REPORT TO THE
BOARD OF REGENTS

April 22-24, 2018
Meeting 316

STEPHEN F. AUSTIN
STATE UNIVERSITY

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January 28-30, 2018, Regular Board Meeting
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APPENDICES

Appendix 1 – Curriculum Changes for FY2018-19

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Board of Regents Committee of the Whole Call to Order in Open Session (Scheduled for 3:00 p.m.)	**David Alders** Board Chair
Recess to Executive Session	**David Alders** Board Chair

Board Consideration of the following items:

Deliberations Regarding Security Devices or Security Audits (Texas Government Code, Section 551.076)
- Report from chief information officer
- Information Technology Audit Security Report

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 executive director of enrollment management, the associate provost, the director of intercollegiate athletics, the head men's basketball coach, the head women's basketball coach, the vice presidents and the president (Texas Government Code, Section 551.074)

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)
- Possible Naming Opportunities

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, *In Re: Estate of Paul N. Wilson, Geralyn Franklin v. SFASU*, *Courtnay Christensen v. SFASU, et al.,* and *Pamela Clasquin v. SFASU*. (Texas Government Code, Section 551.071)

Adjourn Executive Session **(Scheduled for approximately 6:00 p.m.)**	**David Alders** Chair
Board of Regents Committee of the Whole Reconvene in Open Session at approximately 6:00 p.m. **Recess Board of Regents Meeting to 8:00 a.m. on Monday, April 23, 2018.**	**David Alders** Chair

Stephen F. Austin State University
Board of Regents
Meeting 316
Monday, April 23, 2018
8:00 a.m.

Board of Regents Committee of the Whole Call to Order in Open Session	David Alders Board Chair
Recess to Committee Meetings: Building and Grounds Committee 8:00 a.m. to 9:00 a.m. Finance and Audit Committee 9:00 am to 10:30 a.m. 2:30 p.m. to 4:00 p.m. Academic and Student Affairs Committee 10:30 a.m. to 12:00 noon	David Alders Board Chair

Building and Grounds Committee Meeting
(Scheduled for 8:00 a.m.)

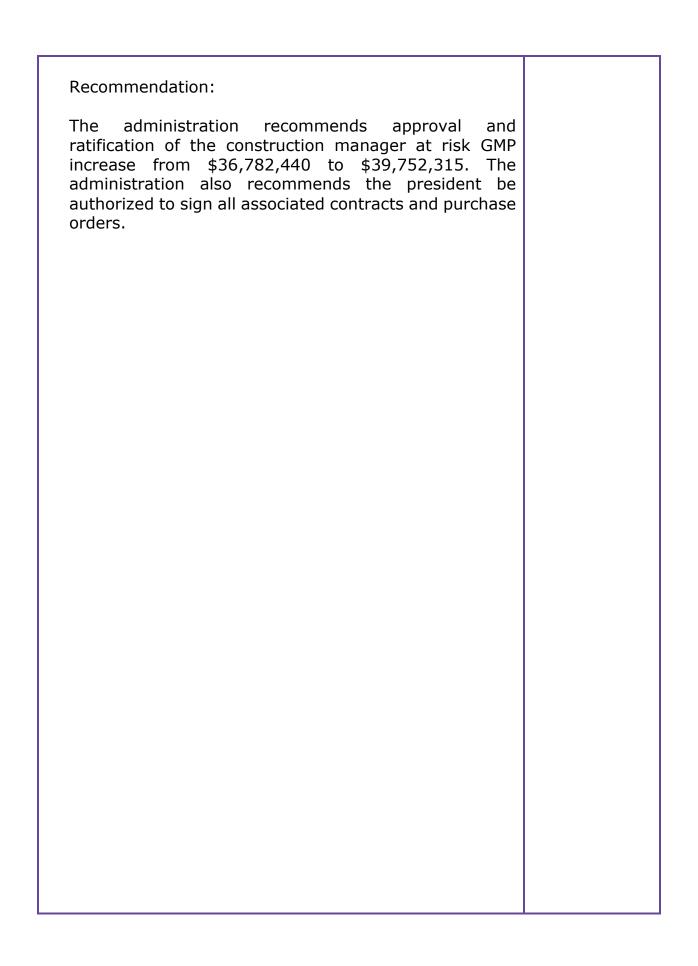|	
Call to Order in Open Session Members: Ken Schaefer, Karen Gantt, David Alders	**Bob Garrett** Committee Chair
Presentation and Committee Action on Agenda Item 15: STEM BUILDING PROJECT REVISION RATIFICATION Explanation: At the July 28, 2015 meeting the regents approved the construction of a STEM Building using tuition revenue bond proceeds, at a cost not to exceed $46,400,000. The regents also selected an architect and construction manager at risk (CMR) for project design and construction. Consistent with SFA policy 1.4, Items Requiring Board of Regents Approval, the CMR gross maximum price (GMP) was reported to the building and grounds committee. As the project has neared completion, project contingency savings have been identified to complete initiatives that were planned if savings were available. Those specific initiatives were not included in the initial project scope or the CMR's GMP. The CMR has established a cost of $2,969,875 to complete the building's fourth floor, reconstruct Clark Boulevard, and expand facility parking. With the additional project scope, the GMP will increase from $36,782,440 to $39,752,315. The GMP increase is within the approved project budget amount of $46,400,000.	**Danny Gallant** Vice President for Finance and Administration

Recommendation:

The administration recommends approval and ratification of the construction manager at risk GMP increase from $36,782,440 to $39,752,315. The administration also recommends the president be authorized to sign all associated contracts and purchase orders.

Presentation and Committee Action on Agenda Item 16: BASKETBALL STRENGTH AND CONDITIONING ROOM RENOVATION AND EQUIPMENT PURCHASE Explanation: The university men's and women's basketball programs need a strength and conditioning room that supports physical training and conditioning. In addition to training preparation, an enhanced physical training program will support rehabilitation for both programs. With limited space within Johnson Coliseum, the only viable space option is the old rifle range on the southwest corner of the lower level, which is currently being used to store items for graduation ceremonies and other events. Recommendation: The administration recommends conversion and renovation of the old university rifle range to provide a strength and conditioning room for the men's and women's basketball programs, and in addition, fund the purchase of strength and conditioning equipment necessary to outfit the fitness room, at a total cost not to exceed $725,000. The source of funds will be designated fund balance.	Danny Gallant Vice President for Finance and Administration

Presentation and Committee Action on Agenda Item 17:	Danny Gallant
	Vice President for Finance and Administration

Presentation and Committee Action on Agenda Item 17:

TRANSPORT TRUCK AND ASSOCIATED EQUIPMENT PURCHASE

Explanation:

Currently, all equipment necessary to support graduation ceremonies is stored in the old rifle range in the southwest corner of the Johnson Coliseum's lower floor. The equipment includes stage sections, premium hard wood chairs, folding chairs, protective floor matting, equipment rolling carts, and other items. Plans are being made to convert the old rifle range into a strength and conditioning room for the men's and women's basketball programs.

Since the coliseum has no alternative space available, the graduation equipment stored in the old rifle range must be relocated off-site, thus requiring transport before and after commencement ceremonies. SFA does not have a vehicle that would facilitate transport of this type of equipment. Additionally, throughout the year the physical plant's special services unit moves furniture, equipment, tables, chairs, and printed materials for campus departments. A covered box truck would provide a weather-proof, safe, and secure transport vehicle for commencement equipment transport and other campus purposes.

Recommendation:

The administration recommends purchasing a box truck and all necessary equipment to transport graduation equipment and other institutional equipment at a cost not to exceed $200,000. The source of funds is the higher education fund. The administration further recommends presidential authorization to sign associated purchase orders and contracts.

Presentation and Committee Action on Agenda Item 18:

<u>APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS</u>:

Explanation:

The *Board Rules and Regulations* state that the Building and Grounds Committee will consider:
- use and occupancy of university property; and
- planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revision as presented in Appendix 4:

Security Systems 14.10
Solicitation on Campus 16.25
The Ed and Gwen Cole Art Center and the Griffith
    Gallery 16.27

Danny Gallant
Vice President for Finance and Administration

Damon Derrick
General Counsel

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Report: Baker Pattillo Student Center Grand Ballroom Renovation Update	Steve Westbrook Vice President for University Affairs

| Report: Current Construction/Planned Maintenance | Danny Gallant
Vice President for Finance and Administration |
| --- | --- |
| | |

Finance and Audit Committee Meeting (Scheduled for 9:00 a.m.)	
Call to Order in Open Session Members: Scott Coleman, Tom Mason, David Alders	Alton Frailey Committee Chair
Presentation and Committee Action on Agenda Item 19: <u>ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT</u> Explanation: The *Board Rules and Regulations* state that the chief audit executive shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The chief audit executive reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues. The audit services report as presented includes the following: - Benefit Proportionality - Student Affairs Programs - Enrollment Management - Biology - Physics, Engineering and Astronomy - Risk Assessment - Update on Audit Plan Recommendation: Pending consideration by the Finance and Audit Committee.	Gina Oglesbee Chief Audit Executive

Presentation and Committee Action on Agenda Item 20: ADOPTION OF FISCAL YEAR 2017-18 SUMMER BUDGET Explanation: The fiscal year 2017-18 summer budget contains two regular summer semesters and a mini-semester. The 2017-18 annual budget includes summer reserve funds of $2,253,738 that are used to support summer school salaries and benefits. In addition, designated and contingency funds of $926,268 and $350,000 of salary savings are used to support summer budget salaries and initiatives. Recommendation: The administration recommends approval of the fiscal year 2017-18 summer budget that totals $3,530,006. Education and General and Designated Funds provide financial support for the summer budget.	Danny Gallant Vice President for Finance and Administration

Presentation and Committee Action on Agenda Item 21:

GRANT AWARDS

Explanation:

To date, the university has received multi-year grant awards during fiscal year 2018 totaling $15,014,065, an increase of $31,935 since the last report. Of this total, grant awards allocable to fiscal year 2018 are currently $ 4,747,394, an increase of $21,935 since the last report.
The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2018 grant awards that total $21,935. The grant awards are detailed in Appendix 3.

Danny Gallant
Vice President for Finance and Administration

Robert Hill
Director of Athletics

| Presentation and Committee Action on Agenda Item 22: | Danny Gallant
Vice President for Finance and Administration |

DESIGNATED FIXED-RATE TUITION AND UNIVERSITY SERVICES FEE

Explanation:

At the January 30, 2018 meeting, the regents approved the consolidation of the technology, library, publication and academic advising fees into a university services fee that would become effective in the fall 2018 semester. The total combined cost of the four fees per semester credit hour for fiscal year 2018 is $49. In subsequent action, this fee was approved to be increased from $49 per semester credit hour to $73 per semester credit hour, effective fall 2018. There was no increase in designated tuition.

With respect to designated tuition and the fixed-rate tuition plan (FRTP), Texas Education Code (TEC) 54.017 provides the opportunity for entering undergraduate or transfer undergraduate students the opportunity to select a fixed-tuition price plan under which the institution agrees not to increase tuition charges per semester credit hour for a participating student for at least the first 12 consecutive semesters that occur after the date of the student's initial enrollment at any public or private institution of higher education. Under the FRTP arrangement, a student who selects the plan pays a premium to freeze tuition costs for the term of the respective student's plan.

The legislative requirement to offer a fixed-cost option applies to tuition only. With respect to fees, TEC 54.017 specifies that fees charged by an institution to a student participating in a fixed-tuition price plan under this section may not exceed the fees charged by the institution to a similarly situated student who elects not to participate in the plan.

Recommendation:

To recognize the fixed-rate tuition agreements for fiscal years prior to and including 2018, the administration recommends the university services fee be fixed at $49 per semester credit hour for the respective cohorts that selected a fixed-rate tuition plan that was effective for fiscal year 2018 and prior fiscal years.

For eligible students who enter the university in the fall 2018 semester and wish to enter into a fixed-rate tuition plan, it is also recommended that designated tuition be established at $226 per semester credit hour for the 2018-19 cohort. That amount will not increase for eligible students for twelve consecutive semesters that occur after the date of the students' initial enrollment at any public or private higher education institution. Consistent with TEC 54.017, it is further recommended that fee increases that are effective for fall 2018 and in subsequent fiscal years be applied to all students except for those exempted by legislative statutes or waivers by the SFA Board of Regents.

Presentation and Committee Action on Agenda Item 23:

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

Explanation:

The Board Rules and Regulations state that the Finance and Audit Committee will consider: budgeting and appropriations request processes; all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs including, but not limited to, student housing and the athletic department; handling of university funds, depositories, etc., whether from appropriated or contributed funds; and the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 4:

Cellular Telephones and Wireless Communication
    Devices 3.6
Computer Purchase and Replacement 17.4
Establishing a New Departmental Account:
    Fund-Organization-Program (FOP) 3.12
Expenditure Authority for Financial Transactions 3.13
Financial Exigency 3.15

Danny Gallant
Vice President for Finance and Administration

Steve Westbrook
Vice President for University Affairs

Damon Derrick
General Counsel

Presentation and Committee Action on Agenda Item 24:

DUAL CREDIT ENROLLMENT

Explanation:

At the April 15, 2014 meeting the regents approved the concurrent enrollment dual credit cost for eligible high school students at $50 per semester credit hour plus any applicable course and distance education fees. The cost became effective for the fall 2015 semester and excluded summer enrollment. Since that time the university has worked to strengthen dual credit relationships with area school districts.

Recommendation:

The administration recommends the dual credit cost of $50 per semester credit hour plus applicable course and distance education fees apply to all academic semesters for eligible dual credit students.

Danny Gallant
Vice President for Finance and Administration

Steve Bullard
Provost and Vice President for Academic Affairs

Report: Contract Monitoring Report	Danny Gallant Vice President for Finance and Administration
Recess Finance and Audit Committee Meeting to 2:30 p.m. Monday afternoon (Approximately 10:30 a.m.)	**Alton Frailey** **Committee Chair**

Academic and Student Affairs Committee Meeting
(Scheduled at approximately 10:30 a.m.)

Call to Order in Open Session Members: Scott Coleman, Brigettee Henderson, Maggie Wright, David Alders	Nelda Blair Committee Chair
Reports: Dr. Kim Childs, Sciences and Mathematics Dr. Hans Williams, Forestry and Agriculture	Steve Bullard Provost and Vice President for Academic Affairs

Presentation and Committee Action on Agenda Item 10: <u>CURRICULUM CHANGES</u> Explanation: Changes in curriculum originate in the departments and are reviewed by the colleges and university curriculum committees, the graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board. Recommendation: It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes listed in Appendix 1 to be effective for fall 2018.	Steve Bullard Provost and Vice President for Academic Affairs

Presentation and Committee Action on Agenda Item 11:

<u>LOW-PRODUCING PROGRAMS</u>

Steve Bullard
Provost and Vice President for Academic Affairs

Explanation:

The Texas Higher Education Coordinating Board in accordance with Texas Education Code, Chapter 61, Subchapter C, Section 61.0512 and according to Texas Administrative Code Title 10, Chapter 4, Subchapter R, Rules 4.285 to 4.290 conducted the annual review of Low-Producing Degree Programs.

Standards for numbers of graduates of Low-Producing Degree Programs are:
- fewer than 25 graduates in five years for undergraduate programs,
- fewer than 15 graduates in five years for master's programs, and
- fewer than 10 graduates in five years for doctoral programs.

After the review of SFA programs, the Coordinating Board staff recommended the following programs for consolidation or closure.

List of Low-Producing Programs Three Years in a Row Academic Year 2017 Review		Review Year		
		AY 15	AY 16	AY 17
Agricultural Engineering Technology	BSAG	23	23	24
Agricultural Development Production	BSAG	16	19	23
Poultry Science	BSAG	17	16	13
Forestry	PhD	7	7	9
Forest Management	BSF	24	23	19
School Mathematics Teaching	MS	0	4	5
Chemistry	BS	14	15	20
Economics	BA	14	14	12
Art History	BA	15	14	11

If a governing board does not accept the recommendation, the institution must identify the programs recommended for consolidation or closure on its next Legislative Appropriation Request (LAR). An institution must develop a plan for the degree program to achieve the minimum standard for the degree awarded, or if the standard is not attainable, the institution needs to provide a rationale describing the merits of continuing the degree program. See Appendix 2 for executive summaries.

Recommendation:

After reviewing the program data for each of the programs THECB recommended for consolidation or closure, the administration recommends the approval of the following actions for SFA low-producing programs.

List of Low-Producing Programs Three Years in a Row Academic Year 2017 Review		Program Request
Agricultural Engineering Technology	BSAG	Consolidate
Agricultural Development Production	BSAG	Consolidate
Poultry Science	BSAG	Consolidate
Forestry	PhD	Continue*
Forest Management	BSF	Consolidate
School Mathematics Teaching	MS	Continue*
Chemistry	BS	Continue*
Economics	BA	Continue*
Art History	BA	Close

*must be included in Legislative Appropriations Request

Presentation and Committee Action on Agenda Item 12:

<u>APPROVAL OF ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS</u>

Explanation:

The *Board Rules and Regulations* state that the Academic and Student Affairs Committee will consider: the curricula of the various colleges and departments of the university with any other matters dealing with academic programs and the progress thereof; the research programs within the university and their relationship to all graduate education; student affairs within the university; and personnel matters within the university.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 3:

At-Will Employment 11.12
Commencement 6.8
Digital Millennium Copyright 9.3
Employee Scholarship Program 12.5
Extra-Institutional Learning Experiences in the BAAS Degree 5.11
Faculty-Staff ID Cards 10.7 (To Be Deleted)
Human Research Subjects Protection 8.4
Information Security for Portable Devices 14.6
Mobile Device Applications 15.2
Off-Campus Credit Courses 5.13

Steve Bullard
Provost and Vice President for Academic Affairs

Danny Gallant
Vice President for Finance and Administration

Steve Westbrook
Vice President for University Affairs

Damon Derrick
General Counsel

Report: Center for Career and Professional Development Update	Steve Westbrook Vice President for University Affairs
Adjourn Academic and Student Affairs Committee **(Scheduled for approximately 12:00 noon)**	**Nelda Blair** **Committee Chair**

The board will recess at approximately 12:00 noon for lunch, followed by a tour of the STEM building construction. A quorum is expected to be present but no action will be taken. The meeting will reconvene at approximately 2:30 p.m.

Reconvene Finance and Audit Committee (Scheduled for approximately 2:30 p.m.)	Alton Frailey Committee Chair
Report: Marketing Update Richards Carlberg	Jill Still Vice President for University Advancement

Presentation and Committee Action on Agenda Item 25: APPROVAL OF THE 2018-2019 MARKETING CAMPAIGN CONTRACT Explanation: Richards Carlberg has presented the proposed 2018-2019 marketing campaign concept and budget (including website development) for the board's approval. Recommendation: The administration recommends that the 2018-2019 marketing campaign concept and budget (including website development) be approved as presented by Richards Carlberg at a cost not to exceed $930,792 and the president be authorized to sign associated contracts or agreements. The source of funds is designated funds.	Jill Still Vice President for University Advancement
Adjourn Finance and Audit Committee (Scheduled for approximately 4:00 p.m.)	**Alton Frailey** **Committee Chair**
Board of Regents Committee of the Whole Reconvene in Open Session at approximately 4:00 p.m. **Recess Board of Regents Meeting to 9:00 a.m. on Tuesday, April 24, 2018.**	**David Alders** **Chair**

Stephen F. Austin State University
Board of Regents
Meeting 316
Tuesday, April 24, 2018
9:00 a.m.

Call to Order (Scheduled 9:00 a.m.)	David Alders Board Chair
Pledge to the Flags I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all. Honor the Texas flag, I pledge allegiance to thee; Texas, one state under God, one and indivisible.	Regent
Invocation	Regent
Installation of Chair-Elect Brigettee Henderson	David Alders

Special Recognitions	Baker Pattillo President
Men's Basketball Team	
Sylvans Forestry Club	
Full Professors and Librarian IV	
Professors Emeritus	
Regents Professor	
Dustin Sturdivant, Special Olympics USA Games Official	
Texas Intercollegiate Press Association Award Winners	
SFA Pom Squad, First Place NCA/NDA Collegiate National Championship	
SFA Dance Marathon	
Judith Kruwell, Director of Financial Services	
Caitlin Cummins, Graduate Assistant	
Ireland Parade – David Campo and Tamey Anglley	
Steve McCarty	
Robert Hill	

Break

BOARD CONSIDERATION OF PAST MINUTES

Board Action on Agenda Item 1: APPROVAL OF MINUTES OF JANUARY 29 AND 30, 2018, AND MARCH 19, 2018, BOARD OF REGENTS MEETINGS Explanation: The minutes of the January 29 and 30, 2018, regular meeting of the Board of Regents (Meeting 314), and the March 9, 2018, special meeting of the Board of Regents (Meeting 315) are included in this report. Recommendation: It is recommended by the administration that the minutes of the January 29 and 30, 2018, and the March 9, 2018, meetings be approved as presented.	Brigettee Henderson Chair

BOARD CONSIDERATION OF PERSONNEL AGENDA ITEMS 2 - 9

Presentation and Board Action on Agenda Item 2:

FACULTY APPOINTMENTS

Explanation:

Faculty appointments are recommended by the department chair and approved by the appropriate dean, provost/vice president for academic affairs and the president. Each appointment states salary and percentage of time employed, designates the semester or academic year (September through May) and states the effective date of employment. In addition, last degree and granting institution are included for first-time appointments.

Recommendation:

It is recommended by the administration that the following faculty appointments be approved.

COLLEGE OF FINE ARTS

Jack Heifner, B.A. (Southern Methodist University), Visiting Professor of Theatre, at a 4.5-month salary of $40,760 for 100 percent time, effective January 1, 2018.

Baker Pattillo
President

Steve Bullard
Provost and Vice President for Academic Affairs

Presentation and Board Action on Agenda Item 3:

STAFF APPOINTMENTS

Explanation:

Staff appointments are recommended by the department chair or director and approved by the appropriate dean (if applicable), vice president and/or president. Each appointment states salary, percentage of time employed, and designates the effective date of employment.

Recommendation:

It is recommended by the administration that the following staff appointments be approved.

ATHLETICS

Kevin Barbay, Assistant Football Coach, at an annual salary of $80,000 for 100 percent time, effective March 1, 2018.

Jeffrey Bowen, Assistant Football Coach, at an annual salary of $60,000 for 100 percent time, effective March 1, 2018.

Daniel Clark, Assistant Football Coach, at an annual salary of $80,000 for 100 percent time, effective March 1, 2018.

Nicholas Guerra, Assistant Track Coach (Temporary), at an annual salary of $29,144 for 100 percent time, effective January 11, 2018.

Ashley Schevers, Assistant Soccer Coach, at an annual salary of $33,000 for 100 percent time, effective February 21, 2018.

Baker Pattillo
President

Steve Bullard
Provost and Vice President for Academic Affairs

Danny Gallant
Vice President for Finance and Administration

Steve Westbrook
Vice President for University Affairs

CAMPUS RECREATION

Kathryn Blevins, Coordinator of Campus Recreation (Promotions and Sponsorships), at an annual salary of $35,000 for 100 percent time, effective March 19, 2018.

COLLEGE OF FORESTRY AND AGRICULTURE

Dustin Black, Beef Farm Supervisor, at an annual salary of $44,498 for 100 percent time, effective March 19, 2018.

Henry Still, Broiler Research Center Supervisor, at an annual salary of $41,792 for 100 percent time, effective January 15, 2018.

CONTROLLER'S OFFICE

Cristin Crofford, Accountant II, at an annual salary of $52,000 for 100 percent time, effective March 19, 2018.

HEALTH SERVICES

Bonnie Ryan, Physician Assistant, at an annual salary of $85,680 for 100 percent time, effective January 15, 2018.

INFORMATION TECHNOLOGY SERVICES

E. Anthony Espinoza, Chief Information Officer, at an annual salary of $175,000 for 100 percent time, effective February 12, 2018.

RESIDENCE LIFE

Miguel Najera, Hall Director, at an annual salary of $29,735 for 100 percent time, effective February 5, 2018.

Presentation and Board Action on Agenda Item 4:

CHANGES OF STATUS

Explanation:

Changes of status include changes in appointment, percentage of time, salary or semesters. These changes are initiated by the department chair or director and routed through administrative channels for approval.

Recommendation:

It is recommended by the administration that the following changes of status be approved.

ATHLETICS

Benjamin Beasley, from Assistant Football Coach at an annual salary of $57,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $59,000 for 100 percent time, effective March 1, 2018.

Jeffrey Byrd, from Assistant Football Coach at an annual salary of $93,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $95,000 for 100 percent time, effective March 1, 2018.

Brionne Clark, from Assistant Track Coach at an annual salary of $29,143 for 100 percent time, to Assistant Track Coach with a change in job assignment at an annual salary of $30,386 for 100 percent time, effective February 1, 2018.

Michael Courtney, from Assistant Track Coach at an annual salary of $30,385 for 100 percent time, to Assistant Track Coach with a change in job assignment at an annual salary of $32,518 for 100 percent time, effective February 1, 2018.

Baker Pattillo
President

Steve Bullard
Provost and Vice President for Academic Affairs

Danny Gallant
Vice President for Finance and Administration

Steve Westbrook
Vice President for University Affairs

Tony Gilbert, from Assistant Football Coach at an annual salary of $57,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $59,000 for 100 percent time, effective March 1, 2018.

Jeremy Hammock, from Assistant Football Coach at an annual salary of $59,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $62,000 for 100 percent time, effective March 1, 2018.

Thomas Howe, from Assistant Football Coach at an annual salary of $64,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $67,000 for 100 percent time, effective March 1, 2018.

Jessica Mayol, from Assistant Athletic Trainer (Temporary) at an annual salary of $24,438 for 50 percent time, to Athletic Trainer at an annual salary of $55,000 for 100 percent time, effective March 5, 2018.

Jeremy Moses, from Assistant Football Coach at an annual salary of $55,000 for 100 percent time, to Assistant Football Coach with a change in job assignment at an annual salary of $57,000 for 100 percent time, effective March 1, 2018.

COLLEGE OF FINE ARTS

Richard Berry, from Dean of Graduate Studies at an annual salary of $155,108 for 100 percent time, to Professor of Music at an academic year salary of $80,000 for 100 percent time, effective January 16, 2018.

COLLEGE OF SCIENCES AND MATHEMATICS

Laurel Matthews, from Clinical Instructor of Nursing at an academic year salary of $45,000 for 100 percent time, to Clinical Instructor of Nursing with a change in job assignment at an academic year salary of $54,000 for 100 percent time, effective January 1, 2018.

CONTROLLER'S OFFICE

Eric Ashworth, from Accountant III at an annual salary of $57,632 for 100 percent time, to Assistant Controller at an annual salary of $90,000 for 100 percent time, effective February 1, 2018.

Renea McDaniel, from Payroll Specialist at an annual salary of $39,723 for 100 percent time, to Payroll Manager at an annual salary of $62,000 for 100 percent time, effective February 1, 2018.

Jacob Seamans, from Accountant II at an annual salary of $45,813 for 100 percent time, to Accountant III at an annual salary of $62,000 for 100 percent time, effective February 1, 2018.

EARLY CHILDHOOD LABORATORY

Abigail Meyers, Teachers Aide at an annual salary of $20,993 for 100 percent time, to Teacher at an annual salary of $38,150 for 100 percent time, effective March 5, 2018.

HUMAN RESOURCES

Katie McClain, from Human Resources Representative at an annual salary of $44,900 for 100 percent time, to Human Resources Analyst at an annual salary of $55,000 for 100 percent time, effective November 6, 2017.

John Wyatt, from Assistant Director of Human Resources at an annual salary of $73,500 to Assistant Director of Human Resources with additional supervisory responsibilities at an annual salary of $77,200 for 100 percent time, effective November 6, 2017.

RESEARCH AND GRADUATE STUDIES

Pauline Sampson, from Professor of Secondary Education at an annual salary of $84,299 for 100 percent time, to Dean of Research and Graduate Studies at an annual salary of $150,000 for 100 percent time, effective January 16, 2018.

RESIDENCE LIFE

Heather Burns, from Hall Director at an annual salary of $30,000 for 100 percent time, to Area Coordinator at an annual salary of $35,000 for 100 percent time, effective October 16, 2017.

Carla Chumley, from Business Supervisor at an annual salary of $44,703 for 100 percent time to Administrative Supervisor at an annual salary of $51,000 for 100 percent time, effective February 1, 2018.

Donna Hammond, from Residence Life Specialist III at an annual salary of $35,852 for 100 percent time, to Manager of Residence Life Assignments at an annual salary of $40,000 for 100 percent time, effective February 1, 2018.

UNIVERSITY AFFAIRS

Laura Turner, from Coordinator of Support Services at an annual salary of $46,358 for 100 percent time, to Budget Analyst at an annual salary of $62,000 for 100 percent time, effective March 5, 2018.

Presentation and Board Action on Agenda Item 5:	Steve Bullard Provost and Vice President for Academic Affairs

PROMOTIONS

Explanation:

Promotions are initiated at the departmental level by one of the following methods: a faculty member submits an application for promotion on his/her own behalf or is recommended for promotion by his/her department chair. The application/recommendation is reviewed, ranked, and recommended or not recommended for approval by the departmental faculty at or above the rank sought, department chair, dean, provost/academic vice president and president. Promotions recommended for approval by the president are submitted to the board for promotion consideration.

Recommendation:

It is recommended by the administration that the following individuals be granted promotion to the academic rank indicated:

To Assistant Professor, effective spring 2018:

Kimberly Deaton, Nursing

To Associate Professor, effective fall 2018:

Nikki Shoemaker, Accounting

Justin Blount, Business Communications and Legal Studies

Carol Wright, Business Communications and Legal Studies

Adam Akerson, Elementary Education

Lauren Burrow, Elementary Education

Deborah Williams, Elementary Education

Gina Causin, Human Sciences

Hyunsook Kang, Human Sciences

Kathy (Lorna) Sheriff, Human Services

Candice Hicks, Art

Steven Estrada, Psychology

Donald Gooch, Government

Milton Hill, Government

Andrew Lannen, History

Brook Poston, History

John Mehaffey, Agriculture

Erin Bailey, Nursing

Della Connor, Nursing

Tamara Harris, Nursing

Daniel Bennett, Biology

To Professor, effective fall 2018:

Michelle Williams, Elementary Education

David Campo, Music

Lauren Selden, Art

Courtney Carney, History

Steven Marsden, English and Creative Writing

Kevin West, English and Creative Writing

Sudeshna Roy, Languages, Cultures and
Communication

Juan Carlos Urena, Languages, Cultures and
Communication

Matthew Beauregard, Mathematics and Statistics

Kent Riggs, Mathematics and Statistics

To Professor Emeritus, effective fall 2018:

Michael Pickard, Computer Science

Alan Sowards, Elementary Education

To Librarian II, effective fall 2018:

Janie Richardson, Research and Instructional Services

To Librarian III, effective fall 2018:

Edward Iglesias, Library Web Services

To Librarian IV, effective fall 2018:

Tina Oswald, Research and Instructional Services

Presentation and Board Action on Agenda Item 6: TENURE Explanation: Tenure is awarded by the Board of Regents to those faculty members who are recommended by the president. Applications of individuals for tenure are reviewed by departmental and college committees and by a department chair, dean and provost/vice president of academic affairs prior to recommendation to the president. Recommendation: It is recommended by the administration that academic tenure be awarded to the following individuals, effective fall 2018. Nikki Shoemaker, Accounting Justin Blount, Business Communication and Legal Studies Adam Akerson, Elementary Education Lauren Burrow, Elementary Education Scott Bailey, Secondary Education and Educational Leadership Gina Causin, Human Sciences Brandon Fox, Elementary Education Suzanne Maniss, Human Services Raul Prezas, Human Services Kathy (Lorna) Sheriff, Human Services	Steve Bullard Provost and Vice President for Academic Affairs

Candice Hicks, Art

Steven Estrada, Psychology

Donald Gooch, Government

Milton Hill, Government

Brook Poston, History

John Mehaffey, Agriculture

Erin Bailey, Nursing

Della Connor, Nursing

Tamara Harris, Nursing

Matthew Beauregard, Mathematic and Statistics

Daniel Bennett, Biology

Presentation and Board Action on Agenda Item 7:

FACULTY DEVELOPMENT LEAVE

Explanation:

Under law passed by the legislature and policies approved by the Board of Regents within funds available, faculty members may apply for one semester leave at full pay or leave for one academic year at half pay. Applications are reviewed by an elected faculty committee, which makes recommendations to the provost and vice president for academic affairs. Following review by the president, recommendations are made to the Board of Regents.

Recommendation:

It is recommended by the administration that the faculty members listed below be awarded faculty development leave for the semester indicated.

