

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
November 6 and 7, 2016
Meeting 306**

**TABLE OF CONTENTS
MINUTES FOR NOVEMBER 6 AND 7, 2016
BOARD OF REGENTS MEETING 306**

Page

APPROVAL OF PAST MINUTES

Board Order 17-01

Approval of Minutes for July 24, 25, and 26, 2016, and September 10, 2016,
Board of Regents Meetings.....4

PERSONNEL

Board Order 17-02

Faculty Appointments.....4
Staff Appointments.....5
Changes of Status.....7
Retirements13

ACADEMIC AND STUDENT AFFAIRS

Board Order 17-03

Intercollegiate Athletic Policies and Procedures Manual Revisions14

Board Order 17-04

Request for Name Change for Department of Physics and Astronomy in the
College of Sciences and Mathematics14

Board Order 17-05

Academic and Student Affairs Policy Revisions14

BUILDING AND GROUNDS

Board Order 17-06

Building and Grounds Policy Revisions15

FINANCIAL AFFAIRS

Board Order 17-07

Acknowledge Receipt of Audit Services Report15

Board Order 17-08

Approval of Annual Audit Report15

Board Order 17-09	
Ratification of the Purchase of Republic of Texas Historical Documents	15
Board Order 17-10	
Ratification of the 2018-19 Legislative Appropriations Request	15
Board Order 17-11	
Grant Awards	15
Board Order 17-12	
Course and Lab Fees Deletions.....	16
Board Order 17-13	
Financial Affairs Policy Revisions	16
Board Order 17-14	
Selection of a Fundraising Consulting Firm	17

APPENDICES

Appendix 1 – Intercollegiate Athletic Policies and Procedures Manual Revisions

Appendix 2 – Grant Awards

Appendix 3 – Course and Lab Fees Spring 2017

Appendix 4 – Policy Revisions

**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
November 6 and 7, 2016
Austin Building 307
Meeting 306**

Sunday, November 6, 2016

The regular meeting of the Board of Regents was called to order in open session at 12:36 p.m. on Sunday, November 6, 2016, by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Mr. Alton Frailey
 Ms. Brigettee Henderson
 Mr. Chad Huckaby, student member
 Mr. Ken Schaefer
 Mr. Ralph Todd

President: Dr. Baker Pattillo

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

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Barry Nelson was unable to attend; Regent Bob Garrett joined the meeting at 12:48 p.m.

The meeting was recessed for committee meetings.

The Building and Grounds Committee meeting convened at 12:36 p.m. and recessed at 12:44 p.m. The Finance and Audit Committee reconvened at 12:44 p.m. and adjourned at 4:50 p.m. The Academic and Student Affairs Committee convened at 4:50 p.m. and adjourned at 4:55 p.m.

The chair called to order the Committee of the Whole in open session at 5:05 p.m. and immediately called for an executive session to consider the following items:

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

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

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

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

The executive session ended at 6:50 p.m.; the board meeting was recessed by the chair to Monday, November 7 at 9:00 a.m.

Monday, November 7, 2016

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Monday, November 7, 2016, in the Austin Building Board Room by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Mr. Alton Frailey
 Mr. Bob Garrett
 Ms. Brigettee Henderson
 Mr. Chad Huckaby, student member
 Mr. Ken Schaefer
 Mr. Ralph Todd

President: Dr. Baker Pattillo

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

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Nelson was unable to attend.

Regent Huckaby led the pledge to the flags, and Regent Garrett provided the invocation.

RECOGNITIONS

Athletic Director Robert Hill introduced the 2016 Division I NCAA National Women's Bowling Champions. Kim Verhines from the SFA University Press presented the regents with a new publication from the press, *Well Done: SFA Ninety Plus Years and Still Cooking*. Dr. Mark Sanders, chair of the Department English and Creative Writing, was recognized for winning the Nebraska Book Award for 2016. Dean Kim Childs described some of the current activities in the National STEM Initiative in the SFA College of Sciences and Mathematics. Dr. David Campo announced that the SFA Marching Band will participate in the St. Patrick's Day Parade in Dublin, Ireland in March, 2018. Dr. Westbrook recognized the Traditions Council, the student group that recently organized Homecoming 2016 activities. Dr. Bullard was congratulated for being named the Distinguished Alumnus of the Year at Mississippi State University.

APPROVAL OF MINUTES

BOARD ORDER 17-01

Upon motion by Regent Todd, seconded by Regent Henderson, with all members voting aye, it was ordered that the minutes of the July 24, 25, and 26, 2016 regular meeting and the September 10, 2016 special meeting be approved as presented.

PERSONNEL

BOARD ORDER 17-02

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

FACULTY APPOINTMENTS

BUSINESS

Theunis Oliphant, M.B.A. (Stephen F. Austin State University), Lecturer of Management, Marketing and International Business, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2016.

EDUCATION

Flora Farago, Ph.D. (Arizona State University), Instructor of Human Sciences at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2016.

Erin Keeling, M.S. (Texas Woman's University), Clinical Instructor of Human Services, at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2016.

Justin Pelham, M.S. (Stephen F. Austin State University), Clinical Instructor of Human Sciences, at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2016.

Amanda Pruitt, M.S. (University of Memphis), Clinical Instructor of Human Services, at an annual salary of \$66,000 for 100 percent time, effective September 1, 2016.

FINE ARTS

James Adams, M.A. (University of Akron), Assistant Professor of Music, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2016.

Wesley Berg, M.A. (University of Florida), Visiting Assistant Professor of Art, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2016.

Stephen Campbell, M.M. (Stephen F. Austin State University), Visiting Assistant Professor of Music, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2016

Richard Leonberger, M.M. (Binghamton University), Visiting Assistant Professor of Music, at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2016.

Stephanie Murphy, M.F.A. (University of Georgia), Visiting Assistant Professor of Theatre, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2016.

Lee Goodhew (Romm), D.M.A. (Michigan State University), Visiting Assistant Professor of Music, at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2016.

FORESTRY AND AGRICULTURE

Stephanie Pulley, Ph.D. (Kansas State University), Assistant Professor of Agriculture, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2016.

LIBERAL AND APPLIED ARTS

Sara Henning, Ph.D. (University of South Dakota), Visiting Assistant Professor of English and Creative Writing, at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2016.

Kristopher Teters, Ph.D. (University of Alabama), Visiting Lecturer of History, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

Savannah Williamson, Ph.D. (University of Houston), Visiting Lecturer of History, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

SCIENCES AND MATHEMATICS

Liane Stevens, Ph.D. (University of Montana), Assistant Professor of Geology, at an academic year salary of \$62,000 for 100 percent time, effective September 1, 2016

STAFF APPOINTMENTS

ACADEMIC AFFAIRS

Paul Henley, Assistant Director of Institutional Assessment, at an annual salary of \$57,684 for 100 percent time, effective September 1, 2016.

ATHLETICS

Mikkel Bjerch-Andresen, Assistant Coach of Women's Golf, at an annual salary of \$33,437 for 100 percent time, effective July 25, 2016.

Keri Burns, Assistant Director of Athletic Media Relations, at an annual salary of \$37,080 for 100 percent time, effective August 15, 2016.

Jeremy Cox, Assistant Head Coach of Men's Basketball, at an annual salary of \$102,249 for 100 percent time, effective August 1, 2016.

Mackenzie Cutter, Athletic Academic Services Assistant, at an annual salary of \$35,000 for 100 percent time, effective August 15, 2016.

Nicole Dickson, Head Coach of Softball, at an annual salary of \$60,935 for 100 percent time, effective July 5, 2016.

Audrey Farfan, Assistant Coach of Softball, at an annual salary of \$30,860 for 100 percent time, effective July 6, 2016.

Jessica Grayson, Assistant Coach of Women's Basketball, at an annual salary of \$60,000 for 100 percent time, effective June 29, 2016.

Keith Stein, Assistant Coach of Softball, at an annual salary of \$30,860 for 100 percent time, effective July 18, 2016.

Daniel Wenger, Athletic Strength and Conditioning Assistant, at an annual salary of \$34,144 for 100 percent time, effective August 15, 2016.

BUSINESS

Megan Sellers, Academic Advisor, at an annual salary of \$33,000 for 100 percent time, effective August 22, 2016.

CHARTER SCHOOL

Lauryn Kitchen, Teacher, at an annual salary of \$39,600 for 100 percent time, effective September 1, 2016.

Early Childhood Lab

Megan Henderson, Teacher, at an annual salary of \$38,150 for 100 percent time, effective August 1, 2016.

Rebecca Gatwood, Teacher, at an annual salary of \$38,150 for 100 percent time, effective July 25, 2016.

HEALTH SERVICES

Jennifer Leuschner, Registered Nurse, at an annual salary of \$46,000 for 100 percent time, effective August 22, 2016.

Mary Manis, Director of Health Services, at an annual salary of \$116,328 for 100 percent time, effective August 1, 2016.

HUMAN RESOURCES

Loretta Doty, Director of Human Resources, at an annual salary of \$115,000 for 100 percent time, effective October 1, 2016.

INTERNATIONAL PROGRAMS

Alanna Millis, Coordinator of International Programs, at an annual salary of \$35,000 for 100 percent time, effective August 1, 2016.

LIBERAL AND APPLIED ARTS

Jessica Boone, Academic Advisor, at an annual salary of \$38,000 for 100 percent time, effective August 23, 2016.

RESIDENCE LIFE

James Allen, Jr., Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 22, 2016.

BreAnna Hall, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 8, 2016.

D'Andrea Jones, Hall Director, at an annual salary of \$29,735 for 100 percent time, effective August 22, 2016.

Ashleigh Kellis-Carr, Coordinator of Residence Life Programs, at an annual salary of \$35,000 for 100 percent time, effective July 25, 2016.

STUDENT AFFAIRS PROGRAMS

Jamal Smith, Director of Orientation Programs, at an annual salary of \$50,000 for 100 percent time, effective September 12, 2016.

STUDENT AFFAIRS SUPPORT SERVICES

Linda Hernandez, Counselor, at an annual salary of \$42,000 for 100 percent time, effective August 22, 2016.

CHANGES OF STATUS

ACADEMIC AFFAIRS

John Calahan, from Coordinator of Academic Space Scheduling and Utilization at an annual salary of \$59,316 for 100 percent time, to Coordinator of Academic Space Scheduling and Utilization and Interim Director of Institutional Assessment at an annual salary of \$59,316 for 100 percent

time, with an additional stipend of \$1,000 per month for 12 months for the interim assignment, effective September 1, 2016.

Janet Tareilo, from Associate Dean of Education at an annual salary of \$104,751 for 100 percent time, to Associate Provost and Vice President for Academic Affairs at an annual salary of \$140,000 for 100 percent time, effective September 1, 2016.

ATHLETICS

Leonard Bishop, from Assistant Coach of Women's Basketball at an annual salary of \$56,000 for 100 percent time, to Assistant Coach of Women's Basketball with a change in responsibilities at an annual salary of \$60,000 for 100 percent time, effective July 1, 2016.

Nicole Dickson, from Head Softball Coach at an annual salary of \$60,935 for 100 percent time, to Head Softball Coach with a change in responsibilities at an annual salary of \$62,154 for 100 percent time, effective September 1, 2016.

Audrey Farfan, from Assistant Softball Coach at an annual salary of \$30,860 for 100 percent time, to Assistant Softball Coach with a change in responsibilities at an annual salary of \$33,000 for 100 percent time, effective July 11, 2016.

Audrey Farfan, from Assistant Softball Coach at an annual salary of \$33,000 for 100 percent time, to Assistant Softball Coach with a change in responsibilities at an annual salary of \$37,551 for 100 percent time, effective September 1, 2016.

Wade Mason, from Assistant Men's Basketball Coach at an annual salary of \$102,249 for 100 percent time, to Assistant Men's Basketball Coach with a change in responsibilities at an annual salary of \$96,249 for 100 percent time, effective June 1, 2016.

Brent Odziana, from Athletic Strength and Conditioning Assistant at an annual salary of \$34,144 for 100 percent time, to Athletic Strength and Conditioning Assistant with a change in responsibilities at an annual salary of \$38,179 for 100 percent time, effective August 8, 2016.

Keith Stein, from Assistant Softball Coach at an annual salary of \$30,860 for 100 percent time, to Assistant Softball Coach with a change in responsibilities at an annual salary of \$33,660 for 100 percent time, effective September 1, 2016.

AUDIT SERVICES

Gina Oglesbee, from Chief Audit Executive at an annual salary of \$124,157 for 100 percent time, to Chief Audit Executive at an annual salary of \$140,000 for 100 percent time, effective November 7, 2016.

BUSINESS

Kelly Noe, from Associate Professor of Accounting at an academic year salary of \$128,511 for 100 percent time, to Associate Professor and Interim Director of the School of Accountancy at an academic year salary of \$128,511 for 100 percent time with an additional stipend of \$1,000 per month for nine months for interim duties, effective September 1, 2016.

CENTER FOR TEACHING AND LEARNING

Mary Smith, from Assistant Director of Instructional Technology at an annual salary of \$71,441 for 100 percent time, to Interim Director of Instructional Technology at an annual salary of \$71,441 for 100 percent time with an additional stipend of \$750 per month for 12 months for interim duties, effective September 1, 2016.

DISABILITY SERVICES

Shannon Jacobs, from Interpreter at an annual salary of \$41,120 for 100 percent time, to Senior Interpreter and Coordinator of Deaf and Hard-of-Hearing Services at an annual salary of \$50,000 for 100 percent time, effective September 1, 2016.

EARLY CHILDHOOD LAB

Alison Reed, from Administrative Assistant in International Programs at an annual salary of \$33,100 for 100 percent time, to Teacher at an annual salary of \$38,150 for 100 percent time, effective August 8, 2016.

EDUCATION

Carrie Baker, from Academic Advisor at an annual salary of \$43,060 for 100 percent time, to Educator Preparation Academic Program Manager at an annual salary of \$51,000 for 100 percent time, effective October 10, 2016.

Frankie Clark, from Adjunct Faculty in Human Services at a 4.5-month salary of \$1,600 for 13 percent time, to Clinical Instructor of Human Services at an annual salary of \$95,000 for 100 percent time, effective September 1, 2016.

Troy Davis, from Professor of History at an academic year salary of \$82,216 for 100 percent time, to Professor of History and Interim Chair of Kinesiology and Health Science at an academic year salary of \$82,216 for 100 percent time with an additional stipend of \$1,000 per month for nine months for interim duties, effective September 1, 2016.

Stacy Hendricks, from Assistant Professor of Secondary Education at an academic year salary of \$61,203 for 100 percent time, to Associate Professor and Interim Associate Dean of the College of Education at an annual salary of \$95,000 for 100 percent time with an additional stipend of \$1,000 per month for 12 months, effective September 1, 2016.

Megan Kelley, from Secretary at an annual salary of \$30,096 for 100 percent time, to Academic Advisor at an annual salary of \$37,500 for 100 percent time, effective August 9, 2016.

Jennifer Kennon, from Instructor of Human Services at an academic year salary of \$50,788 for 100 percent time, to Assistant Professor of Human Services at an academic year salary of \$52,550 for 100 percent time, effective September 1, 2016.

David McDonald, from Director of Instructional Technology at an annual salary of \$104,954 for 100 percent time, to Assistant Professor of Secondary Education at an academic year salary of \$79,896 for 100 percent time, effective September 1, 2016.

