Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas

July 13, 2006
Volume 229
Board Minutes for July 13, 2006
Volume 229

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The Meeting of the Board of Regents was called to order at 9:00 a.m., Thursday, July 13, 2006, by Chair Valerie Ertz.

PRESENT:

Board Members:  
Mr. Richard Boyer  
Dr. Margarita de la Garza-Grahm  
Ms. Valerie Ertz  
Mr. Joe Max Green  
Mr. Kenneth James  
Mr. Paul Pond  
Mr. James Thompson  
Ms. Stephanie Tracy  
Mr. Melvin White  
Mr. Fred Wulf

Vice-Presidents:  
Ms. Debbie Baisden  
Dr. Baker Pattillo

Associate Provost/VPAA:  
Dr. Marlin Young

General Counsel:  
Ms. Yvette Clark

Other SFA administrators, staff, and visitors also were present in Room 307.

RECOGNITIONS

Chair Ertz introduced Regent Pond, who presented to the College of Education a shadow box of memorabilia from the SFA Demonstration School belonging to his mother-in-law, Mrs. Rose Mary Crawford Long, who was in the first graduating class of the Demonstration School. Her father, Dr. A. L. Long, served as head of the education department at SFA from 1946 to 1961.

Dr. Young introduced Dr. Daniel Norton, Director of the Office of International Programs, who presented faculty and students who have been involved in study abroad programs: Ms. Amberr Melo, the Study Abroad Coordinator, Mr. Marcus Cox, Lecturer in the College of Business, Students Jan Anderson-Paxson, Spencer Hutton, and Marcy Arriola.

Dr. Young introduced Dr. Richard Berry, Dean of the College of Fine Arts, who presented the following faculty members involved in international programs:
Alan Nielsen, Professor of Theatre (Spring semester, teaching in Singapore); Rick Jones, Associate Professor of Theatre (Summer I, Irish Theatre course in Dublin); Amy George, Assistant Professor of Art (Summer I, Drawing and Photography course in Italy); Charles Jones, Professor of Art (Spring semester, book art collaboration in Vietnam); and Tim King, Professor of Music (Spring/Summer, A Cappella Choir performance tour to London and Austria). Dr. Berry also introduced Allen Oster, Professor of Theatre and SFA’s first Piper Professor Award recipient in many years.

Chair Ertz called on Ms. Debbie Baisden, Vice President for Finance and Administration, who recognized staff members in the Health, Safety, and Risk Management Group for their accomplishments in reducing the accident risk at SFA and thereby reducing insurance costs for the university: Jeremy Higgins, Mike Griffith, and Donna Teel.

Dr. James Lowry, Associate Dean of Liberal Arts, had previously requested to address the board on a personnel agenda item during the Public Comment Period. Dr. Lowry withdrew his request.

APPROVAL OF MINUTES

06-37
Upon motion of Regent White, seconded by Regent Green, with all members voting aye, it was ordered that the minutes of the April 12, 2006, April 13, 2006, and June 2, 2006, board meetings be approved.

ADMINISTRATION

06-38
Upon motion by Regent James, seconded by Regent Wulf, with all members voting aye, it was ordered that the resignation of President Tito Guerrero III be accepted as presented and that the Board of Regents wish him well in his future.

06-39
Upon recommendation of the executive committee, with all members voting aye in a roll call vote, it was ordered that Dr. Baker Pattillo be appointed interim president of Stephen F. Austin State University for a twelve month period with an additional twelve month option at a current salary of $236,900 annually, effective immediately.

06-40
Upon motion by Regent Green, seconded by Regent Pond, with all members voting aye, it was ordered that Yvette Clark be re-appointed General Counsel with a salary of $115,360, effective September 1, 2006.

06-41
Upon motion by Regent Green, seconded by Regent White, with all members voting aye, it was ordered that Gina Oglesbee be re-appointed Director of Audit Services with a salary of $76,040, effective September 1, 2006.
Upon motion by Regent Pond, seconded by Regent Thompson, with all members voting aye, it was ordered that Judy Buckingham be re-appointed Assistant to the Board of Regents with a salary of $36,500, effective September 1, 2006.

PERSONNEL

Upon motion by Regent Green, seconded by Regent White, with all members voting aye, it was ordered that the following faculty appointments for 2006-2007 be approved:

1. Business
   a) Recai Aydin, Visiting Assistant Professor of Economics, Ph.D. (University of Houston), at a salary of $57,000 for 100 percent time for nine months, effective August 22, 2006.
   b) George Hunt, Assistant Professor of Accounting, Ph.D. (Texas Tech University), at a salary of $90,000 for 100 percent time for nine months, effective August 22, 2006.

2. Education
   a) Jarod Lambert, Instructor of Secondary Education and Educational Leadership, M.Ed. (University of Houston), at a salary of $46,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of doctorate by May 31, 2009.
   b) Sandra Stewart, Assistant Professor of Elementary Education, Ed.D. (Stephen F. Austin State University), at a salary of $47,000 for 100 percent time for nine months, effective August 22, 2006.

3. Fine Arts
   a) Mario Ajero, Instructor of Music, M.M. (Temple University), at a salary of $39,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of terminal degree by May 2012.
   b) Chad Erpelding, Assistant Professor of Art, B. A. (Central University of Iowa), at a salary of $42,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of terminal degree by September 1, 2007.
   c) Bruce Fowler, Assistant Professor of Music, M.M. (University of North Texas), at a salary of $46,000 for 100 percent time for nine months, effective August 22, 2006.
d) Gene Moon, Instructor of Music, M.A., (New York University), at a salary of $42,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of terminal degree by May 2012.

e) Jorge Davi Salas, Instructor of Music, M.M. (University of Kentucky), at a salary of $39,000 for 100 percent time for nine months, effective August 22, 2006, contingent upon completion of terminal degree by May 2012.

f) Andrew Unsworth, Assistant Professor of Music, Ph.D. (Duke University), at a salary of $43,000 for 100 percent time for nine months, effective August 22, 2006.

4. Forestry

a) Pat Stephens-Williams, Assistant Professor of Forestry, Ph.D. (Southern Illinois University), at a salary of $42,000 for 100 percent time for nine months, effective August 22, 2006.

5. Liberal Arts

a) Jeremy Heider, Visiting Assistant Professor of Psychology, Ph.D. (Northern Illinois University), at a salary of $40,000 for 100 percent time for nine months, effective August 22, 2006.

b) Steven Marsden, Assistant Professor of English and Philosophy, Ph.D (Texas A & M University) at a salary of $40,000 for 100 percent time for nine months, effective August 22, 2006.

6. Sciences and Mathematics

a) Wesley Brown, Assistant Professor of Geology, Ph.D. (University of Texas, El Paso), at a salary of $50,000 for 100 percent time for nine months, effective August 22, 2006.

b) Kefa Onchoke, Assistant Professor of Chemistry, Ph.D. (Ohio State University), at a salary of $41,208 for 100 percent time for nine months, effective August 22, 2006.

c) Kent Riggs, Visiting Assistant Professor of Mathematics and Statistics, M.S. (Baylor University), at a salary of $41,000 for 100 percent time for nine months, effective August 22, 2006.

06-44
Upon motion by Regent Thompson, seconded by Regent Pond, with all members voting aye, it was ordered that the following staff appointments for 2006-2007 be approved:
1. Administration

   a) Andy Kesling, Executive Director of Marketing, B.F.A. (Texas Christian University) at a salary of $96,000 for 100 percent time for twelve months, effective July 12, 2006.

2. Athletics

   a) David Peavy, Men's Assistant Basketball Coach and Instructor, at a salary of $49,500 for 100 percent time for 10.5 months, effective June 1, 2006.

   b) Brette Tanner, Men's Assistant Basketball Coach, at a salary of $47,500 for 100 percent time for 10.5 months, effective June 19, 2006.

3. Graduate Studies and Research

   a) Thomas Wheeler, Associate Vice President and Dean of Graduate Studies and Research, Ph.D. (University of Texas), at a salary of $104,000 for 100 percent time for twelve months, effective August 14, 2006.

4. Human Resources

   a) Pamela Peebles, Assistant Director of Human Resources, at a salary of $49,205 for 100 percent time for twelve months, effective April 10, 2006.

5. Physical Plant

   a) Mitchell S. Johnson, Mechanical Maintenance Supervisor, at a salary of $60,000 for 100 percent time for twelve months, effective May 22, 2006.

6. Student Affairs

   a) Christopher Flournoy, Technology Specialist, at a salary of $29,000 for 100 percent time for twelve months, effective May 29, 2006.

7. Student Recreation Center

   a) Deborah Jones, Coordinator of Fitness and Wellness, at a salary of $33,000 for 100 percent time for twelve months, effective June 19, 2006.

   b) Brian Mills, Coordinator of Intramurals and Sports Clubs, at a salary of $35,000 for 100 percent time for twelve months, effective June 12, 2006.

   c) Kenneth Norris, Coordinator of Facilities and Member Services, at a salary of $33,000 for 100 percent time for twelve months, effective June 19, 2006.
8. University Advancement

a) Douglas A. Fox, Assistant Director of Development and Foundation Relations, at a salary of $33,948 for 75 percent time for twelve months, effective May 1, 2006.

06-45

Upon motion by Regent Thompson, seconded by Regent Boyer, with all members voting aye, it was ordered that the following changes of status for 2006-2007 be approved:

1. College of Applied Arts and Sciences

a) Wilma Cordova from Lecturer of Social Work at a salary of $42,468 for 100 percent time for nine months, to Assistant Professor of Social Work at a salary of $45,000 for 100 percent time for nine months, effective August 22, 2006.

2. College of Business

a) Deborah Dufrene from Professor of General Business at a salary of $73,675 for 100 percent time for nine months, to Department Chair and Professor of General Business and Assistant Dean, Nelson Rusche College of Business at a salary of $98,000 for 100 percent time for eleven months, effective September 1, 2006.

b) Warren Fisher from Department Chair and Professor of Management, Marketing and International Business at a salary of $100,115 for 100 percent time for eleven months, to Professor of Management, Marketing and International Business at a salary of $84,000 for 100 percent time for nine months, effective September 1, 2006.

c) Betty Johnson from Department Chair and Professor of General Business at a salary of $100,018 for 100 percent time for eleven months, to Professor of General Business at a salary of $82,000 for 100 percent time for nine months, effective September 1, 2006.

d) Joe Ormsby from Professor of Management, Marketing and International Business at a salary of $74,569 for 100 percent time for nine months, to Department Chair and Professor of Management, Marketing and International Business at a salary of $98,000 for 100 percent time for eleven months, effective September 1, 2006.

3. College of Fine Arts

a) Scott LaGraff from Instructor of Music at a salary of $40,200 for 100 percent time for nine months, to Assistant Professor of Music at a salary of $41,200 for 100 percent time for nine months, effective September 1, 2006.
4. College of Liberal Arts

a) **Troy Davis** from Associate Professor of History at a salary of $48,561 for 100 percent time for nine months, to Department Chair and Associate Professor of History at a salary of $73,000 for 100 percent time for eleven months, effective September 1, 2006.

b) **Sylvia McGrath** from Department Chair and Professor of History at a salary of $84,629 for 100 percent time for eleven months, to Professor of History at a salary of $68,000 for 100 percent time for nine months, effective September 1, 2006.

5. College of Sciences and Mathematics

a) **Dennis Gravatt** from Professor of Biology at a salary of $44,216 for 100 percent time for nine months, to Professor and Interim Department Chair of Biology at a salary of $58,241 for 100 percent time for eleven months, effective September 1, 2006.

6. Human Resources

a) **Aurora A. Alvarez**, from Human Resource Assistant II at a salary of $26,420 for 100 percent time for 12 months, to Human Resources Representative at a salary of $38,600 for 100 percent time for 12 months, effective June 1, 2006.

7. Information Technology Services

a) **Daniel Duplechian**, from Auxiliary Service Technology Specialist at a salary of $32,620 for 100 percent time for 12 months, to Programmer/Analyst I at a salary of $32,620 for 100 percent time for 12 months, effective March 1, 2006.

8. Library

a) **Tiffany Evans** from Library Director, at a salary of $95,000 for 100 percent time for twelve months, to Dean of Library at a salary of $95,000 for 100 percent time for twelve months, effective September 1, 2006.

9. Public Affairs

a) **Joseph Alford**, from Admissions Media Coordinator at a salary of $29,793 for 100 percent time for 12 months, to Publications Specialist at a salary of $30,656 for 100 percent time for 12 months, effective May 30, 2006.
10. Student Affairs

a) **Steve Westbrook**, from Executive Director of Student Affairs, at a salary of $87,329 for 100 percent time for twelve months to Dean of Student Affairs at a salary of $94,202 for 100 percent time for 12 months, effective September 1, 2006.

11. Student Recreation Center

a) **Jason Saladiner**, from Associate Director of Intramurals at a salary of $50,613 for 100 percent time for twelve months, to Coordinator of Aquatics, Safety and Camps at a salary of $35,000 for 100 percent time for twelve months, effective September 1, 2006.

06-46

Upon motion by Regent Green, seconded by Regent Thompson, with all members voting aye, it was ordered that the following retirements be accepted:

1. Cheryl Hill, Library Assistant II, effective August 31, 2006
2. Pat Mueller, Chair of Criminal Justice Department, effective December 31, 2006
4. Peggy Wedgeworth, Associate Library Director, effective August 31, 2006
5. Linda White, Professor of English and Philosophy, effective July 5, 2006

06-47

Upon motion by Regent Thompson, seconded by Regent White, with all members voting aye, it was ordered that academic tenure be awarded to Thomas Wheeler in Biology, effective fall semester, 2006.

06-48

Upon motion by Regent Thompson, seconded by Regent Green, with all members voting aye, it was ordered a leave of absence without pay be approved for Donald E. Bowen, Professor of Physics and Astronomy, effective September 1, 2006, through August 31, 2007.
Upon motion by Regent Wulf, seconded by Regent Green, with all members voting aye, it was ordered that the following holiday schedule for 2006-2007 be approved:

**Holiday Schedule for 2006-2007**

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This 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 Independence Day, which totals sixteen days. Employees will be required to take one day of vacation or compensatory time on Friday, December 29 and Friday, March 16.

**ACADEMIC AND STUDENT AFFAIRS**

Upon motion by Regent James, seconded by Regent Boyer, with all members voting aye, it was ordered that the following Academic Affairs items be approved:

A. **SMALL-SIZE CLASSES FOR SUMMER I, 2006**

   The Summer I, 2006 small-size class list was approved, as listed in Appendix 1.

B. **MERGER OF COLLEGE OF APPLIED ARTS AND SCIENCES AND COLLEGE OF LIBERAL ARTS INTO COLLEGE OF LIBERAL AND APPLIED ARTS**

   The College of Liberal Arts and the College of Applied Arts and Sciences will be merged into one entity, entitled the College of Liberal and Applied Arts, effective September 1, 2006.

C. **PROPOSAL TO OFFER ON-LINE PRINCIPAL'S PREPARATION PROGRAM**

   Approval was given to offer the on-line principal's preparation program starting fall 2006.

D. **INTERCOLLEGIATE ATHLETIC POLICY AND PROCEDURE MANUAL**

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

06-51

Upon motion by Regent Thompson, seconded by Regent White, with all members voting aye, the following Financial Affairs items were approved:

A. ADOPTION OF THE FISCAL YEAR 2006-07 BUDGET

The operating budget of $169,131,593 for the 2006-07 fiscal year was approved as presented. This budget includes a $9 per semester credit hour increase in designated tuition and a 6% increase in room and board. Also contained in the 2006-07 budget is a 1% salary pool for employee raises. The detailed HEAF allocation is included in Appendix 2.

B. SELECTION OF INVESTMENT MANAGER

Merrill Lynch was awarded a two-year contract for investment management services, beginning September 1, 2006, and the vice president for finance and administration was authorized to sign the contract.

C. ESTABLISHMENT OF QUASI-ENDOWMENT ACCOUNTS FOR LAURENCE C. WALKER SCHOLARSHIP FUND AND BRUCE R. MILES SCHOLARSHIP FUND

Authority was granted to establish two quasi-endowment accounts (Laurence C. Walker Scholarship Fund and Bruce R. Miles Scholarship Fund) to be used for scholarships for forestry students. The corpus of the endowment will be held in perpetuity and the income from these endowments will be distributed in accordance with the university’s endowment distribution policy. A memorandum of understanding for each of these scholarships is included in Appendix 3.

D. APPROVAL FOR PURCHASES OVER $50,000 - CBORD CARD SYSTEMS SOFTWARE SUPPORT

Approval was given to authorize payment for the annual license agreement and technical support fees for the CBORDS CS Gold software system at a cost not to exceed $51,000 for Fiscal Year 2007. This expenditure has been budgeted in the Fiscal Year 2007 Housing and Food Service budgets.

E. FUEL CARDS FOR RETAIL GASOLINE PURCHASES

Approval was given to continue using the Council on Competitive Government (CCG) contract for retail fuel purchases and to issue a purchase order for the payment of FY07 fuel card expenditures under the CCG contract. The president or appropriate vice president was authorized to sign the purchase order.
F. MASTER LEASE AGREEMENT

An award was made to Lehigh Capital for a three-year master lease agreement with two additional years of renewal, and the attached Lessee Resolution (Exhibit E to the Agreement) in Appendix 4 was approved. It was further approved that the university will be allowed to add equipment as needed to the master lease agreement when a capital lease is determined to be in the best interest of the university. Individual leases with a value of $50,000 or more will be individually approved by the board prior to being added to the master lease. The president or appropriate vice president was authorized to sign the agreement.

G. TEMPORARY SERVICES CONTRACT

Approval was given to issue an RFP for temporary staffing services for fiscal year 2007 with two years of renewal allowed. Following an analysis of the proposals, a recommendation will be brought to the board for final approval.

H. DIRECTORS & OFFICERS LIABILITY INSURANCE FOR FISCAL YEAR 2007

Approval was given to secure D & O insurance through the SORM program for Fiscal Year 2007. The president or appropriate vice president was authorized to sign the contract.

I. AUTO INSURANCE FOR FISCAL YEAR 2007

Approval was given to secure auto insurance through the SORM program for Fiscal Year 2007. The president or appropriate vice president was authorized to sign the contracts.

J. PROPERTY, BOILER & MACHINERY, INLAND MARINE AND GENERAL LIABILITY INSURANCE FOR FISCAL YEAR 2007

Approval was given to contract insurance with Travelers through USI Insurance Services of Texas covering property, boiler & machinery, inland marine and general liability at a cost to be negotiated by administration. The president or appropriate vice president was authorized to sign the contract.
BUILDING AND GROUNDS

06-52
Upon motion by Regent Green, seconded by Regent Thompson, with all members voting aye, it was ordered that the following Building and Grounds items be approved:

A. PURCHASE OF PROPERTY AT 200 FEAZELL

The university was authorized to purchase the property at 220 Feazell for the appraised value of $57,000 plus associated purchase and closing cost. This property is otherwise known as Lot 1, Block 45 of the J.F. Feazell subdivision, Nacogdoches, Texas. The Director of the Physical Plant was authorized to sign the required documents on behalf of the university. The source of funds will be designated fund balance.

B. INSTALLATION OF CAMPUS ELECTRICITY BREAKERS

The university was authorized to purchase and replace the three main 600 ampere, 12,500 volt oil filled breakers for the campus with the physical plant acting as general contractor. The vice president for finance and administration was authorized to sign the required purchase orders and contracts. The cost will not exceed $90,000 and will be paid from normal operating budgets. Source of funds: existing physical plant budget.

C. EXPANSION OF THE PLANNING ROLE FOR 3DI ARCHITECTS IN CAMPUS FACILITIES MASTER PLAN

The university was authorized to expand the planning role of 3DI Architects in the campus facilities master plan to include a classroom audit, building condition assessments, and preliminary programming for the potential tuition revenue bonds. The additional cost will not exceed $125,000. The source of funds will be HEAF.

D. REQUEST FOR INCREASE IN PROJECT BUDGET FOR RESURFACING OF TRACK AT HOMER BRYCE STADIUM

The original project budget for resurfacing the track at Homer Bryce Stadium was increased by $25,000 to cover the unanticipated work of leveling the asphalt base. Source of funds: auxiliary funds.

E. INCREASE IN CONTINGENCY FOR CURRENT CAMPUS CONSTRUCTION PROJECTS

The contingency in the project budget totaling $3,020,000 for a number of small campus projects approved as Board Order 06-33 on April 13, 2006, be increased by $250,000 to $500,000. The source of funding will be HEAF.
F. **AUTHORITY TO PURCHASE NATURAL GAS**

The university was authorized to seek proposals for the purchase of natural gas from the best available supplier and to contract for the purchase of natural gas for one or more years at the best available price. The vice president for finance and administration was authorized to sign the contract with the supplier. Additionally, if a group of universities is able to negotiate a cooperative price, the vice president for finance and administration was authorized to sign the necessary contracts and documents to allow the institution originating the RFP to sign on behalf of the university.

G. **AUTHORITY TO CONTRACT WITH TERRACON FOR GEOTECHNICAL ENGINEERING AND CONSTRUCTING TESTING SERVICES IN FY07**

The university was authorized to continue the use of Terracon for geotechnical engineering and construction testing services in FY07. The estimated cost is $150,000 and will be included as part of the administration budget for each construction project.

H. **AUTHORITY TO INCREASE CONSTRUCTION BUDGET IN PHASE II OF HOUSING PROJECT**

The university was authorized to increase the construction budget for phase II of the reinvestment in housing project with Camden Builders by $400,000 to increase the furniture allowance. The source of the funds will be the project contingency budget (auxiliary funds). The vice president for finance and administration was authorized to sign the change order.

I. **PURCHASE OF ELECTRIC UTILITIES FROM DEEP EAST TEXAS ELECTRIC COOP FOR FY07**

Approval was given to issue a purchase order for electricity from the Deep East Texas Electric Coop to service the Todd Agricultural Research Center and the Temple-Eastex Forestry Laboratory for FY07. The president or appropriate vice president was authorized to sign the purchase order.

