divisional Vice President, and the University President. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

2. **Administrative Leave:** Administrative leave will be granted in only the rarest of circumstances. While employees hold no entitlement to additional leave, they may be granted paid emergency/administrative leave when it is determined that there is good cause for such leave. Such leaves will not normally exceed three workdays per fiscal year.

—For the purposes of this leave, an emergency is defined as an unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property. Except for extraordinary circumstances, employees accruing sick leave would not be eligible for emergency leave for their own, or a family member's medical illness.

Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other University employee with whom they regularly worked. Department heads, however, must ensure minimum staff levels are maintained in the department.

Inclement weather conditions will not constitute just cause for an emergency leave unless approved by the President for the institution as a whole.

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the Director of Human Resources, the Divisional Vice President, and the University President. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

Parent-Teacher Conference Leave - An employee may use up to 8 hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences.

Jury Duty - No deduction shall be made from the salary or wages of any employee who is called for jury service.

Military Leave

State employees are eligible for leave to accommodate:

- Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
- Activation of the State's National Guard by the Governor.
- National emergency activation for members of a reserve branch of the U.S. Armed Forces.

Adjusted Work Schedule for Military Leave: This agency will adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.

Authorized Training for Duty: A state employee who is called to active duty or authorized training is entitled to a leave of absence of 15 days in each federal fiscal year (October 1 – September 30) without loss of pay or benefits. The 15 days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the 15 days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.

Call to National Guard Active Duty by the Governor: A member of the National Guard called to active duty by the Governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

Certain Benefits and Service for State Employees: A member of the state military forces who is ordered to active state duty by the Governor or by other proper authority under the law of this State is entitled to the same benefits and protections provided:

- To persons performing service in the uniformed services by 38 U.S.C. Sections 4301–4313 and 4316–4319, as that law existed on April 1, 2003; and
- To persons in the military service of the United States by 50 App. U.S.C. Sections 501–536, 560, and 580–594, as that law existed on April 1, 2003.

This applies only to persons serving on active state duty on or after the effective date of this statute without regard to the date on which the person was initially ordered to active state duty.

Call to National Duty: A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the 15 days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The

employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the agency shall review with the employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.

Differential Pay: The agency shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.

Restoration of Employment: To be eligible for restoration of employment at the conclusion of military service, the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

Certified Red Cross Activities Leave - Employees who are certified disaster service volunteers of the American Red Cross or are in training to become such a volunteer are entitled to a leave of absence not to exceed 10 days each fiscal year. The employee must have the approval of his or her supervisor and a formal request from the Red Cross. In addition, the approval of the Governor's Office is required. An employee on such leave will not lose pay, vacation time, sick leave, earned overtime, and/or compensatory time during this leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

Volunteer Firefighters/Emergency Medical Services Training Leave - Volunteer firefighters and emergency medical services volunteers will be granted a paid leave of absence not to exceed five working days each fiscal year for attending training schools conducted by state agencies.

Guide Dog Training - SFASU employees who are blind shall be granted up to 10 working days of absence with pay each fiscal year for the purpose of attending a training program to acquaint the employee with a seeing-eye dog to be utilized by the employee. This leave is in addition to other leave entitlements.

Organ or Bone Marrow Donors – An employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence may not exceed five working days in a fiscal year to serve as a bone marrow donor or 30 working days in a fiscal year to serve as an organ donor.

Donation of Blood – An employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee must obtain approval from his/her supervisor prior to taking off. On returning to work, an employee shall

provide his/her supervisor with proof that the employee donated blood during the time off. An employee may receive time off not to exceed more than four times in a fiscal year.

All requests for leave must be accompanied by a "Personnel Action Request" form.

Source of Authority: General Appropriations Act, art. V, secs. 2 and 8; President; ~~Vice President for Business Affairs~~ *Director of Human Resources*

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: ~~Vice President for Business Affairs~~ *Director of Human Resources*

Forms: Personnel Action Request, see Index E-39; ~~Emergency Leave Request~~;
Bereavement Leave Request
(http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUEST.shtml); ~~Emergency Leave Request~~;
Administrative Leave (all available in University Printing Services
http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUESTadmin.shtml)

Leave of Absence (Non-Academic)**E-30N**

Original Implementation: September 1, 1981

Last Revision: ~~October 23, 2003~~ April 13, 2006

The President may grant a leave of absence without pay to non-academic employees after receiving input from the supervising department regarding departmental needs and subject to the following provisions:

1. All accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provision that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave. Employees off due to a worker's compensation injury will not be required to exhaust their accrued vacation and comp time, but their accrued sick leave must be exhausted before leave of absence may be granted.
2. Such leaves will be limited in duration to twelve (12) months.
3. *Except in instances of disciplinary suspension, workers' compensation, or military situations:*
 - *Annual leave must be exhausted.*
 - *Sick leave, if appropriate, must be exhausted.*
4. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of re-employment.
54. The return to work date shall be specified when the leave is requested; or, in the event that the return date is not known, the employee must make arrangements to contact the supervisor at least once each week or as often as requested by the supervisor. The employee is required to call Human Resources on the 1st and 3rd Monday of each month during the leave to report their leave and/or return to work status.

Individuals on leave due to a Worker's Compensation claim must contact their supervisor at least once each week, or as often as requested by their supervisor, regarding the status of the condition and the intention to return to work. Additionally, the employee is required to provide a work status report to the University Safety Office from the treating physician after each appointment. The Safety Office will provide a form to the physician upon request. The employee is responsible for insuring the information is provided as requested.

65. The employee must report to the supervisor and the Human Resources department if he/she will be unable to return to work at the end of the leave period and must provide an acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered job abandonment.

Employees who are recovering from a worker's compensation injury, are concurrently on FMLA leave, and who have exhausted all accrued sick leave are in leave without pay status (LWOP). Those employees must make a written request for a leave of absence (LOA) from the University President not to exceed a 12-month period from the beginning of their leave without pay status. Except as provided for in the following leave provisions, any extended leaves of absence without pay for a period of four and one-half (4 1/2) months or more for professional (exempt, non-academic) employees must be approved by the Board of Regents upon the recommendation of the President.

The President designates the department head to permit an employee to a leave of absence **without pay** for 1-3 days for appropriate reasons. The department head can approve a leave of absence without pay only one (1) time per fiscal year. An individual who chronically exhausts all paid leave and has utilized one department-approved leave of absence without pay will be required to request a leave of absence without pay in advance from the President for future leave needs unless entitled to other benefits under University policy or law. All leaves for a semester or less, except as stated above, must be approved by the President. The Board of Regents must approve leaves of more than a semester.

Family Medical Leave - The Family Medical Leave Act (FMLA) will, in many circumstances, entitle University employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. Employees entitled to FMLA leave are required to use all of their paid vacation and sick leave while taking the FMLA leave.

Parental Leave - *Employees who do not qualify for FML are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed* ~~Employees with less than 12 months of state service or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed 12 weeks. ; if t~~ *The employee must first uses all available and appropriate paid vacation and sick leave while taking the leave and the remainder of the leave is unpaid parental leave.* Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

Foster Parent Leave - An employee, who is a foster parent to a child under the ~~conservatorship-protection~~ of the Department of ~~Protective and Regulatory Family and~~ *Protective Services (DFPPRS)*, is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DFPPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the ~~AA~~ Admission, ~~RR~~ Review, and ~~DD~~ Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

Emergency Leave —

a) Bereavement Leave: Regular employees will be granted bereavement leave without a loss in pay when a death occurs in their family. For the purposes of bereavement leave, family is defined as the employee's spouse, or the employee's and spouse's parents, children, brothers, sisters, grandparents and grandchildren.

