



**REPORT TO THE
BOARD OF REGENTS
BUILDING AND GROUNDS COMMITTEE**

January 26, 2022

**STEPHEN F. AUSTIN
STATE UNIVERSITY**

TABLE OF CONTENTS
COMMITTEE REPORT FOR JANUARY 26, 2022
BUILDING AND GROUNDS COMMITTEE MEETING

Wednesday, January 26, 2022

Agenda	2
Roll Call	3
Walking Tour of Facilities	4
Report: Construction Report	5
Report: Planned Maintenance Report	17
Agenda Item 6: Building and Grounds Policy Revisions	25
Class Meeting Times 4.12.....	26
Course Scheduling 4.13	33
Smoking, Vaping and Use of Tobacco Products 13.21	36
Student Center Operations 16.26	38
Telecommunication Services 16.28	43
Work Requests 16.37	46



Stephen F. Austin State University
Board of Regents
Building and Grounds
Committee Meeting
January 26, 2022

OPEN MEETING NOTICE

**Stephen F. Austin State University
Board of Regents
Building and Grounds Committee Meeting
Nacogdoches, TX
January 26, 2022
Austin Building, Room 307**

The Stephen F. Austin State University, Board of Regents, Building and Grounds Committee will convene a Committee Meeting on January 26, 2022 at 1:30 p.m. according to the following agenda. View the livestream of the meeting at: <http://www.sfasu.edu/about-sfa/board-of-regents/meeting-information>.

WEDNESDAY, January 26, 2022

1:30 p.m.

CALL TO ORDER IN OPEN SESSION

Welcome and Roll Call

TOUR OF FACILITIES

(Scheduled for approximately 1:40 p.m.)

Forestry Lab Building
Arthur Temple College of Forestry Building
Forestry Greenhouse
Steen Hall
Agriculture Mechanics Building
Agriculture Building

RECONVENE COMMITTEE MEETING IN OPEN SESSION

(Scheduled for approximately 3:30 p.m.)

Report: Construction Report

Report: Planned Maintenance Report

Report: Master Plan Report

Report: Proposal for Capital Improvements Plan

6. Building and Grounds Policy Revisions

Class Meeting Times 4.12
Course Scheduling 4.13
Smoking, Vaping and Use of Tobacco Products 13.21
Student Center Operations 16.26
Telecommunication Services 16.28
Work Requests 16.37

ESTIMATED ADJOURNMENT OF BOARD MEETING

(approximately 5:00 p.m.)

Where appropriate and permitted by law, Executive Sessions may be held for the above listed subjects (Section 551.071). Possible action may be taken in Open Session on matters considered in Executive Session. Further details regarding the posted agenda are available for public review in the Office of the Board of Regents, Austin Building 310, and Telephone (936) 468-4048.

**Stephen F. Austin State University
Board of Regents
Building and Grounds Committee Meeting
January 26, 2022**

ROLL CALL

Committee Members

David Alders, Chair
Brigettee Henderson
Nancy Windham
Karen Gantt, ex-officio

Regents

Robert Flores
Laura Rectenwald
Jenn Winston

Administrators

Scott Gordon
Damon Derrick
Gina Oglesbee
Brandon Frye
Judi Kruwell
Lorenzo Smith

Stephen F. Austin State University

Building and Grounds Committee

Walking Tour

Wednesday, January 26, 2022

Schedule

- 1:35 p.m. Travel from Austin Building to Arthur Temple College of Forestry Building
 Tour Forestry Building and Greenhouse
- 2:15 p.m. Tour Steen Hall
- 2:45 p.m. Tour Ag Mechanics Shop and Soils Lab Building
- 3:15 p.m. Return to Austin Building

Tours to be provided by:

Dr. Hans Williams
Dr. Joey Bray
Dr. Brandon Frye
Ms. Carrie Charley



CONSTRUCTION UPDATE

Stephen F. Austin State University

**Board of Regents
Building and Grounds Committee**

January 26, 2022



Construction Update

Table of Contents

Description	Page
Projects Summary	1
Campus Space Realignment and Renovations	2
Fine Arts Expansion	3
Basketball Practice Facility	4
Student Residential and Dining Facilities	5
Power Plant 1 Upgrade	6
Music and Boynton Utility System Upgrade	7
Culinary Café Relocation and Renovation	8
Education and General Roof Replacement and Repair	9
Artificial Turf Replacement at Homer Bryce Stadium	10

January 26, 2022

Construction Summary

Page 1

Project status current as of December 31, 2021

Project	Const Start Date	Fund Source	Board Approved Budget	Expenditures	Encumbered	Total Cost to Date	Available Balance	Const % Complete	Const Complete Date
Campus Space Realignment and Renovation	N/A	HEF	\$ 4,500,000	\$ 54,260	\$ -	\$ 54,260	\$ 4,445,740	0%	UNK
College of Fine Arts Expansion	Dec '20	Revenue Financing Bonds	\$ 50,000,000	\$ 14,929,729	\$ 32,482,045	\$ 47,411,774	\$ 2,588,226	51%	Feb '23
Basketball Practice Facility	Jul '19	Revenue Financing Bonds	\$ 29,232,845	\$ 25,111,640	\$ 4,000,211	\$ 29,111,852	\$ 120,993	100%	Oct '21
Student Resident Hall	N/A	Revenue Financing Bonds*	\$ 1,284,753	\$ 1,090,309	\$ -	\$ 1,284,753	\$ -	-	CLOSED
Dining Facility	N/A			\$ 194,444	\$ -			-	CLOSED
Power Plant 1 Upgrade	Oct '20	HEF	\$ 3,500,000	\$ 3,018,293	\$ 481,668	\$ 3,499,961	\$ 39	100%	Oct '21
Music and Boynton Utility System Upgrade	Jun '21	HEF	\$ 2,000,000	\$ 850,362	\$ 1,149,636	\$ 1,999,998	\$ 2	89%	Jan '22
Culinary Café Relocation and Renovation	Oct '20	HEF Fund Balance	\$ 1,500,000	\$ 1,198,476	\$ 292,607	\$ 1,491,083	\$ 8,917	99%	Jan '22
Education & General Roof Replacement & Repair	Feb '21	HEF	\$ 600,000	\$ 477,734	\$ 28,800	\$ 506,534	\$ 93,466	93%	Jan '22
Artificial Turf Replacement at Homer Bryce Stadium	Jun '21	Donated Funds	\$ 1,400,000	\$ 1,067,743	\$ 203,057	\$ 1,270,800	\$ 129,200	100%	Dec '21
Totals			\$ 94,017,598	\$ 47,992,990	\$ 38,638,023	\$ 86,631,014	\$ 7,386,584		

*2019 Residence Hall / Dining Hall Bond available balance of \$39,410,075 including interest earnings.

January 26, 2022

Construction Update

Page 2

Campus Space Realignment and Renovation**Board Order 18-32****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	n/a
Contractor:	n/a
Project Support:	n/a

Scope of Work

In the April 2016 meeting, the Board approved Facility Programming and Consulting (FP&C) to assess campus building space and utilization, and develop a comprehensive space utilization plan. FP&C has concluded the space assessment recommendations on education and general (E&G) buildings. Using the FP&C space assessment as a guide, the university wishes to implement a space realignment, utilization, and renovation process. The process will involve departmental and functional moves and any necessary E&G space reconfiguration and/or renovation. The space implementation plan will begin in fiscal year 2018 and will be prioritized based on institutional need and available resources. Specific initiatives that require Board of Regents' approval will be submitted as needs are prioritized and costs are fully developed.