J. **WATER, SANITARY SEWER AND LANDFILL SERVICES**

Approval was given to issue a purchase order to the city of Nacogdoches for FY07 water, sanitary sewer and landfill services. The president or appropriate vice president was authorized to sign the purchase order.

K. **AUTHORIZATION TO CONTRACT WITH ROOFING CONSULTANT**

The university was authorized to employ a roofing consultant for a five year period. The employment will be done in accordance with the state's procedure for
employing consultants. The estimated five year cost of this contract will not exceed $100,000 and will be paid from each year's annual maintenance budget.

L. CLEAN-UP AND RESTORATION OF JOHNSON COLISEUM

The board authorized replacement/repainting of the worn areas in Johnson Coliseum and painting of the exterior metal surfaces of the building. The physical plant will act as general contractor for the projects. The cost will not exceed $88,000 and will be paid from current existing auxiliary funds.

M. AUTHORIZATION OF REPAIRS TO TUCKER HOUSE

The university was authorized to proceed with needed repairs to the Tucker house, and the physical plant was authorized to act as general contractor. The cost will not exceed $80,000 and funds will be from FEMA ($37,500), insurance proceeds ($11,770.35), and HEAF.

UNIVERSITY POLICIES AND PROCEDURES

06-53

Upon motion by Regent Pond, seconded by Regent White, with all members voting aye, the Board of Regents adopted the policy revisions as presented in Appendix 6.

REPORTS

A. Dr. Chris Barker, Chair of the Faculty Senate, gave a report on the following topics:
   1. Appreciation of the board’s work on behalf of SFA
   2. Concerns of the faculty
      a) Faculty salaries and impact on recruitment and retention of new faculty
      b) Interim positions and search for new president and provost
      c) Computer replacement policy
      d) Other issues
   3. Relevant actions of the Faculty Senate
      a) New committees established to develop salary equity plan and study Texas educational systems

B. Ms. Brittany Scott, President of the Student Government Association, gave the following report:
   1. Introduction of new SGA officers for the coming year
   2. Overview of annual SGA Watermelon Bash
   3. Student excitement over pending Rec Center, UC, and new housing
   4. Key issues SFA are going to be most concerned about in coming year
   5. SGA legislative plans for the Fall
C. Ms. Gina Oglesbee, Director of Audit Services reported on the following:
   1. Governor's Executive Order Regarding Fraud
   2. Annual Risk Assessment
   3. Audit Plan

Chair Ertz adjourned the meeting of the Board of Regents at 10:35 a.m.
SMALL CLASSES
Summer I 2006

DEFINITION OF SMALL-SIZE UNDERGRADUATE CLASS:
ANY ORGANIZED CLASS WITH LESS THAN TEN STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL TEN OR MORE

DEFINITION OF SMALL-SIZE GRADUATE CLASS:
ANY ORGANIZED CLASS WITH LESS THAN FIVE STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL FIVE OR MORE

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

<table>
<thead>
<tr>
<th>DEPT. COURSE SECTION</th>
<th>NUMBER</th>
<th>CREDIT</th>
<th>FUNDED</th>
<th>DAYS / TIME / BUILDING / ROOM /</th>
<th>INSTRUCTION TYPE</th>
<th>FACULTY</th>
<th>JUSTIFICATION FOR TEACHING</th>
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</thead>
<tbody>
<tr>
<td>ART 390 001</td>
<td>9</td>
<td>3</td>
<td>27</td>
<td>MTWRF 0940AM 1110AM AR 112 LEC</td>
<td>CAFFERY, A.</td>
<td></td>
<td>MAINTAIN SEQUENCE/GRADUATING SENIORS</td>
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TOTAL HOURS GENERATED IN SMALL CLASSES 27
SMALL CLASSES AS A % OF TOTAL HOURS 0.12%
ESTIMATED TOTAL HOURS SUMMER I '06 22,311

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday
U = Sunday
### Fiscal Year 2006-07 HEF Appropriation

<table>
<thead>
<tr>
<th>Department</th>
<th>Item/Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Service</td>
<td>Oracle Master Lease Payment</td>
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<tr>
<td>Audit Services</td>
<td>Audit Software</td>
<td>$4,000</td>
</tr>
<tr>
<td>Instructional Capital</td>
<td>Academic Capital Equipment</td>
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<tr>
<td>Library</td>
<td>Academic Capital Equipment</td>
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<tr>
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<td>Information Technology Services</td>
<td>Banner Capital Equipment</td>
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<td>Information Technology Services</td>
<td>Network Upgrade and Expansion</td>
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<tr>
<td>Information Technology Services</td>
<td>E&amp;G Wireless Expansion</td>
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<td>Information Technology Services</td>
<td>Microsoft Site License</td>
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<tr>
<td>Vice President for Finance and Administration</td>
<td>Department Renovation</td>
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<td>Counseling and Career Services</td>
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<td>University Police</td>
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<tr>
<td>University Police Department</td>
<td>Police Vehicle Equipment</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>$4,683,847</strong></td>
</tr>
</tbody>
</table>
STEPHEN F. AUSTIN STATE UNIVERSITY

MEMORANDUM OF UNDERSTANDING

Laurence C. Walker Scholarship

It is the expressed wish of Scott Beasley, Dean for the Arthur Temple College of Forestry & Agriculture, to establish a Quasi-Endowment Fund to provide scholarships and financial assistance for outstanding students attending Stephen F. Austin State University pursuing a major in forestry. The following are the terms and conditions for the establishment of the Quasi-Endowment.

1. NAME: The name of the Quasi-Endowment Fund shall be the Laurence C. Walker Scholarship fund.

2. FUNDING: For purposes of establishing the Laurence C. Walker Scholarship Fund, friends and family donated funds upon his death. Additionally, sales of books produced by faculty of the college established the Fund. The Fund shall be an open fund, capable of receiving additional contributions at any time. Funds invested in the quasi-endowment shall be managed, and all distributions made, by Stephen F. Austin State University according to policies and guidelines established and reviewed annually by its Board of Regents. At no time shall the Quasi-Endowment principal be expended.

3. PURPOSE: The purpose of the Fund shall be to provide scholarships and financial assistance for students pursuing a degree in the Arthur Temple College of Forestry and Agriculture with preference given to undergraduate forest management majors.

4. RECOGNITION, PROMOTION, ACKNOWLEDGEMENT AND REPORTING: Annually, the responsible party for university endowments shall report to the Dean of the College of Forestry regarding the disbursement of funds.

5. ADMINISTRATION: Selection of the recipient(s) shall be the responsibility of the scholarship committee of the Arthur Temple College of Forestry and Agriculture taking into consideration the following criteria:
   - academic merit,
   - dedication to the field of forestry and
   - preference given to those pursing a major in forest management.
6. CHANGED CONDITIONS: If, in the future, circumstances have so changed that it is no longer feasible, in the opinion of the Board of Regents of Stephen F. Austin State University, to continue the terms of this agreement, said Board of Regents shall be required to apply this fund to such purposes as may, in their opinion, most closely fulfill the intentions of the donors herein described.

7. FORMAL ACCEPTANCE: All signatories to this document shall, in good faith, carry out the terms and conditions of this gift as spelled out in paragraphs one through seven of this Memorandum of Understanding and shall do so to the best of their ability. The terms and conditions of this Memorandum of Understanding shall become binding at the acceptance of the Stephen F. Austin State University Arthur Temple College of Forestry and Agriculture.

Institutional Signatures
Accepting MOU

Stephen F. Austin State University
By: Jerry E. Holbert, Ph.D., CFRE Date 4/21/06
Vice President for University Advancement

Stephen F. Austin State University
Arthur Temple College of Forestry and Agriculture
By: K. Scott Beasley, Ph.D. Date 4/20/06
Dean
It is the expressed wish of the Texas Forest Service (TFS) to establish a Quasi-Endowment Fund to provide scholarships and financial assistance for outstanding students attending Stephen F. Austin State University who are pursuing a major in forestry. The following are the terms and conditions for the establishment of the Quasi-Endowment Fund.

1. NAME: The name of the Quasi-Endowment Fund shall be the Bruce R. Miles Scholarship Fund.

2. FUNDING: For purposes of establishing the Bruce R. Miles Scholarship Fund, TFS deposited funds in the amount of $10,000 to the university. Funds invested in the quasi-endowment shall be managed, and all distributions made by Stephen F. Austin State University according to policies and guidelines established and reviewed annually by its Board of Regents. At no time shall the Quasi-Endowment principal be expended.

3. PURPOSE: The purpose of the Fund shall be to provide scholarships and financial assistance for students pursuing a major in forestry in the Arthur Temple College of Forestry and Agriculture.

4. RECOGNITION, PROMOTION, ACKNOWLEDGEMENT AND REPORTING: Annually, the responsible party for university endowment reporting shall report to the Dean of the Arthur Temple College of Forestry and Agriculture regarding the disbursement of funds.

5. ADMINISTRATION: Selection of the recipient(s) shall be the responsibility of the scholarship committee of the Arthur Temple College of Forestry and Agriculture taking into consideration the following criteria:
   - undergraduate forestry major,
   - academic merit and
   - dedication to the field of forestry.
Memorandum of Understanding  
Bruce R. Miles Scholarship Quasi-Endowment continued from page 2

6. CHANGED CONDITIONS: If, in the future, circumstances have so changed that it is no longer feasible, in the opinion of the Board of Regents of Stephen F. Austin State University, to continue the terms of this agreement, said Board of Regents shall be required to apply this fund to such purposes as may, in their opinion, most closely fulfill the intentions of the donors herein described.

7. FORMAL ACCEPTANCE: All signatories to this document shall, in good faith, carry out the terms and conditions of this gift as spelled out in paragraphs one through seven of this Memorandum of Understanding and shall so do to the best of their ability. The terms and conditions of this Memorandum of Understanding shall become binding at the acceptance of the Stephen F. Austin State University Arthur Temple College of Forestry and Agriculture.

Institutional Signatures  
Accepting MOU

Stephen F. Austin State University  
By: /Jerry E. Holbert, Ph.D., CFRE /
Vice President for University Advancement  
06/21/06  

Stephen F. Austin State University  
Arthur Temple College of Forestry and Agriculture  
By: /R. Scott Beasley, Ph.D. /  
Dean  
06/20/06
Appendix 4

LESSEE RESOLUTION

RE: Lease with Option to Purchase Agreement dated as of __________, between Lehigh Capital Access, Inc. (Lessor) and Stephen F. Austin State University (Lessee)

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on __________________________ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Lease With Option to Purchase Agreement dated as of __________, between ________ (Lessee) and ________ (Lessor).

2. Approval and Authorization. The Governing Body of Lessee has determined that the Agreement, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement.

   Authorized Individual(s): __________________________
   (Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

3. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

   By: __________________________
   (Signature of Secretary, Board Chairman or other member of the Governing Body)

   Typed Name: __________________________ Title: __________________________
   (Typed name of individual who signed directly above) (Title of individual who signed directly above)

   Attested By: __________________________
   (Signature of one additional person who can witness the passage of this Resolution)

   Typed Name: __________________________ Title: __________________________
   (Typed name of individual who signed directly above) (Title of individual who signed directly above)
Emergency Management Plan

SFA would like to thank the University of Houston for allowing us to use its EMP as a guide.

Created 3/8/06
INTRODUCTION

There are important differences between the manner in which a college, university, or other academic institution conducts its operations and the manner in which a corporation conducts its business. The entire purpose of operations, the presence of large numbers of students, the style of management, etc. are all greatly different between an academic institution and a typical business. This program establishes the requirements of the Emergency Management Plan at Stephen F. Austin State University concerning emergency personnel, guidelines, procedures, and sources of assistance. It applies to all University locations.

PLAN ORGANIZATION

Frequently only very general guidelines coordinate emergency plans. Emergency plans for colleges and universities involve a large number of individuals from different areas. Many of these individuals do not work together on a day-to-day basis. In an actual emergency situation many individuals have important areas of responsibilities and must be able to coordinate their efforts.

Rigid organizational structures are not normally found within the educational community. A typical approach utilized by educational institutions to address a problem is to establish a committee to analyze the facts and make recommendations. This group or committee-management style approach assembles a large range of ideas and generally produces satisfactory results over a fairly long period of time. In developing an emergency plan, this approach is acceptable; but in executing an emergency plan, the approach will not work effectively.

In an emergency situation, quick decisions regarding the appropriate response measures are necessary. There is frequently not time to gather and analyze various opinions. Also a single individual must be in charge; and, if that individual is not present, a “chain-of-command” must be utilized. This type of management structure is not common in an academic community.

This Emergency Management Plan for SFA designates an Emergency Response Team that utilizes the Incident Command System for responding to emergency situations. This is a recognized, effective management approach utilized by FEMA to make tactical decisions during an actual emergency. The overall management structure couples an effective mechanism for handling an emergency with a management style compatible with practices in an educational setting.

EMERGENCY RESPONSE

Current initial response planning by universities appears focused on the action steps to be taken by university police departments. This Emergency Management Plan for SFA greatly expands this scope and includes material for use by the initial responders. The materials are designed for use by the Emergency Operation Center Director to direct the institution’s resources and are designed for use by faculty, staff, and others who are the initial responders to an emergency situation.

TERMINOLOGY

The emergency management industry grew initially out of the information technology area. These emergency plans were referred to as “disaster plans,” and this terminology is still commonly used by information technology departments within both the academic and business communities. Since the late 1980s and early 1990s, the term “business continuity plan” has become the standard corporate term for an emergency plan. This term along with other terms such as “business impact analysis” commonly used in the corporate world are not generally used in a university environment.
## Business Emergency and Continuity Management Plan

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**I. EMERGENCY MANAGEMENT PLAN (POLICY D-11)**
- Authority and References
- Purpose
- Scope
- Mission
- Situation and Assumptions
- Direction and Control
- Emergency Response Team Members and Assignment of Responsibilities
- Line of Succession
- Support
- Outdoor Warning Siren
- Emergency Action
- Post Disaster Actions

**II. SOURCES OF ASSISTANCE DURING EMERGENCIES**
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- Off-Campus Assistance

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- Campus Area Evacuation
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- Mail Safety
- Bomb Threat or Suspicious Package
- Civil Disturbance or Demonstrations
- Non-Violent Disruptive Demonstrations
- Violent Disruptive Demonstrations
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- Drug and Alcohol Abuse
- Explosion, Aircraft Down
- Fire
- Gang Activity
- Gas Leaks
- Hazardous Release (Chemical and/or Radiation Spill on Campus)
- Hostile Intruder Incident (Violent or Criminal Behavior)
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- Nuclear Preparedness
- Physical/Mental Abuse
- Power Failures
- Psychological Crisis
- Terrorist Attack
- Toxic Fume Release
- Trips / Vehicular Accidents
- Weapons
- Water Outage/Failure
V. NATURAL DISASTERS (INCLEMENT WEATHER AND OTHER EMERGENCIES D-19.1)
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B. FLOODING/TROPICAL STORM
C. WINTER STORM
D. THUNDERSTORM
E. TORNADO
F. EARTHQUAKE

VI. PUBLIC AFFAIRS CRISIS COMMUNICATION PROCEDURES

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| ATTACHMENT A: DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION |
| ATTACHMENT B: DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH ASSISTANCE OF THE POLICE DEPARTMENT |
| ATTACHMENT AC: COPING WITH DEATH |
| ATTACHMENT BD: DRUG AND ALCOHOL ABUSE: BEHAVIORAL SIGNS AND SYMPTOMS |
| ATTACHMENT CE: PHYSICAL AND MENTAL ABUSE: BEHAVIORAL SIGNS AND SYMPTOMS |
| ATTACHMENT DF: BOMB THREAT CHECKLIST |
| ATTACHMENT EG: GENERAL FIRE PLAN |
| ATTACHMENT FH: GENERAL PROVISIONS OF THE EDUCATION CODE |
Emergency Management Plan

Original Implementation: November 1986
Last Revision: January 19, 2006

An Emergency Management Plan has been adopted to guide the response of appropriate individuals to potential emergencies occurring on the campus of Stephen F. Austin State University.

A. AUTHORITY AND REFERENCES

1. Authority for implementation of the Emergency Management Plan rests with the President of Stephen F. Austin State University.

2. References
   - Article 51.210 and Article 51.203 of the Texas Penal Code.

B. PURPOSE

The Emergency Management Plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of SFA. This plan describes the roles and responsibilities of departments, schools, and personnel during and after emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes: and can change at the direction of the Director of the Emergency Operations Center.

This plan addresses each several types of emergencies on an individual basis, providing guidelines for the containment of the incident and provides emergency instructions to the individual designated to direct University resources in a concise format. It also will provide emergency response information primarily for use by faculty/staff and other on-site personnel who may be initial responders to an emergency incident.

The purpose of this plan is to provide the necessary guidelines, procedures, and instructions for implementing emergency operations at SFA. Emergency operations will utilize the existing University organizations, with aid as necessary from city, state, and federal governments.

C. SCOPE
This plan is a University-level plan that guides the emergency response of University personnel and resources before, during and after an emergency situation. It is the official Emergency Management Plan of SFA and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. This plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System (Emergency Operation Center) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitates the flow of information between responding agencies.

The University will cooperate with the Office of Emergency Management, state, county and city police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

This plan is intended to stand alone or to complement other plans and provisions of the Texas Emergency Management Council and of local government. Provisions of this plan that are not specific to the activities of the University have been included for purposes of clarity, and their presence here is not intended to supersede or abrogate the provisions of the Texas Emergency Disaster Act of 1975.

D. MISSION

The University will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Protection of human life
Priority II: Support of health and safety services
Priority III: Protection of University assets
Priority IV: Maintenance of University services
Priority V: Assessment of damages
Priority VI: Restoration of general campus operations

E. SITUATIONS AND ASSUMPTIONS

1. Situations:
The University is an autonomous community of approximately 13,000 people surrounded by a city of approximately 30,000. The University is responsible for providing law enforcement and internal distribution of utility services to the University community on a day-to-day basis.

2. Assumptions:
   This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:
• An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
• The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
• An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
• Disasters may be communitywide. Therefore, it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources. The University may, however, be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.
• The University is more knowledgeable about its facilities than are other agencies.
• In the event that the University is not affected by the primary disaster, its personnel, and resources may be available to supplement and support local services with direction from the President and/or the Director of the Emergency Operations Center.

F. DIRECTION AND CONTROL

1. The organization of the Emergency Operation Center (EOC) will vary from the routine structure as follows:
   • The location of the primary EOC will be the University Police Department upon activation of this plan.
   • A secondary EOC may be designated by the EOC Director, if necessary, upon activation of this plan and after consideration of the nature of the emergency.
   • The EOC Director will be designated by the President of the University, and he/she, or his/her designee, must be present in the EOC as long as the plan is activated. The EOC Director will serve as the official source of information to the University response personnel and will represent the University in the coordination of activities with other agencies. To aid the EOC Director, representatives of those who are assigned responsibilities in section G. (see Emergency Response Team Members and Responsibilities) will be present in the EOC, as needed, to record and document incoming information and to dispatch information to the appropriate personnel. The Emergency Response Team will coordinate requests for service and assignment of resources.

2. Warning and Notification
   This plan will be implemented by the President of the University or their designee when information is received from a credible source concerning a potential or actual disaster that requires a positive response by the University. In the absence of the President, the provisions of the President's Line of Succession in Section H of this policy will determine the line of authority applicable to the implementation of this plan.

Information received shall be verified and evaluated to determine the response required and the division having responsibility for such action. The individual who evaluates the information must have a thorough understanding of the capabilities and responsibilities of each department of the University. An up-to-date Call List of persons to be notified
during duty hours, after duty hours, weekends, and holidays shall be available to the UPD dispatcher. The prioritized list of individuals to be called will consist of a name and at least two alternate names along with office, home and mobile phone numbers. Changes in the list shall be submitted to the University Chief of Police. The notification procedure is as follows:

- UPD will maintain the Call List and make the initial notification.
- UPD will initially dispatch personnel as necessary until the EOC is established; then control will shift to the EOC Director who is responsible for emergency management.
- Major problems will be reported to the EOC.

All division/department heads and supervisors are directed to report status of emergency situations directly to the President and/or his or her designee. They will not discuss this status with outsiders, including media, on behalf of the University.

- The President will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and the extent of injuries, what is happening now, and what help has been summoned. Additionally, what is being done to resolve the emergency?
- At the earliest opportunity, the President will meet with the University Chief of Police and/or Assistant Chief of Police, and other members of the Emergency Management Team to evaluate action taken and decide on the most appropriate course of future action.
- All contacts from the media will be referred directly to Public Affairs and the Director of the EOC.

3. Public Information
   All public information shall be provided by or coordinated with the Director of Public Affairs and the Director of the EOC. The University Chief of Police will conduct press releases concerning criminal or police activities. The designation of a single University spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released. See Section VI. Public Affairs Crisis Communication Procedures.

G. EMERGENCY RESPONSE TEAM MEMBERS AND RESPONSIBILITIES

1. University President
   President or his/her designee is the EOC Director and shall be responsible for delegating duties to the other staff members as the emergency situation dictates.

2. Vice President for University Affairs
   Responsible for oversight of EOC activities and shall be the President’s designee for command responsibilities and delegating duties to the other staff members as the emergency situation dictates. Keeps the President informed of emergency situation as appropriate.

3. University Chief of Police
   Responsible for furnishing and directing manpower necessary to maintain security in affected areas. He/she will maintain traffic control, preserve law and order, direct search
and rescue operations, and provide communication between the scene of the emergency and the EOC.

4. Director of the Physical Plant
   Responsible for coordinating requests for supplies and personnel and for making deliveries to the emergency area. He/she will discontinue and restore utility services as conditions dictate, clear debris, and restore buildings to functional use, when it is determined buildings are safe.

5. Director of Environmental Health, Safety and Risk Management
   Responsible for providing EOC Director specific information about facilities and existing conditions related to emergency. He/she will work with the Nacogdoches Fire Department and UPD when evacuation is warranted. He/she will assure facilities and buildings are safe before they are restored to service or occupied.

