Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas

July 25, 2002
Volume 183

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MINUTES OF THE MEETING
BOARD OF REGENTS
STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

JULY 25, 2002

The meeting was called to order at 9:00 a.m. by Chair Mike Enoch. Board members present in Room 307: Penny Butler, Margarita de la Garza Grahm, Kenneth James, Mike Enoch, Susan Roberds, Lyn Stevens, Mike Wilhite and Fred Wulf. Absent: Gary Lopez.

Others present in Board Room 307: Tito Guerrero, Jerry Holbert, Miles McCall, Baker Pattillo, Roland Smith, Marlin Young, Yvette Clark, and other SFA administrators, staff, and visitors.

Executive Session was announced at 9:10; returned to Open Session at 10:37.

02-25
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the minutes of the April 30, 2002 meeting be approved.

02-26
Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the following consent items be approved:

- **Faculty and Staff Appointments for 2002-2003**

1. President

Dr. Tito Guerrero's contract was extended for 1 year, at a salary of $187,090. A deferred compensation plan of $10,590 is to be established, with the distribution date to be July 1, 2005 only if he remains employed as president for that designated period. (IRS code Section 457F of the IRS code of 1986 as amended, and as permitted under article 6228a-5 section 3 of Vernon's Texas Civil Statutes with requisite review by the ERS.)

2. Academic Advising

Ms. Rose Marie Alexander, Academic Advisor, B.A. (Stephen F. Austin) at a salary of $25,000 for 100% time for 12 months, effective April 22, 2002.

Ms. Vickie Poe, Academic Advisor, B.A. (Southwest Texas State University) at a salary of $25,000 for 100% time for 12 months, effective April 22, 2002.

3. Admissions

Ms. Ashley Bravenec, Admissions Counselor, B.A. (Stephen F. Austin) at a salary of $23,200 for 100% time for 12 months, effective June 17, 2002.

4. Agriculture

Mr. Edgar Oviedo-Rondon, Assistant Professor, M.S. (State University of Maringa-Brazil), at a salary of $41,000 for 100% time for nine months, effective September 1, 2002.

5. Biology

Dr. James K. Langford, Assistant Professor, Ph.D. (Medical College of Wisconsin), at a salary of $38,000 for 100% time for nine months, effective September 1, 2002.

6. Communication

Mr. Robert T. Spradley, Lecturer, M.A. (Stephen F. Austin), at a salary of $3,666 for 100% time for SSII-2002, effective July 16, 2002.

7. Criminal Justice

Dr. Jeffrey S. Magers, Assistant Professor, Ed.D. (Spalding University), at a salary of $43,000 for 100% time for nine months, effective September 1, 2002.

8. English

Dr. Barbara Nykiel-Herbert, Visiting Assistant Professor, (Adam Mickiewicz University — Poland), at a salary of $34,000 for 100% time for nine months, effective September 1, 2002.

9. Forestry

Mr. Terry A. Corbett, Research Technician, B.S. (Stephen F. Austin State University), at a salary of $30,000 for 100% time for nine months, effective September 1, 2002.

10. History

Mr. Andrew J. Morris, Assistant Professor, M.A. (University of Virginia), at a salary of $36,000 for 100% time for nine months, effective September 1, 2002.

11. Management, Marketing, International Business

Dr. Philip E. Stetz, Assistant Professor, Ph.D. (Texas Tech University), at a salary of $63,000 for 100% time for nine months, effective September 1, 2002.

12. Mathematics and Statistics

Ms. Jacqueline R. Goforth, Assistant Professor, B.A. (Trinity University), at a salary of $42,000 for 100% time for nine months, effective September 1, 2002.

13. Modern Languages

Dr. Joyce Johnston, Assistant Professor, Ph.D. (Indiana University-Bloomington), at a salary of $36,000 for 100% time for nine months, effective September 1, 2002.

14. Music

Dr. John T. Gates, Assistant Professor, D.M. (Florida State University), at a salary of $39,000 for 100% time for nine months, effective September 1, 2002.

15. Nursing

Ms. Janice S. Hensarling, Clinical Instructor, M.S.N. (University of Texas Medical Branch at Galveston), at a salary of $40,000 for 100% time for nine months, effective September 1, 2002.

16. Political Science and Geography

Dr. James D. Lowry, Assistant Professor, Ph.D. (University of Arizona), at a salary of $36,000 for 100% time for nine months, effective September 1, 2002.

17. Psychology

Mr. Bryan K. Saville, Assistant Professor, M.S. (St. Cloud State University), at a salary of $36,000 for 100% time for nine months, effective September 1, 2002.

Ms. Tracy E. Zinn, Assistant Professor, M.S. (Auburn University), at a salary of $36,000 for 100% time for nine months, effective September 1, 2002.

18. Controller's Office

Ms. Rose D. Brown, Manager, at a salary of $36,400 for 100% time for 12 months, effective May 20, 2002.

19. Information Technology Systems

Mr. Kyle Kettler, Programmer/Analyst I, at a salary of $27,000 for 100% time for twelve months, effective May 20, 2002.

- **Changes of Status**

1. Academic Affairs

Dr. Marlin C. Young, from Professor and Dean of the College of Business at a salary of $110,454 for 100% time for twelve months, to Professor and Interim Vice President for Academic Affairs at a salary of $116,000 for 100% time for twelve months, effective June 1, 2002.

2. Accounting

Dr. Jack R. Ethridge, from Department Chair and Professor at a salary of $90,409 for 100% time for eleven months, to Professor at salary of $76,190 for 100% time for nine months, effective September 1, 2002.

Dr. Treba A. Marsh, from Associate Professor at a salary of $65,791 for 100% time for nine months, to Interim Department Chair at a salary of $83,411 for 100% time for eleven months, effective September 1, 2002.

3. Admissions

Mr. Gabe Aguirre, Admissions Counselor at a salary of $23,200 for 100% time for twelve months, to Admissions Regional Recruiter at a salary of $26,744 for 100% time for twelve months.

4. Art

Dr. David A. Lewis, Associate Professor at a salary of $47,526 for 100% time for nine months, to Associate Professor and Interim Department Chair at a salary of $69,000 for 100% time for twelve months effective July 15, 2002.

5. Dean of Business

Dr. Violet A. Rogers, Professor and Associate Dean at a salary of $93,769 for 100% time for eleven months, to Professor and Interim Dean at a salary of $107,296 for 100% time for twelve months effective September 1, 2002.

6. Dean of Education

Dr. Patsy Hallman, from VME status at a salary of $35,736 for 46.75% time for three years effective September 1, 2002, to Professor and Dean at a salary of $101,920 for 100% time for twelve months effective September 1, 2002.

Dr. Melanie B. Jephson, Associate Professor and Interim Associate Dean at a salary of $70,388 for 100% time for twelve months, to Associate Professor and Associate Dean at a salary of $90,000 for 100% time for twelve months effective September 1, 2002.

7. Elementary Education

Ms. Lysa Gaston, from Instructor at a salary of $41,000 for 100% time for 9 months, to NISD Charter School Director and Instructor at a salary of $49,972 for 100% time for 12 months, effective September 1, 2002.

8. English

Dr. Barbara Carr, from Professor and Associate Chair at a salary of $63,265 for 100% time for twelve months, to Professor and Interim Chair at a salary of $78,918 for 100% time for eleven months effective September 1, 2002.

Dr. Molly E. Smith, from Chair and Professor at a salary of $76,920 for 100% time for eleven months, to Professor at a salary of $55,646 for 100% time for nine months, effective September 1, 2002

Mr. David Whitescarver, from VME status at a salary of $20,433 for 46.75% time for three years effective September 1, 2002, to Assistant Professor at a salary of $43,706 for 100% time for nine months effective September 1, 2002.

9. Management/Marketing/International Business

Mr. Robert M. Crocker, from Visiting Assistant Professor at a salary of $50,000 for 100% time for nine months, to Assistant Professor at a salary of $57,000 for 100% time for nine months, effective September 1, 2002.

10. Modern Languages

Mr. Alejandro Sanchez-Aizcorbe, from Visiting Instructor at a salary of $31,750 for 100% time for nine months, to Instructor at a salary of $32,500 for 100% time for nine months.

Ms. Flora Valencia, from Visiting Instructor at a salary of $31,750 for 100% time for nine months, to Instructor at a salary of $32,500 for 100% time for nine months.

11. Social Work

Ms. Becky Price-Mayo, from Senior Information Specialist at a salary of $16,380 for 50% time for five months, to Senior Information Specialist at a salary of $32,760 for 100% time for twelve months, effective June 1, 2002.

12. Athletics

Ms. Brandi Daily, from Restricted Women's Basketball Coach, at a salary of $8,000 for 50% time for nine months, to Assistant Women's Basketball Coach and Instructor, at a salary of $43,000 for 100% time for 10.5 months, effective July 15, 2002.

Mr. Alexander Gibby, from Restricted Track and Field Coach and Coordinator, at a salary of $20,450 for 100% time for nine months, to Assistant Track and Field Coach, at a salary of $21,000 for 100% time for 10.5 months, effective September 1, 2002.

Ms. Loree McCary, from Assistant Athletic Trainer, at a salary of $38,331 for 100% time for 10.5 months, to Assistant Athletic Trainer, at a salary of $43,807 for 100% time for twelve months, effective September 1, 2002.

13. Disability Services

Ms. Tiffany Rivers, from Administrative Assistant, at a salary of $20,240 for 100% time for twelve months, to Coordinator of Disability Services, at a salary of $34,000 for 100% time for twelve months, effective April 15, 2002.

14. Student Affairs

Mr. Charles Hueber, from Graduate Student, at a salary of $720 per month for 50% time, to Program Coordinator, at a salary of $26,000 for 100% time for twelve months, effective July 15, 2002.

15. Chemistry

Dr. Wayne Boring, from Professor and Chair at a salary of $80,510 for 100% time for eleven months, to Professor and Hazardous Materials Officer at a salary of $67,851 for 100% time for nine months effective September 1, 2002.

Dr. John T. Moore, from Professor at a salary of $49,000 for 100% time for nine months, to Professor and Interim Chair at a salary of $64,889 for 100% time for eleven months effective September 1, 2002.

16. University Advancement

Mr. Adrian C. Matthys, from Telemarketing Program Supervisor at a salary of $26,200 for 100 time for twelve months, to Assistant Director of Development at a salary of $27,200 for 100% time twelve months, effective June 3, 2002.

- **Retirements**

1. Academic Affairs

Dr. Janelle C. Ashley, Vice President for Academic Affairs, effective May 31, 2002.

2. Biology

Dr. Byron VanDover, Associate Professor, effective December 31, 2002.

3. Kinesiology

Dr. Carolyn Mitchell, Professor, effective August 31, 2002.

4. Registrar

Mr. Dennis Jones, Registrar, effective August 31, 2002.

5. Secondary Education

Dr. Buster Duke Brannen, Professor, effective April 1, 2002.

- **Holiday Schedule for 2002-2003**

Fifteen holidays are allowed by the State for 2002-2003. The following schedule will allow SFA to be closed for Labor Day, 2 days at Thanksgiving, 5 working days at Christmas, New Year's Day, 5 working days at Spring Break, Memorial Day and July 4th, which totals **sixteen** days. Employees are be required to take one day of vacation or compensatory time on Friday, March 14.

2002-2003 Holidays

September 2	December 24	January 1	March 13
November 28	December 25	March 10	March 14
November 29	December 26	March 11	May 26
December 23	December 27	March 12	July 4

- **Selection of Search Firm**

Following President Guerrero's recommendation, EFL Associates was approved to conduct searches for the Vice President for Academic Affairs and the Dean of the College of Education, at a cost not to exceed $65,000 plus expenses. Dr. Guerrero was authorized to sign the contract.

02-27
Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the following consent items be approved:

- **Underenrolled Classes**

The Summer I 2002 Underenrolled Class List was approved and the Chair of the Board was authorized to sign the official report for Summer II 2002 when the data is available.

1. AGR 480.013 — Topics in Agriculture
   Enrolled: 4
   Taught as overload course

2. HRT 326.001 — Design Application Software II
   Enrolled: 9
   Maintain sequence; senior enrolled

3. HRT 326L.020 — Design Application Software II Lab
   Enrolled: 9
   Maintain sequence; senior enrolled

4. ENG 099.001 — Developmental English
   Enrolled: 9
   Mandatory course for students failing TASP

5. GOL 364.001 — Field Geology
   Enrolled: 6
   Graduating senior enrolled in this course

6. NUR 303.001 — Nursing Theory, Process and Skills
   Enrolled: 6
   Maintain proper sequence

7. NUR 303.010 — Nursing Theory, Process and Skills Lab
   Enrolled: 6
   Maintain proper sequence

- **Last Class Day Report**

Last Class Day Report for Spring semester, 2002 was approved as presented.

- **Revised Requirements for Academic Excellence Scholarship Program**

1. Eligible students are those who rank in the top 10% of their graduating class or rank in the top quartile of their graduating class and earned a minimum score of 1100 on the SAT or 24 on the ACT.
2. The scholarship was increased to $2,000 per academic year.
3. Scholarship is renewable for a four-year period, provided the student completes 24 semester hours per academic year with an earned gpa of 3.25 or higher.

- **Intercollegiate Athletic Policy and Procedure Manual**

Revisions to the Athletic Policy and Procedure Manual were approved as presented.

- **Approval to forward Master of Arts in Music Education to Coordinating Board**

Approval was given to forward the proposal for a Master of Arts in Music Education to the Texas Higher Education Coordinating Board.

- **Approval to forward Master of Music in Accompanying to Coordinating Board**

Approval was given to forward the proposal for a Master of Music in Accompanying to the Texas Higher Education Coordinating Board.

- **Consideration of Honorary Degree**

Approval was given to present an Honorary Doctorate in Philosophy to Mr. Lonnie "Bo" Pilgrim during the August 10 commencement.

02-28
Upon motion of Regent de la Garza-Grahm, seconded by Regent Stevens, with all members voting aye, it was ordered that the following consent items be approved:

- **Adoption of the Fiscal Year 2003 Budget**

The 2002-2003 fiscal year operating budget totaling $148,688,481 was approved. The budget includes a $3 per semester credit hour increase in Designated Tuition and a 1% increase in room and board. It also includes a 3% merit pool for faculty and the greater of a $65 per month or 3% increase for non faculty employees. The budget also includes insurance renewal and D&O coverage to be purchased through the State Office of Risk Management. The detailed HEAF allocation is included in Appendix No. 3.

- **Authority to Allocate Salary Equity Money for Faculty and Staff**

The President was authorized to allocate $650,000 that is set aside in the fiscal year 2003 budget, for salary equity adjustments for faculty, non classified and classified staff.

- **Resolution Authorizing a Request for Financing for Pressbox Renovations and Accessibility Modifications**

The Resolution Authorizing a Request for Financing (Appendix No. 4) was approved, and the President and staff were authorized to proceed with the financing transaction as directed by the Texas Public Finance Authority.