Project Details

Funding Source:	HEF
Project Approval:	Jul-2018
Project Budget:	\$4,500,000.00

Construction Details

Notice to Proceed:	N/A
Percent Complete:	0%
Substantial Completion:	unknown
Guaranteed Max Price:	n/a

Project Update

- On hold, pending further administrative direction

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
4,500,000.00	54,260.00	0.00	54,260.00	4,445,740.00

January 26, 2022

Construction Update

Page 3

College of Fine Arts Expansion***Board Order 20-10*****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	Kirksey Architecture, Schuler Shook, + Team
Contractor:	KDW, Ltd.
Project Support:	Armko Industries, Project Control a Raba Kistner Company

Scope of Work

Renovate and construct an addition to the Griffith Fine Arts building consistent with the SFA master plan, FP&C space assessment study, and Kirksey Architecture programming assessment.

Project Details

Funding Source:	Revenue Financing Bonds	
	Bond Resolution of \$37,000,000	<i>Board Order 19-38</i>
Project Approval:	Dec-2020	
Project Budget:	\$50,000,000.00	
	Increased from \$37,000,000 to \$50,000,000	<i>Board Order 20-10</i>

Construction Details

Notice to Proceed:	Dec-2020
Percent Complete:	51%
Substantial Completion:	Feb-2023
Guaranteed Max Price:	\$41,956,925.00
	<u>\$779,838.65 Phase I: Demolition & Abatement</u>
	\$41,177,086.35 Phase II: Building Construction

Project Update

- Monitoring storm water system and roofing as critical path items
- Coordinating furniture, fixtures, and equipment, in preparation of procurement
- Building expected to open Fall 2023

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
50,000,000.00	14,929,729.07	32,482,045.42	47,411,774.49	2,588,225.51

January 26, 2022

Construction Update

Page 4

Basketball Performance Center**Board Order 19-38****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	Populous + Team
Contractor:	KDW, Ltd.
Project Support:	n/a

Scope of Work

Construct an addition to the William R Johnson Coliseum that will include a basketball practice facility and house men's and women's basketball operations and associated support facilities.

Project Details

Funding Source:	Revenue Financing Bonds	
	Bond Resolution of \$26,000,000	<i>Board Order 19-38</i>
Project Approval:	Jul-2019	
Project Budget:	\$29,232,845	
	Increased from \$26,000,000 to \$28,500,000	<i>Board Order 20-22</i>
	Increased from \$28,500,000 to \$29,232,845	<i>Board Order 21-27</i>

Construction Details

Notice to Proceed:	Jul-2019
Percent Complete:	100%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	\$25,462,604.00
	\$1,237,057.20 Phase I: Tunnel
	\$24,225,546.80 Phase II: Building Construction

Project Update

- Finalizing punch list tasks and additional facility needs
- Coordinating external audit
- Closeout process to begin early February 2022
- Final project closeout expected July 2022

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
29,232,845.00	25,111,640.37	4,000,211.18	29,111,851.55	120,993.45

January 26, 2022

Construction Update

Page 5

Student Residential and Dining Facilities**Board Order 22-05****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	Kirksey Architects + Team
Contractor:	KDW, Ltd.
Project Support:	n/a

Scope of Work

The university's campus master plan includes the development of a new first-year student residence hall and the renovation of existing residential facilities to enhance student life and increase the attractiveness of these facilities for prospective students. In addition, the replacement or renovation of the current East College Cafeteria and renovations to other existing dining facilities will more efficiently provide the flexibility needed to meet the demand for contemporary food service options.

Project Details

Funding Source:	Revenue Financing Bonds	
	Bond Resolution of \$39,500,000	<i>Board Order 19-38</i>
Project Approval:	Oct-2018	
Project Budget:	\$0.00	

Construction Details

Notice to Proceed:	n/a
Percent Complete:	0%
Substantial Completion:	n/a
Guaranteed Max Price:	n/a

Project Update

- Projects closed

Cost Analysis

	Bond Proceeds	Expenditures	Avail Balance	Int Earned	Actual Balance
Residence Hall	23,743,696.98	1,134,005.65	22,609,691.33	683,955.20	23,293,646.53
Dining Hall	15,800,000.00	194,444.05	15,605,555.95	510,872.41	16,116,428.36
Totals	39,543,696.98	1,328,449.70	38,215,247.28	1,194,827.61	39,410,074.89

January 26, 2022

Construction Update

Page 6

Power Plant 1 Upgrade***Board Order 19-54*****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	Two Fifteen Engineering & EMA Engineering
Contractor:	Core Construction
Project Support:	Gessner Engineering

Scope of Work

Work includes upgrades to the utility distribution system with additional lines and HVAC equipment Power Plant 1 to support the fine arts project and provide additional utility support capacity.

Project Details

Funding Source:	HEF	<i>2019-20 Capital Budget</i>
Project Approval:	Jul-2019	
Project Budget:	\$3,500,000.00	

Construction Details

Notice to Proceed:	Oct-2020
Percent Complete:	100%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	n/a

Project Update

- Closeout pending final payment request

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
3,500,000.00	3,018,292.91	481,667.66	3,499,960.57	39.43

January 26, 2022

Construction Update

Page 7

Music & Boynton Utility System Upgrade***Board Order 20-68*****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	Two Fifteen Engineering & EMA Engineering
Contractor:	Core Construction
Project Support:	Gessner Engineering

Scope of Work

This project provides additional support for the Power Plant 1 expansion project and the expanded fine arts facilities. This project will add an additional chiller to Power Plant 1, remove the old energy inefficient equipment in both Boynton and Music buildings, and connect both buildings to the hydronic piping system. Site work, installation, and flood mitigation will be included in the utility infrastructure upgrade.

Project Details

Funding Source:	HEF
Project Approval:	Jul-2021
Project Budget:	\$2,000,000.00

Construction Details

Notice to Proceed:	Jun-2021
Percent Complete:	89%
Substantial Completion:	Jan-2022
Guaranteed Max Price:	n/a

Project Update

- Temporary heating & cooling plant / truck in place
- Final connection underway
- Tracking a potential delay due to unforeseen underground conditions
*will not affect GFA tie-in schedule

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
2,000,000.00	850,362.20	1,149,635.54	1,999,997.74	2.26

January 26, 2022

Construction Update

Page 8

Culinary Café Relocation & Renovation***Board Order 19-54*****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	GLS
Contractor:	Vaughn Construction
Project Support:	Two Fifteen Engineering, Gessner Engineering, Cox Construction

Scope of Work

Work includes renovation of the residence located at 1401 Mound Street and relocation of the Culinary Café from its current location in the College of Education Annex.