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services. If additional days are needed, the employee will be required to use vacation or compensatory time. Employees who have exhausted all accruals will be required to take leave without pay if extended leave is approved.

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the Director of Human Resources, the Divisional Vice President, and the University President. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

b) Administrative Leave: Administrative leave will be granted in only the rarest of circumstances. While employees hold no entitlement to additional leave, they may be granted paid emergency/administrative leave when it is determined that there is good cause for such leave. Such leaves will not normally exceed three workdays per fiscal year.

For the purposes of this leave, an emergency is defined as an unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property. Except for extraordinary circumstances, employees accruing sick leave would not be eligible for emergency leave for their own, or a family member's medical illness.

Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other University employee with whom they regularly worked. Department heads, however, must ensure minimum staff levels are maintained in the department.

Inclement weather conditions will not constitute just cause for an emergency leave unless approved by the President for the institution as a whole.

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the Director of Human Resources, the Divisional Vice President, and the University President. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

Parent-Teacher Conference Leave - An employee may use up to 8 hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences.

Jury Duty - No deduction shall be made from the salary or wages of any employee who is called for jury service.

Military Leave

State employees are eligible for leave to accommodate:

- Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
- Activation of the State's National Guard by the Governor.
- National emergency activation for members of a reserve branch of the U.S. Armed Forces.

Adjusted Work Schedule for Military Leave: The University will adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.

Authorized Training for Duty: A state employee who is called to active duty or authorized training is entitled to a leave of absence of 15 days in each federal fiscal year without loss of pay or benefits. The 15 days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the 15 days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.

Call to National Guard Active Duty by the Governor: A member of the National Guard called to active duty by the Governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

Certain Benefits and Protections for State Service: A member of the state military forces who is ordered to active state duty by the Governor or by other proper authority under the law of this State is entitled to the same benefits and protections provided:

- To persons performing service in the uniformed services by 38 U.S.C. Sections 4301-4313 and 4316-4319, as that law existed on April 1, 2003; and
- To persons in the military service of the United States by 50 App. U.S.C. Sections 501-536, 560, and 580-594, as that law existed on April 1, 2003.

This applies only to persons serving on active state duty on or after the effective date of this statute without regard to the date on which the person was initially ordered to active state duty.

Call to National Duty: A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the 15 days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the agency shall review with the

employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.

Differential Pay: The agency shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.

Restoration of Employment: To be eligible for restoration of employment at the conclusion of military service the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

Certified Red Cross Activities Leave - Employees who are certified disaster service volunteers of the American Red Cross or are in training to become such a volunteer are entitled to a leave of absence not to exceed 10 days each fiscal year. The employee must have the approval of his or her supervisor and a formal request from the Red Cross. In addition, the approval of the Governor's Office is required. An employee on such leave will not lose pay, vacation time, sick leave, earned overtime, and/or compensatory time during this leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

Volunteer Firefighters/Emergency Medical Services Training Leave – Volunteer firefighters and emergency medical services volunteers will be granted a paid leave of absence not to exceed five working days each fiscal year for attending training schools conducted by state agencies.

Guide Dog Training - SFASU employees who are blind shall be granted up to 10 working days of absence with pay each fiscal year for the purpose of attending a training program to acquaint the employee with a seeing-eye dog to be utilized by the employee. This leave is in addition to other leave entitlements.

Organ or Bone Marrow Donors – An employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence may not exceed five working days in a fiscal year to serve as a bone marrow donor or 30 working days in a fiscal year to serve as an organ donor.

Donation of Blood – An employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee must obtain approval from his/her supervisor prior to taking off. On returning to work, an employee shall provide his/her supervisor with proof that the employee donated blood during the time off. An employee may receive time off not to exceed more than four times in a fiscal year.

All requests for leave must be accompanied by a "Personnel Action Request" form.

Source of Authority: General Appropriations Act, art. V, secs. 2 and 8; President; ~~Vice President for Business Affairs~~ *Director of Human Resources*

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: ~~Vice President for Business Affairs~~ *Director of Human Resources*

Forms: Personnel Action Request, see Index E-39; Emergency Leave Request; Bereavement Leave; ~~/Emergency Leave Request~~
(http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUEST.shtml); Administrative Leave (all available in University Printing Services http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUESTadmin.shtml)

Overtime and Additional Compensation

E-36

Original Implementation: Unpublished

Last Revision: ~~July 15, 2003~~ April 13, 2006

This policy applies only to non-academic employees.

Non-Exempt (*Classified*) Employees:

A non-exempt employee who is required to work in excess of 40 hours in a workweek is entitled to compensation for the excess hours through one of the following methods.

1. The employee should be allowed (or required) to take compensatory time off within twelve (12) months following the end of the workweek in which the overtime occurred at the rate of 1-1/2 hours off for each hour of overtime. Time that is to be taken is at the discretion of the supervisor and must be authorized in advance.
2. When granting compensatory time off is impractical, the employee receives pay for the overtime at the rate of 1-1/2 times the employee's regular rate of pay. Payment must be made for all overtime in excess of 240 hours, which is 160 straight time hours.

Any paid leave or holidays taken are not counted as hours worked in determining overtime hours under the preceding paragraph. In situations in which the employee has not worked more than 40 hours in a workweek but the total hours worked and hours of paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours. The compensatory time must be taken during the 12-month period following the end of the workweek in which compensatory time was accrued. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period and only in specially approved instances may an employee whose compensatory time off would be disruptive to normal teaching, research or other critical function be paid for the unused time.

Non-exempt part-time employees must be paid for hours worked over their designated hours; they may not accrue compensatory time.

Exceptions to the workweek overtime calculation for University Police Department law enforcement officers shall be made in accordance with the Fair Labor Standards Act.

To receive overtime pay:

1. Hourly employees record overtime on the "Semi-Monthly Time Record" in the section designated for overtime. This overtime is then recorded on the semi-monthly time sheet (computer print-out) which is provided by Payroll Services.
2. Monthly employees must obtain approval from the department head to receive overtime pay in lieu of compensatory time off. Overtime hours are to be recorded on the "Monthly Time Record" which is kept in the departmental office. If the employee is to be paid for overtime on a recurring basis, the employee's name and social security number only are to be written on the semi-monthly time sheet (computer print-out). Payroll Services will add that employee's name permanently to the list.

If the overtime is to be paid on a one-time basis, the department head must approve and submit a request for payment in memorandum form to the appropriate vice president for

signature. The memorandum will be submitted to Payroll Services and overtime payment will be processed.

Non-exempt employees (or their estates) must be paid for any unused accumulated compensatory time at the time of separation from employment.

Exempt (Non-Classified) Employees:

An employee who is not subject to the overtime provisions of the FLSA may be allowed compensatory time off for hours in excess of 40 hours in a work week in which the combination of hours worked, paid leave, and holidays exceeds a total of 40 hours.

An employee who is exempt as an executive, professional, or administrative employee, may be allowed compensatory time off during the 12-month period following the end of the workweek in which the overtime was accrued, at a rate not to exceed equivalent time, but limited to ten (10) days during any one fiscal year. An exempt employee will not be paid for any unused compensatory time earned in this manner.

Part-time exempt employees may accrue compensatory time when the number of hours worked plus holiday or other paid leave taken during that week exceeds the number of hours that the employee was designated to work.

Time that is to be taken is at the discretion of the supervisor and must be authorized in advance on a "Request for Vacation, Compensatory Time, Sick Leave Taken" form which is maintained in the employee's departmental file.

All Employees:

No employee may accrue compensatory time for work performed at any location other than the employee's regular place of employment or duty point. For compensatory time purposes, the employee's personal residence may not be considered to be their regular place of employment or duty point.