Joseph Strahl, from Technology Coordinator at an annual salary of \$50,017 for 100 percent time, to Technology Coordinator with additional responsibilities for oversight of the college's data collection and management efforts at an annual salary of \$53,800 for 100 percent time, effective September 1, 2016.

Elizabeth Vaughn, from Professor and Chair of Elementary Education at an annual salary of \$135,659 for 100 percent time, to Professor and Interim Chair of Secondary Education at an annual salary of \$135,659 for 100 percent time with an additional stipend of \$1,000 per month for 12 months, effective September 1, 2016.

FINE ARTS

Richard Jones, from Professor of Theatre at an academic year salary of \$71,076 for 100 percent time, to Professor and Interim Director of the School of Theatre at an academic year salary of \$71,076 for 100 percent time with an additional stipend of \$1,000 per month for 12 months, effective September 1, 2016.

FORESTRY AND AGRICULTURE

Brandy Bishop, from Academic Advisor in Education at an annual salary of \$36,531 for 100 percent time, to Academic Advisor in Forestry and Agriculture at an annual salary of \$39,000 for 100 percent time, effective July 25, 2016.

Joey Bray, from Associate Professor of Agriculture and Director of the Poultry Research Center at an annual salary of \$87,863 for 100 percent time, to Associate Professor, Director of the PRC, and Interim Chair of Agriculture at an annual salary of \$87,863 for 100 percent time with an additional stipend of \$1,000 per month for 12 months for interim duties, effective September 1, 2016.

Matthew McBroom, from Associate Professor of Forestry at an academic year salary of \$65,966 for 100 percent time, to Associate Professor and Interim Associate Dean of Forestry and Agriculture at an academic year salary of \$65,966 for 100 percent time with an additional stipend of \$1,000 per month for 12 months for interim duties, effective June 1, 2016.

Roger Perritt, from Professor and Chair of Agriculture at an annual salary of \$123,546 for 100 percent time, to Professor of Agriculture at an 11-month salary of \$108,728 for 100 percent time, effective September 1, 2016.

H. Michael Williams, from Associate Dean of Forestry and Agriculture at an annual salary of \$122,441 for 100 percent time, to Interim Dean of Forestry and Agriculture at an annual salary of \$122,441 for 100 percent time with an additional stipend of \$1,000 per month for 12 months for interim duties, effective June 1, 2016.

HEALTH SERVICES

Mary Manis, from Director of Health Services at an annual salary of \$116,328 for 100 percent time, to Director of Health Services at an annual salary of \$127,107 for 100 percent time, effective September 1, 2016.

INFORMATION TECHNOLOGY SERVICES

Henry Wiederhold, from Technical Support Specialist I in Telecommunications and Networking at an annual salary of \$37,646 for 100 percent time, to Systems Programmer I at an annual salary of \$50,240 for 100 percent time, effective October 10, 2016.

LIBERAL AND APPLIED ARTS

Lisa Bentley, from Adjunct Faculty in History at a 4.5-month salary of \$10,000 for 100 percent time, to Visiting Lecturer of History at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

Leslie Cecil, from Associate Professor and Chair of Anthropology, Geography and Sociology at an 11-month salary of \$94,000 for 100 percent time, to Associate Professor and Chair of Anthropology, Geography and Sociology with a change in job responsibilities at an 11-month salary of \$96,240 for 100 percent time, effective September 1, 2016.

Paula Hopeck, from Assistant Professor of Languages, Culture and Communication at an academic year salary of \$50,000 for 100 percent time, to Assistant Professor of Languages, Culture and Communication with a change in job responsibilities at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2016.

Larry King, from Professor of Languages, Culture and Communication and Director of Institutional Assessment at an annual salary of \$116,918 for 100 percent time, to Professor of Languages, Culture and Communication at an academic year salary of \$89,004 for 100 percent time, effective September 1, 2016.

Kara Lopez, from Assistant Professor of Social Work at an academic year salary of \$53,525 for 100 percent time, to Visiting Assistant Professor of Social Work at an academic year salary of \$53,525 for 100 percent time, effective September 1, 2016.

Kelsey Pelham, Adjunct Faculty in Languages, Cultures and Communication at a 4.5-month salary of \$20,000 for 100 percent time, to Visiting Lecturer in Languages, Cultures and Communication at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

Thomas Reynolds, Adjunct Faculty in Languages, Cultures and Communication at a 4.5-month salary of \$20,000 for 100 percent time, to Visiting Lecturer in Languages, Cultures and Communication at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

Deborah Sibia, from Visiting Instructor of Government at an academic year salary of \$44,000 for 100 percent time, to Assistant Professor of Government at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2016.

Joseph Stepniewski, from Adjunct Faculty in Mass Communications at a 4.5-month salary of \$10,000 for 100 percent time, to Visiting Lecturer of Mass Communications at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2016.

Amber Wagon, from Adjunct Faculty in English and Creative Writing and in History at a 4.5-month salary of \$10,000 for 100 percent time, to Lecturer of English and Creative Writing at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2016.

LIBRARY

Jasmine Anderson-Hayes, from Library Associate I at an annual salary of \$26,141 for 100 percent time, to Assistant Supervisor of Library Access Services at an annual salary of \$36,000 for 100 percent time, effective July 1, 2016.

PROCUREMENT AND PROPERTY SERVICES

Rebecca Galatas, from Contracting Specialist at an annual salary of \$37,000 for 100 percent time, to Contracting Specialist with a change in job responsibilities at an annual salary of \$38,400 for 100 percent time, effective September 1, 2016.

RESEARCH AND SPONSORED PROGRAMS

Jennifer Hanlon, from Assistant Director of Research and Sponsored Programs at an annual salary of \$77,499 for 100 percent time, to Interim Director of Research and Sponsored Programs at an annual salary of \$77,400 for 100 percent time with an additional stipend of \$750 per month for 12 months for interim duties, effective September 1, 2016.

RESIDENCE LIFE

Shea Roll, from Hall Director at an annual salary of \$30,940 for 100 percent time, to Area Coordinator at an annual salary of \$35,000 for 100 percent time, effective August 17, 2016.

SCIENCES AND MATHEMATICS

Melinda Faulkner, from Lecturer and Lab Coordinator of Geology at an academic year salary of \$46,554 for 100 percent time, to Assistant Professor of Geology at an academic year salary of \$62,500 for 100 percent time, effective September 1, 2016.

Wesley Turner, from Adjunct Faculty in Geology at a 4.5-month salary of \$11,600 for 100 percent time, to Lecturer and Lab Coordinator of Geology at an academic year salary of \$42,000 for 100 percent time, effective September 1, 2016.

Alexandra Van Kley, from Professor of Biology at an academic year salary of \$66,925 for 100 percent time, to Professor of Biology with a change in job responsibilities at an academic year salary of \$77,130 for 100 percent time, effective September 1, 2016.

STUDENT AFFAIRS PROGRAMS

James Maple, from Head Coach of Spirit Programs at an annual salary of \$30,299 for 100 percent time, to Coordinator of Spirit Programs at an annual salary of \$48,000 for 100 percent time, effective September 1, 2016.

RETIREMENTS

The following retirements were accepted:

Billie Baggett, Benefits Manager, effective August 31, 2016, with 27 years of service.

Glenda Herrington, Director of Human Resources, effective September 30, 2016, with 20 years of service.

Hossein Hosseinpour, Lecturer of Mathematics and Statistics, effective August 31, 2016, with 33 years of service.

Stephen McGee, Systems Programmer II, effective July 29, 2016, with eight years of service.

Robert Strader, Professor of Computer Science, effective August 31, 2016, with 28 years of service.

Belinda Vanglahn, Academic Advisor, effective December 31, 2016, with 16 years of service.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 17-03

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

INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL REVISIONS

The revisions to the Athletic Policies and Procedures Manual were approved as presented in Appendix 1.

BOARD ORDER 17-04

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

REQUEST FOR NAME CHANGE FOR DEPARTMENT OF PHYSICS AND ASTRONOMY IN THE COLLEGE OF SCIENCES AND MATHEMATICS

WHEREAS, the board members considered the following: The dean and faculty of the College of Sciences and Mathematics request a name change to the Department of Physics and Astronomy to the Department of Physics, Engineering, and Astronomy. This change reflects the department more accurately and will help in communicating with current and prospective students and donors. A new program named Engineering Physics was introduced at SFA in April 2014, and mechanical engineering and electrical engineering professors were hired in this program.

THEREFORE, it was ordered that the name of the Department of Physics and Astronomy within the College of Sciences and Mathematics be changed to the Department of Physics, Engineering, and Astronomy.

BOARD ORDER 17-05

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

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 4:

Access to Secure Computing Facilities 14.1 (Policy to be deleted)
Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities 6.6
Authority to Act in the Absence of the President 2.4
Establishing Centers, Institutes and Specialized Testing or Service Laboratories 5.10
Graduate Assistantships 6.12
Graduate Student Advisement 6.13
Professional Educators Council 5.16
Reporting of Abuse, Exploitation or Neglect of Elderly or Disabled Persons 13.18
Stone Fort Museum Collection 5.17
Student Organization Risk Management Training 10.10
Timely Warning 13.22
University Awards Program 12.20
University Closure for Inclement Weather 13.12

BUILDING AND GROUNDS

BOARD ORDER 17-06

Upon motion by Regent Todd, seconded by Regent Garrett, with all members voting aye, it was ordered that the following item be approved.

BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 4:

Homer Bryce Stadium and William R. Johnson Coliseum 16.13

Piney Woods Conservation Center 16.21

FINANCIAL AFFAIRS

BOARD ORDER 17-07

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

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

The Board of Regents acknowledged receipt of the audit services report as presented, including the following:

- Student Rights and Responsibilities Department Audit
- Office of the Vice President for Finance and Administration Departmental Audit
- Office of the Provost and Vice President for Academic Affairs Departmental Audit
- President's Office Departmental Audit
- Agency Accounts Audit
- Update on Audit Plan

BOARD ORDER 17-08

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

APPROVAL OF ANNUAL AUDIT REPORT

The annual audit report for the fiscal year ended August 31, 2016, was approved as presented.

BOARD ORDER 17-09

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

RATIFICATION OF THE PURCHASE OF REPUBLIC OF TEXAS HISTORICAL DOCUMENTS

WHEREAS, the board members considered the following: The university was given the opportunity to purchase historical documents and papers from the Republic of Texas and early Texas statehood periods. The collection of over 700 items consists of legal and personal documents from Thomas J. Rusk and David Rusk and includes documents signed by Sam Houston, Mirabeau Lamar, and James Starr. The materials have been in the David Rusk Family since the 1830's. The materials helped tell the story of Nacogdoches as the Republic of Texas was created and later moved into statehood.

THEREFORE, it was ordered that the purchase of Republic of Texas historical materials from members of the Rusk family be ratified at a cost of \$110,000. Fund sources used were library endowment earnings, library gift funds, non-pledged auxiliary funds and designated funds.

BOARD ORDER 17-10

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

RATIFICATION OF THE 2018-19 LEGISLATIVE APPROPRIATIONS REQUEST

WHEREAS, the board members considered the following: At the July 26, 2016, meeting of the board, SFA regents approved the submission of the 2018-19 Legislative Appropriations Request (LAR). As required by the Legislative Budget Board (LBB), final revisions to the request were submitted October 17, 2016. The 2018-19 LAR includes a required reduction of four percent biennial funding in the amount of \$493,854, a request for restoration of that funding, and a \$2,000,000 biennial request to fund a STEM/Early Childhood initiative. Additionally, the university requested \$38,915,895 in non-formula funding that includes tuition revenue bond funding, special item funding, and general revenue dedicated funding. As also required by the LBB, fiscal year 2016 data must be updated.

THEREFORE, the final version of the 2018-19 LAR that included non-formula funding requests of \$38,915,895 and \$2,493,854 in exceptional item requests was ratified.

BOARD ORDER 17-11

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

GRANT AWARDS

The Board of Regents ordered that the additional grant awards allocable to fiscal year 2016 that total \$77,354, the state pass-through financial aid award of \$377,018, and grant awards allocable to fiscal year 2017 that total \$5,512,863 be approved and ratified. The grant awards are detailed in Appendix 2.

BOARD ORDER 17-12

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

COURSE AND LAB FEES DELETIONS

WHEREAS, the board members considered the following: Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery.

THEREFORE, the course fee deletions effective spring 2017 were approved as shown in Appendix 3.

BOARD ORDER 17-13

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

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 4:

Annual Budget Preparation 3.2
Computer Purchase and Replacement 17.4
Food Purchases 17.6
Gifts, Prizes and Awards 3.18
Working Hours and Holidays 12.24

BOARD ORDER 17-14

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

SELECTION OF A FUNDRAISING CONSULTING FIRM

WHEREAS, the board members considered the following: The university wishes to engage the services of a fundraising consulting firm so that a professional feasibility study can be conducted assessing the viability of a comprehensive capital campaign.

Requests for qualifications (RFQ) were issued and respondents were evaluated and ranked by a review committee. Three finalists were selected from the group of respondents to make presentations to the Finance Audit Committee: Dini Spheris, Gonser Gerber LLP, and JFSmith Group, Inc. Presentations were made at the Finance and Audit Committee meeting on November 6, 2016.

THEREFORE, the Dini Spheris firm was selected to conduct a professional feasibility study assessing the viability of a comprehensive capital campaign at a cost not to exceed \$100,000. The source of funds will be development operating funds. The president was authorized to sign all associated contracts.

REPORTS

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

- Upcoming Dates
- STEM Building Groundbreaking Ceremony
- Nacogdoches Downtown Christmas Parade and 300th Anniversary
- SFA Gala on December 10
- Fall Commencement on December 16 with SFA alumnus Rep. Jason Issac as speaker
- 85th Legislative Session

Dr. J.D. Salas, faculty senate chair, reported on the following:

- Introductions
- 2016-17 Policy Revision Process
- Reduction in Faculty Professional Development Funding
- Other Senate Business

Jessica Taylor, SGA president, gave a report on the following topics:

- SGA Goals and Accomplishments
- Voting Efforts
- Homecoming Traditions
- Leadership Conference
- Recruitment and Retention Focus
- SGA Retreat

Chair Scott Coleman announced the appointment of the nominating committee for board officers 2017-2018. He appointed Regent Ken Schaefer as chair and Regents Ralph Todd and Brigettee Henderson as members. The committee will report to the board at the January 2017 meeting.

The meeting was adjourned by Chair Coleman at 10:24 a.m.

ATHLETIC TICKET OFFICE: OPERATIONS

Ticket sales and operations are a function of the SFA Athletic Ticket Office which is located in Room 207 of the William R. Johnson Coliseum. ~~Stephen F. Austin State University. The Department of Intercollegiate Athletics interfaces with the University's Ticket Office specifically with regards to:~~ The Athletic Ticket Office manages ticket pricing, ticket sales, seating priorities, seating distribution and allocation, and complimentary admissions for intercollegiate athletics events. These tickets are a negotiable commodity and a source of revenue for ~~the University and~~ the Department. The mishandling or misappropriation of tickets can result in revenue losses or NCAA sanctions. For this reason, the policies and procedures prescribed for the printing, handling, sale and distribution of tickets are to be strictly followed.

Athletic Ticket Office operating objectives are as follows:

1. To properly handle and account for the distribution of tickets, priority parking and admissions to all *athletic* events ~~held on campus~~;
2. To properly deposit and record income obtained from ticket sales; and
3. To maintain a proper public relations posture with customers in order to promote continued support for ~~the University and~~ the intercollegiate athletics program.