- **Marketing Contract Renewal**

The President was authorized to renew and sign the Kolar Advertising contract at a cost not to exceed $400,000 at his discretion.

- **Certificates of Resolution Authorizing Deposit Accounts and Related Services**

The Board of Regents adopted resolutions from Regions Bank related to the Stephen F. Austin Operating Fund and the Stephen F. Austin State University Special Investment Account; from First Bank & Trust East Texas for the Stephen F. Austin State University Account; and from BancorpSouth for the Stephen F. Austin State University Account and authorized signatures of Mr. Michael W. Enoch, Chairman, Board of Regents of Stephen F. Austin State University, and Mrs. Penny Butler, Secretary, Board of Regents of Stephen F. Austin State University, as required on the accompanying resolutions.

- **Roofing Projects**

The University was authorized to contract with PRC Roofing to coat the roofs of the William R. Johnson Coliseum and Kennedy Auditorium and the President was authorized to sign the necessary contracts and purchase orders. The cost is not to exceed $120,000 including a contingency allowance, architect/engineer fees, and project administration. Cost will be allocated between auxiliary and HEAF funds based on the square footage of each roof.

- **Telecommunications Switch Purchase**

Purchase of the Cisco 6509 telecommunications switch through the State contract was approved, at a cost not to exceed $129,600, less trade-in. Source of funds is 2002 HEAF.

- **East College Cafeteria Dishwashing Machine**

Replacement of the dishwashing machine in East College Cafeteria was approved, at a cost not to exceed $100,000, and the President was authorized to sign the necessary purchase orders.

02-29
Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the University be authorized to conduct a feasibility study of a renovation/expansion of the University Center, at a cost not to exceed $35,000. The President shall appoint a feasibility committee to conduct the study with representation from the students and end users to determine space and programmatic needs in consultation with the architects. A report of the results will be presented to the Board at its October 17, 2002 meeting.

02-30
Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the Policy revisions be approved, including modifications to the Investments Policy which were presented at the meeting.

VIII. REPORTS

A. Faculty Senate

1. Introduction of 2002-2003 Senate officers
2. Summary of 2001-2002 Senate activities
   a. Policies reviewed and recommended by the Senate
   b. Resolutions and reports
3. Intellectual property rights policy
4. Salary equity
5. Shared governance
6. Priorities for 2002-2003 Senate

B. Student Government Association

1. Purple Haze
   a. Orientation
   b. The Craze
2. Voter Registration
3. Support of Student Center Renovation

C. Director of Information Technology Services and Director of Audit Services

1. Information Technology Security

D. Kolar Advertising

1. Update on marketing program

E. President

1. Legislative Agenda
2. Future Commencement Speakers
3. Update on Broiler Houses (Major Event in October)
4. Commencement, August 10, 2002
5. Meet the Lumberjacks, August 20, 2002
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10. Parents Day, September 14, 2002
11. Homecoming, October 18 & 19, 2002
12. Answer Questions from Members of the Board of Regents

Meeting adjourned at 2:20 p.m.

Appendix No. 1

Nonsubstantive Degree Program Proposal

NAME OF INSTITUTION Stephen F. Austin State University

NAME OF PROPOSED PROGRAM Master of Arts in Music Education, Elementary/General Music Track

Display how proposed program would appear on the Coordinating Board program inventory: include the Texas CIP code designation.

Music-Music Education (MA)
13.1312.10.03

How would name of program appear on student diplomas?

Master of Arts in Music Education

How would name of program appear on student transcripts?

Master of Arts in Music Education

Administrative unit(s) responsible for the program:

Graduate School; College of Fine Arts; Department of Music

Proposed date for implementation of program: Fall, 2002

Person to be contacted for further information about proposed program:

Name: Dr. Ronald E. Anderson Title: Chair, Department of Music

Phone: (936) 468-4602 Fax: (936) 468-5810

Signatures:

Campus Chief Executive Officer _____ Date _____

System Chief Executive Officer _____ Date _____

Governing Board approval date: _____

I. Reason for the Request

A. Provide rationale for the request.

The Master of Arts in Music Education program currently has two tracks: an instrumental track and a choral track. At this time there is no specific program track for those interested in elementary/general music education. The department's goal is to meet the educational needs of practicing music specialists in the elementary schools and those interested in general music pedagogy. Our current programs do not offer the depth or breadth of study needed to address the specific pedagogical needs of elementary/general music specialists.

Additionally, this program was developed to address a specific concern cited in the department's NASM review. The review team specifically encouraged the department to broaden its graduate programs to find ways in which to increase enrollment. This program addresses that concern. Because there are many more elementary/general music specialists than choral and/or instrumental music specialists, we are confident that enrollment in this new graduate program will increase once this program track is approved.

B. Include any historical or other documentation to support request.

Many universities offer an elementary/general music specialist track in their graduate programs. Simply adding the suggested track may not increase graduate enrollment. From the beginning discussions about this new program track, however, the department has planned to develop and offer many of the courses via distance learning. Distance learning courses and programs are more common in other disciplines. To date there are few on-line music education programs in the country and none in the state of Texas. If approved, SFA will offer the first on-line Master of Arts in Music Education program in the state.

The department believes this program track will flourish for the following reasons. First, the majority of East Texans live in rural communities. Relatively remote from major universities, individuals wishing and/or required to continue their formal education must travel great distances to achieve this goal. Many individuals forgo advanced academic training because of the hardship of travel. This is especially true of graduate students, many of whom are holding down full-time jobs. While we are focusing on professional educators within East Texas, the same travel issue could be said of those living anywhere outside the I-35/I-45 corridors. Distance learning makes sense, especially in a state as large as Texas. Without the burden of traveling to and from a university, students can concentrate on synchronous as well as asynchronous modes of class interaction.

Second, the state no longer issues "lifetime" certificates. Professional educators must continue their academic training in order to retain their certification in Texas. Very

shortly, all universities will see an increase in graduate enrollment. However, one of the concerns of practicing professionals is balancing family obligations, work obligations, and education obligations. Practicing professionals do not have the luxury of large amounts of time to devote to traditional "face-to-face" masters programs. While time is available to concentrate on academic obligations, those times may be at midnight or four in the morning, not the best times to hold a traditional class lecture. Distance learning is a viable alternative to traditional "face-to-face" masters programs.

Third, a distance-learning program will benefit children. The first benefit is from having a specialist who is continuing to learn and grow as a professional. Students enrolled in this program will have the opportunity to read, study, and discuss the latest theory and pedagogy in music education. A second benefit for children is from having a specialist that uses the latest technology to continue her/his education. Many educators believe that distance education may well be the preferred method of instruction in the near future. This new distance-learning program will equip music specialists with the skills needed to thrive in this new learning environment. These skills will inevitably be transferred to children as their specialists implement similar distance learning techniques in their own classrooms. Essentially, children will learn by example (i.e., vicarious learning).

II. Program Description

A. Provide a description of the program

The Master of Arts in Music Education, Music Education Track is specifically designed for those individuals who wish to continue their study of elementary/general music methods and theory. Specifically, the program is intended for practicing music specialists in the public/private schools. The program offers an introduction to research methods and music psychology as a foundation to further study of best practices in elementary/general music education and related fields. Throughout the program students will have opportunities for reflection, discussion, and implementation of theories into their classrooms.

Course Outline:

1. Music Education Specialization:		Semester Hours
a.	MUE 540 (Music Research Seminar)	3
b.	MUE 541 (Psychology of Music)	3
c.	MUE 542 (Foundations in Music Education)	3
d.	MUP 543 (Current Trends in Music Education)	3
	Total	12

2. Music Core:

a.	MTC 526 (Stylistic Analysis)	3
b.	MHL 531 (Music Bibliography)	3
c.	Six hours from:	6

1) MHL 521 (Music of the Baroque Era)
2) MHL 522 (Music of the Classical Era)
3) MHL 523 (Music of the Romantic Era)
4) MHL 524 (Music of the Twentieth Century)
5) MHL 525 (Music in America)

Total 12

3. Music Electives (6 hours for thesis students; 12 hours for non-thesis students).

a.	MUE 544 (Reflective Practitioner)	3
b.	MUP 545 (Music in Early Childhood)	3
c.	MUP 546 (Technology in the Music Classroom)	3
d.	MUE 547 (Professional/Clinical Project	3
e.	Summer Workshop Training	1-3

4. Thesis Courses (thesis students only - 6 hours)

a.	MUS 589 (Thesis Research)	3
b.	MUS 590 (Thesis Writing)	3

III. Relationship to Existing Authorized Programs

A. Demonstrate the relationship between the proposed program and existing programs.

This specific track of the Master of Arts in Music Education program is based on the same core requirements for all other Master programs (12 hours), with one exception.

Because this program is designed for individuals who may not be able to travel to SFASU during the school year, they will be required to complete three (3) music history courses instead of two (2). For this program students are not required to participate in applied lessons or ensemble performances.

The other differences are related to the existing music education tracks and the music specialization core (12 hours). Both the instrumental and choral tracks require students to complete MUE 540 (Music Research Seminar) and MUE 541 (Psychology of Music); these are required of the new program track. also. In addition, the new track requires MUE 542 (Foundations in Music Education) and MUE 543 (Current Trends in Music Education).

Because of the anticipated enrollment for this program, the department will offer four courses that can be used in the music electives block of courses (12 hours). Students may also wish to take summer study at another university and transfer 6 hours into the program. As with all other degrees, a thesis can be written in lieu of six (6) hours of academic course study.

B. Describe how the proposed program would affect existing programs, including the potential effects on enrollment (need for additional faculty, resources, etc.)

The proposed program interfaces well with the existing Master of Arts degree tracks in the vocal and instrumental areas. The new track, however, is designed to fulfill the needs of two entirely different groups: elementary music and general music specialists. Many of the courses including the core subjects can easily absorb the addition of several more students.

At this time, we do not anticipate the need for additional faculty. Some reassignment will be made with existing staff to cover undergraduate courses currently being covered by the coordinator of the new program. If the program is successful in addressing needs within the state and meets the department's expectations, staffing will need to be reassessed in the future.

IV. Expected Enrollment

A. Estimate the cumulative headcount and full time equivalent (FTE) enrollment for each of the first five (5) years (majors only, considering expected attrition and graduation) and indicate the number of expected to be new to the institution each year.

Year One: FTE: 3 students; new students: 2
Year Two: FTE: 5 students, new students 3
Year Three: FTE 8 students, new 6
Year Four: FTE 9 students, new 4
Year Five: FTE 11 students, new 8

A. *Explain assumptions used in making these estimates.*

Potentially, this program will draw students from across the state, not necessarily East Texas. The department is confident that anyone who lives in a rural area and wishes to continue her/his professional music education will directly benefit from this program. This same argument could be said of anyone in the nation. The potential for success is great. With proper marketing, this particular track should flourish.

V. Resources

A. Provide descriptions of courses that have been implemented and new courses needed.

The Department plans to offer at least 75% of the credit hours needed to complete the proposed program track via distance learning (i.e., Internet). Currently the department offers nine (9) hours of the program track through distance learning. By the Spring of 2003 an additional eighteen (18) hours will be developed and available on-line. It is our hope that shortly thereafter, all 36 hours will be available on-line.

1. List and describe courses implemented within the last three (3) years that would be included in the new program curriculum.

a. MUE 540 (Music Research Seminar)
Music Research Seminar is an introduction to research in music education. Emphasis is placed on analysis of empirical research modalities and procedures for testing and measuring musical behaviors. The thrust of the course is to understand statistical results and their implications for improving classroom instruction.

b. MUE 541 (Psychology of Music)
Psychology of Music is an introductory course to the theory and research of how people learn musical knowledge and skills, and how these manifest themselves in musical behaviors. Essentially, the course answers the following question: How can we maximize the effectiveness of music instruction? Emphasis is placed on analysis of research related to understanding musical behaviors and improving music instruction based upon quantitative and qualitative research. The thrust of the course is to improve classroom instruction through critical analysis of research in music education and closely related disciplines (e.g., cognitive psychology, motor learning, etc.).

2. *List and describe new courses not yet implemented for the program.*

Each of the following courses has been approved by the Coordinating Board, but has not, as yet, been taught.

a. MUE 542 (Foundations in Music Education)
Introduction to the history of music education, musical aesthetics, and philosophy of music education.

b. MUE 543 (Current Trends in Music Education)
A critical analysis on evaluation of various pedagogical trends in music education. Emphasis is placed on evaluation of various music education curricula.

c. MUE 544 (Reflective Practitioner)
Intended for those individuals who are currently employed as music specialists. Emphasis is placed on application of current pedagogical theory through critical thought and reflective practice.

d. MUE 545 (Music in Early Childhood)
Review and application of research, methods, and materials for teaching music to preschool children. Emphasis is placed on examining developmentally appropriate and child-centered practices applied to music.

e. MUE 546 (Technology in the Music Classroom)
Course provides students with skills to successfully implement and utilize current music technology in the classroom. Emphasis is placed on hands-on experiences with technology to meet students' individual needs.

f. MUE 547 (Professional/Clinical Project)
Original, professional, or clinical/classroom demonstration project resulting in a written paper suitable for presentation or publication at a professional meeting or in a professional journal.

B. Describe faculty resources and faculty requirements, if any.

1. List current faculty members, etc.

Ronald Anderson. Professor of Music, Ph.D.. University of Iowa, MHL 531 (Music Bibliography); appointed 1970

Charles Gavin, Professor of Music, D.M.A., University of Iowa, MHL 523 (Music of the Romantic Era); appointed 1984

Stephen Lias, Assistant Professor of Music, D.M.A., Louisiana State University, MTC 526 (Stylistic Analysis); appointed 2000

Robert Mann, Professor of Music, D.M.A., University of North Texas, MHL 521-525; appointed 1966

Mark E. Turner, Assistant Professor of Music, D.M.A., University of Houston, MUE 540 (Music Research Seminar), MUE 541 (Psychology of Music), MUE 542 (Foundations in Music Education), MUE 543 (Current Trends in Music Education), and elective courses (taught only as needed); appointed in 1998

2. If current faculty would be teaching new courses, how would their teaching assignments change, etc.

Mark E. Turner would teach the majority of the new courses. Currently, he teaches two sections of a music methods course for undergraduate non-majors. The responsibility for teaching non-majors will be assumed by a graduate assistant and a lecturer in music. This will allow him to teach two graduate classes each semester. Courses in the "music core" are currently part of various instructors' teaching load. Class size will allow for the addition of several new students before requiring more than one section. Therefore, at this time, the department will not need to hire additional faculty to deliver the new program track.

3. List all new positions, etc.

None at this time.

C. Describe status of equipment with regard to this request.

1. Itemize expenditures during each of the last three (3) years for equipment and supplies specifically for the proposed program.

Because this program will be delivered via distance learning, there are no

capital outlay purchases anticipated.