Source of Authority: 29 U.S.C., sec. 201 et seq.; General Appropriations Act; President; Vice President for ~~Business Affairs~~ *Finance and Administration*; *Director of Human Resources*

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: ~~Vice President for Business Affairs~~ *Director of Human Resources*

Forms: Semi-Monthly Time Record, Monthly Time Record, Request for Vacation, Comp Time, Sick Leave Taken Form (all available in University Printing Services)

Personnel Action Request

E-39

Original Implementation: Unpublished

Last Revision: ~~January 28, 2003~~ April 13, 2006

The Personnel Action Request ("PAR") form is used to obtain administrative approval and to notify Payroll/Human Resources (HR) of changes in employment status for all employees, including graduate students, but not undergraduate students. Detailed instructions for the completion of the PAR are available from HR or on the HR website at: <http://www.sfasu.edu/personnel/documents/NewPARInstructions.pdf>. The PAR is a six-part carbonless form and all items on the form are to be completed as explained ~~below~~ in the procedures described on the HR website. Most of the required information is easily accessible.

PAR's should be prepared for the following reasons:

1. *Employment of a classified or non-classified position including graduate students, but excluding undergraduate students.*
2. *A change in the employee's title, salary, FTE percentage, account number or department or if an employee is being reappointed, or has an overload, or is receiving a stipend.*
3. *Whenever an employee is going on leave or returning from leave, including family medical leave, sick leave of more than three days, bereavement or administrative leave, leave with pay, leave without pay, worker's compensation injury, military training or duty leave, faculty development leave, or jury duty.*
4. *Whenever an employee is separating from employment with the university including retirements, voluntary and involuntary terminations, and at the end of an assignment when the employee will not be returning the next semester.*

PARs should be completed and routed to Human Resources within 14 days of the event that triggers the need for the PAR. If you know that a triggering event is going to take place, you can submit the PAR before the event happens. If you have questions regarding the procedures, you should contact Human Resources and ask for assistance.

~~SECTION I. COMPLETE FOR ALL PERSONNEL ACTIONS~~

~~Information in this section must always be completed.~~

~~SECTION II. COMPLETE FOR NEW APPOINTMENTS ONLY~~

~~1. Determine whether the position is exempt or non-exempt, according to the Fair Labor Standards overtime provisions, by reviewing the Position Classifications Code List. An asterisk notes all Non-Classified positions. All classified positions are non-exempt. If there is a question regarding exemption status, contact HR.~~

2. Answer whether the position is a new position or a replacement. If it is a replacement, state for whom. In addition, the new employee could also be a rehire and/or a transfer from another Texas State Agency. Identify any that apply and provide the requested information.

3. Complete employee basic background information: Ethnic Origin, Gender, Marital Status, Veteran Status, and for Faculty Positions, Tenure Status.

4. Account/Position Information &endash; The department initiating the PAR must complete the Full Time Equivalency Percentage ("% FTE"), Amount of Pay, Starting and Ending Dates, and the Position number. This information may be obtained from your departmental copy of SFA's Annual Budget. Enter annual salaries for Non-Classified positions, and either monthly or hourly salaries for Classified positions. Refer to the Position Classification Code List and the Salary Grade Table to determine the Salary Schedule Code for Classified positions.

The Official University Title and all necessary codes, except for the Object code, needed for completion of this section may be obtained from the Human Resources Training Code Sheets located in the PAR Manual. The Financial Services Office will complete the Object code.

Normally all classified position salaries are started at the minimum of the assigned grade unless in accordance with applicable sections of the Classified Pay Plan, a higher salary level in the assigned grade is justified. If the employee is to be started at a higher level than the minimum of the assigned grade, the Director of HR must first approve the higher salary level and the department must make appropriate justifications in the "REMARKS" section of the PAR.

5. Hazardous Duty &endash; Identify if this position is classified as Hazardous Duty.

SECTION III. COMPLETE FOR ALL INTERNAL CHANGES / TRANSFERS / REAPPOINTMENTS/RETURN FROM LEAVE

Check all reasons that apply: source of funds/basis of appointment/rate of pay/title/merit increase/reclassification/reappointment. Do not complete Section II.

1. Reflects all the data relevant to the employee's current department and status. (Use the information and dates from SFA's Annual Budget.) Specify the type of leave in Section IIIA (i.e. FMLA, LWOP, LWP, etc.)

2. Reflects all the data relevant to the employee's new department or proposed status. (Start date will be employee's first date in new position. End date should show 8/31 of fiscal year if a 12-month appointment or the end date for which the position is budgeted.) If returning to work, specify in Section IIIB.

SECTION IV. COMPLETE FOR ALL LEAVES / SEPARATIONS

~~Do not complete Sections II and III.~~

~~Separations:~~

~~1. Identify type of separation and enter code. (Separation codes are found in the Human Resource Training Code Sheets in the PAR Manual.)~~

~~2. Complete date and time to remove from payroll. List the last day actually worked (last physical date on campus).~~

~~3. If the employee has vacation or banked compensatory time, enter the number of hours in appropriate section. NOTE: Exempt employees are not eligible to be paid for compensatory time.~~

~~4. Identify if the employee will be transferring directly to another Texas State Agency or Higher Education Institution. If so, identify the agency or institution. (Transfers should have no break in service. They must leave SFA one workday and begin work at the new institution the next workday.)~~

~~For information and codes needed to complete Section IV, refer to Section II.~~

~~Leaves:~~

~~Identify the date the employee is going on leave and the estimated date of return if known. NOTE: The day before the employee will return to work is the last day of leave. Please specify the type of leave. If "Other", please mark the appropriate space and state the type of leave in the remarks section. If an employee is out for more than three (3) working days due to personal illness or the illness of a family member, Human Resources should be contacted immediately to determine whether the employee qualifies for Family Medical Leave. If the employee is qualified, a PAR will need to be prepared immediately for routing. (See Family Medical Leave Policy E-58).~~

~~For information and codes needed to complete Section IV, refer to Section II.~~

~~ROUTING OF PAR~~

~~The Department Chair or Director should initiate and sign the PAR. If the PAR is for an employee in an Academic Department, it must then be routed to the Dean. The PAR should then be routed to the Financial Services Office, appropriate Vice President and when required, it will be forwarded to the President's Office for signature. When all signatures are obtained, the PAR will be routed to HR.~~

~~No Personnel Action is considered final and approved until all necessary signatures are obtained.~~

~~Academic Employees, including GA's are not considered to have a break in service when they do not work during Summer Sessions. It is not necessary to complete a Termination PAR unless the employee will not be returning in the fall. It is necessary to complete a re-appointment PAR for these employees.~~

~~Interdepartmental Transfers &endash; When an employee transfers to a new department, the supervisor of the new department should prepare, sign and route the PAR.~~

~~An Internal Change PAR must be initiated when an employee returns from leave. Section I and Section III should be completed. Section III (A) should show "Leave With/Without Pay". Section II (B) should show "Return to Work" information.~~

~~Source of Authority: Vice President for Business Affairs~~*Director of Human Resources*

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Personnel Action Request (Available *on-line through MySFA under myServices*. *NCR paper is available in University Printing Services.*)

Probationary Period of Employment

E-40N

Original Implementation: Unpublished

Last Revision: ~~January 28, 2003~~ April 13, 2006

The first 180 calendar days of employment are a probationary period for all non-academic employees. *Additionally, employees who apply for a posted, vacant position and who transfer to the new position will begin a new probationary period of 180 calendar days. This does not apply to employees who are reclassified or promoted during the reclassification process.*

Human Resources will mail a ~~New~~ Probationary Employee 180-Day Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The employee should be notified immediately of the supervisor's decision.