6. Director of Public Affairs
   Responsible for timely and accurate dissemination of information to employees, students, public, campus and external news media, and other stakeholders. Information may be disseminated by a variety of methods, including University Web site, e-mail, phone and news briefings. He or she may arrange for photographers to document the disaster after approval from the Director of the EOC.

7. Director of the University Health Clinic
   Responsible for determining medical needs, arranging for emergency medical supplies, and establishment of first aid stations in or near affected area, but clear of immediate danger.

8. Executive Director of Student Affairs
   Responsible for student services and providing meals for students and other University personnel as conditions dictate and coordinating use of his/her facilities as directed by President or his/her designee.

9. Hazardous Materials Officer
   Responsible for providing EOC Director with information about locations of hazardous and toxic materials on campus and for serving as consultant to EOC Director. The Radiation Safety Officer will monitor radiation sources and report to the Hazardous Materials Officer.

10. Director of Housing
    Responsible for relocation and housing of students.

H. PRESIDENT'S LINE OF SUCESSION

To ensure continuity of University activities during threatened or actual emergencies, the President’s Line of Succession for EOC command is established as follows:

- Vice President for University Affairs
- Provost/Vice President for Academic Affairs
- Vice President for Finance and Administration
A list of the President's Line of Succession for other positions on the Emergency Response Team will be provided by the appropriate directors and be appended to the emergency Call List.

I. SUPPORT

Request for assistance, including activation of the Texas National Guard or other military assistance, will be made by calling the state Disaster District Headquarters located at the Department of Public Safety Disaster District Headquarters, Region Sub 2B Office in Lufkin, telephone (936) 634-5553. In the event that the state Disaster District Headquarters cannot be reached, the request for assistance can be made to the local Department of Public Safety Supervisor, telephone (936) 560-6528.

J. CITY OF NACOGDOCHES OUTDOOR WARNING SIREN

1. Locations
   - Sunset Cemetery on North Street
   - Fire Station 1 on North Street
   - Baseball Park on Old Tyler Road
   - Durst Street at Reedy Street
   - Fire Station 3 on Old Lufkin Road
   - Temple Park on Martin Luther King
   - Center Highway at East Oak Lane
   - SFA Maintenance Facility
   - Fire Station 4 at Nacogdoches High School
   - Power Street Pump Station

2. Sirens tested first Wednesday of the month at noon.

3. Sirens sounded if the city is to be impacted by:
   - A severe thunderstorm warning is placed by National Weather Service
   - A tornado warning is issued by National Weather System and the city is in its path
   - A flooding situation and members of the Emergency Response Team believe a warning should be issued.
   - A hazardous materials event has placed a section of the community in danger.

K. EMERGENCY ACTION

Various types of disasters, related terms, and an outline of general actions are defined for each threat. Each stage of a potential disaster is assigned a condition status number as follows:

1. **Condition 4** refers to normal operating conditions when daily work routine is not interrupted by disaster or impending emergency situations. No action is necessary.
2. **Condition 3** refers to a severe weather watch established by the U.S. Weather Service. Such a **WATCH** may be issued for any of the following conditions:
   - **Tornado watch**: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
   - **Severe thunderstorm watch**: Atmospheric conditions exist such that severe thunderstorms may develop. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
   - **Flood watch**: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify Physical Plant.

3. **Condition 2** refers to severe weather warnings as issued by the U.S. Weather Service and relayed by local radio and TV stations. Such **WARNINGS** may be issued for any of the following conditions:
   - **Tornado warning**: A tornado has been sighted or seen on radar. The action is to notify the Emergency Response Team and place team members on alert status. Maintain the daily routine and notify the appropriate departments to take such action as is required.
   - **Severe thunderstorm warnings**: Severe thunderstorms have been sighted visually or on radar. The action is to maintain the daily routine and notify the appropriate departments to take such action as is required.
   - **Flood Warning**: Conditions are such that waters may exceed a safe control level. The action is to maintain the daily routine and notify the appropriate departments to barricade areas of possible flooding.

4. **Condition 1** indicates any of the following conditions:
   - A tornado strike
   - Flash flooding
   - A major accident or a disaster, man made or natural, occurs without warning
   - A major fire
   - An explosion
   - An electrical blackout (*after evaluation by the Director of the EOC*)

   The EOC is activated and all department heads are notified. The Emergency Response Team will report to the center. All other department heads will follow their standard operating procedures. It is imperative that all actions taken or anticipated by any department be coordinated with the EOC.

L. **THE POST-DISASTER ACTIONS WILL CONSIST OF THE FOLLOWING:**
   
   The following list is not in exact order. Actions may begin at any time.
   1. Check and/or re-establish communications.
   2. Maintain law and order.
   3. Perform fire protection and rescue operations.
   4. Set up triage stations if necessary and assure acceptable health conditions.
   5. Assess extent of damage.
   6. Perform emergency clean-up and debris removal.
   7. Request outside assistance as required.
   8. Establish controls on critical resources and direct their distribution when necessary.
9. Designate restricted areas as necessary.
10. Furnish regular status reports to the state Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (936) 634-5553, as appropriate.
11. Keep employees, students, public, campus and external news media, and other stakeholders informed of conditions. Utilize photographers to document extent of disaster when safe to do so and ordered by the Director of the EOC.
12. Ensure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.
13. Conduct radiological monitoring and notify "Chemtrec" (1-800-424-9300) if a hazardous material disaster occurs.
14. Examine the disaster area for life safety hazards and assure precautions are taken to protect personnel until normal operations are established.

Source Of Authority: Texas Government Code sec. 418.001 et seq.; Texas Education Code sec. 51.201 et seq.; The Texas Emergency Management Plan, Annex L - Texas Department of Health; President


Contact For Revision: Director, Environmental Health, Safety, and Risk Management

Forms: None
II. SOURCES OF ASSISTANCE DURING EMERGENCIES

(Phone numbers verified November 21, 2005)

A. ON-CAMPUS ASSISTANCE

President: Dr. Tito Guerrero 468-2201
Director, Human Resources: Glenda Herrington 468-2304
Audit Services: Gina Oglesbee 468-5204
General Counsel: Yvette Clark 468-4305
Vice President for Finance and Administration: Deborah Baisden 468-2203
Director, Physical Plant: John Rulfs 468-3206
Director, Safety and Risk Management: Jeremy Higgins 468-4532
Director, Purchasing and Inventory: Diana Boubel 468-2296
Director, Information Technology Services: Bill Wagner 468-1110
Provost/Vice President for Academic Affairs: Dr. Mary Cullinan 468-2707
Dean, Applied Arts and Sciences and Liberal Arts: Dr. James Standley 468-4604
Dean, Business: Dr. Violet Rogers 468-3101
Dean, Education: Dr. John Jacobson 468-2901
Dean, Fine Arts: Dr. Richard Berry 468-2801
Dean, Forestry and Agriculture: Dr. Scott Beasley 468-3304
Dean, Sciences and Mathematics: Dr. Anthony Duben 468-2805
Vice President for University Affairs: Dr. Baker Pattillo 468-2701
Executive Director, Student Affairs: Steve Westbrook 468-6411
Director, Counseling and Career Services: Ralph Busby 468-2401
Director, Disability Services: Chuck Lopez 468-3004
Director, Housing: Jamie Fain 468-2601
Director, Disability Services: Chuck Lopez 468-3004
Director, Health Clinic: Dr. John Miller 468-4008
Judicial Officer: Dr. Peggy Scott 468-2703
Chief of Police: Marc Cossich 468-2608
Vice President for University Advancement: Dr. Jerry Holbert 468-5406
Director, Public Affairs: Susan Hammons 468-2041
Chemical Hygiene Officer: Wayne Boring 468-3606
Radiation Safety Officer: Bea Clack 468-6908
## B. OFF-CAMPUS ASSISTANCE

<table>
<thead>
<tr>
<th>Emergency Assistance</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nacogdoches Fire Department (non-emergency)</td>
<td>559-2541</td>
</tr>
<tr>
<td>Nacogdoches Fire Department (emergency)</td>
<td>564-0404-2607</td>
</tr>
<tr>
<td>Nacogdoches Police (non-emergency)</td>
<td>559-2607</td>
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<tr>
<td>Nacogdoches Police (emergency)</td>
<td>564-0404-2607</td>
</tr>
<tr>
<td>Nacogdoches Sheriff Department (non-emergency)</td>
<td>560-7793</td>
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<tr>
<td>Nacogdoches Sheriff Department (emergency)</td>
<td>560-7777</td>
</tr>
<tr>
<td>Memorial Hospital</td>
<td>564-4611</td>
</tr>
<tr>
<td>Medical Center Hospital</td>
<td>569-9481</td>
</tr>
<tr>
<td>Ambulance/Emergency Medical Services</td>
<td>911</td>
</tr>
<tr>
<td>Hazardous Material Spill (Eagle Construction and Environmental)</td>
<td>(800) 336-0909</td>
</tr>
<tr>
<td>Texas Commission on Environmental Quality - Houston (daytime)</td>
<td>(713) 767-3563</td>
</tr>
<tr>
<td>Texas Commission on Environmental Quality (nighttime)</td>
<td>(800) 255-3924</td>
</tr>
<tr>
<td>National Response Center for toxic chemical and oil spills</td>
<td>(800) 424-8802</td>
</tr>
<tr>
<td>Texas National Resource Conservation Commission</td>
<td>(800) 832-8224</td>
</tr>
<tr>
<td>Chemical Transportation Emergency Center (Chemtrec)</td>
<td>(800) 424-9300</td>
</tr>
<tr>
<td>Chemtel (Texas Commission on Environmental Quality)</td>
<td>(800) 255-3924</td>
</tr>
<tr>
<td>Texas Department of Health – Austin</td>
<td>(512) 458-7111</td>
</tr>
<tr>
<td>Texas Department of Health – Tyler</td>
<td>(903) 533-5272</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>(800) 222-1222</td>
</tr>
<tr>
<td>American Red Cross Greater Nacogdoches Area</td>
<td>564-2101</td>
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<tr>
<td>Emergency Pager</td>
<td>(936) 675-6340</td>
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<tr>
<td>National Weather Service (Houston)</td>
<td>(281) 337-5074</td>
</tr>
<tr>
<td>National Weather Service (Dallas)</td>
<td>(817) 429-2631</td>
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<tr>
<td>National Weather Service (Shreveport)</td>
<td>(318) 631-3669</td>
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<tr>
<td>National Weather Service (Lake Charles)</td>
<td>(281) 337-5074</td>
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<tr>
<td>Department of Public Safety – Nacogdoches</td>
<td>560-6528</td>
</tr>
<tr>
<td>- Lufkin</td>
<td>(936) 634-4638</td>
</tr>
</tbody>
</table>

*Remember to Dial 9 for an outside line and always give the operator your exact location.*
III. EVACUATION and SHELTER-IN-PLACE PROCEDURES

A. BUILDING EVACUATION

1. When a notice to evacuate is received (fire alarm) or upon notification by UPD, the University President, or University administration, stop what you are doing, walk, DO NOT RUN, to the nearest stairwell and proceed down the stairwell to the nearest floor which exits the building. From there proceed to the designated a safe area for your group and wait for further instructions.

2. Do not re-enter any building until the “all-clear” signal is announced by an official.

Evacuation Tips

- If you are working in an area other than your regular area, follow the instructions of the employees in the area in which you are located. Do not attempt to return to your regular work area if an emergency is announced.
- Do not use elevators in any emergency situation.
- Take personal belongings such as your purse, coat, or car keys, if you can obtain them quickly.
- Close office doors but do not lock them.
- Listen to instructions from the area’s employees or those provided via the fire alarm address system.
- Regroup with your co-workers or classmates in the designated safe area so that your presence can be accounted for. Because of the possibility of flammables, DO NOT SMOKE in a designated safe area.
- After the “all-clear” signal is received, return to your work area via a stairwell.

B. CAMPUS AREA EVACUATION

- Evacuations of all or part of the campus grounds will be announced by the University President and/or designee.
- All persons are to immediately vacate the area in question. Instructors and their designees are responsible for aiding disabled persons. UPD will direct traffic off campus.

C. EMERGENCY LOCKDOWN/SHELTER-IN-PLACE

There are a number of emergency situations, such as a hostile intruder, hazardous release outside, terrorist attack, etc, where an evacuation of a building and/or classroom is inadvisable. The Director of the EOC will order a lockdown/shelter in place.

Communications

- An emergency lockdown will be announced by the fire alarm public address system or other communication.
- If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact the EOC Director and provide as much information as possible.
- Fire evacuation alarms are NOT to be sounded.
Procedures

• Lock classroom and other doors.
• Close windows and window treatments.
• Turn off lights.
• Remain quiet and do not enter hallways.
• Do not leave the building until you receive official notification that the danger has passed.
• Crouch down in areas that are out of sight of doors and windows.
• If you are in a hallway, seek shelter in the nearest classroom.
• If you are in an outdoor area, immediately take cover. Return to a building only when it is safe to do so.
• If radio or television is available, turn on for continuous updates.
• If eyes, nose, or throat becomes irritated, protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths, and stay calm.

IV. CRISIS (EMERGENCY) PROCEDURES

Emergencies

Original Implementation: Unpublished
Last Revision: January 19, 2006

Any emergency situation or threat of violence should be reported immediately to UPD by calling 468-2608, or ext. 911 from any University phone, or by utilizing any Emergency Call Box located throughout the campus.

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

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

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

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

Bomb Threats. Any University employee receiving a threat should obtain as much information as possible and report to UPD immediately. Any decision to evacuate the area will be made by the appropriate vice president and the Chief of UPD.
Death. UPD will conduct an investigation, notify other necessary authorities, and notify the immediate family.

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

Fire. When a fire alarm is activated, either by an electronic device or by a telephone call to UPD, a University police officer will be dispatched for inspection. The officer will determine if the alarm is false or indicates an actual fire. If a fire exists, the officer will call the Nacogdoches Fire Department and evacuate the area if, in the opinion of the officer, this is necessary. If the alarm was false, the officer will reset the alarm and report the incident to the Criminal Investigative Division of UPD.

Theft. Upon receiving a theft report, a University police officer will begin an investigation of the alleged theft. If the investigation reveals enough evidence for a conviction, the Criminal Investigative Division of UPD will file the appropriate charges at the Nacogdoches County Courthouse.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact For Revision: Chief of University Police

Forms: None

A. ANTHRAX OR OTHER HARMFUL BIOLOGICAL AGENT

A suspicious substance which may be anthrax or another harmful biological agent has been discovered in your facility:

1. Clear and secure the contaminated area. Prior to arrival of the emergency responders, clear the room or area where the suspicious material is located. If possible, close appropriate doors. Keep in mind that this is a potential crime scene. Do not touch or disturb anything.

2. Call UPD at ext. 911. All emergency response actions are coordinated by the local authorities. These include sealing/containing the area, obtaining samples of the substance, testing/identifying the substance, contacting federal authorities (if necessary), and attending to those individuals who may have been exposed.

3. Everyone potentially exposed should wash thoroughly at the nearest designated decontamination site to eliminate possible anthrax or other agent spores from skin.

4. Identify all individuals who may have been exposed to the material. Authorities will need to speak with anyone who handled the material or package and obtain the identity of anyone potentially exposed (for testing purposes). Testing must proceed rapidly to be effective. Do not let anyone leave the premises until dismissed by authorities.

5. Remain calm and await further instructions.

B. MAIL SAFETY

1. Suspicious Package – Rules of Thumb:
   - Grease stains or discoloration
   - Odors
   - Protruding wires or metal
   - Excessive weight/postage/securing materials (tape, string, etc.)
   - Lopsided/uneven
   - Handwritten address
   - No return address
   - Misspelled words
   - Confidential, personal, open only by , and etc.
   - Foreign mail

2. Opened Package – If an open package contains an unknown substance:
   - Place it down immediately and gently.
   - Do not shake, empty, or do anything that would make the substance airborne.
   - Secure the package in a plastic bag, if available.
   - Do not move the package.
   - Close doors and windows and, if possible, shutdown ventilation systems.
   - Do not allow others to enter the area.
   - Leave the room and quarantine yourself.
   - Notify UPD (or designated University official).
   - Take all instances seriously.
   - Isolate the area.
   - Quarantine any affected individuals.
   - Contact a qualified HAZMAT service to address the situation.
   - Remain calm – most of these events are hoaxes.

C. BOMB THREAT OR SUSPICIOUS PACKAGE (ATTACHMENT Df)

1. If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact UPD at ext. 911 and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics. DO NOT HANDLE THE OBJECT!

2. If a telephone call or information is received stating a bomb is somewhere on the campus:
   a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use Attachment G-D checklist for bomb threats.)
   b. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold.”
   c. Recipient immediately contacts UPD and advises UPD of the call, and provides a detailed written text.

3. In addition to contacting the President or his designated Emergency Operation Center Director, UPD will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
4. UPD will post an officer to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.

5. When a bomb threat report has been received and an evacuation of the building or campus is called for by the Director of the EOC or Chief of Police, evacuate in an orderly fashion. Walk quickly to the nearest marked exit and alert others to do the same.

6. All students, faculty, and staff will vacate the affected buildings and move to a safe location as designated by officials on site, up wind if possible, staying at least 300 feet from the nearest building. Do not open drawers, cabinets, or turn lights on or off. Carry all personal items, i.e., books, purses, etc. with you.

7. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CAUSE OTHERS TO PANIC.

8. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.

9. Once local emergency service authorities arrive, the Emergency Operation Center Director will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings. The city of Nacogdoches Bomb Squad is available through the city of Nacogdoches Police Department.

10. Local emergency services authorities will notify the Emergency Operation Center when re-entry to the building(s) can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely on information received and results of findings of the local authorities.

11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.

D. CIVIL DISTURBANCE or DEMONSTRATIONS

1. Freedom of assembly is recognized by the University. To promote the orderly distribution of such ideas as may be expressed by those assembling, assemblages on campus are permitted only at a time and place approved by the Executive Director of Student Affairs. Those persons desiring to assemble and meet in such areas shall obtain a permit from Student Affairs to ensure that all those who wish to hold meetings shall have the opportunity and to prevent conflicts with other campus activities. The use of placards and signs carried by persons shall also be restricted to the assembly areas.

2. The rights of peaceful protests within the University community should be preserved. However, the University has the responsibility to ensure the safety of individuals, the protection of property, and the continuity of the educational process. The University will not permit any group or individual to disrupt or attempt to disrupt the operation and functioning of the University by any means.

3. Congregating by students and others on walkways of the campus or in lobbies, halls, classrooms, or office doorways so as to prevent employees or students from attending classes, entering libraries, study rooms, and offices shall not be permitted. Preventing persons from pursuing their lawful occupation is a criminal violation of the laws of Texas. Students who participate in such activities shall be subject to disciplinary actions, and those unconnected with the campus shall be referred to local law enforcement authorities for possible prosecution under the laws of Texas.
4. In emergency situations, the campus President or his/her designated representatives have the responsibility to determine when the conditions cited above prevail and shall have the authority to take such steps as are deemed necessary and reasonable to prevent such disruption.

E. NON-VIOLENT DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the President or his/her designated representative.
2. The President or designee will, if deemed appropriate, have with him/her a photographer with video recording equipment to document the proceedings.
3. The President or a designee will go to the area and ask the demonstrators to leave or discontinue the disruptive activities (see Attachment A).
4. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by UPD (See Attachment B). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
5. Efforts should be made to secure positive identification (including photographic identification deemed advisable) of demonstrators in violation to facilitate later testimony.
6. The President or designee will determine the need for the injunction of civil authorities.
7. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

F. VIOLENT DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President will be notified:

1. During regular office hours:
   a. The Executive Director of Student Affairs and all available UPD officers will be summoned to the scene.
   b. The President or designee will call for a photographer (with recording equipment) to report to an advantageous location in order to photograph the demonstrators.
   c. The President or designee will determine if and when arrests are to be made.
   d. The University Chief of Police and/or Assistant Chief of Police will provide sufficient officers to contain the demonstrators. Should an insufficient number of officers be available, back-up officers from the city of Nacogdoches Police Department will be requested as needed.

2. After regular office hours:
   a. UPD will be notified of the disturbance immediately at ext. 911.
   b. UPD will investigate the disruption and report findings to President and Chief of Police.

3. The President shall:
   a. Report the circumstances to the Executive Director of Student Affairs.
   b. Notify other key administrators, and, if appropriate, the administrator responsible for the area of the demonstration.
Appendix 5

c. Notify Director of Public Affairs. If necessary, the Director of Public Affairs will arrange for a photographer.

G. DEATH OF STUDENT/FACULTY/STAFF (ON CAMPUS)
PROCEDURES: The University Police Department should be notified immediately. The Emergency Response Team (Attachment A) should be convened within one hour after the incident is reported (when feasible) to collect accurate and detailed information about the death(s). Note: Depending on the situation, several meetings of this team may be necessary. Including students in some meetings and planning sessions also may be necessary.

1. Issues to be covered
   a. Determine if Counseling or Human Resources staff can handle the situation or if an outside agency. Also determine if a room(s) at the University will be needed for grieving.
   b. Develop the following statements (as needed):
      (1) Media - to be delivered by the President or his/her designee. The Director of Public Affairs will help determine and coordinate procedures for informing campus and external media and other stakeholders.
      (2) Instructors – will give the information to their class(es)
   c. Determine what the University’s role will be (if any) for the funeral proceedings (flowers, donations, cards, eulogy, etc.)
   d. Determine if a memorial or memorial service is appropriate.

2. Set meeting and develop memo to inform the students, faculty, and staff as to the above issues and procedures.

3. Follow up in 30 days with all those students, faculty, staff, and families of the victim(s) who have been identified as needing assistance during the grieving process.

4. Keep accurate records of all proceedings, statements, counseling, and any other transactions. File in President’s Office.

5. Follow up review with a meeting of the Emergency Response Team to bring closure to the incident and critique the process.

NOTE: For assistance in Coping with Death see Attachment A.