~~Ticket Office policies and procedures are developed by the Student Center Director in conjunction with the Ticket Office Manager.~~ Policies related to ticket sales for athletic events are coordinated ~~with~~ by the Director of Athletics, the Associate Athletic Director for External Affairs and the Associate Athletic Director for Compliance, as appropriate. All University staff members involved in the sale and distribution of tickets to athletic events are responsible for maintaining a current knowledge of University, Southland Conference and NCAA rules and regulations governing ticket operations. Questions regarding the intent or interpretation of specific policies are to be directed to the Ticket Office Manager and/or ~~Student Center Director~~ the Associate Athletic Director for External Affairs.

(For additional Ticket Office policies, see Policies 408B, Ticket Office: Sales; 408C, Ticket Office: Complimentary Tickets, and 408D, Ticket Office: Distribution, in this Manual.)

Printing

The *Athletic* Ticket Office Manager prepares the layout and design for all tickets with graphic design assistance from the athletic marketing office. The printing of the ticket stock is put out to bid by the University's Procurement and Property Services Department in accordance with University purchasing guidelines (see Policy 404, Purchasing Procedures in this Manual). Tickets for all home football games are pre-printed with all pertinent information included on the ticket (i.e., date, opposing team, section/row/seat, price, kick-off time). The *Athletic* Ticket Office Manager verifies the accuracy of the printing with the ticket manifest.

Roll stock for all ticketed events other than football and for general admission tickets for football, is put out to bid. Numbered roll stock includes the name of the University and the price, only.

Accountability and Security

The *Athletic* Ticket Office Manager is responsible for receiving and maintaining the inventory of printed tickets. Tickets are stored in the *Athletic* Ticket Office vault in the *William R. Johnson Coliseum Student Center* prior to game-day. Only the ~~Student Center Director~~, *Athletic* Ticket Office Manager and the ~~Assistant Ticket Office Manager~~ or *their designee* have access to the ticket inventory.

All deadwood and unused tickets are stored in the *Athletic* Ticket Office ~~storage room in the University Center~~ in the *William R. Johnson Coliseum*. Unsold tickets are verified from the sales report compiled by the *Athletic* Ticket Office Manager, with assistance from ~~the Assistant Ticket Office Manager and~~ Ticket Office student assistants.

Game Settlements – Consignment Tickets

After a season has ended, game settlements are prepared by the *Athletic* Ticket Office Manager. Upon completion of the post-game report, the *Athletic* Ticket Office Manager prepares a payment voucher for any payment due. This voucher is approved ~~and by the Student Center Director and the Vice President for University Affairs~~ and is forwarded to the Controller's Office for payment.

Ticket Office Hours

The main *Athletic* Ticket Office is located in the ~~Student Center~~ *William R. Johnson Coliseum*. The operating hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. On football game days, event venue sales windows at Homer Bryce Stadium are open one and a half (1 1/2) hours prior to kick-off and remain open until half-time. -At Johnson -Coliseum on *basketball game days*, windows are open one and a half (1 ½) hours prior to tip-off and remain open until half-time of single games, or until half-time of the second game if there is a double header. Baseball and softball ticket booths open one and a half (1 ½) hours prior to the start of each scheduled game and remain open until the bottom of the fifth inning for baseball and the bottom of the fourth inning for softball.

SFA
~~7/2016~~
11/2016

ATHLETIC TICKET OFFICE: SALES

The *Athletic* Ticket Office issues tickets for ~~University events~~, football, basketball, baseball and softball games, ~~and other selected events within the community and state~~. The *Athletic* Ticket Office Manager, ~~working with the Student Center Director~~ *Associate Athletic Director for External Affairs*, coordinates the day-to-day sale of tickets.

Any individual involved in the sale of tickets at the University is expected to use care in communicating with customers. In the event that a difficult situation arises, the employee should consult with a supervisor to resolve the problem. The *Athletic* Ticket Office Manager ensures that applicable University, Conference, and NCAA regulations are followed.

For additional *Athletic* Ticket Office information, see Policies 408A, *Athletic* Ticket Office: Operations; 408C, *Athletic* Ticket Office: Complimentary Tickets; and 408D, *Athletic* Ticket Office: Distribution, in this Manual.

Ticket Prices

Price structures for tickets to athletic events are established by the Director of Athletics with approval by the President. The criteria for establishing ticket prices may include ticket demand, facility seating, strength of schedule and revenue needs.

Methods of Payment

Tickets may be paid for with cash, checks, money orders or credit card (VISA, MasterCard, American Express & Discover only). Checks returned due to insufficient funds are forwarded to the University Business Office. Credit card purchases are validated by the *Athletic* Ticket Office using a card validation system and transmitted via electronic transfer.

For mail order, a handling fee of \$2.00 is added. Mail orders may be paid for with a check, money order or credit card.

Record of Sales

All over the counter ticket sales are recorded on the *Athletic* Ticket Office cash register as the sale is made. The cash register is balanced at the end of each working day. However, during high volume sales periods, the register may be balanced more frequently.

Credit card sales totals are cumulative on the credit card verification machine. The *Athletic* Ticket Officer verifies the amount of purchases made by credit card any time the cash register is balanced. Credit card purchase totals are printed when a settlement number is requested from the machine. This transaction clears the machine of all previous transactions.

Mail order sales are recorded on the cash register as the check and order are received, verified and tickets distributed.

The daily report is made up of the combined individual reports (for game day sales) the credit card report, Ticket Outlet Agreement (see Appendix 408B-1), and the "Z" tape from the cash register in the Ticket Office. The ~~Assistant~~ *Athletic* Ticket Office Manager is responsible for generating the daily report and forwarding it to the University's Business Office along with a copy of the deposit receipt (see below for information regarding the deposit of funds).

- Game Day Sales

Eight (8) to 12 walk-up sales windows are used on football game days at Homer Bryce Stadium and four (4) windows are used for events at Johnson Coliseum. There are two (2) windows at both baseball and softball venues.

Each sales window is manned by a ticket seller with an individual window balance sheet prepared in advance by the ~~Assistant~~ Athletic Ticket Office Manager. This balance sheet records the beginning numbers of each roll of consecutively numbered general admission tickets, as well as the total number of reserved seats they are issued.

At the conclusion of sales, the ending ticket numbers and the total count of reserved deadwood is entered into the appropriate spaces on the balance sheet and the sales indicated are compared to the actual cash balance at the window to determine whether the window is balanced, or is "over or short."

Game day sales revenues are deposited the following business day into the appropriate bank by an armed courier provided by the University Police Department. The ~~Assistant~~ Athletic Ticket Office Manager generates the deposit.

Online ticket sales are outsourced to the university's third-party online ticketing agent. The Athletic Ticket Office Manager receives daily reports each morning for sales in the previous 24-hour period. These orders are filled and are made available for pick up at Will Call for the selected event. At the conclusion of each month, sales are reconciled and payment is sent to the Athletic Ticket Office Manager for that month's sales.

Season Ticket Applications

Season Ticket Applications are mailed to those individuals who purchased season or individual game tickets for the previous season, as well as to members of the SFA faculty and staff. Additionally, applications are mailed to various persons and groups showing an interest in SFA athletics. See Appendix 408B-2 for sample Season Ticket Applications for new and renewing ticket holders.) Renewal of season ticket is offered to season ticket holders for the same seating held the previous year. The deadline for renewing season tickets is normally four (4) weeks after the applications are mailed. (For additional information, see Policy 408D, *Athletic Ticket Office: Distribution*, in this Manual.)

Some ticket allocations, prices and reserved parking are based on levels of giving to the Varsity Club (see Appendix 408B-3 for the Athletic Fund Drive brochure and Policy 801, *Athletic Fund Drive*, in this Manual).

Student Tickets

At SFA, athletic event admissions are incorporated in registration fees for all students. However, students have the opportunity to purchase reserved season tickets at the same rate as faculty and staff are charged. Individual reserved tickets for football and basketball may be purchased at the Ticket Office or any walk-up window on game days.

General student admission is free for all full-time students and their spouses and dependents upon presentation of a valid SFA photo I.D. at any Stadium or Coliseum admission gate.

~~**Communication Between the Ticket Office and the Department**~~

~~Athletics donations and ticket sales are closely related. For this reason, it is necessary that the Ticket Office keep the Department of Intercollegiate Athletics up to date on any changes and/or additional sales made by the Ticket Office. Conversely, it is imperative that the Department work~~

~~closely with the Ticket Office regarding any information that might affect ticket sales or seating allocations.~~

SFA

~~7/2016~~

11/2016

ATHLETIC TICKET OFFICE: COMPLIMENTARY TICKETS

The Department of Intercollegiate Athletics' and the University's complimentary ticket policies have been devised to extend hospitality to University guests and to recognize supporters of the athletics program. Established procedures for distributing complimentary tickets enable the University's Athletic Ticket Office to account for these tickets. Complimentary ticket policies and procedures are consistent with University, Southland Conference and NCAA rules and regulations, and have been developed with careful consideration given to the best interests of the athletics program.

When used properly, complimentary tickets are an excellent public relations and recruiting tool; however, their misuse can result in administrative and NCAA sanctions, as well as loss of revenues. Therefore, Departmental Staff must be knowledgeable of all constraints placed on the distribution of complimentary admissions. **The transfer or resale of complimentary tickets is prohibited.**

Accountability

All complimentary tickets for home football, basketball, baseball and softball games must be accounted for: therefore, all tickets must be signed for by the recipient. Any unused tickets must be returned to the *Athletic* Ticket Office no later than one week following the event.

Allocations of Tickets/Admissions

Generally, the allocation of complimentary tickets and/or admission is determined by the Director of Athletics. Any exceptions to established policies must be approved in writing by the Director of Athletics. **No hard tickets are issued to student-athletes, Departmental staff, visiting players or prospective student-athletes.**

In general, complimentary tickets are made available to the following groups:

- Guests of the Athletic Department;
- Student-Athletes;
- Visiting student-athletes and coaches; and prospective student-athletes.

Guidelines for Complimentary Admissions

The procedure for gaining complimentary admission to ticketed intercollegiate athletics events (i.e., football, basketball, baseball and softball) at SFA are the same for student-athletes, recruits, and guests of the athletics department. Guidelines or information related to any specific group are detailed below. The following guidelines and procedures are applicable to every group:

1. The Southland Conference requires that visiting member institutions use its complimentary admission form that includes spaces for: the sport involved, date of competition, name of the person completing the form, the student-athlete's name, complimentary admission recipient and recipient's signature.
2. The head coach for football, men's basketball, women's basketball, softball and baseball, or their designee, is responsible for completing the complimentary admission form prior

to each home contest. The completed forms are delivered to the East-side ticket booth of the Stadium, Ticket Window 1 of the Coliseum, the baseball ticket booth or softball ticket booth by a representative of the visiting team one and a half (1 1/2) hours prior to a game time.

3. Player pass ticket windows are marked at all venues.
4. The person requesting complimentary admission gives his/her name, as well as the person requesting the ticket for him/her to ticket personnel at the window.
5. A photo identification is requested and the identity of the person is verified.
6. The person receiving the ticket must sign for the ticket. Following each home game, the complimentary admission form is sent to the Associate Athletic Director for Compliance and Student Services and the visiting institution's compliance administrator within one week of the completed event.

- Department of Intercollegiate Athletics Staff & Guests

All staff members of the Department receive a staff pass at the beginning of each academic year which admits them and three other guests to all home competitions. Additional special guests of the Department are admitted using the complimentary admission form. (See [Appendix 408C-1](#) for a copy of the staff pass used for Department personnel complimentary admissions.)

- Student-Athletes

Student-athletes are allowed four (4) complimentary admissions in their sport for each home event and away events where complimentary admissions are provided. Only eligible team members of the traveling squad receive four (4) complimentary admissions for on-the-road events in their sport. Student-Athletes in the sports of football, basketball, baseball and softball will use ARMS Software to designate who will receive their complimentary admissions. Those submissions are approved by the Associate Director of Athletics for Compliance. Complimentary Player Ticket Requests reports are then printed by the ~~SFA~~ Athletic Ticket Office for home events, and by that sports head coach and/or designee to be delivered for away contests to that schools ticket office. **Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value.**

- Recruits

The NCAA has very specific guidelines for the issuing of complimentary tickets to recruits. During the Official Visit to the University campus, complimentary admissions may be issued for the exclusive use of the prospective student-athlete and his family, guardian or spouse. On an Official or Unofficial Campus Visit, a maximum of three (3) complimentary admissions to a campus athletic event may be given the prospect and those accompanying the prospect. Coaches will complete the Official/Unofficial Visit Complimentary Admissions Form found on the Coaches Forms link on the SFA Athletics website. This form should be delivered to the ~~SFA~~ Athletic Ticket Office representative no later than 90 minutes prior to the opening of the ticket windows. (For additional information, see Policy 502A, Student-Athletes: Recruitment, in this Manual.)

The number and use of admissions to events for recruiting purposes is determined by the Head Coach of each sport, but cannot exceed limits set by NCAA legislation

- Visiting Teams

For non-conference teams, complimentary tickets are provided as per contractual agreement for football and basketball. Non-conference teams provide their approved complimentary ticket form to the east side ticket booth at Homer Bryce Stadium or to Window 1 at the Coliseum. No complimentary tickets are made available for baseball or softball. For conference teams, SLC operating codes for each sport are followed as they pertain to complimentary admissions.

Away Conference Games

Complimentary admission for student-athletes and staff members for away Southland Conference games generally follows the same procedure as home games using the SLC complimentary admission form.

Away Non-Conference Games

For non-conference away games, only those who are a part of the official travel party will receive complimentary tickets (4 per person). Staff members or student-athletes who are not considered part of the official travel party will not receive complimentary tickets without prior approval of the Director of Athletics. The Director of Athletics, or his designee, will review and monitor the official travel party list and coordinate the distribution of complimentary tickets.

Media Representatives

Media representatives are admitted to athletic events on a credential basis only. Representatives requiring credentials apply to the Media Relations Office prior to a scheduled event requesting press credentials for the event. The Media Relations Office prepares and mails the credentials. (See Policy 606D Media Coverage: Events, in this Manual for additional information.)

Charitable Events and Donations

Complimentary tickets for promotional purposes are provided on a case-by-case basis by the Director of Athletics, or his designee. The Director of Athletics, or his designee, requests a specified number of tickets from the Ticket Office Manager. All tickets issued by the *Athletic* Ticket Office for use by the Department are accounted for on an Interdepartmental Transfer. The Director of Athletics, or his designee, must sign for these tickets in the *Athletic* Ticket Office.

Postseason Events

In the event that a University team is invited to participate in a postseason competition, the Department distributes complimentary tickets within guidelines established by the Southland Conference and the NCAA. In general, the University follows established guidelines for on-the-road events, with each traveling student-athlete allotted up to six (6) complimentary admissions. Complimentary admissions are not given to staff members and student-athletes not participating in the event or to recruits for postseason Conference and/or NCAA championship events.

SFA

| 7/2015 11/2016

ATHLETIC TICKET OFFICE: DISTRIBUTION

The ~~University Ticket Office and the~~ Department of Intercollegiate Athletics ~~have~~*has* established an allocation and distribution system which is intended to be as equitable as possible in handling game tickets.