The evaluation form is returned to Human Resources and a copy retained in the department file. Before termination can be determined, the Director of Human Resources must review the information and approve the termination. (See Discipline and Discharge Policy E-11). If employment is to be terminated, the evaluation form should be returned to Human Resources accompanied by a "Personnel Action Request" form. (See Personnel Action Request procedure.)

During ~~the~~ a probationary period the University is free to terminate an employee at any time *with the approval from the Director of Human Resources.*

Source of Authority: ~~Vice President for Business Affairs~~ Director of Human Resources

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

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

Retirement Programs

E-43

Original Implementation: September 1, 1983

Last Revision: ~~October 23, 2003~~ April 13, 2006

Employees of the University working 20 hours per week (50% time) or more for a period of at least four and one-half months, ~~excluding students employed in positions requiring student status as a condition of employment~~, must participate in either the Teacher Retirement System of Texas (TRS) or an Optional Retirement Program (ORP). *This excludes students employed in positions requiring student status as a condition of employment.*

~~Indicated contribution~~ Contribution amounts for the employee, and the employer's matching ~~contribution monies~~, are determined by the Texas State Legislature. These amounts are subject to change with any legislative session. The amounts listed are those in effect at the time of publication of this policy and in no way reflect a contract between Stephen F. Austin State University and any employee.

1-1. Teacher Retirement System. Employees who participate in the Teacher Retirement System of Texas are required to contribute 6.4% of their gross annual salary to the Retirement System. The employer matching contribution is 6.00% of the gross annual salary. Contributions are obtained through monthly payroll deductions.

2-2. Optional Retirement Program

a. ELIGIBILITY--An Optional Retirement Program is available to the following employees of the University: full-time members of the faculty whose duties include teaching or research; administrator responsible for teaching and research faculty; professional librarians, the President, vice presidents, or other professional staff members whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of nationwide searches in the academic community. Eligibility to participate is also subject to rules adopted by the Higher Education Coordinating Board. Positions listed ~~in the University's~~ classified ~~pay plan~~ are ineligible to participate. Eligibility in ORP is in lieu of present or future active membership in the Teacher Retirement System of Texas.

The University Board of Regents utilizes the following definitions, promulgated by the Texas Higher Education Coordinating Board, for determining eligibility for participation in the Optional Retirement Program:

(1) "a member of the faculty whose duties include teaching or research" shall mean: all persons whose specific assignments are made for the purpose of conducting instruction or research as a principal activity (or activities), and who hold titles of professor, associate professor, assistant professor, instructor, lecturer, or equivalent faculty title;

(2) "an administrator responsible for teaching and research faculty" shall mean: deans, directors, associate deans, assistant deans, chairpersons or heads of academic departments if their principal activity is planning, organizing and directing the activities of faculty as defined in subsection (1) of this section;

(3) "professional librarian" shall mean: a librarian with a degree in library science;

(4) "other professional staff person" shall mean: administrative and professional positions ~~that are generally and~~ customarily recruited by advertising in national publications such as The Chronicle of Higher Education or in newsletters of national professional associations or at meetings of such associations. In addition, each administrative or professional position must be at a salary rate equivalent to the rate for faculty for the institution.

(a) administrative positions shall normally report to the office of the President, vice president or dean. Incumbents in such positions serve as director or other administrative head of a major department or budget entity. Incumbents of such positions must be:

i. appointed by the governing board or the chief administrative officer of the institution, or his/her delegate; and

ii. responsible for the preparation and administration of the budget, policies, and programs of the department or entity.

(b) professional positions shall include positions in nationally recognized fields, which require advanced degrees and/or specialized professional and artistic training, experience, and achievement. These would include titles such as physicians, athletic coaches, engineers, and lawyers.

b. TIME LIMIT FOR ELECTION OF ORP--Eligible new employees have 90 days after employment by the University in an ORP eligible position to elect to participate in ORP. An employee who elects to participate in ORP must complete the ~~"Election to Participate in the Optional Retirement Plan"~~ (Form TRS 28), and the proper payroll forms. The employee will complete Form TRS 29 to ~~may~~ withdraw all contributions they made to TRS ~~by completing form TRS 29~~ prior to election ORP.

c. CONTRIBUTIONS TO ORP--Contributions of participants in ORP shall be 6.65% of gross annual salary. The employer matching contribution is 8.5% of the gross annual salary for grandfathered employees (ORP participants prior to 9-1-95.) New employees hired on or after 9-1-95 receive a 6.0% employer matching contribution.

3. Federal, Private, and other Non-Education and General Contributions to Retirement Programs. As a result of House Bill 2083 passed by the Texas 66th Legislature, and Senate Bill 745 passed by the Texas 69th Legislature, matching contributions into both ORP and TRS based on salaries and wages paid from these sources will be direct fringe benefit charges against these sources.

A listing of authorized vendors and agents is available in Human Resources.

Source of Authority: V.T.C.S., Title 110B, Chapter 31-36; Texas Higher Education Coordinating Board; Board of Regents, President; ~~Vice President for Business Affairs~~

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: ~~Election to Participate in the Optional Retirement Plan~~, (Form TRS 28) and the ORP-1, (both forms are available in Human Resources)

Sick Leave Pool**E-47.1**

Original Implementation: September 17, 1982

Last Revision: ~~July 14, 2005~~ April 13, 2006**Purpose:**

Pursuant to Senate Bill 357, 71st Legislature, Regular Session, the University shall maintain a Sick Leave Pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool shall be established and maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Definitions:

1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and lose compensation from the state.
2. A severe condition or combination of conditions is one that:
 - a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.);
 - b. has been designated as terminal; or
 - c. prevents the employee from working for a continuous period of forty-five (45) calendar days or more.
3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.
4. Immediate family is defined as those individuals related by kinship, adoption, marriage or foster children who are so certified by the Texas Department of Human Services who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition.

Eligibility and Other General Provisions:

1. All regular faculty and non-probationary staff members' eligible to accrue and use sick leave in accordance with university sick leave policy E-47 may apply to use sick leave from the sick leave pool.
2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.
3. 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.
4. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.
5. An employee must exhaust all accrued leave before being eligible to receive sick leave from the Sick Leave Pool.
6. 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.
7. Employees who are not covered by FMLA (policy E-58) and who are offered a bona fide job offer under the University's Return to Work (policy E-62) must accept the offer or sick leave pool benefits will end.
8. 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.
9. A routine pregnancy is not considered a catastrophic illness or injury.
10. A regular part-time employee is granted pool leave on a pro-rated basis.
11. One sick leave pool will be administered for all regular faculty and staff employees of the University.

Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the Sick Leave Pool by completing a "Request for Sick Leave from the Sick Leave Pool" form, ~~providing a copy to his or her department head,~~ and routing the form to the Pool Administrator in Human Resources.
2. Medical certification is required ~~every thirty (30) days~~ *before the sick leave pool request can be reviewed by the administrator.* Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator. Failure to return the required certification and documentation may result in loss of pool benefits.
3. The Pool Administrator will approve all or part of the request, or deny the request. All practitioner's statements and medical updates are subject to be referred to and reviewed by a University medical review board.
4. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. ~~The Pool Administrator shall approve the use of not more than 30 days of such leave by one individual at one time.~~ Initiation and/or renewal of approval for use of such leave shall be subject to review of a current ~~or resubmission of a~~ medical report for each approval period, and subject to availability of appropriate balance in the fund.
5. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentations may result in delay or loss of pool benefits.
6. Any unused balance of leave granted to an employee from the Sick Leave Pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the Sick Leave Pool.
7. Employees on sick leave pool who return to work on a part-time basis are not eligible to continue on pool leave to make up the difference between their part-time employment and regular full-time employment.
8. An employee's sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.