D. Describe status of facilities with regard to this request. Etc.

Most of the program will be delivered as distance learning courses. The facilities on campus are more than adequate to support any courses taken on campus.

E. Provide library staff's assessment of library resources necessary for the proposed program, if applicable.

The library staff believes that there are sufficient on-line resources to support the proposed music program. Currently all of the music indexes, the *New Groves Dictionary of Music*, *Ask Eric*, and 42 journals (full text) are available on line. Distance learning students may request and use Interlibrary Loan and the university's document delivery service. The reference librarian is adding electronic journals, monthly. In many cases, they do not exist in music. The library will acquire on-line music research journals as they become available. It should be noted that many music research resources are available through most Internet search engines. Again, the department believes that our current on-line holdings are adequate for our distance-learning program. Moreover, students who are not close to Nacogdoches can also access other state university and public libraries at their own locations in the state through the TexShare program.

Nonsubstantive Degree Program Proposal

NAME OF INSTITUTION Stephen F. Austin State University

NAME OF PROPOSED PROGRAM Master of Music in Accompanying

Display how proposed program would appear on the Coordinating Board program inventory; include the Texas CIP code designation.

Music-Accompanying (MM)
50.0903.55.03

How would name of program appear on student diplomas?

Master of Music in Accompanying

How would name of program appear on student transcripts?

Master of Music in Accompanying

Administrative unit(s) responsible for the program:

Graduate School; College of Fine Arts; Department of Music

Proposed date for implementation of program: Fall, 2002

Person to be contacted for further information about proposed program:

Name: Dr. Ronald E. Anderson Title: Chair, Department of Music

Phone: (936) 468-4602 Fax: (936) 468-5810

Signatures:

Campus Chief Executive Officer Date

System Chief Executive Officer Date

Governing Board approval date:

NONSUBSTANTIVE PROGRAM REQUEST

MASTER OF MUSIC IN ACCOMPANYING

I. REASON FOR REQUEST

A. Rationale for request

This is a request to add a new track in piano accompanying to the Master of Music degree programs already in place at Stephen F. Austin State University in performance and conducting.

Over the past fifty years, piano accompanying has emerged as an art form recognized as requiring significant training in the techniques of piano accompanying, foreign language skills (for vocal accompanying), and the extensive knowledge of vocal and instrumental repertoire.

During the last two decades, more and more institutions of higher education in the United States have recognized accompanying as an important career option for pianists, and consequently they are offering courses and degrees in accompanying to help pianists become competent collaborators and qualified teachers of accompanying.

The piano division in the music department at Stephen F. Austin State University recognizes accompanying as an important part of a pianist's training. Presently, we offer courses in accompanying to undergraduate and graduate pianists. The proposed master's degree in piano accompanying will attract experienced pianists to our university, strengthen our undergraduate and graduate programs, and will provide additional accompanists to support the growing number of instrumentalists and vocalists in the music department.

Similar programs are available only at Baylor University and the University of Houston. Because of the severe limitation of positions available for concert pianists in the market today, accompanying is a very viable job option for students and may be combined with the other main area, teaching. At SFA, for example, the keyboard teaching staff consists of 1 and 1/2 FTE. The accompanying staff consist of 2 FTE.

II. PROGRAM DESCRIPTION

A. Objectives. This degree program is designed to prepare piano students for performing careers as collaborators with vocalists and instrumentalists, and to begin preparing them for teaching careers as instructors of piano accompanying. It includes additional technical keyboard study, literature studies in both the vocal and instrumental areas, and substantial practical experience in collaborative performance. Students also complete the music core required of all master's candidates in the Department. Six hours of electives allow students to strengthen specific areas of interest or improve areas of weakness.

B. Curriculum requirement: 36 semester hour minimum. An entrance audition is required. Transfer credits will be accepted. The major goal of this program is to help students become excellent performers. The degree format outlined below follows the guidelines of the National Association of Schools of Music for a Master of Music degree in accompanying. These guidelines require a minimum of 30 hours at the graduate level.

MAJOR AREA

1. ACCOMPANYING

		Sem. Hours
MUP 519	Applied Piano (2-2) (1st year)	4
MUP 519	Applied Accompanying (2-2) (1st year)	4
MUP 519	Applied Accompanying (2-2) (2nd year)	4
MUP 561	Survey of Vocal Literature	2
MUP 562	Survey of Instrumental Literature	2
MUP 539	Chamber Music Practicum	1
MUP 509	Applied Harpsichord	1
	Total	18

2. CORE REQUIREMENTS

MTC 526	Stylistic Analysis	3
MHL 531	Bibliography	3
MHL 521-525	History	4
	Total	10

3. PERFORMANCE TRACK

MUS 572	*Professional Development (1-1)	2

Serve as accompanist for two of the following ensembles listed below:

MUP 532	Opera Workshop (1)
MUP 533	Choir (1)
MUP 537	Jazz Lab Band (1)
MUP 535	Band (1)
MUP 534	Orchestra (1)

MUP 595	Recitals (2) [Instrumental, 1 Vocal]	0
	Total	2

4. ELECTIVES (minimum 6 total credit hours)

MUP 509 or 519	Applied Organ	1-2
MUP 519	Applied Piano	2
MUP 539	Chamber Music Practicum	1
MUP 456	Choral Conducting Seminar	3
MUP 457	Instrumental Conducting	3
MUS 575	Advanced Graduate Studies	1-3

5. Foreign Language Requirement:

1) Must have passed the equivalent of two semesters of college level study in French, German, or Italian.

2) Diction proficiency in French, German, and Italian is a prerequisite for admission into the program. Students who do not meet this requirement must enroll in the appropriate diction classes as part of their remedial course work.

6. Thesis: none

III. RELATIONSHIP TO EXISTING AUTHORIZED PROGRAMS

A. The proposed program will follow the curriculum of the recently approved Master of Music degree program in performance, but will require these additional courses: MUP 561, and MUP 562. Both are being requested during the current academic year.

B. Approval of the proposed program for a Master of Music degree in piano accompanying will strengthen the existing piano performance graduate program in three ways:

1) It will broaden the career options for students presently in the graduate keyboard program.

2) It will strengthen the SFA music program in other areas (instrumental, vocal) by providing student musicians with a larger pool of accompanists and additional coaching in ensemble performance.

3) It will provide a new enticement for students to enroll in the graduate program at SFA.

IV. EXPECTED ENROLLMENT

The department of music at SFA has increased its enrollment from 204 in 1996 to 278 in 2001. Presently, there are two graduate students in piano. The Department expects a gradually increasing number of students, from 2 to 5, to enroll in the program every year over the next 6 years. Ideal recruitment goals would best be reached with significantly increased funding for graduate assistantships, however. The estimate is based on a reflection of past history and the fact that only two other schools in the state offer a Master of Music degree program in Accompanying.

V. RESOURCES

A. New courses needed for the program: MUP 561 (Survey of Vocal Literature) and MUP 562 (Survey of Instrumental Literature). Both will focus on the main core of literature in each field as they relate to technical, collaborative, and performance practice considerations for the accompanist.

B. Faculty resources and faculty requirement: present faculty are adequate for the program.

1. Dr. Ronald Petti (D.M.A. in Accompanying), Director of Accompanying, appointed in 1998; coordinator of program and one of main teachers.
2. Dr. Andrew Parr (D.M.A. in Piano Performance), Coordinator of Keyboard area, appointed in 1983; main teacher of technical studies.
3. Dr. James Pitts (D.M.A. in Piano Performance), Staff Accompanist, appointed in 1999; assisting with literature studies.

Current faculty would teach the new courses, but released accompanying duties would be then covered by new students in the program who would compensate with specific their accompanying assignments. All of the core classes can absorb the new students in established classes.

C. Status of equipment: the department needs to acquire a two-manual harpsichord. This has been authorized in the current year capital budget. The Department did spend $250,000 about three years ago for new keyboards in equipping the new Music Building. This included purchase of a new 9' grand and a 7' grand. In addition, the Department purchased a Disklavier Grand that can record accompaniments.

D. Status of facilities: sufficient, following the opening of the new Music Building in 1998.

E. Status of library resources: adequate at present. The accompanying still will be working with library staff to add scores and CD's of needed works as budgets will allow.

Stephen F. Austin State University
HEAF Allocation
for Fiscal Year 2002-03

Department	Item/Project	Allocation	Department Total
Fiscal Year 2002-03 HEAF Available			**$6,633,109**
Debt Service	Bond Debt Service Payments	$ 1,292,010	**$1,292,010**
Instructional Capital	Academic Capital Equipment	$ 1,250,000	**$1,250,000**
Library Books and Materials	Library Acquisitions	$ 1,250,000	**$1,250,000**
Library	Imaging Project	$ 152,000	**$152,000**
Admissions	Printer	$ 6,000	
Admissions	Chairs	$ 2,000	
Admissions	Luggage Cart	$ 300	**$8,300**
Office of Instructional Technology	Matching Funds for Grant	$ 25,000	
Office of Instructional Technology	Office Furnishings	$ 4,000	**$29,000**
Science & Math DLC	Modification in Bldg D at SRC	$ 20,000	**$20,000**
Office of the Dean	Renovation of Academic Advising Center	$ 50,000	
Office of the Dean	Install Classroom Multimedia Equipment	$ 56,400	**$106,400**
Department of Elementary Ed	Renovate 3rd Floor Conference Room	$ 11,598	**$11,598**
Department of Elementary Ed/ECH	Security System	$ 15,000	**$15,000**
Department of Agriculture	Equine Center	$ 197,000	**$197,000**
Department of Music	Replace Piano Lab	$ 48,500	
Department of Music	Music Building Security	$ 8,000	**$56,500**
Department of Theatre	Remodel and Equip Upstage Theatre	$ 49,925	**$49,925**
College of Forestry	PWCC Road Improvements	$ 42,000	**$42,000**
Information Technology Services	Supplemental Funding for HEAF Eligible Accounts	$ 135,000	
Information Technology Services	Supplemental Funding for HEAF Eligible Accounts	$ 65,000	
Information Technology Services	Network Upgrade & Expansion Expenditures	$ 100,000	
Information Technology Services	Uninterruptible Power Supply	$ 61,000	
Information Technology Services	Network Monitor (Cisco)	$ 25,000	
Information Technology Services	Campus Pipeline Traditional License	$ 36,000	
Information Technology Services	Migration from SCT Plus to Banner	$ 250,000	**$672,000**
Physical Plant	Roof Replacement (Fine Arts, Kennedy, Tucker)	$ 150,000	
Physical Plant	Restroom Revovations (McGee, McKibben)	$ 80,000	
Physical Plant	HVAC Repairs and Upgrades	$ 185,000	
Physical Plant	Air Handlers (Ferguson)	$ 60,000	
Physical Plant	Repair/Renovation of Drainage Ditch System	$ 650,000	
Physical Plant	Update and Revise Campus Master Plan	$ 350,000	
Physical Plant	Landscaping and Sidewalks	$ 62,000	
Physical Plant	Physical Plant Vehicles and Equipment	$ 115,000	
Physical Plant	Fine Arts Lighting Switchgear	$ 300,000	**$1,952,000**
Human Resources	13 Dell Computers With Software and Printers	$ 35,600	
Human Resources	Office Furniture for New Office	$ 1,500	
Human Resources	Construction of New File Cabinets	$ 3,400	**$40,500**
Controller's Office	Replace Computers and Printers (7)	$ 10,500	**$10,500**
Purchasing	PPD to Rebuild Credenza and Shelving	$ 3,500	
Purchasing	Conference Table and Chairs for Director's Office	$ 3,200	
Purchasing	Desktop Copier for Receiving	$ 700	
Purchasing	Office Chairs	$ 1,400	**$8,800**
Financial Aid	Scanner for Imaging	$ 4,750	
Financial Aid	Computers (8)	$ 20,000	
Financial Aid	Upgrade PC Software	$ 3,240	
Financial Aid	Color Printer	$ 3,958	**$31,948**
Vice President for Business Affairs	Contingency	$ 100,273	**$100,273**
Vice President for Business Affairs	Telecommunication Building Project	$ 2,600,000	**$2,600,000**
Counseling and Career Services	Computers (8)	$ 12,000	
Counseling and Career Services	TV/CD Combo	$ 1,000	
Counseling and Career Services	Printers (6)	$ 1,800	
Counseling and Career Services	Overhead Video Projector and Video Screen	$ 7,200	**$22,000**
Disability Services	Sharp Digital Imager	$ 10,786	
Disability Services	Maintenance Agreement for Imager	$ 950	**$11,736**
Student Development	Upgrade Macintosh Platform Workstations (5)	$ 11,474	
Student Development	Upgrade Macintosh Platform Data/Web Server	$ 4,045	
Student Development	Update Software for Workstations (6)	$ 2,100	**$17,619**
University Police	New Vehicle to Replace Traffic Vehicle	$ 21,000	
University Police	Video Recorder for Patrol Vehicles (6)	$ 15,000	**$36,000**
	TOTAL ALLOCATION	$ 9,983,109	**$9,983,109**

RESOLUTION AUTHORIZING A REQUEST FOR FINANCING
Homer Bryce Stadium Pressbox and Accessibility

WHEREAS, the Texas Public Finance Authority (the "Authority") has the exclusive authority to act on behalf of Stephen F. Austin State University (the "University") in the issuance of bonds pursuant to Tex. Rev. Civ. Stat., art. 601d as amended; and

WHEREAS, the University has been authorized to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructure to be financed by the issuance of bonds or other authorized financing mechanism pursuant to Texas Education Code 55.17 in the aggregate principal amount not to exceed $2,600,000; and

WHEREAS, the Board of Regents of Stephen F. Austin State University (the "Board of Regents") now desires to approve and authorize financing to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures, and authorizes the President of the University (the "President") or designees to submit requests for financing to the Authority from time to time to issue bonds or other authorized financing mechanism in an aggregate amount not to exceed $2,600,000 to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures and to take other actions related thereto.

THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF STEPHEN F. AUSTIN STATE UNIVERSITY THAT:

1) The University is duly authorized by law pursuant to Texas Education Code, Section 57.17 to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures to be financed by the issuance of bonds or other authorized financing mechanism in accordance with Texas Education Code, Chapter 55, Subsection B in the aggregate amount not to exceed $2,600,000;

2) Dr. Tito Guerrero, President, or his designee is hereby authorized and directed to submit requests from time to time to the Authority to issue bonds or other authorized financing mechanism in an aggregate amount not to exceed $2,600,000 in order that the University may acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures as these projects are specifically approved by the Board of Regents and further approved by the Texas Higher Education Coordinating Board as may be required;

3) the President is hereby further authorized to approve, execute, and deliver or cause to be delivered those documents and such other instruments including but not limited to the financing documents required by the Authority's rules, and to take such other

projects are specifically approved by the Board of Regents and further approved by the Texas Higher Education Coordinating Board as may be required;

3) the President is hereby further authorized to approve, execute, and deliver or cause to be delivered those documents and such other instruments including but not limited to the financing documents required by the Authority's rules, and to take such other actions as are necessary and appropriate in connection with the issuance, sale, or delivery of the bonds or other authorized financing mechanism;

4) due notice of the meeting and the subject matter of this Resolution was given as required by law; and that a quorum of the Board of Regents was present at the meeting at which this resolution was considered.