Project Details

Funding Source:	HEF Fund Balance	<i>2019-20 Capital Budget</i>
Project Approval:	Jul-2019	
Project Budget:	\$1,500,000.00	

Construction Details

Notice to Proceed:	Oct-2020
Percent Complete:	99%
Substantial Completion:	Jan-2022
Guaranteed Max Price:	n/a

Project Update

- Coordinating move-in and final facility needs
- Finalizing landscape & hardscape
- Processing final payments
- Final project closeout expected April 2022

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
1,500,000.00	1,198,476.15	292,606.69	1,491,082.84	8,917.16

January 26, 2022

Construction Update

Page 9

Education and General Roof Replacement & Repair *Board Order 20-69***Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	n/a
Contractor:	Vaughn Construction, Reneau Roofing
Project Support:	n/a

Scope of Work

The Lucille E. Norton Health and Physical Education (HPE) Building and complex contains the Kinesiology Department and serves as the hub for various university functions. The 70,000 square foot building was last reroofed in 1985, the warranty is expired, and it is nearing the end of its useful life. The board approved to split the re-roofing in two phases to spread the cost of a period of years. In addition, various E&G roofs require more than regular preventative maintenance to extend their life.

Project Details

Funding Source:	HEF
Project Approval:	Jul-2020
Project Budget:	\$600,000.00

Construction Details

Notice to Proceed:	Feb-2021
Percent Complete:	93%
Substantial Completion:	Jan-2022
Guaranteed Max Price:	n/a

Project Update

- McGee low roof replacement and main roof repairs
- McKibben roof repairs
- HPE partial replacement, partial repair
- Tucker House roof and gutter replacement
- Various other E&G repairs

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
600,000.00	477,733.71	28,800.00	506,533.71	93,466.29

January 26, 2022

Construction Update

Page 10

Homer Bryce Artificial Turf Replacement***Board Order 21-49*****Project Team**

Owner's Rep:	Physical Plant
Design & Engineering:	n/a
Contractor:	Symmetry Sports Construction
Project Support:	n/a

Scope of Work

The artificial turf football field and track at Homer Bryce Stadium has significant wear and tear issues and needs to be replaced. This project will replace the Homer Bryce Stadium football field artificial turf and the Fletcher Garner track using 100-percent private-donated funds.

Project Details

Funding Source:	Donated Funds
Project Approval:	Apr-2020
Project Budget:	\$1,400,000.00

Construction Details

Notice to Proceed:	Jun-2021
Percent Complete:	100%
Substantial Completion:	Dec-2021
Guaranteed Max Price:	n/a

Project Update

- Track certification complete
- Material delay - aluminum track curb
- Project Closeout pending final payment request

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Avail Balance
1,400,000.00	1,067,743.00	203,057.00	1,270,800.00	129,200.00



Stephen F. Austin State University

Planned Maintenance Report

Finance & Administration

January 26, 2022

Completed Planned Maintenance

Description	FY2017	FY2018	FY2019	FY2020	FY2021	Totals
Planned Project Maintenance	3,393,879	6,453,149	6,459,866	2,567,243	3,852,332	22,726,470
Planned Project Maintenance - TRB Funded	-	-	-	-	-	-
Grand Total	3,393,879	6,453,149	6,459,866	2,567,243	3,852,332	22,726,470

Planned Project Maintenance: A systematic approach to repairing or replacing major building subsystems including, but not limited to roofs, HVAC, electrical and plumbing systems, which have predictable life-cycles, to maintain and extend the life of the facility. This category is sometime referred to as a renewal or capital repair. Planned maintenance is normally funded by an institution's capital budget and excludes ongoing and regular maintenance.



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
Infrastructure	1,696,900	6,111,950	12,089,000	5,750,000	69,579,000	95,226,850
Administrative			675,000			675,000
Architectural		2,025,000			67,500,000	69,525,000
HVAC		1,350,000	270,000			1,620,000
Other	1,478,750	1,872,950	8,106,500	5,750,000	2,079,000	19,287,200
Plumbing and Electrical	218,150	864,000	3,037,500			4,119,650
E&G	1,302,750	41,067,150	51,303,000	5,713,750	2,011,750	101,398,400
Ag Mechanics Shop		643,750		187,500		831,250
Architectural				187,500		187,500
Other		537,500				537,500
Safety		12,500				12,500
Technology		93,750				93,750
Agriculture Building		2,637,500				2,637,500
Other		1,656,250				1,656,250
Plumbing and Electrical		125,000				125,000
Safety		325,000				325,000
Technology		531,250				531,250
Art (Lower)		162,000		175,500	202,500	540,000
HVAC		162,000				162,000
Other					202,500	202,500
Plumbing and Electrical				175,500		175,500
Art Studio (Upper)	6,750	108,000		241,250		356,000
HVAC				241,250		241,250
Plumbing and Electrical	6,750	108,000				114,750
Art Ag Mechanical	20,250					20,250
Architectural	20,250					20,250
Austin Bldg	54,000	37,500	108,000	460,000	320,000	979,500
Architectural				100,000		100,000
HVAC					270,000	270,000
Other	54,000	37,500			50,000	141,500
Plumbing and Electrical				360,000		360,000
Safety			108,000			108,000
Biology Greenhouse			350,000			350,000
Architectural			37,500			37,500
Other			312,500			312,500
Boynton Building		243,000	168,750		65,000	476,750
HVAC		243,000				243,000
Other					65,000	65,000
Safety			168,750			168,750
COE Annex			202,500	150,000		352,500
Other			202,500	150,000		352,500
DeWitt Nursing Education		2,500,000		270,000	270,000	3,040,000
Architectural				270,000		270,000
HVAC		2,500,000				2,500,000
Plumbing and Electrical					270,000	270,000



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
ECRC		20,250	312,500			332,750
HVAC			250,000			250,000
Other		20,250				20,250
Plumbing and Electrical			62,500			62,500
Ed And Gwen Cole Art Center			175,000			175,000
Architectural			175,000			175,000
Ferguson		202,500			128,250	330,750
Architectural		202,500				202,500
Other					128,250	128,250
Forestry Building		7,781,000	660,000			8,441,000
Architectural		156,250				156,250
HVAC		1,861,250				1,861,250
Other		3,825,000				3,825,000
Plumbing and Electrical		1,035,000	660,000			1,695,000
Safety		91,000				91,000
Technology		812,500				812,500
Forestry Greenhouse		331,250				331,250
Architectural		18,750				18,750
Other		312,500				312,500
G&T Bldg.	67,500					67,500
Architectural	67,500					67,500
HPE Complex		817,595				817,595
Architectural		607,500				607,500
Other		4,000				4,000
Plumbing and Electrical		202,500				202,500
Safety		3,595				3,595
Human Sciences - North	168,750	114,750	120,000	200,000		603,500
Architectural	168,750					168,750
HVAC				200,000		200,000
Other			120,000			120,000
Safety		114,750				114,750
Human Sciences - South		972,000		93,750		1,065,750
Safety				93,750		93,750
Infrastructure		486,000				486,000
Architectural		148,500				148,500
Other		337,500				337,500
Kennedy Auditorium			173,000	102,000		275,000
Other			65,000	102,000		167,000
Plumbing and Electrical			108,000			108,000
Liberal Arts North		308,205	45,000	303,750		656,955
Architectural			45,000			45,000
HVAC		128,250				128,250
Plumbing and Electrical		179,955		303,750		483,705