Fall 2018:

Nathan Nabb, Music

Matthew McBroom, Forestry

Linda Post, Art

Spring 2019:

Keith Hubbard, Mathematics and Statistics

Matthew Kwiatkowski, Biology

Steve Bullard
Provost and Vice President for Academic Affairs

Presentation and Board Action on Agenda Item 8:	Steve Bullard
	Provost and Vice President for Academic Affairs

REGENTS PROFESSORSHIP FOR 2018-2019

Explanation:

Nominations for Regents Professorships are sought from the faculty. The academic deans, with the assistance of previous Regents Professors, review the nominations and make recommendations to the provost and vice president for academic affairs. Regents Professors receive a medal and a $2,000 grant to support their efforts.

Recommendation:

It is recommended by the administration that the following be awarded a Regents Professorship for the academic year 2018-2019:

Dr. DawnElla Rust, Professor of Kinesiology and
    Health Science

Presentation and Board Action on Agenda Item 9:

RETIREMENTS

Explanation:

Retirements are initiated at the departmental level and processed through administrative channels.

Recommendation:

It is recommended by the administration that the following retirements be accepted:

Fred Allen, Director of Bands, with 24 years of service, effective May 31, 2018.

Mary Nelle Brunson, Associate Provost and Vice President for Academic Affairs, with 25 years of service, effective August 31, 2018.

Susan Clarke, Librarian IV in Steen Library, with 27 years of service, effective February 28, 2018.

Dalyce Franks, Assistant Director of Accounting Operations, with 10 years of service, effective March 31, 2018.

Dewain Ray Robberson, Manager of Building Trades and Mechanical Maintenance for Physical Plant, with 14 years of service, effective February 28, 2018.

Steve Bullard
Provost and Vice President for Academic Affairs

Danny Gallant
Vice President for Finance and Administration

Report and Board Action on Agenda Item 10:

CURRICULUM CHANGES

Explanation:

Changes in curriculum originate in the departments and are reviewed by the colleges and university curriculum committees, the graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board.

Recommendation:

It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes listed in Appendix 1 to be effective for fall 2018.

Report and Board Action on Agenda Item 11:

LOW-PRODUCING PROGRAMS

Explanation:

The Texas Higher Education Coordinating Board in accordance with Texas Education Code, Chapter 61, Subchapter C, Section 61.0512 and according to Texas Administrative Code Title 10, Chapter 4, Subchapter R, Rules 4.285 to 4.290 conducted the annual review of Low-Producing Degree Programs.

Standards for numbers of graduates of Low-Producing Degree Programs are:
- fewer than 25 graduates in 5 years for undergraduate programs,
- fewer than 15 graduates in 5 years for master's programs, and
- fewer than 10 graduates in 5 years for doctoral programs.

After the review of SFA programs, the Coordinating Board staff recommended the following programs for consolidation or closure.

List of Low-Producing Programs Three Years in a Row Academic Year 2017 Review		Review Year		
		AY 15	AY 16	AY 17
Agricultural Engineering Technology	BSAG	23	23	24
Agricultural Development Production	BSAG	16	19	23
Poultry Science	BSAG	17	16	13
Forestry	PhD	7	7	9
Forest Management	BSF	24	23	19
School Mathematics Teaching	MS	0	4	5
Chemistry	BS	14	15	20
Economics	BA	14	14	12
Art History	BA	15	14	11

If a governing board does not accept the recommendation, the institution must identify the programs recommended for consolidation or closure on its next Legislative Appropriation Request (LAR). An institution must develop a plan for the degree program to achieve the minimum standard for the degree awarded, or if the standard is not attainable, the institution needs to provide a rationale describing the merits of continuing the degree program.

Recommendation:

After reviewing the program data for each of the programs THECB recommended for consolidation or closure, the administration recommends the approval of the following actions for SFA low-producing programs. See Appendix 2 for executive summaries.

List of Low-Producing Programs Three Years in a Row Academic Year 2017 Review		Program Request
Agricultural Engineering Technology	BSAG	Consolidate
Agricultural Development Production	BSAG	Consolidate
Poultry Science	BSAG	Consolidate
Forestry	PhD	Continue*
Forest Management	BSF	Consolidate
School Mathematics Teaching	MS	Continue*
Chemistry	BS	Continue*
Economics	BA	Continue*
Art History	BA	Close

*Must be included in Legislative Appropriations Request

Report and Board Action on Agenda Item 12:

APPROVAL OF ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Academic and Student Affairs Committee will consider: the curricula of the various colleges and departments of the university with any other matters dealing with academic programs and the progress thereof; the research programs within the university and their relationship to all graduate education; student affairs within the university; and personnel matters within the university.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 4.

At-Will Employment 11.12
Commencement 6.8
Digital Millennium Copyright 9.3
Employee Scholarship Program 12.5
Extra-Institutional Learning Experiences in the BAAS Degree 5.11
Faculty-Staff ID Cards 10.7 (To Be Deleted)
Human Research Subjects Protection 8.4
Information Security for Portable Devices 14.6
Mobile Device Applications 15.2
Off-Campus Credit Courses 5.13
Out-of-State Electronic Fee 3.24
Parking and Traffic Regulations 13.14
Probationary Period of Employment 11.21
State Publications 2.14 (New)
Student ID Cards 10.7 (To Be Deleted)
University ID Cards 14.13 (New)
Use of Electronic Information Resources 16.32

BUILDING AND GROUNDS COMMITTEE REPORT:
Consideration of Agenda Items 13 – 18

Bob Garrett
Chair

Report and Board Action on Agenda Item 13:

NAMING OF A PORTION OF THE THIRD FLOOR, McGEE BUILDING (Executive Session Item)

Explanation:

In accordance with Board Rules and Regulations, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the University. The Board will consider the appropriate naming of an innovation hub to be constructed and located on the third floor of the McGee Building, which houses the Nelson Rusche College of Business, contingent upon receipt of the full amount of the gift according to a mutually agreed upon Memorandum of Understanding.

Recommendation:

It is recommended by the administration that the board of regents name an innovation hub to be constructed and located on the third floor of the McGee Building as the Naymola Innovation Hub, in honor of Walter E. "Loddie" Naymola, contingent upon receipt of the full amount of the gift.

Report and Board Action on Agenda Item 14:

NAMING OF THE DEPARTMENT OF ECONOMICS AND FINANCE LOBBY, THIRD FLOOR, McGEE BUILDING (Executive Session Item)

Explanation:

In accordance with Board Rules and Regulations, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the University. The Board will consider the appropriate naming of a lobby to be constructed and located within the department of economics and finance located on the third floor of the McGee Building, which houses the Nelson Rusche College of Business.

Recommendation:

It is recommended by the administration that the board of regents name the lobby to be constructed and located within the department of economics and finance on the third floor of the McGee Building, as the Michael J. Hopkins Lobby.

Report and Board Action on Agenda Item 15:

STEM BUILDING PROJECT REVISION RATIFICATION

Explanation:

At the July 28, 2015 meeting the regents approved the construction of a STEM Building using tuition revenue bond proceeds, at a cost not to exceed $46,400,000. The regents also selected an architect and construction manager at risk (CMR) for project design and construction. Consistent with SFA policy 1.4, Items Requiring Board of Regents Approval, the CMR gross maximum price (GMP) was reported to the building and grounds committee.

As the project has neared completion, project contingency savings have been identified to complete initiatives that were planned if savings were available. Those specific initiatives were not included in the initial project scope or the CMR's GMP.

The CMR has established a cost of $2,969,875 to complete the building's fourth floor, reconstruct Clark Boulevard, and expand facility parking. With the additional project scope, the GMP will increase from $36,782,440 to $39,752,315. The GMP increase is within the approved project budget amount of $46,400,000.

Recommendation:

The administration recommends approval and ratification of the construction manager at risk GMP increase from $36,782,440 to $39,752,315. The administration also recommends the president be authorized to sign all associated contracts and purchase orders.

Report and Board Action on Agenda Item 16:

BASKETBALL STRENGTH AND CONDITIONING ROOM RENOVATION AND EQUIPMENT PURCHASE

Explanation:

The university men's and women's basketball programs need a strength and conditioning room that supports physical training and conditioning. In addition to training preparation, an enhanced physical training program will support rehabilitation for both programs. With limited space within Johnson Coliseum, the only viable space option is the old rifle range on the southwest corner of the lower level, which is currently being used to store items for graduation ceremonies and other events.

Recommendation:

The administration recommends conversion and renovation of the old university rifle range to provide a strength and conditioning room for the men's and women's basketball programs, and in addition, fund the purchase of strength and conditioning equipment necessary to outfit the fitness room, at a total cost not to exceed $725,000. The source of funds will be designated fund balance.

Report and Board Action on Agenda Item 17:

TRANSPORT TRUCK AND ASSOCIATED EQUIPMENT PURCHASE

Explanation:

Currently, all equipment necessary to support graduation ceremonies is stored in the old rifle range in the southwest corner of the Johnson Coliseum's lower floor. The equipment includes stage sections, premium hard wood chairs, folding chairs, protective floor matting, equipment rolling carts, and other items. Plans are being made to convert the old rifle range into a strength and conditioning room for the men's and women's basketball programs.

Since the coliseum has no alternative space available, the graduation equipment stored in the old rifle range must be relocated off-site, thus requiring transport before and after commencement ceremonies. SFA does not have a vehicle that would facilitate transport of this type of equipment. Additionally, throughout the year the physical plant's special services unit moves furniture, equipment, tables, chairs, and printed materials for campus departments. A covered box truck would provide a weather-proof, safe, and secure transport vehicle for commencement equipment transport and other campus purposes.

Recommendation:

The administration recommends purchasing a box truck and all necessary equipment to transport graduation equipment and other institutional equipment at a cost not to exceed $200,000. The source of funds is the higher education fund. The administration further recommends presidential authorization to sign associated purchase orders and contracts.

Report and Board Action on Agenda Item 18:

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS:

Explanation:

The *Board Rules and Regulations* state that the Building and Grounds Committee will consider:
- use and occupancy of university property; and
- planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revision as presented in Appendix 4:

Security Systems 14.10
Solicitation on Campus 16.25
The Ed and Gwen Cole Art Center and the Griffith Gallery 16.27

Report and Board Action on Agenda Item 19:

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the director of audit services shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The director of audit services reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes:

- Benefit Proportionality

- Student Affairs Programs

- Enrollment Management

- Biology

- Physics, Engineering and Astronomy

- Risk Assessment

- Update on Audit Plan

Recommendation:

The Finance and Audit Committee recommends that the Board of Regents acknowledge receipt of the audit services report as presented.

Report and Board Action on Agenda Item 20:

ADOPTION OF FISCAL YEAR 2017-18 SUMMER BUDGET

Explanation:

The fiscal year 2017-18 summer budget contains two regular summer semesters and a mini-semester. The 2017-18 annual budget includes summer reserve funds of $2,253,738 that are used to support summer school salaries and benefits. In addition, designated and contingency funds of $926,268 and $350,000 of salary savings are used to support summer budget salaries and initiatives.

Recommendation:

The administration recommends approval of the fiscal year 2017-18 summer budget that totals $3,530,006. Education and General and Designated Funds provide financial support for the summer budget.

Report and Board Action on Agenda Item 21:

GRANT AWARDS

Explanation:

To date, the university has received multi-year grant awards during fiscal year 2018 totaling $15,014,065, an increase of $31,935 since the last report. Of this total, grant awards allocable to fiscal year 2018 are currently $ 4,747,394, an increase of $21,935 since the last report.
The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2018 grant awards that total $21,935. The grant awards are detailed in Appendix 3.

Report and Board Action on Agenda Item 22:

FIXED-TUITION PRICE PLAN FOR FISCAL YEAR 2019

Explanation:

Texas Education Code (TEC) 54.017 provides the opportunity for entering undergraduate students, including undergraduate students who transfer to the institution, the opportunity to participate in a fixed-tuition price plan (FTPP) under which the institution agrees not to increase tuition charges per semester credit hour for a participating student for at least the first 12 consecutive semesters that occur after the date of the student's initial enrollment at any public or private institution of higher education. Summer enrollment is considered to be one semester. Undergraduate transfer students who choose to participate in the FTPP will be placed in the SFA fiscal year fixed-tuition plan cohort that aligns with their initial enrollment at any public or private institution of higher education.

The legislative requirement to offer a fixed-tuition price plan applies to tuition only. With respect to fees, TEC 54.017 specifies that fees charged by an institution to a student participating in a fixed-tuition price plan under this section may not exceed the fees charged by the institution to a similarly situated student who elects not to participate in the plan.

Recommendation:

For an eligible undergraduate student who enters the university during fiscal year 2019 and chooses to participate in a fixed-tuition price plan, the administration recommends the fixed-tuition price be established at $226 per semester credit hour. For an undergraduate transfer student who enters the university during fiscal year 2019 and chooses to participate in a fixed-tuition price plan, the administration recommends the fixed-tuition price be established at the SFA fiscal year fixed-tuition plan cohort rate that aligns with the date of the student's initial enrollment at any public or private institution of higher education.

Report and Board Action on Agenda Item 23:

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

Explanation:

The Board Rules and Regulations state that the Finance and Audit Committee will consider: budgeting and appropriations request processes; all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs including, but not limited to, student housing and the athletic department; handling of university funds, depositories, etc., whether from appropriated or contributed funds; and the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 4:

Cellular Telephones and Wireless Communication Devices 3.6
Computer Purchase and Replacement 17.4
Establishing a New Departmental Account:
    Fund-Organization-Program (FOP) 3.12
Expenditure Authority for Financial Transactions 3.13
Financial Exigency 3.15
Gramm Leach Bliley Act Required Information Security 14.4
Identity Theft Prevention 14.5
Insurance and Other Benefits 12.10
Restrictions on Contracting with and Paying Certain Vendors 17.23

Report and Board Action on Agenda Item 24:

DUAL CREDIT ENROLLMENT

Explanation:

At the April 15, 2014 meeting the regents approved the concurrent enrollment dual credit cost for eligible high school students at $50 per semester credit hour plus any applicable course and distance education fees. The cost became effective for the fall 2015 semester and excluded summer enrollment. Since that time the university has worked to strengthen dual credit relationships with area school districts.

Recommendation:

The administration recommends the dual credit cost of $50 per semester credit hour plus applicable course and distance education fees apply to all academic semesters for eligible dual credit students.

Report and Board Action on Agenda Item 25:

APPROVAL OF THE 2018-2019 MARKETING CAMPAIGN CONTRACT

Explanation:

Richards Carlberg has presented the proposed 2018-2019 marketing campaign concept and budget (including website development) for the board's approval.

Recommendation:

The administration recommends that the 2018-2019 marketing campaign concept and budget (including website development) be approved as presented by Richards Carlberg at a cost not to exceed $930,792 and the president be authorized to sign associated contracts or agreements. The source of funds is designated funds.

REPORTS	
Report from the President • Dates • Commencement • Legislative Update • Student Regent	Baker Pattillo President
Report from the Faculty Senate • Career Ladder Proposal for Non-Tenure Track Faculty • Academic Excellence Initiative • Faculty Accomplishments	Le'Ann Solmonson Faculty Senate Chair
Report from the Student Government Association • Archie McDonald Speakers Series • SGA Accomplishments • SGA Goals • SGA Election Results • Personal Reflections	Jessie Jenkins SGA President
Appointment of Board of Regents Committees for 2018-2019	Brigettee Henderson Chair
Adjournment of Meeting (Approximately 10:30 a.m.)	**Brigettee Henderson** **Chair**

Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
January 28, 29 and 30, 2018
Austin Building 307
Meeting 314

Sunday, January 28, 2018

The regular meeting of the Board of Regents was called to order in open session at 5:05 p.m. on Sunday, January 28, 2018, by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
                   Mrs. Nelda Blair
                   Dr. Scott Coleman
                   Mrs. Karen Gantt
                   Mr. Bob Garrett
                   Mrs. Brigettee Henderson
                   Mr. Tom Mason
                   Mr. Ken Schaefer
                   Ms. Maggie Wright, student member

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 Alton Frailey was unable to attend the meeting.

The chair offered congratulations to reappointed regents Brigettee Henderson and Ken Schaefer and welcomed newly appointed regents Karen Gantt and Tom Mason.

BOARD ORDER 18-07
Upon motion by Regent Blair, seconded by Regent Garrett, with all members voting aye, the Board of Regents ordered that the following agenda item be approved:

APPROVAL OF THE SFA CHARTER SCHOOL 2016-2017 AUDITED FINANCIAL STATEMENTS

The Board of Regents approved the August 31, 2017, SFA Charter School audit financial statements, as presented.

The chair called for an executive session at 5:19 p.m. to consider the following items:

Deliberations Regarding Security Devices or Security Audits (Texas Government Code, Section 551.076)
- Report from interim chief information officer
- Information Technology Audit Security Report

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

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 chief information officer, the executive director of enrollment management, the dean of research and graduate studies, the head football coach, 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, intellectual property, *Geralyn Franklin v. SFASU*, and *Courtney Christensen v. SFASU, et al.* (Texas Government Code, Section 551.071)

The executive session ended at 7:26 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

Monday, January 29, 2018

The regular meeting of the Board of Regents was called to order in open session at 8:04 a.m. on Monday, January 29, 2018, by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
                    Mrs. Nelda Blair
                    Dr. Scott Coleman
                    Mrs. Karen Gantt
                    Mr. Bob Garrett
                    Mrs. Brigettee Henderson
                    Mr. Tom Mason
                    Mr. Ken Schaefer
                    Ms. Maggie Wright, student member

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 Alton Frailey was unable to attend the meeting.

The chair acknowledged reappointed regents Brigettee Henderson and Ken Schaefer and introduced newly appointed regents Karen Gantt and Tom Mason. The board wished Regent Nelda Blair a happy birthday.

Chair Alders reported on the progress of the Nacogdoches-SFA Joint Economic Development Committee and Regent Garrett brought a report from the Intercollegiate Athletic Advisory Committee.

The board recessed at 8:25 a.m. for committee meetings. The Building and Grounds Committee convened at 8:27 a.m. and adjourned at 11:17 a.m. The Finance and Audit Committee convened at 11:17 am and adjourned at 4:34 p.m. The Academic and Student Affairs Committee convened at 4:34 p.m. and adjourned at 5:12 p.m.

The chair called for an executive session at 5:12 p.m. to consider the following items:

Deliberations Regarding Security Devices or Security Audits (Texas Government Code, Section 551.076)
- Report from interim chief information officer
- Information Technology Audit Security Report

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

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 chief information officer, the executive director of enrollment management, the dean of research and graduate studies, the head football coach, 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, intellectual property, *Geralyn Franklin v. SFASU*, and *Courtney Christensen v. SFASU, et al.* (Texas Government Code, Section 551.071)

The executive session ended at 7:40 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

The regular meeting of the Board of Regents was called to order in open session at 9:01 a.m. Tuesday, January 30, 2018, in the Austin Building Board Room by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
Mrs. Nelda Blair
Dr. Scott Coleman
Mrs. Karen Gantt
Mr. Bob Garrett
Mrs. Brigettee Henderson
Mr. Tom Mason
Mr. Ken Schaefer
Ms. Maggie Wright, student member

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 Alton Frailey was unable to attend the meeting.

Regent Gantt led the pledge to the flags and Regent Mason provided the invocation.

SWEARING-IN CEREMONY

Chair Alders introduced the four recently appointed regents, Karen Gantt, Tom Mason, Ken Schaefer and Brigettee Henderson. They were sworn in by The Honorable Edwin Klein, Judge of the 420th Texas Judicial District.

RECOGNITIONS

Robert Hill introduced the 2017 Southland Conference Champion SFA Women's Volleyball Team. He then introduced student athletes who were outstanding scholars for the year. Dr. Bullard recognized Dean Hans Williams from the Arthur Temple College of Forestry and Agriculture to report on the ScholarWorks program. Dean Buddy Himes from the College of Fine Arts reported on student recruitment efforts by faculty members in that college. Dr. Westbrook recognized the

Student Career Advocate program. Dr. Gallant introduced new appointments in his division, Dannette Sales, controller, Ron Watson, director of physical plant, and, Michaelyn Greene, director of administrative services. The general counsel introduced the new assistant general counsel, Kirsty Dymond.

APPROVAL OF MINUTES

BOARD ORDER 18-08
Upon motion by Regent Blair, seconded by Regent Schaefer, with all members voting aye, it was ordered that the minutes of the October 20, 2017, and the October 22-23, 2017, regular meetings be approved as presented.

PERSONNEL

BOARD ORDER 18-09
Upon motion by Regent Blair, seconded by Regent Henderson, with all members voting aye, it was ordered that the following personnel items be approved.

FACULTY APPOINTMENTS

COLLEGE OF BUSINESS

David Kaiser, M.B.A. (Western Washington University), Lecturer of Economics and Finance Program Director of Chadwick Family Banking Program, at an 11-month salary of $115,000 for 100 percent time, effective December 1, 2017.

COLLEGE OF SCIENCES AND MATHEMATICS

Joann Giudici, M.S. (University of Texas Pan American), Lab Coordinator of Biology, at an academic year salary of $39,600 for 100 percent time, effective January 1, 2018.

Julie Lewis, M.S. (Stephen F. Austin State University), Lecturer of Mathematics and Statistics, at an academic year salary of $45,000 for 100 percent time, effective January 1, 2018.

Jessica Williams, M.S.N. (University of Texas at Tyler), Clinical Instructor of Nursing, at an academic year salary of $54,000 for 100 percent time, effective January 1, 2018.

Allison Younger, B.S.N. (Stephen F. Austin State University), Clinical Instructor of Nursing, at an academic year salary of $45,000 for 100 percent time, effective January 1, 2018.

STAFF APPOINTMENTS

ATHLETICS

Benjamin Beasley, Assistant Football Coach, at an annual salary of $57,000 for 100 percent time, effective February 1, 2018.

William Best, Assistant Football Coach, at an annual salary of $84,000 for 100 percent time, effective February 1, 2018.

Jeffery Byrd, Assistant Football Coach, at an annual salary of $93,000 for 100 per cent time, effective February 1, 2018.

Tony Gilbert, Assistant Football Coach, at an annual salary of $57,000 for 100 percent time, effective January 14, 2018.

Jeremy Hammock, Assistant Football Coach, at an annual salary of $59,000 for 100 percent time, effective February 1, 2018.

Thomas Howe, Assistant Football Coach, at an annual salary of $64,000 for 100 percent time, effective February 1, 2018.

Joshua Lawson, Assistant Football Coach, at an annual salary of $70,000 for 100 percent time, effective January 10, 2018.

Jeremy Moses, Assistant Football Coach, at an annual salary of $55,000 for 100 percent time, effective February 1, 2018.

FINANCE AND ADMINISTRATION

Michaelyn Greene, Director of Administrative Services, at an annual salary of $90,000 for 100 percent time, effective January 8, 2018.

Judith Kruwell, Director of Financial Services, at an annual salary of $90,000 for 100 percent time, effective November 6, 2017.

FINANCIAL AID

Jason Callico, Assistant Director of Financial Aid, at an annual salary of $50,000 for 100 percent time, effective January 2, 2018.

GENERAL COUNSEL

Kirsty Dymond, Assistant General Counsel, at an annual salary of $70,000 for 100 percent time, effective December 11, 2017.

INFORMATION TECHNOLOGY services

Jason Wiggins, Manager of Network Services, at an annual salary of $75,588 for 100 percent time, effective January 1, 2018.

RESIDENCE LIFE

Sarahina Borgia, Hall Director, at an annual salary of $29,735 for 100 percent time, effective November 8, 2017.

Jamaica Ethington, Hall Director, at an annual salary of $29,735 for 100 percent time, effective November 8, 2017.

CHANGES OF STATUS

AUDIT SERVICES

Steffany Newsome, from Accounting Assistant III in Student Center Administration at an annual salary of $37,710 for 100 percent time, to Risk and Compliance Auditor at an annual salary of $60,000 for 100 percent time, effective December 18, 2017.

Jane Ann Bridges, from Risk and Compliance Auditor at an annual salary of $75,000 for 100 percent time, to Assistant Director of Audit Services at an annual salary of $88,230 for 100 percent time, effective October 1, 2017.

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, 2017.

CONTROLLER

Dannette Sales, from Assistant Controller at an annual salary of $90,860 for 100 percent time, to Controller at an annual salary of $115,000 for 100 percent time, effective January 1, 2018.

PHYSICAL PLANT

Ron Watson, from Assistant Director at an annual salary of $95,457 for 100 percent time, to Director at an annual salary of $115,000 for 100 percent time, effective January 1, 2018.

RESIDENCE LIFE

Heather Burns, from Hall Director at an annual salary of $30,330 for 100 percent time, to Area Coordinator at an annual salary of $35,000 for 100 percent time, effective October 16, 2017.

LIBERAL AND APPLIED ARTS

Haskell Cooper, from Associate Professor and Director of Multidisciplinary Programs at an 11-month salary of $102,500 for 100 percent time, to Associate Professor and Associate Director of

Center for Rural Social Work Research and Development at an 11-month salary of $102,500 for 100 percent time, effective November 1, 2017.

SCIENCES AND MATHEMATICS

Deborah Dunn, from Professor of Computer Science at a an academic year salary of $112,189 for 100 percent time, to Professor and Interim Chair of Computer Science at an 11-month salary of $112,189 for 100 percent time with an additional stipend of $1,107 per month for 11 months for interim duties, effective September 1, 2017.

Vance Imhoff, from Lab Coordinator of Biology at an academic year salary of $37,518 for 100 percent time, to Lecturer of Biology at an academic year salary of $42,500 for 100 percent time, effective January 1, 2018.

RETIREMENTS

The following retirements were accepted:

James Lee Brittain, Director of Physical Plant, effective December 31, 2017, with 13 years of service.

Judy Duffin, Payroll Manager, effective December 31, 2017, with 22 years of service.

Dora Fuselier, Controller, effective February 28, 2018, with 21 years of service.

Paul Weatherford, Laboratory Associate in Soil, Plant and Water Analysis Laboratory, effective October 31, 2017, with 32 years of service.

Kathleen Williamson, Director of Financial Services, effective December 31, 2017, with 14 years of service.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 18-10
Upon motion by Regent Blair, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

HUMAN SCIENCES DEGREE PROGRAM MODIFICATION

WHEREAS, the board members considered the following: A new BS in Food and Nutrition, offered by the School of Human Sciences, was approved at the October board meeting. The School currently offers the BS in Food, Nutrition, and Dietetics. The School is proposing to change the name of the degree program from Food, Nutrition, and Dietetics to Dietetics and Nutritional Sciences. They are also proposing to use the CIP code 51.3101 for the renamed degree program.

Dietetics and Nutritional Sciences better represents the two focus areas of the degree program: Registered Dietitian and pre-professional. Students and faculty feel that nutritional sciences better represents the rigorous science component of the degree program and that dietetics represents the specialized focus of the degree program. The proposed CIP code, 51.3101., better reflects the preparation the students in the program receive. This program is focused on those who want to become a registered dietician. The new program, BS in Food and Nutrition, is designed for those students who do not want to become a registered dietician but who want to pursue a career in food and nutrition.

The Texas Higher Education Coordinating Board (THECB) is currently reviewing the proposal to offer the BS in Food and Nutrition. They have notified SFA that they cannot approve this program until the changes are approved and submitted for the existing program since they would both have the same CIP code and seem to serve the same student population. Therefore, the changes to the old program need to approved and sent to THECB for approval before the new program can be approved.

THEREFORE, the Board of Regents approved the renaming of the BS in Food, Nutrition, and Dietetics to BS in Dietetics and Nutritional Sciences. Additionally, the change in the CIP code for the existing program was approved.

BOARD ORDER 18-11
Upon motion by Regent Blair, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

APPROVAL OF INTELLECTUAL PROPERTY ASSIGNMENT

WHEREAS, the board members considered the following: Dr. Matibur Zamadar officially disclosed to the university a potential invention on August 8, 2017. The university's Intellectual Property policy states: "When an invention arises from a project specially commissioned by the university, created in the course of employment, or with use of university facilities or funds beyond the provision of office or library facilities, the inventor hereby assigns all rights, title and interest in and to any such invention to the university or its designee and shall assist the university or its designee in securing patent protection on the invention."

The potential invention was developed within the scope of Dr. Zamadar's employment using university funds and facilities beyond the provision of office or library facilities; as a result, title to the potential invention belongs to the university. The administration does not desire to commit the resources necessary to pursue patenting and licensure of the potential invention, and Dr. Zamadar desires to pursue patenting and licensure on his own behalf.

THEREFORE, the university was authorized to release the rights to the potential invention to Dr. Matibur Zamadar, subject to retainage of a portion of net income arising from the invention. The president was authorized to sign all associated documents and agreements, as reviewed and approved by the general counsel.

BOARD ORDER 18-12
Upon motion by Regent Blair, seconded by Regent Henderson, 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 6:

Academic Appeals by Students 6.3
Academic Unit Head Appointments 4.2
Animals on University Property 13.2
Class Attendance and Excused Absence 6.7
Disposition of Abandoned Personal Property 13.6
Electronic Personnel Action Form 11.8
Employee Training 11.11
Employment of Persons with Criminal History 11.12
Honorary Degree 5.12
Performance Management Plan 11.20
Retirement Programs 12.15
Security Sensitive Positions 11.25
Temporary Employment 11.28
Textbook Adoption Timeline 10.1
Time Reporting for Non-Exempt Employees 11.30
Workers Compensation Coverage 12.23

BUILDING AND GROUNDS

BOARD ORDER 18-13
Upon motion by Regent Garrett, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

NELSON RUSCHE COLLEGE OF BUSINESS RENOVATION

WHEREAS, the board members considered the following: In the fall of 2015, the university completed a renovation of certain lobby space and common areas on the first and second floors of the Nelson Rusche College of Business, located in the McGee Building. Fundraising efforts have been ongoing to renovate the building's third and fourth floors. To fund the renovations, the university has received nearly $465,000 in donations, with written commitments for additional donations of over $683,000. The architectural firm of Goodwin-Lasiter-Strong has developed construction drawings for renovations to the third and fourth floor lobby space, common areas, and certain classrooms. The total cost of the renovation is estimated not to exceed $1,250,000. With project approval, the renovation will occur during the summer of 2018.

THEREFORE, the Board of Regents approved the renovation of the third and fourth floor lobby space, common areas, and certain classrooms of the McGee Building at a cost not to exceed $1,250,000 using donations. If necessary to complete the renovations, higher education funds (HEF) will be used to complete the project. The president was authorized to sign associated contracts and purchase orders.

EAST AUSTIN STREET ONCOR EASEMENT AGREEMENT

WHEREAS, the board members considered the following: The Texas Department of Transportation (TxDot) plans to widen East Austin Street. The university owns property along a section of the street that will be reconstructed. In association with the construction project, it is necessary to provide Oncor Electric an easement to relocate an electric pole on SFA property at 3034 Raguet Street, located at the corner of East Austin and Raguet Streets.

THEREFORE, the East Austin Street easement agreement between Stephen F. Austin State University and Oncor Electric was approved. The president was authorized to sign associated easement agreements and/or contracts.

WALTER C. TODD AGRICULTURE RESEARCH CENTER (SFA BEEF FARM) AND DEEP EAST TEXAS ELECTRIC COOPERATIVE EASEMENT AGREEMENT

WHEREAS, the board members considered the following: The Agriculture Department purchased equipment to be installed in the Poultry Processing Building at the Walter C. Todd Agriculture Research Center (SFA Beef Farm). The equipment requires 3-phase electrical service. To provide adequate electricity service for the new equipment, it is necessary to grant an easement to the Deep East Texas Electric Cooperative. The easement will be approximately 450 feet long and 30 feet wide, extending from US Highway 259 to the facility.

THEREFORE, the electrical easement agreement between Stephen F. Austin State University and the Deep East Texas Electric Cooperative at the Walter C. Todd Agriculture Research Center was approved. The president was authorized to sign associated easement agreements and/or contracts.

SELECTION OF ARCHITECTURAL FIRM TO DEVELOP PROGRAMMING AND ASSESSMENT FOR ATHLETIC FACILITIES

WHEREAS, the board members considered the following: The university seeks to enter into an agreement with a design firm with experience in the programming and design of university athletic facilities. The selected firm will evaluate the existing campus athletic facilities' current conditions to give direction and recommendations for improving these facilities operationally, functionally and aesthetically as well as provide benchmarking for evaluating these facilities in the future. To consider programming and design of athletic facilities, the university issued a request for qualifications (RFQ) to select a firm that could develop architectural programming and assessment for athletic facilities. The finalist firms of Kirksey Architects, Gensler Architects, and Perkins +Will made presentations to the Building and Grounds Committee on January 29, and the committee agreed to recommend Gensler Architects as the architectural firm most qualified to provide these services.

THEREFORE, from the RFQ finalists that were presented, Gensler Architects was selected to develop programming and assessment for athletic facilities. Designated funds will be used to fund the architectural assessment. The president was authorized to sign all associated contract(s) and purchase orders.

