



# **REPORT TO THE BOARD OF REGENTS**

April 18-20, 2021

Meeting 343

**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

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## **EXECUTIVE SESSION**

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## **OPEN MEETING NOTICE**

**Stephen F. Austin State University  
Board of Regents Board Meeting and Committee Meetings  
Nacogdoches, Texas  
April 18, 19 and 20, 2021  
Meeting 343  
Austin Building, Room 307**

The Board of Regents of Stephen F. Austin State University will convene a three-day Board Meeting and Committee Meetings on April 18, 19, and 20, 2021 according to the following agenda. In-person attendance is limited in accordance with COVID-19 social distancing guidelines. For the safety of all involved, only authorized participants are allowed in the conference room. To view the livestream of the meeting at: <http://www.sfasu.edu/about-sfa/board-of-regents/meeting-information>.

**SUNDAY, April 18, 2021**

**1:00 p.m.**

**CALL TO ORDER IN OPEN SESSION**

Welcome and Introductions

**RECESS TO COMMITTEE MEETINGS**

**MEETING OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

(This meeting will convene at approximately 1:05 p.m.)

Dining Services Provider RFP Vendor Presentations and board discussion.

**EXECUTIVE SESSION**

(Scheduled for approximately 4:30 p.m.)

The board will move to executive session for consideration of the following items:

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

Report from chief information officer

Follow-up Audit of FY2020 Information Technology Audits

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

Potential Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, *Ann Wilder, Ph.D. v. SFASU*, and *Christin Evans v. Sydney Miley, et al.* (Texas Government Code, Section 551.071)

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

**RECONVENE BOARD MEETING IN OPEN SESSION**

(Scheduled for approximately 6:00 p.m.)

Estimated adjournment 6:00 p.m. The board will recess for the afternoon with no further action expected.

**THIS IS A CONTINUATION OF A THREE-DAY BOARD MEETING AND COMMITTEE MEETINGS AGENDA:**

**MONDAY, April 19, 2021**

**8:30 a.m.**

**RECONVENE BOARD MEETING IN OPEN SESSION**

Call to Order

Welcome and Introductions

Report: President's Cabinet Reports

**RECESS TO COMMITTEE MEETINGS**

**MEETING OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

(This meeting will convene at approximately 10:05 a.m. or following the previous agenda item.)

Presentation and Committee Action on Agenda Items 10 – 13:

Report: Title IX Update

Report: University Police Department Racial Profiling Report

10. Food Services Contract

11. Curriculum Changes for 2021-22

12. Diversity and Inclusion Statement

13. Academic and Student Affairs Policy Revisions

Commencement 6.8

Course Grades 5.5

Dead Week 7.8

Digital Millennium Copyright 9.3

Emergency Operations 13.8

Export Control 2.15

Extra-Institutional Learning Experiences in the BAAS Degree 5.11

Mobile Device Applications 15.2

Nepotism 11.16

Outside Employment 11.19

Performance Management Plan 11.20

Probationary Period of Employment 11.21

University ID Cards 14.13

**BUILDING AND GROUNDS COMMITTEE MEETING**

(Scheduled for approximately 11:15 a.m. or following the previous committee)

Presentation and Committee Action on Agenda Items 14 – 16:

Report: Construction Report

14. LaNana Trails TxDot Grant Project

15. Homer Bryce Artificial Turf Replacement

16. Building and Grounds Policy Revisions

Security Systems 14.10

Solicitation on Campus 16.25

*The board will break for lunch at approximately 12:00 p.m.*

## **RECONVENE BOARD MEETING IN COMMITTEE MEETINGS**

### **MEETING OF THE FINANCE AND AUDIT COMMITTEE**

(Scheduled at approximately 1:30 p.m.)

Presentation and Committee Action on Agenda Items 17 – 23:

Report: Contract Monitoring Report

17. Acknowledge Receipt of Audit Services Report

18. Ratification of New Student Housing Allowance Program

19. Summer 2021 Budget

20. STEM Research and Learning Center Quasi-endowment

21. University Training System Software

22. Grant Awards

23. Finance and Audit Policy Revisions

Best Value Procurement 17.1

Cellular Telephones and Wireless Communication Devices 3.6

Delegated Purchasing Authority 17.5

Direct Pay Disbursements 17.20

Establishing a New Department Account: Fund-Organization-Program  
(FOP) 3.12

Expenditure Authority for Financial Transactions 3.13

Gramm Leach Bliley Act Required Information Security and Identity Theft  
Prevention 14.4

Identity Theft Prevention 14.5

Insurance and Other Benefits 12.10

Membership 17.10

Payment Card Acceptance and Security 14.8

Purchase Requisition 17.19

Restrictions on Contracting with and Paying Certain Vendors 17.23

Travel Card (T-Card)3.30  
**RECESS COMMITTEE MEETINGS**

**RECONVENE BOARD MEETING IN OPEN SESSION**  
(Scheduled for approximately 2:45 p.m.)

Report: Nominating Committee

Board Action on Agenda Items 1

1. Election of Officers 2021-2022

**EXECUTIVE SESSION**

(Scheduled for approximately 3:00 p.m.)

The board will move to executive session for consideration of the following items:

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

Report from chief information officer

Follow-up Audit of FY2020 Information Technology Audits

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

Potential Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, *Ann Wilder, Ph.D. v. SFASU*, and *Christin Evans v. Sydney Miley, et al.* (Texas Government Code, Section 551.071)

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

**RECONVENE BOARD MEETING IN OPEN SESSION**  
(Scheduled for approximately 6:00 p.m.)

Estimated adjournment 6:00 p.m. The board will recess for the afternoon with no further action expected.

**THIS IS A CONTINUATION OF A THREE-DAY BOARD MEETING AND COMMITTEE MEETINGS AGENDA:**

**TUESDAY, April 20, 2021**

**8:30 a.m.**

**RECONVENE BOARD MEETING IN OPEN SESSION**

Call to Order

Welcome and Introductions

Pledge to the Flags and Invocation

Installation of Newly-Elected Board Chair

Special Recognitions

Board Action on Agenda Item 2:

2. Approval of Board Meeting Minutes January 31-February 2, 2021 (341) and March 4, 2021 (342)

Board Action on Administrative Items 3 – 9:

3. Approval of Staff Appointments

4. Approval of Changes of Status

5. Approval of Faculty Promotions

6. Approval of Faculty Tenure

7. Approval of Regents Scholar

8. Approval of VSIP Retirements

9. Approval of Vice President for University Affairs Emeritus

Committee Reports and Board Action:

Academic and Student Affairs Committee Report and Board Action on Agenda Items 10- 13:

10. Approval of Food Services Contract

11. Approval of Curriculum Changes for 2021-22

12. Approval of Diversity and Inclusion Statement

13. Approval of Academic and Student Affairs Policy Revisions

Commencement 6.8

Course Grades 5.5

Dead Week 7.8

Digital Millennium Copyright 9.3

Emergency Operations 13.8  
Export Control 2.15  
Extra-Institutional Learning Experiences in the BAAS Degree 5.11  
Mobile Device Applications 15.2  
Nepotism 11.16  
Outside Employment 11.19  
Performance Management Plan 11.20  
Probationary Period of Employment 11.21  
University ID Cards 14.13

Building and Grounds Committee Report and Board Action on Agenda Items 14 – 16, 24 – 27:

14. Approval of LaNana Trails TxDot Grant Project

15. Approval of Homer Bryce Artificial Turf Replacement

16. Approval of Building and Grounds Policy Revisions

Security Systems 14.10

Solicitation on Campus 16.25

24. Potential Naming Opportunity (Pending Executive Session)

25. Potential Naming Opportunity (Pending Executive Session)

26. Potential Naming Opportunity (Pending Executive Session)

27. Potential Naming Opportunity (Pending Executive Session)

Finance and Audit Committee Report and Board Action on Agenda Items 18 – 24:

17. Acknowledge Receipt of Audit Services Report

18. Ratification of New Student Housing Allowance Program

19. Approval of Summer 2021 Budget

20. Approval of STEM Research and Learning Center Quasi-endowment

21. Approval of University Training System Software

22. Approval of Grant Awards

23. Approval of Finance and Audit Policy Revisions

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Restrictions on Contracting with and Paying Certain Vendors 17.23  
Travel Card (T-Card) 3.30

## **REPORTS**

### **President Report**

COVID-19 Update  
Updates on Leadership Searches  
Austin Updates  
Updates on Off-Campus Partnerships  
President's Innovation Fund  
SACSCOC Accreditation Visit  
Campus Communication/Shared Governance Updates

### **Faculty Senate Report**

Faculty Accomplishments  
Pandemic Year in Review  
Developing a Framework for SFA Shared Governance  
Faculty Senate Constitutional Amendment  
Brein Uriegas, Faculty Senate Chair 2021-2022

### **Student Government Association Report**

Introduce new SGA President and Vice President  
Spring semester updates  
Student Organization updates  
Next semester

### **Board Committees for 2021-2022**

Estimated adjournment 12:15 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  
Meeting 343  
April 18, 2021

**Stephen F. Austin State University  
Board of Regents  
Meeting 343  
April 18 -20, 2021**

**ROLL CALL**

**Regents**

Alton Frailey, Chair  
Karen Gantt, Vice Chair  
Tom Mason, Secretary  
David Alders  
Scott Coleman  
Robert Flores  
Brigittee Henderson  
Judy Olson  
Jenn Winston  
Ireland Bramhall, Student Member

**Administrators**

Scott Gordon  
Damon Derrick  
Gina Oglesbee  
Erma Brecht  
Steve Bullard  
Michara Delaney-Fields  
Anthony Espinoza  
Brandon Frye  
Danny Gallant  
Graham Garner  
Ryan Ivey  
Jill Still



## Academic and Student Affairs Committee

# Dining Services

## Request for Proposal (RFP)

### Process and Timeline



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
NACOGDOCHES, TEXAS

# Food Service Consultant

*Envision Strategies* selected to conduct food service study August 2020, via RFP process.

- Collected and analyzed current site data
- Interviewed major stakeholders onsite and virtually
- Toured and inspected all dining facilities
- Observed meal service in residential and retail dining areas
- Conducted independent satisfaction survey

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## Consultant Findings

- Lack of a competitive bid in over 20 years
- Current average meal plan participation rate is 35.7%
- Lower quality ingredients that lack flavor
- Meal plans are not flexible to provide reasonable control over where and when students eat
- Exhibition and small batch cooking is not treated as the standard method of service
- Some kitchen equipment has passed its useful life expectancy

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## Objectives for SFA Dining

- Dining is a critical part of the social fabric of campus life
- Strive to provide value to our students and community
- Be a stronger competitor to off-campus restaurants
- Contribute to student satisfaction and enrollment growth
- Shorter contract term that includes KPI's and commissions reflective of revenue increases, detailed reporting and supplier transparency
- Reimagine East College Cafeteria

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# RFP Process Phase I

- **Issuance of RFP November 24, 2020**
  - Master Service Agreement
  - Scope of Work
  - Program Standards and Operating Plans
  - Financial Projections and Assumptions Workbook
  - Investment and Amortization Record
  - List of References
- **Virtual Engagement Session** with SFA Stakeholders and Potential Suppliers – December 4, 2020
- **Committee appointments – December 18, 2020**
  - Athletics
  - Auxiliary Services
  - Finance & Administration
  - Residence Life
  - Office of Information Technology
  - Orientation
  - Student Center
  - Student Government
  - Academic Affairs

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Scoring Categories	Evaluation Criteria	
Overall	Overall quality and fit for SFA	15%
Partnership	Strategy Innovation Hospitality Value Proposition	20%
Program	Culinary approach and product sourcing Innovation and strategy for Residential Dining, Retail Dining, and Catering, Summer Conferences/Camps, Athletic Concessions Proposed initiatives: marketing, wellness, and sustainability Uniqueness of campus community reflected in program offerings Technology Food Safety, quality, variety, diversity, and authenticity Integration with University educational programs Transition plan Completeness of supplemental information	30%
Management	Staffing plan Demonstrated application of regional/corporate resources at University level Leadership and other intangible qualities	10%
Financial	Proposed financial model Start-up costs and buyback terms Investment and buyback terms Contributions and donations Performance risk payments Transparency/disclosure of purchase discounts Accuracy and comprehensiveness of pro forma operating projections	20%
Exceptions	Minimal number and complexity of proposed exceptions to SFA provisions	5%
	<b>TOTAL</b>	<b>100%</b>

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# RFP Process Phase III – Financial Review

## Best and Final Offers

Scoring Criteria	Description	
<b>Financial</b>	Proposed financial model Start-up costs and buyback terms Investment and buyback terms Contributions and donations Performance risk payments Transparency/disclosure of purchase discounts Accuracy and comprehensiveness of pro forma operating projections	20%

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# Questions:

What questions do you have about the process and/or timeline?

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## Executive Session

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

- Report from chief information officer
- TAC 202 Information Security Audit

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

- Potential Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, *Ann Wilder, Ph.D. v. SFASU*, and *Christin Evans v. Sydney Miley, et al.* (Texas Government Code, Section 551.071)



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Stephen F. Austin State University  
Board of Regents  
Meeting 343  
April 19, 2021

**Stephen F. Austin State University  
Board of Regents  
Meeting 343  
April 18 -20, 2021**

**ROLL CALL**

**Regents**

Alton Frailey, Chair  
Karen Gantt, Vice Chair  
Tom Mason, Secretary  
David Alders  
Scott Coleman  
Robert Flores  
Brigittee Henderson  
Judy Olson  
Jenn Winston  
Ireland Bramhall, Student Member

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Erma Brecht  
Steve Bullard  
Michara Delaney-Fields  
Anthony Espinoza  
Brandon Frye  
Danny Gallant  
Graham Garner  
Ryan Ivey  
Jill Still

# President's Cabinet Reports

Board of Regents  
April 19, 2021



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
NACOGDOCHES, TEXAS

# Academic Affairs AARC and CTL

AARC - Academic Assistance and Resource Center

CTL - Center for Teaching and Learning

Steve Bullard, Ph.D.

Provost and Vice President of Academic Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
NACOGDOCHES, TEXAS



**Volatility**  
**Uncertainty**  
**Complexity**  
**Ambiguity**

**Turbulence Ahead...**

**ARE YOU READY?**

12,862 Students  
730 Faculty

12, 862 Students • 730 Faculty

**3,495** Class Sections

50% F2F

28% Hybrid

22% Online

STEPHEN F. AUSTIN STATE UNIVERSITY

12, 862 Students • 730 Faculty

AARC

2025 Class Sessions

CTL

50% F2F

28% Hybrid

22% Online

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## Academic Assistance and Resource Center



AARC

Student Recruiting  
Student Retention  
Student Debt  
Assessment/Data  
Career Preparation



**AARC**

Student Recruiting  
Student Retention  
Student Debt  
Assessment/Data  
Career Preparation

**Free Peer Tutoring**  
Appointments  
Online Writing Lab  
SI Groups  
Walk-in Tables





**AARC**

Student Recruiting  
Student Retention  
Student Debt  
Assessment/Data  
Career Preparation

**Free Peer Tutoring**  
Appointments  
Online Writing Lab  
SI Groups  
Walk-in Tables





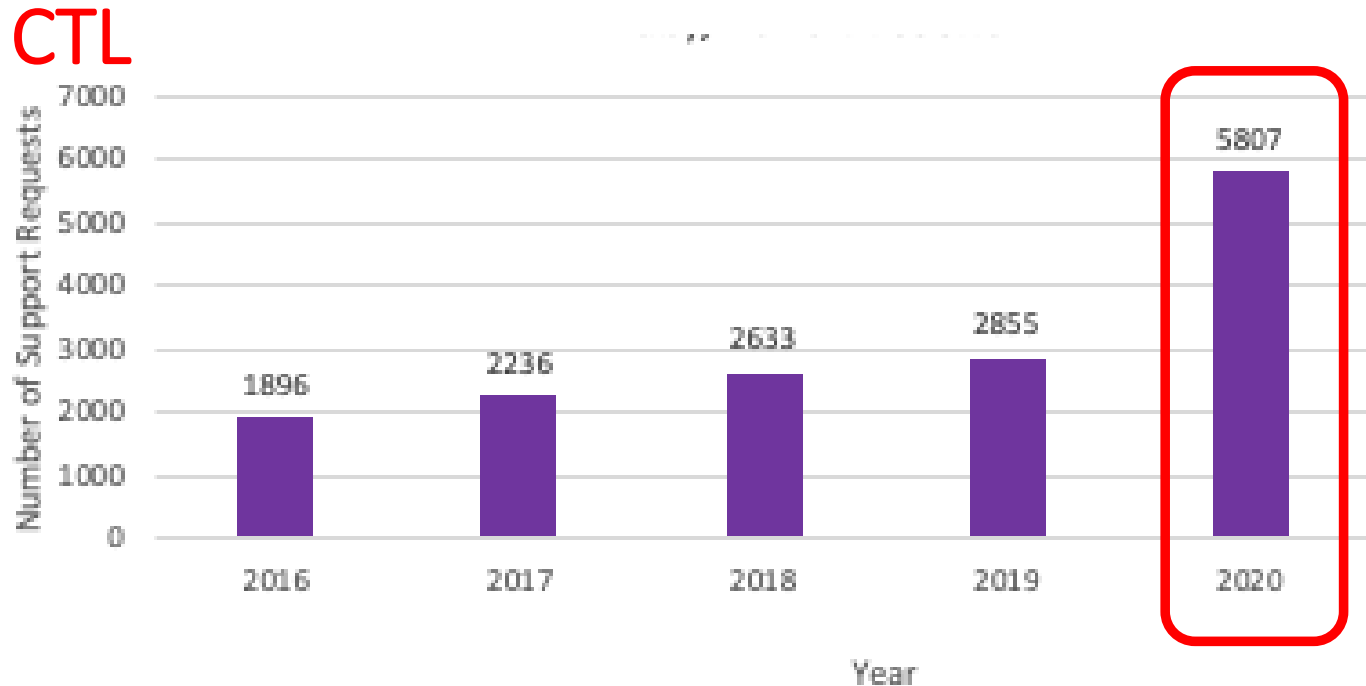


CTL

## Keep Teaching Educator Development Support



## Keep Teaching Educator Development Support









# Information Technology Services

Anthony Espinoza  
Chief Information Officer



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STATE UNIVERSITY  
NACOGDOCHES, TEXAS

# Information Technology Services

- Classroom updates
- Slate
- Ocelot Chatbot (Jack)  
Jointly with Erma Brecht

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# Office of Enrollment Management

Erma Nieto Brecht

Executive Director of Enrollment Management



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STATE UNIVERSITY  
NACOGDOCHES, TEXAS

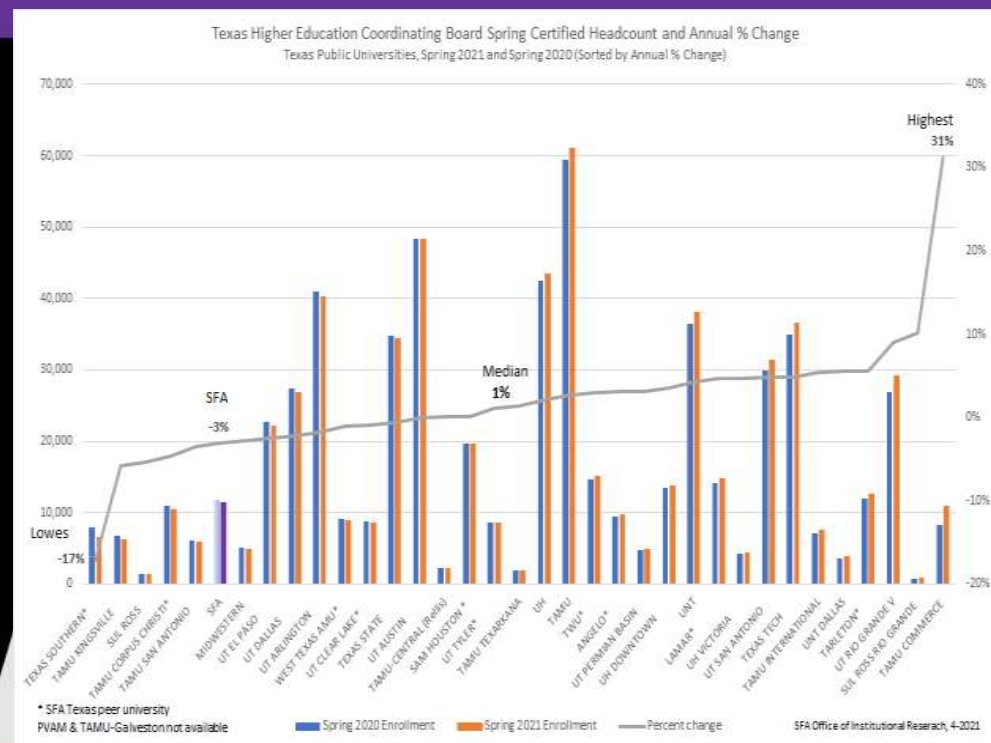
# Enrollment Management

## Enrollment Information / Updates:

- Spring 2021
- Summer 2021
- Fall 2021

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# Spring 2021 Enrollment Comparisons



Peer Institutions*	2020	2021	% change
TEXAS SOUTHERN*	8,023	6,648	-17%
TAMU CORPUS CHRISTI*	10,927	10,425	-5%
<b>SFA</b>	<b>11,773</b>	<b>11,405</b>	<b>-3%</b>
WEST TEXAS AMU*	9,078	8,980	-1%
UH CLEAR LAKE*	8,721	8,639	-1%
SAM HOUSTON *	19,733	19,753	0%
UT TYLER*	8,542	8,632	1%
TWU*	14,686	15,123	3%
ANGELO*	9,475	9,771	3%
LAMAR*	14,217	14,884	5%
TARLETON*	12,008	12,680	6%
PVAMU*	8,235	n/a	n/a

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# Summer 2021

	Preliminary Registration of April 15				Summer Census Comparison	
	Summer 2020	Summer 2021	N diff	% Change	Summer 2020	N diff
<b>Headcount</b>	3,370	3,066	-304	-9.0%	5,382	2,012
<b>SCH</b>	22,992	19,546	-3,446	-15.0%	33,315	10,323

- Registration opened March 24 and will continue throughout summer for respective part of term.
- Offering eight summer parts of term (more options on start time and length of term).
- Offering face:face, hybrid, and online options.
- Marketing campaign to promote summer enrollment kicked off mid-April.