Ticket Priorities

The *Athletic* Ticket Office, in conjunction with the Director of Athletics and the Associate Athletic Director for External Affairs, establishes policies for ticket allocations and seating priorities. Groups considered for ticket priorities are: contributors to the Varsity Club, student-athletes, season ticket holders and individuals receiving complimentary tickets. (For detailed information on complimentary tickets, see Policy 408C, Ticket Office: Complimentary Tickets, in this Manual.)

Ticket Reorder Priorities

The purchase of season tickets is not a property right, but rather a privilege which may be canceled at any time. Priority is given to contributors to the Varsity Club based upon the level of membership (see [Appendix 408B-3](#) for an Athletic Fund Drive Brochure and Policy 801, Athletic Fund Drive, in this Manual). Season tickets are sold for football, basketball, and baseball home events.

Current season ticket holders retain the right to renew their season tickets (with current seating) by purchasing the tickets by the ticket priority deadline date and meeting any applicable current donation criteria for priority seating.

The *Athletic* Ticket Office mails a form letter and ticket application to current and former ticket holders, faculty and staff, and persons on appropriate mailing lists, i.e., Varsity Club contributors.

Student Tickets

Student admission to home athletic events at SFA is part of the general student fee for all full-time students. Students enter all ticketed events by showing their valid student photo I.D. Free seating is in the general admission section of Homer Bryce Stadium, Johnson Coliseum, Jaycees Field and softball park. However, students may order and purchase reserved season tickets for the same price as charged for SFA faculty and staff. Single game reserved seating may be purchased by students at the posted student ticket price.

Spouses and dependents of full-time SFA students may gain free admission to ticketed athletic events by signing for the tickets at any sales window. The spouse or dependent must be accompanied by the SFA student, with a valid photo I.D. All other student guests pay the posted regular admission price.

Students may enter the Stadium, Coliseum, and baseball/softball facilities at any of the admission gates.

Individual Away Game Tickets

A limited number of individual game tickets for away games are made available for each game. Orders are taken and filled on a priority basis until the allotment for each individual game is depleted. Any tickets not sold in advance are available for over-the-counter purchase after all

priority orders have been filled. This practice provides an opportunity for persons throughout the State and region to purchase single game tickets.

Tournaments and Meets

Season ticket purchasers, Varsity Club contributors and students are given initial consideration when purchasing tickets to tournaments, meets and national championship events. Applications for tournament tickets are sent to season ticket holders and donors. A priority system is used to determine quantities and priorities if requests are greater than allocated seating. The general public is given the opportunity to purchase any remaining tickets.

Touchdown Club and Suites Admission & Seating

Patrons in the Touchdown Club at Homer Bryce Stadium purchase seats prior to each football season based on individual need and availability. In addition to the club, private suites are sold prior to the season and admission is based on the size of each suite. The Athletics Department issues the appropriate number of tickets for each suite to the holder of the suite for that season and that individual/group controls the allotment of tickets. Admission to the Touchdown Club and private suites on game day is limited to patrons who present a club level ticket at the door for entrance.

Touchdown Club patrons and private suite holders are granted first right of refusal on renewal from one season to the next. The Athletics Department maintains a waiting list should any seats in the club or private suites become available on an annual basis. The Associate Athletics Director for External Affairs or his designee maintains the list and is responsible for the function of the club and suites.

Football Media Level Seating

Admission to the media (third floor) level of the pressbox at Homer Bryce Stadium is limited to members of the media, radio play-by-play, coaches and officials as well as game operation personnel with proper credentials issued by the Media Relations Office. Members of the media and other game officials may enter the Stadium or Coliseum by any gate upon display of proper press credentials. The Director of Athletics maintains a suite on the media level and a suite used for corporate sponsors. Occupants are issued tickets for each game by the Associate Athletic Director for External Affairs.

SFA

7/2016
11/2016

Grants¹ awarded between and June 29 and October 7, 2016

Award Term: June 1, 2016 – September 30, 2017
PI/PI: Dr. Shiyu Li, Forestry
Total Award: \$25,000 **Amount Allocable to FY 2016:** \$25,000

Funds are provided to continue to evaluate the effectiveness of new measures to control giant salvinia using salvinia liquid extracts.

Subtotal Current Year Awards (this report) = \$25,000

Subtotal New Federal Pass-through Awards (total award) = \$25,000

State and State Pass-through Awards

Previously Described Awards

****Disability Services – Reader Services***

Award Total: \$35,700 **Amount allocable to FY 2016:** \$35,700

Subtotal Current Year Awards (this report) = \$35,700

Subtotal New State and State Pass-through Awards (total award) = \$35,700

State Pass-through Financial Aid - (not included in ORSP totals)

TEXAS Grant Program

FY 2016 Amount: \$377,018 (additional award) \$8,177,018 Total Award (financial aid E&G funds)

Agency: Texas Higher Education Coordinating Board

*This program is designed to help close the gaps in participation and success by awarding scholarships to needy students who complete either the Recommended or Advanced High School Programs. **Manager:** Rachele Garrett, Financial Aid*

Subtotal Current Year Awards (this report) = \$377,018

State Pass-through Financial Aid (total award) = \$8,177,018

**New awards or additional funds added to a current award*

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

Grants¹ awarded between and June 29 and October 7, 2016

Certified Orientation and Mobility Instructor Training (COMIT)

Award Total: \$750,000

Amount allocable to FY 2017: \$150,000

Science & Mathematics Attraction, Retention & Training for Texas (SMART Texas)

Award Total: \$623,764

Amount allocable to FY 2017: \$148,716

McIntire-Stennis Cooperative Forestry Research Program FY16

Award Total: \$484,647

Amount allocable to FY 2017: \$390,937

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

Award Total: \$149,939

Amount allocable to FY 2017: \$21,954

Prescribed Fire Monitoring

Award Total: \$43,558

Amount allocable to FY 2017: \$36,058

Sharing Knowledge and Perspectives Gained through Time: Partnering to Develop Indigenous Interpretive Curriculum and Strengthen Indigenous Interpretive Programming

Award Total: \$21,435

Amount allocable to FY 2017: \$10,718

Subtotal Federal Amounts Allocable to FY 2017 = \$1,990,061

Subtotal New Federal Awards = \$ 74,313

Federal Pass-through

Title: **Loblolly Oral History Digitalization*

Sponsor: Texas State Library & Archives Commission (Institute of Museum & Library Services - IMLS)

Award # 723-17008 (LS-00-16-0044-16), CFDA 45.310

Award Term: September 1, 2016 – August 31, 2017

PI/PD: Ms. Linda Reynolds, Library

Total Award: \$12,674

Amount Allocable to FY 2017: \$12,674

Funds will be provided to digitize oral interviews originally published in the Loblolly Magazine so they will be available through the East Texas Digital Archives & Collections.

Previously detailed awards

****Visually Impaired Preparation (VIP) Program FY17***

Award Total: \$602,000

Amount allocable to FY 2017: \$602,000

Bottomland Hardwood Restoration and Enhancement in Degraded River Basins

Award Total: \$349,748

Amount allocable to FY 2017: \$18,251

**New awards or additional funds added to a current award*

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

Grants¹ awarded between and June 29 and October 7, 2016

<i>Spatially Explicit Model of Black Bear Natural Recolonization of East Texas</i>		
Award Total:	\$175,568	Amount allocable to FY 2017: \$46,575
<i>*Child Welfare Professional Development Project FY17-21</i>		
Award Total:	\$133,879	Amount allocable to FY 2017: \$133,879
<i>*Special Education Consolidated Grant (IDEA-B), FY17</i>		
Award Total:	\$30,668	Amount allocable to FY 2017: \$30,668
<i>*Math Circle – Mentoring and Partnership (MC-MAP) 2016 (FY17)</i>		
Award Total:	\$1,000	Amount allocable to FY 2017: \$1,000
<i>Subtotal Federal Pass-through Amounts Allocable to FY 2017 = \$845,047</i>		
<i>Subtotal New Federal Pass-through Awards = \$ 780,221</i>		

State and State Pass-through Awards

Previously detailed awards with modifications:

SFA Charter School (ADA, non-grant)

Award Total:	\$1,997,661	Amount allocable to FY 2017: \$1,997,661
---------------------	-------------	---

Identification of Existing Geologic Hazards within TxDOT Right-of-Way in Culberson County

Award Total:	\$705,704	Amount allocable to FY 2017: \$241,184
---------------------	-----------	---

Disability Services – Reader Services 12-17

Award Total:	\$154,412	Amount allocable to FY 2017: \$16,000
---------------------	-----------	--

Using Virtual Simulation to Replace and Enhance Selected Pediatric Experiences in the Second and Third Semesters of a BSN Program

Award Total:	\$120,019	Amount allocable to FY 2017: \$12,212
---------------------	-----------	--

****Texas AHEC East, Piney Woods Region, State FY17***

Award Total:	\$110,000	Amount allocable to FY 2017: \$110,000
---------------------	-----------	---

Control of Giant Salvinia molesta with Endocide

Award Total:	\$80,000	Amount allocable to FY 2017: \$16,000
---------------------	----------	--

****Joint Admission Medical Program (JAMP) FY16-20***

Total Award:	\$26,154	Amount allocable to FY 2017: \$13,031
---------------------	----------	--

Subtotal State and State Pass-through Amounts Allocable to FY 2017 = \$2,406,088

Subtotal New State and State Pass-through Awards = \$110,000

**New awards or additional funds added to a current award*

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

Grants¹ awarded between and June 29 and October 7, 2016**Private Entity and Local Government Awards****Title: *Realistic Simulated Assessment Training****Sponsor:** East Texas Communities Foundation**Award Term:** August 10, 2016 – May 1, 2017**PIs/PDs:** David Smith, Nursing**Total Award** \$ 8,865 **Amount Allocable to FY 2017:** \$ 8,865*Funds will be used to purchase equipment for use in the nursing simulation lab.***Previously detailed awards:*****Finding, Evaluating and Promoting Salt-and Hurricane-tolerant Plants for Galveston Island, TX*****Award Total:** \$251,969 **Amount allocable to FY 2017:** \$83,990****Departmental Research Grant: Basic Chemical Research, FY17-19*****Award Total** \$120,000 **Amount Allocable to FY 2017:** \$40,000***Tallow Control on the Greens Bayou Wetlands Mitigation Bank*****Award Total:** \$90,000 **Amount allocable to FY 2017:** \$30,000***Avian Diversity of Early-to Mid-rotation Eucalyptus benthamii Plantations in LA and TX*****Award Total:** \$82,924 **Amount allocable to FY 2017:** \$6,327***Evaluating the Suitability of a Reforestation Growth-Medium Prepared by Tractor-Pulled Scaper Pans at an East Texas Lignite Surface Mine*****Award Total:** \$62,728 **Amount allocable to FY 2017:** \$21,643****Gilbert I. "Buddy" Low Scholarship Program*****Award Total:** \$60,000 **Amount allocable to FY 2017:** \$60,000***Guest Speakers, Undergraduate Research, and Reading Group*****Award Total:** \$51,000 **Amount allocable to FY 2017:** \$11,000***Herbaceous Perennial Species Trial Garden at Stephen F. Austin State University*****Award Total:** \$23,696 **Amount allocable to FY 2017:** \$9,842

Subtotal Current Year Awards (this report) = \$ 271,667
Subtotal New Private and Local Awards (total award) = \$ 108,865

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

**New awards or additional funds added to a current award*

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

Course Fee Deletions Spring 2017					
College	Department	Course Fee Number	Name	Amount	Amount
COLLEGE OF BUSINESS	MAN. MARK & INT BUS	MGT 463	BUSINESS POLICY AND STRATEGY	\$30.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 457	SPECIAL PROBLEMS	\$25.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 499		\$24.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 530		\$5.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 490		\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 333	APPAREL II	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 341L	MANAGEMENT OF CHILD DEVELOPMENT PROGRAMS LAB	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 350	SEXUALITY WITHIN CONTEXT OF FAMILY	\$30.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 442L	VISUAL MERCHANDISING DISPLAY 2 LAB	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 443L	INFANT GROWTH & DEVELOPMENT LAB	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 451	RESOURCE MANAGEMENT	\$14.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 572	TOPICS IN HUMAN SCIENCES	\$50.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 131L	APPAREL I LAB	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 214	ACCESSORIES IN INTERIORS	\$40.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 241	INTRO TO EARLY CHILDHOOD	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 241L	INTRO TO EARLY CHILDHOOD LAB	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 260	PRINCIPLES OF TEXTILE SCIENCE	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 290	CODES AND MATERIALS	\$19.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 304	PURCHASING IN HOSPITALITY INDUSTRY	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 315	APPL. OF ELEMENTS & PRIN. OF DESIGN	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 331	EXPERIMENTAL FOOD SCIENCES	\$30.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 332	COMMUNICATING HMS CONTENT	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 333L	APPAREL II	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 419	MERCHANDISING PROCEDURES	\$30.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SCIENCES	HMS 470		\$24.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 507	SPEECH SCIENCE	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 480	NEUROLOGICAL BASES OF COMMUNICATION	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 322	LANGUAGE DISORDERS IN ADOLESCENTS	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 210	PHONETICS	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	COU 522L	FAMILY COUNSELING	\$10.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 233	SPEECH	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPH 300	CLINICAL INTERVENTION METHODS	\$20.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	EPS 559	TEST AND MEASUREMENTS	\$50.00	\$0.00
COLLEGE OF EDUCATION	HUMAN SERVICES	SPE 341	COMMUNICATION SKILLS	\$11.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 403	INTEGRATING MID GRADE LEARNING	\$25.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 432	PROFESSIONAL ROLES & RESPONSIBILITIES	\$20.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 488	BILINGUAL/BICULTURAL EDUCATION	\$9.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 489	METHODS OF TEACH ENG SECOND LANGUAGE	\$9.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 490	ESL CONTENT AREAS	\$9.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 540	MIDDLE SCHOOL PHILOSOPHY	\$10.00	\$0.00

COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	RDG 312	SKILLS FOR READING	\$14.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	RDG 313	MATERIALS & APPROACHES IN TEACHING READING	\$19.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	RDG 412	READING DISABILITIES	\$14.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 401	COMMUNITY	\$27.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 402	CREATE LEARN-CENTER MIDDLE SCHOOL	\$25.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 300	CLASSROOM MANAGEMENT	\$19.00	\$0.00
COLLEGE OF EDUCATION	ELEMENTARY EDUCATION	ELE 121	INTRODUCTION TO TEACHING	\$5.00	\$0.00
COLLEGE OF EDUCATION	SECONDARY EDUCATION	SED 596		\$75.00	\$0.00
COLLEGE OF EDUCATION	SECONDARY EDUCATION	AED 599	LEADERSHIP	\$11.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 201	INTERMEDIATE DIGITAL PHOTOGRAPHY	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 203	NEWS GATHERING & WRITING II	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 200	BASIC DIGITAL PHOTOGRAPHY	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 103	NEWS WRITING	\$30.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 205L	MEDIA WRITING LAB	\$10.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 250	PHOTOGRAPHIC JOURNALISM I	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 456L	ADVANCED TV PRODUCTION LAB	\$10.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 456	ADVANCED TV PRODUCTION	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 450	ADVANCED PHOTOJOURNALISM	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 440	BACKPACK JOURNALISM	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 445	ADVERTISING ILLUSTRATION	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 431	ADVANCED NEW MEDIA	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 421	SCRIPTWRITING	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 430	ADVANCED NEWS MEDIA	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 405	PHOTOJOURNALISM	\$60.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 403	GRAPHIC DESIGN FOR MEDIA	\$60.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 404	MEDIA GRAPHICS	\$60.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 381	PUBLIC RELATIONS WRITING	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 350	PHOTOGRAPHIC JOURNALISM II	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 319	RADIO/TV PRACTICUM	\$40.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 320	SPORTS WRITING	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 309	FEATURE WRITING	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 308	ADVERTISING CASES & CAMPAIGNS	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 305L	CONVERGED REPORTING LAB	\$10.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 305	CONVERGED REPORTING	\$35.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 304	TV NEWS TECHNIQUES	\$60.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 303	ADVANCED DIGITAL PHOTOGRAPHY	\$45.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 302L	STUDIO PRODUCTION LAB	\$10.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	MASS COMMUNICATION	MCM 300L	SINGLE CAMERA PRODUCTION LAB	\$10.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 519		\$50.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 513L		\$20.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 513		\$50.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 509L		\$25.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 509		\$50.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 493L	THEORIES OF PERSONALITY	\$20.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 490	HUMAN ASSESSMENT	\$30.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 470L	COGNITIVE PSYCHOLOGY	\$20.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 460L	ANIMAL BEHAVIOR	\$20.00	\$0.00
COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 440L	PSYCHOLOGY OF PERCEPTION	\$20.00	\$0.00