H. DRUG AND ALCOHOL ABUSE
It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual has overdosed on drugs or is intoxicated. These general guidelines for intervention and referral describe employee responses in a variety of crisis situations. A copy of the University’s Illicit Drugs and Alcohol Abuse Policy D-19, Alcohol/Drug-Free Workplace Policy E-5, and Drug and Alcohol Testing Policy are included in the Appendix of this manual for reference.

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their personal safety and the safety of others.
Once an administrator, instructor, or staff member is aware that an individual's facilities have been impaired by drugs or alcohol, the employee should assess the level of the crisis and respond using the following guidelines;

**Emergency Level:** This describes a student or employee whose behavior is out of control because he/she has drug overdosed or is intoxicated. In this situation, you should:
1. Take steps to ensure his/her own safety and the safety of others.
2. Contact UPD immediately at ext. 911.
3. Clearly state that you need immediate assistance. Give your name and location and briefly describe the situation.
4. DO NOT HANG UP until told to do so.

**Secondary Level:** This describes a student or employee who approaches you confidentially, requesting help because he/she has a drug or alcohol problem. In this situation, you should:
1. If student, immediately call or escort the individual to the Counseling Center or the campus administrator in charge, if the student is willing.
2. If employee, refer to Human Resources or the employee's supervisor.

*NOTE:* For information on Drug and Alcohol Abuse Behavioral Signs and Symptoms, see Attachment BE in Appendix.

I. EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS
In the event a mishap occurs such as an explosion or downed aircraft (crash) on campus, take the following action:
1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. Stay calm.
3. After the effects of the explosion and/or fire have subsided, notify UPD at ext. 911.
4. If necessary, or when directed to do so, activate the manual pull station of the building fire alarm system.
5. When the building alarm is sounded or instructed by officials to leave, walk quickly to the nearest marked exit and ask others to do the same.
6. Assist the disabled in exiting the building. Do not use elevators in case of fire. Do not panic or create panic in others.
7. Once outside, move to a clear area, up wind if possible, that is at least 300 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A campus Emergency Operation Center (EOC) may be set up in the disaster site.

**KEEP CLEAR OF THE EOC UNLESS YOU HAVE OFFICIAL BUSINESS.**
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.
11. Carry all personal items, i.e., books, purses, etc. with you.

*IMPORTANT:* After any evacuation, report to your designated campus area assembly point. This is an area at least 300 ft. from the building designated by each individual
J. FIRE
In the event that a fire occurs on campus, take the following actions:
1. KNOW THE LOCATION OF FIRE EXTINGUISHERS, EXITS, AND MANUAL PULL STATIONS IN YOUR AREA AND HOW TO USE THEM.
2. If an emergency exists, activate the manual pull station building alarm system. IMMEDIATELY contact UPD at ext. 911.
3. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame. Only if you can do so safely.
4. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
5. Assist the disabled in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE.
6. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
7. Once outside, move to a clear area, up wind if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. An Emergency Operation Center (EOC) may be set up near the emergency site. Keep clear of the EOC unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

IMPORTANT: After an evacuation, report to your designated campus area assembly point.

See Attachment EG for the University's General Fire Plan

K. GANG-RELATED ACTIVITY
If you see some activity that could be detrimental to the campus setting or you have reason to suspect that a student may be involved in gang activity, notify UPD at ext. 911.

L. GAS LEAKS
1. Natural gas leaks, with an odor in the building, may occur and may bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with tertiary butyl mercaptan to give it odor.
2. If leak is in or near building:
   a. Call UPD at ext. 911.
b. Evacuate the building immediately, following your local building evacuation plan. Get students a safe distance away, up wind at least 300 feet from the building.
c. Call Physical Plant at ext. 3206 to have main gas valve turned off.
d. Call President and Director of Environmental Health, Safety, and Risk Management to alert them of the current situation.

Do not return to an evacuated building unless told to do so by a university official.

M. HAZARDOUS RELEASE (CHEMICAL AND/OR RADIATION SPILL ON CAMPUS)

Procedures to be followed:

1. If a hazardous substance is discovered on the campus, the individual shall immediately contact UPD at ext. 911 and provide as much information as possible. When reporting, be specific about the nature of the involved material and exact location. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). The Environmental Health, Safety, and Risk Management Department will contact the necessary specialized authorities and medical personnel. If an emergency exists, activate the manual pull station building alarm system.

2. If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
   a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
   b. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold.”
   c. Recipient immediately contacts UPD, advises UPD of the call, and provides a detailed written text.

3. In addition to contacting the Emergency Operation Center Director, UPD will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.

4. The EOC Director will direct that the affected area be evacuated and isolated.

5. When necessary and as directed, faculty and staff will inform students and other faculty and staff of the situation and ask them to leave all personal belongings, to include books, backpacks, and coats in the isolated area and evacuate the room or area that is potentially affected.

6. Faculty and staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.

7. Exposed individuals should quarantine themselves at a safe location. Persons who may be contaminated by the spill are to avoid contact with others as much as possible, remain in the vicinity, and give their names to UPD officers. Required first aid and clean up by specialized authorities should be started at once.

8. University police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
9. All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site. Move to a clear area, up wind if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

10. When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.

11. Once fire/HAZMAT authorities arrive, the EOC Director will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.

12. The fire/HAZMAT authorities will notify the EOC Director when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.

13. If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
   a. An Emergency Lockdown order will be issued
   b. Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.

14. Chemical Spill Plan will comply with the requirements of 29 CFR 1910.120. Basic emergency equipment and supplies to absorb and neutralize materials will be readily available.

15. Material Safety Data Sheets will be available on each chemical

16. Steps for small non-toxic spills:
   a. Identify chemical.
   b. Neutralize if necessary.
   c. An individual familiar with properties of the chemical will sweep solids into a storage container that will not react with the chemical.
   d. An individual familiar with properties of the chemical will absorb liquids with a material designed for chemical clean-up and store.
   e. Properly dispose of chemical.

17. Hazardous spills:
   a. Evacuate and monitor area.
   b. Identify chemical.
   c. Neutralize if possible.
   d. Contact "Chemtrec" (1-800-424-9300).
   e. Contact Emergency Response Team.
   f. Arrange for proper disposal by contracted company.

N. HOSTILE INTRUDER INCIDENT (VIOLENT OR CRIMINAL BEHAVIOR)

1. If a hostile intruder is discovered on the campus, the individual making the discovery shall immediately contact UPD at ext. 911 and provide as much information as possible. Do not approach the intruder or intervene in any ongoing
crime. At a minimum, the individual should provide a description of the intruder, any specific characteristics (height, weight, hair color, race, and type and color of clothing), type of weapon(s), if any, and nature and location of the incident.

2. If gunshots or explosives are heard within a building, employees will close and lock/barricade their room doors and turn off lights to that area. Employees should try and calm students and keep them as quiet as possible. Employees and students will stay in the locked/barricaded room until informed by UPD or local police that it is safe to come out of the area. Employees should use their cell phones to notify UPD and local 911 personnel of the situation.

3. Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
   a. You have firsthand knowledge that there is a fire in the building, or
   b. You have been advised by a UPD officer to evacuate the building.

4. Office personnel in the affected building will close and secure their office areas and immediately call UPD at ext. 911 to notify of the situation.

5. UPD officers will be posted to ensure no one enters the building(s) until emergency services personnel arrive and the area is determined to be safe.

6. Once emergency service authorities arrive, the EOC Director will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.

7. A senior law enforcement officer University Chief of Police on scene will notify the EOC Director when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of local authorities.

WHAT TO DO IF TAKEN HOSTAGE:
1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don’t make mistakes, which could hazard your well-being or that of others.
3. Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
6. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by
Appendix 5

anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

O. ILLNESS AND INJURY (MEDICAL AND FIRST AID)
1. CALL UPD AT EXT. 911 IF YOU OR SOMEONE ELSE NEEDS ASSISTANCE
   When an injury or illness occurs, evaluate the situation.
2. INITIATE APPROPRIATE ACTION:
   a. Minor conditions - conditions with no threat to life or limb
   b. Render aid as appropriate.
   c. Direct the person to the nearest first aid station or Student Health Services. If needed, accompany the person or send another person with him or her.
   d. Ask if the person needs assistance getting home or to a hospital or doctor.
   e. Fill out an accident/injury report. (Workers Compensation Claims Coordinator is located in the Environmental Health, Safety, and Risk Management Department)
3. Major conditions - unconsciousness, difficulty breathing, choking, seizure, chest pain, serious bleeding, etc.
   a. Get help
   b. If alone, run to the nearest phone and dial UPD at ext. 911.
   c. If not alone, send someone to the nearest phone and dial UPD at ext. 911.
   d. If the nature of the emergency can be determined, report it.
   e. If possible, report if the person is CONSCIOUS, BREATHING OR BLEEDING.
4. Render what aid is appropriate.
5. If possible, send someone to meet the police and direct them to the incident. The person also may be needed to direct EMS to the scene.
6. If possible, during the emergency, determine:
   a. Does the person have any medical conditions?
   b. Does the person take any medications?
   c. Does the person have any allergies?
7. In case of an injury, complete the appropriate accident report form and notify the Claims Coordinator located in the Environmental Health, Safety, and Risk Management Department.
   a. Encourage employees having health situations affecting them to alert their supervisor and co-workers.
   b. See Accident/Injury Reporting and Reviewing Procedures Located in the Safety and Health Manual

P. NUCLEAR PREPAREDNESS
1. SITUATION: The University community is subject to the effects of nuclear radiation emanating from nuclear warfare and/or accidents during peacetime use of nuclear energy.
2. EXECUTION: Since any type of nuclear emergency would, in scope, involve a large geographic area; it is imperative that the institutional plan be synonymous with the area plan developed by the city of Nacogdoches and/or Nacogdoches County management agencies. Therefore, upon the occurrence of a nuclear accident or disaster, the institution will come under their established plan.

Q. PHYSICAL AND MENTAL ABUSE
1. Emergency Level: If you are a victim of or a witness to any physical and/or mental abuse on campus, promptly notify UPD at ext. 911.
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a. Report the incident, including the following:
   • Nature of the incident
   • Location of the incident
   • Description of person(s) involved (clothing, age, any weapons)

b. Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.

2. Secondary Level: If a student or employee approaches you confidentially because he/she has been abused you should:
   a. If student, immediately call or escort the individual to the Counseling Center or the campus administrator in charge, if they are willing.
   b. If employee, refer to Human Resources or his/her supervisor.

NOTE: For information on physical and mental abuse behavioral signs, see Attachment CF.

R. POWER FAILURES

If there has been a power failure on campus, or lines are reported down in the area of the campus:

1. Go to the nearest operational phone (certain phones will not work without electrical service) and:
   a. Notify UPD at ext. 911 or (936) 468-2608.
   b. Notify the Physical Plant (936) 468-3206.
   c. Maintenance personnel will make proper restoration of power by repair or by notifying the appropriate electric company.
   d. Electrical panels will be turned off by Physical Plant personnel ONLY
   e. In case of after-hours emergencies, notify UPD at ext. 911.

2. ELECTRICAL LINES DOWN ON CAMPUS
   a. Notify UPD at ext. 911 or (936) 468-2608
   b. Direct all personnel away from the area
   c. Notify Physical Plant at ext. (936) 468-3206.
   d. Physical Plant will determine ownership of the wire, secure area, and make repairs, or notify TXU for needed services.

S. PSYCHOLOGICAL CRISIS

1. PROCEDURES FOR INTERVENTION OF SUICIDAL TENDENCIES

   It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual exhibits suicidal tendencies. These general guidelines for assistance and referral describe employee responses in a variety of crisis situations. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their personal safety and the safety of others. Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

   a. Emergency Level: This describes an individual who is making an attempt on his or her life at the present time, or is threatening an immediate attempt.

   b. Primary Level: This describes an individual who is seriously depressed and who has given thought to ending his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not
threating his or her life at the moment, may do so at a later time. In this situation, you should:

- Not leave the individual alone.
- Appear confident that you can help the individual.
- If student, immediately escort the individual to the Counseling Center or the campus administrator in charge.
- If employee, refer the employee to Human Resources or the employee’s supervisor.

2. PROCEDURES FOR INTERVENTION OF HOMICIDAL TENDENCIES

It is the intent of the Stephen F. Austin State University to provide appropriate measures to deal with individuals in crisis situations. These crises include situations when an individual exhibits homicidal tendencies. These general guidelines for assistance and referral describe employee responses in a variety of crisis situations. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others. Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following guidelines:

a. Emergency Level: This describes an individual who is making an attempt on someone else’s life at the present time or is threatening an immediate attempt. In this situation, you should:

- Take steps to ensure his or her own safety and the safety of others
- Call UPD at ext. 911 immediately.
- An individual who does not appear to possess a weapon:
  1. Do not leave the individual alone.
  2. Appear confident that you can help the individual.
  3. Immediately escort the individual to the Counseling Center or campus administrator in charge.
- Attempt to get the name(s) and other pertinent information about the “target” person(s) and contact that person(s) immediately.

b. Primary Level: This describes that individual who poses an imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. The individual, while not threatening another individual’s life at the moment, may do so at a later time. In this situation, you should:

- Not leave the individual alone.
- Appear confident that you can help the individual.
- If a student, immediately escort the individual to the Counseling Center or the campus administrator in charge.
- If an employee, notify Human Resources.
- Notify UPD for its notification and information.

T. TERRORIST ATTACK

Weapon of Mass Destruction – A Weapon of Mass Destruction includes biological, chemical, nuclear, or highly explosive material and any combination thereof.

General Guidelines
Emergency action steps will depend upon the type of device and/or agent used and whether it is used on campus, in a campus building, or off campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

**Action Steps for Initial Responders**

1. **Notify UPD.** When necessary UPD will:
   a. Call 911 to dispatch police/bomb-squad and fire/HAZMAT.
   b. Contact the EOC Director.
   c. Contact the FBI.
   d. Contact the local/regional Office of Emergency Management
   e. Contact the local health department.

2. In most cases authorities will set up an Emergency Operations Center upwind of the hazard.

3. **Avoid contamination.**
   a. At the point of the release
   b. By exposed individuals
   c. Limit access in the area to those responsible for rescue or material/device analysis.

4. **Do not touch or move any suspicious object.**
   a. Do not use radios, cell phones, etc. that may trigger detonation.
   b. Evacuate the area.

5. **If an unknown material has been released.**
   a. Facilities will shut down ventilation systems.
   b. If the release is internal, secure the affected area and evacuate.
   c. Affected individuals should quarantine themselves at a safe location.
   d. If the release is external, secure the perimeter and do not evacuate.

6. **If a hazardous release occurs off campus:**
   a. If the contamination is expected to affect the campus, you will be given instructions to remain indoors.
   b. If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

U. **TOXIC FUME RELEASE (OFF CAMPUS)**

During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on campus, Sheltering-in-Place is recommended.

Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.

It is the responsibility of the local authorities to notify the University and issue orders for in-place sheltering during chemical emergencies generated off campus.

The police will notify the President and the Director of the Environmental Health, Safety, and Risk Management Department. All employees, students, and visitors outside should be directed to enter the nearest building.

**SHELTER-IN-PLACE PROCEDURES**
1. Go inside building.
2. Close all windows and doors.
3. Turn on your television or radio for further information.
4. If eyes, nose, or throat become irritated, protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths and stay calm.
5. Do not leave the building until you receive official notification that the danger has passed.

NOTE: STAY IN THE AREA DIRECTED UNTIL NOTIFICATION FROM UPD.

V. TRIPS AWAY FROM CAMPUS / VEHICULAR ACCIDENTS

Precautionary measures before leaving campus:
1. Check to see if a copy of the instructions for proper reporting and handling of accidents and breakdowns is contained in the glove compartment of the University vehicle.
2. Take along a list of emergency phone numbers listed in Section II. Sources of Assistance during Emergencies.
3. Have more than one copy of the emergency phone numbers; share the list with another sponsor or place a list in a designated location for easy access to other employees or responsible students on trip (glove compartment).
4. Follow University Policies and administrative regulations regarding university vehicles.

In the event of an accident:
1. Remain calm.
2. If threat of fire exists, move individuals to a safe place.
3. Call emergency vehicles/services (police, fire, ambulance, highway patrol); begin administration of first aid if necessary.
4. Once the emergency has ended, the driver involved in the accident must either report the accident to the University Police Department or to a local police agency and notify UPD of having done so, or fill out the Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to UPD upon return to campus.
5. The accident must also be reported to the Environmental Health, Safety, and Risk Management Department (936) 468-4514 which will contact the insurance agent.
6. Refer all media inquiries to the Office of Public Affairs.

Manager of Transportation
Victor Shepherd (936) 468-5107

W. WEAPONS, SUSPICION, OR POSSESSION OF
If you believe an individual is in possession of a weapon:
1. Contact UPD at ext. 911 or local police at 9-911 for assistance.

X. WATER OUTAGE/FAILURE
If there has been a total or partial outage/failure at the University, go to the nearest phone and:
1. Notify UPD at 911
2. Notify the Physical Plant at 3206.
3. Maintenance personnel will make proper restoration of water by repair or by notifying city of Nacogdoches Water Authority at (936) 559-2586, or after hours at (936) 559-2607 (Nacogdoches Police Department).

V. NATURAL DISASTERS (SEVERE WEATHER EMERGENCY)

Inclement Weather and Other Emergencies

Original Implementation: June 1, 1990
Last Revision: January 19, 2006

In the event that inclement weather or other conditions impede the normal operations of the University, the President may declare an emergency, cancel classes, and close University offices for an appropriate period. The President's decision may be provided to the news media by the Director of Public Affairs. In the absence of a specific announcement curtailing activities, the faculty, staff, and students should assume normal operation of the University.

If the President decides to declare an emergency, cancel classes, and close University offices, certain critical areas shall be required to continue operations. These are:

1. University Police - Employees designated by the Chief of University Police.
2. Physical Plant - Employees designated by the Director of the Physical Plant Department.
3. Housing - Employees designated by the Director of Housing.
4. University Center - Employees designated by the Director of Auxiliary Services.
5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the University is closed may receive compensatory time. Employees who voluntarily report to work during the period the University is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the University is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

Source of Authority: President
Cross Reference: None
Contact For Revision: Vice President for Finance and Administration.
Forms: None

A. HURRICANE
1. Procedures to be followed by SFA Employees
   a. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.
   b. Faculty and staff are required to secure their work areas for wind and flooding prior to being released.
   c. Campus Closing Checklist – Wind and Flood (Hurricane) Threat
      In the event that the University suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event, the following activities must be carried out in each unit prior to faculty and staff being released.
      - Back up computer hard drives. Secure diskettes and CDs in plastic bags with zippers and take duplicate copies off site.
      - Unplug computers, printers, and other electrical appliances.

2. All occupants:
   a. Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   b. Move all equipment, books, papers, and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.)
   c. For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.)
   d. Cover and secure or encase and seal equipment and other valuables with plastic.
   e. Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
   f. Close and latch (or secure with tape) all filing cabinets.
   g. To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   h. Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).

3. In lab areas:
   a. Store sensitive apparatus and glassware.
   b. Attend to critical utility-dependent processes and make arrangements for back-up supply.
   c. Assure all hazardous and biohazards materials and wastes are properly protected.

4. Campus wide
   a. Check contents of refrigerators and set to coldest setting.
   b. Empty trash receptacles of items likely to rot.
   c. Take home all personal items of value.
   d. Close and latch all windows. Close and lock all doors.
   e. Stay tuned to the radio/television for additional information.
   f. Other: ____________________________________________________________
   g. Other: ____________________________________________________________
   h. Other: ____________________________________________________________

B. FLOODING/TROPICAL STORM
1. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.
2. Faculty and staff are required to secure their work areas for flooding prior to being released.

3. Campus Closing Checklist – Flood Threat

In the event that the University suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out in each unit prior to faculty and staff being released.

a. Back up computer hard drives. Secure diskettes and CDs in plastic bags with zippers and take duplicate copies off site.

b. Unplug computers, printers, and other electrical appliances.

c. Ground-floor occupants in buildings subject to flooding:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   - Move all equipment, books, papers, and other valuables off the floor to locations safe from flooding.
   - If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.)
   - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.

4. In lab areas:

a. In lab areas subject to flooding, store sensitive apparatus and glassware.

b. Attend to critical utility-dependent processes and make arrangements for back-up supply.

c. Assure all hazardous and biohazards materials and wastes are properly protected.

5. Campus wide:

a. Check contents of refrigerators and set to coldest setting.

b. Empty trash receptacles of items likely to rot.

c. Take home all personal items of value.

d. Close and latch all windows. Close and lock all doors.

e. Stay tuned to the radio/television for additional information.

f. Other: ________________________________________________________________

g. Other: ________________________________________________________________

h. Other: ________________________________________________________________

C. WINTER STORMS

1. The University should be closed before travel conditions become dangerous and will not reopen until the environment is safe.

2. Since no building or building content damage is expected, faculty and staff are not required to secure their work areas prior to being released.

D. THUNDERSTORMS

Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead.

1. Thunderstorm danger signs:
   a. Dark, towering, or threatening clouds.
   b. Distant lightning and thunder.

2. Observe the following rules if lightning is occurring or is about to commence:
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a. Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
b. Avoid water fixtures, telephone lines, and any electrical conducting materials.
c. Stay inside buildings and off campus grounds.

3. Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail, and lightning strikes.

4. Severe Thunderstorm Watches and Warnings
   a. A severe thunderstorm watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. This is the time to locate to a safe place in the building (away from windows).
   b. A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place in the building (away from windows).