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Fall 2021

5% headcount goal = 13,251

Term	Days to Census	Date	TOTAL	DC	1st UG	1st TRN	FR	SO	JR	SR	PU	GR	PG	DR
Fall 2021	146	14 Apr 2021	<b>4,059</b>	73	32	75	587	951	1,361	889	26	230	3	12
Fall 2020	146	17 Apr 2020	<b>5,123</b>	75	2	40	904	1,339	1,690	952	23	206	0	9
Recent Day Difference:			-1,064	-2	30	35	-317	-388	-329	-63	3	24	3	3
Compare Recent Day to Census														
Fall 2020	0	10 Sep 2020	12,618	970	1,591	843	3,109	2,179	2,695	3,002	95	1,443	22	73
Census Difference:			-8,559	-897	-1,559	-768	-2,522	-1,228	-1,334	-2,113	-69	-1,213	-19	-61

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## Enrollment Management Highlights

- Axe Handle (One Stop) / Jack – Chatbot
- Slate – CRM Impact
- Financial Aid Award Study – RNL
- Distinguished High School Program
- Axe'cepted Student Event – May 1

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# Axe Handle (One Stop)

## **Axe Handle Update:**

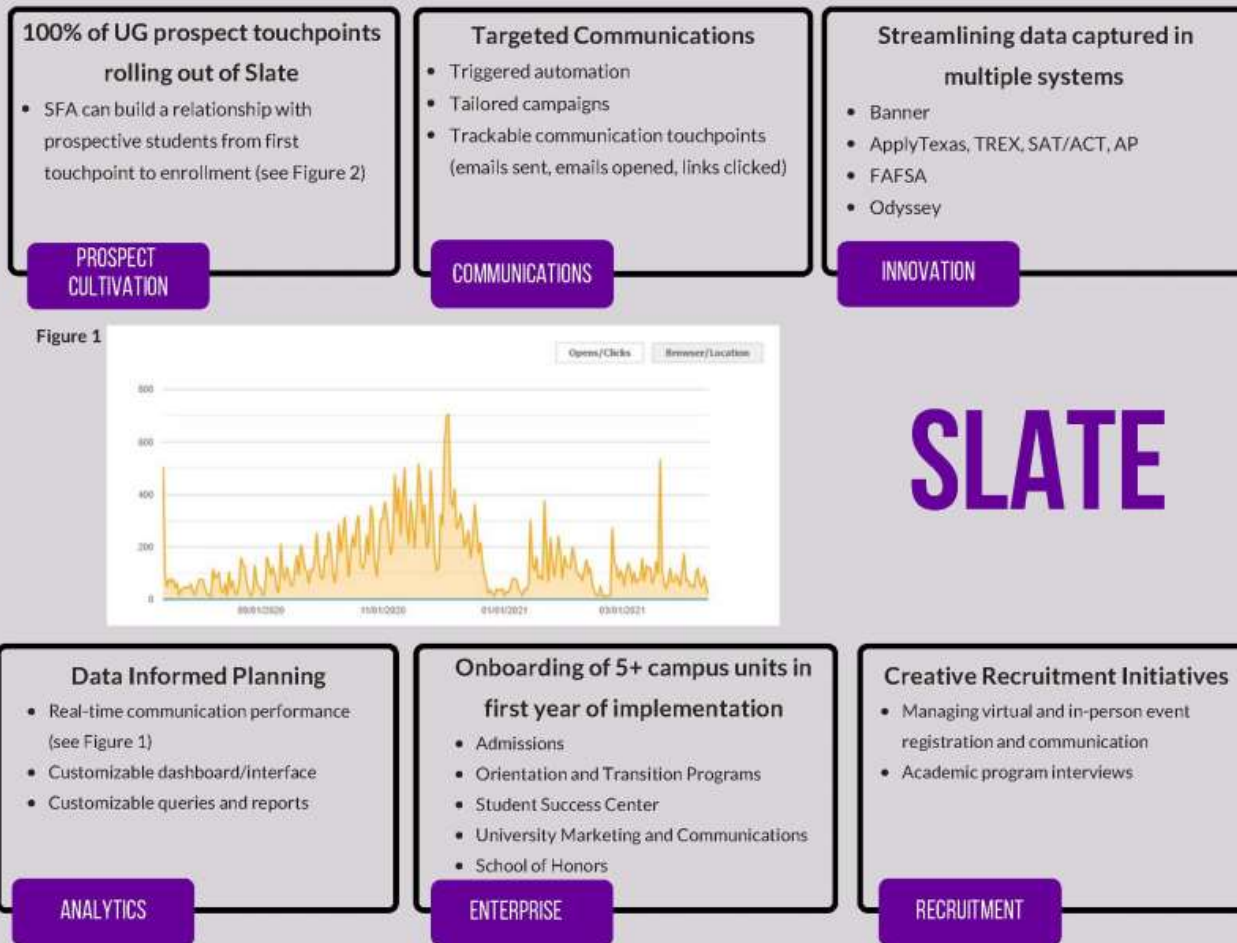
- Operating for 9 months.
- Currently serves/represents Business Office, Financial Aid & Scholarship Office, Registrar, and Residence Life.
- Currently operates with 1 professional staff, 13 student workers, and collaboration with multiple offices.
- Virtual operations – phone, chatbot, live chat (as of April 5)
- **March highlights:**
  - 4,259 answered calls
  - 196 phone hours
  - 94% answer rate
  - 41 seconds average time to connect with Axe Handle staff.
  - 70% calls handled; 30% transferred to main office.



## **Meet Jack – SFA Chatbot**

- Jack is 2 months old
- Jack works 24/7
- 6, 617 questions answered
- 4% "I don't know" (IDK)
- 32% of questions answered outside of business hours.

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## Econometric Model

“

The model champion was a Neural Network Model. **The model suggests that a \$1,000 change in net charges on average will produce a 2.11% change in enrollment.** Along with net charges the following model variables were also found to be predictive of enrollment:

- Net Charges (NETCH)
- State/City Combination (WOE\_TG\_CITY)
- ISIR - Not Pell Eligible (FL\_ISIR\_NOPELL)
- Days as Applicant (Opt. Binning) (YOPT\_DAYS\_APP)
- Distance from Campus (WOE\_OPT\_DISTANCE)
- Personix Cluster Code (WOE\_CLUSTER)
- First Major as Admit (WOE\_TG\_MAJOR1\_ADMIT)
- Percentile Rank in Class (Opt. Binning) (YOPT\_STANDING)
- FINANCIALTIERSEQ:2 (TI\_FINANCIALTIERSEQ2)
- 2019 Flag (FL\_19201)



*Lindsey Possehl, Statistician, RNL*





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## Distinguished High School Program

The Distinguished High School Program partners with ISDs to offer a unique opportunity that includes guaranteed admission and enhanced services to eligible students.

### Benefits to Students:

-  Application Fee (\$50) waived
-  Guaranteed admissions to students ranked in top 30 percent
-  Scholarship opportunities
-  SFA Campus Visit Experience

### Distinguished High Schools:

-  Center High School
-  Langham Creek High School
-  Little Elm High School
-  Nacogdoches High School
-  Tomball Memorial High School

### Scholarship Benefits:

Students ranked Top 10%	<b>\$5,000 Scholarship</b>
Students ranked 11-25% with 3.0 high school GPA	<b>\$3,000 Scholarship</b>



### CHECK-IN

Noon to 1:15 p.m.

📍 Johnson Coliseum

After check-in, take time to explore booths at our Lumberjack Resource Fair inside Johnson Coliseum.

### OPENING WELCOME



1:15 p.m.

📍 Johnson Coliseum



### COME-AND-GO EVENTS

2 to 4 p.m.

📍 Around Campus

Use this time to tour campus, visit a Residence Hall, attend our Student Involvement fair, register for Orientation and more!

2:15 p.m. and 3:15 p.m.

📍 Academic Buildings



Hear from representatives from Financial Aid, Academic Advising and Residence Life, and learn more about how to get the most out of your time at SFA.



### COLLEGE RECEPTIONS

3:30 to 4:30 p.m.

📍 Around Campus

Join us for come-and-go events hosted by SFA's six colleges, where you'll have the chance to connect with faculty, staff and current students from your academic area of interest.

### CLOSING RALLY



4:50 p.m.

📍 Johnson Coliseum

End the day with us at a Closing Axe'cepted Student Rally celebrating our Incoming Lumberjacks!

# Division of Student Affairs

Brandon A. Frye, Ph.D.  
Vice President for Student Affairs



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NACOGDOCHES, TEXAS

## Vice President's Vision

Student Affairs will be respected as a collaborative and innovative student-centered team focused on student access, learning, engagement, support, well-being, career readiness, and success.

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## Way Forward

- Executing an onboarding and transition plan
- Conducted division leadership retreat
- Developed Student Affairs Leadership Team (SALT)
- Completing phase one divisional reorganization
- Establishment of divisional values to guide protocol and operations
- Finalizing a 12-month tactical business plan
- Crafting a division vision, mission, and strategic plan
- Established division committees and work groups
- Developing internal and external partnerships

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## Initiative: Lumberjack Living Experience

- Build a premier on-campus "Lumberjack Living Experience"
- Reorganizing division to maximize efficiency and service
- Utilize housing allowances, incentives, and improved marketing to increase occupancy
- Enhancement and growth of learning and themed housing communities
- Strategic and tactical capital enhancements
- Improved internet connectivity and associated services

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## Initiative: Student Support, Health, and Well-Being

- Assistant Vice President and Dean of Students Role
- Expansion of “case management” support services
- Expansion and enhancement of Counseling Services
- Enhancement of Behavioral Intervention Team
- Review of policies, procedures, and practices to maximize focus on student support, health, and well-being
- Increased outreach and marketing for these initiatives

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# Office of Diversity, Equity and Inclusion

Michara DeLaney-Fields, Ph.D.  
Chief Diversity Officer



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# Office of Diversity, Equity, and Inclusion

- DEI Updates:
  - Campus Climate Survey
  - Campus Climate Steering Committee
    - Diversity Statement
    - Diversity Strategic Plan
- Highlights

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# University Marketing Communications

Graham Garner  
Chief Marketing Communications Officer



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# University Marketing Communications

- Getting to know UMC staff, capabilities
- Implementing collaborative tools
- Assessing SFA's market presence
- Developing promotional strategies
  - Aviation Science Initiative

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# University Advancement

Jill Still, CRFE

Vice President for University Advancement



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# University Advancement

- Division Restructure, Assessment Studies
- Campaign Launch Event
- 2021 Events, Programs

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# Athletics

Ryan Ivey  
Director of Athletics



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# Athletics

- **WAC Transition Update:**
  - Currently developing scheduling model for team sports for the upcoming year.
  - M/W Basketball will play 18 league games. Double round robin within the division and single play with cross division.
  - Volleyball will play 14 league matches
  - Soccer will play 10 league matches
  - Baseball/softball/tennis TBD
  - All other sports will continue individual scheduling throughout the season and then meet for a conference championship (track, cross country, golf)
  - Bowling will remain in the Southland Bowling League for 2021-22
  - Still trying to determine best situation for beach volleyball

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# Athletics

- **Competition update:**

- Men's track won indoor SLC championship meet.
- Women's basketball won both SLC regular season and tournament championships. Participated in the 1<sup>st</sup> round of the NCAA tournament against Georgia Tech. Finished with a 24-3 overall record and 16-0 in the SLC games.
- Volleyball won regular season SLC championship. Finished with a 23-6 overall record and 11-1 in SLC games
- Soccer won regular season SLC championship with a 10-5-2 overall record and 8-3 in SLC games under first year head coach Tony Minatta

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# Athletics



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# Athletics

- Social Media Strategy Results (Sept 1-March 31)
  - 2,237,141 engagements
  - 28,218,253 impressions
  - 445,944 interactions

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# Athletics

## **Competition Update-Spring Sports**

- Baseball:
  - 12-14 overall with win over #25 Oklahoma to open the season.
  - 9-7 in SLC; 5th overall in SLC standings
- Softball:
  - 24-8 overall; 15-0 in SLC play; Currently 1st
  - Have won 23 of their last 24 games including 14 in a row
- Tennis:
  - 10-9 overall; 4-7 in SLC play; finished 8th and go to SLC tournament April 22-24.
  - 4 of their 6 starters are freshman
- Beach Volleyball
  - 4-7 overall in first season. Participate in SLC tournament April 23-25.

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# Finance and Administration

Danny Gallant, Ph.D.

Vice President for Finance and Administration



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NACOGDOCHES, TEXAS

FY 2021  
Voluntary Separation Incentive Program (VSIP)  
Status as of 4/19/21



## VSIP Program Status

<b>VSIP Participants:</b>	<b>Academic Affairs</b>	<b>All Other Divisions</b>	<b>Total</b>
<b>VSIP Participants:</b>	<b>Faculty</b>	<b>Staff</b>	<b>Total</b>
<b>Academic Affairs</b>	<b>36</b>	<b>17</b>	<b>53</b>
<b>All Other</b>		<b>44</b>	<b>44</b>
<b>Total VSIP Participants</b>	<b>36</b>	<b>61</b>	<b>97</b>
<b>Retired as of 4-6-21</b>	<b>8</b>	<b>37</b>	<b>45</b>
<b>Positions Approved for Replacement as of 4-6-2021</b>	<b>32</b>	<b>9</b>	<b>41</b>
<b>Gross Position Replacement Funds (50% VSIP Salaries)</b>	<b>2,130,618</b>	<b>1,147,256</b>	<b>3,277,874</b>
<b>Replacement Funds Consumed as of 4-6-2021</b>	<b>(1,925,000)</b>	<b>(899,263)</b>	<b>(2,824,263)</b>
	<b>205,618</b>	<b>247,993</b>	<b>453,611</b>
<b>% Replacement Funds Remaining</b>	<b>10%</b>	<b>22%</b>	<b>14%</b>

## VSIP Positions Approved for Rehire as of 4-6-21

<b>Total VSIP Salary Total</b>		<b>\$</b>	<b>3,277,874.00</b>				
<b>Academic Affairs</b>		<b>\$</b>	<b>2,130,618.00</b>	<b>All Other</b>	<b>\$</b>	<b>1,147,256.00</b>	
<i>(benefits are not included below)</i>				<i>(benefits are not included below)</i>			
<i>Positions Approved</i>				<i>Positions Approved</i>			
F99279	\$ 113,000.00	Management/Marketing		E99351	Prgmr/Analyst II	\$ 53,000.00	
F99278	\$ 61,000.00	Education Studies		E99199	VP Student Affrs	\$ 165,000.00	
F99277	\$ 75,000.00	Education Studies		H99562	UPD Dispatcher	\$ 29,908.10	
F99276	\$ 80,000.00	Human Svcs & Ed Leadership		E99299	Provost/AVP	\$ 240,000.00	
F99275	\$ 65,000.00	Human Svcs & Ed Leadership		H99561	UPD Corporal	\$ 49,132.00	
F99274	\$ 90,000.00	Music-Director of Bands		E99348	Dir Cnslg	\$ 75,000.00	
F99273	\$ 57,000.00	Mass Communications		E99968	Controllers Office	\$ 125,000.00	
F99272	\$ 67,500.00	Social Work		E99923	Bursar	\$ 73,017.00	
F99271	\$ 67,500.00	Social Work		E99964	Registrar	\$ 89,206.00	
F99270	\$ 60,000.00	Math & Stats					
F99269	\$ 60,000.00	Math & Stats					
F99268	\$ 60,000.00	Math & Stats					
E99389	\$ 4,000.00	(restructure Jonathan Gauntt)					
F99261	\$ 65,000.00	Nursing					
F99262	\$ 60,000.00	Nursing					
F99263	\$ 60,000.00	Nursing					
F99264	\$ 60,000.00	Nursing					
F99265	\$ 60,000.00	Nursing					
F99266	\$ 60,000.00	Nursing					
F99260	\$ 65,000.00	Management/Marketing					
F99259	\$ 55,000.00	Accounting					
F99258	\$ 62,000.00	Education Studies					
F99257	\$ 62,000.00	Education Studies					
E99349	\$ 39,000.00	COE Academic Svcs					
F99256	\$ 56,000.00	Human Sciences					
F99255	\$ 50,000.00	Music					
F99254	\$ 50,000.00	Music					
F99253	\$ 40,000.00	English					
F99252	\$ 40,000.00	History					
F99251	\$ 62,000.00	Social Work					
F99250	\$ 64,000.00	Geology					
F99249	\$ 55,000.00	Physics, Engineering, Astronomy					
<b>\$ 205,618.00</b>		<b>Remaining Balance</b>		<b>Remaining Balance</b>	<b>\$</b>	<b>247,992.90</b>	<b>Remaini</b>
<b>90.3%</b>		<b>Consumed %</b>		<b>78.4%</b>			
<b>9.7%</b>		<b>Remaining %</b>		<b>21.6%</b>			

# SFASU Key Performance Indicators (KPI) Financial

as of April 19, 2021

# KPI Data Sources

- Texas Higher Education Coordinating Board (THECB)
  - Expenditure Study – used for calculating the relative weights for formula funding
  - Almanac – public key information for all state supported colleges and universities
  - Accountability System – data repository for accountability measures
- SFASU Institutional Research webpage (current dashboards)  
<https://www.sfasu.edu/ir/>
- Academic Performance Solutions (APS)
  - Will analyze enrollment and efficiency data by college and program
  - Demonstration scheduled for the July 2021 Board of Regents meeting

## SFASU Peer Groups - THECB Certified Data as of FY20

Institution Name	City	State	Certified Fall Headcount
Sam Houston State University	Huntsville	TX	21,363
Texas Woman's University	Denton	TX	15,710
Lamar Univeristy	Beaumont	TX	14,811
Tarleton State University	Stephenville	TX	13,177
Stephen F. Austin State University	Nacogdoches	TX	12,862
Texas A&M Corpus Christi	Corpus Christi	TX	11,452
Angelo State University	San Angelo	TX	10,289
West Texas A&M Universtiy	Canyon	TX	9,970
University of Texas Tyler	Tyler	TX	9,129
University of Houston Clear Lake	Houston	TX	9,082
Texas Southern University	Houston	TX	9,034
Prairie View A&M University	Prairie View	TX	8,940