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
Math Building		170,100	60,000	850,000		1,080,100
Architectural		170,100				170,100
HVAC				850,000		850,000
Other			60,000			60,000
McGee Business		371,000		412,500		783,500
Architectural				412,500		412,500
Other		87,500				87,500
Plumbing and Electrical		283,500				283,500
McKibben Education		357,500	202,500	337,500		897,500
Architectural				337,500		337,500
Other		87,500				87,500
Plumbing and Electrical			202,500			202,500
Safety		270,000				270,000
Military Science		450,000	101,250	40,000		591,250
Architectural				40,000		40,000
HVAC		43,750				43,750
Other		225,000				225,000
Plumbing and Electrical		31,250				31,250
Safety		12,500	101,250			113,750
Technology		137,500				137,500
Miller Science		15,052,500	48,195,000			63,247,500
Administrative			8,370,000			8,370,000
Architectural		1,552,500				1,552,500
HVAC			1,350,000			1,350,000
Other			13,500,000			13,500,000
Plumbing and Electrical		13,500,000	14,850,000			28,350,000
Safety			4,320,000			4,320,000
Technology			5,805,000			5,805,000
Music		1,221,750	121,500	240,000		1,583,250
Architectural		472,500				472,500
Electric		33,750				33,750
HVAC		675,000				675,000
Other		40,500	121,500	240,000		402,000
Poultry Feed Mill	141,750					141,750
HVAC	141,750					141,750
Central Stores / Receiving		13,500		190,000		203,500
Architectural				100,000		100,000
HVAC		13,500				13,500
Other				90,000		90,000
Rusk Bldg	67,500	10,000	227,000	480,000		784,500
Architectural		10,000				10,000
HVAC			185,000			185,000
Safety	67,500					67,500
Other			42,000	480,000		522,000



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
SFA Theater		60,750				60,750
Architectural		60,750				60,750
Shelton Gym	675,000	148,500		150,000		973,500
HVAC	675,000					675,000
Other				150,000		150,000
Plumbing and Electrical		148,500				148,500
Social Work			81,000		81,000	162,000
Architectural					81,000	81,000
Other			81,000			81,000
SRC		236,250				236,250
Architectural		236,250				236,250
Steen Library		2,403,750		830,000	945,000	4,178,750
Architectural					607,500	607,500
Other		2,100,000		480,000		2,580,000
Plumbing and Electrical					337,500	337,500
Safety				350,000		350,000
HVAC		303,750				303,750
Stone Fort		317,250				317,250
Architectural		47,250				47,250
HVAC		270,000				270,000
UPD	101,250					101,250
Architectural	101,250					101,250
Power Plant 2		3,375,000				3,375,000
HVAC		3,375,000				3,375,000
Auxiliary - Residence Halls	833,625	3,422,250	3,246,750	1,721,250	19,689,250	28,913,125
Griffith Hall					472,500	472,500
Other					202,500	202,500
Plumbing and Electrical					270,000	270,000
Hall 10					864,000	864,000
Architectural					337,500	337,500
FF&E					256,500	256,500
Plumbing and Electrical					202,500	202,500
Technology					67,500	67,500
Hall 14		364,500		1,350,000	1,140,750	2,855,250
Architectural					398,250	398,250
FF&E					742,500	742,500
Other				1,350,000		1,350,000
Plumbing and Electrical		364,500				364,500
Hall 16			2,092,500	371,250	1,687,500	4,151,250
Architectural			87,750	371,250	945,000	1,404,000
FF&E					742,500	742,500
Other			1,350,000			1,350,000
Plumbing and Electrical			654,750			654,750



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
Hall 20	81,000	54,000	101,250		236,250	472,500
Architectural			101,250			101,250
Plumbing and Electrical	13,500	54,000			236,250	303,750
Technology	67,500					67,500
Griffith/Kerr Mech (15/18)		337,500				337,500
HVAC		337,500				337,500
Griffith Hall -15	236,250	573,750			904,500	1,714,500
Architectural		371,250				371,250
FF&E					904,500	904,500
HVAC	135,000					135,000
Plumbing and Electrical		202,500				202,500
Technology	101,250					101,250
Kerr Hall - 18	202,500	1,559,250	371,250			2,133,000
Architectural			371,250		243,000	614,250
Other		81,000			175,500	256,500
FF&E		904,500				904,500
HVAC	135,000					135,000
Plumbing and Electrical		573,750				573,750
Technology	67,500					67,500
Lumberjack Landing	67,500					67,500
Technology	67,500					67,500
Lumberjack Lodge		337,500			162,000	499,500
Architectural		337,500			94,500	432,000
Technology					67,500	67,500
Lumberjack Village (All Buildings)	202,500				3,563,500	3,766,000
Architectural					3,563,500	3,563,500
Technology	202,500					202,500
Mays Hall					1,863,000	1,863,000
Architectural					216,000	216,000
HVAC					904,500	904,500
Plumbing and Electrical					540,000	540,000
Technology					202,500	202,500
North Hall					2,774,250	2,774,250
Architectural					2,774,250	2,774,250
South					2,774,250	2,774,250
Architectural					2,774,250	2,774,250
Steen Hall			681,750		2,700,000	3,381,750
Architectural			681,750			681,750
Plumbing and Electrical					2,700,000	2,700,000
Wisely Hall	43,875	195,750			546,750	786,375
Architectural		94,500			236,250	330,750
FF&E					135,000	135,000
HVAC		40,500				40,500
Plumbing and Electrical	43,875	60,750			175,500	280,125



Planned Maintenance by Building & Type

Facility Type / Maintenance Type	2022	2023	2024	2025	2026	Totals
Auxiliary - Student Services	3,348,500	1,601,250	717,500	870,750	372,250	6,910,250
Health Services	1,580,000					1,580,000
Architectural	500,000					500,000
HVAC	1,080,000					1,080,000
BP Student Center	1,626,750				47,250	1,674,000
Architectural	135,000					135,000
HVAC	1,174,500					1,174,500
Other	74,250				47,250	121,500
Plumbing and Electrical	135,000					135,000
Technology	108,000					108,000
BPSC Mech				810,000		810,000
HVAC				810,000		810,000
East College Cafeteria	54,000	1,560,750	650,000	60,750	325,000	2,650,500
Architectural		500,000	500,000			1,000,000
HVAC			150,000			150,000
Other		625,000			325,000	950,000
Technology		60,750		60,750		121,500
Plumbing and Electrical	54,000	375,000				429,000
Intramural Restroom	47,250					47,250
Architectural	20,250					20,250
Plumbing and Electrical	27,000					27,000
Student Recreation Center	40,500	40,500	67,500			148,500
Architectural			67,500			67,500
Other	40,500	40,500				81,000
Auxiliary - Athletics	282,825	974,250	405,000			1,662,075
Coliseum		74,250				74,250
HVAC		74,250				74,250
Stadium Fieldhouse	282,825	850,000				1,132,825
Architectural	168,750	850,000				1,018,750
Plumbing and Electrical	114,075					114,075
Stadium Press Box		50,000	405,000			455,000
Architectural		50,000				50,000
HVAC			405,000			405,000
Grand Total	7,464,600	53,176,850	67,761,250	14,055,750	91,652,250	234,110,700



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 policies revisions as presented:

- Class Meeting Times 4.12*
- Course Scheduling 4.13
- Smoking, Vaping and Use of Tobacco Products 13.21
- Student Center Operations 16.26
- Telecommunication Services 16.28
- Work Requests 16.37

*Note: Change includes a change in the policy name and being combined with policy 4.13.

4.12 - Course Scheduling and Room Assignment

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Class Meeting Times

Policy Number: 4.12

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

Date of last revision, if applicable: 7/23/2019

Unit(s) Responsible for Policy Implementation: VPAA

Purpose of Policy (what does it do): Relates to classes, their meeting times, and terms.