Contributing Sick Leave to the Pool

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

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.
3. Contributions to the pool are strictly voluntary.
4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.
5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave Pool.

An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the Pool Administrator in Human Resources.
7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.

Administration of the Pool

1. The Pool Administrator (in the Human Resources department) is responsible for the administration of the Sick Leave Pool. Decisions of the Pool Administrator may be appealed to the appropriate vice president.
2. Requests for sick leave from the Sick Leave Pool will be forwarded to the Pool Administrator. ~~with copies to the appropriate department head and~~ Requests will be considered by the 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 forty-five (45) days. If a request is awarded, sick leave pay will be made retroactive to the date and time the employee exhausted accrued leave.
3. The Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.
4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The Pool Administrator shall approve the use of not more than forty-five (45) days of such leave by one individual at one time. Initiation and/or renewal of approval for use of such leave ~~may shall~~ will 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.

6. The Pool Administrator shall design and implement a system of records management and reporting of Sick Leave Pool activity. The total leave time available in the Sick Leave Pool shall be reported 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~~ *Director of Human Resources*

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Application to Contribute Sick Leave, Family Medical Leave Request (both available in Human Resources)

Staff Development**E-47.2**

Original Implementation: September, 1990

Last Revision: ~~October 23, 2003~~ April 13, 2006

Opportunities for staff development shall be provided on a limited basis as funds designated for this purpose are available. Projects must be related to the employee's current University responsibilities or be directly related to skills or information relevant to a specific University job or position the employee is seeking that is within his/her career path. Typical staff development projects may include formal education such as short courses, seminars or college-level courses and/or training courses or seminars related to computers or other electronic or mechanical equipment.

The following should guide the preparation and approval procedure for staff development proposals.

1. Projects may be proposed and approved for non-faculty, full-time staff members, either classified or non-classified.
2. Any eligible employee, as defined in item 1 above may submit a proposal for either himself/herself or for an employee who reports to him/her.
3. Proposals, containing a detailed description of the project/program and estimated costs, must be submitted to the employee's immediate supervisor and routed for approval through administrative channels to the appropriate vice president.
4. A copy of the proposal form showing the amount approved by the vice president must be attached to any travel request, voucher, etc., required for payment or reimbursement.

Source of Authority: President

Cross Reference: Faculty/Staff Educational Assistance Plan, Policy E-65

Contact for Revision: President

Forms: None

Time Sheets**E-52N**

Original Implementation: Unpublished

Last Revision: ~~January 28, 2003~~ April 13, 2006

Official time records are to be maintained for all semi-monthly *employees* and for monthly *classified* employees. The work week begins at 12:01 a.m. on Saturday and ends at 12 midnight on Friday. *Time should be recorded in hours and minutes. Divide the number of minutes worked by 60 to calculate the correct time to report (i.e. 15 min/60 = .25). INK must be used when filling in and signing the time sheet. Corrections should be made by drawing a line through the mistake, writing the correct information above, below or to the side and must be initialed by the department head or his designee. Whiteout or correction tape should not be used on a time sheet or report. Any fraudulent time sheet turned in could result in disciplinary action. The words "time sheet" and "time report" are used interchangeably for purposes of this policy.*

Semi-monthly Employees

Semi-monthly employees include hourly employees and student employees (work-study and student assistants). Student employees are limited to 20 hours per week *on all of their SFA jobs combined.*

Prior to the beginning of each pay period, Payroll Services will send the department computer generated time reports for recording time. The hours are to be indicated on a **daily** basis and must indicate what type of time has been earned/taken. Students and Casual Employees will only have hours worked. -

Benefits-Eligible Employees will have time earned in regular hours worked, compensatory time earned, and/or overtime earned. Time taken is vacation leave, sick leave, holiday leave and/or compensatory time taken. The employee ~~or department secretary~~ must sign ~~the~~ *his own* time report. The department head or his assigned designee must review *the time report for accuracy* and sign the time report. *Signature stamps are not acceptable on time sheets. If the department head will be unavailable to sign the time sheet, the authorized designee must be on the "Authorization to Sign" form (available from Payroll Services) and then sign their own name. The signatures certify that the time report correctly reflects all time worked and absences for the pay period indicated. The time report must be returned to Payroll Services in the Controller's Office in the Austin Building by the deadline indicated on the preprinted time report. A copy must be maintained in the departmental office in accordance with the retention schedule.*

Monthly Employees

Salaried classified employees must maintain daily a "Monthly Time Record" as per the instructions provided below. The time record must be maintained in the departmental

office and must be current and available for review upon request from Payroll Services, the departmental supervisor, and state or internal auditors.

Time Sheet Instructions

Items 1-9 are self explanatory

10. Item No. 10 of current time record should be the same as Item No. 15 of immediate past time record or "0" for a new employee.

11a. Item 11a of current time record should be the same as item 16 a of immediate past time record or "0" for a new employee.

11b. Item 11b of current time record should be the same as Item 16b of immediate past time record or "0" for a new employee.

12. a. Record of daily time. Begin on the day the time record starts. (If the first falls on Wednesday, leave Monday & Tuesday of the first week blank.) Time other than actually worked hours should be shown as follows:

SL - Sick Leave

VL - Vacation Leave

HL - Holiday Leave

EL - Emergency Leave

CT - Compensatory Time

JD - Jury Duty

Example: An employee worked 4 hours and took 4 hours vacation, time should be shown 4/4VL.

12 b. Total hours for each week

12 c. Total actual worked hours over 40 for each week. Add Item 10 to 1st week's total. Example: 12b = 44 (all 44 were worked); 4 should appear in Item 12c.

12 d. Total non-worked hours over 40 for each week including paid leave time. Add Item 10 to first week total. Example: 12b = 48; Monday was a holiday, but employee worked 40 hours - 8 hours should appear in d.

14. Summary

14 a. Paid time

(1) Paid straight time, excluding overtime and other leave, is the hours an employee actually worked that is not overtime (OT) and the employee received pay.

- (2) Emergency leave (EL), approved on a personnel action request form.
- (3) Time served on jury duty approved on a personnel action request form.
- (4) Paid holiday time
- (5) Totals a(1) through a(4)

14 b. Overtime

Overtime hours are all hours worked over 40 hours in the work week. Overtime can be paid or "banked" for compensatory time at the rate of 1.5 times each hour of overtime worked. "Banked" overtime hours can be accumulated and used during the twelve month period following the end of the work week in which overtime occurred. The balance may not exceed 240 hours. In the case an employee terminates or exceeds his/her limit, compensation is to be paid at the employee's regular rate.

14 c. Vacation (VL) taken.

14 d. Sick leave (SL) taken

14 e. CT taken - compensatory time taken.

14 f. "Equivalent" time is straight time accumulated from non-worked hours over 40. "Equivalent" compensatory time has to be taken within twelve months from the end of the work week in which it occurred. A worked holiday, sick leave, or vacation leave are examples of equivalent time.

15. If last week of a month is less than a normal week, show total of partial week. This is to be carried forward to next time record (Item #10).

16 a. Total should be carried forward to next time record (Item #11a).

16 b. Total should be carried forward to next time record (Item #11b).

Source of Authority: Vice President for ~~Business Affairs~~ *Finance and Administration*

Cross Reference: None

Contact for Revision: Controller

Forms: Semi-Monthly Time Record, Monthly Time Record (both available in University Printing Services)

Vacation Leave**E-53**

Original Implementation: Unpublished

Last Revision: ~~July 15, 2003~~ April 13, 2006

Employees of the University, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to a vacation in each fiscal year. An employee will earn vacation entitlement beginning on the first day of employment with the State and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the State for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

Employees with Total State Employment of:	Hours Accrued Per Month	Maximum Hours to Carry Forward from One Fiscal Year to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 and over years	21	532

Vacation credit for the higher rate of accrual as shown on the chart above shall be given on the first calendar day of the month if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month.