Adopted/Rejected by a vote of 8 yeas, 0 nays effective as of July 25, 2002.

Chairman, Board of Regents
Stephen F. Austin State University

Secretary, Board of Regents
Stephen F. Austin State University

Stephen F. Austin State University
Schedule of Budget Changes
April 12, 2002 to July 9, 2002

ACTIVITY RECIPIENT		INCOME SOURCE			REF #
ACCOUNT NAME	ACCOUNT NUMBER	SOURCE DESCRIPTION	AMOUNT	DATE	
Texas College Workstudy	1-00205	Additional Revenue	3,000	April 18, 2002	619
RHA Executive Officer	4-91733	Additional Revenue	13,304	April 18, 2002	620
Wellness Program	3-00450	Additional Revenue	9,350	April 22, 2002	626
Student Government Discr.	5-91398	Additional Revenue	2,485	April 22, 2002	627
Agriculture Judging Contest	2-32005	Additional Revenue	8,000	April 22, 2002	628
Equine Studies	4-91002	Additional Revenue	8,000	April 22, 2002	629
Cultural Entertainment	3-00480	Additional Revenue	6,339	April 23, 2002	634
Music Computer Lab	2-03133	Additional Revenue	3,060	May 1, 2002	643
Developmental Education	1-00201	Additional Revenue	28,513	May 7, 2002	646
All Girl Cheerleader	5-91400	Additional Revenue	1,086	May 7, 2002	664
Music Preparatory	2-03129	Additional Revenue	10,783	May 7, 2002	667
University Interscholastic League	2-35500	Additional Revenue	8,270	May 10, 2002	686
Texas National	5-96231	Additional Revenue	8,810	May 21, 2002	697
Speech and Hearing Clinic	2-32263	Additional Revenue	8,010	May 22, 2002	698
Secondary Education	2-02300	Additional Revenue	4,636	May 30, 2002	718
Agriculture Development	5-91347	Additional Revenue	1,536	May 30, 2002	719
OSA Graphics Shop	3-50690	Additional Revenue	13,500	May 30, 2002	720
Cultural Entertainment	3-00480	Additional Revenue	3,530	June 4, 2002	733
All Girl Cheerleader	5-91400	Additional Revenue	3,244	June 11, 2002	749
Pom Squad Discretionary	5-91397	Additional Revenue	3,276	June 11, 2002	750/769
Sociology Excellence	5-91731	Additional Revenue	1,266	June 26, 2002	775
Health Career Camp	4-31017	Additional Revenue	4,370	June 26, 2002	777
All Girl Cheerleader	5-91400	Additional Revenue	3,104	June 26, 2002	779
Secondary Education	2-02300	Additional Revenue	2,500	June 26, 2002	782
Printing Services	2-72909	Additional Revenue	5,500	June 28, 2002	791
Jack Camp	2-51171	Additional Revenue	21,500	June 28, 2002	798
Co-Ed Cheerleader Discr.	5-91399	Additional Revenue	2,000	July 8, 2002	799
OSA Graphics Shop	3-50690	Additional Revenue	4,900	July 9, 2002	804
TOTAL			193,869		

Policies for Board Review
July 25, 2002

NEW	Acceptable Use of Information Resources	New Policy
A-6	Educator Preparation	Policy reviewed, no changes made
A-24	Laboratory Fees	Policy reviewed, no changes made
A-52	Awarding Academic Credit for Noncollegiate Sponsored Instruction	Policy reviewed, no changes made
A-60	File Maintenance for Faculty Personnel Files	Correct the color of forms retained in Graduate Office
C-16.5	Historically Underutilized Businesses	Additional information on HUB forums, mentor and protege programs
C-28	Interagency and Interlocal Contracts	Additional information on Interlocal contracts
C-41	Investments	Duration of portfolio not to exceed 5 years without approval of VP Business Affairs and ratification by Board of Regents
C-49	Travel	Road bus drivers cannot be reimbursed for meals
D-24	Parking Rules and Regulations	Additional regulations regarding impoundment in place and towing
D-27	Radioactive or Radiation Producing Materials or Equipment	Requisitions must be Type DR, Central Receiving must not deliver materials; update phone number
D-34.1	Conduct Code	Update list of sanctioned organizations and contact for revision
D-42	Digital Millennium Policy	Minor wording changes; Complaint Notice form available from General Counsel
D-44	Student Media	Policy reviewed, no changes made
E-18	Employee Terminations and Transfers	Revise policy title; update departmental name; added reference to Administrative Account Disablement form
F-14	Student Organization Formation and Recognition	Additional regulations regarding bank accounts for student organizations

Acceptable Use of Information Resources NEW

Original Implementation: July 25, 2002
Last Revision: None

STATEMENT

Stephen F. Austin State University (SFASU) encourages the responsible use of its information resources. The use of information resources is for SFASU academic activities, research, and public service. Access to SFASU s information resources is, however, a privilege. All users of information resources should act responsibly to maintain the integrity of these resources. Furthermore, all users must abide by all existing SFASU codes of conduct as well as by local, state, and federal statutes. SFASU reserves the rights to limit, restrict, or extend privileges and access to its resources. SFASU s information resources include, but are not limited to, computers, servers, networks, computer-attached devices, network-attached devices, voice systems, cable systems, and computer applications.

Appropriate use should always be legal and ethical, reflect academic honesty, uphold community standards, and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and every individual's right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

RESPONSIBILITIES

- It is the responsibility of every person using SFASU s information resources to protect the privacy of his/her account(s). Personal account information should not be released to friends, relatives, roommates, etc. Users are responsible for the security of their passwords. Passwords should be changed on a regular basis.
- Any person using SFASU information resources is prohibited from using a computer account for which he/she is not authorized, or obtaining a password for a computer account not assigned to him/her.
- The owner or designated assignee of a computer that is attached to the SFASU network is responsible for both the security of the computer system and for any intentional or unintentional activities from or to the network connections. The owner or designated assignee is responsible for all network activity originating from his/her equipment, regardless of who generates it.
- Any person operating a network-intensive application or a defective computer that causes network overload will be notified, and steps will be taken to protect other users and the overall SFASU network. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the SFASU network or disrupts the activities of others, then the offending computer system or the subnet to which it is attached may be disabled without notice. This latter course of action may affect other users connected to the network. The operator of the offending computer system will be expected to follow instructions from Networking staff for securing his/her machine.

- Any person using e-mail should not send excessive e-mail/attachments or messages locally or over the network such as chain letters, advertisements, or solicitations. The responsible use of e-mail will help prevent network congestion.
- The content of any files or services made available to others over the network is the sole responsibility of the person with ownership of and/or administrative authority over the computer providing the service. It is this person's responsibility to be aware of all applicable federal and state laws, as well as SFASU policies. This person will be liable for any violations of these laws and policies.
- It is the responsibility of every person using SFASU s information resources to refrain from engaging in any act that may seriously compromise, damage, or disrupt the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the backbone, blocking communication lines, interfering with the operational readiness of a computer, creating/operating unsanctioned servers or personal web or FTP sites, or delivering streaming audio, video, high bandwidth gaming, or high bandwidth video conferencing.
- All breaches of system security should be reported immediately to the Networking department.

INFRACTIONS

Examples of infractions include, but are not limited to:

- Gaining or attempting to gain unauthorized access to information or resources that are private or protected.
- Circumventing or attempting to circumvent data protection schemes or exploiting security loopholes.
  - Running programs that attempt to identify passwords, weaknesses in the SFASU system, or other security codes.
  - Attempting to monitor or tamper with another user's data communications or network traffic, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place an excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Masking or attempting to mask the identity of the account or computer. For example, pointing a non-sfasu.edu domain name at a host within SFASU address space.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Sending chain letters, advertisements, or solicitations of any type. Sending mass mailings to individuals who have not expressly agreed to be contacted in this manner.
- Using IP addresses not specially assigned by Networking. Each member of the network is allowed only one IP address and may connect only one computer to the network at a time (with the exception of faculty and family housing).
- Using excessive Internet bandwidth.

- Connecting NAT, DHCP or BOOTP servers to the network.
- Failing to comply with Networking instructions for configuring equipment or repeatedly engaging in activities that generate complaints to Networking.
- Using SFASU computer resources for private business or commercial activities (except where such activities are otherwise permitted or authorized), fundraising or advertising on behalf of non-SFASU organizations, reselling of SFASU computer resources to non-SFASU individuals or organizations, and unauthorized use of SFASU s name.
- Allowing unauthorized access to SFASU computing resources to individuals not affiliated with SFASU.
- Violating terms of applicable software licensing agreements or copyright laws.
- Possessing, using, or distributing any electronic data that is confidential under SFASU policies, by electronic or any other means.
- Engaging in unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications (as defined by law).
- Attempting to alter any SFASU computing or networking components (including, but not limited to, switches, routers, and hubs) without authorization or beyond one's level of authorization.
- Modifying SFASU wiring including, but not limited to, data, phone, and cable TV.
- Creating or attempting to create unauthorized network connections or unauthorized extensions, or re-transmitting any computer or network services.
- Permitting damage through negligence of SFASU electronic information, computing and/or networking equipment and resources.
- Failing to comply with requests from appropriate SFASU officials to discontinue activities that threaten the operation or integrity of computers, systems, networks, or otherwise violate this policy.

PENALTIES

Misuse of computing, networking, or information resources may result in the loss of computing privileges, as well as other disciplinary action.

PRIORITIES

When demand for computing resources may exceed available capacity, priorities for their use will be established and enforced. The priorities for use of computing resources are:

Highest: Uses that directly support the educational, research, and service missions of SFASU.

Medium: Other uses that indirectly benefit the education, research, and service missions of SFASU, as well as reasonable and limited personal communications.

Lowest: Recreation, including game playing and general browsing.

Forbidden: All activities listed in the Infractions section of this policy, as well as breaches of the Responsibilities section not specifically listed under the Infractions section.

SFASU may enforce these priorities by restricting or limiting usages of lower priority in circumstances where their demand and limitations of capacity impact or threaten to impact usages of higher priority.

IMPLIED CONSENT & LIABILITY RELEASE

Each person with access to SFASU computing resources is responsible for their appropriate use, and by their use agrees to comply with all applicable SFASU policies and regulations, with applicable City, State, and Federal laws and regulations, and with the acceptable use policies of affiliated networks and systems.

Each person requesting service from an SFASU Telecommunications and Networking technician for equipment owned by a person or entity other than SFASU, *must* acknowledge and accept the following liability release before the technician will be permitted to provide the requested service:

> *By accepting technical support from the Telecommunications and Networking staff, I expressly waive all claims against SFASU and its agents for any damages to my computer system or data that are incidental to the technical support rendered by Telecommunications and Networking. I understand that the technical support I receive from Telecommunications and Networking may void manufacturer warranties and I understand that Telecommunications and Networking offers no verbal or written warranty, either expressed or implied, regarding the success of this technical support. I understand that I have the right not to accept support from Telecommunications and Networking staff and to seek technical assistance elsewhere.*

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Information Technology Services

Forms: None

Educator Preparation A-6

Original Implementation: September 1, 1987
Last Revision: ~~April 20, 1999~~*July 25, 2002*

Since its establishment in 1923 as a teachers college, Stephen F. Austin State University has played a leading role in preparing professional personnel for the public schools of Texas. The preparation of highly competent teachers, principals, superintendents, and other school personnel to staff the schools of the State continues to be a major function of the University.

Educator preparation is a University-wide function governed by policies developed by the Teacher Education Council. In developing and executing policies, the Council gives due consideration to relevant State and Federal law, to University Policies and Procedures, to recommendations from appropriate advisory committees, to guidelines of the Texas Higher Education Coordinating Board, to rules of the State Board for Educator Certification (SBEC), and to the program standards of the National Council for Accreditation of Teacher Education (NCATE). Accreditation by SBEC and NCATE assures program quality.

The Council review proposals for changes in teaching field programs and in professional education programs to assure appropriate curricula. Also, it establishes criteria for program admission and retention and for recommendation for educator certification or licensing.

The Council is chaired by the Dean of the College of Education and is composed of faculty members appointed by the Vice President for Academic Affairs from nominees submitted by the Dean of Education after consultation with the deans of other colleges offering the various teaching fields. Other members of the Council include the Associate Dean of Education, who serves as Council Secretary, and two representatives of the Texas Student Education Association appointed by its president.

Source of Authority: Texas Education Code, Title II, Sub Title D, Chapter 21, Subchapter B, sec 21.044, President, Vice President for Academic Affairs

Cross Reference: General Bulletin, Graduate Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None

Laboratory Fees A-24

Original Implementation: June 29, 1981
Last Revision: ~~April 19, 1999~~*July 25, 2002*

Laboratory fees shall be assessed in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student.. A department or a school may choose to average the costs over its total laboratory program and set an appropriate uniform fee. The basic fee is $10. For those classes where it can clearly be demonstrated that the value of expendable supplies is well beyond $10, a reasonable laboratory fee, not to exceed $30 may be charged.

Laboratory fees will be recommended by the department Chair and approved by the Dean of the College and the Vice President for Academic Affairs and published in the appropriate bulletin of the University. Fees will be reviewed annually in conjunction with the April meeting of the Board of Regents.

Source Of Authority: Board of Regents, President, Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact For Revision: Vice President for Academic Affairs

Forms: None

Awarding Academic Credit for Noncollegiate Sponsored Instruction

A-52

Original Implementation: October 26, 1999
Last Revision: ~~None~~*July 25, 2002*

Role and Scope

The purpose of this policy statement is to provide an approved methodology and procedures for students wishing to be awarded academic credit for extrainstitutional learning experiences on the Bachelor of Applied Arts and Sciences degree. Further, this policy provides a rationale for the credit awarded and definitions of the significant elements of the process; it also establishes guidelines for developing the life-experience portfolio, and provides a means for monitoring the policy.

Review

It is the responsibility of the Dean of Applied Arts and Sciences to review and implement this policy.

Rationale

The awarding of academic credit for noncollegiate sponsored instruction is based on the position that it is reasonable educational practice to grant academic credit for high quality educational programs. This means of allowing credit is sound when these programs of study and life experiences overseen by noncollegiate organizations are determined to be at the college level. Further, to be awarded toward the baccalaureate degree the credit must be appropriate to an individual s degree program. The experiences of educational institutions who engage in this practice have shown that the awarding of credit for prior learning often motivates students to enroll and complete the full academic degree process, thus enriching their lives and career opportunities.