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Scheduled Review | <input type="checkbox"/> Change in law | <input type="checkbox"/> Response to audit finding |
| <input type="checkbox"/> Internal Review | <input type="checkbox"/> Other, please explain: | |

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The committee worked to combine policy 4.12 with policy 4.13 to reduce repeated information in the two policies. Clarification is given to help with scheduling. Tables were taken out of these policies and are relocated to the Provost's website.

Specific rationale for deletion of policy: This policy need not stand alone for it is inextricably connected to the information in policy 4.13; this policy 4.12 should be combined with 4.13.

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

~~Class Meeting Times~~ Course Scheduling and Room Assignment

Original Implementation: Unpublished

Last Revision: ~~July 23, 2019~~ February 1, 2022

All space on campus belongs to the university and is subject to assignment and reassignment by the president. Academic space is considered educational and general (E&G) space, which is used for academic instruction and research that supports the university's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the university's mission. In consultation with both the Registrar's Office and the colleges, the Associate Provost manages scheduling, E&G space, and room assignments for academic space as the Provost's designee. The Office of Institutional Effectiveness (OIE) coordinates scheduling procedures and the assignment of classrooms and select laboratories in a manner that best serves university needs. As a general rule, academic units will adhere to the following considerations when developing course schedules:

Academic Space

The primary E&G spaces for academic instruction are:

Classroom (Type 110): *A classroom is used primarily for regularly-scheduled instruction and is not tied to a specific subject or discipline by equipment in the room or configuration of the space (Texas Higher Education Coordinating Board [THECB], Reporting and Procedures Manual, Appendix F, Space Use Codes).*

Class Laboratory (Type 210): *A class laboratory is used primarily by regularly-scheduled instruction that requires special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, or group studios. Laboratories that serve as individual or independent study rooms are not included (THECB, Reporting and Procedures Manual, Appendix F, Space Use Codes).*

All traditionally delivered instruction must take place in Type 110 and 210 rooms. Requests to schedule classes in other room types must be accompanied by a justification and forwarded to the Associate Provost. Teaching space is assigned based on student demand, academic requirements, and efficient utilization of the room.

Academic Scheduling: *Academic scheduling is managed to maximize students' ability to make timely progress toward their degree. The academic schedule determines how efficiently E&G space is used. Space utilization efficiency (SUE) data is used in calculations that determine the university's state allocation of operations and maintenance funding for existing buildings and is factored into new construction requests associated with ~~tuition revenue bonds~~ capital construction assistance projects.*

Course Offering Analysis Recommendations: *Course offering analysis supports course scheduling and student success. Such analysis provides recommendations on the courses students need to fulfill degree requirements, the number of sections needed, and the number of seats per section. Course offering analysis for summer and fall terms is conducted after spring term census, and the spring terms analysis is conducted after fall term census. The course offering analysis considers all currently enrolled students' programs of study, student academic history, historic enrollment data from five previous like terms, and projected freshman class, transfer students, and new graduate student enrollment.*

Seat Fill Ratio: *The seat fill ratio is a key component of SUE calculations and is determined by dividing the section enrollment by the seats in a room. Room assignments will consider pedagogy and best-fit ratios between section size and maximum room capacity with a goal of meeting THECB seat fill ratios. THECB seat fill ratios recommend each classroom to fill to at least 65% of capacity and each class laboratory to at least 75% of capacity. A section cannot exceed the maximum capacity of the room; this includes online synchronous and hybrid sections (e.g., Zoom).*

Room Utilization: *Utilization refers to the hours per week that a room is used and is another key component of SUE calculations. THECB guidelines stipulate that a classroom should be in service 38.0 hours per week (HPW) and class laboratories 25.0 HPW for full utilization credit. Academic departments should strive to meet THECB room utilization requirements.*

Room Assignment Priority: *In determining the priority of room assignments, a comprehensive review will be conducted based on faculty proximity, adherence to standardized meeting patterns, the percentage of the academic unit's class offerings during prime time (8:00 a.m. to 2:00 p.m.), pedagogy, faculty preference, and room utilization factors (seat fill ratio and room utilization).*

Specific Classroom Assignments Based on Exceptional Needs: *Exceptional needs should be given priority when assigning rooms. Examples of exceptional needs include instructor accessibility and accommodation under the Americans with Disabilities Act, non-portable specialized teaching aids, or materials not available in another room.*

Multiple Course Section Meeting Times: *Academic units teaching multiple sections of the same course will provide a diverse offering of section meeting times between 8:00 a.m. and 2:00 p.m., Monday through Friday, to reduce schedule conflicts and ensure classrooms are in near continuous use throughout the week.*

Hybrid (with Face-to-Face component) and Hyflex Sections: *Sections that are offered in hybrid (with a face-to-face component) and hyflex modalities are required to schedule a classroom or laboratory as appropriate and must follow standard meeting patterns.*

Full Fall and Spring Term Standardized Meeting Patterns

Academic sections with a synchronous delivery component offered during full length terms must use the defined standard meeting patterns for all classes. The standard meeting patterns are located on the Academic Affairs Web Page. Courses that offer other than three-semester credit hours must align section start times with the university's standard meeting patterns.

Day Classes

Course sections starting between 7:00 a.m. and 3:30 p.m. offered on the main campus of Stephen F. Austin State University on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:

- *Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour;*
- *Lecture classes that run for more than 50 minutes cannot begin before 11:00 a.m.;*
- *Lecture classes that run for more than 75 minutes cannot begin before 1:00 p.m.;*
- *1000 and 2000-level non-lecture classes that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.*

Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:

- *Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m.;*
- *Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.;*
- *Non-lecture classes that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.*

Evening Classes *(Courses offered on the main campus of SFA that start at or after 4:00 p.m.) Academic units should coordinate the scheduling of evening classes to allow students to take two classes on the same night.*

- *Three-hour lecture classes that meet one night per week are scheduled at 4:00 p.m. - 6:30 p.m. and/or 6:45 p.m. - 9:15 p.m.;*
- *One and two-hour lecture classes that meet one night per week should align start times with the standard meeting patterns on the Academic Affairs Webpage*

Other Terms

Courses offered in Fall I, Fall II, Spring I, Spring II, Maymester, and Summer terms must adhere to the standard meeting patterns on the Academic Affairs webpage.

Exemptions

Courses exempt from standard class meeting patterns are:

- (1) *specialized programs (e.g., non-university credit training sessions, workshops, conference courses, stand-alone certificate programs that are not part of a degree program, grant-related courses, and off-campus courses) that do not conflict with the use of campus space;*
- (2) *distance learning courses;*
- (3) *5000 and 6000-level lecture courses that begin at 4:00 p.m. or later;*
- (4) *3000, 4000, 5000, and 6000-level non-lecture classes;*

- (5) *non-lecture evening classes; and,*
- (6) *classes meeting at remote locations.*

Variations to this policy must be approved in writing by the requesting academic unit's dean and the provost and executive vice president for academic affairs.