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Asbestos Removal 13.4
Alcohol Service 13.7
Turner Auditorium 16.30

FINANCIAL AFFAIRS

BOARD ORDER 18-14
Upon motion by Regent Coleman, seconded by Regent Mason, 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 included the following:
- NCAA Agreed Upon Procedures Review
- Pineywoods AHEC Departmental Audit
- Student Services Departmental Audit
- Grants Audit
- Athletics Cash Count
- Update on Audit Plan

UNDER ARMOUR SPONSORSHIP AGREEMENT

WHEREAS, the board members considered the following: The university seeks to enter into an agreement with Under Armour for exclusive sponsorship rights to supply logo/brand name athletic apparel, shoes, uniforms, equipment and accessory products to the university's intercollegiate athletic program. The agreement would provide the university with $125,000 of Under Armour products in years one and two, and $135,000 of Under Armour products in years three through five. The Under Armour team dealer will also supplement the agreement with a yearly product allotment of $10,000. The university will receive additional products free of charge when certain dollar levels of university purchases of Under Armour products have been reached.

As part of the agreement, Under Armour will pay the university performance cash bonuses based on team(s) achievements in each contract year. In exchange, Under Armour would be granted exclusive rights to provide products to the intercollegiate athletic programs and coaching staff and use university trademarks to promote the relationship between the university and Under Armour.

The agreement would be for an initial term of five years. Requests for Proposals (RFP) were issued and respondents were evaluated and ranked by a review committee.

THEREFORE, the president was authorized to sign an exclusive sponsorship agreement with Under Armour as the authorized vendor to supply equipment, apparel and accessory products for the university's athletic programs.

ATHLETIC TICKETING SYSTEM

WHEREAS, the board members considered the following: The university seeks to enter into an agreement with a company for a complete ticketing system for the university's athletic ticket office. In addition to an annual hosting fee there will be additional hardware that will need to be purchased as well as travel costs for the installation team. The system includes software and components of hardware. The agreement will be no longer than five years and at a cost not to exceed $220,000. Requests for Proposals (RFP) were issued and respondents submitted written proposals and provided both in-person and online demonstrations of their product. Following that process respondents were evaluated and ranked by a review committee.

THEREFORE, the university was authorized to enter into an agreement with Paciolan for a complete ticketing system for the university's athletic ticket office for up to $220,000 with the president authorized to sign the contracts and associated purchase orders. Designated funds will be used as the source of funds.

HUMAN SCIENCES MOBILE FOOD LABORATORY

WHEREAS, the board members considered the following: The School of Human Sciences Mobile Food Lab seeks to educate students through the real-world applications of the food industry and the utilization of community needs while serving the population of Stephen F. Austin State University and the surrounding area. The purpose of the mobile food lab is instructional/academic and is not meant to compete commercially with any businesses on campus or in the Nacogdoches or east Texas region.

The Mobile Food Lab will be owned and operated as an extension of Stephen F. Austin State University's School of Human Sciences and managed by the faculty and students associated with the courses utilizing the lab. The mobile food lab will operate as an extension of the hospitality administration program and the food nutrition and dietetics program.

The gourmet food truck trend, which began in Los Angeles, is popular across the nation. Austin leads the state in the number of food trucks throughout the city. The mobile food lab will allow students to experience active learning in a realistic setting. Patrons will pay for the food costs and the operational expenses by purchasing the menu items that are offered. As an extension of Stephen F. Austin State University, the mobile food lab will also expand the outreach opportunities in both service learning and recruiting.

The mobile food lab has the potential to:
- offer a transformational learning experience not offered at any other four-year university in Texas or across the nation.
- engage and empower students to create an entrepreneurial business plan and execute their plan at the senior level.
- lead the way in innovation by providing hands-on experiences that also expand students' ability to work with community partners, such as the East Texas Food Bank.
- offer a unique brand identity by being a visible presence at career and college fairs and other recruiting events.

THEREFORE, the Board of Regents approved the purchase of the Mobile Food Laboratory at a cost not to exceed $200,000. The president was authorized to sign the necessary contracts and purchase orders. The source of the funding is the Higher Education Fund (HEF).

CATALOG AND CURRICULUM SYSTEM

WHEREAS, the board members considered the following: The current catalog and curriculum processes are time-consuming, outdated, and inefficient for faculty and staff, resulting in outdated products at the time of publication. The curriculum approval and the catalog updating cycles are out of sync and are currently managed through a paper process. Curriculum for the upcoming fall receives final approval in May, but the catalog moves into production in the early spring term. Therefore, the catalog does not accurately reflect the programs that have been modified and has none of the new courses that are available. The current catalog process takes up significantly more time and effort to work as a paper process and the result is an out of date publication. The current curriculum process is an out-of-date web based application used for program and course submissions, edits, and approvals with significant issues rendering the process time consuming and frustrating to manage.

The administration is seeking a software solution to manage the highly problematic curriculum approval process and the antiquated printed catalog product. The purchase of a catalog and curriculum system is expected to provide a solution to both business concerns and provide a positive impact on students, faculty, and staff.

The proposed software solution would provide a secure online process that syncs with Banner, utilizes online forms, creates a workflow, tracks status, tracks edits, includes course fees, reduces inefficiencies, accelerates the edit process, provides easier navigation, auditability, historical data access, and results in an electronic up to date catalog. Significant process improvements, added functionality, improved student access, elimination of costly printed materials, improved accuracy, and meeting compliance requirements are additionally expected from a software solution implementation.

After review of various system bids and qualifying demonstrations, the implementation team selected Digarc's *Acalog and Curriculog* software on a three-year term contract. The Digarc cloud-based catalog and curriculum software solution with a three-year contract, including implementation, would cost $317,000.

THEREFORE, the Board of Regents authorized the university to enter into a contract with Digarc for a catalog and curriculum system solution and associated maintenance costs for a period of three (3) years, at a cost not to exceed $317,000. The president was authorized to sign the associated contract and purchase order(s). Designated funds will be used to acquire, pay associated maintenance costs, and implement the system.

BUDGET AND FINANCIAL FORECASTING SYSTEM

WHEREAS, the board members considered the following: The administration has evaluated financial budgeting and forecasting systems that can provide short and long-term financial forecasts. Criteria used in the evaluation included alignment with the university's existing Enterprise Resource Planning (ERP) system components, the ability to provide financial information, and flexibility to project and develop a financial plan using various revenue and expenditures scenarios. Finance and institutional technology staff participated in system demonstrations by various vendors.

Vendors were evaluated based on alignment with the university's existing ERP system, the appropriate application and efficiency of the forecasting system, and the best value to the university. Following system reviews and demonstrations, the team selected an Oracle system solution that would be implemented by Huron Consulting Services.

The Oracle solution is a secure, online system that requires restrictive access. Detailed functionality includes operational budget planning, capital planning and long-term financial planning capabilities. The system will provide robust reporting and integration with SFA's Banner ERP system. System controls will be in place to maintain SFA data security.

THEREFORE, the Board of Regents granted approval for the university to contract with Oracle for a budget and financial forecasting system and associated maintenance costs for a period of five years. In addition, approval was granted to contract with Huron Consulting Services to implement the system. Designated funds will be used to acquire the Oracle system, pay associated maintenance and/or subscription costs, and pay implementation costs, not to exceed $380,000. The president was authorized to sign associated contracts and purchase orders.

CHANGES IN COURSE FEES FOR FY2018-19

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 Board of Regents approved the changes in course and lab fees for fiscal year 2018-19 shown in Appendix 1.

UNIVERSITY SERVICES FEE CREATION AND FEE CONSOLIDATION

WHEREAS, the board members considered the following: For a significant number of years, the university has charged various mandatory fees to support certain campus functions. Four particular mandatory fees include the academic advising, library, publication and technology fees. Students pay these fees on a semester credit hour basis. As listed below, the current total of these four fees is $49 per semester credit hour:

Academic Advising Fee	$ 5
Library Fee	$13
Publication Fee	$ 8
Technology Fee	$23

To simplify billing and budgeting, the administration would like to consolidate these four mandatory fees into a charge of $49 per semester credit hour by creating a university services fee, pursuant to Texas Education Code 55.16.

THEREFORE, The Board of Regents approved the creation of a university services fee of $49 per semester hour and the elimination of the academic advising, library, publication, and technology fees in association with the consolidation of those fees into the university services fee, effective fiscal year 2019.

UNIVERSITY SERVICES FEE AND STUDENT SERVICES FEE INCREASES FOR FY2018- 19

WHEREAS, the board members considered the following: The university experienced a 7.44% decrease in operational general revenue appropriations totaling $5,226,910 for the 2018-19 biennium. In addition, there were no increases in tuition or mandatory fees for fiscal year 2018. As a result, 2018 budget development required significant financial reallocations. To move forward with strategic campus initiatives, the administration proposes a $24 per semester credit hour increase in the university services fee, and a $1 per semester credit hour increase in the student services fee.

THEREFORE, the Board of Regents authorized that the university services fee be increased from $49 to $73 per semester credit hour and the student services fee be increased from $12.50 to $13.50 per semester credit hour, effective fiscal year 2019.

BOARD ORDER 18-15
Upon motion by Regent Coleman, seconded by Regent Mason, with all members voting aye, it was ordered that the following financial affairs item be approved.

FY2019 ROOM AND BOARD RATES

WHEREAS, the board members considered the following: Projected student housing and food service operating costs support the need for revised room and board rates for the 2019 fiscal year.

Pursuant to the relevant provisions of our food service contract, the administration and ARAMARK annually negotiate necessary rate increases for the upcoming fiscal year. Our contract

uses the percentage increase in the Food and Beverage element of the Consumer Price Index (CPI) published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers ("CPI-U") in the South as a benchmark for any rate increase considered.

The proposed room and board rates for 2019 are presented in Appendix 2 and reflect a 1.9% increase in the board plans (excluding dining dollars) and a 2% increase in the general room rate with a specific enhanced rate for Hall 20 to fund significant on-going upgrades to that particular facility.

These revised rates will become effective for the fall semester of 2018.

THEREFORE, the Board of Regents approved a 1.9% increase for ARAMARK services and the proposed room and board rates for FY2019 as presented in Appendix 2.

ORACLE EXADATA SYSTEM PURCHASE

WHEREAS, the board members considered the following: As part of the FY2018 Higher Education Fund (HEF) budget, $652,000 was allocated for the replacement of SFA's Oracle Exadata hardware systems that have reached their end of life. These systems provide the platform for Banner, SFA's mission critical business, HR, and student information systems. Although the replacement of this hardware is a one-time event for the life cycle of the equipment, annual licensing and support fees are an on-going expense. During negotiations with Oracle regarding this replacement, the option to enter into a four-year agreement to install Oracle's "Cloud at Customer" instance of their Exadata solution with Offsite Backup became available. This option offers several advantages to the university. It allows SFA to avoid some of the annual license and maintenance costs during years two through four of the agreement while ensuring SFA will avoid future campus license increases due to increased enrollment during the term of the agreement. In addition, this solution provides offsite backup storage for SFA Oracle databases and allows SFA to use all of Oracle's database features, including Advanced Security, without any additional licensing costs. In aggregate, when comparing the on-going costs of the proposed four-year agreement to the projected cost of stand-alone annual Oracle licensing and support renewal over the same term, savings exceed $695,000.

THEREFORE, the Board of Regents authorized the university to enter into a four-year agreement with Oracle for the purchase of the Oracle Exadata Cloud at Customer System with Offsite Backup system and its associated maintenance fees at a cost not to exceed $1,812,432. The source of funds for the capital elements of this system will be HEF and the source of funds for licensing and maintenance will be designated funds. The president was authorized to sign all associated contracts and purchase orders.

APPROVAL OF THE 2016-17 ANNUAL FINANCIAL REPORT

WHEREAS, the board members considered the following: As required by state law, Stephen F. Austin State University submitted the August 31, 2017, Annual Financial Report on November 20, 2017, to the Office of the Governor, Comptroller of Public Accounts, Legislative Budget Board, Texas Higher Education Coordinating Board, Legislative Reference Library, Texas State

Library and Texas State Auditor's Office. The report reflected the university's financial activities for the period September 1, 2016, through August 31, 2017.

THEREFORE, the Board of Regents approved the Stephen F. Austin State University 2016-17 annual financial report.

RESOLUTION TO ACKNOWLEDGE REVIEW OF THE INVESTMENT POLICY AND STRATEGY

WHEREAS, the board members considered the following: In accordance with Chapter 2256 of the Texas Government Code, the university's investment policy and strategy must be annually reviewed by the governing board of the institution. In addition, the law requires the governing body to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and strategy. The resolution, included in Appendix 3, acknowledges the board's annual review of Policy 3.21, Investments. Policy 3.21 is included in the Policy Revisions, Appendix 6.

THEREFORE, the Board of Regents approved the Resolution to Acknowledge Review of Investment Policy and Strategy as presented in Appendix 3.

BOARD ORDER 18-16
Upon motion by Regent Coleman, seconded by Regent Schaefer, with all members voting aye, except Regents Alders, Garrett and Henderson who recused themselves from discussion or voting on the item, it was ordered that the following financial affairs item be approved.

RESOLUTION TO APPROVE QUALIFIED FINANCIAL INSTITUTIONS AND INVESTMENT BROKERS

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code requires the university to adopt a resolution by the governing body of the institution that approves qualified investment brokers. The following financial institutions and brokers/investment managers are listed in the resolution, submitted in Appendix 4: Texas A&M University System, Bank of America, Wilmington Trust, N.A., Citizens 1st Bank, Austin Bank, BancorpSouth Bank, Commercial Bank of Texas NA, Southside Bank (Formerly Known as: First Bank and Trust), Regions Bank, Regions Morgan Keegan Trust, Huntington State Bank, Wells Fargo, US Bank, Texas Bank, Texpool, TexPool Prime, Texas Class, Texas Term, JPMorgan Chase & Co. and Texstar.

THEREFORE, the Board of Regents granted approval of the financial institutions, investment managers and brokers presented in Appendix 4.

BOARD ORDER 18-17
Upon motion by Regent Coleman, seconded by Regent Maon, with all members voting aye, it was ordered that the following financial affairs item be approved.

GRANT AWARDS RATIFICATION

WHEREAS, the board members considered the following: During fiscal year 2018, the university has received multi-year grant awards totaling $14,522,921, an increase of $530,997 since the last report. Of this total, grant awards allocable to fiscal year 2018 are currently $4,725,459, an increase of $325,698 since the last report.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, the Board of Regents approved and ratified the additional fiscal year 2018 grant awards that total $325,698. The grant awards are detailed in Appendix 5.

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Historically Underutilized Businesses 17.7
Investments 3.21
Investments – Endowment Funds 3.20
Professional and Consulting Services 17.12
Purchase of Electronic and Information Resources 17.16
Purchase Requisition 17.19
Purchase Voucher 17.20
Risk Management 13.19

REPORTS

The president provided a report to the regents on the following topics:
- Upcoming Dates
- Student Regent Applications
- Student Appointment to The Coordinating Board
- Lone Star Legislative Summit

Dr. Le'Ann Solmonson, faculty senate chair, gave a report on the following topics:
- Senate Forums
- Academic Excellence
- Faculty Accomplishments

Jessie Jenkins, SGA president, gave a report on the following topics:
- Extended Library Hours
- Parking Committee
- SGA Progress
- Spring Goals

Chair Coleman called for a report from the nominating committee appointed at the October 2017 meeting. Bob Garrett, chair, reported on behalf of the committee, which also included Scott Coleman and Ken Schaefer. The following officers were nominated to serve during 2018-2019, assuming a new term of office on April 24, 2018:

Brigettee Henderson, Chair
Alton Frailey, Vice Chair
Nelda Blair, Secretary

BOARD ORDER 18-18
Upon motion by Regent Garrett, seconded by Regent Coleman, with all board members voting aye, it was ordered that the slate of the nominating committee be approved as presented.

The meeting was adjourned by Chair Alders at 11:09 a.m.

Stephen F. Austin State University
Minutes of the Board of Regents Special Meeting
March 9, 2018
Residence Inn Marriott, Katy Mills
25401 Katy Mills Pkwy, Katy, Texas 77494
Nacogdoches, Texas
Meeting 315

A special meeting of the SFA Board of Regents was called to order in open session in Katy, Texas, on Friday, March 19, 2018, at 8:30 a.m. by Chair David Alders.

PRESENT:

Board Members: Mr. David Alders, Chair
                     Mrs. Nelda Blair
                     Dr. Scott Coleman
                     Mr. Alton Frailey
                     Mrs. Karen Gantt
                     Mr. Bob Garrett
                     Mrs. Brigettee Henderson
                     Mr. Tom Mason
                     Ms. Maggie Wright, student member

President: Dr. Baker Pattillo

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

General Counsel   Mr. Damon Derrick

Regent Ken Schaefer was unable to attend the meeting.

Board Order 18-19
Upon motion by Regent Blair, seconded by Regent Coleman, with all members voting aye, the following item was approved.

HUMAN SCIENCES DEGREE PROGRAM CHANGES

WHEREAS, the board members considered the following: The Board of Regents previously approved changes to the BS in Food, Nutrition and Dietetics for the School of Human Sciences in the James I. Perkins College of Education. The program changes were submitted to the Texas Higher Education Coordinating Board (THECB) for approval. Due to the accountability metrics related to the changes, it was recommended by the THECB that the existing program be submitted

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as a new program, since the name of the program and the CIP code are changing. The faculty agreed to this change; therefore we are making a new request regarding this degree program.

In accordance with policy, the following changes are proposed for board approval:

New Degree Program:
BS in Dietetics and Nutritional Sciences with CIP code 51.3101

Change in Degree Name:
Change the name of the BS in Food, Nutrition and Dietetics to BS in Food and Nutrition with CIP code 19.0501

THEREFORE, the Board of Regents approved establishing a new program as the BS in Dietetics and Nutritional Sciences, and the renaming of the BS in Food, Nutrition and Dietetics to the BS in Food and Nutrition.

Dr. Steve Bullard gave an enrollment report.

Dr. Danny Gallant presented a review on the budget process.

Dr. Steve Westbrook presented the annual racial profiling report, which had been previously emailed to the board members.

At 11:35 a.m. the chair called for an executive session to consider the following items:

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 director of intercollegiate athletics, executive director of enrollment management, 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 (Texas Government Code, Section 551.071)

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

The meeting returned to open session at 12:32 p.m. and immediately adjourned with no further action.

Year	Course	Department	
UNDERGRADUATE CURRICULUM ADDITIONS FY19			
COLLEGE OF BUSINESS			
Fall 2018	BLW 355 - Sports and Entertainment Law	Business Comm	Course
Fall 2018	MGT 444 - Project Management	Management & Marketing	Course
COLLEGE OF EDUCATION			
Fall 2018	ECH 440 - Clinical Practice in ECH	Elementary Education	Course
Fall 2018	HMS 381 - Organizational Operations in Hospitality Administration	Human Sciences	Course
Fall 2018	HMS 470 - Meetings, Events, Expositions and Technology	Human Sciences	Course
Fall 2018	HMS 472 - Special Events Production	Human Sciences	Course
Fall 2018	Certificate Program in Aging Studies	Human Sciences	Certificate
Fall 2018	HMS 317 - Aging and the Family	Human Services	Course
Fall 2018	HMS 313 - Fam Comm	Human Services	Course
Fall 2018	HMS 430 - Family Policy	Human Services	Course
Fall 2018	CSD 200 - Intro	Human Services	Course
Fall 2018	CSD 210 - Phonetics	Human Services	Course
Fall 2018	CSD 220 - Normal	Human Services	Course
Fall 2018	CSD 230 - Anatomy and Physiology of Speech	Human Services	Course
Fall 2018	CSD 240 - Introduction to Audiology	Human Services	Course
Fall 2018	CSD 300 - Speech Disorders	Human Services	Course
Fall 2018	CSD 310 - Language Disorders	Human Services	Course
Fall 2018	CSD 320 - Diagnostic Methods	Human Services	Course
Fall 2018	CSD 330 - Aural/Oral	Human Services	Course
Fall 2018	CSD 340 - Literacy and the SLP	Human Services	Course
Fall 2018	CSD 410 - Neuro	Human Services	Course
Fall 2018	CSD 400 - Seminar	Human Services	Course
Fall 2018	CSD 420 - Clinical Intervention Methods	Human Services	Course
Fall 2018	CSD 430 - Clinical Experience	Human Services	Course
Fall 2018	CSD 475 - Special Problems	Human Services	Course
Fall 2018	CSD 478 - Special Topics	Human Services	Course
Fall 2018	DHH 303 - Teaching Math for DHH	Human Services	Course
Fall 2018	DHH 301 - Teaching Science in the DHH Classroom	Human Services	Course
Fall 2018	DHH 302 - Teaching Social Studies for DHH	Human Services	Course
Fall 2018	HMS 382 - Hospitality and Service Promotion	Human Sciences	Course
Fall 2018	HSR 498 - Clinical Rotation	Human Services	Course
Fall 2018	HSR 120 - Intro Human Services	Human Services	Course
Fall 2018	HSR 499 - Undergraduate Thesis	Human Services	Course
Fall 2018	RHB 478 - Special Topics	Human Services	Course
Fall 2018	DAN 305 - Pointe	Kinesiology & Health Science	Course
Fall 2018	KIN 407 - Sport Med Clinical	Kinesiology & Health Science	Course
COLLEGE OF FINE ARTS			
Fall 2018	ART 170 - ART170 Intro to Graphic Design	Art	Course
Fall 2018	ART 117 - Photography for Non-Majors	Art	Course

Fall 2018	ART 415 - Short Film Production	Art	Course
Fall 2018	MUP 433 - Choir	Music	Course
Fall 2018	MUP 437 - Jazz Band	Music	Course
Fall 2018	MUP 436 - Marching Band	Music	Course
Fall 2016	MUS 451 - Music Study Abroad	Music	Course
Fall 2018	MUP 434 - Orchestra of the Pines	Music	Course
COLLEGE OF FORESTRY AND AGRICULTURE			
Fall 2016	ANS 443 - Advanced Beef	Agriculture	Course
Fall 2016	ANS 443 - Advanced Beef	Agriculture	Course
Fall 2017	ANS 325 - Animal Behavior and Welfare	Agriculture	Course
	HRT 322 - Floriculture	Agriculture	Course
	HRT 322 - Floriculture Lab	Agriculture	Course
COLLEGE OF LIBERAL AND APPLIED ARTS			
Fall 2018	CJS 320 - Administration of Criminal Justice Agencies	Government	Course
Fall 2018	CJS 318 - Agency Response to Terrorism	Government	Course
Fall 2018	CJS 425 - Comparative Criminal Justice	Government	Course
Fall 2018	CJS 445 - Criminal Justice Planning	Government	Course
Fall 2018	CJS 412 - Legal Writing	Government	Course
Fall 2018	CJS 442 - Research and Analysis Applications	Government	Course
Fall 2018	CJS 375 - Survey of Forensic Science	Government	Course
Fall 2018	Certificate Program Risk and Crisis Communication	Languages Cultures & Comm	Certificate
Fall 2018	Certificate Program in Translation and Interpretation	Languages Cultures & Comm	Certificate
Fall 2018	ICC 102 - International and Intercultural Comm: France	Languages Cultures & Comm	Course
Fall 2018	ICC 103 - International and Intercultural Comm: Germany	Languages Cultures & Comm	Course
Fall 2018	ICC 101 - International and Intercultural Comm: Latin America	Languages Cultures & Comm	Course
Fall 2018	ICC 104 - International and Intercultural Comm: Brazil	Languages Cultures & Comm	Course
Fall 2018	COM 420 - Dark Side of Interpersonal Communication	Languages Cultures & Comm	Course
Fall 2018	SOC 473 - Women of Color	Sociology	Course
Fall 2018	SWK 373 - Social Work Applied Research Methods	Social Work	Course
Fall 2018	SWK 372 - Social Work Evaluation and Statistics	Social Work	Course
COLLEGE OF SCIENCES AND MATHEMATICS			
Fall 2018	BIO 231 - Principles of Botany	Biology	Course
Fall 2018	BIO 231 - Principles of Botany Lab	Biology	Course
Fall 2018	BIO 233 - Principles of Zoology	Biology	Course
Fall 2018	BIO 233 - Principles of Zoology Lab	Biology	Course
Fall 2018	CHE 472 - Introduction to Intellectual Property	Chemistry	Course
Fall 2018	CHE 473 - Patent Application	Chemistry	Course
Fall 2018	CSC 465 - Capstone Data Analytics	Computer Science	Course
Fall 2018	Bachelor of Science in Data Analytics	Computer Science	Program
Fall 2018	CSC 362 - Data Analytics I	Computer Science	Course

Fall 2018	CSC 462 - Data Analytics II	Computer Science	Course
Fall 2018	CSC 100 - Intro to Problem Solving	Computer Science	Course
Fall 2018	STA 328 - Predictive Modeling	Mathematics & Statistics	Course
Fall 2018	MTH 263 - Seminar in Mathematics I	Mathematics & Statistics	Course
Fall 2018	PHY 215 - Linear Circuit Analysis I	Physics	Course
Fall 2018	PHY 215 - Linear Circuit Analysis I Laboratory	Physics	Course
Fall 2018	EGR 210 - Geometric Modeling for Mechanical Design Lab	Pre-Engineering	Course

UNDERGRADUATE CURRICULUM DELETIONS FY19				
Submitted	Year	Course	Department	
COLLEGE OF BUSINESS				
18-Oct-17	Fall 2018	BLW 350 - Foundat of Business Regulation	Business Comm	Course
2-Nov-17	Fall 2018	Minor in Business Regulation	Business Comm	Program
COLLEGE OF EDUCATION				
25-Sep-17	Fall 2018	SPH 130 - Intro Speech Lang Pathology	Human Services	Course
25-Sep-17	Fall 2018	SPH 210 - Phonetics	Human Services	Course
25-Sep-17	Fall 2018	SPH 230 - Speech Disorders	Human Services	Course
25-Sep-17	Fall 2018	SPH 233 - Anatomy & Physiology of Speech	Human Services	Course
25-Sep-17	Fall 2018	SPH 250 - Normal Speech & Lang Dev.	Human Services	Course
25-Sep-17	Fall 2018	SPH 300 - Clinical Intervention Methods	Human Services	Course
25-Sep-17	Fall 2018	SPH 320 - Language Disorders in Children	Human Services	Course
25-Sep-17	Fall 2018	SPH 323 - Literacy and the SLP	Human Services	Course
25-Sep-17	Fall 2018	SPH 334 - Diagnostic Methods Speech Path	Human Services	Course
25-Sep-17	Fall 2018	SPH 335 - Clinical Practicum	Human Services	Course
25-Sep-17	Fall 2018	SPH 371 - Introduction to Audiology	Human Services	Course
25-Sep-17	Fall 2018	SPH 442 - Seminar in Sph & Lang Methods	Human Services	Course
25-Sep-17	Fall 2018	SPH 472 - Aural/Oral Habilit. Hear Imp	Human Services	Course
25-Sep-17	Fall 2018	SPH 475 - Special Probs: Ind Study	Human Services	Course
25-Sep-17	Fall 2018	SPH 480 - Neurological Bases of Communic	Human Services	Course
7-Mar-16	Fall 2017	Fashion Merchandising	Human Sciences	Program
7-Mar-16	Fall 2017	Interior Merchandising	Human Sciences	Program
COLLEGE OF LIBERAL AND APPLIED ARTS				
12-Oct-16	Fall 2017	Children's literature minor	English & Creative Writing	Program
16-Oct-17	Fall 2018	Classical Studies (minor)	Multidisciplinary Studies	Program
COLLEGE OF SCIENCES AND MATHEMATICS				
9-Nov-17	Fall 2018	BIO 131 - Principles of Botany	Biology	Course
9-Nov-17	Fall 2018	BIO 131L - Principles of Botany Lab	Biology	Course
9-Nov-17	Fall 2018	BIO 133 - Principles of Zoology	Biology	Course
9-Nov-17	Fall 2018	BIO 133L - Principles of Zoology Lab	Biology	Course
30-Oct-17	Fall 2018	PHY 262L - Electrical Circuit/Devices Lab	Physics	Course
30-Oct-17	Fall 2018	PHY 262 - Electrical Circuits & Devices	Physics	Course

UNDERGRADUATE CURRICULUM CHANGES FY19			
Year	Course	Department	
COLLEGE OF BUSINESS			
Fall 2018	BBA - Accounting	Accounting	Program
Fall 2018	ECO 339 - Applied Statistics	Economics & Finance	Course
Fall 2018	BA in Economics	Economics & Finance	Program
Fall 2018	BCM 347 - Administrative Communication	Business Communication	Course
Fall 2018	MGT 325 - Principles of Sports Business	Management & Marketing	Course
Fall 2018	MGT 371 - Operations Management	Management & Marketing	Course
Fall 2018	MGT 472 - Management Information Systems	Management & Marketing	Course
Fall 2017	MKT 425 - System & Internet Marketing	Management & Marketing	Course
Fall 2018	International Business	Management & Marketing	Program
Fall 2018	Sports Business	Management & Marketing	Program
COLLEGE OF EDUCATION			
Fall 2018	RDG 320 - Language and Literacy I	Elementary Education	Course
Fall 2018	Hospitality Administration	Human Sciences	Program
Fall 2018	HMS 113 - Pre-Portfolio Development	Human Sciences	Course
Fall 2018	HMS 146 - Intr to Family & Child Develop	Human Sciences	Course
Fall 2018	HMS 253 - Adm & Promotion of Beverages	Human Sciences	Course
Fall 2018	HMS 260 - Principles of Textile Science	Human Sciences	Course
Fall 2018	HMS 302 - Lodging I	Human Sciences	Course
Fall 2018	HMS 310 - Graphics	Human Sciences	Course
Fall 2018	HMS 311 - Interior Materials & Cabinetry	Human Sciences	Course
Fall 2018	HMS 312 - Design Graphics II	Human Sciences	Course
Fall 2018	HMS 314 - Building Construction Systems	Human Sciences	Course
Fall 2018	HMS 316 - Interior Lighting	Human Sciences	Course
Fall 2018	HMS 319 - Codes and Materials	Human Sciences	Course
Fall 2018	HMS 331 - Experimental Food Science	Human Sciences	Course
Fall 2018	HMS 331L - Experimental Food Science Lab	Human Sciences	Course
Fall 2018	HMS 333 - Apparel Quality Analysis	Human Sciences	Course
Fall 2018	HMS 380 - Lodging II	Human Sciences	Course
Fall 2018	HMS 410 - Design Environmental Factors	Human Sciences	Course
Fall 2018	HMS 412 - Commercial Design I	Human Sciences	Course
Fall 2018	HMS 413 - Portfolio Development	Human Sciences	Course
Fall 2018	HMS 452 - Entrepreneurship in Fash & Int	Human Sciences	Course
Fall 2018	HMS 463 - Promo of Fashion & Int Prod	Human Sciences	Course
Fall 2018	Interior Design	Human Sciences	Program
Fall 2018	Interior Design	Human Sciences	Program
Fall 2018	Merchandising	Human Sciences	Program
Fall 2018	HMS 485 - Mgmt of the Diverse Hosp Workf	Human Sciences	Course
Fall 2018	HMS 531P - Supv Prac for Dietetic Interns	Human Sciences	Course
Fall 2018	FCS Composite	Human Sciences	Program
Fall 2018	FCS w/Hosp Nutrition & Food Cert	Human Sciences	Program
Fall 2018	FCS w/Human Dev & Family Cert	Human Sciences	Program
Fall 2018	Family and Consumer Sciences	Human Sciences	Program
Fall 2018	Food, Nutrition, and Dietetics	Human Sciences	Program
Fall 2018	Food, Nutrition, and Dietetics	Human Sciences	Program

Fall 2018	Food, Nutrition, and Dietetics	Human Sciences	Program
Fall 2018	Food, Nutrition, and Dietetics	Human Sciences	Program
Fall 2018	Human Development and Family Stu	Human Sciences	Program
Fall 2018	Human Development and Family Stu	Human Sciences	Program
Fall 2018	Human Development and Family Stu	Human Sciences	Program
Fall 2018	Human Development and Family Stu	Human Sciences	Program
Fall 2018	RHB 493 - Workshop in Rehabilitation	Human Services	Course
Fall 2017	SPE 442 - Visual & Multiple Imp	Human Services	Course
Fall 2018	SPH 470 - Language for the Deaf	Human Services	Course
Fall 2018	SPH 476 - Literacy Development for Deaf	Human Services	Course
Fall 2018	Communication Disorders	Human Services	Program
Fall 2018	Deaf and Hard of Hearing Elementary	Human Services	Program
Fall 2018	Deaf and Hard of Hearing Secondary	Human Services	Program
Fall 2018	Educational Interpreting Minor	Human Services	Program
Fall 2018	Pre-Audiology	Human Services	Program
Fall 2018	Special Education	Human Services	Program
Fall 2018	Undergraduate Rehabilitation Ser	Human Services	Program
Fall 2018	Undergraduate Rehabilitation Ser	Human Services	Program
Fall 2018	DAN 300 - Improvision & Comp of Dance	Kinesiology & Health Science	Course
Fall 2017	DAN 300 - Improvision & Comp of Dance	Kinesiology & Health Science	Course
Fall 2018	DAN 306 - Choreography II	Kinesiology & Health Science	Course
Fall 2018	DAN 360L - Dance Performance Lab	Kinesiology & Health Science	Course
Fall 2018	DAN 380L - Dance Company Lab	Kinesiology & Health Science	Course
Fall 2018	DAN 480 - Choreographic Project	Kinesiology & Health Science	Course
Fall 2018	KIN 353 - Physiology of Exercise	Kinesiology & Health Science	Course
Fall 2018	KIN 353L - Physiology of Exercise Lab	Kinesiology & Health Science	Course
Fall 2018	KIN 450 - Personal Training Cert Prep	Kinesiology & Health Science	Course
Fall 2018	KIN 450L - Personal Train Cert Prep Lab	Kinesiology & Health Science	Course
Fall 2018	KIN 463 - Fund. of Strength&Conditioning	Kinesiology & Health Science	Course
Fall 2018	KIN 467 - ExerciseTesting Field/Clinical	Kinesiology & Health Science	Course
Fall 2018	Athletic Coaching Minor	Kinesiology & Health Science	Program
Fall 2018	Dance Minor	Kinesiology & Health Science	Program