Definitions

B.A.A.S. Degree - The Bachelor of Applied Arts and Sciences Degree is designed to offer students with vocational-technical training and work experience in a given occupational field the opportunity to obtain a baccalaureate degree without the usual significant loss of credits that occurs in pursuing a traditional degree. The degree is designed to provide both academic and professional depth to individuals who possess recognized competency in occupational or technical fields.

Noncollegiate Sponsored Instruction - A form of extrainstitutional learning sponsored by non-accredited associations, business, industry, or military units to develop knowledge, skills, and values.

Extrainstitutional Learning - Any learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education.

Work/Life Experience - A form of noncollegiate sponsored learning that develops knowledge, skills, and values as a result of sponsored experiences documented through the occupational portfolio.

Occupational Portfolio - A compilation of pertinent documents and third party verification that develops a history and basis for the levels of competency submitted for evaluation. Documentation should focus on establishing that skill levels and occupational competence are equivalent to college work.

Oversight and Authority

Stephen F. Austin State University was granted authority on July 16, 1974, by the Texas Higher Education Coordinating Board to offer the Bachelor of Applied Arts and Sciences Degree. The proposal submitted to and approved by the THECB for the Bachelor of Applied Arts and Sciences Degree included in Section 1.0 the following special feature which is the focus of this policy statement:

"Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours) . An expanded innovative program of advising and counseling will be necessary to administer the program."

Oversight for the degree and authority to administer the life-experience credit program has been placed with the College of Applied Arts and Sciences. The Dean of the College is charged with developing procedures for the implementation of all features of the Bachelor of Applied Arts and Sciences Degree.

Procedure for Credit Awards

Credit for documented life-experience is awarded based on the principle that valid learning experiences at the college/university level can occur outside of a direct higher education environment. These learning experiences can be derived through various extrainstitutional encounters such as continuing education, professional development instruction, the process of licensure, in-service training, military training, and direct supervision.

The evaluation of noncollegiate credit is dependent upon an examination process that is designed to ascertain whether the life-experiences have been of the nature and extent that they are equal to college level instruction. The measure of equivalency is determined at three levels:

a. The Curriculum of the Learning Experience

The course of study being reviewed will meet the standard of currency and relevance. That is, it will be equivalent to a course of study that is included in the curriculum of a contemporary institution of higher education.

b. The Qualifications of the Instructor

Instruction for the course must be delivered/supervised by an individual or individuals whose credentials have been reviewed and accepted by duly authorized peers or an appropriate sponsoring professional organization or corporation.

The Evaluation of the Student

Each course of study receiving an award of credit must use a means of evaluating the learner's progress that is appropriate to the subject matter and the manner of instruction. The evaluation must be valid and documented.

All applications for credit through noncollegiate sponsored learning experiences must be submitted by the student to his/her adviser at the time a degree plan is offered to the Dean of Applied Arts and Sciences for approval. The request for credit must be submitted as an occupational portfolio accompanied by all pertinent documentation. Should any credit be awarded for noncollegiate sponsored instruction it will be applied only to the Bachelor of Applied Arts and Sciences Degree.

The Dean of Applied Arts and Sciences will review all credit recommendations and make a final determination as to the amount of credit to be awarded.

Credit awarded will be submitted to the Office of the Registrar on Form AAS-Ex for posting on the student s transcript.

Appeals

Appeals of credit awards may be made in writing to the Academic Council of the College of Applied Arts and Sciences for resolution. The Council may either affirm the decision of the dean or make its own credit recommendation. In all cases the decision of the Council will be final.
References

Evaluation of the application for credit will be made using the :

Directory of the National Program on Noncollegiate Sponsored Instruction
National Guide to Credit Recommendations for Noncollegiate courses
Guide to the Evaluation of Educational Experiences in the Armed Services
Aviation Education Review Organization College Credit Standards Guide
And other means and resource materials as appropriate and recognized.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Dean of Applied Arts and Sciences

Forms: AAS-Ex

File Maintenance for Faculty Personnel Files A-60

Original Implementation: October 31, 2000
Last Revision: ~~October 23, 2001~~*July 25, 2002*

The Southern Association of Colleges and Schools requires that the university keep on file for all full-time and part-time faculty members documentation of academic preparation including official transcripts, and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications and other qualifications. To meet that requirement, the following guidelines have been established which address the contents of the file as well as the designated place for maintaining the file.

Filed in Office of Vice President for Academic Affairs:

I. Tenured/Tenure Track Faculty: Professor, Associate Professor, Assistant Professor, Instructor, Librarian I, II, III or IV 9 month, 100% time, tenure track

1) Personnel Action Request form (green copy)
2) Recommendation for Appointment form
3) Signed contract issued by VPAA office
4) Post-hire form
5) Curriculum Vita
6) Official transcripts from all degree granting institutions attended
7) Three letters of reference

II. Visiting (Rank), Lecturer, Librarian I-T, II-T, III-T, or IV-T, Designated (full-time) 9 month, 100% time, non-tenure track

1) Personnel Action Request form (green copy)
2) Recommendation for Appointment form
3) Signed contract issued by VPAA office
4) Post-hire form
5) Curiculum Vita
6) Official transcripts from all degree granting institutions attended
7) Three letters of reference

Filed in Office of Dean:

I. Adjunct, Designated (part-time) 4.5 to 9 months, less than 100% time, non-tenure track

1) Personnel Action Request form (blue copy)
2) Signed contract issued by Dean s office
3) Post-hire form
4) Curriculum Vita

5) Official transcripts from all degree granting institutions attended
6) Three letters of reference

II. Graduate Teaching Assistant (Domestic) Enrolled graduate student, 50% time or less, non-tenure track

1) Personnel Action Request form (blue copy)
2) Signed contract issued by Graduate office
3) Post-hire form
4) Official transcripts from all degree granting institutions attended
5) Three letters of reference

Filed in Graduate Office:

I. Graduate Teaching Assistant (Inernational) - Enrolled graduate student, 50% time or less, non-tenure track

1) Personnel Action Request form (~~blue~~ *green* copy)
2) Signed contract issued by Graduate office
3) Post-hire form
4) Official transcripts from all degree granting institutions attended
5) Three letters of reference

The above records must be maintained for five (5) years after personnel leave active employment.

Note: See Policy E-1A, Academic Appointments and Titles, for definition of titles.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Policy and Procedure Manual, Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None

Historically Underutilized Businesses C-16.5

Original Implementation: August 2, 1994
Last Revision: ~~October 23, 2001~~*July 25, 2002*

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 Texas Building and Procurement Commission (TBPC) HUB Rules, 1 TAC 111.11-111.28 encourages the use of HUBs by implementing these policies through race-ethnic-and gender-neutral means.

The Director of Purchasing and Inventory shall serve as the official HUB Coordinator. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study.

GOALS

GOAL #1

The University's specific goals have been adjusted to eliminate "overutilized" HUBs identified in the State of Texas Disparity Study and are as follows.

Heavy Construction other than building contract	6.6%
Building construction including general contractors and operative builders contracts	25.1%
Special trade construction contracts	47.0%
Professional Services contracts	18.1%
Other Services contracts	33.0%
Commodities contracts	1.5%

A. Best value procurement opportunities over $5,000, but less than $25,000 require at least three informal bids, including half from certified HUB vendors.

B. Best value procurement opportunities over $25,000 require at least five formal bids, including half from certified HUB vendors.

C. Formal best value procurement opportunities will be posted to the Purchasing Department web site.

D. Best value procurement opportunities exceeding $25,000 will be posted to the Texas Marketplace.

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

GOAL #2

The University will pursue various forms of outreach to identify certified and non-certified HUB vendors with which to develop a business relationship. Vendors 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 and make procurement opportunities available.

B. The HUB Coordinator and/or Purchasing Department buyers will attend and participate in other economic opportunity forums in the Houston, Dallas and Austin Metroplexes and East Texas.

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

D. The HUB Coordinator will analyze expenditures after each reporting period and produce a mail piece to target various groups, i.e. specific service vendors, vendors by city or county, vendors by dollar amount, etc., and notify them of the State s HUB certification process if the HUB Coordinator determines that a mail piece would be beneficial.

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

F. The University will host HUB forums as needed to introduce potential HUBs to upcoming construction and/or renovation projects.

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. All procurements $100,000 or greater will require the University to prepare the bid document including HUB Subcontracting Plan (HSP) requirements as developed by the

HUB Coordinator. Potential bidders will be required to submit a HUB Subcontracting Plan (HSP) as provided by the bid documents in order for the bid to receive consideration.

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 which will, from time to time, include HUB information.

B. The University Purchasing Department will conduct training seminars for all campus departments advising them of all current purchasing policies and procedures.

C. ProCard training will include an emphasis on the need to make small purchases from HUBs and will include a list of HUB vendors for the most common purchases made with the ProCard.

D. Regular training for the use of the on-line requisition system will include an introduction of general purchasing policies and guidelines. This introduction will include information regarding the requirements to make a good faith effort to purchase from HUBs.

E. The University Purchasing Department will host at least one HUB forum per year in which HUB vendor(s) are invited to present their business to appropriate procurement personnel from the Purchasing Office as well as end users with delegated purchasing authority

GOAL #5

The University will gather HUB data to comply with the reporting requirements of Texas Government Code, Title 10, Subtitle D, Chapter 2161 and 1 Texas Administrative Code sections 111.11 through 111.28.

GOAL #6

The University will develop 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 firms.

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

B. Participation in the Mentor-Protege program will be understood to be voluntary on both the part of the Mentor and Protege and is neither a guarantee for contract opportunity nor a promise of business.

Source of Authority: Vice President for Business Affairs

Cross Reference: Texas Government Code, Title 10, Subtitle D, Chapter 2161; and Texas Administrative Code, sections 111.11 through 111.28

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

Forms: ~~None~~*Mentor Application, Protege Application, Mentor-Protege Sample Program Agreement; all available in the Purchasing Office*

Interagency *and Interlocal* Contracts C-18

Original Implementation: Unpublished
Last Revision: ~~January~~*July 25, 2002*

The purchase of goods or services from another agency of the state of Texas is allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment and special or technical services including the services of an employee through an Interagency Cooperation Contract.

The Purchase of goods or services from or by a political subdivision such as a city or county government, school district, or junior or community college in agreement with a State Agency is handled as an Interlocal Agreement, and is allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitation of its appropriated funds or its governing board or commission.

A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. *Printing services MAY NOT be purchased through an Interagency or Interlocal Agreement.*

SFA AS THE RECEIVING AGENCY

A requisition must be submitted to initiate an inter-agency *or interlocal* purchase where SFA is the receiving agency. The requisition must include the following:

a. the kind and amount of goods or services to be provided;
b. the basis for computing reimbursable costs; and
c. the maximum cost during the period of the agreement

If the cost will be $50,000 or greater a formal agreement must be completed in addition to the requisition and including the same information above, and Board approval must be obtained.

SFA AS THE PERFORMING AGENCY

The Purchasing Office is not involved. If the estimated cost of the goods or services is less than $50,000 the department must document the exchange through some type of informal letter of agreement or memoranda. If the cost is $50,000 or greater, a formal written agreement signed by both agency heads is required, and SFA Board approval must be obtained. *An Interlocal Agreement requires a formal written agreement regardless of the dollar amount.* The written agreement must include the following.

a. the kind and amount of goods or services to be provided;
b. the basis for computing reimbursable costs; and
c. the maximum cost during the period of the agreement

An agency shall reimburse another agency for the goods or services provided with an interagency voucher payable to the providing agency or electronically as prescribed by the Uniform Statewide Accounting System. A reimbursement received by an agency for goods or services provided shall be credited to the appropriation items or accounts from which the agency s expenditures for goods or services were made.

An agency shall reimburse or be reimbused by a political subidivison for the goods or services provided through the issuance and payment of an invoice.

Source of Authority: Texas Government Code, Title 7, Chapter 771 *and Chapter 791; Texas Constitution, Article XVI, Section 21*; President; Vice President for Business Affairs

Cross Reference: Purchase Requisition Policy C-30; Items Requiring Board of Regents Approval Policy D20.5

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition; Interagency Transaction Voucher (available in Controller s Office)

Investments C-41

Original Implementation: April 30, 1996

Last Revision: ~~January 15~~ *July 25*, 2002

Policy Statement

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

Scope

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

Objectives

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

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

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

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

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

Authorized Investments

All University funds and funds held in trust for others may be invested only in the following securities:

A) obligations of the United States of America, its agencies and instrumentalities;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) necrophilia, bestiality, or pedophilia;

(3) illegal use of controlled substance;

(4) criminal street gang activity;

(5) degradation or denigration of females; or

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

Insurance or Collateral

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

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

Collateral Defined

The University shall accept only the following securities as collateral:

A) FDIC and FSLIC insurance coverage;

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

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

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

Investment Strategy

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

Investments may be categorized and described as:

A) Short Term - less than 90 days

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

B) Intermediate Term - 90 days to one year

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

C) Long Term - over one year

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

D) Maturity

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

Current Unrestricted and Restricted Funds	2 days to one year
Plant Funds	3 months to 3 years

Delegation of Authority

The Vice President for Business Affairs (VPBA) of Stephen F. Austin State University is responsible for investment management decisions and activities. The VPBA delegates the day-to-day management of the investment activities to the Director of Financial Services.

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

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

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

Regents as they occur.

The maximum stated maturity date of any security may not exceed ten years, and the weighted average duration of the portfolio shall not exceed five years without approval by the VPBA and ratification by the Board of Regents. ~~Decisions requiring security purchases with stated maturity in excess of five (5) years will require approval of the VPBA and ratification by the Board of Regents.~~

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

Prudence

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

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

Internal Controls

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

Investment Authority

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

Authorized Financial Dealers and Institutions

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

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

authorized by Stephen F. Austin State University's investment policy.

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

Diversification

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

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

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

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

Safekeeping and Collateralization

All securities transactions, including collateral for repurchase agreements, but excluding

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

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

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

Performance Evaluation

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

The reports must:

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

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

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

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

(1) beginning market value for the reporting period;

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

(3) ending market value for the period; and

(4) fully accrued interest for the reporting period;

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

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

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

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

Training

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

Audits

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

Investment Policy Adoption and Certification

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

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

Cross Reference: None

Contact for Revision: Vice President for Business Affairs

Forms: None

APPENDIX A

INTERNAL CONTROLS

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

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

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

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

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

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

APPENDIX B

ADMINISTRATIVE PROCEDURES

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

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

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

The Controller's Office will record investments in compliance with GASB and State Comptroller's reporting requirements and reconcile the appropriate investment accounts to broker s statements and other supporting documents monthly.

Quarterly investment reports are prepared by the Director of Financial Services and approved by the Vice President of Business Affairs in accordance with the Performance Evaluation section of this investment policy.

The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.