Part-time employees are also eligible for annual leave, but their accrual rate and maximum annual leave carryover amounts are proportionate to the number of hours they work. For example, half-time employees earn and carry over annual leave at one-half and rate authorized for full-time employees.

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on any type paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty. ~~The net balance of unused accumulated leave, not to exceed the~~

~~maximum cited above, may be carried forward for any employee from one fiscal year to the next fiscal year.~~

Time during which any employee is excused from work because of holidays shall not be vacation.

If a state employee transfers directly from one state agency to another, they shall be entitled to credit with the newly employing agency for accumulated but unused vacation entitlement, provided that employment with the state is uninterrupted. A state employee who resigns, is dismissed, or departed from State employment shall be entitled to be paid for all vacation time duly accrued at the time of separation from state employment, provided the employee has had continuous employment with the state for six (6) months.

Vacation leave must be approved in advance by the appropriate supervisor on the "Request for Vacation, Compensatory Time, Sick Leave Taken" form. Every effort should be made to accommodate the vacation requests, but supervisors may request that such leave be taken during periods other than departmental peak work periods.

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

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)

Ethics**E-56**

Original Implementation: August 8, 1995

Last Revision: ~~October 20, 2005~~ April 13, 2006**General Policy Statement**

It is the policy of Stephen F. Austin State University that all officers and employees maintain high ethical standards in the performance of their official duties. The following guidelines regarding state ethics laws for state employees are applicable to the Board of Regents, the administration, faculty and staff of the University. Other University policies that affect ethical standards include but are not limited to: Policy E-46 Discrimination Complaints/Sexual Harassment; Policy E-12 Dual Employment; Policy E-33 Nepotism; Policy C-33 Purchasing Ethics and Confidentiality; Policy C-46 Fraud; Policy E-11 Discipline and Discharge.

Ethics Laws for State Officers and Employees

State officers and employees owe a responsibility to the people of Texas in the performance of their official duties. See Government Code §572.001. High institutional standards and high personal standards are critical to fulfilling that responsibility. There are a variety of both civil and criminal statutes that set out the ethical responsibilities of state officers and employees. The Texas Ethics Commission is charged with interpreting, issuing advisory opinions, and enforcing certain ethics laws including Chapter 572 of the Government Code and Chapters 36 and 39 of the Penal Code. Those statutes contain provisions relating to conflicts of interest, bribery, gifts, official misconduct, and misuse of state property, among other things. Additionally, §556.004 of the Government Code contains a list of prohibited acts of agencies and individuals with regard to political activity. A variety of other Texas statutes contain specific ethics provisions applicable to state employees and officers. All employees and officers are required to abide by applicable state and federal laws and regulations regardless of whether they are specifically stated in this policy. Contact the General Counsel for questions and advice.

1. Conflicts of Interest, Bribery and Gifts

While the law regarding conflicts of interest may be legally complex, §572.051 of the Government Code outlines standards for state officers and employees, which if followed, should prevent most conflicts of interest from occurring. §572.051 does not provide any penalties or sanctions at law for failure to comply with the standards it sets, though in cases of egregious noncompliance a person's behavior could constitute a crime under one of the Penal Code provisions governing the conduct of state officers and employees.

The acceptance of gifts by state officers and employees is addressed in §572.051(1), which provides that a state officer or employee should not accept or solicit any gift,

favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct.

This simply means that a state officer or employee should never accept anything if it might make him do his job differently, or if he thinks the person giving it has the hope he will do his job differently. Section 572.051(5) provides, in effect, a "no tipping" rule for state officers and employees. It states that a state officer or employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

For most state employees, compliance with §571.051(1) and (5) eliminates worry about compliance with either the Penal Code or the lobby law with respect to the acceptance of gifts.

Section 571.051(2), (3), and (4) states that state officers and employees should not engage in economic activities even on their own time that might affect decisions at their state job, or that might lead them to disclose confidential information learned on the job. Simply put, state officers and employees should not engage in business or investments that might make them want to do their state job differently.

Section 571.051(2), (3) and (4) of the Government Code specifically reads as follows:

(2) No state officer or state employee should accept employment or engage in any business or professional activity which might reasonably be expected to require or induce a disclosure of confidential information acquired by reason of the official position.

(3) No state officer or state employee should accept other employment or compensation that could reasonably be expected to impair independent judgment in the performance of official duties.

(4) No state officer or state employee should make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest.

The Texas Penal Code also includes provisions regarding conflicts of interest, bribery and gifts. A state employee commits the offense of bribery if he solicits, offers, or accepts a "benefit" in exchange for his decision, opinion, recommendation, vote, or other exercise of discretion as a state employee. Penal Code §36.02.

Most state employees are subject to a prohibition on the acceptance of "benefits." Penal Code §36.08. For example, an employee of a regulatory agency may not accept a benefit from a person the employee "knows to be subject to regulation, inspection,

or investigation by the public servant or his agency.” *Id.* §36.08(a). Also, an employee of a state agency who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions may not accept a benefit from a person the employee knows is “interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of his discretion.” *Id.* §36.08 (d). These prohibitions apply regardless of whether the donor is asking for something in return.

The statutory definition of “benefit” is “anything reasonably regarded as pecuniary gain or pecuniary advantage.” Penal Code §36.01(5). In advisory opinions, the Ethics Commission has stated that the following gifts may be benefits: a \$50 clock, a hotel room, a hunting trip, football tickets, a \$160 rifle, and a \$60 restaurant meal. Ethics Advisory Opinions Nos. 97, 94, 90, 69, 60 (1992). Benefits such as food, lodging, transportation, football tickets, etc., may however be permissible if accepted as a “guest.” Penal Code §36.10(b). To accept something as a guest, the donor must be present.

Other advisory opinions have concluded that certain items are not benefits. A cup of coffee is not a benefit. Ethics Advisory Opinion No.118 (1993). Small amounts of perishable food delivered to government offices are generally not benefits. Ethics Advisory Opinion No. 62 (1992). Trinkets of minimal value such as coffee mugs, key chains, and “gimme” caps are generally not benefits. Ethics Advisory Opinion No. 61 (1992). A plaque is not a benefit. Ethics Advisory Opinion No. 36 (1992). Of course, a state officer or employee may accept a gift from a person such as a friend, relative, or business associate with whom he has a relationship independent of that official status if the gift is given on account of that relationship rather than the officer’s or employee’s official status. Penal Code §36.10(b).

Honoraria may also be considered as gifts or benefits under the Penal Code. A state officer or employee may not solicit, agree to accept, or accept an honorarium in consideration for services he would not have been asked to provide but for his official position. Penal Code §36.07. Thus, for example, the officer or employee may not take a speaker’s fee for speaking in his official capacity. Although questions about honoraria come up most frequently in regard to speeches, the prohibition applies to fees or gifts for *any service* that the officer or employee would not have been asked to provide but for his official position. It is permissible to accept food, transportation, and lodging in connection with a speech or other service performed in an official capacity.

2. Official Misconduct and Misuse of State Property

A state employee would commit an offense if, with intent to obtain a benefit or harm another, he intentionally or knowingly violated a law relating to his office or employment. Penal Code §39.01(a)(1). This catchall prohibition applies to any violation of a law relating to the employee’s state employment. This means, for

example, that a violation of a rider to the Appropriations Act, done with intent to obtain a benefit or harm another, could be the basis of a criminal prosecution.