Fall 2018	Dance: Performance&Choreography	Kinesiology & Health Science	Program
Fall 2018	Dance: Teaching	Kinesiology & Health Science	Program
Fall 2017	KIN Fitness and Human Performance	Kinesiology & Health Science	Program
Fall 2018	SED 370 - Socio & Hist Persp in Educ	Secondary Education	Course
Fall 2018	SED 478 - Special Topics in Education	Secondary Education	Course
COLLEGE OF FORESTRY AND AGRICULTURE			
Fall 2018	AGN 462 - Forages	AGEN	Course
Fall 2016	ANS 333 - Animal Nutrition	AGEN	Course
Fall 2017	FOR 351 - Intro to Wildland Rec Adm	FORS	Course
Fall 2017	FOR 451 - Mgmt of Outdoor Rec Area	FORS	Course
COLLEGE OF LIBERAL AND APPLIED ARTS			
Fall 2018	ENG 346 - Film Topics:Genre & Auteur	English & Creative Writing	Course
Fall 2018	ENG 365 - Adaptation: Literature & Film	English & Creative Writing	Course
Fall 2018	ENG 424 - Advanced Topics: World Cinema	English & Creative Writing	Course
Fall 2018	B.A. in English	English & Creative Writing	Program
Fall 2018	B.A. in English, Sec. Ed.	English & Creative Writing	Program
Fall 2018	CJS 302 - Hist of the Crim Justice Sys	Government	Course
Fall 2018	CJS 315 - Incident Rept Writ in Crim Jus	Government	Course
Fall 2018	CJS 357L - Dynamics of Domestic Violence	Government	Course
Fall 2018	CJS 360L - Gender and Crime	Government	Course
Fall 2018	CJS 380 - Crim Justice Theory & Practice	Government	Course
Fall 2018	CJS 405 - Prof Standards in Crim Justice	Government	Course
Fall 2018	CJS 410 - Victimology	Government	Course
Fall 2018	CJS 413 - Legal Research & Writing	Government	Course
Fall 2018	CJS 416 - Offender Reentry & Reintegrat	Government	Course
Fall 2018	CJS 417 - Offender Counseling	Government	Course
Fall 2018	CJS 430 - Capital Punishment	Government	Course
Fall 2018	CJS 431 - Penology	Government	Course
Fall 2018	CJS 435 - Profiling Violent Crime	Government	Course
Fall 2018	CJS 441 - Understand Crim Just Research	Government	Course
Fall 2018	CJS 455 - Sex Offenders & Sex Offending	Government	Course
Fall 2018	CJS 490 - Crim Justice Senior Capstone	Government	Course
Fall 2018	HIS 310 - Topics in U.S. History	History	Course
Fall 2018	COM 215 - Small Group Communication	Languages Cultures & Comm	Course
Fall 2018	COM 270 - Non Verbal Communication	Languages Cultures & Comm	Course
Fall 2018	COM 310 - Comm. Research Methods	Languages Cultures & Comm	Course
Fall 2018	COM 311 - Prin of Persuasion	Languages Cultures & Comm	Course
Fall 2018	COM 370 - Listening Behavior	Languages Cultures & Comm	Course

Fall 2018	COM 375 - Organizational Comm Theory	Languages Cultures & Comm	Course
Fall 2018	COM 414 - Rhetorical Theory & Criticism	Languages Cultures & Comm	Course
Fall 2018	SPA 420 - Applied Spanish Linguistics	Languages Cultures & Comm	Course
Fall 2018	SPA 430 - History of the Spanish Languag	Languages Cultures & Comm	Course
Fall 2018	BS in Multidisciplinary Studies	Multidisciplinary Studies	Program
Fall 2018	Film Studies (minor)	Multidisciplinary Studies	Program
Fall 2018	Latin American Studies	Multidisciplinary Studies	Program
Fall 2018	Philosphy (major)	Multidisciplinary Studies	Program
Fall 2018	Women's and Gender Studies Minor	Multidisciplinary Studies	Program
Fall 2018	PSY 330 - Psychological Statistics	Psychology	Course
Fall 2018	PSY 341 - Research Design in Psychology	Psychology	Course
Fall 2017	SUS 495 - Internship in Sust Comm Dev	Social Work	Course
Fall 2018	BSW Program	Social Work	Program
Fall 2018	Religion Minor	Multidisciplinary Studies	Program
COLLEGE OF FINE ARTS			
Fall 2018	ART 418 - Color Photography	Art	Course
Fall 2016	MHL 245 - Intro to Music Literature	Music	Course
Fall 2016	MHL 454 - String Materials	Music	Course
Fall 2017	MUP 370L - Diction for Singers Lab	Music	Course
Fall 2017	MUP 370L - Diction for Singers Lab	Music	Course
Fall 2017	MUP 370L - Diction for Singers Lab	Music	Course
Fall 2017	MUP 370L - Diction for Singers Lab	Music	Course
COLLEGE OF SCIENCES AND MATHEMATICS			
Fall 2018	BIO 275 - Special Problems	Biology	Course
Fall 2018	BIO 475 - Special Problems	Biology	Course
Fall 2018	Research-intensive	Chemistry	Program
Fall 2018	CSC 201 - Intro to InformationTechnology	Computer Science	Course
Fall 2018	CSC 340 - Application Software Microcomp	Computer Science	Course
Fall 2018	CSC 342 - Algorithm Analysis	Computer Science	Course
Fall 2018	CSC 350 - Internet Technologies	Computer Science	Course
Fall 2018	CSC 351 - Internet Programming Concepts	Computer Science	Course
Fall 2018	CSC 353 - System Administration	Computer Science	Course
Fall 2018	CSC 385 - Internship in Computer Science	Computer Science	Course
Fall 2018	CSC 425 - Database MGT Systems	Computer Science	Course
Fall 2018	B.S. in Computer Science	Computer Science	Program
Fall 2018	BA in Information Technology	Computer Science	Program
Fall 2018	BA in Information Technology	Computer Science	Program
Fall 2018	BA in Information Technology	Computer Science	Program
Fall 2018	BS in CIS	Computer Science	Program
Fall 2018	Minor in Information Technology	Computer Science	Program
Fall 2018	MTH 463 - Seminar in Mathematics	Mathematics & Statistics	Course
Fall 2018	Actuarial Studies Concentration	Mathematics & Statistics	Program

Fall 2018	B.S. in Mathematics	Mathematics & Statistics	Program
Fall 2018	Concentration in Data Science	Mathematics & Statistics	Program
Fall 2018	Minor in Applied Statistics	Mathematics & Statistics	Program
Fall 2018	Minor in Mathematics	Mathematics & Statistics	Program
Fall 2018	NUR 406 - Care of Cmplx Health Needs	Nursing	Course
Fall 2018	NUR 431 - Nrsg Care of Comm. Population	Nursing	Course
Fall 2018	NUR 440 - RN-BSN Care of Community Popul	Nursing	Course
Fall 2018	NUR 440P - RN-BSN Care of Comm Pop Pract	Nursing	Course
Fall 2018	EGR 111 - Foundations in Engineering I	Physics	Course
Fall 2018	EGR 112 - Foundations in Engineering II	Physics	Course
Fall 2018	EGR 210 - Geometric Model for Mech Desgn	Physics	Course
Fall 2018	EGR 215L - Prin of Elec Engineering Lab	Physics	Course
Fall 2018	EGR 215 - Prin of Electrical Engineering	Physics	Course
Fall 2018	EGR 250 - Engineering Statics	Physics	Course
Fall 2018	EGR 321 - Engineering Dynamics	Physics	Course
Fall 2018	EGR 343L - Electronics Lab	Physics	Course
Fall 2018	EGR 343 - Electronics	Physics	Course
Fall 2018	EGR 370 - Linear Circuit Analysis	Physics	Course
Fall 2018	EGR 460 - Engineering Capstone Design	Physics	Course
Fall 2018	EGR 470 - Undg. Research & Tech Presenta	Physics	Course
Fall 2018	EGR 475 - Special Problems	Physics	Course
Fall 2018	EGR 476 - Special Problems	Physics	Course
Fall 2018	PHY 108 - Intro to Engineering/Physics	Physics	Course
Fall 2018	PHY 241 - Technical Physics	Physics	Course
Fall 2018	PHY 242 - Technical Physics II	Physics	Course
Fall 2018	PHY 250 - Engineering Statics	Physics	Course
Fall 2018	PHY 321 - Engineering Dynamics	Physics	Course
Fall 2018	PHY 343L - Electronics Lab	Physics	Course
Fall 2018	PHY 343 - Electronics	Physics	Course
Fall 2018	PHY 430 - Thermodynamics	Physics	Course
Fall 2018	PHY 431 - Intro to Quantum Mechanics	Physics	Course
Fall 2018	PHY 440 - Intro to Electricity & Magnet	Physics	Course
Fall 2018	PHY 441 - Optics	Physics	Course
Fall 2018	Combined Sciences Minor	Physics	Program
Fall 2018	Engineering Physics	Physics	Program
Fall 2018	Physics	Physics	Program

GRADUATE CURRICULUM ADDITIONS FY19			
Year	Course	Department	
COLLEGE OF BUSINESS			
Fall 2018	Graduate Certificate in STEM Management	Management & Marketing	Certificate
Fall 2018	MGT 510 - Mgt in STEM	Management & Marketing	Course
Fall 2018	MGT 544 - Project Leadership	Management & Marketing	Course
COLLEGE OF EDUCATION			
Fall 2018	Master of Education in Teaching and Learning	Secondary Education	Program
Fall 2018	COU 575 - Adv Spec Prob: Ind Study	Human Services	Course
Fall 2018	SPE 554 - Practicum in Professional and Ethical Practice	Human Services	Course
Fall 2018	EPS 678 - Special Topics	Human Services	Course
Fall 2018	SPE 538 - Transition: Birth Through Young Adulthood	Human Services	Course
Fall 2018	SED 566 - Curr for Gifted	Secondary Education	Course
Fall 2018	SED 570 - Data Analysis in Education	Secondary Education	Course
Fall 2018	SED 554 - Distance and Mobile Learning	Secondary Education	Course
Fall 2018	SED 582 - Evaluating Educational Policy	Secondary Education	Course
Fall 2018	SED 586 - Family, school, and community engagement	Secondary Education	Course
Fall 2018	SED 562 - Intro to Gifted Ed	Secondary Education	Course
Fall 2018	SED 556 - PK-16 Virtual Environments	Secondary Education	Course
Fall 2018	SED 568 - Prog and Prob	Secondary Education	Course
Fall 2018	SED 552 - Research and Innovation in Educational Technology	Secondary Education	Course
Fall 2018	SED 564 - Social and Emot Needs	Secondary Education	Course
Fall 2018	SED 558 - Transforming Education through Engaging Technologie	Secondary Education	Course
COLLEGE OF FORESTRY AND AGRICULTURE			
Fall 2016	PLS 540 - Adv. Disease Mngt.	Agriculture	Course
COLLEGE OF LIBERAL AND APPLIED ARTS			
Fall 2017	PSY 528 - Practicum in Teaching Psychology	Psychology	Course
COLLEGE OF SCIENCES AND MATHEMATICS			
Fall 2018	NUR 532 - Advanced Health Assessment	Nursing	Course
Fall 2018	NUR 532 - Advanced Health Assessment P	Nursing	Course
Fall 2018	NUR 531 - Advanced Pathophysiology	Nursing	Course
Fall 2018	NUR 541 - Advanced Pharmacology	Nursing	Course
Fall 2018	NUR 542 - Diagnostics and Procedures	Nursing	Course
Fall 2018	NUR 542 - Diagnostics and Procedures P	Nursing	Course
Fall 2018	NUR 570 - Practicum	Nursing	Course
Fall 2018	NUR 570 - Practicum P	Nursing	Course
Fall 2018	NUR 551 - Primary Care I	Nursing	Course
Fall 2018	NUR 551 - Primary Care I P	Nursing	Course
Fall 2018	NUR 561 - Primary Care II	Nursing	Course
Fall 2018	NUR 561 - Primary Care II P	Nursing	Course

GRADUATE CURRICLUM DELETIONS FY19			
Year	Course	Department	
COLLEGE OF EDUCATION			
Fall 2018	ELE 576 - Advanced Graduate Studies	Elementary Education	Course
Fall 2018	ELE 577 - Professional Development	Elementary Education	Course
COLLEGE OF LIBERAL & APPLIED ARTS			
Fall 2018	ENG 564 - Special Studies in the Authors	English & Creative Writing	Course

GRADUATE CURRICULUM CHANGES FY19			
Year	Course	Department	
COLLEGE OF BUSINESS			
Fall 2018	ACC 585 - Internship in Accounting	Accounting	Course
Fall 2018	MPAC	Accounting	Program
COLLEGE OF EDUCATION			
Fall 2018	HMS 531P - Supv Przc for Dietetic Interns	Human Sciences	Course
Fall 2018	COU 507 - Assessment in Rehabilitation	Human Services	Course
Fall 2018	COU 510 - Survey of Abnormalities	Human Services	Course
Fall 2018	COU 525 - Vocational & Edu Info	Human Services	Course
Fall 2018	COU 531 - Theories of Counseling	Human Services	Course
Fall 2018	COU 539 - Profess. Counseling Practice	Human Services	Course
Fall 2018	COU 541 - Seminar in Counseling Research	Human Services	Course
Fall 2018	COU 542 - Psy Aspects of Counseling	Human Services	Course
Fall 2018	COU 559 - Assessment in Counseling	Human Services	Course
Fall 2018	COU 591 - Mental Health Psychopath	Human Services	Course
Fall 2018	COU 594 - Practicum in Counseling	Human Services	Course
Fall 2018	COU 595 - Internship in Counseling	Human Services	Course
Fall 2018	EPS 561 - Social Basis of Behavior	Human Services	Course
Fall 2018	EPS 675 - Special Problems	Human Services	Course
Fall 2018	M.Ed in Spec. Ed. (Ed. Diag)	Human Services	Program
Fall 2018	M.Ed in Special Education (NC)	Human Services	Program
Fall 2018	MA School Psychology	Human Services	Program
Fall 2018	MA in Professional Counseling	Human Services	Program
Fall 2018	MA in Professional Counseling	Human Services	Program
Fall 2018	MA in Professional Counseling	Human Services	Program
Fall 2018	School Psychology Doctoral	Human Services	Program
Fall 2018	School Psychology(PhD Post BAC)	Human Services	Program
Fall 2018	SPE 552 - Working w/ Persons w/ VI	Human Services	Course
Fall 2018	SPE 555 - Practicum Diagn Evaluation	Human Services	Course
Fall 2018	SPE 558 - Practicum in Special Education	Human Services	Course
Fall 2018	SPE 595 - Practicum in O & M	Human Services	Course
Fall 2018	Human Performance (MS)	Kinesiology & Health Science	Program
Fall 2018	KIN 522 - Athletic Training Clinical II	Kinesiology & Health Science	Course
Fall 2018	KIN 551 - AT Clinical IV	Kinesiology & Health Science	Course
Fall 2018	KIN 590 - Thesis Writing	Kinesiology & Health Science	Course
Fall 2018	MEd for Secondary Teachers	Secondary Education	Program
Fall 2018	Master of Arts in Teaching (MAT)	Secondary Education	Program
Fall 2018	SED 522 - Curriculum, Instruc & Asses	Secondary Education	Course
Fall 2018	SED 523 - Respond to Ethic & Legal Issue	Secondary Education	Course
Fall 2018	SED 525 - Class Management & Prof Resp	Secondary Education	Course
Fall 2018	SED 527 - The Secondary School Student	Secondary Education	Course
Fall 2018	SED 534 - Instructional Design	Secondary Education	Course
Fall 2018	SED 588 - Foundations of Education	Secondary Education	Course
Fall 2018	SED 591 - Prac Inquiry & Action Rsrch I	Secondary Education	Course
COLLEGE OF FORESTRY AND AGRICULTURE			
Fall 2018	MS in Agriculture	Agriculture	Program

Fall 2018	Environmental Science MS	Environmental Science	Program
Fall 2018	ENV 502 - Environmental Waste Mgmt	Environmental Science	Course
Fall 2018	ENV 504 - Occupational & Env Health	Environmental Science	Course
Fall 2017	PhD Forestry	Forestry	Program
COLLEGE OF LIBERAL AND APPLIED ARTS			
Fall 2017	PSY 501 - Adv Statistics in Psychology I	Psychology	Course
Fall 2017	PSY 507 - AdvStatistics in Psychology II	Psychology	Course
Fall 2018	MA in General Psychology	Psychology	Program
COLLEGE OF SCIENCES AND MATHEMATICS			
Fall 2018	BTC 555L - Proteins & Nucleic Acids Lab	Biology	Course
Fall 2018	Master of Science Cyber Security	Computer Science	Program
Fall 2018	CSC 520 - Database Management Systems	Computer Science	Course
Fall 2018	GOL 566 - Advanced Topics in Geology	Geology	Course

Bachelor of Science in Agriculture
Agricultural Engineering Technology
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Agricultural Engineering Technology	BSAG	01020100	23	23	24

*the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in Agricultural Engineering Technology program request to **consolidate** the program. (close/consolidate/continue)

Rationale for the request

The Department of Agriculture currently has seven programs identified under individual CIP codes for the Bachelor of Science in Agriculture degree. We would like to consolidate the Agricultural Engineering Technology Program (CIP 01.0201) under the General Agriculture CIP code (01.0000). After extensive review, we feel it best to consolidate all of our existing programs Agribusiness (01.0102), Agricultural Engineering Technology (01.0201), Agriculture Development-Production (01.0301), Animal Science (01.0901), Poultry Science (01.0907), and Horticulture (01.1103) under the same General Agriculture Program (01.0000). All graduates from our department receive the same Bachelor of Science in Agriculture degree (what is displayed on the diploma). Students within the six identified programs above are required to take a common set of agriculture core courses. The programs only differ by the major concentration the student chooses. Therefore, it makes sense to consolidate all existing programs under the same CIP code (General Agriculture 01.0000) and then designate each program as a major concentration under the General Agriculture Program. This model better represents how our department's programs are designed and delivered. Furthermore, this model is used for other departments/schools within our university such as Forestry and Music. Our department as a whole has seen sustained enrollment growth over the past several years. This overall consolidation will strengthen our numbers and program graduates. Consolidation of all Agriculture programs will not require additional faculty or resources nor will it reduce the number of faculty needed to deliver the Bachelor of Science in Agriculture.

With all programs consolidated under the General Agriculture CIP code, our program will not have a problem meeting the minimum program standards set by the state. After consolidating all programs, the General Agriculture Program will have over 350 undergraduate majors and will likely average 60+ graduates per year.

Note: Consolidated programs are not reported on the Legislative Appropriations Request since they align with the THECB recommendation.

Bachelor of Science in Agriculture
Agriculture Development-Production

Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
Agriculture Development - Production	BSAG	01030100	AY 15	AY 16	AY 17
			16	19	23

the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Agriculture Development-Production program request to **consolidate** the program. (close/consolidate/continue)

Rationale for the request

The Department of Agriculture currently has seven programs identified under individual CIP codes for the Bachelor of Science in Agriculture degree. We would like to consolidate the Agriculture Development – Production Program (CIP 01.0301) under the General Agriculture CIP code (01.0000). After extensive review, we feel it best to consolidate all of our existing programs Agribusiness (01.0102), Agricultural Engineering Technology (01.0201), Agriculture Development-Production (01.0301), Animal Science (01.0901), Poultry Science (01.0907), and Horticulture (01.1103) under the same General Agriculture Program (01.0000). All graduates from our department receive the same Bachelor of Science in Agriculture degree (displayed on the diploma). Students within the six identified programs above are required to take a common set of agriculture core courses. The programs only differ by the major concentration the student chooses. Therefore, it makes sense to consolidate all existing programs under the same CIP code (General Agriculture 01.0000) and then designate each program as a major concentration under the General Agriculture Program. This model better represents how our department's programs are designed and delivered. Furthermore, this model is used for other departments/schools within our university such as Forestry and Music. Our department as a whole has seen sustained enrollment growth over the past several years. This overall consolidation will strengthen our numbers and program graduates. Consolidation of all Agriculture programs will not require additional faculty or resources nor will it reduce the number of faculty needed to deliver the Bachelor of Science in Agriculture.

With all programs consolidated under the General Agriculture CIP code, our program will not have a problem meeting the minimum program standards set by the state. After consolidating all programs, the General Agriculture Program will have over 350 undergraduate majors and will likely average 60+ graduates per year.

Note: Consolidated programs are not reported on the Legislative Appropriations Request since they align with the THECB recommendation.

Bachelor of Science in Agriculture
Poultry Science
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Poultry Science	BSAG	01090700	17	16	13

the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Agriculture Development-Production program request to **consolidate** the program. (close/consolidate/continue)

Rationale for the request

The Department of Agriculture currently has seven programs identified under individual CIP codes for the Bachelor of Science in Agriculture degree. We would like to consolidate the Agriculture Development – Production Program (CIP 01.0301) under the General Agriculture CIP code (01.0000). After extensive review, we feel it best to consolidate all of our existing programs Agribusiness (01.0102), Agricultural Engineering Technology (01.0201), Agriculture Development-Production (01.0301), Animal Science (01.0901), Poultry Science (01.0907), and Horticulture (01.1103) under the same General Agriculture Program (01.0000). All graduates from our department receive the same Bachelor of Science in Agriculture degree (displayed on the diploma). Students within the six identified programs above are required to take a common set of agriculture core courses. The programs only differ by the major concentration the student chooses. Therefore, it makes sense to consolidate all existing programs under the same CIP code (General Agriculture 01.0000) and then designate each program as a major concentration under the General Agriculture Program. This model better represents how our department's programs are designed and delivered. Furthermore, this model is used for other departments/schools within our university such as Forestry and Music. Our department as a whole has seen sustained enrollment growth over the past several years. This overall consolidation will strengthen our numbers and program graduates. Consolidation of all Agriculture programs will not require additional faculty or resources nor will it reduce the number of faculty needed to deliver the Bachelor of Science in Agriculture.

With all programs consolidated under the General Agriculture CIP code, our program will not have a problem meeting the minimum program standards set by the state. After consolidating all programs, the General Agriculture Program will have over 350 undergraduate majors and will likely average 60+ graduates per year.

Note: Consolidated programs are not reported on the Legislative Appropriations Request since they align with the THECB recommendation.

Doctor of Philosophy in Forestry
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Forestry	PHD	03050100	7	7	9

*the standard is fewer than 10 graduates in 5 years for doctoral programs three years in a row

Request

The faculty and staff in the Forestry program request to **<u>continue</u>** the program. (close/consolidate/continue)

Rationale for request

Texas has approximately 12 million acres of commercial forestland located in East Texas. This forest resource represents 83 percent of the productive timberland in the state and has an annual impact of $33 billion to the Texas economy; creating directly and indirectly 166,000 jobs (Source: Texas Forestry Association). SFASU is strategically located among this valuable resource to be a center of excellence in teaching, research and outreach for the sustainable management of forest ecosystems. The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.

PHD students serving as teaching assistants and research supervisors are critical cooperators with faculty in maintaining the high quality of the BSF and MS programs. For example, the undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty and central administration at SFASU*." The PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan. The faculty are leaders at the state-level and national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* after completing their degree requirements. All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers and researchers at higher education institutions, and

environmental consulting firms.

The Arthur Temple College of Forestry and Agriculture (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 500-level MS courses selected to support the research agenda of the student. The faculty require additional work and have higher expectations for the PHD students when compared to the MS students in the same 500-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 500 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities and equipment for all forestry programs at SFASU. These MS 500 level courses are being taught anyway, and adding a few more students into the 600 level section does not result in additional teaching load or cost. Furthermore, PHD students enrolled in 600 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

PHD students work in cooperation with their faculty mentors to meet the research and service objectives required by numerous extramural grants and awards. The highly productive grantsmanship demonstrated by the ATCOFA faculty provides stipends for research assistantships for the students in the MS and PHD programs reducing, but not eliminating, the need for financial support from the university.

The approval of the request to continue the Doctor of Philosophy in Forestry will necessitate the inclusion of this program on the Legislative Appropriations Request (LAR) since the request does not align with the THECB recommendation to consolidate or close. Additionally, programs that continue must submit in the LAR a plan to reach the target or the merits for continuing the program if the target cannot be reached.

Plan to Achieve Minimum Standard of Degrees Awarded

1. Reduced the number of required dissertation research hours from 30 to 6. This will not change the rigor of the program or the number of classes the students are required to take. This will reduce the cost of the program substantially to students and bring SFA in line with requirements of other PHD programs in the nation.
2. Increase the marketing of our PHD program to increase enrollment. This will happen through enhancements to our web site, social media outlets, marketing brochures, and outreach.
   - Marketing will occur through professional meetings like the national and regional meetings of professional organizations like the Society of American Foresters, National Association of Interpretation, and the Wildlife Society.
   - Announcements for doctoral graduate assistantship will be sent all of the universities in the National Association of University Forest Resource Programs (NAUFRP) for broader dissemination.

3. Eliminated the one-year residency requirement for students making the program more flexible for non-traditional students and those not able to relocate to Nacogdoches for a year. Often students are conducting research in other parts of the country and this will give them greater opportunities in the future.

4. Currently SFAs doctoral graduate assistantships are the lowest of all of the southeastern NAUFRP PHD programs. Both outside reviewers for the forestry program's most recent Texas Higher Education Coordinating Board Program Review commented that SFA's PHD program is the least competitive forestry PHD given the low assistantships, increasing tuition and fees, and lack of tuition and fee waivers that other universities routinely offer. Given these challenges, we will work with University leadership to develop ways to enhance stipends and reduce tuition and fees. ATCOFA will make every effort to seek development funds to augment and enhance scholarships and assistantships for PHD students in the future as well as continue to leverage grant funds.

Merits of Continuing Program if target is not attainable

- The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.

- The undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty and central administration at SFASU.*"

- PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan.

- Forestry faculty are leaders at the state-level and national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* for students after completing their degree requirements.

- All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers and researchers at higher education institutions, and environmental consulting firms.

- The (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 500-level MS courses selected to support the research agenda of the student. The faculty require additional work and have

higher expectations for the PHD students when compared to the MS students in the same 500-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 500 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities and equipment for all forestry programs at SFASU. Furthermore, PHD students enrolled in 600 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

Bachelor of Science in Forestry
Forestry Management
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
Forest Management	BSF	03050600	AY 15	AY 16	AY 17
			24	23	19

*the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Forest Management program request to **consolidate** the program. (close/consolidate/continue)

Rationale for the request

All of the majors (Forestry 03.0501, Forest Management 03.0506, and Forest Wildlife Management 03.0601) in the Bachelor of Science in Forestry (BSF) degree program are accredited by the Society of American Foresters and are really the same concentration with the same forestry major core requirements. Therefore, we propose to consolidate these three concentrations under the Forestry CIP code 03.0501. Faculty teaching in the forestry program are teaching students in all three existing majors so consolidating the concentrations will not change the demand for credit hours, faculty, or resources. Teaching workloads will remain the same after the three majors are consolidated in the same Forestry CIP Code.

Consolidating the Forest Management concentration under the Forestry CIP code will not change the degree program and will better reflect the organization of the BSF curriculum.

Note: Consolidated programs are not reported on the Legislative Appropriations Request since they align with the THECB recommendation.

Master of Science in School Mathematics Teaching

Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
School Mathematics Teaching (MSSMT)	MS	13131100	AY 15	AY 16	AY 17
			0	4	5

*the standard is fewer than 15 graduates in 5 years for master's programs three years in a row

Request

The faculty and staff in the School Mathematics Teaching program request to **<u>continue</u>** the program. (close/consolidate/continue)

Rationale for the request

Research supports that there is an insufficient number of mathematics teachers for our nation and the number of highly qualified mathematics teachers is lesser still. The number of school districts that are identified as "high needs" is on the rise. According to the National Center for Education Statistics, 79.7% of Texas schools are Title 1 schools. Moreover, only 32% of Texas students, and their national peers, performed at or above the NAEP Proficient level in mathematics at grade 8. It is imperative for the success of our nation that this number be increased in order to help the next generation navigate the pathways to careers in technology rich and often STEM-centered workplaces. The preparation of highly qualified mathematics teachers is an essential part of this process.

The Master of Science in School Mathematic Teaching program is uniquely poised to address the preparation of current teachers. By design, the program provides a vehicle to support the retooling of teachers who are teaching out of area or in a grade band for which they were not content prepared, and thus are not considered highly qualified by the state. It also provides a mechanism for career changers to learn the mathematical content required for certification. In the last 15 years, more than 100 teachers have become highly qualified middle- or secondary-level mathematics teachers by successfully completing this program. The delivery of the revised web-based program design serves to create an inexpensive way for SFA to address the national need for qualified mathematics teachers while simultaneously addressing identified constraints of current and prospective participants. The first cohort of participants enrolled in the web-based model of the program in fall 2015; middle level participants will graduate summer 2018 and secondary level participants in summer 2018. (Note: A cohort is defined in this program as the group of middle emphasis students that start in a given year combined with the group of secondary emphasis students that begin the following year.) Though the current number of participants is less than 10 in the cohort, it does demonstrate an interest in the program. Note also that these participants are all self-funded.

Feedback from Previous Students and Resulting Changes: Interviews with Master of Science in School Mathematic Teaching graduates provided valuable insight into changes that

would make the MSSMT program feasible for fully employed teachers. Evening or Saturday classes were not attractive; teachers were strongly requesting an online option. Beginning in 2013, Department of Mathematics and Statics faculty began the process of developing web-based courses and transitioning the MSSMT to a web-based program. Increasing the number of web-based programs has been included as an initiative in the SFA Strategic Plan.) Additionally, participants indicated that the two courses per semester requirement was overly burdensome and thus, an extended timeline is currently utilized, requiring students to complete only one course per academic session (four per year). Finally, tuition and fees are a hurdle for teachers. Nearly all of the previous participants of this program received scholarships for tuition and fees. Once funding sources were exhausted, participant numbers diminished and the DoMS began investigating strategies for how to make the program sustainable. Recruitment efforts include discussion with school administrators regarding district support opportunities.

The Master of Science in School Mathematic Teaching includes two emphasis: middle level and secondary level. These emphases have substantial overlap in coursework which led to the previous consolidation of the MSSMT – Middle Level and MSSMT – Secondary Level programs in spring 2015. In the current program, a middle level cohort begins in year 1 and a secondary cohort joins the program in years 2 and 3. At the end of year 3, the middle level cohort graduates. In year four, a new middle level cohort begins, and the secondary cohort continues through courses unique to their needs and then graduates. The pattern continues.

While the program design accommodates participant schedules, the three years to completion negatively affects the Master of Science in School Mathematics Teaching graduation numbers. Since the program requires only one course offering (or two in non-overlap years) per semester no additional faculty are required to maintain the program. Department of Mathematics and Statics graduate faculty members teach all courses in the program and no additional faculty are needed.

Consolidation of the Master of Science in School Mathematics Teaching program with the MS in Mathematical Sciences is not a possibility even though they are housed within the same department. The MSSMT program is a mathematics teaching program while the MS in Mathematical Sciences is designed to meet the needs of mathematicians and statisticians in various career and educational pathways. The two programs do not have any courses in common.

The approval of the request to continue the Master of Science in School Mathematics Teaching program will necessitate the inclusion of this program on the Legislative Appropriations Request (LAR) since the request does not align with the THECB recommendation to consolidate or close. Additionally, programs that continue must submit in the LAR a plan to reach the target or the merits for continuing the program if the target cannot be reached.

Plan to achieve the minimum standard

New Coordination/Direction: The project coordinator for the MSSMT for the last decade became chair of the Department of Mathematics and Statistics and could no longer direct this

program. A replacement was made in January 2018 and currently works with the Department of Mathematics and Statistics graduate coordinator to recruit a new cohort of teachers for a middle-level cohort for fall 2018 and for a secondary- level cohort that will begin fall 2019. Our goal for the second MSSMT web-based cohort is 10-15 middle-level teachers and 10-15 secondary-level teachers. The coordinator is currently identifying interested districts, specifically districts that might provide some financial support for interested teachers. A needs assessment is also in development to determine additional strategies and opportunities.