E. GENERAL TORNADO PLAN

1. Tornado watch: Indicates that conditions are favorable for a possible tornado. Notify all key personnel of impending weather and ask that they advise all personnel in their areas.
2. Tornado warning: Indicates that a tornado has been sighted and is a definite threat to a given geographical area. Upon notification that a tornado warning has been issued for the county, division and staff personnel will evacuate all persons in their respective areas of responsibility to the predetermined safest area of the buildings.
3. General Procedures
   a. If a tornado is spotted or imminent, take the following steps immediately:
   b. Do not activate fire/evacuation alarms; notification of a pending disaster will be announced.
   c. Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
   d. Assume protective posture (duck and cover).
   e. Stay inside away from windows.
   f. Remain near an inside wall of a room or hall, away from the path of the tornado.
   g. Exterior windows will not be opened. Entry doors should remain closed.
   h. Keep calm and do not get excited.
   i. Avoid cafeterias, gyms, and any other area with a large and poorly supported roof.
   j. Persons outside or in automobiles shall take cover in the nearest building.
   k. Tornado warnings are canceled by official notification only.
   l. During a warning, students, faculty, and staff should kneel facing the wall, preferably in hallway unless exposed to glass, and put their hands over their eyes. Coats, jackets, and books may be used to cover heads, arms, and legs so as to reduce the number of injuries from flying missiles of glass and other debris.
   m. All exterior doors leading into tornado resistant areas should be kept closed. Personnel should be located in corridors as far as possible from all exterior walls, especially if these walls contain windows or doors.
n. Every effort will be made to locate personnel in a tornado resistant area. It is recommended that a test be made to determine the maximum number of people who can be located in the more resistant areas.

o. UPD will be directly monitoring the primary weather radio station, two-way radio signal, or by one of the other local law enforcement agencies.

p. UPD will notify the building/facility directors listed in Attachment A. During normal working hours, building/facility directors will notify all occupants of their building.

q. There is not a sufficient warning period to close the University or to effectively protect University assets. Therefore no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.

4. Post Action Responsibilities
   a. Communications – UPD and Public Affairs
   b. Secure utilities - Physical Plant
   c. Traffic control - UPD and Nacogdoches Police Department
   d. Security of damaged area - UPD, Environmental Health, Safety, and Risk Management Department
   e. Fire Control - Nacogdoches Fire Department
   f. Coordination of Activities
      (1). President
      (2). Vice presidents
      (3). UPD
      (4). Student Affairs
      (5). Environmental Health, Safety, and Risk Management
      (6). Nacogdoches Fire Department - Rescue, Recovery, and Evacuation
      (7). Nacogdoches Fire Department and emergency medical technicians
      (8). Public Affairs – News Releases
      (9). Damage assessment – Physical Plant
      (10). Insurance - Risk Management
      (11). Food service requirements – Auxiliary Services
      (12). Transportation – Physical Plant – Motor Pool
      (13). Hospital services – Ambulance services

NOTE: After normal office/class hours and on weekends, UPD will notify Auxiliary Services, campus cafeterias or other food service areas and or attendees at any special events or classes on campus.

F. EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If INDOORS, seek refuge in the doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

2. If OUTDOORS, move quickly away from buildings, utility poles, and other structures:
   CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.

3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. Pull off the road away from overpasses, bridges, and large structures that might fall.
4. Damaged facilities should be reported to the Director of the Physical Plant Department. NOTE: Gas leaks and power failures create special hazards.

5. If an emergency exists, activate the manual pull station building alarm system. CAUTION: THE BUILDING ALARM MAY RING LOCALLY INSIDE THE BUILDING ONLY. YOU SHOULD REPORT THE EMERGENCY TO UPD at ext. 911.

6. When the building alarm is sounded, walk to the nearest marked exit and ask others to do the same.

7. ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CAUSE OTHERS TO PANIC.

8. Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

9. If requested, assist emergency crews as necessary. A campus Emergency Operation Center (EOC) may be set up near the emergency site. Keep clear of the EOC unless you have official business.

10. Take all your belongings with you.

11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official.

12. There is no warning period therefore all attention should be directed towards life safety procedures.

13. Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.

VI. PUBLIC AFFAIRS CRISIS COMMUNICATION PROCEDURES

1. Objectives
   During an emergency, communications efforts will fulfill the following objectives:
   a. Maintaining focus on known facts and positive behavior.
   b. Representing the University as responsible and caring.
   c. Maintaining stakeholder confidence in the University, and
   d. Effectively communicating with employees, students, on-campus and external media, the public and other appropriate stakeholders.

2. Policies
   The Office of Public Affairs holds primary responsibility for maintaining and safeguarding the public image of the University. All media inquiries during an emergency shall be directed to Public Affairs, which shall follow these policies:
   a. Only an authorized spokesperson (the President or designee) will meet or talk with the media. The designee routinely is the Director of Public Affairs.
   b. Only factual information will be released; no speculation will be offered.
   c. The University's first news release should be issued within one hour after being notified of the emergency, if appropriate and periodic updates to media outlets should be issued.
   d. The Office of Public Affairs will coordinate and manage media briefings, if they are warranted. The President or designee will brief the news media early in the emergency, stating what the University is doing to address the emergency and, if appropriate, to prevent a reoccurrence.
   e. All information should be distributed to employees and students at the same time it is released to the public and the media.
APPENDIX

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

This directive should be read by either the President or the Provost/Vice President of Academic Affairs. A video recorder should be available to document the reading of this directive as well as the activities. These documents will be for future reference in case an incident should go to court.

IDENTIFY YOURSELF

This assembly and the conduct of each participant are seriously disrupting the operations of the Stephen F. Austin State University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. (In no event will the administration of the University accede to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will take whatever measures are necessary to restore order, including active involvement of the University or city police. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension from further classes at Stephen F. Austin State University. PLEASE DISPERSE.

STEPHEN F. AUSTIN STATE UNIVERSITY,
STUDENT CONDUCT CODE—(See D-34.1)

Disorderly Assembly—Assembly on-campus for the purpose of creating a riot, destruction, or disorderly diversion, which interferes with the normal operation of the University, is prohibited. This should not be construed so as to deny the right of peaceful non-disruptive assembly.

Disorderly Conduct—Disorderly conduct or breach of the peace on property or in University facilities is prohibited.
ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH ASSISTANCE OF THE POLICE DEPARTMENT

This directive should be read by either the President or the Provost/Vice President for Academic Affairs. A photographer with a video recorder should document the reading of this directive and people creating the disruption.

IDENTIFY YOURSELF

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Because you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review.

The University Police Department will now assist in dispersing this assembly. Those of you who fail to leave immediately will be subject to arrest. PLEASE DISPERSE.
ATTACHMENT Aö

COPING WITH DEATH

1. Tell co-workers/students about the death in a quiet and direct manner as soon as the facts are known which will help de-escalate the situation.
2. Avoid religious platitudes and recognize varying religious beliefs.
3. Allow permission for a range of emotions without judgment.
4. Do not offer unnecessary details, but do answer all questions.
5. Physical contact may comfort some people.
6. Discuss the meaning and effect of the loss and discuss funeral etiquette, appropriate memorials, or remembrances of the deceased.
7. Attend the funeral or call family members to extend personal condolences.
8. Offer to help by doing something specific.
9. Do not be afraid of tears.
10. Maintain your contact with the grieving person and encourage others to do the same to help break the isolation, which might be felt.

Grief is a normal, healthy response to loss. The intensity of emotions surrounding the loss is high for several months after the death, continuing for a year. Research shows that actual resolution of grief may take anywhere from one to six years.

The seven stages of grief are as follows:
1. Shock and disbelief
2. Disorganization and confusion
3. Volatile emotions
4. Guilt
5. Sense of loss and loneliness
6. Relief
7. Re-establishment of equilibrium

Indicators of resolved grief:
1. The bereaved lets go of the past and lives in the present.
2. The bereaved finds meaning in the death.
3. The bereaved talks about the deceased without crying.
4. The bereaved invests in familiar activities and relationships.
5. The bereaved establishes new relationships.
DRUG and ALCOHOL ABUSE BEHAVIORAL SIGNS and SYMPTOMS

Symptoms of Chemical Dependency
1. Wide mood swings, elated or depressed, feeling omnipotent or sorry for oneself
2. New friends, peer group
3. Increased secrecy
4. Confusion, lethargy, bloodshot eyes, empty stares
5. Increased irresponsibility at home, work, or school
6. Stealing, selling household items, gambling, shoplifting
7. Lying
8. Becoming defensive, demanding, arguing over trivial things
9. Changing sleeping, eating, personal habits, clothing, weight
10. Demonstrating an inability to harmonize with friends, co-workers, authority figures

Symptoms of Depression
1. Depressed mood—feelings of sadness lasting more than two weeks
2. Social withdrawal
3. Irritability
4. Impaired sleep or appetite
5. Spontaneous crying spells
6. Lack of interest in previously enjoyable activities
7. Chronic fatigue
8. Decreased sexual desire
9. Suicidal thoughts

Symptoms of Co-Dependency
1. Difficulty identifying and expressing feelings
2. Difficulty forming or maintaining close relationships
3. Low self-esteem
4. Profound sense of shame, anxiety, and guilt
5. Constant need for approval
6. Perfectionism
7. Extreme need to please
8. Compulsive need to rescue, act as a "caretaker," and take control
9. Feeling overly responsible for the actions of others
10. Compulsive or addictive behavior relating to food, sex, alcohol, drugs, smoking, etc.
PHYSICAL and MENTAL ABUSE PHYSICAL and BEHAVIORAL SIGNS

Symptoms of Family Violence:
1. Physical mistreatment - slapping, hitting, burning, etc.
2. Sexual abuse - rape, incest
3. Verbal abuse - threats, insults, harassment
4. Psychological/emotional abuse - withholding love, sympathy, understanding
5. Neglect - inadequate physical or emotional care

Contributing Factors:
1. The pressures of daily life-job worries, unpaid bills, and strained relationships can mount until a person feels overwhelmed and takes out these frustrations on family members.
2. Many people lose contact with family and friends who could provide support when pressures build, and they don't know where or to whom to turn for help.
3. Some people are reared to view violence as a natural outlet for anger.
4. Family violence is viewed as a private matter.
5. Society has condoned family violence by allowing men to control their families by force, if necessary.
6. Violence is passed from one generation to the next, as role models are violent towards family members.
7. Unreasonable or conflicting expectations about the roles of husband and wife may lead to friction and frustration and ultimately to violence.
8. Abusers may feel unable to fulfill responsibilities or to live up to their image of the person they'd like to be. Shame and guilt may be expressed as violence toward others.
9. An elderly relative may feel like a physical and financial burden and resented for interference in family affairs.
10. Abusers may sedate or physically restrain an older person in order to be free to do other things.
11. Violence and intimidation are sometimes used to make elderly people give up pensions, change wills or insurance policies, etc.

Why Family Violence Continues:
1. People see no way out and are often economically dependent on abusers, lacking money to support themselves and skills to find work.
2. Victims may feel helpless, guilty, or worthless and ashamed of the poor quality of the relationship and don't trust those that could help them.
3. Abusers may fear the consequences of seeking help.
4. Victims feel isolated and have nowhere to turn and often hide the abuse from family, friends, human service agencies, and police.
5. Family members may be unaware that help is available from local human service agencies, shelters, and the police. They may not know their legal rights or realize that there are alternatives to living in a violent home.
6. Abusers may not realize that, with proper treatment, they can learn to express anger in nondestructive ways.
7. Many victims and abusers have ambivalent feelings about each other and keep hoping for improvement; but without help, violence usually gets worse.
ATTACHMENT D

BOMB THREAT CHECKLIST AND TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR THE UNIVERSITY POLICE DEPARTMENT BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator: ________________________________ Date: ____________________________

Time: __________ Number at which call was received: ________________________________

Caller's Identity:
Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: ______

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: ______

VOICE CHARACTERISTICS: LANGUAGE: MANNER:
____ Loud ______ Soft ______ Excellent ______ Calm ______ Angry
____ High Pitch ______ Deep ______ Good ______ Rational ______ Irrational
____ Raspy ______ Pleasant ______ Fair ______ Coherent ______ Incoherent
____ Intoxicated ______ Other ______ Poor ______ Deliberate ______ Emotional
____ Deliberate ______ Emotional ______ Righteous ______ Laughing
____ Righteous ______ Laughing ______ Other ______

SPEECH:
____ Fast ______ Slow ______ Local
____ Distinct ______ Distorted ______ Not Local
____ Stutter ______ Nasal ______ Foreign
____ Slurred ______ Lisp ______ Race

ACCENT:
____ Local ______ Not Local ______ Foreign ______ Race

BACKGROUND NOISES:
____ Factory Machines ______ Trains
____ Bedlam ______ Animals
____ Music ______ Quiet
____ Office Machines ______ Voices
____ Mixed ______ Airplanes
____ Street Traffic ______ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:

When will it go off?
__________________________________________________________________________

Where is it located?
__________________________________________________________________________

What kind of bomb is it?
__________________________________________________________________________
Where are you calling from?

What is your name and address?

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD."
• Immediately contact the University Police Department and advise UPD of the call.
• Write out the message in its entirety with any other comments.
ATTACHMENT EG
STEPHEN F. AUSTIN STATE UNIVERSITY GENERAL FIRE PLAN

REPORTING FIRES AND FIRE ALARMS

1. NOTIFICATION

If the following is reported, or if you see smoke or flames, or smell something burning, or hear a fire alarm, IMMEDIATELY:

- Call UPD at ext. 911
- Activate the fire alarm – if not activated
- Report any change in conditions to UPD.

If you think you smell a peculiar or unfamiliar odor, IMMEDIATELY

- Call UPD at ext. 911.
- Call the Physical Plant at ext. 3206.

Information to be given to the dispatcher:

- What is the emergency? (alarm, smoke, flames, etc.)
- Your Address: Name of building
- Your floor number: _____ Your room number: _____
- Your telephone number: ______
- Listen to the dispatcher – Let the dispatcher hang up first!

2. EMERGENCY PROCEDURES PRIORITIES

Emergency Procedures – if the following is reported or if you see smoke or flames or smell something burning:

- Isolate the fire – (close the door if it can be done so safely).
- Call UPD (see Notification section) and activate the fire alarm.
- Evacuate – using the EXIT stairwells. **Do not use the elevators.**
- Fire extinguishment – (if small and you can do so safely)

Emergency Procedures – in the event of an alarm only:

- Notify UPD.
- Evacuate – using the EXIT stairwells. **Do not use the elevators.**
- Report any change in conditions to UPD.

UPD:

- Notify the Nacogdoches Fire Department.
- Recall all elevators that access the floor of incident to the designated floor (if that is not the floor of incident), by turning the *Elevator Fire Service Recall Switch* to the “ON” position and have someone with knowledge of the buildings meet the Nacogdoches Fire Department with emergency keys.
- All fires shall be reported to UPD, even if extinguished and no matter how small.

3. REPORTING FIRES AND FIRE ALARMS AFTER HOURS

If the following is reported, or if you see smoke or flames, or smell smoke, or hear a fire alarm, do the following:

- ISOLATE the fire by closing the door, if you can do so safely.
- Call UPD at ext. 911
- Activate the fire alarm, if not activated.
- Evacuate the building using the stairwells only. **Never use the elevators.**
- Never assume someone else has called 911.
EMERGENCY RESPONSE PROCEDURES

1. POLICE DISPATCHER
   In the event of a fire or fire alarm, the dispatcher shall report to the officer on duty to supervise, provide for, and coordinate:
   - Manning of the Fire Alarm Panel.
   - Assistance with evacuation procedures.
   - Report conditions to the Nacogdoches Fire Department upon arrival.
   - Advise the Fire Department Chief in charge on the operation of the fire alarm panel.
   - Ensure that the Nacogdoches Fire Department has been notified of any fire or fire alarm.
   - Have someone recall all elevators that access the floor of incident to the designated floor (if that is not the floor of incident), by turning the Elevator Fire Service Recall Switch to the “ON” position and have someone with knowledge of the building meet the Nacogdoches Fire Department with emergency keys.

2. BUILDING EVACUATION
   In the event of a fire or on the receipt of an alarm for fire, UPD shall assist the Hall Director/Dean/Building Operator with evacuation procedures. The evacuation will be done in an orderly and safe manner.
   1. Become familiar with your work area and exit locations.
   2. When the fire alarm sounds, prepare to evacuate immediately.
   3. Do not panic but walk quickly to the closest emergency exit.
   4. Do not use elevators. Do not use cell phones.
   5. Walk in a single file to the right through corridors and stairwells.
   6. Avoid unnecessary talking and keep the lines moving.
   7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
   8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
   9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
   10. No one is to return to the building until permission is granted by a University official.

3. SPECIALTY INSTRUCTIONS FOR THE MOBILITY IMPAIRED
   Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for the dispatcher to pull a list of any mobility-impaired tenants in the residence halls or apartments who may require special assistance in the event of an evacuation and inform the responding officer. A list must be maintained and updated as necessary by the Housing Department.

   Tenants not requiring assistance and who are not going to assist will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility impairment should be positioned near fire exit stairs that are located farthest away from the fire. If fire conditions pose a personal threat, the mobility impaired should be assisted into an exit stairwell and wait for special assistance from the Nacogdoches Fire Department.
4. HIGH RISE PLAN

a. Important Things to Know
   • The roof is not an approved exit.
   • When the Nacogdoches Fire Department arrives, the officer is in charge.
   • The most critical areas for immediate evacuation are the fire floor, one floor above, and one floor below.
   • Use elevators only when assisted by Nacogdoches Fire Department personnel.

b. Care of Pump
   • A weekly test shall be conducted by the Physical Plant Department. A centrifugal pump should be operated every week at its rated speed with water discharging through some convenient opening. This is desirable to make sure of the condition of the pump, bearings, stuffing boxes, suction pipe and strainers, and the various other details pertaining to the driver and control department.
   • When automatically controlled pumping units are to be tested weekly by manual means, at least one start shall be accomplished by reducing water pressure with the test drain either on the pressure sensing line or with a larger flow from the entire system.
   • A yearly test at the rated capacity in accordance with the manufacturer’s recommendation is necessary to make sure that neither pump nor suction pipe is obstructed.
   • Pump rooms should be kept clean, orderly, free from miscellaneous storage, well lighted, and heated.
   • Always keep the pump ready to start at a moments notice.

5. GENERAL DUTIES AND RESPONSIBILITIES

Conduct of Fire Exit Drills
   • The Environmental Health, Safety, and Risk Management Department conduct fire exit drills once for all living quarters on SFA campus each fall and spring semesters or as requested.
   • All occupants of the building shall participate in the fire drills as required by the Fire Marshall.
   • A written record of such drills shall be kept on the premises and shall be readily available for Fire Marshal inspection.
GENERAL PROVISIONS OF THE EDUCATION CODE

Section 51.204. Trespass, Damage, Etc.
• It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education.

Section 51.209. Unauthorized Persons; Refusal of Entry, Ejection, Identification
• The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property.

Section 51.232. Identification of Persons on Campus
• During periods of disruption, as determined by the chief administrative officer of a state-supported institution of higher education, the chief administrative officer, or an officer or employee of the institution designated by him to maintain order on the campus or facility of the institution, may require that any person on the campus or facility present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of his relationship with the institution.
• If any person refuses or fails upon request to present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official identification card, or other evidence of his relationship with the institution, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.
# Policies for Board Review
## July 13, 2006

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<td>Lease, Rental, or Use of Off-Campus Facilities</td>
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<td>Check Cashing</td>
<td>Eliminated references to bookstore as check cashing location; other minor wording changes. VPFA title update.</td>
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<td>Year-End Purchasing</td>
<td>Added internet connections to items chargeable to fiscal year in which begin. Added reference for definition of utility service. Clarified exceptions to deadlines. Updated source of authority and VPFA title.</td>
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<td>Investments</td>
<td>Added corporate bonds to permissible investments. Contracts with investment manager must be renewed every two years.</td>
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<td>C-41.A</td>
<td>Investments-Endowment Funds</td>
<td>Added and clarified permitted alternative investments, including hedge funds, managed futures funds, private equity funds, or real estate.</td>
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<td>D-34.1</td>
<td>Student Conduct Code</td>
<td>Reviewed with no changes.</td>
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<td>E-32 N</td>
<td>Longevity Pay</td>
<td>Longevity pay increased every 2 years rather than every 3 years. Capped at $420 per month rather than $280 per month. VPFA title update. Form available online.</td>
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<td>Service Awards</td>
<td>Added description of staff service awards. Changed source of authority.</td>
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<td>Returns allowance reduced from 30 to 10 days. Updated VPFA title.</td>
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<td>F-9</td>
<td>Information Technology Services</td>
<td>Test grading section deleted. This wording will be incorporated into an appropriate library policy. Minor wording changes. VPFA title update.</td>
<td>P-69</td>
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<tr>
<td>F-41</td>
<td>E-Mail for University Communications</td>
<td>Email accounts are assigned at time of application, but students not bound by policy until enrollment. VPAA removed as authority for policy. VPFA title update.</td>
<td>P-71</td>
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External Bank Accounts

Original Implementation: July 13, 2006

No individual, department, program, or organization, including duly recognized student organizations, may open checking or investment accounts using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number with any financial institution, including but not limited to banks, credit unions, savings and loans, or investment clubs, without the prior, written approval of the Controller.

Any external bank account approved by the Controller under this policy may not use Stephen F. Austin State University or any abbreviations for SFA in the name on the external bank account or on the check stock. University funds, including monies receipted from the university by student organizations through the student service fee allocation, may not be deposited in an external bank account.

The owner of any external bank account approved under this policy must provide a copy of the current bank signature card to the Controller. Additionally, the owner of any external bank account for a student organization shall adhere to the cash-handling procedures for student groups.

Gifts made to the university must be deposited into the university’s accounts maintained through the Controller’s Office in accordance with the University Gift Reporting Policy (C-15), regardless if the money was initially solicited by the external organization.

In accordance with the Student Organization Formation and Recognition Policy (F-14), no employee may be authorized to sign on an external student organization account. External bank accounts approved by the Controller for student organizations may be subject to audit.

Source of Authority: Vice President for Finance and Administration

Cross Reference: University Gift Reporting Policy (C-15), Student Organization Formation and Recognition Policy (F-14)

Contact for Revision: Vice President for Finance and Administration

Forms: None
Institutional Reserves Fund Policy

Original Implementation: July 13, 2006

Definition and Purpose

An appropriate institutional reserves fund helps maintain financial strength, provides the foundation for debt management and issuance, protects against external volatility, and allows flexibility in planning for the needs of the University.

The institutional reserves fund balance refers to resources that are not allocated to any specific unit of the University, but are held centrally within the University’s financial system. Additions to the institutional reserves fund balance include revenues that exceed expenditures. Deductions include the use of reserves to fund operating budgets, construction projects and unanticipated institutional requirements.