~~This policy governs class scheduling for all academic sessions. Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow academic units to meet unique needs, and efficiently utilize instructional space. Courses exempt from standard class meeting times are:-~~

- ~~(1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, certificate programs, grant related courses, and off-campus courses) that do not conflict with the use of campus space;-~~
- ~~(2) distance learning courses;-~~
- ~~(3) 500 and 600 level courses that begin at 4:00 p.m. or later;-~~
- ~~(4) 300 and 400 level non-lecture classes;-~~
- ~~(5) non-lecture evening classes; and~~
- ~~(6) classes meeting at remote locations.~~

~~Variations to this policy must be approved in writing by the requesting academic unit's dean and the provost and vice president for academic affairs.~~

Fall and Spring Terms

Day Classes

~~Course sections starting between 7:00 a.m. and 3:30 p.m. offered on the main campus of Stephen F. Austin State University (SFA) on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:-~~

- ~~• Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour and have a 50-minute maximum meeting time each day.~~
- ~~• Lecture classes that run for more than 50 minutes cannot begin before 1:00 p.m.~~
- ~~• 100 and 200 level non-lecture classes that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.~~

~~Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:-~~

- ~~• Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m. and have a 75-minute maximum meeting time each day.~~
- ~~• Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.~~

- ~~Non lecture classes that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.~~

~~Evening Classes~~ (Courses offered on the main campus of SFA that start at or after 4:00 p.m.)

~~Academic units should coordinate the scheduling of evening classes to allow students to take two classes on the same night.~~

- ~~Three hour lecture classes that meet one night per week are scheduled at 4:00 p.m.—6:30 p.m. and/or 6:45 p.m.—9:15 p.m.~~
- ~~One and two hour lecture classes that meet one night per week cannot overlap with class sessions in Table 1.~~

~~Maymester:~~ Each three credit hour class meets for three hours and 15 minutes each day for 11 days, Monday through Friday plus the final examination (see Table 2).

~~Summer Terms:~~ Each three credit hour class meets for one hour and 55 minutes each day, Monday through Thursday for 5 weeks plus the final examination (see Table 3).

Table 1. Standard Day Meeting Times Fall and Spring Terms	
MWF 07:00 — 07:50 a.m.	TR 08:00 — 09:15 a.m.
MWF 08:00 — 08:50 a.m.	TR 09:30 — 10:45 a.m.
MWF 09:00 — 09:50 a.m.	TR 11:00 — 12:15 p.m.
MWF 10:00 — 10:50 a.m.	TR 12:30 — 01:45 p.m.
MWF 11:00 — 11:50 a.m.	TR 02:00 — 03:15 p.m.
MWF 12:00 — 12:50 p.m.	TR 03:30 — 04:45 p.m.
MWF 01:00 — 01:50 p.m.	TR 05:00 — 06:15 p.m.
MWF 02:00 — 02:50 p.m.	TR 06:30 — 07:45 p.m.
MWF 03:00 — 03:50 p.m.	TR 08:00 — 09:15 p.m.
MWF 04:00 — 04:50 p.m.	
MWF 05:00 — 05:50 p.m.	
MWF 06:00 — 06:50 p.m.	
MWF 07:00 — 07:50 p.m.	
MWF 08:00 — 08:50 p.m.	
MW 01:00 — 02:15 p.m.	
MW 02:30 — 03:45 p.m.	
MW 04:00 — 05:15 p.m.	
MW 05:30 — 06:45 p.m.	
MW 07:00 — 08:15 p.m.	
MW 08:30 — 09:45 p.m.	

Table 2. Standard Meeting Times for Maymester

MTWRF 08:00 – 11:15 a.m.
MTWRF 11:30 – 02:45 p.m.
MTWRF 03:00 – 06:15 p.m.
MTWRF 05:00 – 08:15 p.m.

Table 3. Standard Meeting Times for Summer

MWTR 08:00 – 09:55 a.m.
MWTR 10:15 – 12:10 p.m.
MTWR 12:30 – 02:25 p.m.
MTWR 02:45 – 04:40 p.m.
MTWR 05:00 – 06:55 p.m.
MTWR 07:15 – 09:10 p.m.

Cross Reference: Credit and Contact Hours (5.4)); *Texas Higher Education Coordinating Board, Reporting and Procedures Manual, Appendix F, Space Use Codes; and Texas Higher Education Board, Overview of Space Usage Efficiency (SUE), May 2009*

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

Contact for Revision: Provost and *Executive* Vice President for Academic Affairs; *Office of Institutional Effectiveness*

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Course Schedules

Policy Number: 4.13

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

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: VPAA

Purpose of Policy (what does it do): Provide guidance for standardize process to schedule spaces for academic courses.

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 committee worked to combine this policy 4.13 with policy 4.12 to reduce repeated information in the two policies.

Specific rationale for deletion of policy: This policy need not stand alone for it is inextricably connected to the information in policy 4.12; this policy 4.13 should be combined with 4.12.

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

Course Scheduling

Original Implementation: July 29, 2014

Last Revision: January 31, 2017

All space on campus belongs to the university and is subject to assignment and reassignment by the president. Academic space is divided into three categories:

Classroom (Type 110): A classroom is used primarily for regularly scheduled instruction classes and is not tied to a specific subject or discipline by equipment in the room or configuration of the space (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

Class Laboratory (Type 210): A class laboratory is used primarily by regularly scheduled classes that require special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, or group studios. Laboratories that serve as individual or independent study rooms are not included (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

Educational and General Space (E&G space): Educational and general space is used for academic instruction and research that support the university's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the university's mission.

The academic space scheduling coordinator (ASSC) is responsible for all E&G space in consultation with the provost and vice president for academic affairs. All traditionally delivered instruction must take place in Type 110 and 210 rooms. Requests to schedule classes in other room types must be accompanied by a justification and forwarded to the ASSC. Teaching space is assigned based on student demand, academic requirements, and utilization and efficiency of the room.

The registrar and the ASSC establish scheduling procedures and the assignment of classrooms in a manner that best serves university needs. As a general rule, academic units should adhere to the following considerations when developing course schedules.

Enrollment Capacity: Enrollment capacity is based on the historic and anticipated enrollment for each course section. Room assignments will be based on best fit ratios between actual enrollment trends, course capacity, and maximum room capacity. Room utilization percentages, set by the Texas Higher Education Coordinating Board (THECB), require each classroom to be filled to at least 65% of capacity and each class laboratory to at least 75% of capacity.

~~Classroom or Class Laboratory Utilization:~~ Utilization refers to the hours per week that a room is used. ~~THECB guidelines stipulate that a classroom must be in service 38.0 hours per week (HPW) and class laboratories 25.0 HPW.~~

~~Standardized Meeting Times:~~ The university has defined standard meeting times for all classes (Policy 4.12, Class Meeting Times). Any request to deviate from standard meeting times must be accompanied by a justification and forwarded to the ASSC for consideration.

~~Multiple Course Section Meeting Times:~~ Academic units teaching multiple sections of the same course must strive to provide a diverse offering of section meeting times between 8:00 a.m. and 2:00 p.m. in order to meet the scheduling requirements of the university and to ensure classrooms are in near continuous use throughout the week. The ASSC will approve requests for multiple sections during a single meeting time only if the supply of rooms exceeds demand after all academic units have scheduled their course sections.

~~Room Assignment Priority:~~ In determining the priority of room assignments, the ASSC will conduct a comprehensive review based on faculty proximity, adherence to the standardized meeting times schedule, the percentage of the academic unit's class offerings during prime time (8:00 a.m. to 2:00 p.m.), and room utilization factors (course enrollment and room capacity).