Travel C-49

Original Implementation: October 31, 2000
Last Revision: ~~October 23, 2001~~ *July 25, 2002*

Applicability
Unless otherwise stated, ~~T~~this policy applies to employees and prospective employees traveling in a University capacity except members of the Board of Regents and the President, who are exempt, and intercollegiate athletics. All policies, rules, and regulations related to travel on behalf of, or in connection with, intercollegiate athletics are included in the current issue of the *Intercollegiate Athletics Policy Manual.*

The travel regulations contained in this policy apply to all University funds. The reimbursement limits established by this policy may be exceeded only if funds are available in, and the additional costs are charged to, a discretionary account controlled by the budget manager authorizing the additional expenditure. For this policy, discretionary funds shall be defined as specified accounts established for the sole purpose of discretionary use.

General Travel Regulations
Generally, the *State of Texas Travel Allowance Guide* is the authoritative document regarding travel rules and regulations. The Guide is located in the Controller s Office and at http://www.sfasu.edu/controller/travindex.html. In case of conflict between the Guide and this policy, this policy takes precedence.

Employees, and others traveling on behalf of the University, are not reimbursed on a flat per diem basis. Instead, they are reimbursed for **actual** meal and lodging expenses, subject to the provisions of this policy.

The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in advance.

Travel Request
Except as stated in the Applicability section of this policy, anyone traveling on University business must obtain permission in advance of the trip. A Travel Request form (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) must be submitted and approved at all applicable levels, as indicated on the form, whether or not expenses will be incurred. All expenses to be paid or reimbursed by the University are to be reflected on the Travel Request, regardless of whether they are to be prepaid. A Travel Request is not required for prospective employees.

The Controller s Office uses the Travel Request to encumber funds against the appropriate account(s). The Travel Request will be approved by the Controller s Office only when account balances are sufficient to cover the total estimated cost of the trip.

Travel to Washington, D.C.
Before traveling to Washington, D. C., an employee shall inform the Texas Office of State-Federal Relations about the timing and purpose of the trip, and provide the office with the name of a person who may be contacted for additional information about the trip. A completed form, Report for State Agency Travel to Washington, D. C. (available at http://www.sfasu.edu/controller/travindex.html), will meet this requirement.

Foreign Travel
Official University business travel to any foreign country other than Canada or Mexico requires advance written approval from the Chair of the Board of Regents. The traveler must submit a Travel Request through the appropriate administrative channels to the President, who will forward the request to the Board Chair. To be considered for approval, foreign travel must be directly related to the University s mission and must require a duty that cannot be performed without the travel.

A completed Travel Request form (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) must be routed through the appropriate administrative channels in sufficient time to be approved by the Board Chair prior to the date of departure.

Charge Card for Travel Expenses
A Bank of America individual corporate charge card is available for eligible employees who wish to charge travel expenses. In order to apply, the employee must take, or expect to take, three (3) or more business trips per fiscal year, or expend at least $500 per fiscal year for official State business. An employee is not required to accept a State-issued charge card.

The State-issued Bank of America individual corporate charge card is to be used for business-related charges only while traveling on official State business. Use of the card for personal business is considered a violation of State policy and the employee may be subject to disciplinary action. The individual whose name appears on the card is solely responsible for payment of the account. If the card is suspended or cancelled for misuse or nonpayment, the employee will be ineligible for travel advances from the University.

If the application is approved by Bank of America, the employee agrees to be bound by the Corporate Card and Commercial Card Cardmember Agreement which will be sent with each card. Additionally, the employee agrees to be bound by the State policies governing the use of the Card. Applications and further information concerning this program are available in the Controller s Office or at http://www.sfasu.edu/controller/travindex.html. The application must be signed by the employee, the employee s supervisor, and the travel manager in the Controller s Office.

Advance Travel Funds
Advance travel funds are available for employees who wish to obtain money in advance of the trip. These funds may be requested on the Travel Request form (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) for:

(1) employees ineligible for the Bank of America individual corporate charge card, (2) group travel, (3) airline and hotel reservations that must be paid well in advance of the travel date, or (4) travel with particularly unusual circumstances (reason must be specified on the Travel Request form). The minimum amount of advance funds that can be obtained is $100.

The Travel Request should be received by the Controller s Office at least five (5) working days prior to departure. Generally, the requested funds will be available at the University Business Office at least one working day prior to departure. Advance travel funds will be issued by a check made payable to the individual requesting the funds. As a condition of receiving advance travel funds, the employee agrees to refund any excess (amount advanced less documented eligible expenditures on the Travel Voucher) within 30 days from the ending date of the trip.

An advance travel check will only be issued prior to the trip. No advancement is authorized if the trip has already occurred. The traveler should submit a Travel Voucher for reimbursement subsequent to the trip.

Travel Voucher (Travel Expense Documentation and Reimbursement)
In order to receive reimbursement, travel expenditures must be documented on a Travel Voucher (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) signed by the traveler and the account manager. The Travel Voucher must reflect the total actual reimbursable expenses of the trip, regardless of whether advance travel funds were received. **Receipts are required for most travel expenses** (see applicable section of this policy for specific details), **except meals. In the case of meal expenses for group travel, the sponsor/advisor must provide documentation of how the funds were expended.** The sponsor/advisor should contact the travel manager in the Controller s Office in advance of the trip for instructions.

The Travel Voucher should be submitted, with receipts attached, to the Controller s Office within 30 days from the ending date of the trip. **No reimbursements will be made and all encumbrances will be cancelled 30 days after the end of the fiscal year.**

The *State of Texas Travel Allowance Guide* can be useful in the completion of Travel Vouchers. It provides comprehensive information on travel procedures and the proper classification of travel related expenditures. A current copy of the Guide is available in the Controller's Office or at http://www.sfasu.edu/controller/travindex.html.

Foreign Currency Conversion
All amounts listed on the Travel Voucher must be converted to U.S. dollars using the rate applicable on the date of the expenditure. A foreign currency conversion table is available at http://www.sfasu.edu/controller/travindex.html. Documentation of the conversion calculation must be attached to the Travel Voucher.

Reimbursement Rates — Lodging
Reimbursement may not exceed the amount of lodging expenses actually incurred at a commercial lodging establishment, subject to maximum allowances stated below. The original itemized lodging receipt, attached to the Travel Voucher, is required.

The State Travel Management Program of the General Services Commission has contracted with several commercial lodging establishments for special rates. The contracted vendors and rates are listed in the *Texas State Travel Directory,* which is distributed to each department. Employees are encouraged to utilize the contracted vendors when possible.

In-State

Travelers may be reimbursed for the **actual** cost of lodging, not to exceed eighty dollars ($80) per day. Additionally, they may be reimbursed for **local** taxes on the allowable lodging cost. **State tax on in-state lodging will not be reimbursed to State employees.** Instead, State employees must submit a completed Texas Hotel Occupancy Tax Exemption Certificate (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) to commercial lodging establishments at check-in. Employees should also be prepared to show proof of State employment.

Out-of-State

The maximum reimbursement rates for out-of-state lodging are provided by the Texas State Comptroller. A list of the rates, which is updated from time to time, is available at http://www.sfasu.edu/controller/travindex.html. Within the continental United States, lodging reimbursement is limited to the locality-based allowance as stated on the list. For cities and counties not included on the list, the allowance is the median rate established in that state for lodging. Applicable taxes on the allowable lodging costs may also be reimbursed. Travelers to Alaska, Hawaii, or a foreign country may be reimbursed for actual, reasonable costs.

If the actual cost of lodging exceeds a locality's lodging allowance, an employee may reduce the maximum meal reimbursement rate for that locality and use the reduction to increase the lodging reimbursement rate for that locality. No such adjustment can be made to increase the maximum meal reimbursement rate.

Shared Lodging

When two or more employees share lodging, each employee must pay and claim their prorated share of the cost. The University will reimburse each employee his share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. A list of names of those sharing the same room should be attached to each Travel Voucher.

If only one of the individuals sharing lodging is an employee, then the amount that the employee may be reimbursed for lodging expenses is the lesser of the single occupancy room rate or the maximum lodging reimbursement rate.

Reimbursement Rates — Meals

This section of the Travel policy is inapplicable to Road Bus Drivers. Normally, Road Bus Drivers are not reimbursed for meals. Any reimbursement of meal expenditures by Road Bus Drivers is subject to the discretion and approval of the Director of the Physical Plant.

Employees may be reimbursed for meal expenditures while away from campus if the travel requires them to be at least 25 miles from the University for at least six (6) consecutive hours during the calendar day. Meals are reimbursed at the lower of **actual** cost or the following meal allowances:

IN-STATE		*OUT-OF-STATE
Breakfast	$ 5	16.7% of locality-based allowance
Lunch	$10	33.3% of locality-based allowance
Dinner	$15	50% of locality-based allowance
Total	$30	

* Within the continental United States, meal reimbursement is limited to the locality-based allowance (list available at http://www.sfasu.edu/controller/travindex.html) provided by the Texas State Comptroller. For cities and counties not included on the list, the allowance is the median rate established in that state for meals. Travelers to Alaska, Hawaii, or a foreign country may be reimbursed for actual, reasonable costs.

The following timetable indicates which meals are reimbursable:

Breakfast	Travel includes 8:00 a.m. or before
Lunch	Travel includes 11:30 a.m. — 1:30 p.m.
Dinner	Travel includes 6:00 p.m. and after

Actual meal expenses without overnight stay are reimbursable, not to exceed the in-state rates listed above, regardless of the travel location. Internal Revenue Service rules (Publication 463) state you cannot deduct the cost of meals if it is not necessary for you to stop for sleep or rest to properly perform your duties. Therefore, **all reimbursement for meals without overnight stay is taxable to the employee**. The reimbursement will be paid monthly in the employee s regular payroll check, and taxes will be withheld.

Additional guidelines for meal reimbursement:

- Some registration fees include meals. In this case, the registration fee is fully reimbursable but no additional amount can be claimed for the included meals.
- Meals purchased for the traveler by another person are not reimbursable.
- In the case of employees traveling together, each must pay and claim their own expenses.

- Tips, gratuities, and alcoholic beverages are not reimbursable.
- Meal receipts are not required. In the case of meal expenses for group travel, the sponsor/advisor must provide documentation of how the funds were expended. The sponsor/advisor should contact the travel manager in the Controller s Office in advance of the trip for instructions.

Reimbursement Rates - Mileage

The number of reimbursable miles traveled by an employee may not exceed the number of miles of the most cost-effective route. The shortest route between points, including the use of all farm-to-market roads, is presumed to be the most cost-effective route. The *Texas Comptroller of Public Accounts Mileage Guide* (available at http://www.sfasu.edu/controller/travindex.html) calculates the mileage between two locations. When both locations are in the Mileage Guide database, the employee may be reimbursed for either the number of miles (1) calculated by the Mileage Guide or (2) calculated from the employee s odometer. When one or both locations are not in the Mileage Guide database, the number of reimbursable miles is calculated from the employee s odometer. Mileage determined by use of the employee s odometer must be itemized on a point-to-point basis on the Travel Voucher. Any vicinity mileage at the destination location must also be itemized separately on a point-to-point basis. For the purposes of this paragraph, point means a building, house, highway intersection, or other similarly-localized spot.

The reimbursement rate for use of an employee's personal vehicle is established by the State legislature. That rate is specified in the *State of Texas Travel Allowance Guide* (available in the Controller's Office or at http://www.sfasu.edu/controller/travindex.html) or as updated by the Texas State Comptroller.

Four-Per-Car-Rule

Coordination of travel must occur when two, three, or four employees travel on the same dates with the same itinerary to conduct the same official State business. When coordination of travel is required, only one employee may be reimbursed for mileage.

Reimbursement Rates - When Representing the University President

If the President is unable to attend a meeting or conference, the President may designate, on an individual trip basis, one employee as a representative to travel. Under this provision, the employee is reimbursed for **actual** expenses, not to exceed twice the maximum allowance rates for lodging and meals specified by this policy. The Travel Voucher must be accompanied by the original designating document from the President. Receipts are required as specified in this policy.

Registration Fees

The registration fee for attendance at a professional meeting is reimbursable if the fee was approved on the Travel Request. The fee must be shown as a miscellaneous expense on the Travel Voucher, with the original receipt attached.

Attendance at in-town conferences does not require a Travel Request. Employees may be reimbursed for in-town registration fees by submitting a completed Travel Voucher, as they would for any other travel reimbursement. The description should indicate that the conference was in Nacogdoches.

Some registration fees include meals. In this case, the registration fee is fully reimbursable but no additional amount can be claimed for the included meals.

Prepayment of Registration Fees by University

When requested, the University will prepay the registration fee for official business conferences and seminars. If the meeting is being held out-of-town, the employee must first obtain approval to travel by submitting a Travel Request showing the registration fee as an estimated cost of the trip. Additionally, a completed Purchase Voucher (available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html) and registration form must be submitted to the Controller s Office well in advance of the payment due date.

Airline Ticket Purchases
Any airline ticket expense, whether to be prepaid or reimbursed, must be listed on the approved Travel Request.

The State Travel Management Program of the General Services Commission has contracted with several airlines to provide special airfare rates for certain flights. University employees traveling on official State business are encouraged to use these contracted rates when possible. A listing of the flights and rates is available at http://www.sfasu.edu/controller/travindex.html.

An employee who wishes to charge an airline ticket directly to the University must submit an Airfare Billing Form (available from University Printing Services) to the Controller's Office. After approval, the employee must present the signed form to a local participating travel agency (list available at http://www.sfasu.edu/controller/travindex.html. The travel agency will book the flight and charge the expense to the University rather than to the employee.

The original receipt, attached to the Travel Voucher, is required for airline ticket reimbursement. **Airline ticket reimbursement to the employee will be made only after completion of the travel.** However, an employee may request advance travel funds for airline tickets that must be paid well in advance of the travel date. The University cannot reimburse an employee for the cost of air transportation by a person who is not a commercial transportation company.

Motor Vehicle Rentals
If approved on the Travel Request, most expenses of renting a motor vehicle are reimbursable. The daily rate, applicable taxes, and other mandatory charges are reimbursable. An additional driver charge is reimbursable if it is incurred for an official

State business reason. Also, collision damage waiver and loss damage waiver expenses are reimbursable if they are not already included in the contracted rate (see next paragraph). The following expenses are not reimbursable: liability insurance supplement; personal accident insurance; safe trip insurance; personal effects insurance.

The State Travel Management Program of the General Services Commission has contracted with several vehicle rental agencies to provide special rental rates. Most rates include unlimited free mileage, free loss damage waiver, and free primary liability coverage. University employees traveling on official State business are encouraged to use these contracted rates when possible. A listing of the agencies and rates is available at http://www.sfasu.edu/controller/travindex.html.

A detailed receipt from the motor vehicle rental company, attached to the Travel Voucher, is required for reimbursement of motor vehicle rental expenses.

Incidental Expenses

Expenses for ground transportation such as taxi, limousine, subway, bus and other modes of mass transit are reimbursable, subject to the provisions of this section. All expenses must be listed on the approved Travel Request and Travel Voucher. Limousine expenses are reimbursable if it was the least costly transportation available considering all relevant circumstances. If two or more State employees share a taxi or limousine, only the employee who paid for the transportation may be reimbursed for that expense. Other official business expenses (e.g., parking, telephone calls, and copy services) are also reimbursable.