Also, an officer or employee would commit an offense if, with intent to obtain a benefit or harm another, he misapplied any thing of value belonging to the government that has come into his custody or possession by virtue of his state employment. Penal Code §39.01(a)(2). This provision is the basis for criminal prosecutions regarding the misuse of state property for personal use or otherwise.

Under Government Code §552.352, misuse or improper distribution of confidential information is also considered a specific type of crime involving official misconduct.

In addition to criminal liability, employees may be responsible for the negligent loss, damage or destruction to University property under the Property Liability Policy B-34.

3. Financial Disclosure Statements

Regents and the President must file financial disclosure statements with the Texas Ethics Commission by April 30 of each year, or as otherwise required under the Government Code Chapter 572.

4. Prohibited Acts of Agencies and Individuals Regarding Political Activity

The University, its officers and employees may not use state money, equipment or official authority to influence an election as prohibited by §556.004 of the Texas Government Code. Sections 556.004, 556.005, 556.0055, 556.006, 556.007, 556.008, and 556.009 of the Government Code specifically read as follows:

"§ 556.004. PROHIBITED ACTS OF AGENCIES AND INDIVIDUALS. (a) A state agency may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection.

(b) A state officer or employee may not use a state-owned or state-leased motor vehicle for a purpose described by Subsection (a).

(c) A state officer or employee may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.

(d) A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of any thing of value to a person or political organization for a political purpose.

(e) For purposes of Subsection (c), a state officer or

employee does not interfere with or affect the results of an election or nomination if the individual's conduct is permitted by a law relating to the individual's office or employment and is not otherwise unlawful.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.
Amended by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999.

§ 556.005. EMPLOYMENT OF LOBBYIST. (a) A state agency may not use appropriated money to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 to register as a lobbyist. Except for an institution of higher education as defined by Section 61.003, Education Code, a state agency may not use any money under its control to employ or contract with an individual who is required by Chapter 305 to register as a lobbyist.

(b) A state agency may not use appropriated money to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 to register as a lobbyist. This subsection does not apply to the payment by a state agency of membership fees under Chapter 81.

(c) A state agency that violates Subsection (a) is subject to a reduction of amounts appropriated for administration by the General Appropriations Act for the biennium following the biennium in which the violation occurs in an amount not to exceed \$100,000 for each violation.

(d) A state agency administering a statewide retirement plan may enter into a contract to receive assistance or advice regarding the qualified tax status of the plan or on other federal matters affecting the administration of the state agency or its programs if the contractor is not required by Chapter 305 to register as a lobbyist.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.
Amended by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 249, § 4.11, eff. Sept. 1, 2003.

§ 556.0055. RESTRICTIONS ON LOBBYING EXPENDITURES. (a) A political subdivision or private entity that receives state funds may not use the funds to pay:

(1) lobbying expenses incurred by the recipient of the funds;

(2) a person or entity that is required to register with the Texas Ethics Commission under Chapter 305;

(3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by Subdivision (2); or

(4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies.

(b) A political subdivision or private entity that violates Subsection (a) is not eligible to receive additional state funds.

Added by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999.

§ 556.006. *LEGISLATIVE LOBBYING.* (a) A state agency may not use appropriated money to attempt to influence the passage or defeat of a legislative measure.

(b) This section does not prohibit a state officer or employee from using state resources to provide public information or to provide information responsive to a request.

Added by Acts 1997, 75th Leg., ch. 1035, § 86, eff. June 19, 1997. Amended by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999.

§ 556.007. *TERMINATION OF EMPLOYMENT.* A state employee who causes an employee to be discharged, demoted, or otherwise discriminated against for providing information under Section 556.006(b) or who violates Section 556.004(c) or (d) is subject to immediate termination of employment.

Added by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999.

§ 556.008. *COMPENSATION PROHIBITION.* A state agency may not use appropriated money to compensate a state officer or employee who violates Section 556.004(a), (b), or (c) or Section 556.005 or 556.006(a), or who is subject to termination under Section 556.007.

Added by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999.

§ 556.009. *NOTICE OF PROHIBITIONS.* (a) A state agency shall provide each officer and employee of the agency a copy of Sections 556.004, 556.005, 556.006, 556.007, and 556.008 and require a signed receipt on delivery. A new copy and receipt are required if one of those provisions is changed.

(b) A state agency shall maintain receipts collected from current officers and employees under this section in a manner accessible for public inspection.

Added by Acts 1999, 76th Leg., ch. 1498, § 1, eff. Sept. 1, 1999."

As required by these statutory provisions, all employees shall receive and sign for (or electronically acknowledge receipt) of a copy of this policy as administered by the University's Department of Human Resources.

5. Disclosure Statement for Employees Involved in Purchasing, Contracting, and Investments

As required by §2262.004 of the Government Code, University personnel who make decisions or recommendations regarding the preparation of a solicitation, evaluation

of a bid or proposal, who should be awarded the contract, or contract terms or conditions of a major contract award must disclose in writing to the President on a form prescribed by the State Auditor direct or indirect pecuniary interests (10% interest or \$25,000 threshold) or family relationships (nepotism) which that employee may have in the major contract award. A major contract award involves a contract of at least \$1million in value. Use the referenced disclosure form developed by the Office of the State Auditor.

Additionally, Section 2254.032 of the Texas Government Code requires officers and employees who have any financial interest in an offer to provide consulting services to the University to report that interest to the President no later than the tenth day after the date that the offer is submitted. University personnel must also report any individual related to them within the second degree by consanguinity or affinity (as determined by Section 573 of the Government Code) who has an interest in any consulting offer made to the University.

In addition to the specific reporting requirements and thresholds of §2262.004 of the Government Code, University personnel have broader reporting and ethics requirements outlined in the Purchasing Ethics and Confidentiality Policy C-33. Officers and employees also have a legal disclosure requirement to declare any interest in property that is to be acquired by the University as outlined in Government Code Chapter 553.

Investment officers responsible for the investment of public funds under the Public Funds Investment Act, Government Code Chapter 2256, must disclose personal relationships and interests involving investment transactions.

Officers and employees are encouraged to contact the General Counsel if they have questions or concerns about the applicability of this disclosure form and to disclose possible indirect or direct pecuniary interests which do not meet the minimum threshold limits outlined in these statutory provisions. Disclosure of all possible pecuniary interests in major or non-major contract awards or procurements is required by the Purchasing Ethics and Confidentiality Policy C-33 to avoid other possible conflict of interest concerns. Potential transactions with relatives of employees should also be disclosed to the General Counsel for advice and counsel to initiate measures that avoid any appearances of a conflict of interest.

6. *Disclosure by Public Servant of Interest in Property*

Section 553.002 of the Government Code requires individuals who are elected, appointed, employed or designated as an officer of government and who have a legal or equitable interest in property that is to be acquired with public funds to file an affidavit with the county clerk of the county the individual resides in and the county clerk of each county in which the property is located. The affidavit must be filed within 10 days before the date on which the property is to be acquired by purchase or condemnation. The contents of the affidavit are included in this section.