COLLEGE OF LIBERAL & APPLIED ARTS	PSYCHOLOGY	PSY 250	PSYCHOLOGY	\$20.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 243		\$50.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 243L		\$10.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 301	MATHEMATICS & TECHNOLOGY	\$50.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 301L	MATHEMATICS & TECHNOLOGY LAB	\$10.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 504L	GROUNDWATER MONITORING DESIGN	\$10.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	GEOLOGY	GOL 512		\$50.00	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 113L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 125L	INTRODUCTORY PHYSICAL SCIENCE	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 241L	INORGANIC CHEMISTRY LAB	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 451L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 455L	LAB	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 557L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 558L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 559L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 560L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 561L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 562L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 563L		?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 570L	SEMINAR	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 571L	ADVANCED SPECIAL TOPICS	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 572L	ADVANCED ENVIRONMENTAL CHEMISTRY I	?	\$0.00
COLLEGE OF SCIENCE & MATHMATICS	CHEMISTRY	CHE 573L		?	\$0.00
COLLEGE OF FINE ARTS	THEATRE	THR 151	REHEARSAL & PERFORMANCE I	?	\$0.00
COLLEGE OF FINE ARTS	THEATRE	THR 351	REHEARSAL & PERFORMANCE II	?	\$0.00
COLLEGE OF FINE ARTS	THEATRE	THR 410		?	\$0.00
COLLEGE OF FINE ARTS	THEATRE	THR 449		?	\$0.00

**Policies for Board Review
November 7, 2016**

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Access to Secure Computing Facilities	14.1	ASA	Policy to be deleted.	P-4
Annual Budget Preparation	3.2	F&A	Minor clarifications.	P-8
Appeal Procedures Relating to the Provision of Accommodations for Students with Disabilities	6.6	ASA	Minor edits.	P-10
Authority to Act in the Absence of the President	2.14	ASA	Reviewed with no changes recommended.	P-14
Computer Purchase and Replacement	17.4	F&A	Surface Pro defined as a computer.	P-16
Establishing Centers, Institutes and Specialized Testing or Service Laboratories	5.10	ASA	Provost's office will maintain the inventory and status.	P-19
Food Purchases	7.6	F&A	Removed procedures. Added clarification and references.	P-22

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Gifts, Prizes and Awards	3.18	F&A	Changed threshold for gifts from \$100 to \$50.	P-25
Graduate Assistantships	6.12	ASA	Minor clarifications.	P-34
Graduate Student Advisement	6.13	ASA	Minor edits.	P-37
Homer Bryce Stadium and William R. Johnson Coliseum	16.13	B&G	Job title updates. Contract required for external users.	P-39
Piney Woods Conservation Center	16.21	B&G	Reviewed with no changes.	P-41
Professional Educators Council	5.16	ASA	Minor edits.	P-44
Reporting of Abuse, Exploitation or Neglect of Elderly or Disabled Persons	13.18	ASA	Minor edits.	P-46
Stone Fort Museum Collection	5.17	ASA	Minor edits.	P-49

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Student Organization Risk Management Training	10.10	ASA	Reviewed with no changes.	P-53
Timely Warning	13.22	ASA	Minor edits.	P-56
University Awards Program	12.20	ASA	Minor edits.	P-60
University Closure for Inclement Weather	13.12	ASA	Minor edits.	P-62
Working Hours and Holidays	12.24	F&A	Department heads given flexibility for scheduling.	P-64

POLICY SUMMARY FORM

Policy Name: Access to Secure Computing Facilities

Policy Number: 14.1

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

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

Unit(s) Responsible for Policy Implementation: Director of Information Technology Services

Purpose of Policy (what does it do):

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: Access to Secure Computing Facilities will be updated, but it will be transitioned to an internal policy and no longer be a published university policy for reasons of security.

Additional Comments:

Reviewers:

Paul Davis, Chief Information Officer
Academic Affairs Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Access to Secure Computing Facilities

Policy to be Deleted

Original Implementation: July 14, 1998

Last Revision: April 23, 2013

A secure environment must be maintained for all central computer systems managed by Information Technology Services (ITS). To that end, physical access to all central facilities must be strictly regulated. The process of regulating access will include, but is not limited to, setting guidelines for personnel that will be allowed access, monitoring the physical area for access violations and reporting any suspected violations to the appropriate authorities.

Secure computing facilities at the Boynton Computer Center will be defined as the Boynton Computer Center Machine Room and the adjoining hallway between the east and west entrances to this area containing the report distribution lock boxes.

Guidelines for Access to Secure Facilities

Full Access—The individual will be given keys, door codes, card swipe access, and alarm codes for access to the Boynton Computer Center Machine Room and may enter the facility at will. To be granted full access to secure computing facilities, an individual must meet all the following criteria:

- Have a need for unimpeded access to equipment located within the machine room 24 hours a day, 7 days a week.
- Be employed by Information Technology Services in the operations or technical support areas, or director of ITS.

Limited Access—The individual can be let in to the facility to perform designated tasks that require access to the Boynton Computer Center Machine Room. To be granted limited access to secure computing facilities, an individual must meet all the following criteria:

- Have an occasional need for access to secure computing facilities to perform scheduled maintenance to equipment located within the machine room.
- Be given access to the secure area by a member of the operations or technical support staff.
- Be employed by the university.

Escorted Access—Individual(s) can enter the Boynton Computer Center Machine room only under continuous escort by operations or technical support staff. To be granted escorted access to secure computing facilities, an individual must meet some or all of the following criteria:

- ~~Be a member of a tour group.~~
- ~~Be a contractor or maintenance person not employed by the university who must perform maintenance, installation, construction, de-installation, or other well-defined task that requires access to the secure area.~~
- ~~Be accompanied at all times by a member of the operations or technical support staff.~~

Report Access—~~The individual can be granted swipe card access to the hallway containing the lock boxes, or they can be let in by ITS operations personnel. To be granted report access to the hallway, an individual must meet all of the following criteria:~~

- ~~The individual must be employed by the university.~~
- ~~The individual is responsible for retrieving output generated in the computer center on a regular basis.~~

General Guidelines for Monitoring Access to Secure Facilities

~~Monitoring of the secure computing facilities will be carried out by the operations and technical support staff employed by Information Technology Services. Operations and technical support staff will conduct regular walkthroughs of the facility while on duty. All ITS staff members will report any suspicious or hostile activity to a member of the operations or technical support staff or to the University Police Department (UPD). All individuals granted escorted access to the machine room will sign a log upon entrance. All entrances and exits are video recorded.~~

~~Loud or disruptive behavior will not be tolerated in secure areas of the Computer Center. Such behavior detracts from the security monitoring process as well as distracting personnel performing complex tasks in these areas. Individuals or groups engaging in this type of behavior will be asked to leave the area at once; individuals refusing to comply will face disciplinary action. The UPD can enforce this policy.~~

~~At all times the hallway doors are locked via magnetic locks. Access to the hallway is logged when access is granted by the card swipe or proximity card reader.~~

- ~~**Business Hours**—During the hours of 8 a.m.—5 p.m., Monday through Friday excluding holidays, the east and west entrances to the secure area will grant access via the magnetic card readers to individuals with Full Access, Limited Access, and Report Access. In addition, the east entrance to the Boynton Building at the corner of Aikman and East College will be unlocked during this same period. During these periods, operations and technical support staff will regularly check that the doors to the machine room are closed and locked, and that no unauthorized individuals are in the Machine Room.~~

~~▪ **Off Hours**—Any time other than normal business hours, access to the secure area is only permitted to individuals with Full Access. In addition, the east entrance to the Boynton Building at the corner of Aikman and East College will be closed and locked.~~

~~**Guidelines for Reporting Suspected Violations**~~

~~During normal business hours, the person discovering an access violation will immediately report it to the director or the assistant director of ITS. The University Police Department (UPD) will then be notified at once by one of these individuals. In the event the director or assistant director of ITS is not available, the person discovering the violation will contact UPD immediately.~~

~~During off hours, the security alarm is monitored by UPD. If the alarm is triggered, UPD will contact the appropriate personnel provided on the emergency contact list. The contact person can then assess the situation and advise the assistant director, director of ITS and others as needed. In the absence of the assistant director, the systems manager or systems programmers may be called to initiate action.~~

~~At any time one of the contacts can initiate the disaster recovery plan if the situation includes damage or potential further damage to the computer center that would impact normal operations. Under no circumstances should a staff member confront individual(s) committing an access violation that might even remotely be considered a threat. Staff will move to a safe location and call UPD at once. The Department of Audit Services will be notified in writing within 24 hours of any access violation.~~

~~**Cross Reference:** 1 Tex. Admin. Code § 202.73~~

~~**Responsible for Implementation:** Provost and Vice President for Academic Affairs~~

~~**Contact for Revision:** Director of Information Technology Services~~

~~**Forms:** None~~

~~**Board Committee Assignment:** Building and Grounds~~

POLICY SUMMARY FORM

Policy Name: Annual Budget Preparation

Policy Number: 3.2

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

Date of last revision, if applicable: 11/07/2016

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

Purpose of Policy (what does it do): Explains annual budget preparation

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

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Clearer information

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Annual Budget Preparation

Original Implementation: March 1, 1989

Last Revision: ~~October 21, 2013~~ November 7, 2016

Preparation of the annual operating budget is coordinated through the Office of the Vice President for Finance and Administration. Guidelines are established by the president based upon legislative appropriations, student *tuition*, fees and other local income, non-pledged and pledged auxiliary ~~system~~-student fees and other income, the university's allocation of the Higher Education Fund, and estimates of other fund revenues. Guidelines will reflect current legislative appropriation riders in effect and any other legal restrictions. Budgets will be prepared by operating department heads *and* ~~submitted to~~ *through* the next-appropriate level of review, ~~to the vice president in charge of the division, to the president for review, and then to the Board of Regents for final consideration~~ *channels for review and approval*. The schedule for preparation of the budget will be determined by the vice president for finance and administration in association with the president's cabinet. Approved budgets will be announced to the university departments through administrative channels following approval of the Board of Regents.

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

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities

Policy Number: 6.6

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

Date of last revision, if applicable: 10/21/2013

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

Purpose of Policy (what does it do): Provides procedure for students to appeal academic, residence hall, and program/service accommodation decisions.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor edits.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tiffany Rivers, Director of Disability Services
Dr. Adam Peck, Dean of Student Affairs
Dr. Steve Westbrook Vice President for University Affairs
Damon Derrick, General Counsel

Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities

Original Implementation: July 14, 1998

Last Revision: ~~October 21, 2013~~ November 7, 2016

Students, faculty or staff at Stephen F. Austin State University, who disagree with the provision of accommodations for students with ~~disabilities~~ *disabilities*, may submit an appeal to the director of disability services/ADA coordinator (director) located in disability services, room 325 of the Human Services Building. Appeals related to decisions made by the director of disability services regarding the denial of accommodations should be submitted to the vice president for university affairs, or their designee, located in room 314 of the Austin Building. Grievances or complaints of discrimination based on disability relating to other circumstances not described above should be addressed through the university's policy 2.11, Discrimination Complaints/~~Sexual Harassment~~.

Appeals may be initiated by:

1. student or faculty member, regarding academic accommodations;
2. student or staff member, regarding accommodations for non-academic programs or activities;
3. student, regarding accommodation decisions of the director of disability services;
4. student, regarding accommodation decisions of the director of residence life.

Appeals must:

- be submitted in writing;
- state the specific nature and basis of the appeal;
- be signed and dated by the individual making the appeal; and
- be submitted no later than 180 days from the date of notification of the decision being appealed.

Appeal Review

Within two (2) working days of receiving the appeal, the director or vice president for university affairs or their designee will schedule a meeting with the chair/director of the department involved, the faculty or staff member involved, and the student. The purpose of this meeting will be to review the circumstances and, if possible, to reach a mutually agreed upon resolution.

If unresolved, the appeal will be forwarded by the director or vice president for university affairs or their designee to an Appeal Review Committee for a second and final decision.

Appeal Review Committee

The Appeal Review Committee will be composed of three members selected by the director or the vice president for university affairs or their designee. The director will serve as chair and ex officio member of the committee except when their decision is being appealed, when the vice president for university affairs or their designee will appoint a faculty or staff member or academic administrator with background and/or experience in disability-related matters to serve as chair.

- For academic accommodation appeals, the committee will be composed of one faculty member from the department involved, the dean of the college involved, and a member of the ADA Advisory Committee.
- For appeals in non-academic programs/activities and housing accommodations, the committee will be composed of one staff member from the department involved, the director of the department involved, and a member of the ADA Advisory Committee.
- For appeals regarding decisions of the director of disability services, the committee will be composed of one faculty member from the Department of Human Services and two additional individuals knowledgeable about ADA issues.

When selecting committee members, the director or vice president of university *affairs* or their designee shall exclude individuals who served on the Academic Assessment Committee or the Residence Life Assessment Committee that provided initial review of the documentation and/or request. The director or vice president of university affairs or their designee will communicate the decision and/or recommendations of the Appeal Review Committee to the individual seeking the appeal.

In all circumstances listed above, the Appeal Review Committee may seek input from appropriate parties other than committee members, including the student making the appeal, a faculty or staff member with experience relevant to the circumstances, the provost/vice president for academic affairs, dean of another college, or another director or department head with relevant experience. The Appeal Review Committee may seek advice from the university's general counsel.

It is the intent of the university that meetings related to the appeal are informal in nature to allow all parties the opportunity for reasonable input and discussion. The appeal process, including the initial meeting, the meeting of the Appeal Review Committee and communication of the final decision to the individual making the appeal should be completed with expediency, ideally within seven (7) working days to avoid any delay in provision of accommodations or support services.

For specific information regarding provision of academic assistance, refer to policy 6.1, Academic Accommodation ~~of~~ *for* Students with Disabilities. Refer to policy 13.2, Animals

on University Property, for service animal *or therapy animal* information. For general policy information, refer to policy 2.2, Accessibility for Persons with Disabilities.