Current Recruitment Status: To date, 6-8 applications have been received for the middle level emphasis that will begin in fall 2018 and recruitment has just begun. In addition, inquiries and applications from 6 additional secondary level students who will not begin until fall 2019 have been received. Visits to districts and the Region 7 Service Center are being scheduled at this time. Moreover, an additional faculty member who has research interests in the area of mathematics education has been identified to shadow the coordinator during the recruitment of these cohorts to prepare to assume program responsibilities before the third cohort begins in 2022.

Reaching Graduation Rate Goal: The MSSMT is essentially a new program since going online and the first group of graduates from this redesigned program are not expected until summer 2018. If the recruitment goals stated above are accomplished, this program will no longer be on the low producing numbers report after 2021. Because of the extended time to graduation (3 years instead of the traditional 2), proof of self-sufficiency will not occur until the completion of the second cohort.

Plan for recruitment:

- Contact districts to set up information sessions with administrators and teachers; complete needs assessment. (*in process*)
- Set up meeting at Region 7 to present information to additional administrators and teachers at Service Center meetings; complete needs assessment. (*in process*)
- Investigate potential scholarship opportunities, loan forgiveness programs, and other financial supports for students. (*in process*)
- Follow up with emails and phone calls regarding interest. (*Early May*)
- Hold registration/orientation sessions as needed. (*Summer 2018*)
- Follow up for secondary level cohort. (*AY2019*)

Bachelor of Science in Chemistry
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Chemistry	BS	40050100	14	15	20

the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Chemistry program request to **continue** the program (close/consolidate/continue) because the low-producing program is composed primarily of courses required for another existing degree program, biochemistry, and there is very limited or no additional cost associated with the program.

Rationale for the request

The Department of Chemistry & Biochemistry made major changes to their programs beginning 2012 that are poised to net positive results; however, more time is needed to affect the 5-yr graduation average on a regular basis. A 5-year average does not change dramatically over a one-year review. The chemistry program is on pace to exceed the graduation requirement starting AY20 with a 5.6 five-year graduation average. The changes we have made (requiring undergraduate research, creating an interdisciplinary track, decreasing DWF rate in CHE 133, coordinating senior courses, pro-active advising, etc.) are effectively improving our retention (over 81% for three years) and graduation rates (2.8 to 4.4 five-year average) and the enrollment of our upper level courses. Over the last 10 years, the chemistry majors consist of approximately 54% females and 48% minorities. This demonstrates the importance of the chemistry program in contributing to the state 60x30TX initiatives to meet the graduation needs of underserved populations. Eliminating the chemistry program at SFA is contrary to the STEM initiative underway at our university and across our nation. If we eliminate the chemistry major, there will be no change in required faculty, supplies, courses, etc. because of the heavy service load of chemistry and biochemistry. There will be no net savings gained by eliminating the chemistry major. The department does not need additional faculty to continue the program nor will any faculty be eliminated if the major is discontinued.

The approval of the request to continue the Bachelor of Science in Chemistry will necessitate the inclusion of this program on the Legislative Appropriations Request (LAR) since the request does not align with the THECB recommendation to consolidate or close. Additionally, programs that continue must submit in the LAR a plan to reach the target or the merits for continuing the program if the target cannot be reached.

Plan to Achieve Minimum Standard of Degrees Awarded

We have already implemented a plan over the last few years that is increasing the number of chemistry graduates. We have increased the graduation rate (2.8 to 4.4 in AY19 and an estimated 5.6 in AY 20), retention rate (over 81% for three years), and senior level enrollment in the chemistry program (historic highs). All we need is time to continue our positive progress to meet the goal of obtaining a 5-year average of 25 graduates by AY20. It takes several years to change a 5-year average, and we are well on our way to accomplishing this through the changes we have implemented. We will continue to assess and improve our initiatives:

- Offer transformative learning experience such as undergraduate research and support student research through supplies and travel to conferences.
- Offer opportunities to help meet the needs of students' educational objectives by developing programs that recruit and graduate students such as the interdisciplinary track (3 graduates first year) and 5-year BS/MS program.
- Coordinate senior courses to alleviate the stress of several difficult chemistry courses at the same time.
- Improve the freshman chemistry courses to motivate the students' interest in chemistry instead of discouraging it.
- Train faculty to be pro-active in advising and caring about their students.

Merits of Continuing Program if target is not attainable

If we do not accomplish the 5-year graduation average, the program has merit for continuing based on the following:

- Chemistry is a major contributor to most of the disciplines in the STEM initiative. The university would be severally hindered with a STEM initiative without a chemistry program.
- Chemistry does not cost the university additional funds because the same faculty and resources are needed to maintain the biochemistry program and high service course load for the department.
- Chemistry majors are essential to the university's movement to expand undergraduate research on campus as an example of supporting student research/travel and retaining students.
- Chemistry and biochemistry program majors differ only by approximately 10-15 students each year; however, the students involved in biochemistry, pre-med students, have a higher probability of success. The consolidation of the two programs will result in no net gain in resources; however, there would be a decrease in the number of biochemistry majors. The marketing power of having a separate biochemistry degree instead of a track within a chemistry degree is enormous. We had a biochemistry track prior to having a biochemistry major, and we still had approximately 45 chemistry/biochemistry track majors. We more than doubled in

size, approximately 120 majors a year, when we added the biochemistry major. There is no economic justification to consolidate the majors; however, there will be a negative economic consequence in consolidating the two programs with a decrease in the number of biochemistry majors based program history.

- Chemistry graduate student numbers in the M.S. Natural Science (M.S.NS) program have recently grown through our undergraduate research efforts and chemistry graduates; we increased from 1 to 8 students regularly. The discontinuance of the B.S. in chemistry will have a negative impact on the M.S.NS program since most of our students are SFA graduates with a B.S. in chemistry.

Bachelor of Arts in Economics

Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Economics	BA	45060100	14	14	12

*the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Department of Economics and Finance request to **<u>continue</u>** the program. (close/consolidate/continue)

Rationale for the request

The BA in Economics major allows the Department of Economics and Finance to provide a valuable educational option to students; the ability to major in economics without obtaining a business degree. The program requires no additional resources to deliver and imposes no additional costs on the university or the State of Texas. Discontinuing the program would deny students a unique opportunity to pursue an economics major without also having to complete a BBA degree while not saving any resources.

The two programs in economics – the Economics major leading to a BA and the Business Economics major leading to a BBA – are identical in terms of economics courses that a student must complete. The BA degree has no additional requirements beyond those for the BBA. The elimination of the BA degree will bring about no cost savings as no courses or faculty lines will be reduced or eliminated. For this Economics program, it is not possible to consolidate the two programs because they are two different degrees-BA and BBA. A request has been made to THECB in the past to consider the two programs as one program hence eliminating the low producing program designation. However, the request was denied. Therefore, it is more appropriate to combine the total number of degrees awarded for each of these programs resulting in a five-year total that exceeds the minimum threshold of 25 degrees awarded in a five-year period.

The approval of the request to continue the Bachelor of Arts in Economics will necessitate the inclusion of this program on the Legislative Appropriations Request (LAR) since the request does not align with the THECB recommendation to consolidate or close. Additionally, programs that continue must submit in the LAR a plan to reach the target or the merits for continuing the program if the target cannot be reached.

Merits of continuing the program

While it would be preferable for the BA in Economics major to grow in numbers to reliably and consistently produce over 25 graduates in any five-year period, this is not a realistic expectation in the near term. In other words, taken by itself, the BA is unlikely to achieve the stated standard.

The benefits of continuing the degree are:

- The department is able to provide an opportunity for students to major in economics without necessitating that they complete a business degree. While there are only a handful of students graduating each year with this option, it is clear that there is student demand for the BA in Economics.
- The BA in Economics requires no additional resources, and no cost savings can be realized if the program were to be discontinued.
- With the recent recognition of our BBA in Economics as one of the Top 50 such degrees in the US by Best College Reviews, we expect to see stronger interest in our economics majors

Bachelor of Arts in Art History
Low Producing Program 2017

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row*		
			AY 15	AY 16	AY 17
Art History	BA	50070300	15	14	11

the standard is fewer than 25 graduates in 5 years for undergraduate programs three years in a row

Request

The faculty and staff in the Art History program request to **close** the program. (close/consolidate/continue)

Rationale for the request

While we have had good results and continued success (postgraduate degrees in Art History) with the few students that we have graduated in this program, it is evident that the program will not produce the number of graduates expected by the THECB. The BA in Art History cannot be consolidated with any of the other bachelor degrees offered in Art because each degree has a very different purpose (for example studio art and art educator). The BA in Art History requires no additional faculty or staff to deliver the program and no elimination of faculty, staff or resources will occur with the closing of the program. Art History is a required component of all bachelor and master's degree programs in Art. BA Studio Art majors take 12 HRS of Art History courses. BFA Studio Art majors take 18 HRS of Art History courses. Additionally, ART 280, 281, and 282 fulfill requirements for the core curriculum for non-majors and minors in Art. There is no additional cost to offer this degree program however; there is not a significant demand for this program and no indication that there will be increased demand in the future.

Note: Programs that are closed are not reported on the Legislative Appropriations Request since they align with the THECB recommendation.

Grants[1] awarded between and December 16, 2017 and February 28, 2018

Fiscal Year 2018 – as of February 28, 2018

Amounts allocable to FY18 (detailed in this report)

Direct Federal	$	2,359
Federal Pass-through	$	576
State and State Pass-through	$	9,000
Private and Local Government	$	10,000
TOTAL	**$**	**21,935**

Cumulative amount allocable to FY18	**$ 4,747,394**
New awards (detailed in this report, all project years)	**$ 29,000**
Cumulative award total, all project years	**$ 15,014,065**

New, Additional, or Previously Unreported Awards for FY 2018

Direct Federal

Previously Described Awards
OVW Relationship Violence Program FY 18-21
Award Total: *$300,000*   **Additional Amount allocable to FY 2018**   *$2,359*

Subtotal Amounts Allocable to FY2018 (this report) = $2,359
Subtotal New Direct Federal Awards (total award) = $300,000

Federal Pass-through

Previously Described Awards with modifications
Special Education Consolidated Grant FY18 (IDEA-B)
Award Total: *$61,859*   **Amount allocable to FY 2018**   **$576*

Subtotal Amounts Allocable to FY2018 (this report) = $ 576
Subtotal New Direct Federal Pass-Through awards (total award) = $61,859

*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.

Grants[1] awarded between and December 16, 2017 and February 28, 2018

State and State Pass-through Awards

Previously Described Awards
JAMP Special Projects: JAMP Camp 2018
Award Total: $18,000   **Amount allocable to FY 2018:** $18,000

Peers Against Tobacco Program – FY18
Award Total: $1,000   **Amount allocable to FY 2018:** $1,000

Previously Described Awards with modifications
Texas AHEC East, Piney Woods Region, State FY18
Award Total $100,285   **Reduction in award to FY 2018: *(**$10,000)
(sponsor initiated)

Subtotal Amounts Allocable to FY 2018 (this report) = **$9,000**
Subtotal New State and State Pass-through Awards (total award) = **$119,285**

Private Entity and Local Government Awards

Title: ***Hurricane Harvey Emergency Aid Fund***
Sponsor: Communities Foundation of Texas; Award ID 18-D80436
Award Term: November 22, 2017 – February 28, 2018
PIs/PDs: Rachele Garrett, Financial Aid
Total Award $10,000   **Amount Allocable to FY 2018**: $10,000
Sponsor provided SFA with funds to assist students directly impacted by Hurricane Harvey.

Subtotal Amounts Allocable to FY2018 (this report) = **$10,000**
Subtotal New Private and Local Awards (total award) =**$10,000**

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
[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.

Policies for Board Review
April 24, 2018

Policy Name	Policy Number	Action/Change	Page
Academic and Student Affairs Committee			
At-Will Employment	11.2	Minor grammatical changes made.	P-5
Commencement	6.8	Minor grammatical changes made.	P-8
Digital Millenium Copyright	9.3	Updated titles.	P-11
Employee Scholarship Program	12.5	Notification of taxable benefits added.	P-16
Extra-Institutional Learning Experiences in the BAAS Degree	5.11	Minor grammatical changes made.	P-18
Faculty-Staff ID Cards	10.7	To be deleted. Content included in new policy 14.13.	P-22
Human Research Subjects Protection	8.4	Major rewrite.	P-25
Information Security for Portable Devices	14.6	Edited for clarity.	P-34

Policy Name	Policy Number	Action/Change	Page
Mobile Device Applications	15.2	Removed procedures concerning SFA App, which is not supported.	P-37
Off-Campus Credit Courses	5.13	Minor grammatical changes made.	P-40
Out-of-State Electronic Fee	3.24	Only non-residents living out of state are assessed separate fee.	P-42
Parking and Traffic Regulations	13.14	Minor updates made.	P-45
Probationary Period of Employment	11.21	Minor grammatical changes made.	P-74
State Publications	2.14 NEW	New policy governing state publications.	P-76
Student ID Cards	10.7	To be deleted. Content included in new policy 14.13.	P-78
University ID Cards	14.13 NEW	Combines policies concerning student IDs and faculty/staff IDs into one policy.	P-81
Use of Electronic Information Resources	16.32	Updates and clarifications made.	P-84

Building and Grounds Committee			
Security Systems	14.10	Eliminated procedural language.	P-89
Solicitation on Campus	16.25	Titles updates made.	P-94
The Ed and Gwen Cole Art Center and the Griffith Gallery	16.27	Clarification of alcohol use.	P-99
Finance and Audit Committee			
Cellular Telephones and Wireless Communication Devices	3.6	Clarified responsibility and removed procedural language.	P-104
Computer Purchase and Replacement	17.4	Wording changed and titles updated.	P-109
Establishing a New Departmental Account: Fund-Organization-Program (FOP)	3.12	Minor updates and clarifications made.	P-112
Expenditure Authority for Financial Transactions	3.13	Minor grammatical changes made.	P-114
Financial Exigency	3.15	Minor updates made.	P-116
Gramm Leach Bliley Act Required Information Security	14.4	Added reporting requirements and cross referenced other policies.	P-119

Identity Theft Prevention	14.5	Minor grammatical changes made.	P-123
Insurance and Other Benefits	12.10	Clarifications made and procedures language removed. Added information about health plans	P-128
Restrictions on Contracting with and Paying Certain Vendors	17.23	Minor wording changes made. Updated references.	P-136

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: At-Will Employment

Policy Number: 11.2

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

Date of last revision, if applicable: 4/14/2015

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): The policy defines who are considered at-will employees.

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.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

At-Will Employment

Original Implementation: July 15, 2003
Last Revision: ~~April 14, 2015~~*April 24, 2018*

The following exempt, academic, and non-academic employees serve at the discretion of the university and are considered at-will employees~~,~~ whose employment may be terminated with or without cause at any time by the university or the employee.~~:~~

- All positions reporting to the Board of Regents including but not limited to the president, general counsel, director of audit services, and coordinator of board affairs*;*
- All vice presidents/provost*;*
- All associate vice presidents/associate provost*;*
- All deans including associate deans*;*
- All directors, associate directors, and assistant directors*;*
- All department heads and chairs*;*
- All coaches*;*
- All charter school teachers*;*
- All attorneys and auditors*;*
- All grant funded positions*;*
- All temporary staff employees*.*

Any appointment included in this list which is filled by a tenured employee will not affect the employee's tenure status. Tenured employees removed from administrative assignments under this policy may be reassigned to a faculty position.

The university may choose to reassign an at-will employee under this policy, but such reassignment is not guaranteed. Additionally, the university will endeavor to give a terminated employee under this policy a 30-day notice, although notice is not required.

Any decision to terminate an at-will employee must be reviewed by the general counsel and/or the director of human resources for legal considerations. Termination of at-will employees below the vice president level must be approved by the appropriate vice president and reported to the president and Board of Regents (unless the termination is by the president or Board of Regents). The Board of Regents must approve termination of at-will employees at the vice president level or above. All such employees will be given an opportunity to resign in lieu of at-will termination, unless the termination is clearly for cause. The terms of resignation must be approved by the same process outlined for termination above, including legal review by the general counsel and/or *the* director of human resources.

In regards to this policy, and the employee's completion of the 180-day probationary period, there is no contradiction. The 180-day probationary period is the designated time frame for the new employee to demonstrate their capability to perform their job tasks in a satisfactory manner. The completion of this evaluation period does not convey a permanent status to employees listed in this policy, and it does not negate the at-will status for either employee or employer.

Any agreements that in any way modify this policy must be made in writing and must contain the signature of the president, appropriate vice president, and the university Board of Regents.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: <u>Commencement</u>

Policy Number: <u>6.8</u>

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

Date of last revision, if applicable: 4/1/2018

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

Purpose of Policy (what does it do): To outline the purpose, faculty role, and protocols for the university's commencement ceremonies

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 <u>each</u> substantive revision: only minor grammatical changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Commencement

Original Implementation: February, 1984
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Stephen F. Austin State University will hold commencement ceremonies at the end of the fall, spring, and summer terms. Arrangements for the ceremonies are the responsibility of the registrar. Selection of and arrangements for a speaker are the responsibility of the president.

Commencement is an important symbol of the university's core function. In order to have adequate faculty representation at commencement, full-time faculty members are obligated to attend at least one commencement each academic year. For faculty teaching in the second summer term, attendance at the August ceremony is required. Academic unit heads are responsible for informing faculty members of the provisions of this policy and encouraging them to comply.

Faculty, staff, students and guests are expected to maintain decorum ~~that is reasonable and befitting of a public event of special significance~~. As a formal ceremony*,* all attendees are expected to abide by any protocol or guidelines issued by the university. which will, at a minimum, include the following:

- All attendees must follow all written and verbal instructions.
- All attendees must remain seated during the ceremony and remain for the entire ceremony.
- All graduates are required to wear formal academic attire.
- All cell phones or other electronic devices must be silenced.
- The possession or use of alcohol or illegal substances, air horns and any other artificial noisemaker, fireworks, balloons, flags, or banners is prohibited.

Any attendee who is ~~excessively~~ disruptive during the ceremony or fails to follow written or verbal instructions may be excused from the venue.

Prior to commencement, the Office of the Registrar will provide students with ~~the foregoing requirements as well as~~ information regarding expected decorum and attire as approved by the provost and vice president for academic affairs. Students will additionally be provided with similar information to provide to their guests.

The Office of the Registrar will post signage at commencement reminding attendees of the prohibition of air horns and other artificial noisemakers and any other information deemed prudent by the provost and vice president for academic affairs.

P-10

The student regent, or other individual selected by the provost and vice president for academic affairs, will give an announcement regarding decorum at the start of the commencement ceremony.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic 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: Digital Millennium Copyright

Policy Number: 9.3

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

Date of last revision, if applicable: 4/15/2015

Unit(s) Responsible for Policy Implementation: General Counsel

Purpose of Policy (what does it do): Policy establishes the manner in which the university processes the receipt of DMCA complaints

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: Members of the Complaint Resolution Team updated to reflect current position titles.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Digital Millennium Copyright

Original Implementation: July 27, 1999
Last Revision: ~~April 14, 2015~~*April 24, 2018*

The Digital Millennium Copyright Act (DMCA) creates a liability limitation for Internet service providers (ISP) for certain copyright infringements created on-line. The university serves as an ISP for faculty, staff, and students. The DMCA establishes procedures whereby, upon receipt of proper complaints, the university will block access to or take down allegedly infringing material and notify the Web page owner of the complaint. Repeat infringers will be subject to termination of Internet service by the university. It is the policy of the university to comply with these safe haven procedures created by the DMCA.

Definitions
    A. Registered Agent
    The university general counsel shall be designated as the registered agent for receipt of DMCA complaints.
    B. Complaint Resolution Team
    The complaint resolution team may include the following positions~~: manager of systems, assistant systems manager~~ *information security officer*, library director, associate library director for information service, university webmaster, director of student rights and responsibilities, director of student activities, and general counsel.
    C. Official Complaint
    An Official Complaint consists of the following:
        1. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent;
        2. Description of works claimed to be infringed;
        3. Description of location for alleged infringing works;
        4. Sufficient information to contact the complainant;
        5. Statement of good faith belief that the use is not authorized by the owner/agent; and
        6. Statement that the information in the notice is accurate and, under penalty of perjury, the complainant is authorized to act on behalf of the owner.

Initial Review of an Official Complaint
Upon receipt of a DMCA complaint, complaint resolution team members shall be responsible for assessing the complaint and determining the exact location of the alleged infringing material. Assessing the complaint would include a determination of whether the complaint contains all

necessary elements, and whether the complaint involves the university in its role as an ISP or the university (and its employees) acting as a content provider. If the complaint is deficient, a notice of deficiency shall be returned to the complainant with a courtesy copy forwarded to the alleged infringer. No complaint will be deemed official, requiring take down procedures, unless all elements of a proper complaint are included.

University as Content Provider

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

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

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

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

C. The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. See university policy, Copyrighted Works Reproduction (9.2).

University as ISP

If the university is acting as an ISP, take down procedures will be automatically initiated once an official complaint is received. The complaint resolution team will notify the person responsible for the server to specifically locate the alleged infringing material and identify the individual who may be responsible for the infringing material.

Faculty/Staff: The person responsible for the server will forward the complaint and identity of the faculty/staff member to the general counsel. The general counsel will notify the dean or director to whom the faculty/staff member reports. The dean or director shall immediately confer with the alleged infringer and attempt to secure a voluntary take down or deletion of the alleged infringing material. Such voluntary take down must be confirmed by the dean or director. If these procedures

cannot be completed expeditiously or voluntary take down cannot be secured, the dean or director will immediately coordinate with the person responsible for the server to take down the alleged infringing material. The dean or director will notify the general counsel when the alleged infringing materials have been removed, and may impose disciplinary action in accordance with Faculty Code of Conduct (7.11), Discipline and Discharge (11.4), or other applicable university policy.

Students: The person responsible for the server will forward the complaint and identity of the student who may be responsible for the infringing material to the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities will attempt to secure the voluntary take down or deletion of the alleged infringing material and may impose disciplinary action pursuant to the Student Code of Conduct (10.4).

Counter-Notices

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

A. A physical or electronic signature of the alleged infringer;
B. Identification of the removed material and the location at which it appeared;
C. A statement under penalty of perjury that the alleged infringer has a good faith belief that the material was removed because of mistake or misidentification; and
D. The alleged infringer's name, address, telephone number, consent to the jurisdiction of the federal court in which their address is located, and that they will accept service of process from the official complainant.

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

Repeat Infringers

In addition to any other discipline that may be imposed, the university may terminate internet service to repeat infringers who receive more than two complaints in a three-year period. Repeat infringement shall constitute misuse of university computers and network systems under university policy, Computer and Network Security (14.2). Sanctions procedures under that policy will be followed.

Cross Reference: Digital Millennium Copyright Act, Pub. L. No. 105-304, 112 Stat. 2860 (1998); Copyrighted Works Reproduction (9.2); Computer and Network Security (14.2)

Responsible for Implementation: General Counsel

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Scholarship Program

Policy Number: 12.5

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

Date of last revision, if applicable: 4/15/2015

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

Purpose of Policy (what does it do): Policy provides information on Employee Scholarship Program including eligible participants and taxing requirements.

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: Information was added to notify employees that some benefits are taxable and reported as taxable income.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Employee Scholarship Program

Original Implementation: January 28, 2003
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Employees of the university, their spouses and dependents are eligible to participate in the Employee Scholarship Program provided eligibility requirements are met. *Detailed program and eligibility requirements can be found on the human resources website.* The widow or widower and dependent children of an individual who died while ~~an employee~~ *employed at the university* shall also be eligible for the Employee Scholarship Program.~~. The detailed program and eligibility requirements can be found on the human resources website.~~

Participation in the program does not supersede regular work responsibilities. See Employee Enrolling for Courses (12.4).

Benefits under the program are subject to the availability of specific funds in the university budget. The university *is* ~~shall~~ not ~~be~~ required to make funds available in any given fiscal year.

The university complies with federal and state tax regulations governing any applicable taxability, tax reporting, and/or withholding of taxes on the Employee Scholarship Program. The value of any taxable tuition and fee benefits paid by the Employee Scholarship Program will be included as taxable income on the employee's annual Wage and Tax Statement (W-2) and will be subject to tax withholdings.

Cross Reference: Employee Enrolling for Courses (12.4)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: Employee Educational Assistance packet: http://www.sfasu.edu/hr/115.asp.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Extra-Institutional Learning Experiences in the BAAS Degree

Policy Number: 5.11

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): To establish guidelines for the awarding of academic credit for learning outside experiences, principally in the BAAS degree

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 <u>each</u> substantive revision: No change of substance was made to the policy. The only changes involved improvement of grammar.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Extra-institutional Learning Experiences in the BAAS Degree

Original Implementation: October 26, 1999
Last Revision: ~~April 14, 2015~~*April 24, 2018*

~~Role and Scope~~

The purpose of this policy is to define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences (BAAS) degree. ~~This policy provides a rationale for the credit awarded and definitions of the significant elements of the process, establishes guidelines for the occupational portfolio, and provides a means for monitoring the policy.~~

~~Review~~

~~The dean of the College of Liberal and Applied Arts will review and implement this policy.~~

Rationale

Academic ~~Awarding degree~~ credit for extra-institutional learning experience is *awarded* ~~based on the higher education practice of granting academic credit~~ for educational attainment *that is* comparable to *a university* ~~the college~~ level *course*. *Such* ~~The granting of~~ credit is *granted* ~~carried out~~ in a variety of ways *that* includ~~ing~~*e*, but *are* not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, occupational portfolio review, and *examination by a* Stephen F. Austin State University (SFA) *academic unit*~~departmental examination~~. The credit awarded must be appropriate to a *student*~~n individual~~'s BAAS degree program.

Authority and Oversight

The ~~authority granted to SFA by the~~ Texas Higher Education Coordinating Board (THECB) *authorized SFA* ~~(July 16, 1974)~~ to offer the BAAS *under* ~~degree contains~~ the following *conditions*~~statements~~: "Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours). An expanded innovative program of advising and counseling will be necessary to administer the program."

The College of Liberal and Applied Arts will maintain oversight of the BAAS degree and administer the extra-institutional learning credit program. The dean of the college will develop procedures to implement all aspects of the BAAS degree.

Definitions

- BAAS Degree - The Bachelor of Applied Arts and Sciences degree is designed to offer students an opportunity to receive college credit for extra-institutional learning experiences and to apply these credits toward a baccalaureate degree. The degree is designed to provide both academic and professional depth to individuals who have recognized competency in occupational or technical fields.

- Extra-institutional Learning - Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education. Such experience may include learning sponsored by non-accredited associations, business, industry, or military units t*hat*o develop knowledge, skills, and values. If the learning experience occurred outside of a training program related to professional licensure or certification, the student must submit an occupational portfolio.

  Occupational Portfolio - A compilation of pertinent documents and third party verification that develops a history and basis for the levels of competency submitted for evaluation.
- Documentation *must*will verify that skill levels and occupational competencies are equivalent to college work.

Procedure for Credit Awards

The evaluation of extra-institutional learning experience *is based*depends on an examination process. The measure of *credit* equivalency is determined by three factors:

1. The Curriculum of the Learning Experience - The learning experience must meet the standard of currency and relevance of contemporary institutions of higher education.
2. The Qualifications of the Instructor/Supervisor - Instruction and supervision must be provided by an individual or individuals whose credentials have been reviewed and accepted by authorized peers, an appropriate sponsoring professional organization or corporation, or an institution of higher education.
3. Evaluation of Student Achievement - The validation process must use a means of evaluating the learning process that is appropriate to the subject matter and the manner of transmission.

All requests for *extra-institutional* credit for extra-institutional learning experiences must be submitted by the student at the time of application to the BAAS degree program. Requests must be accompanied by documentation of the learning experiences, including *an*the occupational portfolio (if required). The BAAS program director *of the division of multidisciplinary programs*, or a designee, will review the documentation , including credit recommendations, and

make a final determination on the amount of credit to be awarded. Credit awarded will be submitted to the Office of the Registrar. Credit awarded for extra-institutional   experiences is only applicable to the B*AAS*achelor of Applied Arts and Sciences *d*Degree.

Appeals

Appeals of credit awards must be in writing to the dean of the College of Liberal and Applied Arts for resolution. The dean may either affirm the decision of the BAAS program director or make a different credit recommendation. *This determination is final.*

Cross Reference: SFA General Bulletin/Advanced Placement & Credit by Examination

Responsible for Implementation: Provost and Vice President of Academic Affairs

Contact for Revision: Dean of the College Liberal and Applied Arts

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student ID Cards

Policy Number: 10.7

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

Date of last revision, if applicable: 7/29/14

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

Purpose of Policy (what does it do): Governs student ID cards

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: This policy is being merged with another ID Card related policy (11.13 - Faculty-Staff ID Cards) into a new omnibus ID Card policy.

Additional Comments:

Reviewers:

Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

~~Student ID Cards~~ (POLICY TO BE DELETED)

~~**Original Implementation:** Unpublished~~
~~**Last Revision:** July 29, 2014~~

~~University student identification cards (IDs) are produced by the card services office, located in Room 1.205 of the Baker Pattillo Student Center.~~

~~Student IDs are used for the following purposes:~~

1. ~~Access to the student's meal plan.~~
2. ~~Access to the student's residence hall.~~
3. ~~Free admission to regular season home football, basketball, baseball, and softball games.~~
4. ~~Student discounts to certain fine arts performances and student activities.~~
5. ~~Identification when purchasing items by check and for book buy-back in the Barnes and Noble Bookstore.~~
6. ~~Access to the Student Recreation Center, Norton Health and Physical Education complex, and the Wellness Center.~~
7. ~~Some computer and language labs require the deposit of the ID card to use some resources.~~
8. ~~Identification at the business office to receive payroll checks.~~

~~IDs are produced on the enrollment of a new student. The cost of the initial ID is $6. Students must display an acceptable picture ID when picking up their first SFA ID card.~~

~~Lost or stolen IDs should be reported to the card services office as soon as possible. After hours and on weekends, lost or stolen IDs should be reported to the University Police Department. Replacement cards cost $15 and can be obtained from the card services office during normal business hours.~~

~~SFA IDs are the property of Stephen F. Austin State University and must be shown and/or surrendered to any university official upon request. SFA IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.~~

~~**Cross Reference:** None~~

~~**Responsible for Implementation:** Vice President for University Affairs~~

~~**Contact for Revision:** Director of Student Services~~

~~**Forms:** None~~

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Human Research Subjects Protection

Policy Number: 8.4

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

Date of last revision, if applicable: 1/26/2016

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

Purpose of Policy (what does it do): To establish university guidelines on how research involving human subjects must be conducted

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: This policy has been thoroughly revised to (1) incorporate 2017 changes in federal law, (2) clarify language, (3) remove most procedures by placing them in the university's reasearch handbook, and (4) eliminate duplication.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Human Research Subjects Protection

Original Implementation: April 30, 2002
Last Revision: ~~January 26, 2016~~*April 24, 2018*

I. **Introduction**

Stephen F. Austin State University (SFA) seeks to protect the welfare of every person who may be a subject of a research activity. In doing so, the university complies with appropriate federal, state, and local laws, including regulations by the Department of Health and Human Services (DHHS) for the Protection of Human Subjects in Research (45 CFR Part 46, as amended). Documentation of procedures is required for all protocols that are government funded. SFA follows the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the "Belmont Report"), and in the Code of Federal Regulations (CFR).

