



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

October 22, 2021

**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

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**BUILDING AND GROUNDS COMMITTEE MEETING**

**Friday, October 22, 2021**

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Stephen F. Austin State University  
Board of Regents  
Building and Grounds  
Committee Meeting  
October 22, 2021

# **OPEN MEETING NOTICE**

**Stephen F. Austin State University  
Board of Regents  
Building and Grounds Committee Meeting  
Nacogdoches, TX  
October 22, 2021  
Austin Building, Room 307**

The Stephen F. Austin State University, Board of Regents, Building and Grounds Committee will convene a Committee Meeting on October 22, 2021 at 8:15 a.m. according to the following agenda. View the livestream of the meeting at: <http://www.sfasu.edu/about-sfa/board-of-regents/meeting-information>.

**FRIDAY, October 22, 2021**

**8:15 a.m.**

**CALL TO ORDER IN OPEN SESSION**

Welcome and Roll Call

## **TOUR OF CURRENT AND POTENTIAL CONSTRUCTION PROJECTS**

(Scheduled for approximately 8:20 a.m.)

Basketball Performance Center  
Hall 16  
East College Cafeteria  
Fine Arts Expansion Project

## **RECONVENE COMMITTEE MEETING IN OPEN SESSION**

(Scheduled for approximately 10:30 a.m.)

Report: Construction Report

7. Student Residential and Dining Facilities Construction Project Budget Ratification

8. Issue a Request for Qualifications for a Firm to Update the Current Master Plan

9. Building and Grounds Policy Revisions

Campus Facilities for Political Purposes 16.8

Naming Guidelines 1.5

Vending 16.35

## **ESTIMATED ADJOURNMENT OF BOARD MEETING**

(approximately 12:30 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  
October 22, 2021**

**ROLL CALL**

**Committee Members**

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

**Regents**

Tom Mason  
Laura Rectenwald  
Jenn Winston  
Spencer Coffey, Student Member

**Administrators**

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

**Stephen F. Austin State University**  
**Building and Grounds Committee**  
**Current and Potential Construction Project Tour**  
**Friday, October 22, 2021**

Schedule

8:20 a.m.	Travel from Austin Building to Construction Sites
8:25 a.m.	Tour Basketball Performance Facility
9:30 a.m.	Tour Hall 16
9:45 a.m.	Tour East College Cafeteria
10:00 a.m.	Tour Fine Arts Renovation
10:20 a.m.	Return to Austin Building

Tours to be provided by:

Mr. John Branch  
Ms. Jessica DeWitt  
Ms. Judi Kruwell  
Dr. Brandon Frye  
Ms. Carrie Charley

Transportation for group to be provided by Physical Plant via van and driven by UPD Officer.



## CONSTRUCTION UPDATE

**Stephen F. Austin State University**

**Board of Regents  
Building and Grounds Committee**

**October 31, 2021 - November 1, 2021**



**Stephen F. Austin State University  
Construction Update**

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**Stephen F. Austin State University  
Construction Update**

Project status current as of September 27, 2021

Project	Const Start Date	Fund Source	Project Budget	Expenditures	Encumbered	Total Cost to Date	Amount to Finish	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	\$ 10,436,495	\$ 36,974,953	\$ 47,411,448	\$ 2,588,552	39%	Feb '23
Basketball Practice Facility	Jul '19	Revenue Financing Bonds	\$ 29,232,845	\$ 21,375,796	\$ 7,775,998	\$ 29,151,794	\$ 81,051	99%	Oct '21
Student Resident Hall	N/A	Revenue Financing Bonds	\$ 23,700,000	\$ 1,090,309	\$ 372,050	\$ 1,462,359	\$ 22,237,641	-	PAUSE
Dining Facility	N/A		\$ 15,800,000	\$ 194,444	\$ 1,071,957	\$ 1,266,401	\$ 14,533,599	-	PAUSE
Power Plant 1 Upgrade	Oct '20	HEF	\$ 3,500,000	\$ 2,981,841	\$ 518,120	\$ 3,499,961	\$ 39	100%	Oct '21
Culinary Café Relocation and Renovation	Oct '20	HEF Fund Balance	\$ 1,500,000	\$ 1,132,814	\$ 305,352	\$ 1,438,166	\$ 61,834	96%	Oct '21
Music and Boynton Utility System Upgrade	Jun '21	HEF	\$ 2,000,000	\$ 850,362	\$ 1,149,636	\$ 1,999,998	\$ 2	63%	Jan '22
Education & General Roof Replacement & Repair	Feb '21	HEF	\$ 600,000	\$ 351,873	\$ 109,000	\$ 460,873	\$ 139,127	70%	Jan '22
Artificial Turf Replacement at Homer Bryce Stadium	Jun '21	Donated Funds	\$ 1,270,800	\$ 453,110	\$ 817,359	\$ 1,270,469	\$ 331	88%	Oct '21
<b>Totals</b>			<b>\$ 132,103,645</b>	<b>\$ 38,921,304</b>	<b>\$ 49,094,425</b>	<b>\$ 88,015,729</b>	<b>\$ 44,087,916</b>		