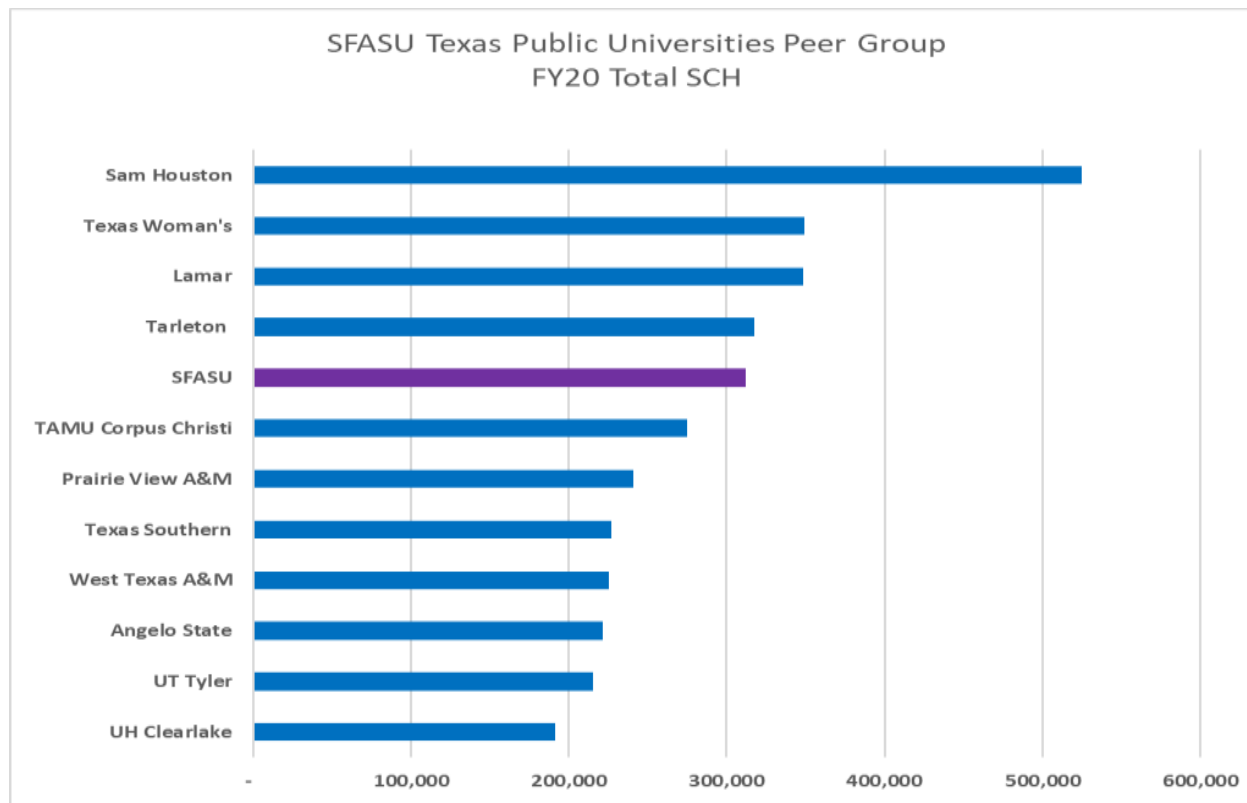
## Texas Public Peer Group FY21 Dual Credit Participation – Certified Data

<b>Institution Name</b>	<b>Fall 20 Headcount</b>	<b>Fall 20 Dual Credit</b>	<b>% Dual Credit</b>
Sam Houston	21,363	-	
Texas Women's	15,710	1,364	8.7%
Lamar	14,811	349	2.4%
Tarleton	13,177	-	
SFASU	12,862	942	7.3%
TAMU Corpus Christi	11,452	106	0.9%
Angelo State	10,289	3,291	32.0%
West Texas A&M	9,970	-	
UT Tyler	9,129	381	4.2%
UH Clearlake	9,082	-	
Texas Southern	9,034	-	
Prairie View A&M	8,940	-	

## Student-Faculty Ratio for Peer Institutions

Texas Public Universities Peer Group								
Data Source THECB Almanac 20								
	2012	2013	2014	2015	2016	2017	2018	2019
SFASU	19:1	20:1	19:1	18:1	18:1	18:1	18:1	18:1
Texas Southern	19:1	19:1	19:1	18:1	18:1	18:1	18:1	19:1
UT Tyler	17:1	17:1	17:1	18:1	17:1	18:1	18:1	19:1
Angelo State	19:1	19:1	19:1	18:1	19:1	20:1	22:1	22:1
Tarleton	20:1	19:1	20:1	20:1	19:1	19:1	20:1	19:1
Lamar	22:1	21:1	22:1	21:1	21:1	18:1	17:1	20:1
Texas Woman's	18:1	19:1	19:1	18:1	19:1	17:1	17:1	16:1
Sam Houston	25:1	25:1	24:1	24:1	24:1	24:1	24:1	23:1
West Texas A&M	20:1	20:1	21:1	22:1	21:1	21:1	20:1	20:1
UH Clearlake	16:1	16:1	16:1	16:1	17:1	16:1	16:1	15:1
TAMU Corpus Christi	21:1	22:1	23:1	23:1	23:1	23:1	32:1	32:1
Prairie View A&M	19:1	20:1	19:1	19:1	19:1	18:1	20:1	21:1

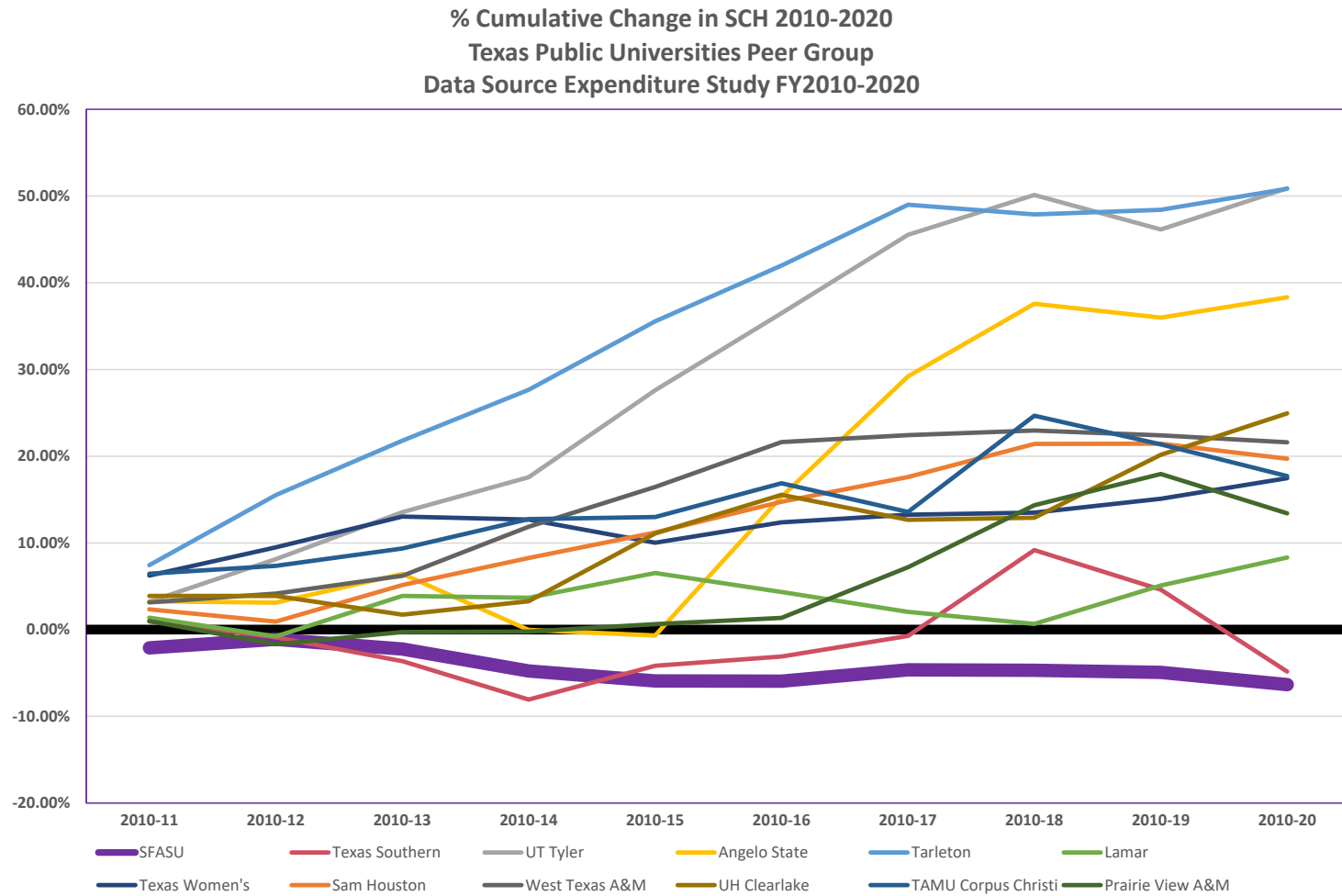
## SFASU Texas Public Peer Group FY20 Total Semester Credit Hours (SCH)





## % Cumulative Annual Change in SCH FY 2010-2020

Texas Public Universities Peer Group										
Data Source Expenditure Study FY2010-2020										
	2010-11	2010-12	2010-13	2010-14	2010-15	2010-16	2010-17	2010-18	2010-19	2010-20
<b>SFASU</b>	-2.09%	-1.10%	-2.24%	-4.78%	-5.91%	-5.94%	-4.63%	-4.69%	-4.93%	-6.35%
<b>Texas Southern</b>	0.97%	-0.87%	-3.64%	-8.06%	-4.18%	-3.11%	-0.73%	9.18%	4.61%	-4.84%
<b>UT Tyler</b>	3.22%	8.12%	13.55%	17.58%	27.61%	36.50%	45.53%	50.14%	46.15%	50.90%
<b>Angelo State</b>	3.27%	3.12%	6.43%	-0.03%	-0.68%	15.34%	29.20%	37.59%	35.99%	38.34%
<b>Tarleton</b>	7.43%	15.51%	21.78%	27.68%	35.57%	41.99%	49.02%	47.89%	48.43%	50.84%
<b>Lamar</b>	1.39%	-0.79%	3.90%	3.68%	6.53%	4.35%	2.04%	0.67%	5.10%	8.32%
<b>Texas Woman's</b>	6.24%	9.50%	13.05%	12.70%	10.02%	12.36%	13.26%	13.49%	15.09%	17.48%
<b>Sam Houston</b>	2.34%	0.94%	5.14%	8.28%	11.19%	14.74%	17.59%	21.42%	21.45%	19.71%
<b>West Texas A&amp;M</b>	3.15%	4.17%	6.20%	11.88%	16.45%	21.64%	22.44%	22.97%	22.42%	21.61%
<b>UH Clearlake</b>	3.89%	3.88%	1.73%	3.29%	11.09%	15.54%	12.66%	12.91%	20.15%	24.93%
<b>TAMU Corpus Christi</b>	6.45%	7.35%	9.35%	12.75%	12.98%	16.88%	13.58%	24.67%	21.37%	17.70%
<b>Prairie View A&amp;M</b>	0.99%	-1.70%	-0.28%	-0.22%	0.63%	1.37%	7.20%	14.36%	17.96%	13.43%



## General Revenue Appropriations FY2003-2021

<b>Fiscal Year</b>	<b>General Revenue</b>	<b>Revenue Bond Retirement</b>	<b>Special Items</b>	<b>Net General Revenue</b>
FY2003	36,918,277	620,534	4,193,697	32,104,046
FY2004	37,973,397	1,019,518	7,000,390	29,953,489
FY2005	38,126,088	1,019,518	6,996,184	30,110,386
FY2006	40,097,036	1,675,026	8,271,882	30,150,128
FY2007	40,050,079	1,684,118	8,271,882	30,094,079
FY2008	43,677,367	3,185,358	8,271,883	32,220,126
FY2009	43,685,586	3,185,358	8,271,883	32,228,345
FY2010	45,614,221	4,746,581	7,962,350	32,905,290
FY2011	40,703,316	4,746,581	7,962,350	27,994,385
FY2012	37,797,001	4,445,888	5,673,174	27,677,939
FY2013	37,843,134	4,450,306	5,673,174	27,719,654
FY2014	39,110,676	4,436,800	6,173,174	28,500,702
FY2015	39,265,903	4,439,616	6,173,174	28,653,113
FY2016	39,613,693	4,320,006	6,181,120	29,112,567
FY2017	39,732,191	4,305,388	6,181,120	29,245,683
FY2018	40,145,767	7,445,116	4,067,891	28,632,760
FY2019	40,201,343	7,440,416	4,067,888	28,693,039
FY2020	39,106,062	6,440,456	4,037,849	28,627,757
FY2021	38,039,484	5,388,000	4,037,847	28,613,637
			Total Net GR Change	(3,490,409)
			% Change	-10.9%

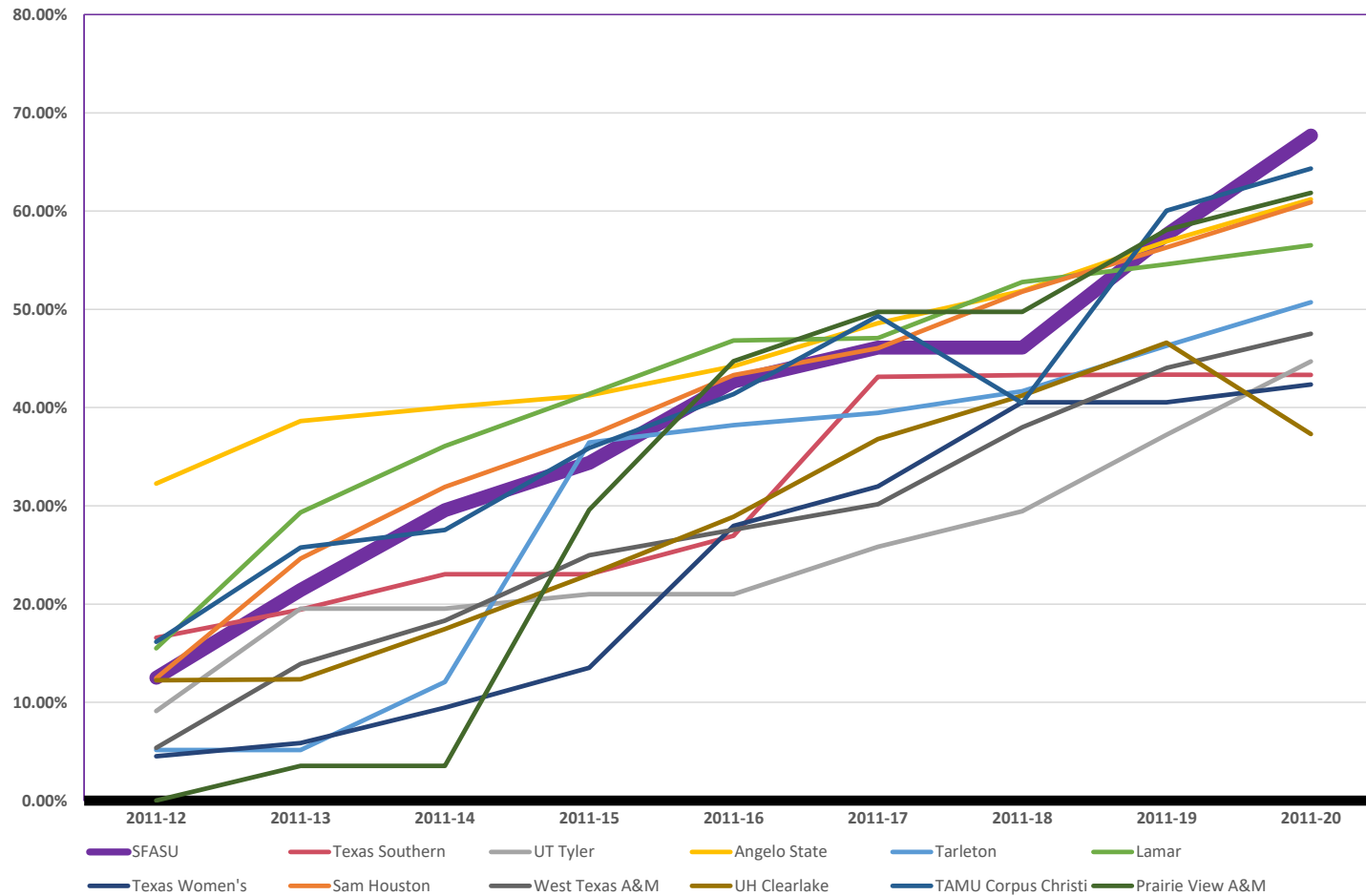
## Average Tuition and Fees

Texas Public Universities Peer Group										
Data Source THECB Almanac FY2011-2020										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
SFASU	6,528	7,344	7,928	8,458	8,772	9,312	9,538	9,538	10,288	10,946
Texas Southern	6,401	7,462	7,646	7,875	7,875	8,126	9,162	9,172	9,176	9,174
UT Tyler	6,042	6,592	7,222	7,222	7,312	7,312	7,602	7,822	8,292	8,742
Angelo State	5,410	7,155	7,500	7,575	7,642	7,802	8,038	8,216	8,489	8,720
Tarleton	5,942	6,248	6,248	6,659	8,108	8,213	8,286	8,417	8,692	8,956
Lamar	6,606	7,630	8,544	8,990	9,340	9,700	9,716	10,092	10,212	10,340
Texas Woman's	6,660	6,960	7,050	7,290	7,560	8,522	8,790	9,360	9,360	9,480
Sam Houston	6,515	7,328	8,120	8,594	8,932	9,336	9,514	9,890	10,182	10,482
West Texas A&M	5,890	6,207	6,709	6,969	7,361	7,514	7,666	8,128	8,484	8,688
UH Clearlake	5,798	6,508	6,514	6,810	7,131	7,473	7,931	8,188	8,500	7,961
TAMU Corpus Christi	6,098	7,083	7,668	7,778	8,287	8,620	9,105	8,566	9,760	10,020
Prairie View A&M	6,664	6,664	6,900	6,900	8,637	9,645	9,979	9,979	10,534	10,785

## % Cumulative Annual Change in Average Tuition and Fees FY2010-2020

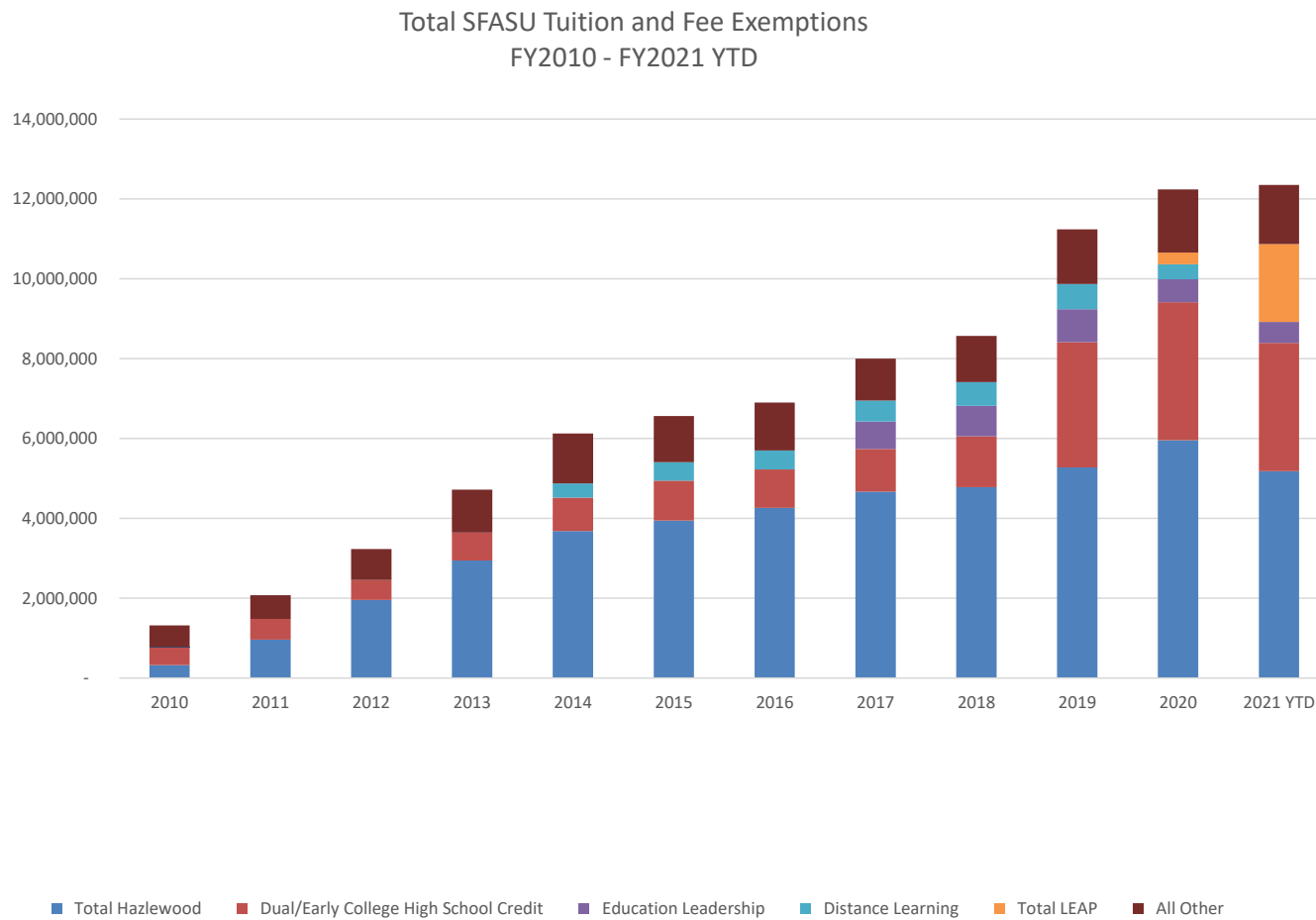
Texas Public Universities Peer Group									
Data Source THECB Almanac FY2011-2020									
	2011-12	2011-13	2011-14	2011-15	2011-16	2011-17	2011-18	2011-19	2011-20
<b>SFASU</b>	12.50%	21.45%	29.56%	34.38%	42.65%	46.11%	46.11%	57.60%	67.68%
<b>Texas Southern</b>	16.58%	19.45%	23.03%	23.03%	26.95%	43.13%	43.29%	43.35%	43.32%
<b>UT Tyler</b>	9.10%	19.53%	19.53%	21.02%	21.02%	25.82%	29.46%	37.24%	44.69%
<b>Angelo State</b>	32.26%	38.63%	40.02%	41.26%	44.21%	48.58%	51.87%	56.91%	61.18%
<b>Tarleton</b>	5.15%	5.15%	12.07%	36.45%	38.22%	39.45%	41.65%	46.28%	50.72%
<b>Lamar</b>	15.50%	29.34%	36.09%	41.39%	46.84%	47.08%	52.77%	54.59%	56.52%
<b>Texas Woman's</b>	4.50%	5.86%	9.46%	13.51%	27.96%	31.98%	40.54%	40.54%	42.34%
<b>Sam Houston</b>	12.48%	24.64%	31.91%	37.10%	43.30%	46.03%	51.80%	56.29%	60.89%
<b>West Texas A&amp;M</b>	5.38%	13.90%	18.32%	24.97%	27.57%	30.15%	38.00%	44.04%	47.50%
<b>UH Clearlake</b>	12.25%	12.35%	17.45%	22.99%	28.89%	36.79%	41.22%	46.60%	37.31%
<b>TAMU Corpus Christi</b>	16.15%	25.75%	27.55%	35.90%	41.36%	49.31%	40.47%	60.05%	64.32%
<b>Prairie View A&amp;M</b>	0.00%	3.54%	3.54%	29.61%	44.73%	49.74%	49.74%	58.07%	61.84%