II. **Institutional Policy**

~~All research and research-related activities involving humans as subjects will be reviewed by the university's Institutional Review Board (IRB). A human subject is defined as a living person about whom an investigator conducting research obtains data through intervention or interaction with the individual (e.g., surveys, interviews) or identifiable, private information.~~

~~Program assessment, journalistic inquiries, oral histories, and activities that do not generalize beyond the scope of an investigation are not considered research appropriate for IRB review. For purposes of this policy, research means a systematic investigation designed to develop or contribute to knowledge that can be generalized.~~

All research projects involving human subjects conducted by SFA faculty, staff, and/or students, on or off campus, must have prior approval of the Institutional Review Board (IRB). For purposes of this policy, the following definitions apply:
- *Research is a systematic investigation designed to develop and/or contribute to generalizable knowledge. It includes research development, testing, and evaluation.*
- *A human subject is defined as a living individual about whom an investigator (whether professional or student) is conducting research.*
- *Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations.*

Failure to obtain written IRB clearance may result in the imposition of restrictions on the investigator's research activities at SFA. Once IRB approval is obtained, the investigator(s) must abide by several conditions:

~~All research projects subject to IRB review involving human subjects conducted by SFA faculty, staff, and students, on or off campus, must have prior approval of the IRB if any of the following conditions are met:~~

1. ~~The research is conducted by, or under the direction of, an employee or agent of SFA in connection with institutional responsibilities, including student research under the direction of a faculty sponsor;~~
2. ~~The research is conducted by, or under the direction of, an employee or agent of SFA using any property or facility of the institution;~~
3. ~~The research involves the use of SFA's non-public information to identify or contact human research subjects or prospective subjects;~~
4. ~~The research is conducted by or under the direction of an employee or agent of another institution who is using research subjects associated with SFA or its facilities and/or property under written agreement with appropriate university officials.~~

- A second review may be required if more than twelve months has elapsed between the initial IRB review and the beginning of the project or the principal investigator wishes to change procedures or research focus ~~after the proposed project has been reviewed by the IRB.~~*;*
- All approved research is open to continuing review at intervals appropriate to the degree of risk~~, but not less than once per year.~~*;*
- No investigator can abdicate ethical and legal responsibility merely by complying with this policy~~.~~*;*
- *Records of research data will be retained by the researcher for three years.* ~~Failure to obtain prior, written IRB clearance may result in the imposition of restrictions on the investigator's research activities at SFA.~~

The chair of the IRB will forward copies of all IRB-approved research protocols and approval letters *to the investigator(s) with copies placed in the SFA electronic repository.* ~~that involve research funded by the Office of Research and Sponsored Programs (ORSP) using Research Enhancement, Research Development, or Comprehensive Research funds, or funded by an external entity to ORSP for compliance documentation and appropriate records retention.~~ *Multi-institutional studies only require one IRB approval. Multi-institutional studies will be considered on a case-by-case basis to determine the major responsibilities of each institution engaged in the research.*

III. **Guiding Principles to the Ethical Use of Human Research Subjects**

All ~~qualifying activities as defined in section II~~*research activities* involving humans as

subjects must provide for the safety, health and welfare of every individual. Additionally, all legal rights, including the right to privacy, must not be infringed. The direct or potential benefits to the subject or the importance of the knowledge to be gained must outweigh the potential risks to the individual. No human subject can participate in a research project until the IRB has approved the research protocol and written informed consent has been obtained from the subject.

~~Participation in projects must be voluntary. Informed consent must be obtained from all subjects unless waived by the IRB. A subject's informed consent must be obtained through methods that are consistent with federal law (45 CFR §§ 46.116 .117) and appropriate to the risks of the project. Whenever possible, consent should be obtained directly from the participants. If a subject is not legally or physically capable of giving informed consent, a legally authorized representative may do so.~~

~~An individual does not abdicate any rights by consenting to serve as a research subject. A human subject has the right to withdraw from a research project at any time or can refuse to participate; in either case, the subject must not experience any loss of benefits for withdrawing from a research project. Further, a human subject has the right to receive appropriate professional care, to enjoy privacy and confidentiality in the use of personal information, and to be free from undue embarrassment, discomfort, anxiety, and harassment.~~

The principal investigator has the obligation of safeguarding information obtained as part of a research project. When the principal investigator is a student, the faculty sponsor is responsible for the ~~conduct of the research and the supervision of human subjects~~ *IRB application, training for the research protocol, research activities, supervision of human subjects, and reporting any changes to the IRB, as well as unanticipated consequences from the research.*

IV.   **IRB Membership and Institutional Responsibilities**

The IRB at SFA has the responsibility and authority to review, approve, disapprove, or require changes in research activity~~ies~~ *and methodology of research* involving human subjects.

~~The IRB will have at least six members: one community representative not associated with the university, four faculty members knowledgeable about applicable laws and standards of professional conduct and practice in the use of human subjects in research, and one faculty member from a non-scientific department. All members are appointed by the president of the university for indefinite terms. The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of complex issues, but these individuals will have no voting rights. The IRB chair is appointed by the provost and vice president for academic affairs of the university from among the faculty members~~

~~on the IRB. Whenever possible, the chair of the IRB shall be granted reassigned time equivalent to three TLC each semester.~~*The IRB will have at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the institution. The membership of the IRB is based on the following criteria:*

- *At least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas;*
- *At least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.*
- *An ex-officio, non-voting representative from the Office of Research and Graduate Studies (ORGS);*
- *Invited, non-voting individuals at the discretion of the IRB who have competence in specialized areas of research.*

Appointments to the IRB are made by the president of the university for indefinite terms. The IRB chair is appointed by the provost and vice president for academic affairs from among the faculty members of the IRB. Whenever possible, the chair of the IRB will be granted reassigned time equivalent to one three hour course each semester.

OR*GS*~~P~~ is responsible for maintaining the registration status of the IRB with the DHHS Office for Human Research Protections (OHRP) and for ~~reporting changes in the IRB chair and membership, and for~~ monitoring the status of a university Federal Wide Assurance (FWA) as applicable.

V. **Conflicts of Interest**

Conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. This definition applies to any IRB member or his/her immediate family member (within the second degree of affinity or third degree of consanguinity).~~No individual involved in the conduct and/or supervision of a specific project can participate in IRB review of the proposal, except to provide information.~~ An~~y~~ IRB member who has a conflict of interest, or a perceived conflict of interest, in any research application must recuse himself or herself from the vote and must disclose the conflict of interest. ~~Conflicts of interest include any substantial interest in or other arrangement that might benefit the IRB member privately or might result in a financial benefit to the IRB member or any member of their immediate family (within the second degree of affinity or third degree of consanguinity).~~ If a quorum is present without the recused member, ~~then~~ a vote can proceed. Otherwise, a~~n substitute~~*alternate* IRB member must be present to proceed to a vote. ~~If there is a conflict of interest for the outside committee member, then an alternate outside member must be utilized for the vote.~~ *No individual conducting and/or supervising a specific project can participate in IRB review of the proposal, except to provide information.*

~~The IRB will meet once each month or as needed to ensure a thorough and speedy assessment of applications. An expedited review procedure is possible for applications that involve minimal risk to subjects and that either fall under one of the research categories eligible for expedited review or fall under the categories exempted by federal regulations. A risk is considered minimal when the harm anticipated in the proposed research is not greater in either probability or magnitude than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.~~

~~Final determination whether a project is eligible for expedited review can only be made by the IRB. The IRB shall weigh the following factors in making its determination whether to approve a proposal:~~

~~1. The rights and welfare of the subjects will be adequately protected.~~
~~2. The risks to the subjects are reasonable in relation to anticipated benefits of the study.~~
~~3. The written informed consent of subjects will be obtained by adequate and appropriate methods.~~

V*I*. **Informed Consent**

A subjects informed consent must be obtained through methods that are consistent with federal law (45 CFR §§46.116-.117). An individual does not abdicate any rights by consenting to serve as a research subject. A human subject has the right to withdraw from a research project at any time or can refuse to participate; in either case, the subject must not experience any loss of benefits for withdrawing from a research project. Further, a human subject has the right to receive appropriate professional care, to enjoy privacy and confidentiality in the use of personal information, and to be free from undue embarrassment, discomfort, anxiety or harassment.

The legal age of consent for research purposes in the State of Texas is eighteen (18) years of age. For human subjects under 18, consent must be given by a legally authorized representative, an individual, judicial, or other body authorized under applicable law to consent on behalf of a prospective subject to the subject's participation in the research procedure(s). *Additionally, the human subject under 18 must assent to the research.*

If the subject is a minor, written consent by a legally authorized representative is required unless waived by the IRB. Such waivers will be granted by the IRB only if the principal investigator can provide adequate justification for the request [45 CFR §46.116(c)] and demonstrate assent of the minor, unless the IRB acknowledges the minor is incapable of giving assent.

Consent must be voluntary and must be given without coercion or undue influence. This includes provisions for payments or other incentives to participate in a research study [Payments to Human Research Subjects (8.8)]. The information provided to the subject or to the subject's legally authorized representative must be in simple, easily understood language. If the human subject does not understand English, the informed consent must be presented in the appropriate language.

Informed consent cannot waive or limit ~~in appearance or in fact~~ a human subject's legal rights, including any release of the institution or its agents from liability for negligence. ~~Informed consent forms must include a statement that concerns may be addressed to the Office of Research and Sponsored Programs.~~ Requirements and guidelines for informed consent can be obtained from the OR*GSP* website.

VII. *Exempted Research*

All qualifying research with human subjects, as defined in section II, must be reviewed by the IRB. A principal investigator cannot claim exempt status in order to bypass IRB review. The IRB is responsible for determining whether a research project falls within one of the exempted categories as defined in 46 CFR 101(b)(1)-9(b)(6).

VIII. **Expedited Review**

Certain research projects may be eligible for expedited review. In making this determination, the research protocol will be reviewed by the IRB chair and/or experienced IRB members selected by the chair. *All members of the IRB will be advised on research proposals that have been approved under expedited review at each IRB committee meeting.* ~~This review is limited only to the question of whether an expedited review is appropriate; research protocols cannot be disapproved without a full IRB review.~~

~~Six categories of research can be considered for expedited review. Research protocols that qualify for expedited review by the IRB are the following.~~

~~1. Minor modifications or additions to existing approved studies.~~
~~2. Research on individual or group behavior or characteristics of individuals (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, social behavior, game theory, and test development); research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies, when the investigator does not manipulate subjects' behavior or involve procedures that impose stress on the subjects.~~
~~3. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.~~
~~4. Collection of data from voice, video, digital, or image recordings made for research~~

~~purposes.~~

5. ~~Moderate exercise by healthy subjects.~~
6. ~~Recording of data from subjects 18 years of age or older using noninvasive procedures routinely employed in clinical practice.~~

~~VII.~~ **~~Exempted Research~~**

~~All qualifying research with human subjects, as defined in section II, must be reviewed by the IRB. A principal investigator cannot claim exempt status in order to bypass IRB review. The IRB is responsible for determining whether a research project falls within one of the following exempted categories as defined in 46 CFR 101(b)(1)-(b)(6):~~

1. ~~Research conducted in established or commonly accepted educational settings that involve common educational practices.~~
2. ~~Research involving the use of educational tests (e.g., cognitive diagnostic, aptitude, achievement) where information is recorded in a manner that does not identify subjects, directly or indirectly.~~
3. ~~Research involving survey or interviewing procedures, except where any of the following conditions exist:~~
   a. ~~responses are recorded in a manner that subjects can be identified, directly or indirectly;~~
   b. ~~the subjects' responses, if they become known outside the research, could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing or employability;~~
   c. ~~the research deals with sensitive aspects of the subjects' own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol;~~
   d. ~~the research involves the use of children, minor-age students, or other vulnerable groups as subjects.~~
4. ~~All research involving survey or interview procedures when the respondents are elected or appointed public officials or candidates for public office.~~
5. ~~Research involving the observation (including observation by participants) of public behavior, except where any of the following conditions exist:~~
   a. ~~observations are recorded in a manner that the subjects can be identified, directly or indirectly;~~
   b. ~~the observations recorded about individuals, if they become known outside the research, could reasonably place subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing or employability;~~
   c. ~~the research deals with sensitive aspects of the subjects' behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol;~~
   d. ~~the research involves the use of children, minor-age students, or other protected or vulnerable groups as subjects and the principal investigator is a participant in the activities being observed.~~

6. ~~Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the principal investigator in a manner that subjects cannot be identified, directly or indirectly.~~
7. ~~Research and demonstration projects that are conducted by or subject to the approval of the DHHS, and which are designed to study, evaluate, or otherwise examine:~~
   a. ~~programs under the Social Security Act or other public benefit or service programs;~~
   b. ~~procedures for obtaining benefits or services under those programs;~~
   c. ~~changes in or alternatives to those programs or procedures;~~
   d. ~~changes in methods or levels of payment for benefits or services under those programs.~~

IX. Full Review

Research protocols that include any protected populations must be reviewed by the full IRB committee. Protected populations include prisoners, children (unless the study is normal educational practice), employees, terminally ill subjects, AIDS/HIV subjects, human fetuses, and neonates. The IRB committee may reject the application, accept the application with minor revisions, or request significant changes with the request for an additional full committee review.

Cross Reference: Ethical Principles and Guidelines for the Protection of Human Subjects in Research: The Belmont Report; 45 CFR §§ 46.101-.505; Payments to Human Research Subjects (8.8).

Responsible for Implementation: President; Provost and Vice President for Academic Affairs

Contact for Revision: Director, Office of Research and ~~Sponsored Programs~~*Graduate Studies*

Forms: Application for Approval of Research Involving the Use of Human Subjects; Conflict of Interest Disclosure Form for IRB Members; Workload Reassignment Request

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Information Security for Portable Devices

Policy Number: 14.6

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): The policy provides guidelines for securing data on portable computing devices.

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: The policy was edited for clarity.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Brandon Stringfield, Information Security Officer
Mike Coffee, Director Telecommunications & Networking
Anthony Espinoza, Chief Information Officer
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Information Security for Portable Devices

Original Implementation: October 18, 2011
Last Revision: ~~January 27, 2015~~*April 24, 2018*

The information resource owner, or designee, is responsible for ensuring that the risk mitigation measures described in this policy are implemented. ~~The intended audience is all~~*All U*~~u~~sers ~~of SFA information resources regardless of the portable devices ownership.~~*are responsible for safeguarding university data.*

Definitions:

Confidential Information – Information that is protected from disclosure requirements under the provisions of applicable state or federal law, e.g., Family Educational Rights and Privacy Act (FERPA), The Texas Public Information Act. ~~Most student records are confidential information.~~

Information Resources (IR) - The procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

Information Resource Owner– an entity responsible for:

- a business function; and,
- determining controls and access to information resources supporting that business function.

Portable Computing Device –Any portable device that is capable of capturing, processing, storing, and transmitting data to and from the SFA information resources.

Portable Storage Device –Any portable device that stores electronic data.

Remote Access – The act of using a computing device to access another computer/network from outside of its established security realm (e.g, authentication mechanism, firewall, or encryption).

Risk Mitigation Measures:

- Portable computing devices, containing confidential information will be protected from unauthorized access by passwords or other means.
- Any confidential information stored on portable computing or storage devices will be encrypted with an appropriate encryption technique.
- All remote access to confidential information from a portable computing device will utilize encryption techniques, such as virtual private network (VPN), secure file transfer protocol

(SFTP), or secure sockets layer (SSL).

- Confidential information will not be transmitted via wireless connection to, or from, a portable computing device unless encryption methods that appropriately secure wireless transmissions, such as virtual private network (VPN), encrypted Wi-Fi, or other secure encryption protocols are utilized.
- Unattended portable computing or storage devices, containing confidential information, will be kept physically secure using means appropriately commensurate with the associated risk.
- Where appropriate, keep portable computing devices patched/updated, and install anti-virus software and a personal firewall.

Cross Reference: Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g; Tex. Gov't Code Ch. 552; 1 Tex. Admin. Code §§ 202.1-.2, .70-.76~~8~~*; Information Security Management (14.1)*

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

Contact for Revision: ~~Provost and Vice President for Academic Affairs~~*Information Security Officer*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Mobile Device Applications

Policy Number: 15.2

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

Date of last revision, if applicable: 4/15/2015

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

Purpose of Policy (what does it do): Outlines procedures regarding the creation and modification of mobile device applications for SFA

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 <u>each</u> substantive revision: The official SFA mobile application is no longer supported. However, there may be valid reasons why other university units would want to create a mobile application in the future

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Jason Johnstone, Assistant Director - Web Services, University Marking Communications
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel

Mobile Device Applications

Original Implementation: April 14, 2015
Last Revision: ~~None~~*April 24, 2018*

Overview

Mobile devices are used to access and provide information about Stephen F. Austin State University (SFA). Established standards and procedures for developing mobile device applications (commonly called apps) will be regularly reviewed to ensure consistent, effective, and efficient user experiences.

A working group with representatives from the Web Development Office (WDO), Steen Library, Center for Teaching and Learning (CTL), Information Technology Services (ITS), and the Office of Student Affairs (OSA) is responsible for delivery platform(s) selection, content collection, and technical development.

The WDO maintains oversight and provides documentation that explains guidelines and procedures for developing mobile applications at SFA. These guidelines and procedures are updated by the working group as necessary and are available on the WDO website (www.sfasu.edu/web-dev/).

Definitions

SFA-related standalone app: a mobile device application that represents SFA or one of its colleges, departments, offices or other units. These applications are subject to guidelines established in the official university Identity Standards Manual.

Procedures

1. ~~The official SFA mobile application ("SFA app") is the primary mobile application that represents the university. It is designed for use by a wide range of audiences, including prospective students, alumni, and friends of the university. Adding new features to the SFA app is preferred over the creation of new, standalone mobile applications.~~

   a. ~~Updates and new features to the SFA app that are proposed by students are coordinated through the Office of Student Affairs with input from the Student Government Association (SGA).Updates and new features to the SFA app that are proposed by SFA faculty and staff members are coordinated through the CTL.~~

1. Requests for new apps must be submitted using the Standalone Mobile Application Request form. The WDO will review the proposal, determine whether a standalone app is

appropriate, and contact the requesting unit. Requests for SFA-related standalone apps must be approved by the appropriate vice president.

2. To ensure consistency, SFA-related standalone apps must be distributed under SFA's official developer account in the appropriate mobile application delivery platform, e.g., iOS App Store, or ~~Android Market~~*Google Play Store*. No other accounts may be created to develop or distribute SFA-related standalone apps.

Cross Reference: None

Responsible for Implementation: Vice President for University Advancement

Contact For Revision: Executive Director of Marketing Communications

Forms: Standalone Mobile Application Request

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Off-Campus Credit Courses

Policy Number: 5.13

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): The purpose of the policy is to define a process by which the Texas Higher Education Coordinating Board is notfied about off-campus courses offered for credit by the university.

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 <u>each</u> substantive revision: The policy was only slightly amended in terms of grammar. No substantive changes were made.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Off-Campus Credit Courses

Original Implementation: September 8, 1978
Last Revision: ~~January 27, 2015~~*April 24, 2018*

Off-campus courses must comply with the policies and procedures of the Texas Higher Education Coordinating Board (THECB) and ~~any regional and professional~~ accreditation requirements. The responsibility for submitting a proposal for teaching an off-campus credit course rests with the dean of the college offering the course, with approval of the provost and vice president for academic affairs.

All off-campus credit courses will be coordinated with the Center for Teaching & Learning (CTL), which is responsible for ~~overseeing~~ THECB notification and reporting procedures of these courses. Deans and academic unit heads are responsible for scheduling, reserving space, managing course-related budgets and all instructional aspects of the courses.

Additional compensation may be appropriate if off-campus instruction makes demands on faculty beyond those required for on-campus instruction. The *d*~~D~~ean and the *p*~~P~~rovost and *v*~~V~~ice *p*~~P~~resident for *a*~~A~~cademic *a*~~A~~ffairs must approve additional compensation.

Cross Reference: Tex. Educ. Code § 61.052~~(g).~~*.; Salary Supplements, Stipends and Additional Compensation (12.16)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic 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: Out-of-State Electronic Fee

Policy Number: 3.24

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): To comply with state law on the assessment of a fee for courses taken by out-of-state students

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 <u>each</u> substantive revision: The wording of the previous policy seemed to be out of compliance with state law. After consulting with the General Counsel, the policy was revised to ensure that only non-residents taking electronic courses out-of-state are to be assessed a separate fee. Non-resident students taking courses in Texas, even though not on the SFA campus, are to be exempted from the fee.

Specific rationale for deletion of policy:

Additional Comments:

It is important to ensure that SFA offices are implementing the policy correctly. The committee contacted three SFA administrators and none were aware of how the fee was currently being assessed.

Reviewers:

Academic Affairs Policy Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Out-of-State Electronic Fee

Original Implementation: April 20, 2004
Last Revision: ~~January 27, 2015~~*April 24, 2018*

The Texas Administrative Code *allows institutions to submit for formula funding academic credit courses delivered by distance education to any student located in Texas or to Texas residents located out-of-state or out-of-country. For courses not submitted for formula funding, institutions will charge fees that are equal to or greater than Texas resident tuition and applicable fees that are sufficient to cover the total cost of instruction and overhead, including administrative costs, benefits, computers and equipment, and other related costs.*~~allows institutions' governing boards to set fees for non-resident students who reside out of Texas while taking distance education coursework. This rule allows the~~

Stephen F. Austin State University (SFA) Board of Regents ~~to set~~ *sets* an Out-of-State Electronic Fee for non-resident students who reside out of Texas while taking SFA distance education coursework. The Board of Regents-approved Out-of-State Electronic Fee replaces lost formula funding. Students paying these fees are eligible to pay in-state tuition rates plus an out-of-state electronic fee in lieu of non-resident out-of-state tuition.

Cross Reference: 19 Tex. Admin. Code § 4.264

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: ~~Director of Instructional Technology~~*Director of The Center for Teaching and Learning*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Parking and Traffic Regulations

Policy Number: 13.14

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

Date of last revision, if applicable: 4/25/2017

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

Purpose of Policy (what does it do): Parking enforcement regulations

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 <u>each</u> substantive revision: Minor updates.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Cynthia Haile, Director of Parking and Traffic
Marc Cossich, Executive Director of Public Safety/Chief of Police
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Parking and Traffic Regulations

Original Implementation: September 1, 1961
Last Revision: ~~April 25, 2017~~*April 24, 2018*

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

    A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.

    B. The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.

    C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic regulations as well as all city and state parking and traffic regulations. All vehicles operated on the university property must display a valid parking permit 24 hours a day, 365 days a year.

    D. These regulations are in effect at all times on university property.

2. **Administration and Enforcement of these Regulations:**

    A. **Parking and Traffic:** The Parking and Traffic (P&T) division of the SFA Department of Public Safety (DPS) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and

requirements for the issuance of parking permits; the collection of enforcement fees for parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

B. **The Stephen F. Austin State University Police Department (UPD):** The University Police division of DPS is also authorized to enforce these regulations at any time or under any circumstances deemed necessary. UPD officers may issue university citations or court appearance citations enforceable in justice of the peace or municipal court.

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

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

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

The university police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, and applicable ordinances of the city of Nacogdoches, the parking and traffic regulations of the university, and all other laws.

All accidents, thefts and other offenses that occur on university property or anywhere within the campus area should be reported to the university police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Vehicles should always remain locked.

C. **Appeals:** Any person receiving a citation may appeal. Appeals must be submitted *online through mySFA and must be* in writing and must be received within ten (10) *calendar* days of the date the citation was issued. Forms *for submitting second appeals* to the appropriate boards are available at the Parking &*and* Traffic office during regular business hours and on-line at http://www.sfasu.edu/parking. Boots and impoundments may be appealed in this same manner.

The director of Parking &*and* Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning means the appeal was granted and the fine was waived.

Voided means the ticket issued was not valid.

Denied means that the ticket has been upheld and the fine must be paid.

The appellant will be notified of the decision via their SFA email account. Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

Appeal Board Hearing:

To appeal to a hearing board, the appellant must submit their appeal in writing to the Parking &*and* Traffic office within ten (10) days of the appeal officer's decision. P&T will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

Student citation appeals are considered by the Student Government Association Supreme Court, which will for the purposes of this policy be referred to as the Student Appeals Board. Faculty/Staff citation appeals are considered by the Faculty/Staff Appeals Board.

While an appeal must be submitted in writing, an appellant may choose to present their appeal to the Board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate Appeal Board meeting. The meeting dates for both of these boards are posted in the P&T office.

The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

1. to be present at the hearing
2. to be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing);
3. to know the identity of the traffic officer or police officer who issued the citation;
4. to hear or examine evidence presented;
5. to make any statement of mitigation or explanation;
6. to have and cross-examine witnesses;
7. to be informed of the disposition of the appeal
8. to inspect and copy the record of the hearing at his/her cost.

Rules of Procedure

1. The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately; except in the instance of consecutive citations for the same violation.
3. Each appeal shall be heard and decided on its own merit.
4. The board may examine, cross-examine, call, recall, and dismiss any witness.
5. The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
6. The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.
7. The executive director of public safety, or designee, may represent the university in any hearing.
8. The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
9. The board's judgment must be rendered at the conclusion of deliberation.
10. A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

Findings and Sanctions

The board shall decide only whether or not the defendant is guilty/responsible of the offense as charged in the citation.

The citation charges for each offense are established by the Board of Regents

and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.

Failure to appear at a hearing as requested by appellant shall result in a forfeiture of the personal appearance and the board's decision will be based on the written appeal.

3. **Authority:** P&T and UPD are authorized to enforce these regulations:

A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency;

B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;

C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit;

D. By the suspension, revocation or denial of campus parking and driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;

E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;

F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;

G. By disciplinary action against employees or students who fail to abide by these regulations;

H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

I. Violation of the university parking &*and* traffic regulation is a misdemeanor punishable by a fine of up to $200.

4. **Proof:** The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and

installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking and Traffic Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.

5. **Responsibility:**

   A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.

   B. If the vehicle does not display a valid university parking permit and is not registered through P&T to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

6. **Collection Methods:** The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:

   A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.

   B. A financial hold may be placed against students for past due debts.

   C. Any charge not paid when due may be forwarded to a collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

COMPACT CAR: Any vehicle that is less than 181 inches long (15 feet), and less than 60 inches (5 feet) tall.

CENTRAL CAMPUS: Central Campus is an area between the following border streets: northern border: East College; southern border: East Starr; western border: North Street (Business 59); eastern border: Wilson Drive.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three (3) *days*~~weeks~~.

DISABLED VETERAN: Any veteran that possesses or qualifies for disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides proof of service through Department of Defense or Department of Veterans Affairs paperwork.

EXTRAORDINARY SERVICE VETERAN: Any veteran that qualifies for or possesses specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross, Navy Cross, or indicating service as a Prisoner of War or Survivor of Pearl Harbor.

DPS: Stephen F. Austin State University Department of Public Safety, which includes the University Police Department, Office of Parking and Traffic; Public Safety Technology Department, and Emergency Management.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees.

FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place until certain conditions are met for its release.

IMPOUND: securely hold a vehicle until certain conditions are met for its release.

MOTORCYCLE/MOPED/MOTOR SCOOTERS: A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow

a person to stand or sit while operating the device.

OFFICIAL UNIVERSITY HOLIDAY: Those days when the university is officially closed for business.

P&T: Stephen F. Austin State University Office of Parking &*and* Traffic.

PARKING ENFORCEMENT ASSISTANT: Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages and along streets at SFA; provides guidance and directions to visitors; assists with special-event parking; provides special services such as escort, vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: a permit is required at all times on campus, with the exception of university sponsored or hosted events and/or activities coordinated through Parking and Traffic and official university holidays.

PRIVATE CONTRACTOR: Any person employed by a business, but not affiliated with SFA as faculty, staff or student, which has contracted to operate a business or service function of the university.

RESIDENT: SFA students who have a current SFA on-campus housing assignment.

SEMESTER INTERSESSION: the period between the day following published last day of SFA finals of one semester and the beginning of the next semester (first day of class) and SFA spring break.

SFA: Stephen F. Austin State University

SHORT TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

STUDENT: Any person who is or has been within the last six months registered and enrolled at the university (including but not limited to online students, special students, part-time students, auditing individuals, teaching assistant students, graduate and research assistants).

UNAUTHORIZED PARKING PERMIT: Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.

UNIVERSITY: Stephen F. Austin State University

UNIVERSITY PROPERTY: includes all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

UPD: Stephen F. Austin State University Police Department

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

VISITOR: Any person who is not a faculty, staff or student member or official visitor of the university or otherwise eligible for an SFA parking permit.

SECTION III: TRAFFIC REGULATIONS

1. **Compliance:** Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times, unless otherwise specifically directed by P&T or UPD. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on   public streets apply on the campus and streets owned and operated by the university.

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

2. **Special Instructions:** No person shall fail to comply with any instruction related to traffic or   parking given by a university police officer or director of P&T or a P&T parking enforcement assistant.

3. **Temporary Restrictions:** The director of P&T or executive director of public safety/chief of police or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by   agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

4. **Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5

mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.

5. **Traffic Obstruction:** No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

6. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or executive director of public safety/chief of police or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.

7. **Sidewalks, Grass or Shrubbery:** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or DPS.

8. **Passenger Pick-Up and Drop-Off:** No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.

9. **Pedestrians:** Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.

10. **Reserved Spaces:** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPS business, compact cars only, police vehicles only, expectant mothers and visitors.

Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building), 15 (HPE Complex) and 55 (Social Work Building) are reserved Monday through Friday until 8 p.m.

A. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time.

B. Some lots may be reserved for tailgating events before, during and after each home

football game. These reserved areas will be identified by signage placed out the day *of* ~~before~~ the game ~~designating the time the area must be clear of vehicles~~. Vehicles inside this area after the specified time may be towed at the owner's expense.

C. Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non-SFA park patrons ONLY.

11. **Motorcycle Spaces:** Parking spaces have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no- parking zones, fire lanes, reserved spaces or any other space.

12. **Head-In Parking:** All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.

13. **Parking Designations:** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at http://www.sfasu.edu/parking/. These signs and maps indicate the type of permit holder for which the area is reserved. Parking along Aikman Drive is reserved for All Area permit holders assigned to that lot.

Certain parking spaces have been designated as 20-minute parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, student center offices and other designated areas.

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. Each parking lot or garage shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits. The various classes of parking permits and their eligibility requirements, privileges, and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.

A. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete an online permit application for the next academic year beginning April

1 and the permits will be mailed to the address provided by applicant on the first business day in August. All permits purchased after August 1 can be picked up at the P&T office.

B. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.

C. Only the permit for the current academic year should be displayed.

D. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the executive director of public safety/chief of police or the director of P&T or their designee.

E. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for $15. Otherwise, the regular fee will be charged. *If the customer's permit designation changes from Housing to Commuter, and the person has already purchased the Housing permit, there is no fee for changing the permit to a Commuter in the middle of the academic year.*

F. A vehicle should not be sold with the parking permit still displayed.

G. Damaged parking permits should be replaced immediately through the Parking ~~&~~*and* Traffic office.

2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).

3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or as otherwise specified in this policy. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements).

   All faculty, staff, students (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.

4. **Manner of Parking:** No person shall:

A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the executive director of public safety/chief of police or their designee.

B. Park a vehicle such that it occupies portions of more than one parking space.

C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.

D. Double park a vehicle.

E. Park a vehicle in a manner that obstructs "disabled" parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.

F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.

G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through DPS.

H. Park a vehicle in a no parking zone

I. Park a vehicle in an area designated as a bus stop.

J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or DPS.

K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.

L. Park or store a bicycle except at designated bicycle parking areas.

5. **Loading Zones:** Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes,   contact P&T for assistance.

6. **ADA Parking:** No person shall park a vehicle in an ADA space without a university permit and appropriate state disabled placard or license plate. ADA parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of state ADA parking placards or license plates. A current SFA permit is also required. Only the person to whom the ADA plate or placard is issued may use the permit

for such parking.

A. ADA permits and temporary handicapped permits are issued by the county tax assessor collector of any Texas county.

B. Only vehicles displaying an ADA permit or temporary handicapped permit or license plate may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit. The person for whom the ADA permit has been issued must be with the vehicle at the time it is parked.

C. A vehicle displaying a valid SFA parking permit and a valid ADA permit or license plate may park in any non-reserved parking space on campus or on Aikman Drive in Lot 7. Reserved parking spaces are reserved 24 hours a day/ seven (7) days a week for service

vehicles, residence hall directors, visitors, and loading zones.

D. Faculty/staff members who have a valid ADA placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.

7. **Expectant Mother, Temporarily Sick or Injured Permit:** A temporary permit or expectant mother permit may be obtained by a person who holds a current parking permit allowing them to park in specifically designated areas; areas designated will be based upon resources available and needs of the applicant.

A. **Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor's statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.

B. **Expectant Mother Permit**: Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking and Traffic. Application for this permit must be accompanied by a doctor's statement indicating the need for closer parking and/or in the third trimester of pregnancy.

8. **Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of P&T. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from

Parking &*and* Traffic office or the Information Booth on Vista Drive during normal business hours. Visitor permits can be obtained at the University Police Department after 5 pm and on weekends. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

10. **Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.

11. **Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the Department of Public Safety. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24- hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks *days*.

12. **Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.

13. **Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must enter the garage by pulling a ticket or use a garage permit. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.

14. **Special Events:** Any university department hosting an event on campus may request event parking. Some of the available resources include:

    1. **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is $8 per day for up to 9 passes, $6 per day if 10 or more are

~~purchased or~~ $3 per day ~~if 30 or more are purchased~~ *per permit*. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

15. Camps: Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. These passes will be provided, based upon minimizing impact upon normal university operations, for a specific lot and can be commuter, resident, or faculty/staff spaces at a cost of $3 per day. Permits must be ordered with a minimum of 48-hour notice.

SECTION V: PARKING PERMITS

1. **Issuance of Permits:** The director of P&T may issue a parking permit to any person or company desiring to park on university property, upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

   A parking permit will be issued upon application and payment of the parking permit fee to P&T. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

   The director of P&T may issue special permits for events to the host department. Parking areas are subject to closure by the director of P&T for special events, construction or other special circumstances. The director of P&T may establish fees for special circumstance parking, including event parking.

   Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at DPS. Information is located on the DPS section of the website at http://www.sfasu.edu/dps. DPS will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

   A. Every person operating a bicycle on university property must give the right- of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.

   B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

   C. Bicycles parked in violation may be impounded and removed by the University

Police Department and a $25 fee charged for release.