\*Project budget previously reported as \$3M beginning October 2019 based on April 2019 and July 2019 Board of Regents meeting transcripts referring to an allocation of \$1.5M for the Culinary Café project approved in July 2019.

October 31 - November 1, 2021

**Construction Update**

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**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

**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**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
4,500,000	54,260	0	54,260	4,445,740

October 31 - November 1, 2021

**Construction Update**

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**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

**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
Project Approval:	Dec-2020
Project Budget:	\$50,000,000

\* In October 2019, the project budget was increased from \$37,000,000 to \$50,000,000

**Construction Details**

Notice to Proceed:	Dec-2020
Percent Complete:	39%
Substantial Completion:	Feb-2023
Guaranteed Max Price:	\$41,956,925

Phase I Demolition & Abatement	\$725,912
Increased by \$71,336 on July 2020 to	\$797,249
Phase II Building Construction	\$41,159,676
<i>Total GMP</i>	<u>\$41,956,925</u>

**Project Update**

- Supplemental project management brought to the team
- Structural steel underway
- Materials submittals 99% complete & approved

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
50,000,000	10,436,495	36,974,953	47,411,448	2,588,552

October 31 - November 1, 2021

**Construction Update**

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**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
Project Approval:	Jul-2019
Project Budget:	\$29,232,845

\* In January 2020, the project budget was increased from \$26,500,000 to \$28,500,000  
 \* In February 2021, the project budget was increased from \$28,500,000 to \$29,232,845

**Construction Details**

Notice to Proceed:	Jul-2019
Percent Complete:	99%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	\$25,462,604

  

Phase I Tunnel		\$1,369,388
Reduced by (\$132,330)	on March 2020 to	\$1,234,351
Phase II Building Construction		\$23,818,986
Increased by \$406,560	on July 2020 to	\$24,225,547
	<i>Total GMP</i>	<u>\$25,459,898</u>

**Project Update**

- 10/22/21 - Substantial Completion  
(i.e. the project, or a portion of the project, is fit for its intended use)
- By discipline punch out scheduled 10/13-10/19
- FF&E Installation underway

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
29,232,845	21,375,796	7,775,998	29,151,794	81,051

October 31 - November 1, 2021

**Construction Update**

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**Student Residential and Dining Facilities****Board Order 19-07****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	
Project Approval:	Oct-2018	
Project Budget:	\$23,700,000	Student Residence Hall
	\$15,800,000	Dining Facility

**Construction Details**

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

**Project Update**

- Both projects placed on hold during design, before construction

**Cost Analysis**

Student Residence Hall

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
23,700,000	1,090,309	372,050	1,462,359	22,237,641

Dining Facility

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
15,800,000	194,444	1,071,957	1,266,401	14,533,599

October 31 - November 1, 2021

**Construction Update**

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**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	

**Construction Details**

Notice to Proceed:	Oct-2020
Percent Complete:	99%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	n/a

**Project Update**

- Phased/staggered project approach, will overlap with Music & Boynton
- Final punch items being addressed

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
3,500,000	2,981,841	518,120	3,499,961	39

October 31 - November 1, 2021

**Construction Update**

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**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

**Construction Details**

Notice to Proceed:	Jun-2021
Percent Complete:	63%
Substantial Completion:	Jan-2022
Guaranteed Max Price:	n/a

**Project Update**

- Materials on site and excavation underway
- Trenching and pipe laying will be done in phases to avoid weather delays
- Temporary cooling / heating plant will be in place early by early November

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
2,000,000	850,362	1,149,636	1,999,998	2

October 31 - November 1, 2021

**Construction Update**

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**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 Constuction