**% Cumulative Change in Average Tuition and Fees 2011-2020**  
**Texas Public Universities Peer Group**  
**Data Source THECB Almanac FY2011-2020**



## Tuition and Fee Exemptions (000's)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 YTD
<b>Total Hazlewood</b>	323	961	1,952	2,942	3,680	3,941	4,259	4,666	4,781	5,273	5,955	5,183
<b>Dual/Early College HS Credit</b>	459	518	500	699	837	999	968	1,072	1,277	3,141	3,456	3,211
<b>Education Leadership</b>								688	759	827	578	524
<b>Distance Learning</b>					356	466	475	523	597	629	374	-
<b>Total LEAP</b>											295	1,953
<b>All Other</b>	537	595	777	1,078	1,249	1,159	1,199	1,049	1,157	1,369	1,585	1,482
<b>Total Exemptions (000's)</b>	1,319	2,075	3,229	4,719	6,122	6,565	6,900	7,997	8,571	11,239	12,242	12,353





## Ratio Definitions

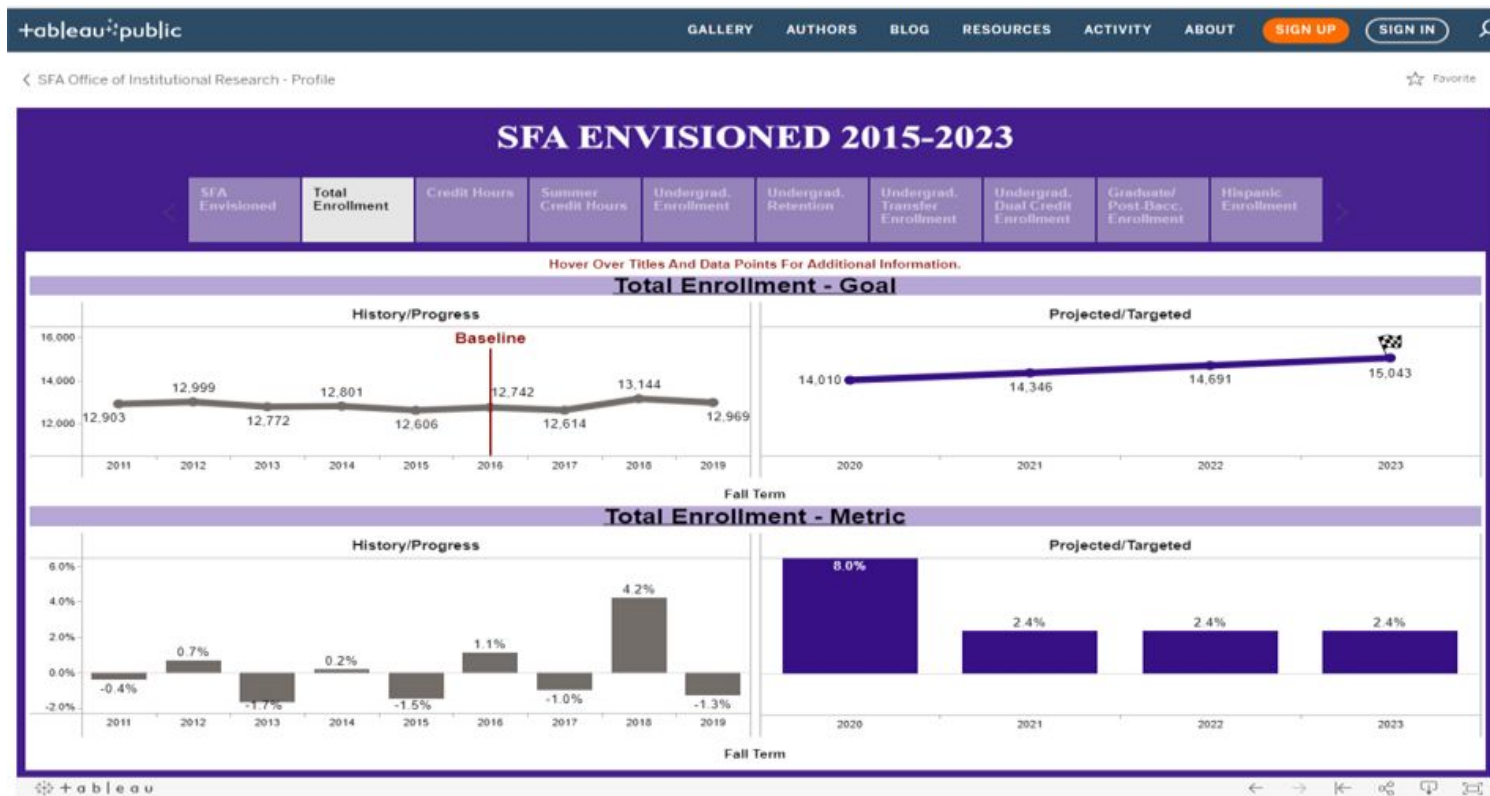
- Primary Reserve Ratio – Measures the financial strength of the institution by comparing expendable net assets to total expenses. The ratio provides a snapshot of financial strength and flexibility by indicating how long the institution could function using its expendable reserves without relying on additional net assets generated by operations.
- Return on Net Assets – Determines whether the institution is financially better off than in previous years by measuring total economic return.
- Net Operating Revenues Ratio- Indicates whether the institution is able to conduct operating activities by using just operating revenues. State Appropriations and Pell Grant revenues are added to the operating revenues for this calculation.
- Viability Ratio – Measures the availability of expendable net assets to cover debt should the institution need to settle its obligations as of the balance sheet date.
- Composite Financial Index (CFI) – A NACUBO developed index that shows the relative financial health of the institution. The CFI is computed by assigning weights to the four ratios above to determine a strength factor.

## SFASU Ratio Analysis 2014-2020

	Ratios Excluding GASB 68 and GASB 75*							
Ratio	Target	2020	2019	2018	2017	2016	2015	2014
Primary Reserve Ratio	40%	55.90%	50.93%	55.14%	51.38%	44.12%	41.72%	29.65%
Net Operating Revenues Ratio	2% - 4%	2.13%	1.06%	2.84%	-4.47%	-8.78%	-7.36%	-8.03%
Return on Net Assets	3% - 4%	6.73%	4.53%	9.35%	13.20%	5.94%	1.70%	6.67%
Viability Ratio	1:1 min	47.01%	43.94%	73.89%	63.05%	61.87%	55.10%	39.28%
Composite Financial Index (CFI)	4	2.65	2.31	3.42	2.56	1.02	0.68	0.63

# Other Current SFASU Dashboard Information

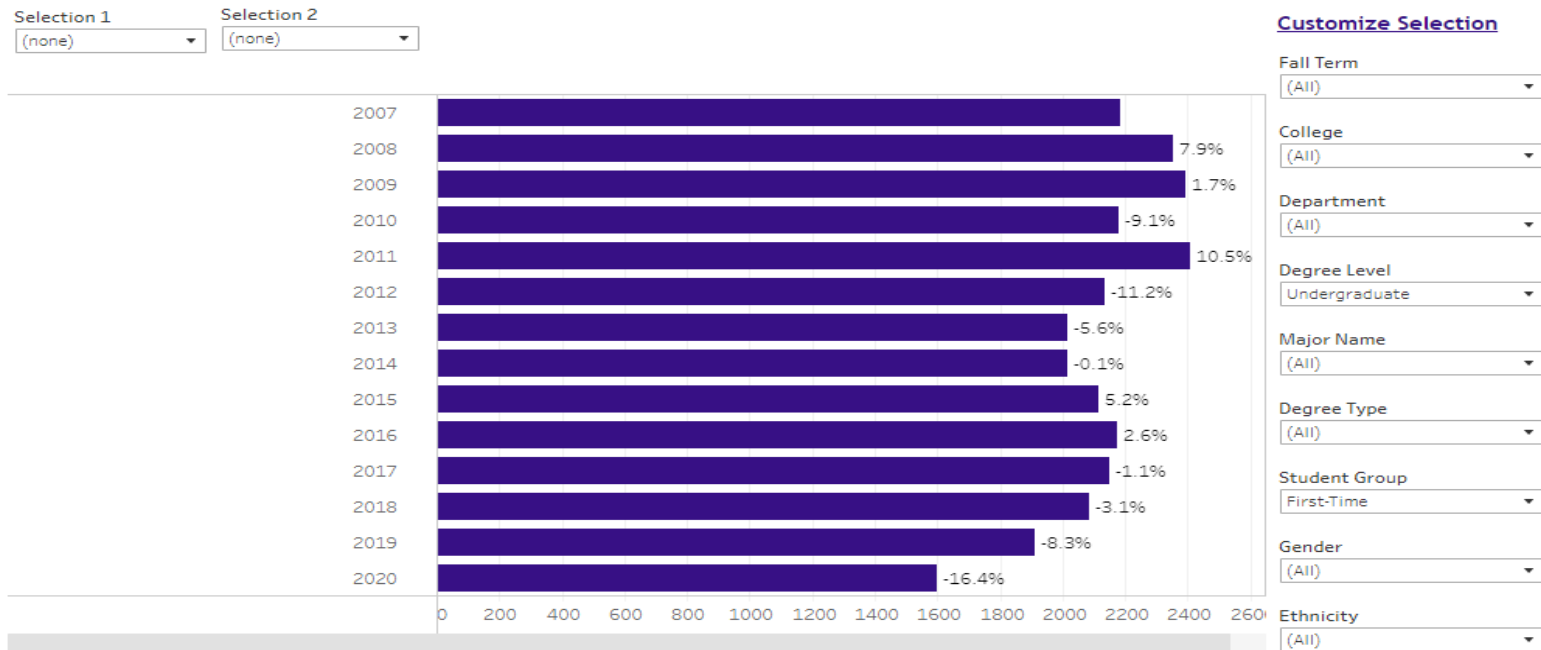
SFA Envisioned [https://public.tableau.com/shared/NNTXBJQRM?:display\\_count=y&:origin=viz\\_share\\_link](https://public.tableau.com/shared/NNTXBJQRM?:display_count=y&:origin=viz_share_link)



# Other Current SFASU Dashboard Information

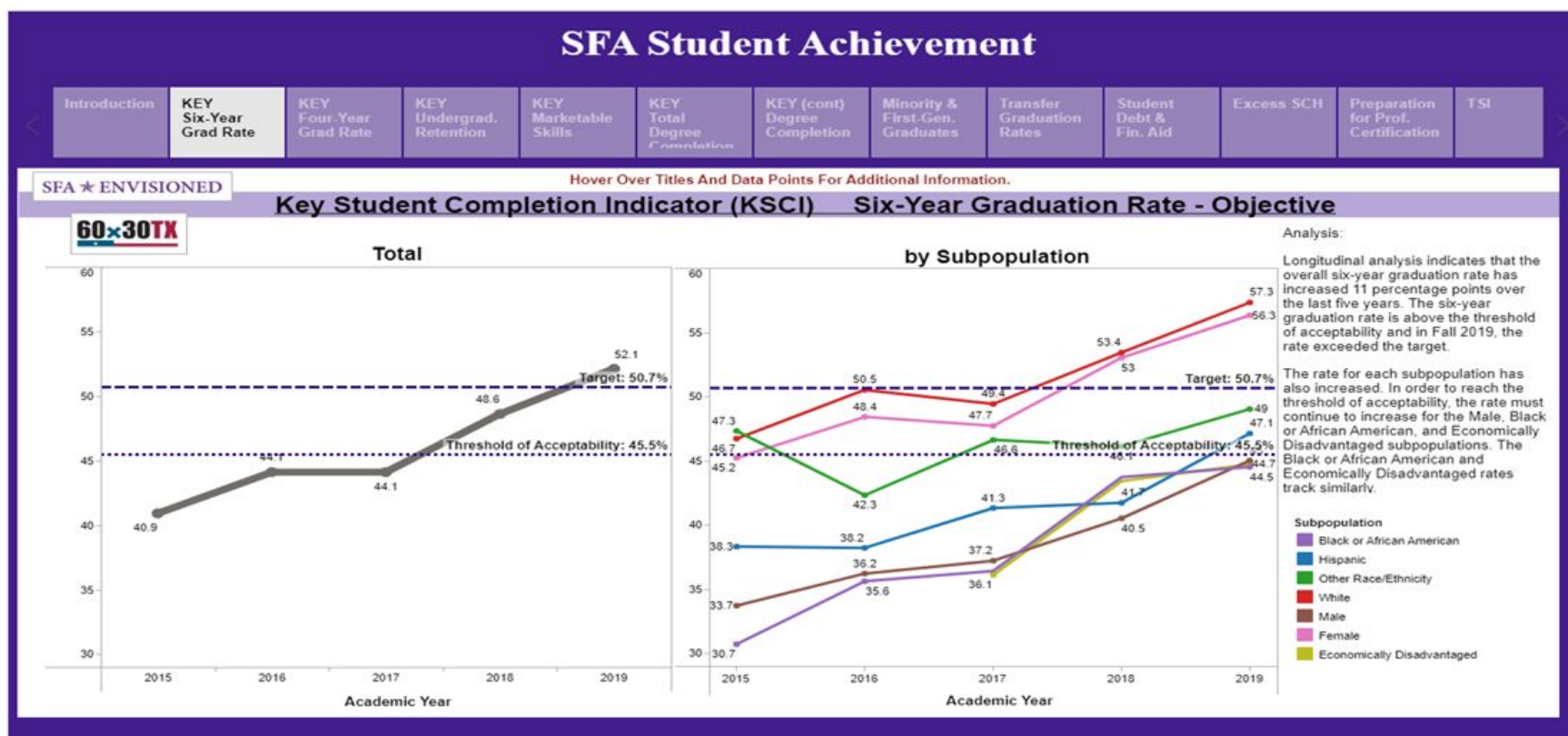
First-time Undergraduate [https://public.tableau.com/shared/BDDKNDNZN?:display\\_count=y&:origin=viz\\_share\\_link](https://public.tableau.com/shared/BDDKNDNZN?:display_count=y&:origin=viz_share_link)

## Change Over Time for Student Headcount Enrollment



# Other Current SFASU Dashboard Information

Student Achievement [https://public.tableau.com/shared/Y59NNQNT6?:toolbar=n&:display\\_count=y&:origin=viz\\_share\\_link](https://public.tableau.com/shared/Y59NNQNT6?:toolbar=n&:display_count=y&:origin=viz_share_link)





## Academic and Student Affairs Committee

## **Chief Executive Officer 2020-2021 Annual Report**

TO: Board of Regents  
FROM: Dr. Scott Gordon, Chief Executive Officer  
DATE: April 5, 2021  
RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252. This report must include the number of reports received of alleged "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the number of investigations conducted as a result of those reports, the disposition of any disciplinary processing arising from those reports, the number of reports for which the institution determined not to initiate disciplinary processes, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all the required reporting information to the Board of Regents for the 2020-2021 Annual report, as of April 1, 2021, from all actionable reports (non-confidential reports). The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the Stephen F. Austin State University website <http://www.sfasu.edu/lumberjacks-care/> as per the public reporting requirements under TEC, Section 51.253(c).

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

<sup>1</sup> When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

<sup>2</sup> For example, reports made by students and all other non-employees (including incidents under 19 Tex. Admin. Code § 3.5(d)(3)) may be excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

## Appendix A

### Summary Data Annual Report

#### April 1, 2020 – March 31, 2021

Texas Education Code, Section 51.252	
<b>Number of reports received under Section 51.252<sup>3</sup></b>	<b>176</b>
Number of confidential reports <sup>4</sup> under Section 51.252	<b>32</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process at this time <sup>5</sup>	
a. Complainant did not respond to contact attempts	<b>41</b>
b. Complainant declined to participate in formal investigation	<b>19</b>
c. No jurisdiction	<b>21</b>
d. Determined not to rise to Violation of 2.13	<b>14</b>
e. Informal resolution	<b>3</b>
f. Complainant/respondent not identified	<b>15</b>
g. Informational purposes only	<b>0</b>
Subtotal	<b>113</b>
Number of investigations in progress under Section 51.252	
a. Under review pending complainant's response	<b>22</b>
b. Investigation under policy 2.13	<b>14</b>
c. Investigation under policy 2.11	<b>3</b>
Subtotal	<b>39</b>
**Disposition <sup>7</sup> of any disciplinary processes for reports under Section 51.252:	
a. Concluded, no finding of policy violation <sup>6</sup>	<b>3</b>
b. Concluded, with Employee Disciplinary Sanction	<b>0</b>
c. Concluded, with Student Disciplinary Sanction	<b>0</b>
Subtotal	<b>3</b>

\*\*Includes any failure to report/false report

Texas Education Code, Section 51.255	
Number of reports <sup>8</sup> received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	<b>3</b>
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c):	
a. Employee termination	<b>0</b>

<sup>3</sup> For example, reports made by employees, students, and all other non-employees (including incidents under 19 Tex. Admin. Code § 3.5(d)(3)) are in Appendix A. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is included in Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.



<sup>4</sup> “Number of confidential reports” is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students).

<sup>5</sup> The institution may have determined “not to initiate a disciplinary process.” The reasons for not initiating a discipline process can include, but are not limited to: determined not to rise to a violation; the respondent’s/complainant’s identity was unknown or not reported; no jurisdiction; the complainant declined to participate in formal investigation; complainant did not respond to contact attempts; informal resolution was completed.

<sup>6</sup> “No Finding of a Policy Violation” in this section refers to instances where there is no finding of responsibility after a hearing or an appeal process; investigations completed with a preponderance of evidence not met are excluded, because it would not have moved forward into a disciplinary process.

<sup>7</sup> “Disposition” means “final result under the institution’s disciplinary process” as defined in the Texas Higher Education Coordinating Board’s (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.

<sup>8</sup> “Number of reports” in this section is a subset of the total number of reports that were received under Section 51.252.

# Racial Profiling Report | Full

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Agency Name: STEPHEN F. AUSTIN STATE UNIV.

Reporting Date: 01/29/2021

TCOLE Agency Number: 347005

Chief Administrator: JOHN FIELDS JR.