Receipts are requested, but not required, for reimbursement of these incidental expenses. If receipts are not provided, an explanation of the reimbursable expenses must be detailed on the Travel Voucher (including type of expense, date, amount and location).

The following are not reimbursable: expenses of a personal nature; expenses that would be incurred by the employee regardless of official State business travel; tips and gratuities; alcoholic beverages.

Student and Other Group Travel

When a group travels together, it may be more convenient for one person to pay and claim expenses of the entire group. In this case, the person paying the expenses will be responsible for submitting the Travel Request and the Travel Voucher. **Receipts are required for all expenses of group travel, except meals. However, the sponsor/advisor must provide documentation of how the funds were expended for meals.** The sponsor/advisor should contact the travel manager in the Controller s Office in advance of the trip for instructions. Additionally, a list of names of all travelers must be attached to the Travel Request and Travel Voucher.

The group sponsor/advisor may request advance travel funds to pay expenses for the group (refer to the Advance Travel Funds section of this policy for procedures). The sponsor/advisor will be solely responsible for claiming reimbursement on the Travel

Voucher, and for repayment of the advance travel funds. Sponsors/advisors of group travel are encouraged to contact the travel manager in the Controller s Office prior to the trip for helpful record-keeping tips.

Employees traveling together are not considered group travel. Each employee must pay and claim his/her own expenses.

No Educational and General funds (account numbers 1-XXXXX) may be used to pay or reimburse travel expenses for students. All other provisions of this policy apply to student travel.

Prospective Employees
All provisions of this policy apply to prospective employees, except they are not required to submit a Travel Request.

Non-Reimbursable Travel
Travel requests may be approved on a non-reimbursement basis for purposes that will not conflict with other University policy and as approved in advance of travel through appropriate procedures.

Approval on a non-reimbursement basis may be given for travel:
- regarded as official University business, but for which funds are not approved;
- associated with approved outside employment and consistent with the guidelines pertaining thereto (Policy E-35);
- necessitated by faculty when providing consultant services related to the academic programs of the University;
- that complies with the Leave of Absence policies (Policies E-29A and E-30N) of the University;
- deemed consistent with the University's mission;
- necessitated by personal business that cannot otherwise be scheduled; or
- when approved annual leave is being used.

In any event of absence from class, the instructor is not to dismiss class but is to arrange for an appropriate replacement. Moreover, only in extraordinary situations will travel be approved that will result in the instructor missing the same class more than twice in succession.

Source of Authority: Texas State Comptroller; Vice President for Business Affairs; State Travel Management Program of the General Services Commission; Internal Revenue Service; Vice President for Academic Affairs

Cross Reference: Intercollegiate Athletics Policy Manual; State of Texas Travel Allowance Guide; Texas State Travel Directory; Internal Revenue Service, Publication 463; Texas Comptroller of Public Accounts Mileage Guide; Outside Employment, Policy E-35; Leave of Absence (Faculty), Policy E-29A; Leave of Absence (Non-Academic), Policy E-30N

Contact for Revision: Controller

Forms: Travel Request, Travel Voucher, Texas Hotel Occupancy Tax Exemption Certificate, and Purchase Voucher (all available from University Printing Services and at http://www.sfasu.edu/controller/travindex.html); Report for State Agency Travel to Washington, D.C. (available at http://www.sfasu.edu/controller/travindex.html); Bank of America Corporate Travel Charge Card Application (available from travel manager in Controller s Office); Airfare Billing Form (available from University Printing Services)

Questions regarding the preparation of forms mentioned in this policy should be directed to the Controller's Office.

Parking and Traffic Regulations — Index D-24

Original Implementation: September 1, 1961
Last Revision: ~~April 30, 2001~~*July 25, 2002*

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. 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 $5.00 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 $5.00.

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 Employees of Private Contractors or Other Government Agencies**

			Salary under $20,000	**Salary $20,000 or more**
(1)	Full Year	First Vehicle	$35.00	$45.00
		Second Vehicle	25.00	30.00
(2)	After Jan. 1	First Vehicle	25.00	30.00
		Second Vehicle	15.00	25.00
(3)	Summer		10.00	15.00

b. **Campus Resident Parking**

(1)	Full Year	First Vehicle	$30.00
		Second Vehicle	20.00
(2)	After Jan. 1	First Vehicle	20.00
		Second Vehicle	15.00
(3)	Summer		10.00

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

(1)	Full Year	$20.00
(2)	After Jan. 1	15.00
(3)	Summer	10.00

d. **Trailers**

(1)	Full Year	$20.00
(2)	After Jan. 1	15.00
(3)	Summer	10.00

e. **Vendors**

(1)	Full Year	First Vehicle	$ 0.00
		Second Vehicle	50.00
(2)	After Jan. 1	First Vehicle	0.00
		Second Vehicle	25.00
(3)	Summer	First Vehicle	0.00
		Second Vehicle	15.00

f. **Occupied Recreational Vehicle**

(1)	After Four Days	Per Night	$20.00

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, 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.

2. **Permit Not Transferable**

A permit is not transferable 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, to employees (non-student) of private contractors 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.

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. 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. **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 $20 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 University Police Department. 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.

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. These permits are free of charge to holders of regular parking permits. 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.

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 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 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. These signs 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 8 (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 and Wednesday 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.

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: $15.00
      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: $15.00

   c. Failing to properly display a valid parking permit.
      Fee: $25.00 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: $15.00
      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: $15.00

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: $15.00
Above parking control will apply 24 hours a day, seven (7) days a week.

g. Display two or more valid permanent permits.
Fee: $15.00
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: $25.00 plus tow fee if vehicle is removed by tow away.

b. Parking a vehicle in a no parking zone.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

c. Parking in any manner which obstructs vehicular traffic.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

d. Parking in any manner which obstructs a crosswalk.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

e. Parking in a fire lane.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

f. Parking in a tow away zone.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

g. Parking in a loading zone or service driveway.
Fee: $25.00 plus 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: $25.00 plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, ~~or~~ fictitious or stolen permit.
Fee: $50.00 plus tow fee if vehicle is removed by tow away.

l. Falsifying or altering vehicle registration information.
Fee: $50.00 plus 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: $50.00 plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.
Fee: $25.00 plus 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 130 53 SFASU Station
Nacogdoches, Texas 75962-3053.

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 pays for all outstanding citations on the vehicle plus a fee of $25.00 and purchases a valid permit.

(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 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.

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

(1) the owner or operator of the vehicle pays 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.

d. 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.

e. 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.

f. No vehicle may be towed away 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. 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

Radioactive or Radiation Producing Materials or Equipment **D-27**

Original Implementation: September 1, 1974
Last Revision: ~~April 20, 1999~~*July 25, 2002*

The purchase, receipt and storage of radioactive or radiation producing materials or equipment is closely monitored and controlled through the University's Radiation Safety Officer. Individuals of various departments ordering radioactive or radiation producing materials or equipment should follow the procedures outlined below with the assistance of the Radiation Safety Officer.

Purchase of Radioactive Material/Radiation Producing Equipment

1. Radioactive Materials. No person may order radioactive materials unless authorized as a designated user on the special or general license issued to Stephen F. Austin State University pursuant to part 41 of the Texas Regulations for Control of Radiation, Radioactive Materials License #L05191.

Prior to ordering radioactive material, it shall be the responsibility of the licensee or authorized user to assure that appropriate storage facilities are available and radioactive waste disposal procedures implemented. Such facilities and the procedures for disposal of any radioactive wastes must have written approval from the University Radiation Safety Officer, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radioactive material on campus.

All "Purchase Requisitions" for radioactive material must be identified by ~~typing the words "Radioactive Material" immediately above the description of the item on the "Purchase Requisition."~~ *completing the on-line purchase requisition with Requisition Type DR .*

The DR Requisition Type will drive the requisition to ~~All requisitions must be forwarded to~~ the University Radiation Safety Officer~~, P.O. Box 13006, Room 208C Chemistry Building,~~ for *electronic* approval to assure compliance with license conditions before processing by the Purchasing Department. The ~~signature of the University Radiation Safety Officer must be on the requisition in addition to that of the department head.~~*department will be responsible to contact the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.*

~~The Purchasing Department shall notify the University Radiation Safety Officer of the issuance of purchase orders for radioactive materials.~~ The Radiation Safety Officer shall be notified of the receipt of such materials by the authorized user within eighteen (18) hours of receipt.

2. Radiation Producing Equipment. No person may order radiation generating equipment unless he is authorized as a designated user on the special or general license issued

pursuant to part 41 of the Texas Regulations for Control of Radiation, Registrations #R003844 and #Z00247L.

Prior to ordering radiation generating equipment, it shall be the responsibility of the licensee or authorized user to assure that adequate facilities have been provided. Such facilities and the procedures for use of the equipment and training for the users must have written approval from the University Radiation Safety Officer, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radiation generating equipment on campus.

"Purchase Requisitions" for any equipment which produces ionizing radiation, including but not limited to lasers, microwave generators, and x-ray generators of all types including diffraction, fluorescence, medical, industrial, atomic absorption, etc., must be *identified by completing the on-line purchase requisition with Requisition Type DR .* ~~forwarded to~~ *The DR Requisition Type will drive the requisition to* the University Radiation Safety Officer for *electronic* approval to assure compliance with license requirements prior to processing by the Purchasing Department. The ~~signature of the University Radiation Safety Officer must be on the requisition in addition to that of the department chair.~~*department will be responsible to contact the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.*

~~The Purchasing Department must notify the University Radiation Safety Officer of the issuance of purchase orders for equipment which produces ionizing radiation.~~ The Radiation Safety Officer must be notified of the receipt of such equipment by the authorized user within eighteen (18) hours of receipt.

Receipt and Storage of Radioactive Materials

1. Storage of Sources of Radiation. Sources of ionizing radiation must be secured against unauthorized removal from an authorized place of storage at all times during receipt, delivery, and use on campus. See the University Radiation Safety Manual and the Texas Radioactive Materials License, available from the University Radiation Safety Officer, for details. The authorized users of radioactive materials and radiation generators are designated on the Radioactive Materials License #L05191 and Registrations #R03844 and #Z00247L.

2. Procedures for Picking Up, Receiving and Opening Packages.

a. Each authorized user expecting to receive a package containing radioactive material must conform to the following procedures.

(1) If the package is to be delivered to Central Receiving by the carrier, make arrangements to promptly pick up the package upon notification of arrival. Central Receiving personnel must not re-deliver radioactive material.

(2) If the package is to be picked up by an authorized user at the carrier's terminal, make arrangements to receive notification of arrival. In such cases the authorized user must promptly render a receiving report to the Purchasing Department.

(3) If the package is to be delivered outside of normal working hours, the authorized user must make arrangements to take delivery and survey the integrity of the package on receipt.

b. Each authorized user who picks up a package of radioactive material from a carrier's terminal must pick up the package expeditiously upon notification from the carrier.

c. Each authorized user, upon receipt of a package of radioactive material, must survey the external surfaces of the package for radioactive contamination caused by leakage of the radioactive contents. The monitoring must be performed as soon as practicable after receipt, but no later than three (3) hours after the package is received during the licensee's normal working hours, or eighteen (18) hours if received after normal working hours. Notice that the radioactive material has been received by the user must be sent to the University Radiation Safety Officer accompanied by a completed "~~Liquid~~ Radioactive Material Receiving Survey" form within eighteen (18) hours of receipt.

d. If contamination is found on the external surface of the package, the University Radiation Safety Officer shall be notified immediately at 468-*6908*~~2485~~ or leave a message at 468-3606 or contact the University Police Department at 468-2608. UPD maintains a list of radiation users to call in case of emergency and will be responsible for contacting those persons.

Source of Authority: V.T.C.S., art. 4590f et seq.; 25 TAC 289.1 et seq.; President

Cross Reference: ~~None~~*Purchase Requisition, Policy C-30*

Contact For Revision: Radiation Safety Officer

Forms: ~~Purchase Requisition, Index C-30;~~ Application to Use Radioactive Material for Teaching or Research; Statement of Training and Agreement with Policies; Non-Commercial Radioactive Material Shipment and Receipt Form; Radioactive Material Receipt and Disposal; Radioactive Waste for Pick-Up by the Radiation Safety Officer; Quarterly Inventory; Leak-Test and Inventory Record; Legal Storage Placed - Building Maps. All Forms ~~except the Purchase Requisition~~ may be obtained from the Radiation Safety Officer.

Conduct Code D-34.1

Original Implementation: January 1998

Last Revision: ~~July 17, 2001~~ *July 25, 2002*

A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process. This code shall apply to any and all land owned or leased by the University as well as to any location where a student is engaged in an officially recognized University activity. Examples of such coverage include, but are not limited to University teams traveling to events off campus, classes attending field trips, distance learning and satellite locations, clinical settings necessary for academic programs, experimental stations, farms, Pineywoods Conservation Center and the University Observatory.

Misconduct for which students and student organizations are subject to discipline falls into the categories below. Where such conduct also violates federal, state or local law, the student or student organization may be brought before the appropriate criminal and/or civil magistrate for adjudication while at the same time be subject to the disciplinary proceedings of the University. The following list of possible acts is either prohibited by federal, state, or municipal law or by University rules or regulations.

1. Hazing (referenced in "Conduct Code" of the Policy and Procedures and General Regulations section of the SFA Web pages.)

Stephen F. Austin State University is unequivocally opposed to any activities, on or off-campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.

Hazing is defined as:

a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, etc.;

b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

c. any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk of harm;

d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;

e. any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both University disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally or knowingly permitting hazing to occur, or (d) having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the Dean of Student Development.

It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Penalties relative to criminal prosecution range from a fine of $1,000 and 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine up to $10,000 or double the expenses due to the injury.

Penalties relative to University sanctions range from probation to suspension for any individual committing an offense. Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

Sanctioned Student Organizations

In compliance with state law, any student organization found guilty of hazing through regular University disciplinary procedures will be listed for three (3) years in any University publication containing the hazing policy. The date in parenthesis following an organization s name indicates the last year the organization s name will be included. Publication of a sanctioned organization begins as soon as possible with the next printing cycle of the particular University publication.

~~Alpha Kappa Psi (May 2002)~~

Delta Sigma Theta (December 2004)

Kappa Alpha Order ~~(December 2003)~~ *(May 2005)*

Zeta Phi Beta (December 2005)

2. Illegal Drugs

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is

the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester.

3. Committing any criminal offense or other unlawful act under any federal, state, or municipal law, including, but not limited to: a. arson; b. robbery; c. burglary; d. theft; e. disruptive activity; f. forgery; g. gambling; h. disorderly conduct; i. trespassing; j. possession of stolen property; k. unlawful use, possession, or storage of firearms on University property; l. entering or remaining on campus after withdrawal of consent to remain on campus; m. refusing to leave a University building closed to the public; n. possession of drug paraphernalia.