The purpose of an institutional reserves fund is to provide contingent support for potential significant financial occurrences, including:

- unanticipated or uninsured catastrophic events;
- temporary institutional revenue shortfalls or expenditure gaps;
- unforeseen legal obligations and costs;
- failures in central infrastructure; or
- failures of major business systems.

Institutional Reserves Fund Budgeting

The SFA Board of Regents through the Vice President of Finance and Administration shall set aside revenue to fund the reserves as an annual budget practice during periods of revenue growth and stability. During periods that revenue support is needed, the Board may choose to augment revenue by utilizing institutional reserves. Reasons that the Board would use reserves to support an annual operating budget include, but are not limited to:

- expenses that are fixed term in nature (usually 3 years or less);
- transfers to other centrally allocated funds to support expenditures that should be funded from sources other than tuition or state appropriations;
• a general contingency for unplanned or unexpected financial needs that may arise during the fiscal year; and

• strategic analysis of reserves when the balance is significantly above the target.

Institutional Reserves Fund Size

The target amount of reserves that an institution should maintain is determined using a calculation called the primary reserve ratio. The ratio is calculated by dividing expendable net assets by total expenses, net of depreciation and amortization. The higher education industry benchmark for the primary reserve ratio is .40. This means that an institution's reserves fund should total 40% of its annual operating budget, thus providing approximately five months of operational capacity.

A primary reserve ratio below .10 to .15 indicates that the institution's expendable net asset balances are critically low, since resources cover only one to two months of expenses. The low ratio also indicates the institution struggles to have sufficient resources for reinvestment. In addition, institutions with a low primary reserve ratio generally lack sufficient resources for strategic initiatives and may have less operating flexibility. Consequently, when the primary reserve ratio calculation is .20 or less, the institution will take immediate steps to implement a reserves restoration commitment.

At the end of each fiscal year, the primary reserve ratio calculation will be used to measure the distance from the reserves target. The amount of the institutional reserves fund and the reserves gap will be reported to the Board of Regents when year end information is available.

Under normal circumstances, the institutional reserves fund should at a minimum, total 40% of the annual operating budget. In the event reserves are utilized, a restoration plan should include a three year target payback period.

Source of Authority: Board of Regents

Cross Reference: None

Contact for Revision: Vice President for Finance and Administration

Forms: None
Energy Conservation

Original Implementation: December 4, 1987

Last Revision: January 15, 2002


The University has and will continue to maintain the most efficient operation of all utilities and equipment by the operation of: an automated energy management system replacement of HVAC/Electrical equipment in a timely and cost efficient manner, and a review of building operation, usage, and schedules.

It is the intent of the University to serve its academic and auxiliary needs with cooling and heating requirements based on approved operational schedules. The automation system is programmed to meet needs and any significant requirements not included in normal operations must be approved by Director of Physical Plant prior to changes being made.

Start and stop schedules are entered by Physical Plant personnel after approval by the Director of Physical Plant. Physical Plant should be given notice at least eight (8) work hours prior to event. If notice is given after normal work hours, the user may be charged overtime.

All local utility power shortage problems will be handled by the Physical Plant Department, the local energy supplier and the Vice President for Business Affairs. The requirements so determined will be routed thru the appropriate organizational channels.

Users of University facilities that require an additional cost due to utility usage, will be charged a fee to cover the cost of the additional utility expense. The amount of the fee will be determined by the Physical Plant Department and approved by the Vice President for Business Affairs.

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

Contact for Revision: Director of Physical Plant

Forms: None
Physical Plant Charges

Original Implementation: December 7, 1987

Last Revision: July 13, 2001, January 15, 2002

Funding for repairs to campus buildings comes from several sources and the type and use of the building determines the source of funding. Funding is as provided below:

Educational and General Buildings (i.e., Offices, classrooms, Library, etc.) Maintenance of these buildings and building equipment is the responsibility of the Physical Plant Department and paid from funds budgeted for that purpose.

The Physical Plant Department may charge Educational and General accounts for the following materials and services.

1. Materials taken from stock not used in maintenance projects.
2. Repair of equipment.
3. Set-up charges.
4. Paint requests when redecorating.
5. Materials and labor for millwork.
6. Vehicle rentals and gasoline.
7. Minor alterations that change the structure of the facility.
8. Replacement of lost keys or lock changes due to lost keys.
9. Call back expenses that are not caused by normal maintenance requirements.

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

Cross Reference: None

Contact for Revision: Director of Physical Plant

Forms: None
Vehicle Repair and Maintenance

Original Implementation: Unpublished

Last Revision: July 13, 2006

The Physical Plant Auto Shop is located at the Grounds and Transportation Department on the corner of University Drive and Starr Avenue. The shop provides for complete repair and maintenance service for University-owned trucks, automobiles, and small equipment such as lawnmowers, chain saws, etc. The Physical Plant Auto Shop maintains an inventory listing of all University-owned vehicles and schedules annual maintenance inspections. Department heads are notified in writing by the Manager of Transportation that those vehicles in their charge are to be delivered to the Auto Shop for an annual inspection. The Auto Shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary. Expenses incurred for service on departmentally owned vehicles will be charged to the department.

In the event of a breakdown of a University-owned vehicle off campus during normal working hours, the individual responsible for that vehicle should contact the Transportation Department at 468-5107 for instructions regarding repair or if after normal working hours, the individual incurring the breakdown should contact University Police at 468-2608. The University Police will notify the Transportation Department of location and nature of problem. Transportation will determine if the repair is to be made by a garage or service center in the area of the breakdown or if the vehicle should be towed to campus. Transportation must authorize all off-campus repair prior to any work being done. Expenses incurred for the repair of a departmentally owned vehicle will be charged to the department.

Repair and maintenance of vehicles leased by the University is performed in accordance with the terms of the lease agreement.

Operators of University-owned vehicles are required by The Texas Government Code and University Policy to report daily use of the vehicles. Reports are to be done daily using a State of Texas Vehicle Use Report form. The monthly report must be completely filled out, signed, and sent to the Manager of Transportation by the 5th calendar day of the following month. The Manager of Transportation will report mileage to the State as required.

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

Cross Reference: None

Contact for Revision: Director of Physical Plant

Forms: None
Stephen F. Austin State University (SFASU) has adopted the Fleet Management Plan mandated by House Bill 3125 of the 76th Texas Legislature. The fleet of vehicles owned and operated by SFASU shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase State use and efficiency, reduce maintenance, and reduce operating costs.

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

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

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

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

The number of vehicles in the SFASU fleet is capped at levels in effect October 1, 2000. Replacements are subject to departmental vehicle-replacement schedule. Exceptions will be considered for legislatively mandated program changes, federal program initiatives, or documented needs resulting from program growth or changes. SFASU President's approval is required, with the OVFM serving as final approval authority for exceptions.

Fleet operations are subject to minimum use criteria, vehicle-operator training and driver certification requirements, vehicle-disposal procedures, preventive maintenance and warranty tracking, safety and accident reporting procedures, and standardized safety-inspection and registration renewals.
Operators of University-owned vehicles are required by The Texas Government Code and University Policy to report daily use of the vehicles. Reports are to be done daily using a State of Texas Vehicle Use Report form. The monthly report must be completely filled out, signed and sent to the Manager of Transportation by the 5th calendar day of the following month. The Manager of Transportation will report mileage to the State as required.

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

Cross Reference: State Office of Vehicle and Fleet Management Regulations and House Bill 3125, 76th Texas Legislature

Contact for Revision: Director Of Physical Plant Vehicle Fleet Manager

Forms: None
Lease, Rental, or Use of Off-Campus Facilities

The administration of Stephen F. Austin State University recognizes the significance of diligence in its efforts to ensure the safety of employees and students when utilizing off-campus facilities for university-sponsored events. This policy governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

Private facilities providers are required to contractually address fire safety requirements, meet the prevailing local fire code, and have been inspected for fire safety. Off-campus facilities utilized for long-term leases must additionally meet ADA accessibility requirements and be inspected by Physical Plant prior to leasing the facilities. Contracts with private facilities providers should be secured for each university-sponsored event and long-term facilities lease, and each private facilities provider will be required to sign an Off-Campus Facilities Contract Addendum to attach to the contract. The Office of the General Counsel shall review each contract for approval prior to forwarding it to the President for signature. Copies of long-term leases shall by provided to and maintained by the Physical Plant. The originating department/office shall notify purchasing of the address of the leased facilities. A copy of each facility contract and addendum shall be maintained by the originating department/office for a period of two years after the termination of the contract.

Pyrotechnics are not allowed on University-leased premises, unless specifically approved in writing by the President.

Procedures for Off-Campus Facilities Use (University Sponsored Event):

1. Department/office sponsoring the off-campus event shall secure a contract with the private facility provider for the event. An Off-Campus Facilities Contract Addendum shall be signed by the private facility provider and attached to the contract.

2. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum shall be forwarded to the Office of the General Counsel for approval. Upon signature by the President, the original contract and attached addendum will be returned to the originating department/office for retention.
3. An original, fully signed contract and addendum shall be maintained by the department/office sponsoring the off-campus event for a period of two years after the date of the event.

Procedures for Off-Campus Facilities Use (Long-term Lease):

1. Department/office leasing the off-campus facility shall secure a contract/lease agreement with the private facility provider. An Off-Campus Facilities Contract Addendum shall be signed by the private facility provider and attached to the contract/lease agreement.

2. Before processing a contract/lease agreement, the department/office leasing the off-campus facility shall contact the Director of Physical Plant and request an inspection of the facility. Results of the inspection shall be provided to the Office of the General Counsel.

3. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum, shall be forwarded to the Office of the General Counsel for approval. Upon signature by the President, the original contract and attached addendum will be returned to the originating department/office for retention.

4. An original, fully signed contract and addendum shall be maintained by the department/office leasing the off-campus facility for a period of two years after the termination date of the lease.

5. Department/office shall notify Purchasing of the location of the leased facility for notification of University insurance carriers, as applicable.

Source of Authority: President

Cross Reference: None

Contact for Revision: General Counsel

Forms: Off-Campus Facilities Contract Addendum
Auditing a Course - Tuition and Fees

Original Implementation: October 18, 1980
Last Revision: July 15, 2003, July 13, 2006

Tuition and fees for auditing a course shall be the same as tuition and fees paid by regularly enrolled students. Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

Source of Authority: Board of Regents

Cross Reference: General Bulletin

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

Forms: None
Appendix 6

Check Cashing

Original Implementation: September 1, 1988
Last Revision: July 15, 2003, July 13, 2006

The Business Office in the Austin Building and the Bookstore in the University Center cashes checks for faculty, staff, and students with a University I.D. The check cashing limit is fifty dollars ($50) per day. If an extenuating circumstance exists in which a student or employee needs to cash a check in excess of $50, authorization must come from the Controller, the Bursar in the Business Office or the Bursar's designee, or the Manager or Assistant Manager in the University Bookstore. Checks returned to the University for insufficient funds, payment stopped, or account closed will be collected by CheckMate. Any returned check fees for collection charged to the University by CheckMate or the financial institution will be assessed to the individual. The University reserves the right to refuse personal checks from individuals who have a history of bad checks as recorded by CheckMate.

The University Business Office and Bookstore are not authorized to cash checks which are disbursed by the University; (i.e., payroll checks, travel checks, etc.) except when used as payment on the payee's account.

Employees with a history of returned checks may be subject to disciplinary action.

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

Cross Reference: C-35 Returned Checks

Contact for Revision: Controller

Forms: None
Year-End Purchasing

Original Implementation: April 5, 1984
Last Revision: July 14, 2005

The State fiscal year is September 1 through August 31 and the following rules and regulations apply to year-end transaction processing.

**Consumable/expendable supply items** are to be charged to the fiscal year in which they are delivered. The cost of consumable supplies ordered in one fiscal year and delivered in the next fiscal year may be charged to the prior year only if the following conditions exist:

1. delay causing delivery in the later fiscal period was beyond control of the agency;
2. delivery could have reasonably been expected to occur during the fiscal year in which the order was placed; and
3. the quantity ordered could have been consumed during the fiscal year in which it was ordered had delivery occurred as originally anticipated.

**Services** are to be charged to the fiscal year in which they are delivered.

**Capital equipment purchases (non-consummable with a useful life of more than 1 year)** are to be charged to the fiscal year in which they are ordered, except that capital purchases may be charged to the year of delivery as long as the appropriation for the year in which delivery will occur exists, (General Appropriations Act has been signed by the Governor) and payment is not made prior to September 1 of the new fiscal year. Payments under a lease-purchase agreement are to be charged to the fiscal year in which the payment is made.

**Internet connections, Subscriptions, maintenance contracts, post office box rental, insurance and surety or honesty bonds** are chargeable to the fiscal year in which they begin and may be paid in full from that fiscal year regardless of whether the purchase covers more than one fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

**Seminar and conference expenses** related to conducting or attending the same are to be paid from the fiscal year in which the seminar or conference occurs, unless it is determined to be cost-effective to use current fiscal year funds to pay for conducting or attending a seminar or conference that will occur partly or entirely during a different fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.
Utility services are to be charged to the fiscal year in which the service is provided except that a prior fiscal year may be used to pay for September services of the next fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment. Utility service is defined in the State Comptroller’s Purchase Policies and Procedures Guide.

A Combined Purchase of at least two consumable items, services and capital assets should follow the year-end rules according to the dominant purpose of the contract.

A Purchase Option that is contractually exercised to purchase a consumable item, service, or capital equipment should follow the year-end rules according to the good or service for which the option is exercised.

Department Notification
Each spring, the Purchasing Department establishes and notifies departments of deadlines for receipt of approved requisitions for the current fiscal year to comply with state guidelines to allow adequate order processing time for current year orders. Once a deadline has passed, orders received after that date will be processed against the new fiscal year unless one of the above year end rules applies.

Requisitions received prior to the established deadline dates will be processed on current fiscal year funds unless properly identified as a next fiscal year requisition following the instructions provided through the Purchasing List-serv. Requisitions received after the established deadline dates will be processed on next fiscal year funds.

Exceptions
Exceptions to the established deadline dates will be made if necessary to comply with year end guidelines established by the State Comptroller or for emergency reasons. The Director of Purchasing may use discretion in the best interest of the University when applying or exempting the established deadlines or above rules when using non-appropriated funds.

Source of Authority: 34 TAC, Part 1, Chapter 5, Subchapter E, Rule 5.56; State Comptroller Purchase Policies and Procedures Guide; President; Vice President for Business Affairs; Finance and Administration

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
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. Secondary, 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) corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

O) 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

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Delegation of Authority

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

The VPFA 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 VPFA 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 VPFA 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 VPFA 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 VPFA 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.

External Financial Advisor Contract Renewal or Extension

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

Disclosure Requirements for Outside Financial Advisors

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

Disclosure Requirements for Investment Officers

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

1) the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

2) funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or

3) the investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

Diversification

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

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

The VPFA 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 affect 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 VPFA shall submit quarterly reports to the Board of Regents through its Finance/Audit 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 VPFA 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

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

Investment Policy Adoption and Certification

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

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

Cross Reference: Texas Government Code Chapters 2256 and 2263

Contact for Revision: Vice President for Finance and Administration

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, VPFA, 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 VPFA, 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 Finance and Administration in accordance with the Performance Evaluation section of this investment policy. The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.
Investments - Endowment Funds

Original Implementation: Unpublished
Last Revision: July 13, 2006

GENERAL

This Investment Policy Statement (IPS) applies to all Stephen F. Austin State University (the "University") endowment funds. These funds are given to the University by individuals and institutions to promote, encourage and advance education and to improve the degree and non-degree educational functions by establishing scholarships, fellowships, professorships, academic chairs and other academic endeavors at the University, as specified by donors.

As provided in the Texas Education Code, each member of the Board of Regents (Board) has the legal responsibilities of a fiduciary in the management of funds under the control of the University. The Board recognizes its responsibility to insure that the assets of the endowment funds are managed for the exclusive benefit of the University in accordance with its donors' intentions, effectively and prudently, in full compliance with all applicable laws.

Separate fund balance accounts are maintained for all funds. Funds may be restricted either by the donor or the Board. Restricted funds are available primarily for specific purposes considered beneficial to the University.

The investment of the Endowment funds is governed by Section 51.0031 of the Texas Education Code. This section states that the University "... with regard to donations, gifts and trusts may establish endowment funds that operate as trusts and are managed under prudent person standards. As used in this section, "prudent person standard" is the standard of care described in Article VII, Section 11b. of the Texas constitution, and means that standard of judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their affairs in regard to the investments of their funds, considering probable income as well as probable safety of their capital.

In the management of the University endowment investments, consideration will be given to the need to balance a requirement for current income for present activities with a requirement for growth in principal to compensate for inflation. Consideration will be given to the need for safety of principal, liquidity, diversification, yield and quality.

The overall objective of the IPS is to assure that the University's endowment funds are invested in a manner to achieve as high a level of return as can reasonably be expected to be achieved given the primary objective of safety and preservation of principal. The IPS clearly and concisely states the responsibilities of all parties involved with the endowment funds. The IPS will assist the Board, the Finance Committee ("Committee") and the University Administration in effectively communicating with and monitoring the
investment manager(s) and the investment firm(s) that will be engaged from time to time to facilitate the management of the endowment assets of the University. It states the Boards' attitudes, guidelines and objectives in the investment of the endowment assets.

RESPONSIBILITIES

The University acknowledges that the ultimate responsibility for satisfactory investment results rests with the Board. The Board believes that this responsibility is best discharged by delegating certain authority to the University administration and by appointing one or more investment management organizations to assume certain responsibilities.

The specific responsibilities of the Board in the investment process include and are limited to developing a sound and consistent investment policy, developing sound and consistent investment policy guidelines, establishing reasonable investment objectives, allocating the endowment assets between equity and fixed-income investments, and other investment mediums which it may deem appropriate and prudent, communicating clearly the major duties and responsibilities of those accountable for investing the endowment assets and achieving investment results, evaluating performance results, and abiding within all applicable laws, including conflict of interest provisions therein.

The Vice President for Finance and Administration (Vice President) is designated as the investment officer for the University. As such, the Vice President or designee(s), is responsible for accounting for investments, monitoring and evaluating performance results, and ensuring that policy guidelines are being adhered to and investment objectives are being met. In addition, the Vice President or designee(s), is responsible for the purchase, sale, assignment, transfer and management of investments, for communicating with investment managers, brokers and dealers, for compiling performance results, and for determining the proper distribution of investment returns to the various accounts. The Vice President is also responsible for determining the appropriate distribution of income in accordance with the distribution policy in the distribution policy section. The Vice President or his designee will submit an annual investment perspective to the Board of Regents.

INVESTMENT POLICY

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

The Board adheres to the traditional capital market theory that maintains that over the long term, the risk of owning equities should be rewarded with a somewhat greater return than available from fixed-income investments. This reward comes at the expense of higher volatility of returns and more exposure to market fluctuations than with fixed-income investments. Fixed-income investments provide a more predictable return and higher current income than do equities. Thus assets should be allocated between fixed-income investments and equities are such a manner as to provide for current income while providing for maintenance of principal in real terms.
Avoiding large risks is essential. The University is willing to trade off some potential opportunities for gain from high-risk investments (with high loss potential) by assuming a moderate-risk posture in order to have a more stable positive return. This may result in sacrificing some potential opportunities for gain during rising markets in order to avoid large short term declines in market value during falling markets. Since the University is adverse to large downward fluctuations in the value of its investments resulting from volatile market value fluctuations, such year-to-year volatility should be minimized.

INVESTMENT POLICY GUIDELINES

For the purpose of this policy all securities which use long-term credit ratings must be rated the equivalent of "A" or better by a nationally recognized credit rating service. Securities using short-term credit ratings must be rated at least A-2, P-2, F-2 or the equivalent by a nationally recognized credit rating service.