67. Conflicts of Interest for Officers (Regents)

In addition to the statutory restrictions outlined above or in referenced policies, officers of the University, namely Regents, are held to relatively strict standards for conflicts of interest under law. Conflicts of interest may involve indirect or direct pecuniary interests as established in Texas common law. Specific statutory exceptions have been carved out to allow Regents to recuse themselves from specific actions. Section 572.058 of the Government Code permits Regents to disclose a personal or private interest in a measure, proposal, or decision pending before the board and not participate in board action involving that matter. Section 51.923 of the Education Code allows the University to contract with corporations in which Regents may have certain interests under the following circumstances: 1) nonprofit corporations which may have one or more Regents serving on their Board, 2) corporations with which a Regent holds 5 % (or less) beneficial interest or stock and involve affiliation, licensing or sponsored research, or are contracts which have been subject to competitive bid or competitive sealed proposals. Regents with interests in such measures must recuse themselves from the decision on behalf of the University. Regents should contact the General Counsel on possible conflict of interest matters and disclose to Counsel potential direct or indirect pecuniary interests in matters pending before the Board of Regents. Potential transactions with relatives of Regents should also be disclosed to the General Counsel for advice and counsel to avoid any appearances of a conflict of interest.

78. Nepotism

Officers and employees are reminded that hiring certain close relatives as defined in the University's Nepotism Policy E-33 and/or under state law is prohibited.

89. Discrimination and Sexual Harassment

Discrimination and sexual harassment are prohibited by University policy E-46, and also under state and federal law.

910. Equity Ownership and Management Participation relating to Research, Development, Licensing and Exploitation of Intellectual Property

Ownership of any equity interest in a business entity that has an agreement with the University relating to research, development, licensing, or exploitation of intellectual property created or discovered by an employee shall be disclosed to the President or his designee. The President shall take any necessary steps to avoid injury to the University as a result of potential conflicts of interest arising out of such equity ownership.

No employee may serve as a director, officer, or employee of a business entity that has an agreement with the University relating to research, development, licensing, or exploitation of intellectual property in which the University has an ownership interest

except upon request of, or prior approval by, the Board of Regents. Authorization to serve as a director, officer, or employee of such a business entity may be subject to one or more conditions established to avoid injury to the University as a result of potential conflicts of interest.

In accordance with §51.912 of the Texas Education Code, the names of all business entities that have an agreement with the University relating to the research, development, licensing, or application of intellectual property in which employees own an equity interest, or for which such persons serve as director, officer, or employee, shall be reported to the governor and legislature on an annual basis. The University may accept equity interests as partial or total compensation for rights conveyed in agreements with business entities relating to intellectual property owned by the University. The University may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between the University and a business entity relating to intellectual property created, discovered, or developed by the employee and owned by the University.

1011. Summary

In this age of high ethical standards and unrelenting public scrutiny, it is imperative that all state officers and employees be aware of applicable ethics laws. Texas governmental entities are run under an open government system, and all public officers and employees are subject to review. Anyone who has questions or concerns should contact the University's General Counsel. A copy of this policy shall be annually filed with the Texas Higher Education Coordinating Board as required by the General Appropriations Act.

Source of Authority: Article III, § 26 of the General Appropriations Act as adopted by the 78th Legislature, Texas Government Code Chapter 572, Texas Government Code Chapter 573, Texas Penal Code § 36.01, et. seq., § 39.01, Texas Government Code § 552.352, Texas Government Code § 556.004 – § 556.009, Texas Government Code § 2262.004, Texas Education Code § 51.923, Texas Education Code § 51.912, Texas Government Code § 403.271(a) – § 403.278, Texas Government Code § 2203.004, Texas Government Code Chapter 553, *Texas Government Code § 2254.032*, *Texas Government Code § 553.002*, Texas Government Code Chapter 2256 and other applicable state and federal laws, Board of Regents

Cross Reference: Policy E-46 Discrimination Complaints/Sexual Harassment, Policy E-12 Dual Employment, Policy E-33 Nepotism, Policy C-33 Purchasing Ethics and Confidentiality, Policy C-46 Fraud, Policy E-11 Discipline and Discharge, the Faculty Handbook

Contact for Revision: General Counsel, Board of Regents

Forms: Disclosure Statement for Purchasing Personnel

**~~Faculty/Staff Educational Assistance Plan~~Employee
Scholarship Program**

E-65

Original Implementation: January 28, 2003

Last Revision: ~~None~~April 13, 2006

Employees of the University, *their spouses and dependents* are eligible to participate in the ~~Faculty/Staff Educational Assistance Plan~~*Employee Scholarship Program* provided eligibility requirements are met. The detailed ~~plan-program~~ and eligibility requirements can be found on the Human Resources web site. *The widow or widower and dependent children of an individual who died while an employee shall also be eligible for the Employee Scholarship Program.*

Participation in the ~~plan-program~~ does not supersede regular work responsibilities. See Policy E-16, Employee Enrolling for Courses. ~~Participants whose training costs are paid by the University are subject to the reporting requirements of Section 656.101 of the Government Code.~~

Benefits under the ~~plan-program~~ are subject to the availability of specific funds in the University budget. The University shall not be required to make funds available in any given fiscal year.

Source of Authority: Vice President for ~~Business Affairs~~*Finance and Administration*;
~~Texas Government Code, Section 656.101 et seq.~~

Cross Reference: Policy E-16, Employee Enrolling for Courses

Contact for Revision: Vice President for ~~Business Affairs~~*Finance and Administration*

Forms: Employee Educational Assistance packet:
<http://www.sfasu.edu/personnel/EducAssistPacket.pdf>.

Building Security/Special Events**F-5**

Original Implementation: Unpublished

Last Revision: ~~April 22, 2003~~ April 13, 2006

It is the responsibility of the University Police Department to open University buildings at 6:00 a.m. Monday through Friday and to secure all buildings after the end of the business day.

It is the responsibility of all departments to contact the University Police Department when a special event will be held in a University building after normal business hours. Buildings will be left open and secured by University police officers at the appropriate time. At designated hours during each night shift police officers check all buildings.

It is the responsibility of all departments to contact the University Police Department within a reasonable amount of time or within 48 hours when a special event will be held at anytime on the University campus. This is so that special parking arrangements can be made to accommodate the visitors to the campus.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None

Student Organization Formation and Recognition

F-14

Original Implementation: Unpublished

Last Revision: ~~July 25, 2002~~ April 13, 2006

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

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

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.
2. Select an advisor from the faculty/administrative staff *who is a benefits-eligible full-time university employee.*
3. Have their officers and advisor(s) *agree to and* sign an anti-hazing statement.
4. Prepare *and submit* a constitution and statement of purpose.
5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student ~~Affairs~~Activities.
6. Submit all completed documents to the Office of Student ~~Affairs~~Activities.

A group seeking recognition must not:

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

Applications for recognition can be made at any time during the year. The Office of Student ~~Affairs~~Activities may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse ~~60-30~~ calendar days after it is initially granted.

The Director of Student ~~Affairs~~ *Activities* will review the application for recognition when it is complete and determine whether recognition ~~should~~ *is* be granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

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

- a) the removal or resignation of the advisor, unless a *qualified* replacement ~~advisor~~ is registered within 30 days.
- b) violation by the organization of any rules or regulations of the University, state or federal law.
- c) failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the University.
- d) the organization remaining in an inactive status for three or more long semesters.
- e) failure to provide acceptable documentation of affiliation with any parent organization when requested.

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

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

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

All meetings and activities of each student organization shall be subject to, and held under, all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the SFA Board of Regents including the Code of Student Conduct.

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

All student organizations must register with the Office of Student ~~Affairs~~ *Activities* as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in

the Office of Student Affairs *Activities*, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

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

University employees should not serve as officers within a student organization, other than fulfilling the role of advisor. No employee of the University has the authority to open a bank account in the name of or for the benefit of any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

While Level Two student organizations may use the name of the University as a part of their name, the name of the University, including any abbreviations, may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

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

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

Cross Reference: Stephen F. Austin State University Web Pages

Contact for Revision: *Executive* Director of Student Affairs

Forms: ~~None~~ *Student Organization Formation Packet*