2. **Classes of Permits and Eligibility:**
   A. **Faculty/Staff:**

   Class "AA"
   Eligibility: SFA faculty and staff as designated by the president and vice
   presidents Price: Refer to Appendix A for rates
   Where: valid in any space on university property, except disabled spaces (unless a state
   disabled placard or license plate is displayed), or reserved spaces (service truck, hall
   director, visitor, etc.).

   Class "F"
   Eligibility: SFA faculty and staff, un-affiliated ARAMARK, *unaffiliated programs,* and
   Barnes & Noble employees
   Price: Refer to Appendix A for rates
   Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA
   permit, disabled spaces (unless a state disabled placard or license plate is displayed),
   resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

   Class "PG" – Student Center Garage Permits
   Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates
   Where: valid for parking in the Student Center Parking Garage or in any Commuter
   space.

   Class "M"
   Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates
   Where: valid in any area designated for motorcycle parking.

   Class "B" – Faculty/Staff Class "B" Daily Surface Permit
   Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors
   Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in
   the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled
   spaces (unless a state disabled placard or license plate is displayed), resident spaces or
   reserved spaces (service truck, hall director, visitor, etc.). These permits may not be
   issued to SFA students.

   B. **Student**

   Class "PG" – Student Center Garage Permits
   Eligibility: SFA students Price: Refer to Appendix A for rates
   Where: valid for parking in the Student Center Parking Garage or any Commuter space.

Class "C" - Commuter Student Surface Permit
Eligibility: SFA students not living in university housing
Price: Refer to Appendix A for rates
Where: valid for parking in any Commuter space.

Class "H" - Resident Student Permit
Eligibility: SFA students with a current SFA housing assignment
Price: Refer to Appendix A for rates
Where: valid for parking in the Resident or Commuter spaces except levels 1 and 2 of the Wilson Garage.

Class "M"
Eligibility: SFA Students
Price: Refer to Appendix A for rates
Where: valid in any area designated for motorcycle parking.

Class "S" - Commuter Student Daily Surface Permit
Eligibility: SFA students without an SFA housing assignment
Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space

Class "K" - Resident Housing Student Daily Surface Permit
Eligibility: SFA students with an SFA housing assignment
Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus except levels 1 and 2 of the Wilson Garage.

C. **Other**

Class "W" – Activities Permit
Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit. *Students, faculty, and staff are not eligible for an activities permit.*
Price: Refer to Appendix A for rates
Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.

Class "CV" – Contractor/Vendor Parking Permit
Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.

Price: Refer to Appendix A for rates
Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.

Class "RT" – Retired Faculty/Staff Parking Permit
Eligibility: Any SFA retiree who does not receive compensation for employment from SFA
Price: No charge
Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.

Class "DV" – Qualifying Veterans Permit
Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.
Price: No charge
Where: Valid for parking in any space the person would otherwise qualify for this permit only. This permit exempts fees only.

Graduate Assistant Upgrade:
Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester.
Price: $10 per semester
Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade:
Eligibility: Dual credit high school students
Price: $5 per semester
Where: upgraded parking to Faculty/Staff spaces in assigned lots.

D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.

E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.

Permit holders are required to remove and surrender their permit:

i. In the case of a decal permit when there is a change in ownership of the vehicle

ii. When a replacement permit has been issued

iii. Upon revocation of the permit

F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.

G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See Appendix A: Parking Fees Table for specific permit fees.

H. **Lost/Stolen Permits:** A permit holder shall immediately report to P&T any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see Appendix A: Parking Fees Table). Any permit recovered after such a report has been filed must be returned to P&T immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.

J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. P&T is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The Department of Public Safety and Office of Parking &and Traffic offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at the Department of Public Safety or by telephone at 936-468-2608. The Department of Public Safety also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For

further information on the escort service, call the Department of Public Safety at 936-468-2608.

2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the Department of Public Safety as time permits. The Department of Public Safety does not change flats, push cars or perform other automotive service.

3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:
   - Available parking spaces
   - Expected attendance
   - Costs that may be incurred by department sponsoring event
   - Expected/potential impact on regular users of the area
   - Logistical ability of P&T to manage event
   - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. **Parking and Traffic Citations:**

   A. Issuance: Any person violating these regulations may receive a citation.

   B. P&T Authority: University parking enforcement assistants are authorized to write university parking citations.

   C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.

   D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:

Stephen F. Austin State
University c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance by completing the appropriate P&T form. Any citation that is not a warning must be appealed as described in these regulations.

5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or
more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. **Vehicle Immobilization or Impoundment:** P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

A. the person and/or vehicle has accumulated three (3) or more past due parking citations

All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.

If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner

of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).

Violators who believe the P&T records are incorrect, or have any questions regarding any of the citations, should contact P&T within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.

B. the person and/or vehicle is parked in violation of the terms of a conditional release

C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate

D. the driver is illegally using an ADA permit assigned to another individual

E. the driver is in possession of a lost, stolen, altered or unauthorized permit

Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full and an appropriate permit must be purchased prior to the release of the vehicle.

The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing or storage fees.

No vehicle may be towed without the express approval of the executive director of public safety/chief of police, the director of P&T or their designee.

Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.

7. **Suspension of Parking Privileges:**

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

All violations involving registration of vehicles operated on the properties of the university

are violations of the law and SFA Parking and Traffic Regulations. Disposition of these citations   at the university is a privilege extended by the university, which may be withdrawn at the university's option.

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

Driving and parking privileges may be suspended by P&T, DPS or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated   terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative   official for possible disciplinary action if the person is a faculty or staff member.

If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. **No Excuse:**
The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

SECTION VIII: DRIVING AND PARKING OFFENSES

2016-2017 Parking Violations

Code	Violation Description	Fine
	General Violations	
A1	Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*	$40
A2	Parking backward in a parking space	$30
A3	Failing to display a valid parking permit	$40
A4	Not parking properly within the lines of a parking space	$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes *(6a-4p M-F)*	$30
A6	Displaying a permit assigned to another vehicle	$30
A7	Display two or more valid permits	$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)	$10
A9	Expired short-term parking	$30
	Flagrant Violations	
B1	Parking in a reserved parking space without displaying a proper permit *(plus tow fee if applicable)*	$40
B2	Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*	$40
B3	Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*	$40
B4	Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*	$40
B5	Parking in a fire lane *(plus tow fee if applicable)*	$75
B6	Parking in a tow-away zone *(plus tow fee if applicable)*	$40
B7	Parking in a loading zone or service driveway *(plus tow fee if applicable)*	$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*	$40
B9	Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*	$150
C1	Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*	$40
C2	Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*	$150
C3	Falsifying or altering vehicle registration information *(plus tow fee if applicable)*	$100

C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*	$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	$75
C9	Parking in violation of the direction of a traffic control officer	$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	$75
C12	Parking in a garage without payment (limited to once a semester)	$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.
*** Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2016-2017 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	**Description**	**Annual**		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	$740	NA	NA
	Semester Student Center Garage Permit	$330	$330	$330
M	Motorcycle Permit	$60		
B	Faculty/Staff Daily Permit	$3/Day	$3/Day	$3/Day
Student				
Permit Type	**Description**	**September 2016**	**January 2017**	**May 2017**
PG	Annual Student Center Garage Permit	$740	NA	NA
	Semester Student Center Garage Permit	$330	$330	$80

		September 2016	January 2017	May 2017
C	Commuter Permit	$112	$76	$37
H	Campus Resident Permit	$145	$99	$48
	Campus Resident Second Vehicle	$106	$69	$34
S	Commuter Daily Permit	$3/Day	$3/Day	$3/Day
K	Campus Resident Daily Permit	$3/Day	$3/Day	$3/Day
M	Motorcycle Permit	$60	$43	$22
Miscellaneous				
Permit Type	**Description**	**September 2016**	**January 2017**	**May 2017**
W	Fitness Permit	$ 20	$ 20	$20
CV	Contractor/Vendor Permit	$170	$114	$58
T	Trailer Permit	$ 50	$ 33	$17
RV	Occupied Recreational Vehicle**	$ 40		
DV	Qualifying Veteran Permit	$0		

** Per night, after four (4) days

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	$2
Each Hour Thereafter	$1
Maximum Daily Charge	$8
Lost Parking Ticket	$15

Short-Term Paid Parking Lot 21	
First Hour	$2.00
Each Hour Thereafter	$1.00
Fees	
Replacement Permit	$15
Bicycle Release Fee	$25
Lost/Stolen Replacement Permit	$25
Grad Assistant Upgrade	$10
Dual Credit Upgrade	$ 5

*Faculty/Staff or Other Government Agencies Annual Permit Fees						
Salary $19,999.99 and Less	Salary $20,000 - $39,999.99	Salary $40,000 - $59,999.99	Salary $60,000 - $79,999.99	Salary $80,000 - $99,999.99	Salary $100,000 - $119,999.99	Salary $120,000 and above
$36	$60	$84	$108	$132	$156	$180

FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information;
Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

Responsible for Implementation: Vice President for University Affairs

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

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Probationary Period of Employment

Policy Number: 11.21

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): The policy designates the probationary period for employees in new positions. The policy also outlines the process of reviewing the employee's performance during the probationary period to determine if employment will continue.

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.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Probationary Period of Employment

Original Implementation: Unpublished
Last Revision: ~~April 14, 2015~~*April 24, 2018*

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

Human resources will mail a Probationary Employee ~~180-Day~~ Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The evaluation form is returned to human resources and a copy retained in the department file.

The employee ~~should~~ *can* be notified immediately of the supervisor's decision *if employment is to continue*.

~~The evaluation form is returned to human resources and a copy retained in the department file.~~ *During an employee's probationary period, the university is free to terminate an employee at any time with the approval from the director of human resources.* ~~Before termination can be determined, the director of human resources must review the information and approve the termination.~~ *The approval must be obtained prior to* notifying *the employee of the termination*. ~~See Discipline and Discharge (11.4). If~~ *When* employment is to be terminated, ~~the evaluation form should be returned to human resources and~~ an Electronic Personnel Action Form (EPAF) should be completed.

~~During an employee's probationary period, the university is free to terminate an employee at any time with the approval from the director of human resources.~~

Cross Reference: ~~Discipline and Discharge (11.4)~~*None*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Probationary Employee Evaluation Form; Electronic Personnel Action Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: State Publications

Policy Number: 2.14

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): To comply with state law on the handling of state publications at public universities

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: SFA lacked a policy concerning the deposit of certain publications in accordance with the State Publications Depository Program. This policy was prepared by staff in the university's library to address the university's compliance with the program.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

State Publications

Original Implementation: April 24, 2018
Last Revision: None

The Texas State Publications Depository Program (TSPDP) collects and maintains state publications in a centralized location. All public universities must forward their publications to the TSPDP.

Definition of Qualifying Publications

A state publication is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed by or for the agency. Public universities are required to deposit or make accessible copies of all state publications that have not been exempted from the State Publications Depository Program.

The Publications Liaison

The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty (30) days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.

Cross Reference: 13 Tex. Admin. Code Ch. 3

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of Library

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student ID Cards

Policy Number: 10.7

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

Date of last revision, if applicable: 7/29/14

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

Purpose of Policy (what does it do): Governs student ID cards

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: This policy is being merged with another ID Card related policy (11.13 - Faculty-Staff ID Cards) into a new omnibus ID Card policy.

Additional Comments:

Reviewers:

Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

~~Student ID Cards~~ (POLICY TO BE DELETED)

~~**Original Implementation:** Unpublished~~
~~**Last Revision:** July 29, 2014~~

~~University student identification cards (IDs) are produced by the card services office, located in Room 1.205 of the Baker Pattillo Student Center.~~

~~Student IDs are used for the following purposes:~~

1. ~~Access to the student's meal plan.~~
2. ~~Access to the student's residence hall.~~
3. ~~Free admission to regular season home football, basketball, baseball, and softball games.~~
4. ~~Student discounts to certain fine arts performances and student activities.~~
5. ~~Identification when purchasing items by check and for book buy-back in the Barnes and Noble Bookstore.~~
6. ~~Access to the Student Recreation Center, Norton Health and Physical Education complex, and the Wellness Center.~~
7. ~~Some computer and language labs require the deposit of the ID card to use some resources.~~
8. ~~Identification at the business office to receive payroll checks.~~

~~IDs are produced on the enrollment of a new student. The cost of the initial ID is $6. Students must display an acceptable picture ID when picking up their first SFA ID card.~~

~~Lost or stolen IDs should be reported to the card services office as soon as possible. After hours and on weekends, lost or stolen IDs should be reported to the University Police Department. Replacement cards cost $15 and can be obtained from the card services office during normal business hours.~~

~~SFA IDs are the property of Stephen F. Austin State University and must be shown and/or surrendered to any university official upon request. SFA IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.~~

~~**Cross Reference:** None~~

~~**Responsible for Implementation:** Vice President for University Affairs~~

~~**Contact for Revision:** Director of Student Services~~

~~**Forms:** None~~

Board Committee Assignment: Academic and Student Affairs

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STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University ID Cards

Policy Number: 14.13

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): Governs university ID cards

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: See below

Please complete the appropriate section:

Specific rationale for new policy: Combines two existing policies (10.7 - Student ID Cards and 11.13 - Faculty-Staff ID Cards) into a new omnibus ID Card policy.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Sam Smith, Director Student Services/Student Center
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

University ID Cards

Original Implementation: April 24, 2018
Last Revision: None

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for students and employees.

SFA ID cards are the property of the university and must be shown and/or surrendered to any university official upon request. SFA IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.

Faculty/ Staff

Employees who are benefits-eligible are entitled to a faculty/staff identification card. Employees wishing to use certain university facilities and/or services may be required to present a current faculty/staff identification card.

Faculty/Staff ID cards should be validated annually in the Graphic Shop in the Student Center. Separating employees are required to return ID cards during the checkout process.

Retired faculty/staff are also entitled to an ID card.

Students

Student ID cards are produced upon the enrollment of a new student. Student ID cards should be validated annually at the SFA Business Office in the Austin Building.

Affiliated Individuals

Individuals who are sponsored by a campus department as a term-limited affiliate may receive an ID card for the purpose of accessing facilities and services. Affiliate group ID cards must be renewed on an annual basis and must be surrendered when the approved affiliation concludes.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Services

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Use of Electronic Information Resources

Policy Number: 16.32

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): The policy provides guidelines for the use of university electronic information resources.

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: Policy was revised to update titles and groups for reporting information security matters. Specific liability waiver language in the "Implied Consent and Liability Release" section was removed as that language is now in the TSC form.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Brandon Stringfield, Information Security Officer
Mike Coffee, Director Telecommunications & Networking
Anthony Espinoza, Chief Information Officer
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Use of Electronic Information Resources

Original Implementation: July 25, 2002
Last Revision: ~~January 27. 2015~~*April 24, 2018*

STATEMENT

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

RESPONSIBILITIES

- It is the responsibility of all individuals using SFA's information resources to protect the privacy of their account(s). Personal account information should not be released to friends, relatives, roommates, etc. Users are responsible for the security of their passwords.
- All individuals using SFA information resources are prohibited from using a computer account for which they are not authorized, or obtaining a password for a computer account not assigned to them.
- The owner or designated assignee of a computer that is attached to the SFA network is responsible for both the security of the computer system and for any intentional or unintentional activities from or to the network connections. Owners or designated assignees are responsible for all network activity originating from their equipment, regardless of who generates it.
- Any person operating a network-intensive application or a defective computer that causes network overload will be notified, and steps will be taken to protect other users and the overall SFA network. This may include disconnecting the defective computer system from the network until the problem is resolved. If the condition is an imminent hazard to the SFA network or disrupts the activities of others, the defective computer system or the subnet to which it is attached may be disabled without notice. The operator of the defective computer system will be expected to follow instructions from ~~networking~~ *information security* staff for securing the machine.
- Any person using e-mail should not send unnecessary e-mails, attachments, or messages locally or over the network.

16.32 Use of Electronic Information Resources   Page 1 of 4

- The content of any files or services made available to others over the network is the sole responsibility of the person with ownership of and/or administrative authority over the computer providing the service. It is this person's responsibility to be aware of all applicable federal and state laws, as well as SFA policies. This person will be liable for any violations of these laws and policies.
- It is the responsibility of every person using SFA's information resources to refrain from engaging in any act that may seriously compromise, damage, or disrupt the operation of computers, terminals, peripherals, or networks. ~~This includes, but is not limited to, tampering with network components, blocking communication lines, interfering with the operational readiness of a computer, creating/operating, unsanctioned servers or personal Web (NAT, DHCP or BOOTP servers included) or File Transfer Protocol (FTP) sites, or delivering unsanctioned streaming audio, video, high bandwidth gaming, or high bandwidth video conferencing.~~
- Users should refrain from using an IP address not specifically assigned to them and should not attempt to create unauthorized network connections or unauthorized extensions, or re-transmitting any computer or network services.
- All email messages of a personal nature sent by faculty, staff, and retirees using an SFA email address must contain the following disclaimer: "The views and opinions expressed in this message are my own and do not necessarily reflect the views and opinions of Stephen F. Austin State University, its Board of Regents, or the State of Texas."
- All breaches of system security will be reported immediately to *the* ~~networking~~ *information security officer*~~personnel~~.

INFRACTIONS

Examples of infractions include, but are not limited to:

- Circumventing or attempting to circumvent data protection schemes or exploiting security vulnerabilities.
- Running programs that attempt to identify passwords, weaknesses in the SFA system, or other security codes.
- Attempting to monitor or tamper with another user's data communications or network traffic, or reading, copying, changing, or deleting another user's files or software. ~~without the explicit agreement of the owner~~.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place an excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
- Using SFA computer resources for private business or commercial activities (except where such activities are otherwise permitted or authorized), fundraising or advertising on behalf

of non-SFA organizations, reselling of SFA computer resources and using SFA's name in an unauthorized manner.

- Engaging in unlawful communications, including threats of violence, obscenity, child pornography and harassing communications.
- Attempting to alter any SFA computing or networking components (including, but not limited to, switches, routers and data/phone/cable TV wiring) without authorization or beyond one's level of authorization.
- Failing to comply with requests from appropriate SFA officials to discontinue activities that threaten the operation or integrity of computers, systems, networks, or otherwise violate this policy.
- *Tampering with network components, blocking communication lines, interfering with the operational readiness of a computer, creating/operating, or providing unsanctioned servers such as personal Web servers, Network Address Translation (NAT), Dynamic Host Configuration Protocol (DHCP), Bootstrap Protocol (BOOTP), or File Transfer Protocol (FTP) servers, or delivering unsanctioned streaming audio, video, high bandwidth gaming, or high bandwidth video conferencing.*

PENALTIES

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

PRIORITIES

When demand for computing resources exceeds available capacity, priorities for their use will be enforced. The priorities for use of computing resources are:

- Highest: Uses that directly support the educational, research and service missions of SFA.
- Medium: Uses that indirectly benefit the education, research and service missions of SFA, as well as reasonable and limited personal communications.
- Lowest: Recreational use, including game playing and general browsing.
- Forbidden: Uses listed in the Infractions section of this policy, as well as breaches of the Responsibilities section not specifically listed under the Infractions section.

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

IMPLIED CONSENT & LIABILITY RELEASE

All individuals with access to SFA computing resources are responsible for their appropriate use. Such use constitutes an agreement to comply with applicable SFA policies and regulations, with applicable city, state, and federal laws and regulations, and with applicable policies of the affiliated networks and systems.

~~Each person requesting service from an SFA Telecommunications and Networking technician for equipment owned by a person or entity other than SFA must acknowledge and accept the following liability release before the technician provides the requested service:~~

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

Cross Reference: ~~None~~*Information Security Management (14.1)*

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

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Security Systems

Policy Number: 14.10

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

Date of last revision, if applicable: 4/14/15

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

Purpose of Policy (what does it do): Defines Security System Standards

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: Adds e-mail as an acceptable record for work orders. Removes several non-policy procedural elements.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Jared Roten, Director of Public Safety Technology
Marc Cossich, Executive Director of Public Safety/Chief of Police
Anthony Espinoza, Chief Information Officer
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Security Systems

Original Implementation: July 20, 2010
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Stephen F. Austin State University has a commitment to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing security system components and processes as much as possible. *Stephen F. Austin State University adopts the university information security program along with other applicable governing regulations pertaining to the protection of the information collected as part of this policy.*

DEFINITIONS

Access Controls

Access control systems enable the monitoring and control of access to facilities and resources. In the context of physical security these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

Hold-up and Panic Alarms

These systems are devices that signal the Department of Public Safety (DPS) of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

Physical Intrusion Detection Systems

These are systems commonly referred to as "burglar alarms" and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the DPS central monitoring station.

Security Camera Systems

These systems are devices designed to transmit video and/or audio signals to a monitoring station or recording device. The use of security cameras is generally for purposes of monitoring property

subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior. No department is permitted to install any type of security cameras with the exception of DPS. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

Security Systems

The term "security systems" as used in this policy is defined as any singular system or any combination of the systems defined above.

APPROVAL AUTHORITY

All security systems must be approved by the executive director of public safety/chief of police, or his/her designee and the appropriate vice president, or president's designee, prior to purchase and installation. Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the executive director of public safety/chief of police or his/her designee prior to approval of final plans.

~~PROCEDURE FOR REQUESTING NEW INSTALLATION~~

~~Departments desiring to install a new security system should make a request using the Work Request form available on the DPS website. This form requires a detailed proposal, including a description of the site in question and the purpose of the system.~~

~~The departmental contact person listed on the request will be contacted by the executive director of public safety/chief of police, or his/her designee, for a consultation to determine the most effective system to accomplish the requesting department's objectives.~~

~~Within ten (10) business days of receiving a security system installation request, the executive director of public safety/chief of police, or his/her designee shall approve, disapprove, or recommend modifications or alternatives to the request.~~

~~Upon final approval, the purchasing and installation cost of the new security system is the responsibility of the department making the request.~~

~~Departments faced with a unique situation pertaining to purchase and installation of security systems may request an exception to this section of the policy, in writing, from the executive director of public safety/chief of police, or his/her designee and the appropriate vice president or president's designee.~~

SYSTEM MONITORING

Upon installation of a security system, DPS will monitor the system for functionality at no cost to the installing department. Stand-alone security systems (those not monitored by DPS) are prohibited.

~~SYSTEM MAINTENANCE~~

- ~~Requesting Maintenance~~

  ~~When possible, the department covered by the system in need of repair should initiate the repair by using the Work Request form available on the DPS website. Repairs may also be initiated without a work order should DPS become aware of a nonfunctioning or malfunctioning system that is deemed critical.~~

- ~~Cost of Maintenance~~

  - ~~For Security Camera Systems, Intrusion Detection Systems, and Hold-up and Panic Alarms~~

    ~~Any single repair expense of $200 or less will be covered by DPS, while the portion of any single repair expense in excess of $200 will be billed to the requesting/covered department.~~

  - ~~For Access Control Systems~~

    ~~Equipment, parts and materials, as well as any after hour labor charges will be billed to the requesting/covered department.~~

PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the executive director of public safety/chief of police, or his/her designee~~. Removal or modification should be requested using the "Work Request Form" available on the DPS website.~~

PROTECTION OF RECORDINGS

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the Department of Public Safety with the appropriate authorization to view, download, capture, monitor, and control this equipment. This enables the DPS to maintain a chain of custody regarding evidence recovered from the recording device.

While the DPS will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed may have authorization to view footage for non-security purposes.

~~The administration of the equipment will include, but is not limited to, focusing, pan-tilt-zoom (PTZ) controls, software updates, software configuration, download/capture capabilities, and DVR maintenance. Departments may be provided administrative control in coordination with the executive director of public safety/chief of police or his/her designee.~~ An individual that accesses suspected criminal or suspicious activity should contact the Department of Public Safety immediately.

~~The Department of Public Safety will, on a regular basis, review any and all video and/or audio surveillance equipment to ensure proper recording, viewing capabilities, and determine the need for repair or replacement. When needed, the DPS will coordinate with the appropriate repair/replacement company to have the equipment brought back to proper working order.~~

RETENTION OF SECURITY CAMERA RECORDINGS

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

Cross Reference: ~~None~~*Information Security Management (14.1)*

Responsible for Implementation: Vice President for University Affairs

Contact For Revision: Executive Director of Public Safety/Chief of Police

Forms: Work Request form available on the DPS website

Board Committee Assignment: Building and Grounds Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Solicitation on Campus

Policy Number: 16.25

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): provides definition and guidelines for solicitation on campus

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: departmental title change updated

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Lacey Folsom, Interim Director Student Engagement
Dr. Hollie Smith, Assistant Dean of Student Affairs for Programs
Dr. Adam Peck, Assistant Vice President/Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Solicitation on Campus

Original Implementation: July, 1980
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Definitions

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

Application

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

Time, Place, and Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:
   a. From the day the residence halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate university official.
   b. The distribution, sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or rack in an area designated in advance by the appropriate university official.

   c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate university official.

   d. The sale or offer for sale of any publication of the university or of any book or other printed material to be used in the regular academic work of the university.

   e. The operation by the university or its subcontractor of any bookstore, specialty store, laundry service, cafeteria, student center, or other service facility maintained for the convenience of the students, faculty, and staff.

   f. The sale or offer for sale by the university or its sub-contractor of food and drink items, programs, and tickets at athletic contests.

   g. The collection of membership fees or dues by a university group.

   h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the university, or a university group, and are scheduled in accordance with the Use of University Facilities (16.33) policy.

   i. The posting of ads and for sale notices in newspapers or on bulletin boards designated for such purposes by the appropriate university official, provided that such ads and notices posted on bulletin boards conform to the university Signs and Exhibits (16.24) policy.

   j. University recognized groups conducting fund raising activities approved by the appropriate university official. The university requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.

   k. Other solicitation activities as approved by the appropriate university official.

2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
   a. a university agent; or
   b. a university group.

3. Only university departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.

4. Solicitation conducted on the campus must not:
   a. disturb or interfere with the regular academic or institutional programs of the university;
   b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to university buildings;
   c. harass or intimidate the person or persons being solicited; or
   d. violate an exclusivity agreement entered into with the university.

5. If an individual or group violates the provisions of this policy, the appropriate university official, with the approval of the vice president to whom he/she reports, may prohibit the offender from engaging in any solicitation on the university campus for a specified period of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:
   a. The appropriate university official with the approval of the vice president to whom

he/she reports, may suspend or cancel the recognition status of an offending student organization.

b. The appropriate university official, with the approval of the vice president to whom he/she reports, may suspend the use of university facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities (16.33) policy;

c. The university may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

Procedures for Conducting Raffles on Campus

1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Tex. Occ. Code Ch. 2002) may conduct raffles on campus.
2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.
3. The qualified university group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of Student ~~Organizations and Greek Life~~*Engagement Programs*.
4. The sponsoring university group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide, other than on the university group's internet website or through a publication or solicitation, including a newsletter, social media or e-mail, provided only to previously identified supporters of the university group. The tickets for the raffle may not be sold or offered for sale statewide.
5. The university group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle, unless that person is employed by the university group and the work organizing or conducting the raffle is no more than a de minimis portion of that person's employment with the university group. Persons who are not members of the university group may not sell or offer tickets to the raffle.
6. The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed $25,000. The following must be printed on each raffle ticket sold or offered for sale:
   a. the name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;
   b. the price of the ticket; and
   c. a general description of each prize that has a value of more than $10 and is to be awarded in the raffle.

Financial Policies of Student Organizations

1. The dean of student affairs may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the dean of student affairs.
2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

Additional Rules

In addition to these rules, solicitation conducted in:

   a. residence halls must comply with the rules governing residence halls.
   b. the Baker Pattillo Student Center must comply with the rules governing the Baker Pattillo Student Center; and
   c. academic buildings must comply with the rules governing academic buildings.

Cross Reference: U.S. Const. amend. I; U.S. Const. amend. XIV, §1; Charitable Raffle Enabling Act, Tex. Occ. Code Ch. 2002; Tex. Educ. Code §§ 51.204, *.209,* 101; Use of University Facilities (16.33); Signs and Exhibits (16.24)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: Fundraising Approval

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: The Ed and Gwen Cole Art Center and the Griffith Gallery

Policy Number: 16.27

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): To establish guidelines for the use of the Cole Art Center and Griffith Gallery

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 <u>each</u> substantive revision: The major change involved clarification of alcohol use in these two facilities. The other changes are purely grammatical in nature.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

The Ed and Gwen Cole Art Center and the Griffith Gallery

Original Implementation: April 21, 2009
Last Revision: ~~January 27, 2015~~*April 24, 2018*

Overview
The Ed and Gwen Cole Art Center and the Griffith Gallery are exhibition spaces for artistic programs of the School of Art in the College of Fine Arts. These facilities are a major "window" through which the public creates its perception of Stephen F. Austin State University. As such, the facilities should in all ways project a progressive, high stature, professional and welcoming image and offer artistic experiences to the public.

Scheduling and use of these facilities and equipment are pursuant to university policy on the Use of University Facilities (16.33). The dean of the College of Fine Arts is the administrator of these facilities and operating policies. ~~The purpose of the Ed and Gwen Cole Art Center and the Griffith Gallery is to support the mission of the School of Art, the College of Fine Arts and the university. Because these entities have "community outreach" as an accreditation goal of the Southern Association of Colleges and Schools, any event or activity in these facilities is subject to being assessed and included as a demonstration of how this mission is being achieved. Scheduling and use of these facilities and theirequipment is pursuant to university policy on the Use of University Facilities (16.33). The dean of the College of Fine Arts is the administrator of these facilities and their operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of the Ed and Gwen Cole Art Center or the Griffith Gallery in pursuing the university's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of these facilities.~~

Governance
The director of galleries is responsible for scheduling all events and activities for the Ed and Gwen Cole Art Center and the Griffith Gallery, subject to final approval by the director of the School of Art and the dean of the College of Fine Arts. Faculty and external organizations may offer input but have no authority for scheduling ~~of~~ these facilities.

Priority of Use
~~Because t~~*T*he Ed and Gwen Cole Art Center and the Griffith Gallery are academic and art exhibition facilities *and the priority of use is as follows:*~~, their use shall be prioritized for the following types of sponsored and co-sponsored categories of events:~~

- Category I – Events of, or sponsored by, the Schools of Art, Music, or Theatre, and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts;

- Category II – Events for organizations, such as the Friends of the Visual Arts, that are sponsored by the School of Art;
- Category III - Events co-sponsored by the College of Fine Arts such as university departments or registered student, faculty, or staff organizations of both an academic and non-academic nature; and
- Category IV - Events co-sponsored ~~jointly~~ between university departments and non-university groups.

Scheduling Requests

Reservation requests *will*~~shall~~ be evaluated on a case-by-case basis according to scheduling availability, the expected number of attendees, and relationship to the purpose of the facilities.

The facilities *will*~~shall~~ not be used for:

- annual events in Category III or Category IV that are scheduled on an ongoing basis;

- receptions, including wedding or retirement receptions outside the College of Fine Arts;

- events at which ~~it may be construed that the facilities are being used to sell~~ alcohol *will be sold*, including ticketed events or events with admission charges (e.g., wine tasting);

- private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;

- non-School of Art fundraising activities;

- events that promote an agenda other than that which would contribute to the facilities' purpose, e.g., political campaigning; or

- dances or other social events.

Reservation Procedures

Reservations for all events in the Ed and Gwen Cole Art Center or Griffith Gallery *will*~~shall~~ be made through the gallery director. Reservations *wi*~~shall~~ be limited by the ~~preexisting~~ exhibition schedule, and the nature of the event. Functions that may interfere with the conservation and preservation of art on exhibit will not be considered. Some exhibitions prohibit use of food and drink in the gallery by contractual stipulations.

A Facility Use Agreement form will be completed by gallery personnel and must be signed by person or persons who are legally and financially responsible for the event. Fees will be discussed during the initial meeting with gallery personnel.

Four weeks prior to an event, a meeting with the gallery director *will*shall be scheduled to formalize set-up procedures, equipment, and personnel needs. ~~Events that include alcohol must be approved at least six weeks in advance.~~ *Works of art and/or exhibitions will not be rearranged to accommodate receptions or events.*

Food and Beverages

Food and beverages may be served in Griffith Gallery and the Ed and Gwen Cole Art Center, subject to approval by the gallery director. The serving and consumption of beer and wine in the Ed and Gwen Cole Art Center is permitted under the following conditions:

1. The event must be approved at least six weeks in advance by the dean of the College of Fine Arts;
2. ~~2.~~ The event must be an authorized, university-sponsored or co-sponsored event. ~~Private party functions not sponsored by the university may not serve alcohol at these facilities;~~
   2.
3. For events sponsored or co-sponsored with a party *that is* not *an* SFA-affiliated 501(c)(3), the party is required to acquire insurance coverage ~~for their~~ *to* use ~~of~~ the facility. The university must be named as an additional insured in the amounts and on the conditions required by the office of environmental health, safety and risk management. For purposes of this provision, an SFA-affiliated 501(c)(3) includes the SFA Foundation, SFA Real Estate Foundation, ~~Alumni Foundation and~~ Alumni Association, Quarterjack Club, and Tip-in Club;
   ~~3.~~
   Food and non-alcoholic beverages must ~~also~~ be served; and
   4.
5. Any event ~~that includes alcohol~~ must *comply with* ~~be in compliance with~~ local and state laws at all times, including the Texas Alcoholic Beverage Code *(TABC). TABC licensed bartenders must serve alcoholic beverages.*
   ~~4.~~

At the end of each fiscal year, t~~T~~he dean of the College of Fine Arts will provide *the number of alcohol-related events sponsored or co-sponsored at these facilities* to the provost *and vice president for academic affairs* and general counsel. ~~at the end of each fiscal year the number of alcohol related events sponsored or co-sponsored at this facility~~

~~Alcohol may be procured by purchase using funds in approved discretionary accounts or by donation.~~

Cross Reference: Use of University Facilities (16.33); Alcohol Service (13.7); Texas Alcoholic Beverage Code

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the College of Fine Arts

Forms: Cole Art Center Usage Agreement; Facilities Use Agreement

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Cellular Telephones and Wireless Communication Devices

Policy Number: 3.6

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

Date of last revision, if applicable: 4/15/2015

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

Purpose of Policy (what does it do): The policy provides specific guidelines regarding the use of cell phones and/or wireless communication devices.