~~Specific Classroom Assignments Based on Exceptional Needs:~~ Any request for a specific classroom must be submitted to the ASSC for approval along with a justification. Acceptable examples include instructor accessibility under the Americans with Disabilities Act, non-portable specialized teaching aids, or materials not available in another room. Requests for general consideration for courses or academic units will not be allowed.

~~Cross Reference:~~ Class Meeting Times (4.12); Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes

~~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:~~ Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Smoking, Vaping and Use of Tobacco Products

Policy Number: 13.21

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

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): States that smoking, vaping and use of tobacco products is prohibited on SFA property.

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Scheduled Review | <input type="checkbox"/> Change in law | <input type="checkbox"/> Response to audit finding |
| <input type="checkbox"/> Internal Review | <input type="checkbox"/> 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:

Additional Comments:

No changes.

Reviewers:

Scott Gordon, President
Damon Derrick, General Counsel

Smoking, Vaping and Use of Tobacco Products

Original Implementation: October 22, 1991

Last Revision: ~~January 29, 2019~~ February 1, 2022

Stephen F. Austin State University is a tobacco and vape free campus. The use of all tobacco and vape products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape related product) is prohibited on all property that is owned, leased, occupied, or controlled by Stephen F. Austin State University. Additionally, the sale or free sampling of tobacco or vape products is prohibited on university property. This policy applies to all employees, students, university affiliates, contractors, and visitors.

The university shall offer and promote tobacco prevention and education programming on campus as well as provide applicable resources to help individuals who want to quit using tobacco products.

Cross Reference: Tex. Educ. Code §§ 95.21, 101.41

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Center Operations

Policy Number: 16.26

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

Date of last revision, if applicable: 1/29/2019

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

Purpose of Policy (what does it do): Regulate and designate usage of the student center, including room reservation process, policy and facility usage criteria

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Scheduled Review | <input type="checkbox"/> Change in law | <input type="checkbox"/> Response to audit finding |
| <input type="checkbox"/> Internal Review | <input type="checkbox"/> Other, please explain: | |

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Assessing space use fees for off-campus groups and agencies sponsored by a university department. Revision of the catering policy and exclusivity clause based on change in the university's contracted service provider and of the contract terms.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Carrie Charley, Executive Director, Campus Living, Dining and Auxiliary Enterprises
Andrew Dies, Assistant Vice President/Dean of Students
Brandon Frye, Vice President of Student Affairs
Damon Derrick, General Counsel

Student Center Operations

Original Implementation: 1966

Last Revision: ~~January 29, 2019~~ February 1, 2022

Purpose

The purpose of the student center is to provide a place that brings together students, faculty, staff, alumni and guests, providing space to build community, support programs, provide services and maintain facilities that promote student ~~learning and development~~ success.

Specific rules governing the use of the facilities are maintained in the student center administrative offices and may be reviewed upon request.

General Operations

1. Because the student center is intended as a non-academic space, no classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the student center, except under extenuating circumstances.
2. For any events presented in the student center, it is the responsibility of the sponsoring agency to ensure that the programs, related activities and printed material are accessible to persons with disabilities. The university does not accept responsibility for ensuring that the programs or activities of the group ~~are in compliance~~ comply with the provisions of the Americans with Disabilities Act. Questions regarding accessibility of facilities for a specific program being held in the student center should be directed to the coordinator of ~~university~~ reservations and conferences.
3. Animals or pets of any kind, excluding service animals, shall not be permitted in the building at any time.
4. Individuals or groups reserving space in the student center shall be responsible for the behavior of their members and guests and also shall be responsible for any damage caused by their guest or members.
5. Failure to comply with the operations policy, procedures or with requests of the persons enforcing this policy may result in suspension of privileges to use the student center and/or lead to action under the university disciplinary code.
6. Disorderly conduct and disturbing the peace shall not be permitted in the student center and may lead to disciplinary action.

Reservations

1. Reservations in the student center ~~(SC)~~ are made through the coordinator of ~~university~~ reservations and conferences.
2. Reservations for the next calendar year begin on the first working day of the new calendar year and assigned on a first-come, first-served basis. Reservation contracts must be confirmed and the reservations document signed or confirmed by e-mail by the reserving person two weeks prior to each event. Unconfirmed reservations after this time will automatically be canceled.

3. The scheduling of activities, facilities or equipment for recognized university clubs and organizations must be made by a group officer or the sponsor of the organization.
4. Failure to use or release a student center facility 48 hours prior to the event may result in the group paying the regular room rates.
5. Groups scheduling activities with an expected attendance of 300 or more are required to confirm the presence of a university police officer at the event. This confirmation must occur no later than 14 days prior to the event.
6. Commercial enterprises are normally not permitted to reserve or use space in the student center for purposes of promotion or selling. The director of the student center may approve a commercial enterprise entering into an agreement with the student center for solicitation within the center, provided the activity has cultural or educational value.
7. Off campus groups or individuals may be required to make a prepayment of three-fourths of the expected total bill two weeks before the event.
8. Groups and individuals with outstanding bills or debts owed to the student center may have their reservation privileges in the *student center* ~~SC~~ suspended.
9. Only food and beverages prepared by the *university's contracted student center food service provider* will be served in the ~~meeting and dining rooms of~~ *Grand Ballroom, Twilight Ballroom, Regent's Suite, President's Suite, First-Ladies Room, Multimedia Room, Tiered Classroom, and the Theater* in the student center. A catering ~~booklet~~ *guide* with menus and student center charges is available in the *coordinator of reservations and conferences's* office and on the catering website. *Outside food and beverages up to \$150, on a per order basis, are permitted in small meeting rooms, individual offices and office suites.*
- ~~9-10.~~ *The furnishing or sale of alcoholic beverages in the student center is restricted solely to the university's contracted food service provider and upon proper university authorization. No individuals, groups, or associations other the u*~~University's contracted food service provider may furnish or sell alcoholic beverages on the premises of the student center for consumption by any person.~~
- ~~10-11.~~ Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
- ~~11-12.~~ Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
- ~~12-13.~~ Use of university facilities or services is subject to be changed or canceled based upon priority needs of the university, as determined by the director of the student center.

Facility Usage by Approved Student Organizations and University Departments

1. Approved student organizations and university departments will be ~~permitted to use student center facilities for non-catered events at no cost for room rental at no charge.~~ *Additional costs for technology, lighting, or furnishings may be applied based on event and group needs.*
2. Registered student organizations will be allowed to reserve up to two (2) hours per week for recurring meetings. No recurring meetings may be scheduled during university holiday periods unless approved by the *coordinator of reservations and conferences*. Series meetings ~~are~~ *may be scheduled, -but -in* order to make space available to as many groups as possible, series reservations will be canceled if two weekly series meetings are missed.

3. An activity scheduled to continue past midnight must be supervised by *an* university police officer(s). A fee will be assessed for *any university police department* ~~UPD~~ service in addition to ~~the SCa student center~~ late charge.