The following categories of securities are permissible investments:

a) Direct obligation of the United States Government or its direct agencies.

b) Direct obligations of federally-sponsored agencies in accordance with the above paragraph.

c) United States dollar denominated bonds, debentures, or commercial paper and convertible securities issued by corporations in accordance with the above paragraph.

d) Common stock and preferred stock issued by United States domiciled corporations and common stocks of foreign companies listed on the major U.S. or foreign security exchanges.

e) Certificates of Deposit issued by federally insured state banks, federally insured savings and loan associations and saving banks or federally insured credit unions. Amounts over the insurance limit of the institutions must be secured by pledged securities.

f) Bankers acceptances accepted by a bank organized and existing under laws of the United States or any state in accordance with the above paragraph.

g) Money Market Mutual Funds. Funds must be registered with the Securities and Exchange Commission, have a maximum dollar weighted average maturity of no longer than 13 months, and be no-load funds. Funds must have assets consisting of securities described in the paragraphs above and seek to maintain a stable net asset value of $1.00 per share (or unit).

h) Direct Security Repurchase Agreements. Direct Repos must be fully secured (collateralized) by securities authorized under the sections (a) through (f) above.
Such collateral must be held by a third party. All agreements will be in compliance with Federal Reserve Bank guidelines.

i) Shares of investment companies as defined by the Investment Company Act of 1940. These companies include both closed-end investment companies and open-end investment companies (mutual funds). Shares in these companies may be purchased if they own securities described in sections (a) through (h) above.

j) Certain types of transactions and purchase of certain types of securities are specifically prohibited by this policy. Commodity trading including all futures contracts, purchasing of letter stock, short selling, option trading, and margin trading are specifically prohibited. Neither tax-exempt debt of state and local governments, private placements, nor guaranteed investment contracts may be purchased. No investments will be made in derivative products as defined by the Financial Accounting Standards Board in SFAS, No. 119. Collateral mortgage obligations that do not pass the FFIEC test may not be purchased.

k) 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.

l) Except for up to three cases, no more than five percent (5%) of the portfolio, including convertible securities, can be invested in any one company. This will be measured on a cost basis. No more than ten percent (10%) of the portfolio can be invested at any time in one company based on the market value of the stock and portfolio. This section is not applicable to investments in U.S. Government securities.

m) No more than fifteen percent (15%) of the portfolio can be invested in any one industry, as defined by Standard and Poor’s broad categories, based on the cost value of the portfolio. No more than thirty percent (30%) of the portfolio can be invested in any one industry based on the market value of the portfolio. The holdings do not have to be invested in industry groups that represent a cross-section of the economy.

n) Permitted alternative investments in the Portfolio may include hedge funds, managed futures funds, private equity funds, or real estate. Investments in other strategies shall be reviewed and approved by the Finance Investment Committee prior to purchase. Permitted alternative investments in the Portfolio are limited to
diversified commingled trust fund vehicles or limited partnerships offered through a third party distribution channel, such as what is offered through many broker-dealer firms. The Finance-Investment Committee has not authorized investment in any alternative investment vehicles offered directly by any hedge fund. Any investment vehicle where the Portfolio’s liability can exceed the value of the Portfolio’s investment are strictly prohibited. The Portfolio shall emphasize investments in fund-of-fund vehicles that are diversified by investment style and typically utilize multiple investment managers within a fund. The Portfolio, however, may invest in single manager funds, but these investments shall not comprise the majority of the investment. Permitted alternative investments in the Portfolio are limited to investment vehicles that offer the ability for the Portfolio to make contributions or receive distributions at least quarterly (but preferentially monthly) without restriction or incurring additional fees. The maximum allocation to any one fund shall not exceed 5% of the total investment portfolio. If the allocation to alternative investments exceeds the limit at any point in time, the Investment Committee shall rebalance the allocation to the fund at the next opportunity when the fund permits liquidation of fund holdings.

o) All of the equities purchased for the portfolio (based at market value) should have a minimum market capitalization of $250 million. The allowable range and target asset allocation for the endowment funds is:

<table>
<thead>
<tr>
<th>Class</th>
<th>Allowable Range</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equities securities</td>
<td>0% - 70%</td>
<td>60%</td>
</tr>
<tr>
<td>Fixed income securities</td>
<td>0% - 60%</td>
<td>40%</td>
</tr>
<tr>
<td>Cash or cash equivalents</td>
<td>0% - 100%</td>
<td>0%</td>
</tr>
<tr>
<td>Alternative Investments</td>
<td>0% - 10%</td>
<td>5%</td>
</tr>
</tbody>
</table>

For the fixed income portion of the portfolio the asset mix should be, maximum U.S. government bonds 100%, minimum government bonds 0%, maximum corporate bonds 50%, minimum corporate bonds 0%, maximum cash 100%, minimum cash 0%. Gifts of individual securities will be liquidated or transferred to an equity fund manager currently employed by the University under the Use of Investment Firms section. The liquidation or transfer will take place as soon as possible. If liquidated, the proceeds will be invested in accordance with the allowable range and target asset allocation set forth in this policy. Exceptions to this policy are securities described by sections (a), (b) and (c) above. Such securities may be held so long as the asset allocation ranges are maintained. The policy in this section can be overridden by a written directive from a donor.

USE OF INVESTMENT FIRMS

The Vice President or designee, is responsible for selecting of brokers and dealers for the execution of security transactions and for the safe keeping of securities. Sales, purchases and exchanges will be transacted through well-capitalized, nationally-recognized investment firms which are major participants in the equity and fixed-income markets. Firms should be selected to provide the maximum benefit to the University. The Vice
President may choose to use a request for proposals to select the firm or firms with which the University deals.

Selection of outside investment managers will follow these guidelines:

a) The Vice President or designee, within statutory and other regulatory authority, may place selected funds of the University with investment managers outside the University for investment purposes. The investment of such funds will be subject to the provisions of this investment policy statement. The Vice President is authorized to negotiate with outside investment managers for the benefit of the University.

b) Outside investment manager(s) will receive a copy of the IPS and a Letter of Instructions outlining investment instructions and asset allocation parameters expressed in writing by the Vice President. The Letter of Instructions will state return objectives that are reasonable and achievable within the guidelines provided herein. These return objectives should be achieved over a reasonable time frame, thus it is not necessary for the outside manager(s) to exceed the return expectations each quarter. In addition, each outside investment manager must execute a written statement to the effect that the registered principal of the organization has received and thoroughly reviewed the investment policy of the University. The statement must also acknowledge that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.

c) Consistent with this investment policy statement and their Letter of Instruction, the outside investment manager(s) will be responsible for making decisions on a discretionary basis. This includes buy, hold, sell and timing decisions. The outside manager(s) must make responsible decisions in the selections of specific securities and the general timing of purchases and sales necessary to achieve a satisfactory overall return for the assets.

d) Outside manager(s) will invest only into the security class(es) for which they were retained to manage. The manager(s) have discretion to place funds into cash, however, their performance will be measured against an index which measures their security class without deducting the cash position.

Investment managers employed by the University to invest in equities may be evaluated using the following guidelines:

a) The average portfolio Beta should be between 1.10 and 0.90. That is to say that the volatility of the fund should not differ from the volatility of the S&P 500 by more than ten percent. The Beta calculation should include any cash position in the portfolio.
b) The R-Squared may be as high as 100% over a time frame of one year or longer if all investment objectives are met. R-Squared is a statistical evaluation to measure similarity in behavior of the portfolio to the market.

c) The annualized Alpha should be greater than the managers fee essentially showing that value is being added for the risk taken. Alpha measures the excess return for the amount of risk taken.

d) Portfolio turnover will be monitored. If the performance results of the portfolio meet the objectives stated herein, the rate of turnover in the portfolio will not be an evaluative factor. However, a portfolio turnover higher than the average of similar fund managers is considered a negative.

Files will be maintained on investment firms with which the University deals. The files will contain information that supports the financial stability of the firms. These files will be updated annually. A list of approved brokers and firms will be maintained and changes will be approved by the Board of Regents.

**DISTRIBUTION POLICY**

The spending policy should balance the long-term objective of maintaining the purchasing power to the endowment funds with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support current needs. The Vice President may review the nature of the various endowments to determine the need for income for current spending and the ability to tolerate variability in current income. The asset allocation between fixed-income securities and equities may reflect diversification needs of the endowments.

**PERFORMANCE EVALUATION**

The Vice President will submit quarterly reports to the Board on the performance of the investment portfolio. The reports will disclose the book value and market value of the portfolio at the beginning and ending of the reporting period by the type of asset and fund type invested. The reports will disclose the realized and unrealized gains/losses on the portfolio for the reporting period. Additions and changes in the market value of the portfolio during the period will be reported. The reports will show the pooled fund value as well as individual assets by fund type. The reports will state the maturity date of each asset that has a maturity date. The total return on the portfolio, on each asset class and for each manager will be reported.

The performance of the total portfolio, each asset class and each manager will be compared to appropriate benchmarks and included in the quarterly reports to the Board. The report will contain sufficient information for the Board to determine if actions should be taken to correct any deficiencies that may exist.
CONFLICTS OF INTEREST

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

a) a member of the Board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is affiliated; and

b) investments will not be purchased from or sold to a member of the Board.

DISCLOSURE REQUIREMENTS

Disclosure Requirements for Outside Financial Advisors

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

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

1) the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

2) funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or

3) the investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

AUDITS

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

**Source of Authority:** Board of Regents

**Cross Reference:** Texas Education Code, Section 51.0031

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

**Forms:** None
Budget Control

Original Implementation: January 25, 2000
Last Revision: July 13, 2006/January 28, 2003

The primary responsibility for budget control resides with each account manager. Secondly, the department head or supervisor of each account manager is responsible for requiring sound budget practices.

The Director of Financial Services will monitor current and plant funds accounts, excluding restricted contract and grant funds within the current funds category. If a department's expenditures exceed its budget, the Director of Financial Services will notify the department to process a budget transfer, fund transfer, or expenditure transfer.

The Purchasing system provides a budget check for funds when a department submits a requisition for a product or service. If the requisition exceeds available funds in the account, the Director of Financial Services may authorize the expenditure, pending a budget or funds transfer.

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

Cross Reference: Departmental Accounting Responsibilities Policy, Index C-11

Contact for Revision: Director of Financial Services

Forms: None
Emergency Management Plan

Original Implementation: November 1986
Last Revision: January 19, 2006 July 13, 2006

An Emergency Management Plan has been adopted to guide the response of appropriate individuals to potential emergencies occurring on the campus of Stephen F. Austin State University.

A. AUTHORITY AND REFERENCES

1. Authority for implementation of the Emergency Management Plan rests with the President of Stephen F. Austin State University.

2. References
   • Article 51.210 and Article 51.203 of the Texas Penal Code.
   • The Texas Emergency Disaster Act of 1975, as amended (Article 6889-7, Vernon's Civil Statutes).


B. PURPOSE

The Emergency Management Plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of SFA. This plan describes the roles and responsibilities of departments, schools, and personnel during and after emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes and can change at the direction of the Director of the Emergency Operations Center.

This plan addresses each-several types of emergencies on an individual basis, providing guidelines for the containment of the incident and provides emergency instructions to the individual designated to direct University resources in a concise format. It also will provide emergency response information primarily for use by faculty/staff and other on-site personnel who may be initial responders to an emergency incident.

The purpose of this plan is to provide the necessary guidelines, procedures, and instructions for implementing emergency operations at SFA. Emergency operations
will utilize the existing University organizations, with aid as necessary from city, state, and federal governments.

C. SCOPE

This plan is a University-level plan that guides the emergency response of University personnel and resources before, during and after an emergency situation. It is the official Emergency Management Plan of SFA and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. This plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System (Emergency Operation Center) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitates the flow of information between responding agencies.

The University will cooperate with the Office of Emergency Management, state, county and city police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

This plan is intended to stand alone or to complement other plans and provisions of the Texas Emergency Management Council and of local government. Provisions of this plan that are not specific to the activities of the University have been included for purposes of clarity, and their presence here is not intended to supersede or abrogate the provisions of the Texas Emergency Disaster Act of 1975.

D. MISSION

The University will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Protection of human life
Priority II: Support of health and safety services
Priority III: Protection of University assets
Priority IV: Maintenance of University services
Priority V: Assessment of damages
Priority VI: Restoration of general campus operations

E. SITUATIONS AND ASSUMPTIONS
1. Situations: 
The University is an autonomous community of approximately 13,000 people surrounded by a city of approximately 30,000. The University is responsible for providing law enforcement and internal distribution of utility services to the University community on a day-to-day basis.

2. Assumptions: 
This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be communitywide. Therefore, it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources. The University may, however, be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.
- The University is more knowledgeable about its facilities than are other agencies.
- In the event that the University is not affected by the primary disaster, its personnel, and resources may be available to supplement and support local services with direction from the President and/or the Director of the Emergency Operations Center.

F. DIRECTION AND CONTROL

1. The organization of the Emergency Operation Center (EOC) will vary from the routine structure as follows:
- The location of the primary EOC will be the University Police Department upon activation of this plan.
- A secondary EOC may be designated by the EOC Director, if necessary, upon activation of this plan and after consideration of the nature of the emergency.
- The EOC Director will be designated by the President of the University, and he/she, or his/her designee, must be present in the EOC as long as the plan is activated. The EOC Director will serve as the official source of information to the University response personnel and will represent the University in the coordination of activities with other agencies. To aid the EOC Director, representatives of those who are assigned responsibilities in section G. (see Emergency Response Team Members and Responsibilities) will be present in
the EOC, as needed, to record and document incoming information and to
dispatch information to the appropriate personnel. The Emergency Response
Team will coordinate requests for service and assignment of resources.

2. Warning and Notification

This plan will be implemented by the President of the University or their designee
when information is received from a credible source concerning a potential or
actual disaster that requires a positive response by the University. In the absence
of the President, the provisions of the President's Line of Succession in Section H
of this policy will determine the line of authority applicable to the implementation
of this plan.

Information received shall be verified and evaluated to determine the response
required and the division having responsibility for such action. The individual
who evaluates the information must have a thorough understanding of the
capabilities and responsibilities of each department of the University. An up-to-
date Call List of persons to be notified during duty hours, after duty hours,
weekends, and holidays shall be available to the UPD dispatcher. The prioritized
list of individuals to be called will consist of a name and at least two alternate
names along with office, home and mobile phone numbers. Changes in the list
shall be submitted to the University Chief of Police. The notification procedure is
as follows:

- UPD will maintain the Call List and make the initial notification.
- UPD will initially dispatch personnel as necessary until the EOC is
  established; then control will shift to the EOC Director who is responsible
  for emergency management.
- Major problems will be reported to the EOC.

All division/department heads and supervisors are directed to report status of
emergency situations directly to the President and/or his or her designee. They
will not discuss this status with outsiders, including media, on behalf of the
University.

- The President will be kept apprised of the status of all emergencies,
  including what the emergency is, how it began (what caused it), who is
  involved, if there are injuries, the names of those injured and the extent of
  injuries, what is happening now, and what help has been summoned.
  Additionally, what is being done to resolve the emergency?
- At the earliest opportunity, the President will meet with the University
  Chief of Police and/or Assistant Chief of Police, and other members of the
  Emergency Management Team to evaluate action taken and decide on the
  most appropriate course of future action.
- All contacts from the media will be referred directly to Public Affairs and
  the Director of the EOC.

3. Public Information

All public information shall be provided by or coordinated with the Director of
Public Affairs and the Director of the EOC. The University Chief of Police will
conduct press releases concerning criminal or police activities. The designation of a single University spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released. See Section VI. Public Affairs Crisis Communication Procedures.

G. EMERGENCY RESPONSE TEAM MEMBERS AND RESPONSIBILITIES

1. University President
   President or his/her designee is the EOC Director and shall be responsible for delegating duties to the other staff members as the emergency situation dictates.

2. Vice President for University Affairs
   Responsible for oversight of EOC activities and shall be the President’s designee for command responsibilities and delegating duties to the other staff members as the emergency situation dictates. Keeps the President informed of emergency situation as appropriate.

3. University Chief of Police
   Responsible for furnishing and directing manpower necessary to maintain security in affected areas. He/she will maintain traffic control, preserve law and order, direct search and rescue operations, and provide communication between the scene of the emergency and the EOC.

4. Director of the Physical Plant
   Responsible for coordinating requests for supplies and personnel and for making deliveries to the emergency area. He/she will discontinue and restore utility services as conditions dictate, clear debris, and restore buildings to functional use, when it is determined buildings are safe.

5. Director of Environmental Health, Safety and Risk Management
   Responsible for providing EOC Director specific information about facilities and existing conditions related to emergency. He/she will work with the Nacogdoches Fire Department and UPD when evacuation is warranted. He/she will assure facilities and buildings are safe before they are restored to service or occupied.

6. Director of Public Affairs
   Responsible for timely and accurate dissemination of information to employees, students, public, campus and external news media, and other stakeholders. Information may be disseminated by a variety of methods, including University Web site, e-mail, phone and news briefings. He or she may arrange for photographers to document the disaster after approval from the director of the EOC.

7. Director of the University Health Clinic
   Responsible for determining medical needs, arranging for emergency medical supplies, and establishment of first aid stations in or near affected area, but clear of immediate danger.
8. Executive Director of Student Affairs
   Responsible for student services and providing meals for students and other
   University personnel as conditions dictate and coordinating use of his/her
   facilities as directed by President or his/her designee.

9. Hazardous Materials Officer
   Responsible for providing EOC Director with information about locations of
   hazardous and toxic materials on campus and for serving as consultant to EOC
   Director. The Radiation Safety Officer will monitor radiation sources and report
   to the Hazardous Materials Officer.

10. Director of Housing
    Responsible for relocation and housing of students.

H. PRESIDENT'S LINE OF SUCCESSION

To ensure continuity of University activities during threatened or actual emergencies,
the President’s Line of Succession for EOC command is established as follows:

   • Vice President for University Affairs
   • Provost/Vice President for Academic Affairs
   • Vice President for Finance and Administration
   • Vice President for University Advancement
   • Associate Provost/Vice President for Academic Affairs

A list of the President’s Line of Succession for other positions on the Emergency
Response Team will be provided by the appropriate directors and be appended to the
emergency Call List.

I. SUPPORT

Request for assistance, including activation of the Texas National Guard or other
military assistance, will be made by calling the state Disaster District Headquarters
located at the Department of Public Safety Disaster District Headquarters, Region Sub
2B Office in Lufkin, telephone (936) 634-5553. In the event that the state Disaster
District Headquarters cannot be reached, the request for assistance can be made to the
local Department of Public Safety Supervisor, telephone (936) 560-6528.

J. CITY OF NACOGDOCHES OUTDOOR WARNING SIREN

1. Locations
   • Sunset Cemetery on North Street
   • Fire Station 1 on North Street
   • Baseball Park on Old Tyler Road
   • Durst Street at Reedy Street
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- Fire Station 3 on Old Lufkin Road
- Temple Park on Martin Luther King
- Center Highway at East Oak Lane
- SFA Maintenance Facility
- Fire Station 4 at Nacogdoches High School
- Power Street Pump Station

2. Sirens tested first Wednesday of the month at noon.

3. Sirens sounded if the city is to be impacted by:
   - A severe thunderstorm warning is placed by National Weather Service
   - A tornado warning is issued by National Weather System and the city is in its path
   - A flooding situation and members of the Emergency Response Team believe a warning should be issued.
   - A hazardous materials event has placed a section of the community in danger.

K. EMERGENCY ACTION

Various types of disasters, related terms, and an outline of general actions are defined for each threat. Each stage of a potential disaster is assigned a condition status number as follows:

1. **Condition 4** refers to normal operating conditions when daily work routine is not interrupted by disaster or impending emergency situations. No action is necessary.

2. **Condition 3** refers to a severe weather watch established by the U.S. Weather Service. Such a WATCH may be issued for any of the following conditions:
   - Tornado watch: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
   - Severe thunderstorm watch: Atmospheric conditions exist such that severe thunderstorms may develop. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.
   - Flood watch: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify Physical Plant.

3. **Condition 2** refers to severe weather warnings as issued by the U.S. Weather Service and relayed by local radio and TV stations. Such WARNINGS may be issued for any of the following conditions:
   - Tornado warning: A tornado has been sighted or seen on radar. The action is to notify the Emergency Response Team and place team members on alert...
status. Maintain the daily routine and notify the appropriate departments to take such action as is required.

- Severe thunderstorm warnings: Severe thunderstorms have been sighted visually or on radar. The action is to maintain the daily routine and notify the appropriate departments to take such action as is required.
- Flood Warning: Conditions are such that waters may exceed a safe control level. The action is to maintain the daily routine and notify the appropriate departments to barricade areas of possible flooding.

4. **Condition 1** indicates any of the following conditions:
   - A tornado strike
   - Flash flooding
   - A major accident or a disaster, man made or natural, occurs without warning
   - A major fire
   - An explosion
   - An electrical blackout (*after evaluation by the Director of the EOC*)

The EOC is activated and all department heads are notified. The Emergency Response Team will report to the center. All other department heads will follow their standard operating procedures. It is imperative that all actions taken or anticipated by any department be coordinated with the EOC.

**L. THE POST-DISASTER ACTIONS WILL CONSIST OF THE FOLLOWING:**

*The following list is not in exact order. Actions may begin at any time.*

1. Check and/or re-establish communications.
2. Maintain law and order.
3. Perform fire protection and rescue operations.
4. Set up triage stations if necessary and assure acceptable health conditions.
5. Assess extent of damage.
6. Perform emergency clean-up and debris removal.
7. Request outside assistance as required.
8. Establish controls on critical resources and direct their distribution when necessary.
9. Designate restricted areas as necessary.
10. Furnish regular status reports to the state Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (936) 634-5553, as appropriate.
11. Keep employees, students, public, campus and external news media, and other stakeholders informed of conditions. Utilize photographers to document extent of disaster when safe to do so and ordered by the Director of the EOC.
12. Ensure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.
13. Conduct radiological monitoring and notify "Chemtrec" (1-800-424-9300) if a hazardous material disaster occurs.
14. Examine the disaster area for life safety hazards and assure precautions are taken to protect personnel until normal operations are established.
Appendix 6

Source Of Authority: Texas Government Code sec. 418.001 et seq.; Texas Education Code sec. 51.201 et seq.; The Texas Emergency Management Plan, Annex L - Texas Department of Health; President


Contact For Revision: Director, Environmental Health, Safety, and Risk Management

Forms: None
The University Police Department will be responsible for ensuring that the United States and Texas flags are flying each day at the campus entrance on North Street. They will also ensure that the flags are appropriately lighted while flying at night. University Police will be responsible for replacing the flags when worn and for lowering the flags to half-mast when it is determined to fly them in such a manner.

Flags will be raised and lowered for football games on two flagpoles at the south end of the stadium.

Flags will be raised and lowered for basketball games and other special events at the coliseum on the four flagpoles. Determination to lower flags to half-mast will be made by the Chief of University Police in conjunction with the University administration.

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

**Cross Reference:** None

**Contact for Revision:** Chief of University Police

**Forms:** None
Appendix 6

Parades-Assembly and Demonstrations
Original Implementation: July 1980
Last Revision: April 30, 2002July 13, 2006

I. Introduction

Stephen F. Austin State University reaffirms its commitment to the freedoms of speech, expression and assembly by establishing this policy. Individuals have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

The rules articulated in this policy apply to all students, faculty, staff, and their official organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to University agents and employees when they are acting in the course and scope of their agency or employment. This exception also includes the official activities of the SFASU Alumni Association and the SFASU Foundation.

Students, faculty, and staff are free to express their views, individually or in organized groups, orally, by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views orally, by sign or exhibit, on any topic in areas designated for that purpose. These expressions are subject only to rules necessary to preserve the equal rights of others and the functions of the University. Teaching, research, and other official functions of the University shall have priority in allocating the use of space on campus.

II. Definitions

“Student” shall mean any person registered for academic credit at the university.

“Faculty” and “Staff” shall mean any person employed by the university.

“Official organization” shall mean any organization recognized by the university.

III. Rules

These rules shall govern the conduct of all assemblies and demonstrations on University property or at University-sponsored events.