Agency Contact Information:

Phone: (936) 468-2252

Email: john.fields@sfasu.edu

Mailing Address:

P. O. BOX 13062

232 EAST COLLEGE STREET

NACOGDOCHES, TX 75962

This Agency filed a full report

STEPHEN F. AUSTIN STATE UNIV. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the STEPHEN F. AUSTIN STATE UNIV. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the STEPHEN F. AUSTIN STATE UNIV. if the individual believes that a peace officer employed by the STEPHEN F. AUSTIN STATE UNIV. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the STEPHEN F. AUSTIN STATE UNIV. who, after an investigation, is shown to have engaged in racial profiling in violation of the STEPHEN F. AUSTIN STATE UNIV. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The STEPHEN F. AUSTIN STATE UNIV has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: JAMES E. CAMPBELL  
Detective

Date: 01/29/2021

## Motor Vehicle Racial Profiling Information

# Total stops: 357

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**Street address or approximate location of the stop**

City street	322
US highway	0
County road	0
State highway	0
Private property or other	35

**Was race or ethnicity known prior to stop?**

Yes	19
No	338

**Race / Ethnicity**

Alaska Native / American Indian	0
Asian / Pacific Islander	6
Black	88
White	210
Hispanic / Latino	53

**Gender**

<b>Female</b>	<b>167</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	3
Black	35
White	101
Hispanic / Latino	28
<b>Male</b>	<b>190</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	3
Black	53
White	109
Hispanic / Latino	25

**Reason for stop?**

<b>Violation of law</b>	<b>21</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	14

Hispanic / Latino	3
<b>Preexisting knowledge</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Moving traffic violation</b>	<b>212</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	61
White	114
Hispanic / Latino	33
<b>Vehicle traffic violation</b>	<b>123</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	23
White	82
Hispanic / Latino	16
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>14</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	7
White	4
Hispanic / Latino	3
<b>No</b>	<b>343</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	6
Black	81
White	206
Hispanic / Latino	50
<b>Reason for Search?</b>	
<b>Consent</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0		
<b>Contraband</b>	<b>0</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
<b>Probable</b>	<b>14</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	7		
White	4		
Hispanic / Latino	3		
<b>Inventory</b>	<b>0</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
<b>Incident to arrest</b>	<b>0</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
<b>Was Contraband discovered?</b>			
<b>Yes</b>	<b>10</b>	<b>Did the finding result in arrest?</b>	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	5	Yes 0	No 0
White	3	Yes 0	No 0
Hispanic / Latino	2	Yes 0	No 0
<b>No</b>	<b>347</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	6		
Black	83		
White	207		
Hispanic / Latino	51		

**Description of contraband****Drugs 9**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 5

White 2

Hispanic / Latino 2

**Weapons 0**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

**Currency 0**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

**Alcohol 1**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 1

Hispanic / Latino 0

**Stolen property 0**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

**Other 0**

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

**Result of the stop****Verbal warning 298**

Alaska Native / American Indian	0
Asian / Pacific Islander	6
Black	72
White	178
Hispanic / Latino	42
<b>Written warning</b>	<b>6</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	4
Hispanic / Latino	2
<b>Citation</b>	<b>53</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	16
White	28
Hispanic / Latino	9
<b>Written warning and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Citation and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0



Black	1
White	0
Hispanic / Latino	0
<b>Violation of Traffic Law</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>No</b>	<b>357</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	53
Black	210
White	0
Hispanic / Latino	0

**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Submitted electronically to the



The Texas Commission on Law Enforcement

# Stephen F. Austin State University Police Department

## Motor Vehicle Racial Profiling Information

**Total stops: 357**

### Street address or approximate location of the stop

City street	322	90.19%
US highway	0	00.00%
County road	0	00.00%
State highway	0	00.00%
Private property or other	35	09.80%

### Was race or ethnicity known prior to stop?

Yes	19	5.32%
No	338	94.67%

### Race / Ethnicity

Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	6	1.67%
Black	88	24.64%
White	210	58.82%
Hispanic / Latino	53	14.84%

### Gender

<b>Female</b>	<b>167</b>	<b>46.77%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	3	1.79%
Black	35	20.95%
White	101	60.47%
Hispanic / Latino	28	16.76%

<b>Male</b>	<b>190</b>	<b>53.22%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	3	10.52%
Black	53	27.89%
White	109	57.36%
Hispanic / Latino	25	13.15%

## Stephen F. Austin State University Police Department Motor Vehicle Racial Profiling Information

<b>Reason for stop? Violation of law</b>	<b>21</b>	<b>5.88%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	4	19.04%
White	14	66.66%
Hispanic / Latino	3	14.28%
<b>Preexisting knowledge</b>	<b>1</b>	<b>00.28%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	1	00.28%
<b>Moving traffic violation</b>	<b>212</b>	<b>59.38%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	4	1.88%
Black	61	28.77%
White	114	53.77%
Hispanic / Latino	33	15.56%
<b>Vehicle traffic violation</b>	<b>123</b>	<b>34.45%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	2	1.62%
Black	23	18.69%
White	82	66.66%
Hispanic / Latino	16	13.00%
<b>Was a search conducted?</b>		
<b>Yes</b>	<b>14</b>	<b>3.92%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	7	50.00%
White	4	28.57%
Hispanic / Latino	3	21.42%

## Stephen F. Austin State University Police Department Motor Vehicle Racial Profiling Information

<b>No</b>	<b>343</b>	<b>96.07%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	6	1.74%
Black	81	23.61%
White	206	60.05%
Hispanic / Latino	50	14.57%
<b>Reason for Search?</b>		
<b>Consent</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Contraband</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Probable</b>	<b>14</b>	<b>03.92%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	7	50.00%
White	4	28.57%
Hispanic / Latino	3	21.42%
<b>Inventory</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%

## Stephen F. Austin State University Police Department Motor Vehicle Racial Profiling Information

<b>Incident to arrest</b>	<b>0</b>	<b>00.00%</b>			
Alaska Native / American Indian	0	00.00%			
Asian / Pacific Islander	0	00.00%			
Black	0	00.00%			
White	0	00.00%			
Hispanic / Latino	0	00.00%			
<b>Was Contraband discovered?</b>					
<b>Yes</b>	<b>10</b>	<b>02.80%</b>	<b>Did the finding result in arrest?</b>		
(total should equal previous column)					
Alaska Native / American Indian	0	00.00%	Yes	0	-00.00%
Asian / Pacific Islander	0	00.00%	Yes	0	-00.00%
Black	5	50.00%	Yes	0	-00.00%
White	3	30.00%	Yes	0	-00.00%
Hispanic / Latino	2	20.00%	Yes	0	-00.00%
<b>No</b>	<b>347</b>	<b>97.19%</b>			
Alaska Native / American Indian	0	00.00%	No	0	-00.00%
Asian / Pacific Islander	6	01.72%	No	0	-00.00%
Black	83	23.91%	No	5	50.00%
White	207	59.65%	No	3	30.00%
Hispanic / Latino	51	14.69%	No	2	20.00%
<b>Description of contraband Drugs</b>	<b>9</b>	<b>1.08%</b>			
Alaska Native / American Indian	0	00.00%			
Asian / Pacific Islander	0	00.00%			
Black	5	55.55%			
White	2	22.22%			
Hispanic / Latino	2	22.22%			
<b>Weapons</b>	<b>0</b>	<b>00.00%</b>			
Alaska Native / American Indian	0	00.00%			
Asian / Pacific Islander	0	00.00%			
Black	0	00.00%			
White	0	00.00%			
Hispanic / Latino	0	00.00%			

## Stephen F. Austin State University Police Department Motor Vehicle Racial Profiling Information

<b>Currency</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Alcohol</b>	<b>1</b>	<b>00.28%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	1	00.28%
Hispanic / Latino	0	00.00%
<b>Stolen property</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Other</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Result of the stop</b>		
	<b>298</b>	<b>83.47%</b>
Verbal warning		
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	6	02.01%
Black	72	24.16%
White	178	59.73%
Hispanic / Latino	42	14.09%
<b>Written warning</b>	<b>6</b>	<b>01.68%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	4	66.66%
Hispanic / Latino	2	33.33%

# Stephen F. Austin State University Police Department

## Motor Vehicle Racial Profiling Information

### Motor Vehicle Racial Profiling Information

<b>Citation</b>	<b>53</b>	<b>14.84%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	1.35%
Black	16	30.18%
White	28	52.83%
Hispanic / Latino	9	16.89%
<b>Written warning and arrest</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Citation and arrest</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Arrest</b>	<b>1</b>	<b>00.28%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	1	00.28%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Arrest based on Violation of Penal Code</b>	<b>1</b>	<b>00.28%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	1	00.28%
White	0	00.00%
Hispanic / Latino	0	00.00%
<b>Violation of Traffic Law</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%



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<b>Violation of City Ordinance</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black 0 White	0	00.00%
Hispanic / Latino	0	00.00%

<b>Outstanding Warrant</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>	<b>00.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	0	00.00%
Black	0	00.00%
White	0	00.00%
Hispanic / Latino	0	00.00%

<b>No</b>	<b>357</b>	<b>100.00%</b>
Alaska Native / American Indian	0	00.00%
Asian / Pacific Islander	6	1.68%
Black	88	24.64%
White	210	58.82%
Hispanic / Latino	53	14.84%

**Number of complaints of racial profiling**

<b>Total</b>	<b>0</b>	<b>00.00%</b>
Resulted in disciplinary action	0	00.00%
Did not result in disciplinary action	0	00.00%

**DATA/USA Link:**      [Data USA](#)

**DATE REPORT COMPILED: 01-20-2021.**

### DINING SERVICES PROVIDER

#### Explanation:

The University seeks to enter into an agreement with a highly qualified food service supplier to operate and manage Stephen F. Austin State University's comprehensive dining services program, including residential, retail, athletic concessions, athlete training tables and event catering. The University engaged food service consultant, *Envision Strategies*, to assist in the request for proposal (RFP) process, the development of the scope of work, financial analysis, and in the evaluation process. The 12-member evaluation committee reviewed written proposals, conducted site visits, and participated in a two-hour presentation from each of the three respondents.

#### Recommendation:

The administration recommends the selection of \_\_\_\_\_ as the dining services provider. The administration further recommends the president be authorized to sign the contract(s). Should negotiations with the selected provider fail to produce an agreement, it is also recommended the administration is further authorized to negotiate with \_\_\_\_\_.

### CURRICULUM CHANGES FOR 2021-22

#### Explanation:

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

#### Recommendation:

It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes as presented to be effective fall 2021.

GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Graduate Course <u>Deletions</u>	
(Submitted for board approval April 2021)	

James I. Perkins College of Education	
Human Sciences	HUSC 5176
Kinesiology and Health Science	ATTR 5137
Kinesiology and Health Science	ATTR 5237

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Additions**

(Submitted for board approval April 2021)

College of Education	
Education Studies	Curriculum and Instruction, Rural Education, Ed.D
Human Services and Educational Leadership	Applied Educational Psychology, MA
College of Liberal & Applied Arts	
English & Creative Writing	Advanced Cert in Professional Writing
Social Work	Doctorate of Social Work
College of Sciences & Mathematics	
Nursing	Nurse Educator Post Master's Certificate

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Modifications**  
 (Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
College of Business, Dean's Office	MBA
<b>James I. Perkins College of Education</b>	
Education Studies	Master of Arts in Teaching
Education Studies	Orientation & Mobility Concentration
Education Studies	Visual Impairment Concentration
Human Sciences	Executive Hospitality Supervision Certificate
Human Services and Educational Leadership	Professional Counseling, Clinical Rehabilitation Counseling, MA
Human Services and Educational Leadership	Professional Counseling, School Counseling, MA
Human Services and Educational Leadership	Ed Leadership, Higher Ed Leadership Conc, EdD
Human Services and Educational Leadership	Ed Leadership, K-12 Leadership Conc, EdD
Human Services and Educational Leadership	Student Affairs & Higher Education, MA
Human Services and Educational Leadership	School Psychology, Ph.D.
Human Services and Educational Leadership	School Psychology for the Post-Baccalaureate, Ph.D.
Human Services and Educational Leadership	School Psychology, M.A.
Kinesiology and Health Science	Athletic Training, M.S.
<b>College of Fine Arts</b>	
Music	Music Production
Music	Sound Recording Technology
Music	Theory-Composition, Composition Thesis, MM
Music	Theory-Composition, Dual Thesis, MM
Music	Theory-Compsoition, Theory Thesis, MM
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Forestry	Forestry MF
Forestry	Resource Communications MS
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geology, Sociology	Grad Cert in Sustainability
English & Creative Writing	Advanced Cert in English Pedagogy
Mass Communication	Mass Communication MA
<b>College of Sciences &amp; Mathematics</b>	
COSM Dean's Office	Natural & Applied Sciences MS
Computer Science	Cyber Security MS
Geology	Geology, MS

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Deletions**

(Submitted for board approval April 2021)

**Arthur Temple College of Forestry & Agriculture**

Environmental Science

Occupational & Environmental Health Grad Certificate

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)****Graduate Course Additions**

(Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
Business Communication & Legal Studies	BUSI 5360
Business Communication & Legal Studies	BUSI 5380
Economics & Finance	ECON 5325
Mgt & Marketing	MGMT 5325
Mgt & Marketing	MGMT 5382
Mgt & Marketing	MKTG 5358
Mgt & Marketing	MKTG 5362
<b>James I. Perkins College of Education</b>	
Education Studies	CIED 6180
Education Studies	CIED 6310
Education Studies	CIED 6312
Education Studies	CIED 6314
Education Studies	CIED 6316
Education Studies	CIED 6318
Education Studies	CIED 6320
Education Studies	CIED 6322
Education Studies	CIED 6324
Education Studies	CIED 6326
Education Studies	CIED 6328
Education Studies	CIED 6330
Education Studies	CIED 6332
Education Studies	CIED 6334
Education Studies	ECED 6360
Education Studies	ECED 6362
Education Studies	ECED 6364
Education Studies	ECED 6366
Education Studies	ECED 6368
Education Studies	ECED 6370
Human Sciences	HUSC 5178
Human Services and Educational Leadership	EDLE 5305
Human Services and Educational Leadership	EDLE 5306
Human Services and Educational Leadership	EDLE 5307
Human Services and Educational Leadership	EDLE 6344
Human Services and Educational Leadership	HEDL 6322
Human Services and Educational Leadership	HEDL 6323
Human Services and Educational Leadership	RSCH 6311
Human Services and Educational Leadership	RSCH 6340
Human Services and Educational Leadership	RSCH 6342
Human Services and Educational Leadership	RSCH 6344
Human Services and Educational Leadership	RSCH 6346



Human Services and Educational Leadership	SPSY 5301
Human Services and Educational Leadership	SPSY 5302
Human Services and Educational Leadership	SPSY 5304
Human Services and Educational Leadership	SPSY 5306
Human Services and Educational Leadership	SPSY 5307
Human Services and Educational Leadership	SPSY 5336
Human Services and Educational Leadership	SPSY 5346
Human Services and Educational Leadership	SPSY 6343
Kinesiology and Health Science	ATTR 5135
Kinesiology and Health Science	ATTR 5138
Kinesiology and Health Science	ATTR 5178
Kinesiology and Health Science	ATTR 5235
Kinesiology and Health Science	ATTR 5239
<b>College of Fine Arts</b>	
Music	MUST 5318
Music	MUST 5319
Music	MUST 5360
Music	MUST 5365
Music	MUST 5370
Music	MUST 5391
Music	MUST 5392
Theatre	DRAM 5315
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	AGRI6175
Environmental Science	ENVR6371
Forestry	FOR5391
Forestry	FOR56309
Forestry	GISC6364
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	SUST5375
English & Creative Writing	ENGL5371
English & Creative Writing	ENGL5374
English & Creative Writing	ENGL5375
English & Creative Writing	ENGL5391
English & Creative Writing	ENGL5397
Social Work	SOCW6124
Social Work	SOCW6300
Social Work	SOCW6301
Social Work	SOCW6302
Social Work	SOCW6303
Social Work	SOCW6304
Social Work	SOCW6305
Social Work	SOCW6306
Social Work	SOCW6307
Social Work	SOCW6310

Social Work	SOCW6312
Social Work	SOCW6313
Social Work	SOCW6314
Social Work	SOCW6315
Social Work	SOCW6316
Social Work	SOCW6317
Social Work	SOCW6322
Social Work	SOCW6323
Social Work	SOCW6325
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL6317
Chemistry & Biochemistry	CHED5331
Chemistry & Biochemistry	CHED5337
Chemistry & Biochemistry	CHED5343
Chemistry & Biochemistry	CHED5352
Geology	GEOL5338
Geology	GEOL5353
Geology	GEOL5388
Mathematics	STAT6390
Nursing	NURS5071
Nursing	NURS5360
Nursing	NURS5361
Nursing	NURS5362
Nursing	NURS5370

GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Graduate Course Modifications	
(Submitted for board approval April 2021)	

Nelson Rusche College of Business	
Bus Com & Legal Studies	BLAW 5347
James I. Perkins College of Education	
Education Studies	SEED 5343
Education Studies	SPED 5315
Education Studies	SPED 5316
Education Studies	SPED 5318
Education Studies	SPED 5352
Education Studies	SPED 5393
Human Sciences	HUSC 5175
Human Sciences	HUSC 5189
Human Sciences	HUSC 5190
Human Services and Educational Leadership	EDLE 5354
Human Services and Educational Leadership	EDLE 5391
Human Services and Educational Leadership	EDLE 6331
Human Services and Educational Leadership	EDLE 6341
Human Services and Educational Leadership	EDLE 6342
Human Services and Educational Leadership	EDLE 6343
Human Services and Educational Leadership	EDLE 6345
Human Services and Educational Leadership	EDLE 6346
Human Services and Educational Leadership	EDLE 6348
Human Services and Educational Leadership	HEDL 6321
Human Services and Educational Leadership	HEDL 6324
Human Services and Educational Leadership	HEDL 6325
Human Services and Educational Leadership	HEDL 6326
Human Services and Educational Leadership	RSCH 6312
Human Services and Educational Leadership	RSCH 6313
Human Services and Educational Leadership	RSCH 6314
Human Services and Educational Leadership	SPHS 5300
Human Services and Educational Leadership	SPHS 5301
Human Services and Educational Leadership	SPHS 5302
Human Services and Educational Leadership	SPHS 5305
Human Services and Educational Leadership	SPHS 5306
Human Services and Educational Leadership	SPHS 5312
Human Services and Educational Leadership	SPHS 5314
Human Services and Educational Leadership	SPHS 5324
Human Services and Educational Leadership	SPHS 5334
Human Services and Educational Leadership	SPHS 5344
Human Services and Educational Leadership	SPHS 5354

Human Services and Educational Leadership	SPHS 5364
Kinesiology and Health Science	ATTR 5131
Kinesiology and Health Science	ATTR 5331
Arthur Temple College of Forestry and Agriculture	
Enironmental Science	ENVR 5014
Enironmental Science	ENVR 5314
Forestry	FORS5305
Forestry	FORS5365
Forestry	FORS6305
Forestry	FORS6365
College of Liberal & Applied Arts	
English and Creative Writing	ENGL5190
College of Sciences & Mathematics	
Biology	BIOL5442
Chemistry	CHED5311
Chemistry	CHED5312
Computer Science	CSCI5320
Computer Science	CSCI5347
Computer Science	CSCI5360
Geology	GEOL5032
Geology	GEOL5332
Nursing	NURS5301
Nursing	NURS5302
Nursing	NURS5311
Nursing	NURS5322
Nursing	NURS5331
Nursing	NURS5332
Nursing	NURS5342
Nursing	NURS5551
Nursing	NURS5661
Nursing	NURS5670

**UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)****Undergraduate Program Modifications**  
(Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
Accounting	Accounting, B.B.A.
Business Communication & Legal Studies	Legal Studies Emphasis, Gen Bus
Business Communication & Legal Studies	Bus Com & Corporate Ed, BBA
Business Communication & Legal Studies	Corporate Communicate Emphasis, General Business
Management & Marketing	Management, BBA
Management & Marketing	Human Resource Mgt, BBA
Management & Marketing	Electronic Business Minor
Management & Marketing	Mgt Minor for BBA Candidate
Management & Marketing	Sports Business Major
Management & Marketing	Sports Business Minor
<b>James I. Perkins College of Education</b>	
Education Studies	BSIS Core Subjects EC-3 Concentration
Education Studies	Core Subjects EC-6 w/ Science of Teaching Reading Concentration
Education Studies	Core Subjects 4-8 w/ Science of Teaching Reading Concentration
Education Studies	El Ed, Special Ed, BSIS
Education Studies	English/Language Arts/Reading 4-8 w/ Science of Teaching Reading Concentration
Education Studies	Mathematics 4-8 Concentration
Education Studies	Science 4-8 Concentration
Education Studies	Social Studies 4-8 Concentration
Education Studies	Early Childhood Minor
Human Sciences	Construction Management, BS
Human Sciences	Construction Management, Major
Human Sciences	Dietetics & Nutritional Sci, Pre-Prof Registered Dietician, BS
Human Sciences	Dietetics and Nutritional Sciences, Registered Dietician, BS
Human Sciences	Hospitality, Nutrition and Food Science Certification Concentration
Human Sciences	Human Development and Family Studies Certification Concentration
Human Sciences	Human Development and Family Studies Concentration
Human Sciences	Interior Design, BS
Human Sciences	Merchandising, BS
Human Sciences	Merchandising, Major
Human Sciences	Restaurant Focus
Kinesiology and Health Science	Dance, Performance and Choreography BS
Kinesiology and Health Science	Dance, Teaching BS
<b>College of Fine Arts</b>	
Art	BFA with Teacher Certification
Music	Music Minor
Music	Music Voice for Theatre Minor
Music	Music, Composition, B.M.
Music	Music, Teaching: Choral/Piano, BM
Music	Music, Teaching: Elementary Music, BM
Music	Music, Teaching: Instrumental (Woodwinds/Brass/Percussion), BM
Music	Music, Teaching: Instrumental Strings, BM

Music	Music, Teaching: Instrumental/Piano, BM
Music	Music, Teaching: Choral/Voice, BM
Theatre	Theatre, All-Level (EC-12) Teacher Certification, BA
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	General Agriculture, Major
Agriculture	Agricultural Communication
Forestry	BSF
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	Sustainability, BA
Anthropology, Geography & Sociology	Sustainability Minor
Anthropology, Geography & Sociology	Certificate in Sustainability
CLAA Dean's Office	BA in Liberal & Applied Arts
Languages, Cultures & Communication	Modern Languages, French, BA
Languages, Cultures & Communication	Modern Languages, Spanish, BA
Languages, Cultures & Communication	LING 4311
Mass Communication	Mass Com BA
Mass Communication	Mass Com BS
Mass Communication	Broadcast journalism concentration
Multi Disciplinary Programs	BSGS
Multi Disciplinary Programs	Multidisciplinary Studies, BS
Multi Disciplinary Programs	Medical Humanities, BA
Multi Disciplinary Programs	Medical Humanities, BS
Multi Disciplinary Programs	Philosophy Minor
Multi Disciplinary Programs	Religious Studies Minor
<b>College of Sciences &amp; Mathematics</b>	
CoSM Dean's Office	Combined Sciences Minor
Chemistry and Biochemistry	Biochemistry, B.S.
Chemistry and Biochemistry	Biochemical/Pre-Medical Concentration
Chemistry and Biochemistry	Chemistry, B.S.
Chemistry and Biochemistry	Chemistry-Interdisciplinary Conc
Chemistry and Biochemistry	Fermentation Science Concentration
Chemistry and Biochemistry	Chemistry Minor
Computer Science	Computer Science BS
Computer Science	Computer Info System BS
Geology	Geology Minor
Physics Engineering	Engineering Physics, Electrical Engineering Conc, BS
Physics Engineering	Engineering Physics, Mechanical Engineering Conc, BS
Physics Engineering	Engineering Minor
Physics Engineering	Physics, Applied Physics, BS
Physics Engineering	Physics, B.S.

**UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)****Undergraduate Program Additions**

(Submitted for board approval April 2021)

**Nelson Rusche College of Business**

Business Communication & Legal Studies	Business Law Certificate
Economics and Finance	Business Analytics Minor

**James I. Perkins College of Education**

Human Sciences	Construction Management, Minor
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**College of Fine Arts**

Theatre	Minor in Devised Theatre & Collaboration
Theatre	Minor in Theatrical Costuming
Theatre	Certificate in Theatrical Costuming

**Arthur Temple College of Forestry & Agriculture**

Agriculture	General Agriculture, BSAG
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**College of Liberal & Applied Arts**

Languages, Cultures & Communication	Teaching English to Speakers of Other Languages Certificate
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**College of Sciences & Mathematics**

Pre-Engineering/Engineering	BS Electrical Engineering
Pre-Engineering/Engineering	BS Mechanical Engineering

**UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Undergraduate Program Deletions**

(Submitted for board approval April 2021)

**College Liberal & Applied Arts**

Mass Communication

Journalism Concentration



UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Undergraduate Course Additions	
(Submitted for board approval April 2021)	
Nelson Rusche College of Business	
Mgt & Marketing	MGMT 3345
James I. Perkins College of Education	
Education Studies	ECED 3330
Education Studies	ECED 3340
Education Studies	ECED 4310
Human Sciences	AVSC 2240
Human Sciences	AVSC 2250
Human Sciences	AVSC 2340
Human Sciences	CMGT 3346
Human Sciences	CMGT 3347
Human Sciences	INDS 1149
Human Sciences	INDS 1249
Human Sciences	INDS 3105
Human Sciences	INDS 3205
Human Sciences	INDS 4100
Human Sciences	TECA 1311
Kinesiology and Health Science	DANC 2078
College of Fine Arts	
Art	ARTS 3362
Art	ARTS 3363
Music	MUSI 2350
Theatre	DRAM 2300
Theatre	DRAM 3374
Theatre	DRAM 3375
Arthur Temple College of Forestry & Agriculture	
Agriculture	ACOM 2120
Agriculture	ACOM 2220
Agriculture	ACOM 3130
Agriculture	ACOM 3131
Agriculture	ACOM 3230
Agriculture	ACOM 3331
Agriculture	ACOM 4340
Agriculture	ACOM 4341
Agriculture	ACOM 4342
Agriculture	AGRI 2316
Agriculture	ANSC 2350
Environmental Science	ENVR 3020
Environmental Science	ENVR 3320
Forestry	FORS 3109
Forestry	FORS 4042
Forestry	FORS 4342
College of Liberal & Applied Arts	

Anthropology, Geography & Sociology	SUST 4340
Anthropology, Geography & Sociology	SUST 4375
Mass Communication	MCOM 1337
Mass Communication	MCOM 4371
Mass Communication	MCOM 4376
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL 3317
Biology	BIOL 3370
Chemistry and Biochemistry	CHEM 3336
Chemistry and Biochemistry	CHEM 4336
Physics Engineering	ENGR 4060
Physics Engineering	ENGR 4070

<b>UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)</b> <b>Undergraduate Course <u>Modifications</u></b> (Submitted for board approval April 2021)	
<b>Nelson Rusche College of Business</b>	
Bus Com & Legal Studies	BCOM 3347
<b>James I. Perkins College of Education</b>	
Education Studies	ECED 3300
Education Studies	ECED 3301
Education Studies	ECED 3320
Education Studies	ELED 4330
Education Studies	ORMO 4303
Education Studies	ORMO 4304
Education Studies	ORMO 4342
Education Studies	SPED 4339
Education Studies	SPED 4360
Education Studies	SPED 4366
Human Sciences	CMGT 1301
Human Sciences	HDFS 4315
Human Sciences	HDFS 4319
Human Sciences	HMSC 4100
Human Sciences	HMSC 4175
Human Sciences	HMSC 4178
Human Sciences	INDS 2208
Human Sciences	INDS 2325
Human Sciences	INDS 3125
Human Sciences	INDS 3225
Human Sciences	MRCH 1302
Human Sciences	MRCH 2320
Human Sciences	MRCH 3304
Human Sciences	MRCH 3323
Human Sciences	MRCH 4319
Human Sciences	MRCH 4352
Human Sciences	MRCH 4363
Human Sciences	NUTR 3349
Human Sciences	NUTR 4329
Human Sciences	NUTR 4335
Human Sciences	NUTR 4339
Human Sciences	RSTO 4207
Human Services and Educational Leadership	CSDS 4330
Kinesiology and Health Science	DANC 3143
Kinesiology and Health Science	KINE 2162
Kinesiology and Health Science	KINE 3331
Kinesiology and Health Science	KINE 3333
Kinesiology and Health Science	KINE 4317

Kinesiology and Health Science	KINE 4350
<b>College of Fine Arts</b>	
Art	ARTS 3361
Art	ARTS 4361
Art	ARTS 4362
Music	MUSI 4344
Music	MUTC 1116
Music	MUTC 1117
Music	MUTC 1211
Music	MUTC 1212
Music	MUTC 2116
Music	MUTC 2117
Music	MUTC 2211
Music	MUTC 2212
Music	MUTC 4361
Music	MUTC 4362
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	HORT2220
Agriculture	HORT2120
Agriculture	AGRI 3361
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	ANTH 2002
Anthropology, Geography & Sociology	ANTH 4382
Anthropology, Geography & Sociology	SOCI 3310
Mass Communication	MCOM 1316
Mass Communication	MCOM 1336
Mass Communication	MCOM 3305
Mass Communication	MCOM 3350
Mass Communication	MCOM 3377
Mass Communication	MCOM 4309
Mass Communication	MCOM 4357
Mass Communication	MCOM 4379
Psychology	PSYC 3380
Languages, Cultures & Communication	LING4311
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL 2300
Biology	BIOL 3308
Biology	BIOL 3360
Biology	BIOL 3421
Biology	BIOL 3433
Biology	BIOL 3453
Biology	BIOL 4442
Chemistry and Biochemistry	CHEM 3437
Chemistry and Biochemistry	CHEM 3438

Chemistry and Biochemistry	CHEM 4164
Chemistry and Biochemistry	CHEM 4170
Chemistry and Biochemistry	CHEM 4341
Chemistry and Biochemistry	CHEM 4354
Chemistry and Biochemistry	CHEM 4443
Chemistry and Biochemistry	CHEM 4453
Chemistry and Biochemistry	CHEM 4466
Computer Science	CSCI 3333
Computer Science	CSCI 3362
Computer Science	CSCI 4325
Computer Science	CSCI 4335
Computer Science	CSCI 4347
Computer Science	CSCI 4362
Geology	GEOL 2341
Nursing	NURS 3158
Nursing	NURS 3205
Nursing	NURS 3207
Nursing	NURS 3232
Nursing	NURS 3308
Nursing	NURS 3431
Nursing	NURS 3606
Nursing	NURS 3630
Nursing	NURS 4208
Nursing	NURS 4233
Nursing	NURS 4237
Nursing	NURS 4330
Nursing	NURS 4336
Nursing	NURS 4338
Nursing	NURS 4339
Nursing	NURS 4342
Nursing	NURS 4343
Nursing	NURS 4344
Nursing	NURS 4345
Nursing	NURS 4407
Nursing	NURS 4431
Nursing	NURS 4432
Nursing	NURS 4440
Nursing	NURS 4441
Nursing	NURS 4606
Physics Engineering	ENGR 1010
Physics Engineering	ENGR 1310
Physics Engineering	ENGR 2305
Physics Engineering	ENGR 3316
Physics Engineering	ENGR 3343

Physics Engineering	ENGR 4145
Physics Engineering	ENGR 4260
Physics Engineering	ENGR 4270
Physics Engineering	PHYS 2325
Physics Engineering	PHYS 2401
Physics Engineering	PHYS 3421
Physics Engineering	PHYS 4170
Physics Engineering	PHYS 4371
Physics Engineering	PHYS 4372
Physics Engineering	PHYS 4473

<b>UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)</b> <b>Undergraduate Course <u>Deletions</u></b> (Submitted for board approval April 2021)	
<b>James I. Perkins College of Education</b>	
Kinesiology and Health Science	DANC 3281
Kinesiology and Health Science	KINE 1302
Kinesiology and Health Science	KINE 2214
Kinesiology and Health Science	KINE 4150
Kinesiology and Health Science	KINE 4176
Kinesiology and Health Science	KINE 4324
Kinesiology and Health Science	KINE 4345
Kinesiology and Health Science	KINE 4361
Kinesiology and Health Science	KINE 4376
Kinesiology and Health Science	HLTH 3386
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Forestry	SFA 401
<b>College of Liberal &amp; Applied Arts</b>	
Mass Communication	MCOM 4345
<b>College of Sciences &amp; Mathematics</b>	
Computer Science	CSCI 2341

## DIVERSITY AND INCLUSION STATEMENT

### Explanation:

Stephen F. Austin State University understands the commitment needed to promote diversity, equity, and inclusion in the university community and abroad. Specifically, the university's diversity and inclusion statement will affirm to faculty, staff, students, administration, and the community that our campus environment respects, honors, and values diverse experiences and perspectives. Our goal is to create welcoming and belonging learning environments and promote access and opportunity for all.

Following extensive dialogue and review among the Campus Climate Steering Committee, which consists of 46 faculty, staff, and students—the academic deans and the president's cabinet, please see the diversity and inclusion statement.

*At SFA, our commitment to diversity and inclusion is more than words—it is actions. We believe diversity and inclusion are keys to promoting more engaged individuals locally and globally. We at SFA are committed to amplifying a campus culture that nurtures belonging and embraces similarities while celebrating that every Lumberjack will be different. Those differences are valued, acknowledged, and supported purposefully.*

### Recommendation:

The administration recommends the approval of the diversity and inclusion statement effective April 20, 2021.



## ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

### Explanation:

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

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

### Recommendation:

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

- Commencement 6.8
- Course Grades 5.5
- Dead Week 7.8
- Digital Millennium Copyright 9.3
- Emergency Operations 13.8
- Export Control 2.15
- Extra-Institutional Learning Experiences in the BAAS Degree 5.11
- Mobile Device Applications 15.2
- Nepotism 11.16
- Outside Employment 11.19
- Performance Management Plan 11.20
- Probationary Period of Employment 11.21
- University ID Cards 14.13

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Commencement

**Policy Number:** 6.8

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

**Date of last revision, if applicable:** 4/24/2018

**Unit(s) Responsible for Policy Implementation:** Enrollment Management, Registrar Office

**Purpose of Policy (what does it do):** Defines commencement guidelines

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

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

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Lynda Langham, Registrar  
Erma Brecht, Executive Director of Enrollment Management  
Damon Derrick, General Counsel

## Commencement

**Original Implementation:** February, 1984

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

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

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

Faculty, staff, students and guests are expected to maintain decorum. As a formal ceremony, all attendees are expected to abide by any protocol or guidelines issued by the university. which will, at a minimum, include the following:

- All attendees must follow all written and verbal instructions.
- All attendees must remain seated during the ceremony and remain for the entire ceremony.
- All ~~graduates~~ *commencement participants* are required to wear ~~formal~~ *an official University recognized regalia or dress military uniform as communicated through commencement correspondence.* ~~academic attire.~~
- All cell phones or other electronic devices must be silenced.
- The possession or use of alcohol or illegal substances, air horns and any other artificial noisemaker, fireworks, balloons, flags, or banners is prohibited.

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

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

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

The student regent, or other individual selected by the provost and vice president for academic

affairs, will give an announcement regarding decorum at the start of the commencement ceremony.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs  
*Executive Affairs; Executive Director of Enrollment Management*

**Contact for Revision:** Provost and Vice President for Academic Affairs  
*Executive Affairs; Executive Director of Enrollment Management*

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Course Grades

**Policy Number:** 5.5

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

**Date of last revision, if applicable:**

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

**Purpose of Policy (what does it do):**

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Updated wording for multiple term options and TCCNS numbering.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullad, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Course Grades

**Original Implementation:** January 25, 2000

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

### Recorded Grades

The following table indicates recorded grades, performance and action descriptions, and the quality points earned that are used to calculate the grade point average (GPA).

GRADES AND GRADE POINTS		
Grade	Description	Grade (Quality) Points
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failed	0 points per semester hour
QF	Quit Failing	0 points per semester hour
WF	Withdrew Failing	0 points per semester hour
DC	Dropped: No Grade	No GPA hours or points
K	Study Abroad Grade Posted	No GPA hours or points
KH	Study Abroad Grade Pending	No GPA hours or points
P	Passing	No GPA hours or points
R*	Developmental Class Grade	No GPA hours or points
T*	Transfer Class Grade	No GPA hours or points
W	Withdrew: No Grade	No GPA hours or points
W6	Dropped: No Grade, Counts for 6-drop	No GPA hours or points
WH	Incomplete	No GPA hours or points
WP	Withdrew Passing	No GPA hours or points

### Withheld Grades

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade

automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

*If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.*

### **Grade Point Average**

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating grade point average (GPA). Grade points are assigned based on the letter grade for each course:

- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in zero grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of GPA eligible hours recorded on the SFA transcript. In addition, repeating a course may affect the grade point calculation.

### **Repeat Grades**

Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

### **Mid-Semester Grades**

Mid-semester grades will be posted for 0000-, 1000- and 2000-level courses during fall and spring semesters. These grades will be posted before the last day to drop courses each semester *or appropriate part of term*. Appropriate academic personnel will provide students with recommendations and options regarding academic performance.

### **Final Grade Reporting**

On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.

The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Course grades may not be posted publicly.

*Students who have not yet graduated from high school will receive a numeric grade from their instructor(s) in order to comply with the parent high school's grade entry guidelines. These numeric grades will be converted to letter grades for official final SFA grades and transcript utilizing the following conversion standards.*

<b><i>Scale for Numeric Equivalent Grade Range</i></b>	<b><i>SFA Letter Grade</i></b>
<i>&gt; = 90</i>	<i>A</i>
<i>80-89</i>	<i>B</i>
<i>70-79</i>	<i>C</i>
<i>60-69</i>	<i>D</i>
<i>0-59</i>	<i>F</i>

### **Grade Changes**

Grade changes within three semesters of the original posting should be entered into the online grade change system. Older grade changes require submission of a Grade Change Form with the appropriate approval signatures. During grading cycles, access to the online grade change system for the current semester is suspended until 19 days after the last day of finals. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

**Cross Reference:** General and Graduate Bulletins; Final Course Grade Appeals by Students (6.3); Class Attendance (6.7); Military Service Activation (6.14); Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;

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

**Contact for Revision:** Provost and Vice President for Academic Affairs; Registrar

**Forms:** WH and Grade Change Form

**Board Committee Assignment:** Academic and Student Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Dead Week

**Policy Number:** 7.8

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** Guidance on additional assignments and activities during the week prior to final exams.

**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:** Update names and minor wording changes.

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

*Additional Comments:*

Reviewers:

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

## Dead Week

**Original Implementation:** June 16, 1982

**Last Revision:** ~~July 24, 2018~~ April 20, 2021

Dead week is an established tradition in higher education to allow students the necessary time to prepare for final examinations. During the last five class days of each long semester, written examinations (except to cover daily assignments) and themes or assignments beyond normal daily requirements are not to be assigned without written notification to the students prior to the twelfth class day.

The Division of ~~University~~ *Student* Affairs and university sponsored student organizations shall observe dead week by refraining from sponsoring events during this time. All student organizations shall be unable to reserve on-campus facilities *including use of university grounds* for events or for the purpose of advertising events during dead week. Student ~~o~~Organizations may not advertise on or off-campus events through any campus medium during this time period.

**Cross Reference:** Faculty Handbook

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

**Contact For Revision:** Provost and Vice President for Academic Affairs, Vice President for ~~University~~ *Student* Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Digital Millennium Copyright

**Policy Number:** 9.3

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Defines university policy pertaining to DMCA and establishes procedures whereby, upon receipt of proper complaints, the university will block access to or take down allegedly infringing material and notify the Web page owner of the complaint.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Edited for clarity.

Reviewers:

Anthony Espinoza, Chief Information Officer  
Damon Derrick, General Counsel

## Digital Millennium Copyright

**Original Implementation:** July 27, 1999

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

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

### Definitions

#### A. Registered Agent

The university general counsel shall be designated as the registered agent for receipt of DMCA complaints.

#### B. Complaint Resolution Team

The complaint resolution team may include the following positions: *chief* information security officer, library director, ~~associate library director for information service~~, university webmaster, director of student rights and responsibilities, director of student activities, and general counsel.

#### C. Official Complaint

An Official Complaint consists of the following:

1. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent;
2. Description of works claimed to be infringed;
3. Description of location for alleged infringing works;
4. Sufficient information to contact the complainant;
5. Statement of good faith belief that the use is not authorized by the owner/agent; and
6. Statement that the information in the notice is accurate and, under penalty of perjury, the complainant is authorized to act on behalf of the owner.

### Initial Review of an Official Complaint

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

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

### **University as Content Provider**

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

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

- A. Such faculty members' or graduate students' infringing activities do not involve the provision of online access to instructional materials that are or were required or recommended, within the preceding three-year period, for a course taught at the institution by such faculty member or graduate student;
- B. The institution has not, within the preceding three-year period, received more than two official DMCA complaints about the alleged infringer; and
- C. The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. See university policy, Copyrighted Works Reproduction (9.2).

### **University as ISP**

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

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

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

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

### **Counter-Notices**

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

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

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

### **Repeat Infringers**

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

**Cross Reference:** Digital Millennium Copyright Act, Pub. L. No. 105-304, 112 Stat. 2860 (1998); Copyrighted Works Reproduction (9.2); ~~Computer and Network Security~~ *Acceptable Use of Information Technology Resources* (14.2)

**Responsible for Implementation:** ~~General Counsel~~ *Chief Information Officer*

**Contact for Revision:** *Chief Information Officer*, General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Emergency Operations

**Policy Number:** 13.8

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

**Date of last revision, if applicable:** 4/30/2019

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

**Purpose of Policy (what does it do):** This policy defines the university's Emergency Operations Plan and commitment to the safety and security of our students, faculty, staff and surrounding communities.

**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:** N/A

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

*Additional Comments:*

Clarify the Emergency Management Committee as the point of contact for emergency management programs. Update Contact for Revision information.

Reviewers:

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



## Emergency Operations

**Original Implementation:** November 1986

**Last Revision:** ~~April 30, 2019~~ April 20, 2021

### Preamble

Stephen F. Austin State University (SFA) is committed to the safety and security of our students, faculty, staff and surrounding communities. We demonstrate this commitment by preparing for and mitigating risks to the extent possible, establishing multi-hazard preparedness activities, plans and programs. This commitment is operationalized through coordination of efforts and clear communication with local, regional, state, and federal-level stakeholders.

### Definitions

For the purposes of this plan, the following definitions are provided and listed in order of severity:

**Critical Incident** - an incident that does not pose a comprehensive and ongoing threat to the university community, and/or the functioning of the institution. Critical incidents may be handled under the Critical Incident Response Plan (CIRP), which is separate from the Emergency Operations Plan (EOP). When an emergency or disaster occurs, the CIRP will operate as a sub-plan within the EOP. An example would be the report of a missing student.

**Emergency** - a sudden or unexpected occurrence, or combination of occurrences, that may cause injury, loss of life, and/or destruction of property, and creates a disruption of the university's normal operations to such an extent that it poses a threat to the campus community. An example would be a building fire.

**Disaster** - a sudden, unplanned event with a significant scope of impact involving many people, if not the entire community, and is based on the scope of the event, number of lives impacted, and the devastation of property. An example would be a hurricane.