**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	

**Construction Details**

Notice to Proceed:	Oct-2020
Percent Complete:	96%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	n/a

**Project Update**

- Kitchen addition complete
- Main house paint and clean underway
- Driveway and ADA sidewalk underway

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
1,500,000	1,132,814	305,352	1,438,166	61,834



October 31 - November 1, 2021

**Construction Update**

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**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

**Construction Details**

Notice to Proceed:	Feb-2021
Percent Complete:	70%
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**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
600,000	351,873	460,873	460,873	139,127

October 31 - November 1, 2021

**Construction Update**

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**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:	\$1,270,800

**Construction Details**

Notice to Proceed:	Jun-2021
Percent Complete:	88%
Substantial Completion:	Oct-2021
Guaranteed Max Price:	n/a

**Project Update**

- Turf Complete
- Track underway
- Subdrainage repairs

**Cost Analysis**

<b>Project Budget</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Amt to Finish</b>
1,270,800	453,110	817,359	1,270,469	331

STUDENT RESIDENTIAL AND DINING FACILITIES CONSTRUCTION PROJECT  
BUDGET RATIFICATION

Explanation:

The Student Residential and Dining Facilities Projects were part of a \$116 million bond issue in 2019. As part of the issue, the amount of the proceeds allocated to the dining and housing projects totaled \$39.5 million.

Expenditures to date include project includes design, materials testing, civil engineering and architectural costs of original project objectives in the amount of \$1,090,308.67 for Student Residential and \$194,444.05 for Dining Facilities, for a total of \$1,284,752.77 to-date.

Recommendation:

The administration recommends ratification of the student residential and dining facilities budget through October 31, 2021, in the amount of \$1,284,752.77 for project expenditures to-date.

APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR A FIRM TO UPDATE THE CURRENT MASTER PLAN

Explanation:

The Board of Regents approved the current campus master plan on April 19, 2011. That plan extended through fiscal year 2020. On July 23, 2019, the Board of Regents approved the selection of a campus master planning firm to update the campus master plan. However, the proposed pricing from the awarded firm to perform the study was unable to be negotiated within the planned budget allocation at the time. The administration is requesting authorization to issue a Request for Qualifications (RFQ) for a firm to update the current master plan.

Recommendation:

The administration recommends approval to issue an RFQ for a firm to update the current master plan. Respondents will be evaluated, ranked and finalists will be presented to the regents at a later meeting.

## 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:

Campus Facilities for Political Purposes 16.8

Naming Guidelines 1.5

Vending 16.35

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Campus Facilities for Political Purposes

**Policy Number:** 16.8

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

**Date of last revision, if applicable:** 10/29/2018

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

**Purpose of Policy (what does it do):** This policy establishes the parameters for use of campus facilities for political purposes.

**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:** N/A

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Minor revisions.

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Campus Facilities for Political Purposes

**Original Implementation:** April 27, 1970

**Last Revision:** ~~October 29, 2018~~ November 1, 2021

### ***Purpose***

*This policy establishes the parameters for use of campus facilities for political purposes.*

### ***General***

~~While the use of the facilities of the university for partisan political assemblies and meetings is not normally encouraged, the faculty and administration, as members of a learned and honorable profession, may properly exercise their acknowledged individual rights and obligations of citizenship free of university discipline or censorship. As a state-supported institution of higher education, Stephen F. Austin State University is required to remain neutral in partisan political activities. Individual faculty, staff and students enjoy all constitutional rights and privileges regarding freedom of speech and participation in political events subject to reasonable restrictions regarding time, place and manner.~~

*Non-institutionally affiliated entities, including individual political candidates and their election organizations, are not permitted to reserve a university facility for campaign activities. However, if a candidate is invited by a university group, then he/she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting the costs related to the event.*

~~No member of the Board of Regents shall undertake to influence the political opinions of personnel subject to the board's jurisdiction, but such personnel are requested to exercise their individual rights or citizenship or academic freedom in a responsible manner reasonably calculated not to identify or associate with the university.~~

*A university officer or employee may not use his/her official authority or influence to coerce the political action of a person or body.*

**Cross Reference:** ~~Board of Regents Rules and Regulations~~; Tex. Gov't Code § 556.004; *Tex. Educ. Code 51.9315; Expressive Activities (16.4)*

**Responsible for Implementation:** Vice President for Finance and Administration

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

**Forms:** None

**Board Committee Assignment:** Building and Grounds



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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Naming Guidelines

**Policy Number:** 1.5

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

**Date of last revision, if applicable:** 10/29/2018

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

**Purpose of Policy (what does it do):** Guidelines for naming facilities

**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:** n/a

**Specific rationale for each substantive revision:** Department Name update.  
The president's cabinet has grown to more officers than just vice presidents.