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 <u>each</u> substantive revision: Clairifed ownership for the Celluar Telephone Request and Justification form. Added language to clarify that the rates listed in the form would be coordinated and approved by the University Comptroller. Removed procedural steps from section 2.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Brandon Stringfield, Information Security Officer
Mike Coffee, Assistant Director Telecommunications & Networking
Anthony Espinoza, Chief Information Officer
Shelly Lackey, Director of Divisional Operations

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

Dr. Steve Westbrook, Vice President for University Affairs
Damon, Derrick, General Counsel

Cellular Telephones and Wireless Communication Devices

Original Implementation: October 30, 2007
Last Revision: ~~April 14, 2015~~*April 24, 2018*

OVERVIEW

The university recognizes that certain positions require the use of a cellular telephone (cell phone) or other wireless communication devices, including personal digital assistants (PDAs) or smartphones, to conduct official business. This policy provides specific guidelines regarding the use of cell phones and/or wireless communication devices.

DEFINITIONS

Wireless Communications Device – cellular telephone~~s~~, telephone/PDA combination~~s, and~~*or a* smartphone~~s~~. For purposes of this policy, laptops, tablets, and personal computers are not considered   wireless communication~~s~~ devices.

ELIGIBILITY

Each department is responsible for establishing whether a specific employee needs a cell phone or wireless communication device service. Criteria for establishing this need include:

1. Requirement to travel frequently on university business.
2. Large amounts of time spent away from the office.
3. A need to contact the individual after normal business hours on a frequent basis.
4. A need for others to be in constant communication with the individual.
5. Safety considerations.

If an employee meets one or more of these criteria, a department head/director may approve a request to provide either a university cell phone or wireless communication device or a communication allowance through one of the following options.

1. **University-provided cell phones or wireless communication device:**
   The Telecommunications Department will determine ~~two~~*the* preferred *university* vendors from which the university will contract cellular services. All university-provided cell phones and plans will be acquired from one of the preferred vendors.

   Departments ~~electing this option~~ must submit a Cellular Telephone Request and Justification Form. *This form is created and maintained by the Office of the Chief Information Officer, and all dollar amounts are coordinated and approved by the university controller.* ~~to the assistant director of telecommunications and networking for each~~

~~employee.~~

2. **Communication Allowance:**
The department may elect to provide a communication allowance to reimburse the employee for the projected cost of business related charges. The dollar amount of the cell phone allowance should cover the estimated business-related calls and a pro-rata portion of the monthly cost of the phone plan. Determination of the dollar amount of the allowance is made at the departmental level, but will be within *the* guidelines and dollar limits ~~established by the assistant director of telecommunications and networking. These levels are~~ defined on the Communication Allowance Request Form. The communication allowance will be paid through payroll and will not be considered taxable income. The allowance does not constitute an increase to base pay and will not be included for percentage based pay increases or for retirement (TRS or ORP) calculations.

~~The communication allowance is established by submitting a completed Communication Allowance Request Form to the payroll office. Departments should also keep a copy of the form on file for each approved allowance.~~

~~The employee is responsible for communicating the telephone number to the department. The employee may, at his or her own expense, add extra services or equipment features as desired.~~

3. **Intermittent Use of Cell Phones for Business Purposes:**
Some departments may provide cell phones on an intermittent basis to their employees. Intermittent basis is defined as more than one employee assigned use of the phone during the month.

4. **Infrequent Use of Cell Phones for Business Purposes:**
If infrequent business calls are made by an employee who does not receive a communication allowance or university-provided phone, departmental approval can be given to reimburse the employee for business calls that exceed personal wireless plan minutes.

Reimbursement of these calls will be made through accounts payable through normal procedures for reimbursement of business--related expenses. Appropriate documentation, such as a copy of the wireless plan billing statement and the stated business purpose of the call, should be submitted to support the reimbursement. Any reimbursement of business related calls will not be taxable to the employee.

Cross Reference: Telecommunication Services (16.28)

Responsible for Implementation: ~~Provost and~~ *Vice President for University Affairs;* Vice President for Finance and Administration

Contact for Revision: ~~Assistant Director of Telecommunications and Networking~~*Chief Information Officer*

Forms: Communications Allowance Request Form, Cellular Telephone Request and Justification Form

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

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: 11/7/2016

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

Purpose of Policy (what does it do): The policy exists to define computer puchase and replacement

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; updated policy to reflect organizational realignment

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Property and Procurement Services
Mike Coffee, Assistant Director of Telecommunications and Networking
Danny Gallant, Vice President for Finance and Administration
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Computer Purchase and Replacement

Original Implementation: January 30, 2007
Last Revision: ~~November 7, 2016~~*April 24, 2018*

Purpose

This policy describes the *purchase* ~~replacement~~ and *replacement* ~~purchase~~ of university computers and workstations. This policy *utilizes guidelines* ~~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 (Mac).

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, does not run an enterprise operating system (e.g. iPad, Slate, etc.) and are excluded from this policy.

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 and~~ vice president for ~~academic~~ *university* 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 and~~

~~VPAA~~*vice president for university 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.

Academic units 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 and VPAA~~*vice president for university 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 *for*~~of~~ ~~Academic~~ *University* Affairs

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

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Establishing a New Departmental Account: Fund-Organization-Program (FOP)

Policy Number: 3.12

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): Establishes a policy whereby all requests to establish a new account requires the completion of a form.

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 are substantive. Slightly changed the names of the forms. Also, added a sentence to inform the reader that "Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)" is found on the controller's office website and contains instructions on how to complete the form for non-grant accounts.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Establishing a New Departmental Account: Fund-Organization-Program (FOP)

Original Implementation: Unpublished
Last Revision: ~~April 14, 2015~~*April 24, 2018*

The university's financial reporting system, Banner, allows departments and administrative staff to track revenues and expenditures by source of funding (fund), by individual departments (organization), and by function (i.e. instruction, research, etc.) (program). In Banner, these accounts are referred to as FOP (fund – organization – program). Requests to establish a new account are used to track the intent of why and when an account was established. For this reason, the controller's office will require completion of a form to process requests to establish an account. This form*, along~~,~~* with any supporting documentation, are to be used by the controller's office, the ~~office of~~ research and sponsored programs *office* and the development office to determine if revenues and expenditures are made in compliance with the intent to establish the account.

These forms and procedures for submitting the~~se forms~~ *m* are available on the controller's office website and the ~~office of~~ research and sponsored programs *office* website. *"Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)," found on the controller's office website, contains detailed instructions for completing the form for non-grant accounts.*

Cross Reference: ~~None~~*Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: *Request to* Establish~~ing~~ a New Departmental Account ─(Fund-Org-Program) for Non-Grant Accounts and *Request to* Establish~~ing~~ a New Banner Fund – External Awards and Contracts. Both forms are available online on the forms link: http://www.sfasu.edu/3386.asp

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Expenditure Authority for Financial Transactions

Policy Number: 3.13

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

Date of last revision, if applicable: 4/14/2015

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

Purpose of Policy (what does it do): Authorizes the vice president for finance and administration to designate a Uniform State Accounting System (USAS) security coordinator and assistant security coordinator. Also establishes who is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated.

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.

Specific rationale for deletion of policy:

Additional Comments:

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Reviewers:

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

Expenditure Authority for Financial Transactions

Original Implementation: April 13, 2006
Last Revision: ~~April 14, 2015~~*April 24, 2018*

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

For the purpose of this policy, this designation will apply to those persons who have the authority to sign checks; authorize electronic payments, wire transfers, certified checks, and Automated Clearing House (ACH) transactions; and approve transactions in USAS for payment.

Individuals designated to approve payments must submit documentation as required by the relevant state agency or financial institution showing they are properly designated to approve the university's expenditures.

The Stephen F. Austin State University Board of Regents authorizes the vice president for finance and administration to designate a USAS security coordinator and assistant security coordinator. The Office of the Vice President for Finance and Administration is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated. The security coordinator or assistant security coordinator is responsible for removing expenditure authority in USAS when an individual is no longer authorized to approve expenditures or ~~when an individual~~ is terminated.

Cross Reference: 34 Tex. Admin. Code § 5.61

Responsible for Implementation: Vice President for Finance and Administration **Contact for Revision:** Vice President for Finance and Administration, Controller **Forms:** None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Financial Exigency

Policy Number: 3.15

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

Date of last revision, if applicable: 4/14/2015

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Establishes a policy whereby the university may terminate an appointment because of financial exigency.

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 <u>each</u> substantive revision: No substantive changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Financial Exigency

Original Implementation: October 18, 2011
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of bona fide financial exigency (i.e., an imminent financial crisis that threatens the continuation of a strong academic program and that cannot be alleviated by less stringent means). The responsibility for demonstrating the existence and extent of the financial exigency rests with the administration.

Before terminating an appointment because of financial exigency, the appropriate university administrator, with faculty participation, shall make every reasonable effort to place the faculty member concerned in another position within the university for which the individual is professionally qualified.

If the university, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments in the same academic unit except in circumstances where a serious distortion of the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure within the same academic unit, except in circumstances where a serious distortion of the academic program would otherwise result.

In each case of termination of an appointment with tenure because of financial exigency, the vacancy will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty (60) days in which to accept or decline.

A probationary faculty member whose appointment is terminated because of financial exigency shall be given appropriate notice as prescribed in policy 7.29, Tenure *and Continued Employment*. A tenured faculty member shall be given notice at least twelve months prior to termination of appointment.

A faculty member whose appointment is terminated because of financial exigency, and who alleges abridgement of constitutional guarantees or academic freedom, shall be afforded due process.

Cross Reference: Tenure *and Continued Employment* (7.29); Reduction in Force of Non-Academic Employees (11.23)

Responsible for Implementation: President

Contact for Revision: Vice President for Finance and Administration; Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Finance and Audit

POLICY SUMMARY FORM

Policy Name: Gramm Leach Bliley Act Required Information Security

Policy Number: 14.4

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

Date of last revision, if applicable: April 14,2015

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

Purpose of Policy (what does it do): Ensure the security and confidentiality of customer information, safeguard against unauthorized access of such data.

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: Added section on reporting requirements; reference of alignment with policy 14.1 Information Security Management; minor wording changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judith Kruwell and Michaelyn Greene

Gramm Leach Bliley Act Required Information Security

Original Implementation: April 21, 2009
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Overview

In conjunction with university policy 14.1 Information Security Management, Stephen F. Austin State University ~~'s~~ (university) adopts this information security program (program) to address the Standards *for*~~of~~ Safeguarding Customer   Information *(*Safeguard*s* Rule*)* as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA). As required by the GLBA, this program applies to customer financial information ("covered data") *that* the university receives in the course of business.

Program Objectives~~:~~

1. • Ensure the security and confidentiality of customer information,
2. • Protect against any anticipated threats or hazards to the security of customer information, ~~and~~
3. • Protect against unauthorized access or use of such data or information in ways that could result in substantial harm or inconvenience to students, faculty, staff, and the university community.

Definitions~~:~~

Covered Data means all information required to be protected under the GLBA.

Customer information means any record containing nonpublic personal information as defined in 16 CFR 313.3(n), about a customer (student, prospective student, parent, guardian, faculty, or staff), whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the university.

Information security program means the administrative, technical, or physical safeguards the university uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information.

Nonpublic financial information means any information that meets any of the following criteria:
- Information a student or other third party provides in order to obtain a financial service from the university;
- Information about a student or other third party resulting from any transaction with the university involving a financial service; or
- Information obtained about a student or other third party in connection with offering a

financial service to that person.

Offering a financial service includes offering student loans, receiving information from a current or prospective student's parents as a part of a financial aid application, and other miscellaneous financial services as defined in 12 CFR 225.28.

Service provider means any person or entity that receives, maintains, processes or otherwise is permitted access to customer information through its provision of services.

Scope of the Program

The program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the university, whether in paper, electronic or other form that is handled or maintained by or on behalf of the university.

Elements of the Program:

Designate a Program Officer(s)

Oversight of the program will lie with the vice president for finance and administration. The vice president for finance and administration will designate a program officer with ~~overall~~ responsibility for overseeing the university's *customer* information security program and may designate other representatives of the university to assist in the coordination of the program. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the vice president for finance and administration.

Identify and Assess Risk

The university intends, as part of the program, to undertake to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the program, the program officer will establish procedures for identifying, and assessing such risks in each relevant area of the university's operations including:
- Employee training and management;
- Information systems*, including network and software design,* ~~and~~ information processing*, storage, transmission* and disposal; and
- Detecting, preventing and responding to attacks*, intrusions, or system failures*.

Design and Implement Safeguards

The risk assessment and analysis described above shall apply to all methods of handling or

disposing of nonpublic financial information, whether in *paper,* electronic, ~~paper~~ or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

Overseeing Service Providers

The university will select appropriate service providers that are given access to customer information in the normal course of business and will contract with them to provide adequate safeguards. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

Program Review and Revision

The program officer is responsible for evaluating and adjusting the program based on the risk assessment activities *or on the results of testing and monitoring*, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.

Reporting Requirements

The program officer, in coordination with the university information security officer, will report any data breach including unauthorized disclosure, misuse, alteration, destruction, or other compromise of information to the Department of Education on the day of detecting or suspecting an incident.

Cross Reference: 12 CFR 225.~~26~~*28*; 16 CFR 314; 16 CFR 313.3(n); Use of Electronic Information Resources (16.32); Computer & Network Security (14.2); Student Records (2.10)*; Information Security Management (14.1)*

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: <u>Identity Theft Prevention</u>

Policy Number: <u>14.5</u>

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

Date of last revision, if applicable: April 14, 2015

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

Purpose of Policy (what does it do): Establish an identity theft programs in order to detect, prevent and mitigate identity theft.

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 <u>each</u> substantive revision: No substantive changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judith Kruwell, Director of Financial Services
Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration

Identity Theft Prevention

Original Implementation: April 21, 2009
Last Revision: ~~April 14, 2015~~*April 24, 2018*

Purpose

The purpose of this policy is to establish an Identity Theft Program ("program") designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations. The program will include reasonable procedures to:

- Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
- Detect risks when they occur in covered accounts;
- Respond to risks if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- Update the program periodically to reflect changes in risks to students, covered accounts and previous experience with identity theft.

This policy is in addition to any other information security policies currently at Stephen F. Austin State University.

Definitions

Identity Theft means fraud committed or attempted using the identifying information of another person without authority.

Covered account means:
- An account that the university offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and
- Any other account that the university offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Red Flag Rules are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate

Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.

Service Provider means a person that provides a service directly to the university.

Elements *o*Of *t*The *P*program

Identification of Red Flags

The program includes relevant red flags from the following categories as appropriate:

1.• Alerts, notifications, or warnings from a credit reporting agencies;
2.• The presentation of suspicious documents;
3.• The presentation of suspicious personal identifying information;
4.• Unusual use of, or suspicious activity related to, the covered account.

Detecting Red Flags

The program addresses the detection of red flags in connection with the opening of covered accounts and existing covered accounts by:

1.• Obtaining identifying information about, and verifying the identity of, a person opening a covered account; and
2.• Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.

Responding to Fraudulent Activity

Once potentially fraudulent activity is detected, an employee must act quickly, as a rapid appropriate response can protect employees, students, and the university from damages and loss.

1.• The employee will gather all related documentation and present this information to his/her immediate supervisor.
2.• The supervisor will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic, and will respond appropriately.
3.• If the activity is deemed fraudulent, procedures as outlined in the university Fraud Policy (2.7) will be followed.

Periodic Updates to Program

At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current

business environment. Periodic reviews may include an assessment of:

1. • The types of covered accounts offered or maintained;
2. • The methods provided to open covered accounts;
3. • The methods provided to access covered accounts;
4. • Previous experience with identity theft;
5. • Red flags as identified above and the need to define new red flags; and
6. • Response procedures defined above and their efficacy to reduce damage to the university and its customers.

Program Administration

Oversight of the Program

Oversight of the program will lie with the vice president *for*of finance and administration. The vice president for finance and administration will be responsible for appointing a program officer   with the specific responsibility for the program's development, implementation, and administration; reviewing reports prepared by staff regarding compliance with red flag rules; and approving material changes to the program as necessary to address changing identity theft risks.

Reports

The program officer responsible for the development, implementation, and administration of the program will report, in writing, to the vice president for finance and administration at least annually on program compliance. The report should address such issues as: the effectiveness of the policy and procedures in addressing the risk of identity theft in connection with covered accounts; service provider arrangements; significant incidents involving identity theft and management's response and recommendations for material changes to the program.

Staff Training

Staff, officials, and contractors for whom it is reasonably foreseeable may come into contact with covered accounts or personally identifiable information that may constitute a risk to the university or its customers must complete the red flag training to ensure compliance with the identity theft prevention policy.

Oversight of Service Provider Arrangements

It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Contractual arrangements with service providers should

specifically require the service provider to maintain its own identity theft prevention program consistent with the guidance of the red flag rules.

Cross Reference: Fair and Accurate Credit Transactions Act of 2003; 16 CFR 681; Fraud (2.7)

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Insurance and Other Benefits

Policy Number: 12.10

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

Date of last revision, if applicable: 1/27/2015

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

Purpose of Policy (what does it do): Policy details insurance and other benefits available to SFA employees.

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: Changes were made to clarify the eligibility requirements for insurance and other benefits. Some procedural language was also removed. In addition, information about the high deductible health plan and vision insurance was added.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Insurance and Other Benefits

Original Implementation: Unpublished
Last Revision: ~~January 27, 2015~~ *April 24, 2018*

~~Employee insurance and benefits include the following:~~ *The Human Resources Department coordinates the employee benefits program.* Benefits~~ ~~-eligible employees are offered a basic insurance plan. This plan is fully funded by the state for full-time benefit-eligible employees who are employed 75% FTE or higher and is funded at one-half of the premium for part-time employees working between 50-74% FTE. The basic plan includes h*ealth*~~ospitalization~~ insurance, $5,000 term life insurance and $5,000 accidental death and dismemberment insurance. Enrollment in health insurance coverage may be subject to a 60-day waiting period. ~~for employees hired on or after September 1, 2013.~~ The 60-day health coverage waiting period does not apply to:

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

Each employee must elect to enroll or waive *the health insurance plan* ~~this plan~~ within the first ~~31~~ *60* days of employment. *During the first 31 days of employment, the employee can elect to participate in additional options to the basic health plan. An employee does not have to participate in the basic health plan to apply for optional coverage(s). If no election is made,* ~~If a Multipurpose Form is not completed,~~ the full-time benefit-eligible employee will be enrolled ~~in the~~*in the* basic plan, and may be subject to the 60-day waiting period. Part-time employees and graduate assistants are not eligible for automatic enrollment. *Part-time employees and graduate assistants who do not make an election during the first 60 days of employment can only enroll in open enrollment periods or based upon a qualifying life event.* ~~These employees must complete the Multipurpose Form within thirty-one (31) days of the first active duty date.~~

~~An employee does not have to participate in the basic plan to apply for optional coverage(s). There is no waiting period for optional coverage.~~

Group H*ealth*~~ospitalization~~ Insurance *Plan*
A major medical health/hospitalization plan is provided, based on residency or work zip code,

and/or a choice of ~~HMO~~ (*HMO* (when available). Employees may select from the following h*ealth*~~ospitalization~~ *coverage* categories:

<u>Coverage Category</u>
Employee
Employee & Child/Children
Employee & Spouse
Employee & Family

Details on coverage and rates are available ~~from the benefits office~~ in human resources. ~~(HR) or at the web site: http://www.ers.state.tx.us/.~~

Application for coverage for employees and their dependents must be made in the first ~~31~~ *60* days of employment. Employees may change their health coverage selection at any time during the 60-day waiting period.

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

<u>High Deductible Health Plan</u>~~:~~
Employees may elect to participate in a high deductible health plan instead of the basic health insurance plan. The high deductible health plan includes a health savings account (HSA) to which the State of Texas contributes $45 for employee only coverage and $90 for employee and any dependents. The employee can elect to contribute additional funds to their HSA.

The deductible is the amount a participant must pay for covered health services and/or prescriptions before the plan begins to pay for anything except preventive services. The annual deductible is based on a calendar year (January through December).

Until the deductible is met, the employee is responsible for the full cost of non-preventive services and prescriptions. Preventive services such as annual check-ups, screenings, and vaccines will be covered at 100% and are not subject to a deductible. Prior to meeting the deductible, employees can utilize funds from their HSA to cover medical expenses.

Once the deductible is met, the plan pays 80% for eligible, in-network costs, and 60% for eligible, out-of-network costs.

Group Term Life Insurance

~~Optional Term Life Insurance:~~ .Coverage of up to twice the annual salary may be selected without evidence of insurability within ~~thirty-one (31) days of employment. Evidence of insurability must be provided for Election III or Election IV, or for any election *made* beyond *the first* thirty-one (31) days *of employment*.

Coverage Amount:

Election I - 1 times annual salary

Election II - 2 times annual salary

Election III - 3 times annual salary

Election IV - 4 times annual salary

Coverage is reduced at age 70 *and every five years thereafter* for active employees based on the carrier's standard reduction schedule. The monthly premium cost is based on age and salary on September 1 of the current fiscal year.

Dependent Life Insurance

Coverage is available to all employees insured under the Texas Employee's Group Benefit Program. Coverage includes the spouse of the employee and each unmarried child from the date of birth to 26 years in the amount of $5,000 life and $5,000 ~~in~~ *accidental death and dismemberment (AD&D) coverage. Application for coverage must be made within thirty-one (31) days of employment or the dependent's eligibility date; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.*

~~AD&D. Application for coverage must be made within thirty-one (31) days from the date of employment, or dependent's eligibility date; otherwise evidence of insurability is required.~~

Long-Term Disability

Long-term disability insurance is available to benefits-eligible employees. ~~This benefit will pay 60 percent of the employee's monthly salary (maximum salary $10,000) after a 90-day waiting period in the event the employee is disabled because of injury or illness.~~ The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit *is the lesser of 60% of monthly salary or $6,000. The minimum amount is not less than 10% of an employee's income,* ~~if integration is used, is 70 percent of insured monthly salary. Minimum benefit,~~ if integration is used. ~~, is 10 percent of monthly salary for one year.~~ *Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.*

To receive long-term disability, employees must use their sick leave balance (includes sick leave pool and donated sick leave) or finish a 180-day waiting period, whichever option is longest. In

addition, ~~T~~*t*he following age and time limits apply *for maximum duration of benefits*:

Age When Disability Starts	Maximum Duration of Benefits
Under age 60	Age 65
Age 60, but less than age 64	60 months
Age 65 - 69	Age 70
Age 70 and older	12 months

Short-Term Disability

Short-term disability is available to benefit~~s~~-eligible employee~~s.~~. *After a thirty (30) day waiting period, t*~~T~~*his benefit pays 66% of the employee's monthly salary or a maximum of $6,600.* ~~This benefit will pay 66 percent of the employee's monthly salary (maximum salary $10,000) after~~*After* a thirty (30) day waiting period, for up to five months in the event the employee is disabled because of injury or illness. *Employees must use their sick leave balance (including donated sick leave and sick leave pool) or finish a 30-day waiting period, whichever option is longest. Sick leave use and the waiting period run concurrently.* The monthly premium cost is based on the current rate per $100 of monthly salary. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment *or after a qualifying life event*.

Accidental Death and Dismemberment Benefits *(AD&D)*

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

Dental Insurance

Benefit~~s~~-eligible employees may elect to participate in either of the two group dental insurance programs or one post-tax dental discount plan. A~~If~~ application for coverage *must be* ~~is not~~ made within thirty-one (31) days of employment, *otherwise* dental plan benefits can~~not~~ be a*dded*~~quired d until the beginning of the next plan year and enrollment forms must be completed~~ during the summer enrollment period *or after qualifying life event*.

Vision Insurance

Benefit-eligible employees may elect to participate in a vision insurance program. Application for coverage must be made within thirty-one (31) days of employment, otherwise vision plan benefits can be added during the summer enrollment period or after a qualifying life event.

Long Term Care

~~A long term care plan was offered by Employees Retirement System of Texas to active employees and their families through John Hancock Insurance. John Hancock stopped accepting new enrollment into this insurance January 1, 2012. If an employee has this coverage, it will continue and their policy number will not change as long as the employee continues to make payments. John Hancock will be the direct contact for any questions about that coverage. Employees can contact a representative toll-free at (800) 400-9396.~~

Retiree Insurance Coverage

University employees may continue their health insurance coverage providing they have 10 or more years of creditable service, have been covered under the Texas Employee's Group Benefit Program, for at least three years prior to September 1, 2001, or 10 years, after September 1, 2001, and meet the criteria for retirement benefits. Beginning September 1, 2003, the qualification for retiree insurance is age 65, or *meeting the rule of 80 (*age plus years of service equals 80*)*. ~~Those~~ *Employees* who become totally disabled are entitled to participate in retiree insurance coverage. The state will continue to fund the amount funded prior to retirement toward retiree and dependent coverage.

A thirty~~-one (31)~~*(30)* day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage. If employed at the time of retirement, and eligible for insurance benefits, there will be no waiting period for enrollment in the health plan. However, if the retiring member is not in an active status at the time of reaching eligibility for retiree insurance, (age 65 or age plus years of service equal to 80), there will be a sixty-day (60) waiting period for participation in the health plan, unless changed by the Texas legislature. Complete information will be made available to all qualified retirees by human resources prior to their date of retirement.

Social Security

All employees of the university are covered by the Federal Insurance Contribution Act (FICA). Employee contributions are withheld based on federal rules.

Flexible Benefit Plan

Benefits--eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money. ~~Through this plan, participants are automatically enrolled in Redirection of Insurance Premiums. Allowable insurance premiums will be paid with pre-tax money, with the exception of Short-Term Disability, Long-Term Disability and Dependent Life.~~ Eligible employees may enroll *during their first 31 days of* ~~at the time of~~ employment or during the summer enrollment period prior to the next plan year. To continue to participate, employees may make changes or stop participating each year during the summer enrollment period.

Through this plan, the employee may choose to participate in *either a Medical Reimbursement Account or a Limited Flexible Spending Account (for high deductible health plan)* ~~one or~~*and/or a Dependent Care Reimbursement Account:*~~both Reimbursement Accounts:~~

- Medical Reimbursement Account -– *If participating in the Group Health Insurance Plan, t*~~T~~he participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred.
- *Limited Flexible Spending Account -- If participating in the High Deductible Health Plan, the participant may specify an amount of pre-tax money to be deposited into a limited spending account. The participant can then apply for reimbursement for out-of-pocket expensive for eligible* ~~This option is limited to eligible~~ *vision and dental expenses.*~~for participants of the High Deductible Health Plan.~~
- Dependent Care Reimbursement Account - The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

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

- Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a *qualifying life event.* ~~change in family status.~~ *Changes* ~~Forms~~ must be completed within thirty (30) days of the qualifying life event; otherwise no changes may be made until the next summer enrollment period.
- ~~Reimbursement~~ *Amounts in*~~designated to~~ *reimbursement* accounts ~~are~~ *must be used during the plan year.* ~~on a use-it-or-lose-it basis.~~ *A*~~a~~*mounts greater than $500 that are not reimbursed for expenses incurred* ~~D~~*d*uring a plan year~~, expenses should be incurred for all tax-sheltered money because any amount not reimbursed to the participant~~ reverts to the insurer. *A maximum of $500 can be carried forward to the subsequent plan year.*

~~Eligible employees may enroll at the time of employment or during the summer enrollment period prior to the next plan year. To continue to participate, employees may make changes or stop participating each year during the summer enrollment period.~~

<u>State Deferred Compensation Plan/TEXA$AVER</u>
This plan is available to all employees and allows employees to allocate a specified amount of their earnings to a tax-sheltered *457* plan purchased by the state of Texas. *The employee must complete a written agreement authorizing the deduction from their monthly salary.*

The authorization initiating a State Deferred Compensation Plan/TEXA$AVER should be executed before the 20th of the month to be effective the next pay period. This agreement will

remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. An employee may terminate an authorized reduction in salary by completing the proper forms in human resources. ~~Employees interested in learning more about this plan should contact the benefits office in human resources or the web site at http://www.ers.state.tx.us/.~~

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity. Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed before the 20th of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in human resources.

~~Once an annuity contract has been purchased for an employee, any questions concerning the contract's relation to the income tax laws are strictly between the faculty or staff member and the Internal Revenue Service. Information on Tax Sheltered Annuities may be obtained from the benefits office in human resources.~~

Cross Reference: Tex. Const. art. 16, § 67; Tex. Gov't Code Ch. 821-825; Tex. Gov't Code Ch. 606; Tex. Ins. Code Ch. 1131; Tex. Ins. Code art 3.51-5 (not codified); I.R.C. §§ 102, 106; 29 U.S.C. §§ 1101-1191(c)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Restrictions on Contracting with and Paying Certain Vendors

Policy Number: 17.23

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

Date of last revision, if applicable: 04/14/2015

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

Purpose of Policy (what does it do): The policy exists to identify processes that will keep the university from contracting with vendors on hold with the state or excluded by federal 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: Minor wording changes. Updated references.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Restrictions on Contracting with and Paying Certain Vendors

Original Implementation: January 25, 2000
Last Revision: ~~April 14, 2015~~*April 24, 2018*

The university is required by Tex. Gov't Code § 2252.903 and the United States President's Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001) to determine vendor eligibility for contracts and/or payments. The university may contract with any vendor on state warrant hold and follow established procedures for notifying the vendor and holding payment. The university is strictly prohibited from contracting with any vendor listed on the federal government specially designated nationals list (SDN).

DEFINITIONS

Warrant Hold is a ─status identifying vendors who are delinquent in payments to the state of Texas and prohibiting the state comptroller and state agencies from issuing payment to the vendor. Warrant hold information is maintained in the state comptroller's ~~TINS (~~Texas Identification Number System~~)~~ *(TINS)*.

SDN is a ─federal government specially designated nationals list identifying vendors with whom the United States President's Executive Order 13~~,~~224 prohibits any government entity from doing business.

SAM is a ─federal system for award management that encompasses all federal restrictions related to doing business with excluded vendors.

RESPONSIBILITY FOR DETERMINATION

It is the responsibility of the department placing the order to ensure that the selected vendor is NOT on warrant hold or listed with an active exclusion on the federal system for award management (SAM) up to 7 days before the contract date, but no later than the contract start date. Refer to Delegated Purchasing Authority (17.5) to determine departmental responsibility. It is the responsibility of the accounts payable office to ensure that the selected vendor is NOT on warrant hold prior to processing a university payment.

HOW TO MAKE A DETERMINATION

State Comptroller Warrant Hold Status Determination
The university's financial system will terminate and prevent the use of any vendor in the financial system that is on warrant hold. For vendors not in the university's financial system, vendor warrant hold status must be searched on the state comptroller's Vendor Hold Search website. Contact accounts payable or the procurement office for assistance. If a vendor is found

to be on warrant hold, the following applies:

a. Purchase orders – the purchase order or contract may be issued but must include a clause on the purchase order or contract relating to the warrant hold status.
b. P-Card – expenditures over $500 are not allowed from a vendor on warrant hold.
c. Accounts Payable – accounts payable may make a payment to an entity on warrant hold using local funds if the hold source agency or agencies consent to the payment. Such payment can only be made after securing documentation of the consent. Otherwise payment must be made to the hold source agency or agencies.

Federal Government Specially Designated Nationals List (SDN) Determination
The verification process involves searching for the vendor by vendor name on the SAM website. Contact the procurement office for assistance. If a match is found, contact the director of procurement. Purchase Orders and contracts may not be issued to any vendor with an active exclusion on the SAM website.

Cross Reference: Tex. Gov't Code § 2107.008; Tex. Gov't Code § 2252.903; Exec. Order No. 13,224, 66 Fed. Reg. 49079 (Sept. 23, 2001); State Comptroller Fiscal Policies and Procedures ~~FPP E.016~~, ~~FPP E.020,~~ FPP *P.007*~~K.012~~; Delegated Purchasing Authority (17.5)

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: None

Board Committee Assignment: Finance and Audit