Facility Usage by Off-Campus Groups

1. Off-campus groups that are sponsored by a university department may use ~~the~~ student center facilities *at a discounted rate to be determined based on space and event needs, not to exceed 50% of listed room rates and fees for event support.* ~~without room charges.~~
2. Off-campus groups without a university department sponsor shall be permitted to use the facilities of the student center subject to *availability, guidelines, and charges.*

Solicitation

1. Selling, canvassing, petitioning, fund raising, surveying and membership drives by approved student organizations will be permitted in the student center after registration with the director of the student center. University departments, faculty and staff organizations, the alumni association, and other organizations and entities officially associated with the university must seek approval from the director of the student center. Reservations for tables and space in the student center must then be made with the coordinator of ~~university-university~~ *reservations and conferences.*
2. No group, except for university departments and the alumni association with approval, shall act as an agent for a commercial company.
3. Fund raising or charitable solicitation and the sale of products or services by community organizations or businesses are prohibited in the student center. This regulation shall not apply to university functions as defined in the university solicitation policy.
4. ~~Solicitation for newspaper delivery may be conducted in the student center on days designated by the director of the student center in areas assigned by the coordinator. All newspaper solicitors will have equal space.~~
5. ~~4. Commercial cable service providers under contract with Stephen F. Austin State University may conduct solicitation in the student center on days designated by the director of the student center in areas assigned by the student center coordinator of reservations.~~

Charges

The price list for student center services is available from the coordinator of ~~university~~ *reservations and conferences* and online on the ~~SC~~ *—student center* website.

Cross References: Alcohol Service (13.7); Illicit Drugs and Alcohol Abuse (13.11); Use of University Facilities (16.33)

Responsible for Implementation: Vice President ~~of the University~~ *Student Affairs*

Contact for Revision: ~~Director of Student Services~~ *Executive Director of Campus Living, Dining and Auxiliary Enterprises*, ~~Director of the Student Center~~

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Telecommunication Services

Policy Number: 16.28

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

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Chief Information Officer

Purpose of Policy (what does it do): Define responsibilities for telecommunication services consist of the installation, maintenance, and operation of the university-owned telephone switch, connective infrastructure, associated services, cellular services.

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Scheduled Review | <input type="checkbox"/> Change in law | <input type="checkbox"/> Response to audit finding |
| <input type="checkbox"/> Internal Review | <input type="checkbox"/> Other, please explain: | |

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Removed section pertaining to long distance codes as long distance codes are no longer utilized. Revisions to reflect changes in billing method for telecommunication services.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Telecommunication Services

Original Implementation: December 8, 1987

Last Revision: ~~January 29, 2019~~ February 1, 2022

Information Technology Services (ITS) is responsible for the administration of Stephen F. Austin State University (SFA) communication services, including telecommunication services. Telecommunication services consist of the installation, maintenance, and operation of the university-owned telephone switch, connective infrastructure, associated services, cellular services (policy 3.6), and all outside telephone lines connecting to university locations and billing.

Telephone Usage

All telephone services exist primarily for the transaction of official university business (except for residence hall telephones). Personal local calls may be made but should be minimized. Personal toll calls must be charged to home telephones, personal telephone calling cards, or reimbursed to the unit. Reimbursements for personal calls on a university telephone should be coordinated with the department head (or account custodian). It is the responsibility of the department head (or account custodian) to review all telephone bills to ensure compliance with the usage policy.

All charges for telephone services, ~~including campus telephone lines,~~ toll-free numbers, ~~toll calls (long distance access codes),~~ and cellular telephones remain the responsibility of the unit head (or account custodian) until written notification is received by ITS for their discontinuance.

Equipment Maintenance

Requests for installation, relocation, alteration, or repair of telephone equipment should be submitted to the ITS Help Desk. A work order will be issued, and upon completion, the appropriate account may be charged.

~~LONG DISTANCE ACCESS CODE~~

~~Requests for long distance access codes should be submitted by the unit head (or account custodian) to ITS. The request should include the individual's name, campus ID number, and account number. Requests for multiple long distance access codes (for charging to more than one account number) may be included in a single memorandum. However, full information must be provided for each access code requested.~~

Toll-Free Telephone Numbers

Requests for toll-free telephone numbers should be submitted by the unit head (or account custodian) to ITS. The memorandum must include the purpose of the toll-free service, account number, existing telephone number where the toll-free number will ring, directory listing information (if appropriate), and name and telephone number of a contact person. Discontinuance of the toll-free service or changes to the ring extension require a memorandum from the unit head (or account custodian) to ITS.

Cross Reference: Cellular Telephones and Wireless Communication Devices (3.6)

Responsible for Implementation: President

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Work Requests

Policy Number: 16.37

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

Date of last revision, if applicable: 1/29/2019

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

Purpose of Policy (what does it do): This policy outlines the responsibilities of the Physical Plant Department in regards to routine maintenance and emergency situations. It also describes the methods to request service for routine and emergency maintenance or for space modifications.

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: N/A

Specific rationale for each substantive revision: Minor changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
John Branch, Interim Director of the Physical Plant
Damon Derrick, General Counsel

Work Requests

Original Implementation: December 7, 1987

Last Revision: ~~January 29, 2019~~ February 1, 2022

Purpose

This policy outlines the responsibilities of the Physical Plant Department in regards to routine maintenance and emergency situations. It also describes the methods to request service for routine and emergency maintenance or for space modifications.

Definitions

Routine maintenance includes expenditures made for the normal upkeep of physical properties (i.e. land, buildings, and equipment) including recurring, preventive and on-going maintenance necessary to delay or prevent the failure of critical and non-critical building systems and excludes work that requires emergency attention, alters the structure, or supports an event.

Emergency maintenance requires immediate action to prevent endangerment of life and/or property damage in the opinion of the requestor.

Alterations to a structure is work that involves modifying space (i.e. moving walls, renovation) and must be submitted through the SFA space modification process and is not typically considered part of routine maintenance.

General

The Physical Plant Department (PPD) is responsible for maintaining all Education & General (E&G) space at the university. In addition, the PPD may perform work for auxiliary departments upon request or where service efficiency or practicality dictates. Work for auxiliary departments is billed accordingly through the SFA inter-department transfer (IDT) process.

Work performed by the PPD includes mechanical maintenance (electrical, electronics, HVAC, plumbing); building trades (carpentry, painting, graphics, locksmith); custodial services; special services (waste management, move/event services); transportation services (auto repair and rental); grounds maintenance; and special and capital construction project management.

All work requested through the PPD must be submitted through the SFA computerized maintenance management system (CMMS). Assistance in completing a *work* request is available by calling the PPD.

Any work requests to modify indoor or outdoor institutional property or estimates for work subject to space modification and design falling under the following categories are required to be submitted for vice president approval through the space modification committee: finishes; building structural change; building system change; space function change; new space request; technology, furniture and equipment that is attached to the building.

The PPD will assess charges as appropriate for services rendered outside of routine maintenance.

Routine Maintenance

The PPD performs routine maintenance based on importance, priority and available manpower. Examples of routine maintenance include temperature control, minor plumbing or custodial problems, minor electrical problems, pest control, etc. Requests of this nature should be submitted through the CMMS.

Any work requested beyond the scope of routine building maintenance requires authorization from a designated official of the requesting department and will be billed accordingly through the IDT process.

Emergencies

Emergency work requests, should be reported immediately, as follows:

- During normal working hours (Monday – Friday, 7:00 a.m. through 4:00 p.m.): contact PPD.
- During evenings, weekends, holidays, shut-down periods: contact University Police Department.

Cross Reference: Physical Plant Charges (16.20), Space Assignment, Management and Planning (16.3)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds



Stephen F. Austin State University
Board of Regents
Building and Grounds
Committee Meeting
January 26, 2022