Cross Reference: Accessibility for Persons with Disabilities (2.2); Academic Accommodation ~~for~~ Students with Disabilities (6.1); Animals on University Property (13.2)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Disability Services

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Authority to Act in the Absence of the President

Policy Number: 2.4

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

Date of last revision, if applicable: 10/21/2013

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Establishes the authority for university administrators to act in the absence of the president.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Baker Pattillo, President
Damon Derrick, General Counsel

Authority to Act in the Absence of the President

Original Implementation: February 23, 1978

Last Revision: ~~October 21, 2013~~ November 7, 2016

In the absence of the president the authority to act in his place is delegated in the following order depending upon the presence of the individual on the campus:

1. Provost/Vice President for Academic Affairs
2. Vice President for University Affairs
3. Vice President for Finance and Administration
4. Associate Vice President for Academic Affairs
5. Vice President for University Advancement

The individual administrative officer acting under this delegation of authority is to handle administrative situations in accordance with the recognized operating procedures of the university in the absence of the president. (The line of succession for emergency operations is outlined in policy 13.8).

He/She may take such action as he/she deems necessary, dependent upon the circumstances of a particular situation, when the president cannot otherwise be reached to make such decisions. As soon as possible and practical, the president shall be informed of any decision or unusual incident and the action taken. No unusual or major decision embodying significant commitments on behalf of the university will be made without consulting the president.

Cross Reference: Emergency Operations Plan (13.8)

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

POLICY SUMMARY FORM

Policy Name: Computer Purchase and Replacement

Policy Number: 17.4

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

Date of last revision, if applicable: 1/28/2014

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

Purpose of Policy (what does it do): The policy exists to provide direction for the purchase and replacement of computers over a four-year replacement cycle.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Updated the definition of "computer" to include Surface Pro. Updated the definition of "tablet" to exclude Surface Pro and added clarification.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Paul David, Chief Information Officer
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Computer Purchase and Replacement

Original Implementation: January 30, 2007

Last Revision: ~~January 28, 2014~~ November 7, 2016

Purpose

Prescribe policy for the replacement and purchase of university computers and workstations. This policy complies with standards issued by the Texas Department of Information Resources (DIR).

Definitions

Computer – is defined as a desktop cpu (tower, small form factor, etc.) or laptop, notebook, *Surface Pro*, etc. and is either a PC or a Macintosh.

Workstation – is defined as a general-purpose computer with a higher performance level than a standard computer.

Tablet – is defined as a complete computer contained entirely in a flat touch screen, normally operating by fingertip or stylus, *and does not run an enterprise operating system* (e.g. iPad, Slate, etc., ~~Surface~~). A tablet is excluded from the provisions of this policy and is therefore not eligible for computer replacement funding.

Servers – are identified in property records by asset class and are excluded from this policy.

Computer Standards

Base hardware configurations for computers and workstations will be established by a committee appointed by the provost/vice president for academic affairs. The base hardware configurations will be reviewed at least annually and published on the procurement website.

The base hardware configurations will be the basis for a pre-approved brand and vendor selection after best value negotiations for both Macs and PCs. Pre-approved brands and vendors will be published on the procurement website.

Computer Purchases

All computers and workstations purchased by the university will meet the base hardware configurations established by the university and will follow guidelines and restrictions on the procurement website.

New computer purchases that increase the total number of computers on campus will only be allowed for new positions, new programs, etc., or as otherwise approved by the provost/vice president for academic affairs.

Computer Replacement Cycle

The university will replace computers and workstations in campus academic and administrative units on a four-year cycle. The four-year cycle may be deferred for additional years as needed due to budget constraints or administrative discretion. Any computers or workstations replaced during a deferment period will still be subject to the requirements of this policy.

Departments may replace computers and workstations that are less than four years old subject to the requirements of this policy.

When a new computer or workstation is received, the computer or workstation identified for replacement must be transferred to surplus unless approved as an exception by the provost/vice president of academic affairs. Such transfers should take place within 30 days of the computer or workstation being taken out of service. No technical support will be provided for those devices that are replaced but not transferred to surplus.

Cross Reference: General Appropriations Act, Article IX, Sec. 9.04; Property Inventory and Management (17.14)

Responsible for Implementation: Vice President for Finance and Administration; Provost/Vice President of Academic Affairs

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator;
Director of Information Technology Services

Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Establishing Centers, Institutes, and Specialized Testing or Service Laboratories

Policy Number: 5.10

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Describes factors circumscribing establishment of centers and defines what office has final authority for this.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Change priority holder from Office of Research and Sponsored Programs to provost and vice president for academic affairs because this has changed.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Director of Office of Research and Sponsored Programs
 Academic Policy Committee
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Establishing Centers, Institutes, and Specialized Testing or Services Laboratories

Original Implementation: Unpublished

Last Revision: ~~April 15, 2014~~ November 7, 2016

Centers, institutes, and specialized testing or service laboratories (hereafter referred to as “centers”) at Stephen F. Austin State University (SFA) engage in educational, research, scholarly, service, outreach, and/or faculty development activities. Centers ~~at SFA~~ are subject to all policies and procedures of the university, as well as to applicable state and federal laws and regulations. A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center’s or the university’s name.

A center may be established within an academic department or division, college, or the university, and may be interdisciplinary. A formal proposal is required to establish and officially recognize a center. Existing centers without formal recognition are required to submit a formal proposal, consistent with this policy’s guidelines. The *provost and vice president for academic affairs* ~~Office of Research and Sponsored Programs~~ will maintain an inventory of centers and their status.

Procedures and guidelines for proposals are subject to approval by the provost and vice president for academic affairs. A center proposal must include a description of the mission of the center, its goals and objectives, and how the center will be structured and funded or otherwise supported by the university. Proposals are subject to approval by participating academic unit heads, deans, and the appropriate vice president(s). Recommendations for formal recognition of centers shall be forwarded to the president for approval.

An annual review is required that includes criteria to assess the effectiveness of the center in meeting its mission, goals, and objectives. Center directors will electronically submit institutional effectiveness documents as required by the Office of Student Learning and Institutional Assessment, as well as additional updates as required by the appropriate dean(s) and/or vice president(s). Every five years a review by the authorizing dean(s) and/or vice president(s) will determine whether a center continues or is dissolved.

Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university. The naming of a center must follow university policy.

Cross Reference: Guidelines and Procedures for Establishing Centers, Institutes, and Specialized Testing or Service Laboratories; Naming Guidelines (1.5); Assessment of Institutional Effectiveness (2.3)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director, Office of Research and Sponsored Programs

Forms: Recommendation to Establish, Continue, Modify or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Food Purchases

Policy Number: 17.6

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

Date of last revision, if applicable: 10/21/2013

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

Purpose of Policy (what does it do): The policy exists to provide direction for food and alcohol purchases.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Removed procedures from policy and referenced procurement guides and/or manuals and added clarification. Added references to the travel policy, procurement manual, P-card program guide, and the guidelines for expenditures from university funds.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
 Dannette Sales, Assistant Controller
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Food Purchases

Original Implementation: April 13, 1988

Last Revision: ~~October 21, 2013~~ November 7, 2016

The policy pertains to all food and beverage purchases other than business meals and travel. Business meal limits and restrictions are outlined in the Guidelines for Expenditures from University Funds and food purchases related to travel are addressed in the Travel Guidelines. Both of these documents are found on the controller's office website.

~~With the exception of food purchased for travel, educational research, laboratory purposes, or as provided in the Appropriations Act for expenses related to the governing board, the only Only Auxiliary, Designated, or Restricted Funds accounts which may be expended used for food and/or beverage purchases shall be from Auxiliary, Designated, or Restricted Funds. Funds generated from gifts or grants may be used if specifically allowed by the donor or granting agency.~~

~~Expenditures of these funds for such purposes~~ Food and/or beverage purchases from all these funds must serve a legitimate public purpose or must further the educational function mission of the university.

~~Restricted funds may be used if allowed by the donor or granting agency.~~

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

Payments for food and/or beverages purchases can be made on a university Procurement Card (P-Card) or with a Purchase Requisition. Refer to ~~the P-Card Program Guide or Procurement Manual for the proper procedures to be followed when purchasing food and/or beverages, including alcohol.~~ receipt/P-Card transaction detail summary or the Purchase Requisition must indicate the time and place of the function and must identify the direct beneficiaries of the function.

The following statement must be included on the Purchase Requisition or P-Card transaction detail summary and must be certified as true and correct by the account manager:

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

~~An original itemized receipt from the restaurant or vendor is required for P-Card documentation or for payment of a purchase order to a vendor or to an individual seeking reimbursement. Credit card receipts without an itemized receipt from the restaurant or vendor are not acceptable.~~

All purchases of alcoholic beverages must be made from discretionary funds. State statute and the general appropriations act will guide the eligibility of alcoholic beverage purchases with funds

under the control of the intercollegiate athletics department. Any purchase of alcoholic beverages must be approved in advance by the appropriate vice president or president.

Food and beverages catered on campus must be prepared by the university's food service contractor. This requirement to use the university's food service contractor does not apply to food and beverages provided by persons or groups for their own consumption on the university campus. It also does not apply to food and beverages dispensed from vending machines, food served at locations away from the main university campus and food served at the ~~Barnes and Noble~~ *University bookstore*, the student center theatre, Lumberjack Alley or concessions served at athletic events. In instances when the university's food service contractor is used, the charge is normally paid by the department through an interdepartmental transfer (IDT).

*Regardless of the method of purchase, ~~In these cases,~~ documentation is required to support the business nature of ~~the all meeting~~ food and/or beverage expenses. Documentation requirements are listed in the *Guidelines for Expenditures from University Funds*. ~~, including the date and time of the meal, and a list of the attendees.~~ The department ~~is required to~~ must keep this supporting documentation *in accordance with university record retention requirements.**

Cross Reference: Purchase Requisition (17.19); Procurement Card (17.11); *Records Management (2.9); Guidelines for Expenditures from University Funds; Travel Guidelines*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Gifts, Prizes and Awards

Policy Number: 3.18

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

Date of last revision, if applicable: 10/21/2013

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

Purpose of Policy (what does it do): The policy exists to provide direction for gifts, prizes and awards.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Changed threshold for gifts, prizes and awards from \$100 to \$50, based on IRS guidelines.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Purchasing and Property Services
 Dora Fuselier, Controller
 Danny Gallant, Vice President for Finance and Administration
 Damon Derrick, General Counsel

Gifts, Prizes and Awards

Original Implementation: April 22, 2008

Last Revision: ~~October 21, 2013~~ November 7, 2016

This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements. State and federal regulations restrict the use of university funds to provide gifts, prizes and awards to employees, students and others in the university community. In addition, the Internal Revenue Service (IRS) has requirements for the federal reporting of gifts, prizes and awards given to employees versus non-employees.

Exclusions

~~Raffles that include the purchase of a chance or ticket may not be conducted by the university. Outside organizations authorized to conduct raffles may do so only in accordance with the university policy, Solicitation on Campus (16.25), and state law.~~ Financial aid awards and grants are not considered gifts, prizes or awards for purposes of this policy. Most awards to students that are related to academic performance are considered financial aid, and as such are not subject to the provisions of this policy. *Prizes given in conjunction with r*~~Raffles that include the purchase of a chance or ticket are not subject to this policy and are governed by~~ may not be conducted by the university. Outside organizations authorized to conduct raffles may do so only in accordance with the university policy, Solicitation on Campus (16.25), and state law. ~~Financial aid awarded to students must be processed through the business office, recorded on the student's account, and reflected on the student's bill.~~ Agency funds are not subject to this policy since they are not considered university funds.

Funds and Definitions

All definitions and reporting requirements of this policy apply to any university funds, and remain the same even if the funds originate as a gift to the university from a third party.

No gifts, prizes or awards of any kind should be charged to ~~university education and general (state) appropriated funds, designated accounts funded by student course fees or other fees, auxiliary funds associated with mandatory fees, or restricted federal and state funds~~ as outlined below.

Use of ~~r~~Restricted ~~f~~Federal and ~~s~~State ~~f~~Funds: Funds from federal and state grants, contracts, or other sponsored agreements cannot be used to pay for items that are or appear to be gifts or marketing or promotional items such as t-shirts, key chains, tote bags, caps, and other souvenirs or memorabilia, unless specifically provided for in a grant, contract or sponsored agreement. Use of these funds to pay for awards for participation in grant-funded activities is generally allowable when both reasonable in cost and necessary to accomplish program objectives. Acceptable participation awards include plaques, small trophies, ribbons, certificates, pens/pencils and similar items.

For purposes of this policy the following definitions ~~are understood~~ apply:

Employee: An individual receiving compensation as a full-time or part-time employee, including casual employees, student employees and graduate assistants.

Non-Employee: An individual receiving no employment compensation of any kind or in any amount, including students who are not employed by any department of the university.

Gifts: A voluntary conveyance of something of value as a gesture of good will or appreciation. Marketing and promotional items are excluded as gifts as noted below.

Award: Something of value conveyed as a result of competition, merit or in recognition of service to the university on the part of the recipient.

Prize: Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in an event sponsored by a university department or organization.

Nominal Value: A prize, gift or award valued at \$50 or less.

Organization: Any university department or student group using university funds for a gift, prize or award. Agency funds are not considered university funds.

EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

Gifts of cash, including gift cards and gift certificates, to employees are not allowed using university funds.

Gifts, including those for birthdays, weddings, showers, retirements, get well, funerals and other personal events, are not allowable expenditures of university funds, unless purchased with funds that can be used for discretionary purposes, and budgeted for approved by the president or vice presidents, deans, or the Board of Regents for purposes of good will and public relations. At their discretion, co-workers may contribute personal funds for this purpose.

Gifts other than cash, gift cards, or gift certificates are allowed when such gifts have a business purpose and are approved in advance by the president or vice president, or the authorized approver for Board of Regents purchases (Board of Regents purchases only), and are within IRS guidelines. The gift must be valued at \$100 or less, of nominal value, as defined above, unless a larger amount is approved by the president or vice president, or the authorized approver for Board of Regents purchases (Board of Regents purchases only). For any gift greater than \$100 nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Non-cash gifts for employees of nominal value, such as t-shirts, cups, mugs, etc. can be purchased with ~~appropriate~~ discretionary funds. *For limitations on purchases of clothing, see Guidelines for Expenditures from University Funds on the controller's office website.* ~~However, clothing items purchased for employees are limited to one item of clothing per employee per year, except for uniforms or apparel required to be worn by certain employees such as coaches and athletic staff.~~

Marketing and promotional items bearing the SFA name or logo are not considered gifts *when as long as they are not excessive in nature of nominal value, or of larger value if approved by the president or vice president.* An example of a marketing or promotional item is a shirt with an SFA department name provided to an SFA employee or representative. In addition, tickets provided to a representative of SFA for sporting events, fine arts events, recognition banquets, etc. are not considered gifts when attendance at the event is to promote the university in the representative's official capacity.

Prizes and Awards

Monetary awards may be given to employees for meritorious performance or other reasons connected with employment, but **ONLY** as part of an established campus-wide program or a program within a college approved by the dean and the provost and vice president for academic affairs. See University Awards Programs (12.20). Such monetary awards cannot be given in the form of gift certificates or gifts cards, but must be paid through payroll and submitted on a stipend authorization form.

Non-cash awards given to employees as length of service awards are acceptable as long as they are valued at less than \$400 per year per employee. These awards may **ONLY** be administered by the Department of Human Resources or in a ceremony approved by the Department of Human Resources and the appropriate vice president.