### Emergency Operations Plan

The Texas Education Code (TEC) 51.217 requires institutions of higher education to adopt and implement a multi-hazard EOP for use at the institution. The University Police Department is responsible for maintaining this plan which must address mitigation, preparedness, response and recovery. This plan should be reviewed annually and updated whenever necessary. This plan describes both authorities and practices for managing and coordinating the response to incidents that range from the serious but purely isolated, to large scale incidents and natural disasters.

#### **National Incident Management System and Incident Command System (NIMS/ICS)**

The EOP is founded on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS), which provides a national template that enables federal, state, and local governments and private sector nongovernmental organizations to work together effectively and efficiently. Implementation of the plan requires cooperation, collaboration, and information sharing among all university departments, as well as with

external agencies that may assist the university during major emergencies and disasters.

### **Safety and Security Audit**

At least once every three years, the university will conduct a safety and security audit of the institution's facilities. To the extent possible, the university shall follow procedures developed in consultation with the division of emergency management of the Office of the Governor. The university will report the results of the safety and security audit to SFA's Board of Regents and the Division of Emergency Management of the Office of the Governor.

### **Mitigation**

The NIMS defines mitigation as "the capabilities necessary to reduce the loss of life and property from natural and/or manmade disasters by lessening the impacts of disasters." In the pursuit of this objective, the university should develop procedures for hazard analysis as well as for behavioral risk assessment and intervention. The university's (BIT) Behavior Intervention Team, shall serve as an important resource.

### **Hazard Analysis**

The university, as part of its EOP, should complete a hazard analysis of university properties and their surrounding communities to identify potential hazards from natural, technological, and human-caused incidents, including violence and property crime. The university should utilize the results of the hazard analysis to develop specific mitigation and prevention activities and plans as part of their multi-hazard EOP.

### **Behavioral Risk Assessment and Intervention**

The university should have processes in place to identify and appropriately assist/address students, faculty and staff who exhibit early warning signs of violence, harmful and risk-taking behaviors, or a potential threat to life or property.

### **Preparedness**

The NIMS defines preparedness as "the process of identifying the personnel, training and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident." In the pursuit of this objective, the university should designate individuals to oversee emergency management on campus, establish coordination with other agencies, train employees, make detailed plans and ensure that the university has the necessary equipment to respond.

### **Emergency Management Committee (EMC)**

The university has an emergency management committee (EMC) and it serves as the point of contact for emergency management programs. The university police chief serves as the emergency operations coordinator and chair of the emergency management committee. ~~should establish an EMC. This committee is the point of contact for emergency management programs and is responsible for the development and oversight of emergency management programs.~~ The responsibilities of the EMC include ensuring that all state and federal mandates for emergency planning, review and updates are implemented. Members of the Emergency Management

Committee (EMC) must be trained on NIMS and ICS at least every three years.

### **Coordination with Other Agencies**

The university should engage in interagency collaboration and adopt mutual-aid agreements, memoranda of understanding, inter-jurisdictional/ inter-local agreements, and other collaborative documents. The university's multi-hazard EOP should include procedures for interoperability with all stakeholders. According to NIMS, interoperability refers to the ability to communicate across jurisdictions and disciplines to support incident management when needed and as authorized.

### **Mandatory Drills**

The university multi-hazard EOP should include the development and implementation of a comprehensive multi-hazard exercise/drill program and schedule. At least one table-top program must be conducted each year, and one full-scale drill should be conducted every five years.

### **Employee Training**

The university's multi-hazard EOP should establish a program and schedule of training to educate stakeholders about safety and emergency management programs. The plan should establish how often training should be conducted.

### **Program Liaisons**

The university should ensure that each facility has a designated emergency management program liaison.

### **Equipment**

The university multi-hazard EOP should address equipment needed to respond to an emergency.

### **Access to Facilities**

The university should have policies and procedures that govern access to its facilities.

### **Public Information**

The university should establish public information procedures and processes to gather, verify, coordinate and disseminate information during an incident.

### **Individuals with Special Needs**

The university multi-hazard EOP should address assistance to individuals with special needs during an incident.

### **Pandemic and Public Health Issues**

The university multi-hazard EOP should include policies and procedures to address pandemic and public health issues.

### **Maps and Floor Plans**

The university multi-hazard EOP should include maps and floor plans that show evacuation options, utility shut-offs, and other relevant locations and information.

## **Response**

The NIMS defines response as “the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.” In pursuit of this objective, the university should identify the appropriate personnel to initiate established response protocols.

### **Emergency Operation Plan Annexes**

The university’s EOP should include functional and situational annexes, which are detailed plans for how to manage specific emergencies that can be anticipated. These annexes should be consistent with the NIMS.

#### **Functional Annexes**

Support function annexes are based on models developed in the National Response Framework and adapted for the specific functions necessary at Stephen F. Austin State University. These annexes provide direction for specific functions during preparedness, response, and recovery phases of an emergency incident or disaster. These annexes do not address specific incidents or disasters, but rather provide a general framework that may be adapted for emergency operations during any type of incident. Functional Annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

#### **Situational Annexes**

Certain hazards or situations present a greater risk to, or vulnerability for, the university. Situational annexes are specific plans for such incidents. Examples of these situations include a hurricane, a hostile intruder, or a fire. Situational annexes provide additional guidance for responding to specific situations. Situational annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

## **Notification and Communications**

The university multi-hazard EOP should establish communications protocols for both internal and external notification. Specific strategies for notifying and communicating with students, faculty and staff should be addressed.

### **Early Alert**

Section 51.218 of the Texas Education Code requires that each institution of higher education and private or independent institution of higher education shall establish an emergency alert system for the institution's students and staff, including faculty. The emergency alert system must use e-mail or telephone notifications in addition to any other alert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students and staff. Any faculty, staff or student may elect not to participate in an emergency alert system established under this section of the code.

### **Timely Warnings**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university will issue a timely warning if there is a serious or continuing threat to the safety of the campus community.

### **Recovery**

The NIMS defines recovery as, “the capabilities necessary to assist communities affected by an incident to recover effectively.” The university should implement adopted policies, plans and procedures for continuity of operations as well as addressing the emotional and physical health of students and employees after an incident.

#### **Continuity of Operations**

The university should implement adopted policies, plans and procedures for Continuity of Operations to resume essential functions during and after an incident.

#### **Emotional and Physical Health**

The university should implement adopted policies, plans and procedures for emotional and physical health recovery needs for students/faculty/staff during and after an incident.

#### **After Action Review**

The university should implement adopted policies, plans and procedures for after-action reviews and corrective action plans following an exercise/drill or incident.

**Cross Reference:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092; Stafford Act, Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5, HSPD-5; Texas Disaster Act of 1975, Tex. Gov’t Code §§ 418.001-.191, Ch. 433; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att’y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code Ch. 361; Tex. Educ. Code § 51.201-.211; The Texas Emergency Management Plan, Governor’s Division of Emergency Management; Employee Safety Manual / Emergency Management Plan; Students Displaying Serious Psychological Problems (10.13)

**Responsible for Implementation:** President

**Contact for Revision:** ~~Executive Director of Public Safety/~~Chief of Police; Vice President for ~~University Affairs~~ *Finance and Administration*

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs ~~Administration~~

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Export Control

Policy Number: 2.15

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do):

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

Specific rationale for new policy:

Specific rationale for each substantive revision: No changes.

Specific rationale for deletion of policy:

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Export Control

**Original Implementation:** July 24, 2018

**Last Revision:** ~~None~~ April 20, 2021

Federal regulations govern how certain information, technologies, and commodities can be transmitted overseas or to a foreign national on U.S. soil. The scope of the regulations is broad: they cover exports in virtually all fields of science, engineering, and technology and apply to research activities regardless of the source of funding. Failure to comply with these laws can have serious consequences, both for the university and the individual researcher. The potential penalties include fines and imprisonment. These laws are collectively referred to as export control laws.

Stephen F. Austin State University (SFA) is committed to compliance with federal export control laws and regulations, including those implemented by the U.S. Department of Commerce through its Export Administration Regulations (EAR), the U.S. Department of State through its International Traffic in Arms Regulations (ITAR), as well as embargo regulations imposed by the U.S. Treasury Department through its Office of Foreign Assets Control (OFAC).

SFA encourages and supports open research and the free exchange of ideas. Although most university activities and research are exempt from export control laws, SFA engages in activities, research, and the development of new technologies that are subject to these export restrictions. SFA has established the procedures necessary to ensure the university and its employees remain in full compliance.

The Office of Research and Graduate Studies is charged with compliance oversight of the U.S. export control requirements for the university. Other university departments, including Human Resources, Controller, Environmental Health, Safety and Risk Management, Information Technology Services, Procurement and Property Services, and International Programs have administrative oversight of compliance activities in their respective areas. The compliance coordinating committee reviews export control compliance activities as it may affect the broader university community.

Individuals acting on behalf of the university, including faculty, staff, and students, are responsible for the proper handling, transfer, access, storage, control, and dissemination of export controlled hardware, software, information, technology, and technical data to destinations and persons outside of the United States and to foreign nationals at the university engaging in instruction, conducting research, or providing service activities.

The civil and criminal penalties associated with violating export control regulations can be severe, ranging from administrative sanctions including loss of research funding, to monetary penalties, and imprisonment. Anyone found to have engaged in conduct contrary to this policy is subject to disciplinary action by the university up to and including dismissal or expulsion and civil or criminal prosecution.

**Cross Reference:** Export Administration Regulations, 15 CFR 730-774; International Traffic in Arms Regulations, 22 CFR 120-130; 31 CFR 501-598; Office of Foreign Assets Control Sanctions List

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

**Contact for Revision:** Compliance Coordinator, Office of Research and Graduate Studies

**Forms:** See respective departments

**Board Committee Assignment:** Academic and Student Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Extra-institutional Learning Experiences in the BAAS Degree

**Policy Number:** 5.11

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences degree.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

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

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

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

## Extra-Institutional Learning Experiences in the BAAS Degree

**Original Implementation:** October 26, 1999

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

The purpose of this policy is to define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences (BAAS) degree.

### Rationale

Academic credit for extra-institutional learning experience is awarded for educational attainment that is comparable to a university-level course. Such credit is granted in a variety of ways that include, but are not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, occupational portfolio review, and examination by a Stephen F. Austin State University (SFA) academic unit. The credit awarded must be appropriate to a student's BAAS degree program.

### Authority and Oversight

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

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

### Definitions

- **BAAS Degree** - The Bachelor of Applied Arts and Sciences degree is designed to offer students an opportunity to receive college credit for extra-institutional learning experiences and to apply these credits toward a baccalaureate degree. The degree is designed to provide both academic and professional depth to individuals who have recognized competency in occupational or technical fields.
- **Extra-institutional Learning** - Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education. Such experience may include learning sponsored by non-accredited associations, business, industry, or

military units that develop knowledge, skills, and values. If the learning experience occurred outside of a training program related to professional licensure or certification, the student must submit an occupational portfolio.

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

### Procedure for Credit Awards

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

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

All requests for extra-institutional credit must be submitted by the student at the time of application to the BAAS degree program. Requests must be accompanied by documentation of the learning experiences, including an occupational portfolio (if required). The director of the ~~division~~ *Division* of ~~multidisciplinary~~ *Multidisciplinary programs*, or a designee, will review the documentation and make a ~~final~~ determination on the amount of credit to award. Credit awarded will be submitted to the Office of the Registrar. Credit awarded for extra-institutional experiences is only applicable to the BAAS degree.

### Appeals

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

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

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

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

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Mobile Device Applications

**Policy Number:** 15.2

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

**Date of last revision, if applicable:** 4/24/2018

**Unit(s) Responsible for Policy Implementation:** University Marketing Communications

**Purpose of Policy (what does it do):** This policy establishes standards and procedures for reviewing mobile device applications to ensure apps provide consistent, effective, and efficient user experiences.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Minor updates.

Reviewers:

Shirley Luna, Executive Director of Marketing Communication  
Graham Garner, Chief Marketing Communications Officer  
Damon Derrick, General Counsel

## Mobile Device Applications

**Original Implementation:** April 14, 2015

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### Overview

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

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

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

### Definitions

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

### Procedures

1. Requests for new apps must be submitted using the Standalone Mobile Application Request form. The WDO will review the proposal, determine whether a standalone app is appropriate, and contact the requesting unit. Requests for SFA-related standalone apps must be approved by the appropriate vice president.
2. To ensure consistency, SFA-related standalone apps must be distributed under SFA's official developer account in the appropriate mobile application delivery platform, e.g., iOS App Store, or Google Play Store. No other accounts may be created to develop or distribute SFA-related standalone apps.

**Cross Reference:** None

**Responsible for Implementation:** *Chief Marketing Communications Officer*~~Vice President for University Advancement~~

**Contact For Revision:** Executive Director of Marketing Communications

**Forms:** Standalone Mobile Application Request

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Nepotism

**Policy Number:** 11.16

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** This policy explains nepotism and the related employment requirements for employees of Stephen F. Austin State University.

**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:** N/A

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

*Additional Comments:*

No substantive updates needed

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel



## Nepotism

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021 ~~July 24, 2018~~

### Purpose

This policy explains nepotism and the related employment requirements for employees of Stephen F. Austin State University.

### Definitions

**Nepotism** involves showing favor to relatives when hiring or promoting or making decisions about salary or supervision. For this policy, the term **relative** shall mean those individuals within the second degree of affinity (marriage) or third degree of consanguinity (blood), defined in Appendix A. An **adopted child** is treated as the natural child of the adoptive parents.

### General

The rules concerning nepotism apply to all employees of the university including students, whether employed full or part-time. Employees are required to annually disclose, in a manner determined by the university, the existence of any relationship that may be or cause a violation of this policy.

A university employee may not hire, appoint, or confirm the appointment of a relative for a university position of employment or take any action with regard to the relative's promotion, salary or supervision. If an appointment, reappointment, reclassification, promotion or other action places a person under the supervision of a relative, all subsequent actions with regard to the terms and conditions of employment, including the annual performance evaluation, is the responsibility of the next highest administrative supervisor. This shall further apply in situations where two employees marry and one spouse is the administrative supervisor of the other.

No relative of a member of the board of regents may be employed for any position with the university. However, an exception to this rule will be made in cases where the relative has been continuously employed in the position for a period of thirty (30) days prior to the appointment of the related regent. When a relative is allowed to continue in a position because of the operation of this exception, the regent who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of the relative, if such action applies only to the relative and is not taken with respect to a bona fide class or category of employees.

An individual who violates this policy may be subject to criminal penalties and/or dismissal from employment.

**Cross Reference:** Tex. Gov't Code Ch. 573; ~~Non-Academic Employee Handbook~~

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

**Contact for Revision:** Director of Human Resources and General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

Appendix A

Consanguinity Kinship Chart  
(Relationship by Blood)



Affinity Kinship Chart  
(Relationship by Marriage)



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Outside Employment

**Policy Number:** 11.19

**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 outlines the requirements of Stephen F. Austin State University (SFA) employees in reporting outside employment that is in addition to their employment at SFA. This policy applies to all employees of SFA except positions that require enrollment as a student.

**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:** N/A

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

*Additional Comments:*

No changes.

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Outside Employment

**Original Implementation:** April 21, 1981

**Last Revision:** April 20, 2021 ~~October 29, 2018~~

### Purpose

This policy outlines the requirements of Stephen F. Austin State University (SFA) employees in reporting outside employment that is in addition to their employment at SFA. This policy applies to all employees of SFA except positions that require enrollment as a student.

### Definitions

**Outside employment** is engagement in any activity for a fee, salary, wages, or other financial arrangement other than for SFA. Examples include dual employment with another entity in Texas government, establishing or joining a firm, private business, or engaging in the private practice of some professional skill, or working at another job.

**Dual employment** is engagement in any activity for a fee, salary or wage at another state agency or institution of higher education other than SFA.

### General

University employees who propose to engage in outside employment activities must adhere to the following guidelines and any applicable laws:

1. An individual desiring permission to engage in outside employment must complete the Request for Approval of Outside Employment form and route it through administrative channels to the appropriate ~~vice-president~~ *division head* (or president if no ~~vice president~~ *division head* oversees the office) for approval, prior to beginning outside employment. After initial approval of the outside employment, the employee will annually disclose or update such outside employment in the Employee Annual Conflict of Interest Disclosures.
2. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.
3. The employee may not use any materials or facilities of SFA in the course of outside employment.
4. The employee will make a reasonable effort to assure that his/her outside employment is not identified with SFA.
5. The employee cannot perform any outside employment within the hours in which they are also being compensated for employment with SFA.

In addition, the following guidelines and constraints are applied for dual employment:

1. Separate leave records will be maintained for each employment.
2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrual for the other position.
3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
4. The state's contribution towards the taxes imposed on the employee by the Federal Insurance Contributions Act may not exceed the overall limit specified in the General Appropriations Act. The comptroller shall prescribe such uniform accounting and reporting procedures as necessary to ensure that expenditures for this purpose do not exceed this limit.
5. The total state contribution toward the employee's group insurance will be limited to no more than the amount specified in the General Appropriations Act for one full time active employee.
6. The employee will be entitled to receive longevity payment for no more than one employment.
7. Overtime compensation will accrue for each employment totally independent of the other, except that when an employee works in a dual employment capacity where the employee is subject to the overtime provisions of the Fair Labor Standards Act (FLSA) of 1938, 29 U.S.C., sec. 201 et seq., in either employment, the employing agency or agencies must consider all combined time worked in excess of 40 hours per week as overtime and compensate the employee in accordance with the FLSA provisions applicable to joint employment relationships. In cases where the dual employment is with two separate agencies, the two agencies shall coordinate in order to determine which agency shall have the responsibility to assure that the employee is properly compensated in accordance with such provisions.

Each ~~vice-president~~ *division head* will provide a summary report to the president of individuals in their division approved for outside employment by October 31 of each year.

**Cross Reference:** Faculty Handbook, Tex. Const. art. XVI, §§ 33, 40; Tex. Gov't Code §§ 667.001-007; General Appropriations Act; Fair Labor Standards Act, 29 U.S.C. §§ 201-219

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

**Contact for Revision:** Director of Human Resources

**Forms:** Request for Approval of Outside Employment form is available on the human resources

website; Employee Annual Conflict of Interest Disclosures.

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Performance Management Plan

**Policy Number:** 11.20

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy establishes that the university will utilize a Performance Management Plan to evaluate employee work efforts annually.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel



## Performance Management Plan

**Original Implementation:** July 14, 1998

**Last Revision:** April 20, 2021/January 30, 2018

### *Purpose*

*This policy establishes that the university will utilize a purpose of the performance management plan to evaluate employee work efforts annually.*

*This policy applies to all non-faculty employees at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. Positions that are excluded include academic department chairs, deans, library director, charter school teachers, and all coaches. However, all categories listed as an exemption shall have some form of evaluation system, but are not governed by this policy. This policy also does not apply to positions which require student status, casual employees, or employees working less than 50% FTE.*

### *General*

*The goal of the performance management plan is to maximize employee work efforts to achieve university, organizational and individual objectives through active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the university; and to ensure that job performance is measured effectively for compensation purposes.*

~~This policy applies to all non-faculty employees, excluding academic department chairs, deans, library director, charter school teachers, and all coaches at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. However, all categories listed as an exemption shall have some form of evaluation system, but are not governed by this policy. This policy also does not apply to positions which require student status, casual employees, or employees working less than 50% FTE. Employees must be evaluated to be eligible for merit increases.~~

Human Resources (HR) oversees the performance management plan to include development of applicable forms, retention of completed evaluation plans and establishing guidelines for evaluating employees' performance.

### **Documentation**

The review plan for each employee should be free from discrimination including ~~race, color, religion, sex, age, national origin, disability, genetic information, citizenship or disabled veteran status according with Equal Employment Opportunity (EEO) law. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression~~ race, color, religion, national origin, sex, sexual orientation, gender identity, gender

| *expression, age, disability, genetic information, citizenship, or veteran status.* Supervisors may not consider the employee's use of federally protected leaves, such as Family Medical Leave, against the employee during the evaluation. For further clarification, please contact human resources. Each supervisor will be held responsible for ensuring the review is fair, objective, accurate, and honest and discussed with the employee. Supervisors are also responsible for ensuring consistency of application within their departments. Reviewing supervisors are responsible for ensuring compliance with EEO law.

### **Compensation Actions**

| *Employees must be evaluated to be eligible for merit increases.* Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of an employee's actual job performance. Merit increases are to be withheld for employees who had an overall rating of ~~"needs improvement" or "unsatisfactory"~~ *less than acceptable* and therefore are not fully effective in their job performance. Administrative leave is to be withheld for employees who receive a rating of less than acceptable in any evaluation factor.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Performance Management Plan and Review (Available on the Internet)

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Probationary Period of Employment

**Policy Number:** 11.21

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy defines the probationary period of employment and describes the evaluation to be completed during this period.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

John Wyatt, Interim Director of Human Resources

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

## Probationary Period of Employment

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021-24, 2018

### *Purpose*

*This policy defines the probationary period of employment and describes the evaluation to be completed during this period.*

### *General*

The first 180 calendar days of employment are a probationary period for all non-academic employees. Additionally, employees who apply for a posted, vacant position and who transfer to the new position will begin a new probationary period of 180 calendar days. This does not apply to employees who are reclassified or promoted during the reclassification process.