**Specific rationale for deletion of policy:** n/a

*Additional Comments:*

Reviewers:

Jill Still, Vice President for University Advancement  
Damon Derrick, General Counsel

## Naming Guidelines

**Original Implementation:** January 23, 1971

**Last Revision:** ~~October 29, 2018~~ November 1, 2021

Buildings and other facilities (including rooms, laboratories and clinics) of Stephen F. Austin State University may be named by the Board of Regents for deceased persons who have made outstanding contributions to the university or its prestige. In extraordinary circumstances, particularly when a significant donation has been made to the university, the Board of Regents may name a building, or other facility, for a living person.

Amounts associated with fundraising necessary for naming consideration are outlined in the university's Overview of Naming Guidelines and Procedures, available in the office of the vice president for university advancement.

The Board of Regents retains the latitude to create alternate naming opportunities within the discretion of the board.

Proposed names may be submitted from any source to the Office of *University Advancement Development* for their recommendation to the president who, if ~~they~~ ~~he~~ concurs shall submit such names, together with background reasons, to the Board of Regents for consideration; provided, however, that the Board of Regents may act without receiving a nomination from the Office of *University Advancement Development*, when circumstances justify such action, and particularly when a substantial donation has been made toward the construction of the building or facility to be named. Any such nominations shall be reviewed by the building and grounds committee of the board. Such review shall take place before contact with any prospective nominee.

A plaque shall be placed on each new building. The plaque shall show the names of those occupying the following positions on the date the project is approved by the Board of Regents: the officers of the Board of Regents, the remaining members of the Board of Regents in alphabetical order, the student regent, the president of the university, the vice president for finance and administration, the ~~president's cabinet member~~ ~~vice president(s)~~ for the area involved, the director of physical plant, the architect and the contractor, together with the year the project was approved.

The duration of the naming of facilities, spaces, or programs is governed by the Overview of Naming Guidelines and Procedures. However, ~~in unusual or unforeseen circumstances,~~ the university reserves the right to remove a previously approved name. Examples include, but are not limited to, a donor not fulfilling the terms of a gift agreement upon which the naming was approved, or continuation of the name may compromise the public trust or reputation of the university.

**Cross Reference:** Overview of Naming Guidelines and Procedures

**Responsible for Implementation:** Vice President for University Advancement

**Contact for Revision:** Vice President for University Advancement

**Forms:** None

**Board Committee Assignment:** Building and Grounds

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**Office of the General Counsel**

**POLICY SUMMARY FORM**

**Policy Name:** Vending

**Policy Number:** 16.35

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

**Date of last revision, if applicable:** 10/29/2018

**Unit(s) Responsible for Policy Implementation:** Vice President of Student Affairs, Auxiliary Enterprises

**Purpose of Policy (what does it do):** Identifies responsible parties for vended products on campus

**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:** Title and division name changes

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Carrie Charley, Executive Director of Campus Living, Dining, and Auxiliary Enterprises  
Brandon Frye, Vice President of Student Affairs  
Damon Derrick, General Counsel

## Vending

**Original Implementation:** Unpublished

**Last Revision:** ~~October 29, 2018~~ November 1, 2021

The food and beverage vending machines located on campus are the responsibility of the respective contract vendors. This responsibility shall include furnishing, servicing and maintaining machines, purchasing goods for resale, and collecting funds. These vendors shall place vending machines in accordance with the negotiated contract. Specific exceptions to this policy are:

1. Coin-operated copy machines, which are the responsibility of the individual department; and
2. Coin-operated game machines, which are the responsibility of the director of ~~student services~~ *the Baker Pattillo Student Center*.

Other exceptions or requests shall be considered on an individual basis, and should be addressed in writing to the vice president ~~of university~~ *student* affairs.

**Cross Reference:** None

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

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

**Forms:** None

**Board Committee Assignment:** Building and Grounds



Stephen F. Austin State University  
Board of Regents  
Building and Grounds  
Committee Meeting  
October 22, 2021