Any non-cash award given for meritorious performance; or other reasons connected with employment; must be of nominal value, *as defined above.*

An employee may accept a monetary or non-cash prize or award of any amount where the individual's employment is incidental to the basis on which the prize or award is given. For example, a university employee would be eligible to win a door prize given at random or an essay-writing contest.

For any prize or award greater than ~~\$100~~ *nominal* value, the department or organization sponsoring the contest, game of chance, etc., without the purchase of a chance or ticket must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

For any prize or award greater than \$100 in nominal value, as defined above, the department must submit the following information to the controller’s office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-RESIDENT ALIENS as the Recipient of a Gift, Prize or Award

Cash and non-cash gifts, prizes and awards to non-resident aliens are generally subject to 30% withholding and reported on an IRS Form 1042-S. The department or organization must contact the controller’s office before making gifts, prizes and awards to person who are not US citizens or legal permanent residents, regardless of the value of the gift, prize or award.

SUMMARY Type	CASH		NON-CASH	
	EMPLOYEE	NON-EMPLOYEE	EMPLOYEE	NON-EMPLOYEE
Gifts	Cash, gift cards or gift certificates not allowed.	Cash not allowed. Gift cards or gift certificates ≤\$100 allowed for a valid business reason. Gift cards or gift certificates >\$100 allowed for a valid business reason and must be reported to the controller’s office.	Personal gifts not allowed unless purchased by president, vice president, dean or board office for good will or public relations. Gifts that have a business purpose: Value <\$100 allowed with appropriate funds Value >\$100 requires president or vice-president approval, use of appropriate funds, and must be reported to the controller’s office.	Value ≤\$100 allowed for a valid business reason. Value >\$100 allowed for a valid business reason and must be reported to controller’s office. <u>See details within the policy regarding:</u> -Development Gifts -Institutional Gifts -Gifts to Public Officials

~~NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Contact the controller's office before making any gifts.~~

<p>Prizes and Awards (without the purchase of ticket or chance)</p>	<p>Cash allowed for meritorious performance or other reasons connected with employment, but ONLY as part of an established campus-wide program or a program within a college approved by the dean and the provost and vice president for academic affairs and must be paid through payroll. Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is given (e.g., door prize, essay writing contest); >\$100 must be reported to the controller's office.</p>	<p>Cash, gift cards or gift certificates allowed. Must be for a valid business reason. >\$100 must be reported to the controller's office.</p>	<p>Value ≤\$50 allowed for meritorious performance or other reasons connected with employment, EXCEPT length of service. Length of service awards valued <\$400 are allowed, but may only be administered by the Department of Human Resources or in a ceremony approved by the Department of Human Resources and the appropriate vice president. Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is</p>	<p>Allowed. Must be for a valid business reason; Value >\$100 must be reported to the controller's office.</p>
--	---	---	--	---

~~NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Contact the controller's office before making any prizes or awards.~~

Cross Reference: IRS Regulations; Tex. Penal Code Ch. 36; Solicitation on Campus (16.25); University Awards Programs (12.20); Purchase Requisition (17.19); Guidelines for Expenditures from University Funds.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller; Director of Procurement and Property Services/-HUB Coordinator

|
Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Graduate Assistantships

Policy Number: 6.12

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

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

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

Purpose of Policy (what does it do): Governs awarding and use of graduate assistantships.

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

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No substantive changes--only clarification of what already exists.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dean of Graduate School
Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Graduate Assistantships

Original Implementation: Unpublished

Last Revision: ~~July 29, 2014~~ November 7, 2016

Stephen F. Austin State University offers three types of graduate assistantships (GAs):

Teaching Assistantship - *A Graduate Teaching Assistant (GTA) works with students in a specific course or laboratory to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor, under the guidance of a faculty member.*

Research Assistantship - *A Graduate Research Assistant (GRA) is normally employed by the principal investigator of a funded research project or may be employed by an academic department in the pursuit of its broader research mission. The GRA will be assigned a range of duties, such as library searches, fieldwork, laboratory experiments, and preparation of reports. Work on a research project often leads to a thesis or dissertation or a professional presentation or publication, and provides long-range direction for the student's development as a scholar.*

Administrative Assistantship - *A Graduate Administrative Assistant (GAA) works with the administrative staff of a department, college, or campus office primarily in gathering, organizing, and analyzing information. The duties should be more advanced than those performed by undergraduate student assistants.*

To be eligible for a ~~graduate assistantship (GA)~~, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. The academic unit head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester.

A GA who receives veteran's benefits or other resources may be required to take nine hours in a fall or spring semester in order to receive the additional benefits. A student eligible for additional benefits should consult the source of the additional funding to determine the number of hours he/she must be enrolled to receive the benefits.

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of graduate studies. Appointment as a GA is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student *normally* may receive an assistantship for no more than four long semesters and two full summers.

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Graduate School

Forms: Application Form for Graduate Assistantships (available from the office of the academic unit head)

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Graduate Student Advisement

Policy Number: 6.13

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

Date of last revision, if applicable: 1/28/2014

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

Purpose of Policy (what does it do): Provides for graduate student advisement, orientation, and assessment of same.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor changes in wording.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dean of Graduate School
 Academic Policy Committee
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Graduate Student Advisement

Original Implementation: October 31, 2000

Last Revision: ~~January 28, 2014~~ November 7, 2016

Academic units must provide effective academic advising for students enrolled in their graduate programs and *must* assign each student a graduate faculty member to serve as the academic advisor. The unit ~~should also~~ *must conduct* ~~arrange~~ an orientation that introduces new students to departmental/*school/office* organization, administration, key personnel, facilities, degree requirements, and procedures.

The academic advisor informs advisees of university resources, guidelines, procedures, policies, and graduate student rights and responsibilities. Advising topics include, but are not limited to, registration process, degree requirements, proper sequencing of courses, thesis/non-thesis options, time limits for completion of program, and comprehensive examination expectations.

~~Departmental~~ All graduate student orientation and advising programs must be evaluated as part of the annual *program unit* assessment report, including information on how assessment results will be used.

Cross Reference: Graduate Bulletin, Graduate Student Handbook, Student Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Graduate ~~School~~ *Studies*

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Homer Bryce Stadium and William R. Johnson Coliseum

Policy Number: 16.13

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

Date of last revision, if applicable: 10/21/2013

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Governs the use of Homer Bryce Stadium and William R. Johnson Coliseum by groups other than the university athletic department.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Updates to job titles and referenced policy titles; contract required for any external user.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Robert Hill, Athletic Director
 Baker Pattillo, President
 Damon Derrick, General Counsel

Homer Bryce Stadium and William R. Johnson Coliseum

Original Implementation: 1972

Last Revision: ~~October 21, 2013~~ November 7, 2016

The provisions of the policy on the Use of University Facilities (16.33) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Homer Bryce Stadium and William R. Johnson Coliseum.

Use of Homer Bryce Stadium or William R. Johnson Coliseum by persons other than the university athletic department will be arranged through the coordinator of athletic operations and approved by the director of athletics. Such usage will be limited to events sponsored by university departments or recognized student organizations conducting activities within their established role and scope. Some events may be sponsored by the university, such as high school and University Interscholastic League events as well as other athletic events, which are sanctioned by an official governing organization. Persons or groups wishing to use either of these facilities should contact the coordinator of athletic operations (in person or by phone) concerning the availability of the facility ~~if applicable~~. Questions regarding the use of these facilities for camp/conference participants should be directed to the *camps and conferences* coordinator ~~of university reservations~~, located in the Pattillo Student Center. (See *Camps and Conferences, Reservations* policy 16.7.)

1. The coordinator of athletic operations will complete a facility use application.
2. The coordinator of athletic operations will assist university departments and student organizations with coordination of university police department and university physical plant services for upcoming events.
3. ~~If a fee is required,~~ a contract will be completed before the date of the event.
4. The William R. Johnson Coliseum marquee will be used to advertise only official university events. Requests for messages on the marquee should be made to the coordinator of athletic operations.

Cross Reference: ~~None~~ *Use of University Facilities (16.33); Camps and Conferences (16.7)*

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds

POLICY SUMMARY FORM

Policy Name: Piney Woods Conservation Center

Policy Number: 16.21

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

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

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

Purpose of Policy (what does it do): Describes procedures for rental of Piney Woods Conservation Center.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Because the Piney Woods Conservation Center is for sale, it is recommended to retain the policy as long as the property is owned by the university.

Reviewers:

Dean of Forestry
 Academic Policy Committee
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Piney Woods Conservation Center

Original Implementation: September 1, 1986

Last Revision: ~~July 29, 2014~~ November 7, 2016

The Piney Woods Conservation Center (PWCC) is managed by the Arthur Temple College of Forestry and Agriculture.

Housing Capacities

A 24-person minimum is required for all groups using the PWCC. However, smaller groups either may be accommodated at a higher rental rate or may be scheduled with another group.

The following capacities apply with two rooms sharing one bath (suite):

- 1 person or couple per suite-capacity 16 individuals or 16 couples
- 1 person per room-capacity 32
- 2 people per room-capacity 64
- 3 people per room-capacity 96
- 4 people per room-capacity 128

Reservations

The facilities of the PWCC are available for daytime, evening, or overnight events. Reservations must be made with the PWCC program coordinator.

A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies. The university's colleges, schools, departments, and sponsored programs must submit an Interdepartmental Transfer (IDT) for deposit and billing purposes. The deposit or IDT is submitted to the PWCC program coordinator with a letter detailing the following:

- Title and nature of program;
- Name, phone number, email, and postal address of program contact person;
- Estimated number of participants;
- Arrival and departure dates and times;
- Number of meals required;
- Number of participants by gender for dorm assignments; and,
- Special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.

A final count of participants is due no later than seven (7) days prior to the event. The PWCC program coordinator will send a letter or e-mail of confirmation.

Billing

Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups.

Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit an invoice at the completion of the program based on the reservation. Payment is due no later than ten (10) days after receipt.

Checks should be made payable to Stephen F. Austin State University and mailed to the Arthur Temple College of Forestry and Agriculture, P.O. Box 6109, SFA Station, Nacogdoches, TX 75962-6109.

Cross Reference: Use of University Facilities (16.33)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the Arthur Temple College of Forestry and Agriculture

Forms: None

Board Committee Assignment: Building and Grounds

POLICY SUMMARY FORM

Policy Name: Professional Educators' Council

Policy Number: 5.16

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

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

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

Purpose of Policy (what does it do): Governs teacher preparation and school administrator programs.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Only minor wording and punctuation changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dean, PCOE
 Academic Policy Committee
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

Professional Educators' Council

Original Implementation: September 1, 1987

Last Revision: ~~July 29, 2014~~ November 7, 2016

Preparation of teachers, *school administrators*, and other professional educators is a university-wide function governed by policies developed by the university's Professional Educators' Council. In developing and executing policies, the council considers:

- Relevant state and federal law;
- University policies and procedures;
- Recommendations from appropriate advisory committees;
- Guidelines of the Texas Higher Education Coordinating Board (THECB);
- Rules of the Texas Education Agency (TEA)/State Board for Educator Certification (SBEC);
- Program standards of the Council for the Accreditation of Educator Preparation (CAEP);
- Professional standards of organizations affiliated with CAEP and with other national accreditation organizations.

The council's responsibilities include:

- Maintaining accreditation by SBEC, CAEP, and other national organizations;
- *Maintaining good standing with the TEA*~~exas Education Agency~~;
- Reviewing proposals for changes in teaching field programs and in professional education programs;
- Establishing criteria for program admission and retention;
- Recommending criteria for educator certification or licensing.

The council is *co*-chaired by the dean of the James I. Perkins College of Education (PCOE) and *the PCOE associate dean for assessment and accountability*. It is composed of faculty members appointed by the provost and vice president for academic affairs from nominees submitted by the PCOE dean after consultation with the deans of other colleges offering *content area instruction teaching fields*. Other members of the council include the PCOE associate dean *for curriculum, faculty and staff development, and student affairs* and two student representatives appointed by the PCOE dean. ~~s, one of whom serves as council secretary, and two student representatives appointed by the PCOE dean.~~

Cross Reference: General Bulletin, Graduate Bulletin, Tex. Educ. Code § 21.044

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the James I. Perkins College of Education

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Reporting of Abuse, Exploitation or Neglect of Elderly or Disabled Persons

Policy Number: 13.18

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

Date of last revision, if applicable: October 21, 2013

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): To comply with state law regarding mandatory reporting of abuse, exploitation, and neglect of elderly persons or persons with disabilities.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes; agency title change in response to the state legislative transfer of Department of Rehabilitative Services to Texas Workforce Commission.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tiffany Rivers, Director of Disability Services
 Damon Derrick, General Counsel
 Dr. Adam Peck, Dean of Student Affairs
 Dr. Steve Westbrook, Vice President for University Affairs
 Damon Derrick, General Counsel

Reporting of Abuse, Exploitation or Neglect of Elderly *Persons* or ~~Disabled~~ *Persons with Disabilities*

Original Implementation: August 1, 2000

Last Revision: ~~October 21, 2013~~ November 7, 2016

The purpose of this policy is to comply with state law that requires the reporting of abuse, exploitation, or neglect of elderly or disabled persons, as those terms are defined in Section 48.002 of the Human Resources Code. *Unless otherwise required by law*, ~~E~~employees and students of the university are required to report to the appropriate department head for the area involved if they have reasonable cause to believe that an elderly *person* or *person with a disability*~~ed person~~ has been abused, exploited or neglected within the university and its programs. Failure to report may subject the employee or student to *university and/or* criminal penalties. The department head shall contact and advise the general counsel regarding the report. A thorough investigation shall be conducted as outlined in the Human Resources Code promptly after receiving the report. If the report involves a *person with a disability*~~ed person~~, the Office of Disability Services will be advised and included in the investigation process. If necessitated by the result of the investigation, the allegation shall be reported to the appropriate regulatory agency. Allegations involving clients of the ~~Department of Assistive and Rehabilitative Services~~ *Texas Workforce Commission* shall be reported to the commission-assigned liaison or client's sponsoring *vocational rehabilitation* counselor. A substantiated allegation shall result in appropriate disciplinary or legal action.

Definitions:

1. "Abuse" means:
 - a. the negligent or willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical or emotional harm or pain to an elderly *person* or *person with a disability*~~ed person~~ by the person's caretaker, family member, or other individual who has an ongoing relationship with the person; or
 - b. sexual abuse of an elderly *person* or *person with a disability*~~ed person~~, including any involuntary or nonconsensual sexual conduct that would constitute an offense under Section 21.08, Penal Code (indecent exposure) or Chapter 22, Penal Code (assaultive offenses), committed by the person's caretaker, family member, or other individual who has an ongoing relationship with the person.
2. "Exploitation" means the illegal or improper act or process of a caretaker, family member, or other individual who has an ongoing relationship with an elderly *person* or *person with a disability*~~ed person~~ that involves using, or attempting to use, the resources of the elderly *person* or *person with a disability*~~ed person~~, including the person's social security number or other identifying information, for monetary or personal benefit, profit, or gain without the informed consent of the ~~elderly or disabled~~ person.

3. "Neglect" means the failure to provide for one's self the goods or services, including medical services, which are necessary to avoid physical or emotional harm or pain or the failure of a caretaker to provide such goods or services.