4. Unauthorized use, possession, or storage of explosives~~, firearms~~ or ammunition on University property

5. Causing physical or psychological harm, or causing reasonable apprehension of physical harm, to any person on University property or at University-sponsored activities. This includes, but is not limited to, phone harassment, verbal or written threats, and physical and sexual assaults.

6. Making or causing any false report, warning, or threat of fire, explosion, or other emergency on University property or at University-sponsored activities.

7. Interfering with fire, police or emergency service. This also includes failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.

8. Misusing or damaging fire or safety equipment on University property.

9. Interfering with normal University or University-sponsored activities, including, but not limited to, studying, teaching, research, and University administration.

10. Violating the terms of any disciplinary sanction imposed in accordance with these policies.

11. Furnishing false information to the University.

12. Giving false testimony or other fraudulent evidence at any University disciplinary proceeding.

13. Unauthorized alteration or use of any University documents or records.

14. Failing to comply with the directions of a University official, including University police officers and residence hall staff, acting in the performance of their duties.

15. Violating any University policy, rule, or regulation. Such policies, rules, and regulations may include, but not be limited to, the residence hall contract, as well as those policies, rules, and

regulations relating to the use of University facilities, handbills and petitions, solicitation, signs, guest speakers, and parades and demonstrations.

16. Interfering with the freedom of expression of others on University property or at University sponsored activities.

17. Advocating, orally or in writing, the conscious and deliberate violation of any federal, state, or local law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

18. Damaging, defacing, or destroying the property of others on University property or at University-sponsored activities.

19. Damaging, defacing, or destroying University property, including, but not limited to, buildings, statues, monuments, library and teaching materials, memorials, trees, shrubs, grasses, and flowers.

20. Wrongful utilization of university goods, services or information including, but not limited to, unauthorized possession or use of University keys, security codes, long distance phone access codes or calling cards, cable service and sale or use of University property for personal gain.

21. Improper use of student identification card. This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services.

22. Unauthorized use of alcoholic beverages or products on University property or at University-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on University grounds and academic and administrative buildings. Housing policies dictate use of alcohol in residence halls and on-campus apartments.

23. Unauthorized use, possession, or storage of fireworks on University property.

24. Unauthorized throwing of any object in or from a University facility.

25. Littering on University property or at University-sponsored activities.

26. Unauthorized use of University computing equipment, services or facilities. Such unauthorized usage may include, but not limited to, improperly accessing or altering academic or administrative records, and/or information contained in an instructional or research account, harassment through e-mail, possession of unauthorized passwords, destruction of hardware or software, unauthorized copying of software, activities related to personal for-profit ventures unrelated to the educational mission of the University or illegal activities.

27. The unauthorized use of the emergency exit doors of the University shuttle buses. (Use is authorized in an emergency endangering the life and safety of passengers and driver).

28. Sexual harassment by a student of any member of the University community as delineated in Personnel Services under "Discrimination Complaints/Sexual Harassment" and "Discipline and Discharge" of the SFA Policy and Procedures section of the SFA Web pages.

29. Selling or distributing course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

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

Cross Reference: SFASU Web Pages

Contact for Revisions: ~~Dean~~*Office* of Student Development

Forms: None

Digital Millennium Copyright D-42

Original Implementation: July 27, 1999

Last Revision: ~~None~~*July 25, 2002*

I. Summary

The Digital Millennium Copyright Act (DMCA) creates a liability limitation for Internet service providers (ISP) for certain copyright infringements created on-line. The University serves as an ISP for faculty, staff, and students. The DMCA establishes procedures whereby, upon receipt of proper complaints, the University will block access to or take down allegedly infringing material and notify the web page owner of the complaint. The alleged infringer may issue a properly executed counter-notice, upon receipt of which, the University shall re-post the material in 10-14 days (unless there is court action), and immediately forward such counter-notice to the original complainant. Repeat infringers will be subject to termination of Internet service by the University. It is the policy of the University to comply with these safe haven procedures created by the DMCA.

II. Registered Agent

The University General Counsel shall be designated as the registered agent for receipt of DMCA complaints. The complaint resolution team ~~will~~ *may* include the following positions: Manager of Systems, Assistant Systems Manager, Library Director, Associate Library Director for Information Service, University Webmaster, Dean of Student Development, Director of Student Activities, and General Counsel. Upon receipt of a DMCA complaint, *relevant* team members shall be responsible for assessing the complaint and determining the exact location of the alleged infringing material. Assessing the complaint would include a determination of whether the complaint contains all necessary elements, and whether the complaint involves the University in its role as an ISP or the University (and its employees) acting as a content provider. If the complaint is deficient, a notice of deficiency shall be returned to the complainant with a courtesy copy forwarded to the alleged infringer. No complaint will be deemed official, requiring take down procedures, unless all elements of a proper complaint are included.

III. Official Complaints

The following elements are required for DMCA complaints:

A. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent.

B. Description of works claimed to be infringed.

C. Description of location for alleged infringing works.

D. Sufficient information to contact the complainer.

E. Statement of good faith belief that the use is not authorized by the owner/agent.

F. Statement that the information in the notice is accurate and, under penalty of perjury, the complainer is authorized to act on behalf of the owner.

IV. University as Content Provider

If a determination is made that the DMCA complaint involves the University as a content provider and not an ISP, then careful consideration will be given to fair use exemptions under the copyright act. Appropriate University officials will be notified to handle the matter in a way similar to the way any claim of copyright infringement is handled.

V. Faculty/Graduate Students

The DMCA specifically defines when faculty or graduate students alleged infringement on-line is or is not attributable to the institution as a content provider. Infringing activities shall not be attributed to the institution if:

A. Such faculty members or graduate students infringing activities do not involve the provision of on-line access to instructional materials that are or were required or recommended, within the preceding three-year period, for a course taught at the institution by such faculty member or graduate student;

B. The institution has not, within the preceding three-year period, received more than two official DMCA complaints about the alleged infringer; and

The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. **See University Policy on Copyrighted Works Reproduction A-12.**

VI. Take Down Procedures

If the University is acting as an ISP, take down procedures will be automatically initiated once an official complaint is received. The complaint resolution team will notify the person responsible for the server to specifically locate the alleged infringing materials. The Dean or Director for the area involved will also be immediately notified of the official complaint. The Dean or Director shall immediately confer with the alleged infringer and attempt the secure a voluntary take down of the alleged infringing material. Such voluntary take down must be confirmed by the Dean or Director. If these procedures cannot be completed within a reasonably quick time or voluntary take down cannot be secured, then the Dean or Director shall immediately coordinate with the person responsible for the server to take down the alleged infringing materials. The General Counsel should be notified when the alleged infringing materials have been removed.

VII. Counter-Notices

If the alleged infringer believes the official complaint is in error or that the complainant is not the official copyright holder or agent, he or she can submit a counter-notice containing the following elements:

A. Must contain a physical or electronic signature of the alleged infringer;

B. Identification of the removed material and the location at which it appeared;

C. A statement under penalty of perjury that the alleged infringer has a good faith belief that the material was removed because of mistake or misidentification; and

D. The alleged infringer s name, address, telephone number, consent to the jurisdiction of the Federal Court in which their address is located, and that they will accept service of process from the official complainant.

Upon receipt of the counter-notice, the University shall immediately forward it to the official complainant with an explanation that the University shall restore access to the materials at issue within 10-14 days, unless notice is received that court action is pending.

VIII. Repeat Infringers

The University may terminate Internet service to repeat infringers who receive more than two complaints in a three-year period. Repeat infringement shall constitute misuse of University computers and network systems under Policy D-8.1, Computer and Network Security. Sanctions procedures under that policy will be followed.

Source of Authority: Digital Millennium Copyright Act, Pub.L.No. 105-304, 112 Stat. 2860 (October 28, 1998)

Cross Reference: University Policies, Copyrighted Works Reproduction A-12, Computer and Network Security D-8.1

Contact for Revision: General Counsel

Forms: Official Complaint Notice *(Form available from General Counsel)*

OFFICIAL COMPLAINT NOTICE FORM
POLICY D-42

Date

(Alleged Infringer Name)
Address

Dear (Alleged Infringer Name):

You were called to attend a meeting in my office on February 11, 2002 in order to establish the following:

1. The University, as Internet Service Provider for the students, faculty, and staff, has received an official complaint (as delineated in University Policy D-42) from (Agent Name) on behalf of (Owner Name). A copy of D-42: Digital Millennium Copyright was provided to both you and your roommate during this meeting.
2. The complaint alleges that an IP address assigned to your room, Hall _____, Room _____, is being used to offer unauthorized downloads of the Copyrighted (name of medium, e.g. motion picture, software), (name of copyrighted item). A copy of the complaint was provided to both you and your roommate during this meeting.
3. As (Dean or Director Name), I am requesting that you voluntarily take down of the alleged infringing material. I am also informing you that if a voluntary take down can not be secured in a reasonability quick timeframe, I will notify the appropriate telecommunication personnel to take down the infringing material to any extent possible. Repeat complaints will lead to the disabling of access to (IP Address).
4. If you believe the alleged infringement is an error, you may submit a counter-notice according to section VII of Policy D-42: Digital Millennium Copyright.
5. Your refusal to take down the alleged infringing material might also subject you and/or your roommate to further direct legal action from (Agent Name) on behalf of (Owner Name).

Sincerely,

(Signature of Dean or Director)

Acknowledgement:

I received a copy of this letter and all referenced materials on (date of receipt).

_____ Date: _____
Signature

Student Media D-44

Original Implementation: October 26, 1999
Last Revision: ~~None~~*July 25, 2002*

Stephen F. Austin State University has long recognized the importance of providing for the establishment of student media on campus. These media are the chief means of communicating campus news, providing student entertainment, and expressing student opinion. They also provide experience for students who are working toward a career in the mass media.

Student Publications

The Pine Log, which is the student newspaper, and the *Stone Fort*, which is the yearbook, were the first student media to be established. They have existed virtually from the founding of Stephen F. Austin. *The Pine Log* publishes campus news, letters to the editor, local advertising, and editorials.

The Office of Student Publications, housed in the Division of University Affairs, is the unit which governs the operation of both the *Stone Fort* and *The Pine Log*. These publications are intended to be primarily self-supporting. Income is derived from the sale of yearbooks, and, in the case of *The Pine Log*, advertising. The Director of Student Publications is the administrative leader of both publications and reports to the Vice President for University Affairs. The director shall be responsible for all managerial aspects of Student Publications. This shall include fiscal management, office staff management, and student staff management. The Student Publications Director shall also provide editorial counsel to the student staffs of *The Pine Log* and *Stone Fort* regarding customary news and advertising practices as well as applicable legal issues.

In addition to *The Pine Log* and the *Stone Fort*, Student Publications also produces and funds *The Myriad*, which is an annual student literary magazine. *The Myriad* is currently the only university publication solely dedicated to publishing creative works of students at SFASU. *The Myriad* staff is composed primarily of students enrolled in an independent studies course through the Department of Communication. Student volunteers also assist with the production.

The Student Publications Committee shall serve as an advisory body to Student Publications. The Committee shall recommend editorial policy and provide advice in the appointment of *The Pine Log* and *Stone Fort* editors. In addition, the Committee shall:

a. foster and preserve the American tradition of free expression

b. act as an appeals body on editorial, advertising, and business contracts related to Student Publications

c. require compliance with applicable laws in such areas as libel, obscenity, privacy, and false and misleading advertising

The Student Publications Committee shall consist of eleven members:

Chair of the Department of Communication (Committee Chair)
The Director of Student Publications
Two Journalism Faculty Representatives
One Representative from the Business Office
One Representative from the Office of Public Affairs
Two Faculty Members at Large
Three Students at Large (not already holding paid positions on the *Stone Fort* or *The Pine Log)*

Broadcast Media

Stephen F. Austin State University has also provided for the operation of a radio station, KSAU-FM, and a cable-connected television facility. These facilities shall serve the primary role of laboratories to support the academic program in radio/

television and shall be operated by the Department of Communication housed in the College of Applied Arts and Sciences, Division of Academic Affairs. Two departmental faculty shall be designated as directors of radio and television respectively. These two faculty members shall have one-course teaching load reductions to accommodate their responsibilities as directors of the radio and television operations.

Both of these facilities are totally supported by institutional funds and receive no money from external sources or from student service fees. Programming and production staffs shall consist of students enrolled in a required Communication Practicum course. Faculty who teach the practicum courses shall supervise the student staffs and serve as the first level of appeal for any issues which might arise.

Programming content for the radio station shall be in compliance with all licensing requirements of the Federal Communications Commission. In addition, the Department of Communication shall enforce programming guidelines which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice
c. serve a local audience with programming not already readily available
d. serve local informational and cultural needs

The Department of Communication shall enforce television programming guidelines for the local cable channel which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice

c. serve local informational, educational, and cultural needs

Source of Authority: Vice President for Academic Affairs; Vice President for University Affairs; First Amendment of the U.S. Constitution

Cross Reference: None

Contact for Revision: Chair of Communication Department and Director of Student Publications

Forms: None

Employee ~~Separation~~*Terminations and Transfers* E-18

Original Implementation: Unpublished
Last Revision: ~~January 30, 2001~~*July 25, 2002*

It is preferred that employees give at least two (2) weeks notice to their supervisors prior to termination from the University or transfer to another department. All supervisors are responsible for immediately notifying Human Resources of all faculty, staff, graduate assistant, and student employment terminations and transfers. Notification will be accomplished through completion of the Administrative Account Disablement form, (available as a business form through the www.sfasu.edu website). Notification may be given prior to the termination or transfer date, and must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks.

Employee ~~separation~~*termination or transfer also requires the supervisor to complete* ~~is initiated with~~ a "Personnel Action Request" form *that is* routed through the appropriate administrative channels.

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

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

Source of Authority: Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of ~~Personnel Services~~*Human Resources*

Forms: Personnel Action Request, see Index E-39 (available in University Printing Services); Employee Checkout Form (available in ~~Personnel Services~~*Human Resources*); *Administrative Account Disablement (available at website)*

Student Organization Formation and Recognition F-14

Original Implementation: Unpublished
Last Revision: ~~April 30, 2002~~*July 25, 2002*

Stephen F. Austin State University acknowledges the right of enrolled students to form a voluntary organization 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.

3. Have their officers and advisor(s) sign an anti-hazing statement.

4. Prepare 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.

6. Submit all completed documents to the Office of Student Affairs.

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 may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse 60 calendar days after it is initially granted.

The Director of Student Affairs will review the application for recognition when it is complete and determine whether recognition should 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 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 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 Polices 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 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, 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 of University Affairs over the Residence Hall Association, the Student Activities Association, the Student Government Association, the Office of Student Affairs and certain social and cultural activities conducted on the campus of Stephen F. Austin State University, the University assumes no responsibility for student organizations or their programs. 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: Director of Student Affairs

Forms: None