1. Assemblies and demonstrations must be conducted in compliance with these rules and all other applicable University policy and must not:

(a) result in a breach of peace or violation of law;
(b) negatively impact the security, health and safety of persons and/or property on campus.
(c) interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit to University buildings.
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2. No person conducting or participating in an assembly or demonstration on University property or at University-sponsored events may advocate the deliberate violation of the 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.

3. Students, faculty, staff, and their official organizations, may assemble and/or demonstrate anywhere on university grounds between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday as long as the assembly and/or demonstration adheres to the provisions of Item 1 and a properly submitted Grounds Reservation Form has been approved.

4. All other persons and groups may assemble and demonstrate in designated areas between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday as long as the assembly and/or demonstration adheres to the provisions of Item 1 and a properly submitted Grounds Reservation Form has been approved.

5. Requests to reserve campus grounds for an assembly and/or demonstration must be made in writing using a Grounds Reservation Form. This form is available in the Student Activities office and on the Student Activities website. The completed form must be submitted to the Student Activities office and approval must be received at least forty-eight (48) hours in advance of the activity. This advance notice allows the University the opportunity to avoid the problem of simultaneous and/or competing assemblies or demonstrations and to arrange for adequate security. The Grounds Reservation Form requires the applicant to provide his/her name, address, and phone number. The application must be signed and dated by the applicant.

These rules shall govern the conduct of all parades and demonstrations on University property or at University-sponsored events.

1. These rules shall apply to:

a. students, faculty, and staff, and their approved organizations; and

b. all other persons and groups.
2. However, these rules do not apply to the University and its agents, servants, or employees acting in the course and scope of their agency or employment; and regularly scheduled classes offered for academic credit.

3. Parades and demonstrations must be conducted in compliance with these rules and University policy and must not:
   
   a. result in a breach of peace or violation of law;
   
   b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit to University buildings; or
   
   c. materially disrupt or interfere with the normal activities of the University.

4. No person conducting or participating in a parade or demonstration on University property or at University-sponsored events may advocate the deliberate violation of the 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.

5. No parade or demonstration shall take place in any building or structure on the University campus.

6. Students, faculty, and staff, and their approved organizations, may demonstrate in the Free Speech Area of the University between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday. Reservations must be made in writing through the Office of Student Affairs at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

7. Students, faculty, and staff, and their approved organizations, must secure a valid Reservation For Campus Grounds form to conduct a parade or demonstration outside the Free Speech Area. Application for the permit must be made through the Office of Student Affairs at least forty-eight (48) hours in advance of the activity. This advance notice allows the University the opportunity to avoid the problem of simultaneous and competing parades or demonstrations and to arrange for adequate security. The application for a University permit shall require the applicant to provide his/her name, address, and phone number. Further, the application must be signed and dated by the applicant.

8. All other persons and groups may assemble and demonstrate only in the Free Speech Area between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday. A Reservation For Campus Grounds form must be completed in the Office of Student Affairs at least forty-eight (48) hours in advance of the activity.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs
Cross reference: SFASU Web pages; Signs and Exhibits D-31; Use of Amplified Sound on Campus Grounds D-21

SFASU Web pages

Contact for revision: Executive Director of Student Affairs

Forms: Reservation For Campus Grounds Grounds Reservation Form
I. Introduction

Stephen F. Austin State University reaffirms its commitment to the freedoms of speech and expression by establishing this policy. Individuals have the right to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. This policy outlines the rules that govern the use of signs and exhibits to attract the attention of others.

Students, faculty, and staff are free to express their views, individually or in organized groups by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views by sign or exhibit in areas designated for that purpose. These postings and exhibits are subject only to rules necessary to preserve the equal rights of others and the functions of the University. Teaching, research, and other official functions of the University shall have priority.

II. Definitions

“Student” shall mean any person registered for academic credit at the university.

“Faculty” and “Staff” shall mean any person employed by the university.

“Official organization” shall mean any organization recognized by the university.

A “sign” means any method of displaying a visual message to others, except transferring possession of a copy of the message will be considered distribution of literature and not a sign.

A “banner” is a sign hung from a structure, or between two buildings, structures, or poles. A banner posted as part of a manned exhibit may be considered to be a “sign”.

A “kiosk” is an outdoor structure designated by the University for the posting of signs.

III. Applicability

The rules articulated in this policy apply to all students, faculty, staff and their official organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to the university and its agents, servants, or employees, acting in the course and scope of their employment. This
exception also includes official activities of the SFASU Alumni Association and SFASU Foundation.

IV. Signs

A student, faculty member, staff member or their official organization may display a sign by holding it, carrying it; by displaying it at a table, or by posting it on a kiosk, bulletin board, or at another designated location. Signs may not be posted in any other location.

A. Posting Signs on Kiosks

1. Only students, faculty, staff and their official organizations may post signs on kiosks. No advance permission is required.

2. Students and employees posting signs as individuals may not post any sign advertising goods or services for sale except at locations designated for that purpose (see Solicitation on Campus D-33).

3. Due to space considerations, no sign posted on a kiosk may be larger than 11 inches by 17 inches.

4. Each sign posted on a kiosk must identify the student, employee or organization that posted the sign by using the full name of the individual or organization. Each sign must state the date the sign was posted or the date of the event being advertised.

5. Students, faculty, staff and their official organizations must take care to use the names and marks of the University on postings only in ways that are allowable and never in a way that would give the impression an event was sponsored by the University if that is not the case.

6. Signs may not be posted more than fourteen days before the date of the event they advertise.

7. The person or organization that posts a sign on a kiosk must remove that sign no later than fourteen days after it was posted, or twenty-four hours after the event it advertised has concluded, whichever is earlier.

8. No sign may be posted on a kiosk over another properly posted sign.

9. No person or organization may post more than two of the same signs on any one kiosk at the same time.

10. A list of all officially designated kiosks and of locations where students, faculty and staff may post signs advertising
goods or services for sale will be available in the Student Activities office and on their website.

B. Signs in Other Designated Locations

Each academic or administrative unit of the University may authorize the posting of signs in spaces that unit occupies and controls.

The use of posting space controlled by academic or administrative units may be limited to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.

C. Removal of Signs

The executive director of student affairs, or their designee, may remove any sign that violates any of the rules outlined in this policy, or any sign that meets the legal standards below:

1. A sign may be removed if it contains expressions that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the General Counsel and approval of the Vice President for University Affairs. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.

2. A sign may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the General Counsel and approval of the Vice President for University Affairs. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.

3. Signs may be removed if they contain obscenity. Such removals may be conducted only with the advice of the General Counsel and approval of the Vice President for University Affairs. In determining what constitutes obscene material, a three-part test applies:

a. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
b. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and

c. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

V. Banners

Banners may be posted and displayed only by academic or administrative departments of the university.

VI. Exhibits

A. Tables

Students, employees and their official organizations may set up tables from which to display literature and disseminate information, subject to this policy.

1. Locations

Students, employees and their official organizations may set up tables in any outdoor location on the campus and in any indoor location subject to the rules governing the building housing this location.

Persons not affiliated with the University may set up tables in designated locations outdoors on campus and in indoor locations subject to the rules governing the building housing this location.

2. Table Permits

Tables may not be set up without a permit. Reservations for space must be made at least twenty-four (24) hours in advance using the Grounds Reservation Form. This form is available in the Student Activities office and on the Student Activities website. This process allows the University the opportunity to provide orderly scheduling of areas that may become crowded.

3. Restrictions

Tables cannot disrupt university functions and/or interfere with vehicular and pedestrian traffic.

Use of amplified sound at tables is governed by the policy “Use of Amplified Sound on Campus Grounds D-21”.

Tables may not be set up on the lower level of the Stephen F. Austin statute plaza.

Tables may only be set up inside any building with permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space.
at a particular time. Academic or administrative units may specify additional rules by restricting tables to reasonable locations in spaces occupied by that unit.

Each table must have a sign or literature that identifies the student, faculty, staff or organization sponsoring the table.

Any person or organization sponsoring a table shall remove litter from the area around the table.

Students, faculty, staff and their official organizations may supply their own tables. In addition, the office of student activities maintains a supply of tables that may be reserved and checked out for use on campus.

I. Introduction—Stephen F. Austin State University (SFASU) confirms its commitment to the First Amendment of the United States Constitution by establishing this policy which guarantees a system of free communication and expression. Members of the SFASU community are reminded that the ideals of human worth and dignity are important to maintaining a learning environment that is nurturing, fosters respect, and encourages growth for all individuals who work, teach, study and live within this community. Those who exercise their rights of free speech should also be cognizant of the rights of others.

II. Applicability—The rules articulated in this policy apply to all students, faculty, staff, and their approved organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to the University and its agents, servants, or employees, acting in the course and scope of their agency or employment. This exception also includes official activities of the SFASU Alumni Association and SFASU Foundation.

III. Definitions

A. Signs—Signs include, but are not limited to billboards, decals, notices, placards, posters, banners, and any kind of hand-held sign.

B. Posting—Posting is defined as any means used for displaying a sign.

IV. Format and Procedural Regulations

A. Individuals and organizations are reminded that they retain full responsibility and liability for the signs that they post.

B. No object, other than a sign, may be posted on University property.

C. Only students, faculty, staff, and their approved organizations, may post signs on the University property. Posting must be conducted in compliance with these rules and University policy.
D. Signs cannot be larger than fourteen (14) inches by twenty-two (22) inches unless authorized by the Office of Student Affairs. Authorization for signs larger than said dimensions shall be based upon matters relating to space availability and cannot be based upon content.

E. The person or organization must deposit in the Office of Student Affairs a true and correct copy of the sign to be posted on University property.

F. Each sign to be posted must contain the name of the sponsoring individual or organization in a size that makes it easily identifiable, usually no smaller than 70% of the size of the largest type on the sign.

G. Prior to posting, signs must be registered with the Office of Student Affairs. This registration will include the following:

1. Name of the individual or organization responsible for the posting of the sign. If an organization is registering the sign, the name of the organization must be fully spelled out on the registration form and the name of an authorized representative must be provided.

2. A legitimate official address to which comments or information requests can be sent,

3. A legitimate official telephone number at which the individual or authorized representative may be contacted, and

4. The signature of the individual or authorized representative.

H. As a condition of approving the posting of any sign, the individual or authorized organizational representative must permit the University to release their name and contact information contained on the registration form mentioned above to any party requesting it.

I. The Office of Student Affairs shall stamp and date each sign to be posted on University property in the lower half of the posting.

J. The person or organization shall remove each of its signs not later than fourteen (14) days after posting or not later than twenty-four (24) hours after the event to which each sign relates, whichever is earlier. The person or organization shall clean and remove any litter that results from the posting of its signs.
K. No person may remove a sign posted in accordance with these rules without the authorization of the Office of Student Affairs or the person or organization posting the sign.

L. Signs to be displayed outside may be posted at:

1. One or more of the University kiosks placed in high-pedestrian traffic areas on campus;

2. The shelter for the campus bus stop, and

3. No more than two (2) signs may be posted at each location.

The limitation established by this paragraph also applies to political advertising for campus elections.

M. Hand-held signs may be displayed in the Free Speech Area between 8:00 a.m. and 7:00 p.m., Monday through Saturday, except that hand-held signs may be carried outside the Free Speech Area in demonstrations or parades which have received a valid University permit.

N. In addition to these rules, signs to be posted in the following buildings must comply with the rules governing those buildings:

1. Residence halls,

2. The University Center, and


The rules governing said buildings can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below.

O. A bulletin board is under the jurisdiction of the school, department, or administrative office that maintains it. A person or organization that wishes to utilize said space must also request permission of the appropriate school, department, or administrative office in addition to the procedures outlined herein. Permission for use of said bulletin boards can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below. A current list of the officials in charge of bulletin boards is maintained by the Office of Student Affairs.
V. Content Regulations

A. Before a decision is reached on whether to prohibit postings based on any of the following grounds, the Office of Student Affairs shall meet with the student(s) or organization involved and allow for input and discussion into the decision-making process.

B. Posting of signs may be prohibited for failure to follow the reasonable time, place, and manner restrictions stipulated herein. Those restrictions include all of the format and procedural regulations outlined above.

C. Posting of signs may be prohibited based upon expressions that are an incitement to imminent lawlessness. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. Careful consideration must be given to the actual circumstances surrounding such expression, and suppression can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.

D. Posting of signs may be prohibited based upon "fighting-words" expressions. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. "Fighting-words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting-words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.

E. Posting of signs may be prohibited based upon obscenity. Such prohibitions may be conducted only in accordance with the procedures outlined in this paragraph. In determining what constitutes obscene material, a three-part test applies:

1. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;

2. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and

3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
Procedures for prohibiting the posting of signs based on obscenity are as follows:

1. Contact the General Counsel for advice and obtain approval to proceed from the President or his/her designated representative. The decision to proceed must be made within twenty-four (24) hours from the time of the meeting between the student(s) or organization and the Office of Student Affairs as outlined in Section V.A. Weekends and holidays are not included in the computation of the 24-hour period.

2. Upon deciding to proceed with this type of prior restraint, a notice must be given to the individual or organization involved. Said notice shall include a copy of these procedures.

3. The University shall then proceed in filing a declaratory judgment action within five (5) working days from the decision to proceed. The posting of the sign in question shall be abated until a court of law rules on the matter.

VI. Other Regulations

A. Anyone who violates this policy may be disciplined pursuant to applicable University policy.

B. Signs posted pursuant to this policy which interfere with the free and unimpeded flow of pedestrian or vehicular traffic can be removed by the University.

C. Signs posted pursuant to this policy that materially disrupt or interfere with the normal activities of the University can be removed by the University.

D. Legal action can be taken against individuals or groups who participate in defamatory action, intentional infliction of emotional distress, or such other causes recognized and allowed under law.

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

Cross Reference: Use of Amplified Sound on Campus Grounds D-21; Solicitation on Campus D-33

Student Organizations Handbook, Stephen F. Austin State University Web Page

Contact for Revision: Executive Director of Student Affairs

Forms: None
Appendix 6

Student Conduct Code

Original Implementation: January 1998
Last Revision: July 14, 2005 July 13, 2006

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. University proceedings may precede any actions taken by off-campus authorities. The determinations and any sanctions resulting from University disciplinary proceedings will be independent of any off-campus adjudication. The following list of possible acts is either prohibited by federal, state, or municipal law or by University rules or regulations.

1. Hazing
   (See Policy and Procedures and General Regulations section of the SFA Web pages, D-16.)

   Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing. Hazing is defined as any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

   Hazing acts include but are not limited to:

   a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
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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, liquor, drug or substance which subjects the student to unreasonable risk of harm or that adversely affects the mental health of the student;

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 registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than to submit to the acts described in this policy;

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, recklessly, or knowingly permitting hazing to occur, or (d) having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the Judicial Officer.

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.

Individual penalties relative to criminal prosecution range from a fine of 2,000 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, damages or loss.

Penalties relative to University sanctions range from probation to expulsion 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 responsible of hazing through regular University disciplinary procedures will be listed for three (3) years in any University publication containing the hazing policy. The three-year publication
will begin as soon as an organization’s name can be placed in the first available publication containing the policy. A date in parenthesis following an organization’s name will indicate the last year the organization’s name will be included.

2. Illegal Drugs
(Referenced in the Policy and Procedures and General Regulations section of the SFA Web pages, Policy D-19, at http://www.sfasu.edu/upp/pap/GENERAL_REGULATIONS/illicit_drugs_and_alcohol.html.)

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. At the discretion of the Vice President for University Affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the University on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date.

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 or unlawful weapons 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 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. Disruptions in classrooms or other instructional areas will be seen as interference with a University activity.

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 (Policy F-27, http://www.sfasu.edu/upp/pap/university_services/student_id_cards.html). 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 or illegal use of alcoholic beverages (Policy D-19, http://www.sfasu.edu/upp/pap/GENERAL_REGULATIONS/illicit_drugs_and_alcohol.html) 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 such as copyright infringement (Policy D-42, http://www.sfasu.edu/upp/pap/general_regulations/digital_millennium_copyrt.html) resulting from unauthorized file sharing.

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).


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.

30. Violating any rule, regulation, or law for which the University could be penalized including but not limited to fire, safety, or environmental codes.
31. Disrupting the normal University community living environment to the extent that the rights and/or safety of others are denied.

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

Cross Reference: SFASU Web Pages

Contact for Revisions: Judicial Office

Forms: None
Longevity Pay/Hazardous Duty Pay

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of $20 per month for each 3-2 years (36 months) of state service. Longevity pay is capped at $280-420 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The employing department must record this information in the appropriate section of the "Personnel Action Request" form. Prior state employment is verified by Human Resources.

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

Source of Authority: V.T.C.A., Government Code Sections 659.042-659.047; Finance and Administration

Cross Reference: Non-Academic Employee Handbook

Contact For Revision: Director of Human Resources, Payroll Manager

Forms: Personnel Action Request, (available in University Printing Services online)
Service Awards

Original Implementation: October 4, 1984
Last Revision: April 20, 2004 July 13, 2006

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

Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual’s eligibility should be directed to Human Resources for staff and to the Provost/Vice President for Academic Affairs for faculty.

Arrangements for staff recognition are carried out by Human Resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the Provost/Vice President for Academic Affairs.

In conjunction with the staff service award program each year, two classified and two non-classified staff employees are selected from nominated staff employees to receive the President’s Award in recognition for outstanding service to the University. This award includes a $500 cash award and a plaque that is presented at the annual award ceremony.

Source of Authority: General Appropriations Act, President, Vice President for Business Affairs, Director of Human Resources, Provost/Vice President for Academic Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: None
Central Stores

Original Implementation: Unpublished

Last Revision: July 13, 2006

Central Stores provides a supply of materials primarily to support maintenance activities. Additionally, a limited number of other items are provided to support instructional and administrative activities.

Purchases

Purchases from Central Stores will be allowed only upon presentation of a valid University account number, work request number, and authorized signature on sales receipt. Sales will not be made to overdrawn accounts without approval of the appropriate vice president.

Orders may be placed with Central Stores in the following manner:

1. in person at the Central Stores sales counter;
2. by telephone at extension 5303; or,
3. by on-line entry to Physical Plant home page

Returns

Returns with credit will be allowed for non-discontinued merchandise within thirty (30) ten (10) days of purchase. Defective merchandise will be replaced, or a refund made, when return is made within a reasonable period of time. The sales receipt (pick ticket) is required for all returns, replacements, or credits.

Delivery Services

Bulk items of Central Stores merchandise will be delivered without additional cost by Central Receiving. Small items and small quantities will not be routinely delivered. Orders may be picked up at the Central Stores sales counter.

Requests to Stock Merchandise

New merchandise will be added to the Central Stores stock upon the request of a department head or his/her designee when the item meets one or more of the following criteria:

1. the item is critical to operations and not available in the local marketplace;
2. the item is needed routinely by one or more departments;
3. institutional benefits can be shown either in having the item available when needed, or by saving money through ordering in bulk;
4. adequate physical facilities are available to store and protect the merchandise.

Special items stocked at the request of a department, which are not sold after a reasonable time (one year) will be charged to the requesting department and disposal of the items will be the responsibility of the requesting department.

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

Cross Reference: None

Contact for Revision: Director of Physical Plant

Forms: None
As an integral part of its mission to provide administrative and academic computing services to all campus users, Information Technology Services provides, in addition to its major functions, the services described below.

**Academic Assistance**

Academic Support in the Information Technology Services provides assistance to faculty members and graduate students in the use of University computing resources. Assistance is provided, but not limited to, the areas listed below.

1. *Desktop and laptop computer installation and configuration*\mi*cro application program support* (i.e., word processors, spreadsheets)
2. *Network connections (wired or wireless)*\mi*nframe statistical packages*
3. *Individual consultation*
4. *Network connections and/or pc/mac installations*

**Computer Printout**

Computer printouts for academic and administrative users will be placed in the output boxes located in the hall outside room 113 of the Computer Center. Any problems incurred should be reported to Production Control in room 113.x1110.

**Lists and Labels**

Requests for labels and e-mail lists in unrestricted files are made by a form which includes the name of the file, the name and number of the account to be charged, person to be notified when work is completed, quantity requested, and date desired. E-mail addresses can be delivered as a list of individual addresses, or optionally as a distribution list. A cost of two cents per label will be charged to the account specified on the request form. A media charge of $2 will apply for all lists provided on diskette.

**Test Grading**

Documentation on the test grading procedure should be requested from Production Control in the Computer Center. The faculty member using this service must fill out an answer key for each test according to the instructions provided. The test and the answer...
key sheet should be presented at the information window in the Computer Center. The department is notified when test grading is complete.

Source of Authority: Vice President For Business Affairs

Finance and Administration

Cross Reference: None

Contact for Revision: Director of Information Technology Services

Forms: None
E-Mail for University Communication

Original Implementation: January 28, 2003
Last Revision: July 15, 2003 July 13, 2006

Purpose

To establish conditions for the use of e-mail as a means for communication among university faculty, students, and staff members.

Scope

This policy is effective for e-mail communications among university faculty, admitted and/or attending students, and staff members. Although e-mail accounts are assigned to all prospective students at the time they apply for admission, they are not bound by this policy until they have been enrolled.

Responsibility

This policy is the joint responsibility of the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, Finance and Administration.

Policy

1. Each person admitted or applying for admission to SFA as a student will be assigned an e-mail account upon being admitted to the University. Each faculty or staff member hired by the university will be assigned an e-mail account at the time their employment information is entered into the Human Resources system.

2. The assigned e-mail account shall be considered an official method of communication from university faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. It is the responsibility of each faculty member, enrolled student, and staff member to check for and appropriately respond to all such e-mail messages on a regular and frequent basis.

3. SFA shall provide a mechanism for forwarding mail from a university account to one other account of the person's choosing (e.g. Hotmail, Yahoo!, departmental account, etc). It is the responsibility of each faculty member, student, and staff member to maintain accurate forwarding information.

4. Students e-mail accounts and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.

Source of Authority: Provost and Vice President for Academic Affairs and Vice President for Business Affairs, Finance and Administration
Cross Reference: None

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

Forms: None