Cross Reference: Tex. Hum. Res. Code Ch. 48

Responsible for Implementation: ~~General Counsel~~ *President*

Contact for Revision: Director of Disability Services, General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Stone Fort Museum Collections

Policy Number: 5.17

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

Date of last revision, if applicable: 1/28/2014

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

Purpose of Policy (what does it do): Describes factors circumscribing acquisition, and loaning out of artifacts or collection materials.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No significant changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Director of Stone Fort Museum
Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Stone Fort Museum Collections

Original Implementation: April, 1982

Last Revision: ~~January 28, 2014~~ November 7, 2016

The Stone Fort Museum houses a selective collection of artifacts that the museum's curator determines useful in interpreting the prehistory and history of East Texas prior to 1900. Special emphasis is placed on the Spanish and Mexican periods that began in 1690 with the establishment of the Spanish Mission Tejas and ended with the overthrow of the Mexican government in 1836 by Texas revolutionists.

Permanent Acquisition Policies

1. Objects are added to the collection by means of gifts, bequests, purchases, exchanges, or any transaction by which title to the object passes to the museum. Criteria for acceptance to the permanent collection are the following:
 - a. Consistency with the museum's focus;
 - b. A clear title available from the source of acquisition;
 - c. Adequacy of documentation;
 - d. Acceptable condition;
 - e. Ability of the museum to care properly for and use the acquisition;
 - f. Research potential;
 - g. Educational, interpretive, and exhibit potential;
 - h. Intrinsic value associated with important events, individuals, or age and typicality of objects.
2. Potential donors must present evidence of a clear and legal title to any gift, and must complete a "Gift Agreement" form for each donation. Items of questionable provenance or obtained through illicit trade shall not be acquired.
3. In accepting any collection, the museum must acquire any copyright, patent, and/or trademark rights that may legally restrict full use of the acquisition.
4. All donations are tax deductible; however, the museum assumes no responsibility for evaluating donations.
5. All donations become state property and must be outright and unconditional gifts used at the discretion of the museum's curator.
 - a. The museum does not accept a gift that contains a condition requiring that it be kept intact, exhibited, either temporarily or permanently, or kept permanently.
 - b. The museum curator reserves the right to restore, reconstruct, refurbish, or repair any part of any gift.

In the event that a gift is tendered but not accepted by the curator, it must be removed from the Stone Fort Museum within thirty (30) days of notification. All items not removed by this deadline will automatically become the property of the museum and will be subject to disposal.

Incoming Loan Policies

1. The museum does not accept artifacts on loan for extended periods. Temporary loans are considered for special exhibits or programming, but only for assigned time periods. An "Incoming Loan Agreement" form must be completed prior to the loan of objects.
2. All material loaned to the museum is subject to collections care procedures governing permanent collections as outlined in the Stone Fort Museum Policy Manual.
3. All loan items must be removed from the Stone Fort Museum on the date stated on the "Incoming Loan Agreement" form. Any item not removed within thirty (30) days of the deadline will automatically become the property of and subject to the policies of the Stone Fort Museum. Under Texas law, property on loan to a museum for fifteen (15) years or more and to which no person has made claim is considered abandoned. Unless an unexpired loan agreement exists to the contrary, abandoned items will become the property of the museum once the museum's curator notifies the lender.

Outgoing Loan Policies

1. The museum loans collection material solely for educational and/or research purposes. Borrowed items remain the property of the museum and may not be claimed, mortgaged, loaned, assigned, used as collateral, or otherwise encumbered by the borrower. The borrower must complete an "Outgoing Loan Agreement" form.
2. The borrower is prohibited from photographing or digitally recording objects on loan without written consent of the curator, and any prints or digital recordings of the loaned material may not be published for any purposes beyond educational use without written consent of the curator.
3. Any use of the loan material will be credited to the Stone Fort Museum, Stephen F. Austin State University.
4. The borrower will exercise all reasonable precautions to protect the loan from damage, loss, destruction, or alteration. The borrower may not glue, pin, punch, drill, tape, nail, tack, or otherwise violate the integrity of the loan, nor may the borrower clean, repair, retouch, or otherwise alter the loan.
5. In the event of damage, loss, alteration, or any other change in the condition of the loan, the borrower must immediately notify the curator in writing. Damage or loss in shipment must be reported to the curator immediately.

Cross Reference: Tex. Prop. Code Ch. 80; Gift Reporting (3.16); Stone Fort Museum Policy Manual-

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Curator of the Stone Fort Museum

Forms: Gift Agreement, Incoming Loan Agreement, Outgoing Loan Agreement (available in the Stone Fort Museum), Report of Gifts Received (available in the Office of Development)

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Student Organization Risk Management Training

Policy Number: 10.10

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

Date of last revision, if applicable: 10/21/2013

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

Purpose of Policy (what does it do): Requires risk management training for student organizations to comply with state law.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Director of Student Engagment
Assistant Dean of Student Affairs for Programs
AVP of University Affairs/Dean of Student Affairs
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Student Organization Risk Management Training

Original Implementation: October 30, 2007

Last Revision: ~~October 21, 2013~~ November 7, 2016

At least once during each academic year, Stephen F. Austin State University shall provide a risk management training program for student organizations registered with the office of Student Engagement Programs at the institution.

Four members of each organization are required to attend the training program at least once during the time(s) it is presented during the fall semester. The organization's president and vice president, or their equivalents as listed on the organization's registration with Student Engagement Programs, must be among the four members attending. If an organization has officer positions equivalent to a risk management officer and/or a new member officer, these officers must also attend the program. If the organization does not have officers with the specific titles named, the four highest ranking leaders of their organization are required to attend the training.

Newly registered student organizations must have four appropriate members receive this training within the first 30 business days following its initial registration.

The listed advisor(s) of each registered student organization must also attend this training program at least once every three years. For the purposes of this policy an advisor is defined as a person who:

1. serves in an advisory capacity to a student organization to provide guidance to the organization and its members;
2. is older than 21 years of age; and
3. is not an enrolled undergraduate student at Stephen F. Austin State University.

The content of the risk management program will include topic areas mandated by the Texas Education Code, as well as topical areas deemed relevant by the university, to include:

1. possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. hazing;
3. sexual abuse and harassment;
4. fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
5. travel to a destination outside the area in which the institution is located;
6. behavior at parties and other events held by a student organization;
7. adoption by a student organization of a risk management policy; and
8. issues regarding persons with disabilities, including a review of applicable requirements

of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.

The university may impose reasonable sanctions on any organization failing to meet the requirements of this policy.

Cross Reference: Tex. Educ. Code § 51.9361

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Engagement

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: Timely Warning

Policy Number: 13.22

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

Date of last revision, if applicable: 10/21/2013

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

Purpose of Policy (what does it do): Outlines the rule and procedure for issuing a campuswide alert/timely warning in the event of serious and/or continued threat to the campus community either from adverse weather or active emergency.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes due to department name change and addition of delivery methods.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Timely Warning

Original Implementation: October 30, 2007

Last Revision: ~~October 21, 2013~~ November 7, 2016

A Campus Crime Alert/Timely Warning (A/TW) is designed to provide students, faculty and staff with timely notification of significant events that represent a serious and/or continuing threat to the campus community. The alert issued relative to a crime and/or suspect may seek information that will help lead to the arrest and conviction of an offender.

Timely Warning Procedure

The Stephen F. Austin State University ~~Police Department (UPD)~~ *Department of Public Safety (DPS)* is responsible for determining if an emergency exists, then preparing and issuing Alerts/Timely Warnings. As no two incidents are alike, the decision to issue an A/TW will be made on a case-by-case basis, considering the facts surrounding an event and the perceived continuing danger to the campus community. Upon learning of an incident that could potentially require issuing an alert, the ~~UPD~~-DPS supervisor on duty will brief the chief or assistant chief of police, who will make a determination regarding issuance of an A/TW. Should the chief and assistant chief be unavailable, the supervisor on duty should brief an available lieutenant who will make the issuance decision. Should contact not be possible with any of the police officials described above, the vice president for university affairs may be contacted to make the issuance decision. An A/TW may be delayed if law enforcement officials determine that such an alert would risk or compromise law enforcement efforts to deal with the emergency or rescue a victim.

Information may originate with law enforcement agencies or law enforcement officers other than ~~UPD~~-DPS that may require an A/TW. Such information may indicate an incident has occurred, or is likely to occur, that represents a serious or continuing threat to campus safety. When notified by an external agency, the decision to issue an A/TW will be made in the same process described above.

Information included in Campus Crime Alerts will include the following, at minimum, unless it is determined by law enforcement that such information would compromise law enforcement efforts to deal with the emergency or rescue a victim:

1. A concise description of the incident and type of crime, including location, date and time of occurrence
2. A physical description of the suspect, including gender and race
3. Composite drawing of the suspect, or photograph, if available
4. Apparent connection to previous incidents, if applicable
5. Race of the victim, but only if there were an apparent bias motive
6. Sex of the victim, if relevant

7. Injury sustained by the victim
8. Date and time the campus alert was released
9. A notice to the campus community to exercise caution

The name of the victim is confidential and will not be released in Campus Crime Alerts.

Alerts/Timely Warnings may be delivered using one or more of the following systems:

1. Outdoor alert system
2. Mobile alert system (JackAlert Emergency Notification System)
3. E-mail to students' and employees' campus accounts
4. Web page banners on all pages hosted on the primary SFA Web server, linked to the campus alert Web site
5. *Social media (Facebook, Twitter)*
6. *Television alert broadcast (television connected to the campus cable TV provider)*
- 4.7. *Public address speaker from a marked university police vehicle*

Information included for a severe weather or significant emergency A/TW will include the following:

1. Type of weather event or emergency
2. Safety precautions persons should take

Alternative methods for distributing Campus Crime Alerts/Timely Warnings may include, but are not limited to, media releases, campus newspaper, flyers posted in university buildings and phone message boards.

Any or all methods may be activated depending on the emergency and its circumstances.

Cancellation Procedure

When the incident causing the A/TW to be issued no longer poses an imminent threat to the campus community, the alert may be terminated by the chief of police or the assistant chief. Should these positions be unavailable, the alert may be terminated by an available lieutenant or the vice president of university affairs. Upon termination of an alert, an "All Clear" message will be transmitted to the campus community.

Cross Reference: 20 U.S.C. § 1092(f); Annual Disclosure of Crime Statistics (13.3)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: *Executive Director of Public Safety/Chief of University Police*

Forms: None

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: University Awards Program

Policy Number: 12.20

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

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

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

Purpose of Policy (what does it do): Describes factors circumscribing monetary awards.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Only minor changes in wording.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Director of Human Resources
 Academic Policy Committee
 Steve Bullard, Provost and Vice President for Academic Affairs
 Damon Derrick, General Counsel

University Awards Programs

Original Implementation: January 29, 2008

Last Revision: ~~July 29, 2014~~ November 7, 2016

Cash awards may be given to employees as part of ~~award~~ programs established by the university in recognition of outstanding teaching, research, service, or performance.

Employee cash award payments must be based on the published criteria and ~~award~~ processes *cross referenced below*. University award programs must be approved by the provost and vice president for academic affairs for faculty, or by the president for staff. Award programs within a college are approved by the dean and the provost and vice president for academic affairs.

University-sponsored, campus-wide awards programs include, *but are not limited to*: Teaching Excellence Awards;; Bright Ideas Conference Awards;; Regents Professorships;; and the president's staff awards.

These awards are paid as stipends and are not considered part of an employee's base appointment salary.

Cross Reference: Regents Professor (7.24); Gifts, Prizes and Awards (3.18); Salary Supplements, Stipends and Additional Compensation (12.16); Service Awards (12.17)

Responsible for Implementation: Provost and Vice President for Academic Affairs and Vice President for Finance and Administration

Contact for Revision: Provost and Vice President for Academic Affairs and Director of Human Resources

Forms: Stipend Authorization Form

Board Committee Assignment: Academic and Student Affairs

POLICY SUMMARY FORM

Policy Name: University closure for Inclement Weather and other Emergencies

Policy Number: 13.12

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

Date of last revision, if applicable: 10/21/2013

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Outlines the process for interrupting normal university operations; lays out the process for determining essential personnel that report when normal operations are interrupted; and outlines how these personnel are compensated.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording, departmental name change.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Marc Cossich, Executive Director of Public Safety
 Jamie Derrick - Human Resources
 Dr. Steve Westbrook, Vice President for University Affairs
 Damon Derrick, General Counsel

University Closure for Inclement Weather and Other Emergencies

Original Implementation: June 1, 1990

Last Revision: ~~October 21, 2013~~ November 7, 2016

In the event inclement weather or other conditions impede the normal operations of the university, the president may declare an emergency, cancel/*delay* classes, and close university offices for an appropriate period. The president's decision may be provided to the news media by the University Marketing Communications office and broadcast by the ~~University Police Department~~ *Department of Public Safety* via the JackAlert Campus Notification System. In the absence of a specific announcement otherwise, faculty, staff and students should assume normal operation of the university.

If the president declares an emergency, cancels/*delays* classes, and/or closes university offices, certain critical areas shall be required to continue operations. These are:

1. ~~University Police~~ *Department of Public Safety* - Employees designated by the *executive director/*chief of ~~university~~ police.
2. Physical Plant - Employees designated by the director of the physical plant department.
3. Residence Life - Employees designated by the director of residence life.
4. Student Center - Employees designated by the director of student 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.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Working Hours and Holidays

Policy Number: 12.24

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

Date of last revision, if applicable: 1/28/2016

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

Purpose of Policy (what does it do): States standard working hours for non-academic staff, sets work location for employees, and defines eligibility for holiday pay.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: While there is no change in state rules, added language is provided in policy to expressly give department heads flexibility in managing work schedules. Tapping into flexibility already allowable by state law will provide administrators the needed flexibility to manage staff hours once more employees become non-exempt under FLSA rule changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Working Hours and Holidays

Original Implementation: Unpublished

Last Revision: ~~January 28, 2014~~ November 7, 2016

~~University employees shall work a minimum of forty (40) hours per week. University holidays, paid time off and sick leave taken may substitute for hours worked. Non-academic offices and departments shall be open during the hours 8:00 a.m. to 5:00 p.m., Monday through Friday, except university holidays. University offices and departments may open for extended hours to address specific operational needs. Full-time university employees shall work a minimum of forty (40) hours per week. University holidays, paid time off and sick leave taken may substitute for hours worked. and certain selected offices 8:00 a.m. to 12:00 noon on Saturday, except university holidays.~~ Changes to the *normal university work schedule* may be made by the president of the university when such changes are in the best interest of the university.

To support operational efficacy, department heads may approve the use of alternative work schedules such as compressed work weeks, flexible schedules, and staggered work hours.

Instructional personnel shall be exempt from standard hours and shall, in turn, function as necessary to meet classes and maintain related academic duties.

Employees must, during normal working hours, conduct university business only at their regular place of business or assigned duty point unless they are on travel status or have received prior written authorization from the president. An employee's home may not be considered his or her regular *or assigned* place of business without the written approval of the president.

Holidays shall be those established by the Board of Regents of the university, in accordance with state law. For purposes of this policy, a holiday cannot exceed 8 hours *per day*. ~~and will be paid at a pro rata rate if the employee is eligible for holiday pay.~~

Only regular employees shall be eligible for paid holidays. A regular employee is defined as one who is employed to work at least 20 hours per week for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment.

Cross Reference: Tex. Gov't Code Ch. 658, §§ 662.001-.022; *Tex. Atty. Gen. Op. M-1058 (1972)*, Overtime and Compensatory Time (12.14).

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

| **Forms:** ~~None~~ *Alternative Work Schedule Form (Available on Human Resources website)*

Board Committee Assignment: Finance and Audit