Human Resources will ~~mail~~ provide a Probationary Employee Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The evaluation form is returned to Human Resources and a copy retained in the department file. The employee can be notified immediately of the supervisor's decision if employment is to continue.

During an employee's probationary period, the university is free to terminate an employee at any time with the approval from the director of human resources. The approval must be obtained prior to notifying the employee of the termination. When employment is to be terminated, an Electronic Personnel Action Form (EPAF) should be completed.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Probationary Employee Evaluation Form; Electronic Personnel Action Form

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** University ID Cards

**Policy Number:** 14.13

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Guidelines for issuance of University ID Cards for access to programs and services

**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:** ID Cards do not need to be validated annually.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Carrie Charley, Director of Auxiliary Services  
Brandon Frye, Vice President for Student Affairs  
Damon Derrick, General Counsel

## University ID Cards

**Original Implementation:** April 24, 2018

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for ~~students and employees~~ *students, employees, and approved affiliates*.

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

### Faculty/ Staff

Employees who are benefits-eligible are entitled to a faculty/staff identification card. Employees wishing to use certain university facilities and/or services may be required to present a current faculty/staff identification card.

~~Faculty/Staff ID cards should be validated annually in the Graphic Shop in the Student Center.~~  
Separating employees are required to return ID cards during the checkout process.

Retired faculty/staff are also entitled to an ID card.

### Students

Student ID cards are produced upon the enrollment of a new student. ~~Student ID cards should be validated annually at the SFA Business Office in the Austin Building.~~

### Affiliated Individuals

Individuals who are sponsored by a campus department as a term-limited affiliate may receive an ID card for the purpose of accessing facilities and services. Affiliate group ID cards must be renewed on an annual basis and must be surrendered when the approved affiliation concludes.

**Cross Reference:** None

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

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

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



## Building and Grounds Committee



**Stephen F. Austin State University  
Board of Regents – Building and Grounds Committee  
Construction Update  
April 18, 2021 – April 20, 2021**



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**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles**

**Stephen F. Austin State University**  
**Construction Project Summary**  
*Presented to the Building Grounds Committee of the Board of Regents*  
**April 18, 2021 – April 20, 2021**

*Construction Projects In Progress - as of March 18, 2021 (Projects greater than or equal to \$500,000)*

No.	Project Title	Start Date	Fund Source	Project Budget	Expenditures To Date	Encumbered	Total To Date	Budget Variance	Estimated % Complete	Completion Date
1	Campus Space Realignment and Renovation	May-18	HEF	\$ 3,000,000	\$ 4,260	\$ -	\$ 4,260	\$ 2,995,740	-	TBD
2	Fine Arts Expansion	Sep-18	Revenue Financing Bonds	\$ 50,000,000	\$ 4,671,061	\$ 41,047,607	\$ 45,718,667	\$ 4,281,333	36%	Dec-22
3	Basketball Practice Facility	Dec-18	Revenue Financing Bonds	\$ 29,232,845	\$ 14,032,482	\$ 14,758,151	\$ 28,790,634	\$ 442,211	90%	Jul-21
4	Student Resident Hall	Dec-18	Revenue Financing Bonds	\$ 24,500,000	\$ 1,134,006	\$ 372,050	\$ 1,506,056	\$ 22,993,944	-	Project Paused
	Dining Facility			\$ 15,000,000	\$ 194,444	\$ 1,071,957	\$ 1,266,401	\$ 13,733,599	-	Project Paused
5	Power Plant 1 Upgrade	Jul-19	HEF	\$ 3,500,000	\$ 159,751	\$ 2,982,832	\$ 3,142,584	\$ 357,416	85%	Jun-21
6	Culinary Café Relocation and Renovation	Dec-19	HEF	\$ 1,500,000	\$ 571,735	\$ 631,335	\$ 1,203,070	\$ 296,930	84%	Aug-21
7	Steen Library Renovation Phase 1	Sep-19	HEF	\$ 365,000	\$ 319,600	\$ 3,890	\$ 323,491	\$ 41,509	98%	Jul-21
8	Relocation of Einstein Bros. In the Steen Library	Jan-20	Aramark	Information Unavailable					-	Project Paused
9	Music and Boynton Utility System Upgrade	Sep-20	HEF	\$ 2,000,000	\$ 1,663	\$ 936,150	\$ 937,813	\$ 1,062,187	48%	TBD
10	Education and General Roof Replacement and Repair	Sep-20	HEF	\$ 600,000	\$ 43	\$ 21,870	\$ 21,913	\$ 578,087	22%	TBD
<b>Totals</b>				<b>\$ 129,697,845</b>	<b>\$ 21,089,045</b>	<b>\$ 61,825,843</b>	<b>\$ 82,914,888</b>	<b>\$ 46,782,957</b>		

**Project # 1****Campus Space Realignment and Renovation**

Project Manager – Physical Plant

Architect – Various, as needed

Contractor – N/A

**Scope of Work:**

At the April 12, 2016 meeting the Board of Regents 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.

**Funding Source:** HEF**Key Milestones:**

Start Date: September 2018

Expected Completion: TBD

Project Budget of \$4,500,000 approved by the Regents on July 23, 2018

Allocation for Culinary Café Relocation \$1,500,000 approved by the Regents on July 22, 2019 reducing the project budget to \$3,000,000

**Project Status:**

- \$115,000 allocated for LINC power/ data and additional level one flooring replacement.
- Pending further virtual One Stop Shop (the Axe Handle) development

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
3,000,000	4,260	0	4,260	2,995,740

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles****Project # 2****Fine Arts Expansion**

Project Manager – Physical Plant

Architect – Kirksey Architecture

Contractor – KDW, Ltd.

**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.

**Funding Source:** Revenue Financing Bond Proceeds

**Key Milestones:**

Start Date: December 2018

Expected Completion: August 2023

Project Budget of \$37,000,000

Increased total project budget cost to not exceed \$50,000,000 in October 2019

**Construction Guaranteed Maximum Price:** \$41,959,925

Phase I	Demolition & Abatement	\$725,912
	Increased to \$797,248 by	\$71,336
Phase II	Construction	\$41,159,676

**Project Status:**

- Pier drilling complete, caps and footers to follow
- Shop drawings and submittals approximately 60% complete
- Above ceiling renovations in the existing building underway.

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
50,000,000	4,671,061	41,047,607	45,718,668	4,281,332

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles****Project # 3****Basketball Practice Facility**

Project Manager – Physical Plant

Architect – Populous

Contractor – KDW, Ltd.

**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.

**Funding Source:** Revenue Financing Bond Proceeds

**Key Milestones:**

Start Date: December 2018

Expected Completion: August 2021

Project Budget of \$26,500,000

Increased by \$2,500,000 to \$28,500,000 in January 2020

Increased by \$732,845 to \$29,232,845 in January 2021

**Construction Guaranteed Maximum Price:** \$25,462,604

Phase I	Tunnel	\$1,369,388
	Reduced to \$1,237,057 by	(\$132,330)
Phase II	Main Building	\$23,818,986
	Increased to \$25,462,604 by	\$406,560

**Project Status:**

- Roof 100% complete, exterior glazing underway
- Interior walls framing and above ceiling work 80% complete
- Beginning Technology and FF&E integration coordination

Project Budget	Expenditure	Encumbered	Total to Date	Variance
29,232,845	14,032,482	14,758,151	28,790,634	442,211

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles****Project # 4****Student Residential and Dining Facilities**

Project Manager – Physical Plant

Architect – Kirksey Architecture

Contractor – KDW, Ltd.

**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.

**Funding Source:** Revenue Financing Bond Proceeds

**Key Milestones:**

Start Date: December 2018 (Combined)

Expected Completion: January 2023 (Combined)

Project Budget of \$39,500,000 (Combined)

**Project Status:**

- Both building projects on pause

**Residence Hall**

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
24,500,000	1,134,006	372,050	1,506,056	22,993,944

**Dining Hall**

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
15,000,000	194,444	1,071,957	1,266,401	13,733,599

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles*****Project # 5******Power Plant 1 Upgrade***

Project Manager – Physical Plant

Engineer(s) – Estes McClure and Associates, Two Fifteen Consulting

Contractor – CORE Construction

**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.

**Funding Source:** HEF

**Key Milestones:**

Start Date: September 2019

Expected Completion: TBD

Project Budget of \$3,500,000 approved by the regents on July 22, 2019

**Project Status:**

- New water line in place, tested, and operational
- Phased project approach, will overlap with Music & Boynton upgrade
- Cooling towers and boilers delivered and in place.

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
3,500,000	159,751	2,982,832	3,142,584	357,416



***Project # 6******Culinary Café Relocation and Renovation***

Project Manager – Physical Plant  
 Architect– Goodwin-Lasiter-Strong  
 Contractor – Vaughn Construction

**Scope of Work:**

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

**Funding Source:** HEF

**Key Milestones:**

Start Date: December 2019  
 Expected Completion: Fall 2021  
 Project Budget of \$1,500,000 approved by the regents on July 22, 2019

**Project Status:**

- Roof ventilation and doors installed
- Continued in-wall plumbing and electrical connections
- Underground borings nearly complete (extremely wet conditions)

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
1,500,000	571,735	631,335	1,203,070	296,930

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles*****Project # 7******Steen Library Renovation Phase 1***

Project Manager – Physical Plant

Architect– n/a

Contractor – Managed In-House

**Scope of Work:**

This is Phase one of the Library Renovation.

**Funding Source:** HEF

**Key Milestones:**

Start Date: September 2019

Expected Completion: Spring 2021

Project Budget of \$250,000 approved by the regents on July 22, 2019

Additional Project funds of \$115,000 brought over from the Campus Realignment project in July 2020.

**Project Status:**

- 24/4 access controls, work in progress
- Axe Handle FF&E ordered

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
365,000	319,600	3,890	323,490	41,510

**April 18, 2021 – April 20, 2021 Construction Update****Project Profiles*****Project # 8******Relocation of Einstein's Bros. in the Steen Library***

Project Manager – Physical Plant  
 Architect– Tipton Architects  
 Contractor – Spaw Glass

**Scope of Work:**

Relocation of the Einstein's Bros. in the Steen Library. To maintain the high quality food service program our students seek we are relocating the retail operation while updating the amenities. This project will provide a key anchor to the renovation of the first floor of the library.

**Funding Source:** Aramark

**Key Milestones:**

Start Date: January 2020  
 Expected Completion: TBD  
 Project Budget of \$1,000,000 approved by the regents on January 28, 2020

**Project Status:**

- Project Paused

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
Information Unavailable (privately funded by Aramark)				

***Project # 9******Music and Boynton Utility System Upgrade***

Project Manager – Physical Plant  
 Architect – EMA and Two Fifteen Engineers  
 Contractor – CORE Construction

**Scope of Work:**

At the July 23, 2019 meeting, the regents approved at \$3.5 million piping system to link the Griffith Fine Arts Building and the new fine arts facilities with the current Power Plant 1 utility distribution system. To provide additional support for the fine arts facilities, it is necessary to upgrade the Power Plant 1 utility distribution system to include the Wright Music Building and Boynton Building in the upgrades. This project will add an additional chiller to Power Plant 1, remove the old inefficient energy 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.

**Funding Source:** HEF

**Key Milestones:**

Start Date: Fall 2020

Expected Completion: N/A

Project Budget of \$2,000,000 approved by the regents on July 21, 2020

**Project Status:**

- Power Plant Equipment onsite, installed, awaiting test & balance
- Phased project approach, will overlap with PP1 Upgrade
- Final routing design pending approval

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
2,000,000	1,663	936,150	937,813	1,062,187

***Project # 10******Education and General Roof Replacement and Repair***

Project Manager – Physical Plant

Architect – N/A

Contractor – Various

**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 building contains 70,000 square feet, was last reroofed in 1985, its warranty is expired, and it is nearing the end of its useful life. The recommendation is 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.

**Funding Source:** HEF**Key Milestones:**

Start Date: Fall 2020

Expected Completion: N/A

Project Budget of \$600,000 approved by the regents on July 21, 2020

**Project Status:**

- Purchase Orders for McKibben and partial HPE roofs underway
- McGee low roof being replaced

<b>Project Budget</b>	<b>Expenditure</b>	<b>Encumbered</b>	<b>Total to Date</b>	<b>Variance</b>
600,000	43	21,870	21,913	578,087

### LANANA TRAILS TXDOT GRANT PROJECT

At the July 23, 2019 meeting, the regents approved the submission of a set of TxDOT grant applications. One was a TxDOT project proposal to reconstruct the LaNana Trail on the university campus. The trail extends from East College Street beyond Starr Avenue. The initiative was initially projected by TxDot to cost nearly \$1.5 million, with an estimated university match of \$348,578. As a result of construction escalation costs, the TxDot project has been revised to \$1,811,274, with a required \$362,255 university match.

In March 2021, TxDOT contacted the university and required confirmation that SFA would commit to the required 20% project match of \$362,255. After consultation with senior board leadership, the university committed to the required \$362,255 match.

#### Recommendation:

The administration recommends approval of the LaNana Trails campus project at a cost of \$1,811,274, with an institutional match of \$362,255, using the Higher Education Fund. The administration further recommends presidential authorization to sign any necessary contracts or purchase orders.

### ARTIFICIAL TURF REPLACEMENT AT HOMER BRYCE STADIUM

#### Explanation:

The artificial turf football field and track at Homer Bryce Stadium has significant wear and tear issues and needs to be replaced. The university wishes to engage Symmetry Sports Construction, a firm that is available using The Interlocal Purchasing System, a governmental contract pool. The firm has replaced artificial football playing surfaces for Texas A&M University-Commerce, McNeese State University, Texas A&M University-Practice Field, Sam Houston State University, Abilene Christian University, Melissa ISD, Mount Pleasant ISD, Lufkin ISD, and Nederland ISD.

#### Recommendation:

The administration recommends that Symmetry Sports Construction be hired to replace the Homer Bryce Stadium football field artificial turf and the Fletcher Garner track using 100-percent private-donated funds, at a cost not to exceed \$1.4 million. The administration further recommends presidential authorization to sign all associated contracts.

## 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:

Security Systems 14.10

Solicitation on Campus 16.25



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Security Systems

**Policy Number:** 14.10

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Stephen F. Austin State University is committed to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing components and processes.

**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:** N/A

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

*Additional Comments:*

Minor updates

Reviewers:

John Fields, Executive Director/Chief of Police  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Security Systems

**Original Implementation:** July 20, 2010

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### *Purpose*

Stephen F. Austin State University ~~is has a committedment~~ to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing ~~security system~~ components and processes ~~as much as possible~~. Stephen F. Austin State University adopts the university information security program along with other applicable governing regulations pertaining to the protection of the information collected as part of this policy.

### **Definitions**

#### ~~Access Controls~~

**Access control systems** enable the monitoring and control of access to facilities and resources. In the context of physical security, these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

#### **Hold-up and Panic Alarms**

~~These systems~~ are devices that signal the ~~Department of Public Safety~~ *University Police Department (UPD/DPS)* of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

#### **Physical Intrusion Detection Systems**

~~These are systems~~ commonly referred to as “burglar alarms” and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the ~~UPD-DPS dispatch communication~~ *central monitoring center station*.

#### **Security Camera Systems**

~~These systems~~ are devices designed to transmit video and/or audio signals to a monitoring station

or recording device. The use of security cameras is generally for purposes of monitoring property subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior. No department is permitted to install any type of security cameras with the exception of ~~UPDDPS~~. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

## **Security Systems**

~~The term "security systems"~~ as used in this policy is defined as any singular system or any combination of the systems defined above.

## **~~General~~APPROVAL AUTHORITY**

All security systems must be approved by the executive director ~~of public safety~~/chief of police, or his/her designee and the appropriate vice president, or president's designee, prior to purchase and installation. Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the executive director ~~of public safety~~/chief of police or his/her designee prior to approval of final plans.

## **SYSTEM MONITORING**

Upon installation of a security system, ~~UPDDPS~~ will monitor the system for functionality at no cost to the installing department. Stand-alone security systems (those not monitored by ~~UPDDPS~~) are prohibited.

## **~~PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM~~**

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the executive director ~~of public safety~~/chief of police, or his/her designee

## **~~Protection of Recordings~~ROTECTION OF RECORDINGS**

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the ~~University Police Department~~ Department of Public Safety with the appropriate authorization to

view, download, capture, monitor, and control this equipment. This enables the ~~UPDDPS~~ to maintain a chain of custody regarding evidence recovered from the recording device.

While the ~~UPDDPS~~ will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed may have authorization to view footage for non-security purposes.

An individual that accesses suspected criminal or suspicious activity should contact the ~~Department of Public Safety~~ *University Police Department* immediately.

#### ***Retention of Security Camera Recordings*** ~~ETENTION OF SECURITY CAMERA RECORDINGS~~

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

**Cross Reference:** Information Security Management (14.1)

**Responsible for Implementation:** Vice President for *Finance and Administration* ~~University Affairs~~

**Contact For Revision:** Executive ~~Director~~ *Director of Public Safety*/Chief of Police

**Forms:** Work Request form available on the ~~DPS-UPD~~ website

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

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Solicitation on Campus

**Policy Number:** 16.25

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Guidelines for solicitation on campus.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Minor word edits and title changes

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Brandon Frye, Vice President for Student Affairs  
Damon Derrick, General Counsel

## Solicitation on Campus

**Original Implementation:** July, 1980

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### Definitions

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student or employee, or the university.
2. Campus shall mean all real property over which the university has possession and control by law.
3. University group shall mean a recognized student, faculty, or staff organization.
4. Outside group shall mean any organization or group that is not included within the term "university group."
5. University agent shall mean a person acting in the course and scope of *that individual's* ~~his/her~~ employment on behalf of an academic college, department, or program, or a university council, committee, or auxiliary enterprise.
6. University function shall mean any activity directly sponsored by the university.
7. University department shall mean any academic or administrative department of the university.

### Application

- ~~1. University functions shall be governed by other policy.~~
- ~~2. Religious groups not affiliated with the university shall be governed by the section on religious groups of this policy.~~
- ~~3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.~~

### Time, Place, and Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:
  - a. From the day the residence halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate university official.
  - b. The distribution, sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or rack in an area designated in advance by the appropriate university official.

- c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate university official.
  - d. The sale or offer for sale of any publication of the university or of any book or other printed material to be used in the regular academic work of the university.
  - e. The operation by the university or its subcontractor of any bookstore, specialty store, laundry service, *dining and retail facilities* ~~cafeteria~~, student center, or other service facility maintained for the convenience of the students, faculty, and staff.
  - f. The sale or offer for sale by the university or its sub-contractor of food and drink items, programs, and tickets at athletic contests.
  - g. The collection of membership fees or dues by a university group.
  - h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the university, or a university group, and are scheduled in accordance with the Use of University Facilities (16.33) policy.
  - i. The posting of ads and for sale notices in newspapers or on *campus kiosks* ~~bulletin boards~~ designated for such purposes by the appropriate university official, provided that such ads and notices posted on bulletin boards conform to the ~~university Signs and Exhibits~~ *Expressive Activities* (16.24) policy.
  - j. University recognized groups conducting fund raising activities approved by the appropriate university official. The university requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.
  - k. Other solicitation activities as approved by the appropriate university official.
2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
- a. a university agent; or
  - b. a university group.
3. *Solicitation to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.*
- 3.4. Only university departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.
- 4.5. Solicitation conducted on the campus must not:
- a. disturb or interfere with the regular academic or institutional programs of the university;
  - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to university buildings;
  - c. harass or intimidate the person or persons being solicited; or
  - d. violate an exclusivity agreement entered into with the university.
- 5.6. If an individual or group violates the provisions of this policy, the appropriate university official, with the approval of the vice president to whom *that individual* ~~he/she~~ reports, may prohibit the offender from engaging in any solicitation on the university campus for a specified period

of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:

- a. The appropriate university official with the approval of the vice president to whom *the individual* ~~he/she~~ reports, may suspend or cancel the recognition status of an offending student organization.
- b. The appropriate university official, with the approval of the vice president to whom *the individual* ~~he/she~~ reports, may suspend the use of university facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities (16.33) policy;
- c. The university may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

### **Procedures for Conducting Raffles on Campus**

1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Tex. Occ. Code Ch. 2002) may conduct raffles on campus-
2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.
3. The qualified university group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of Student Engagement Programs *within the Division of Student Affairs*.
4. The sponsoring university group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide, other than on the university group's internet website or through a publication or solicitation, including a newsletter, social media or e-mail, provided only to previously identified supporters of the university group, *or sell or offer to sell tickets for the raffle statewide. The tickets for the raffle may not be sold or offered for sale statewide.*
5. The university group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle, unless that person is employed by the university group and the work organizing or conducting the raffle is no more than a de minimis portion of that person's employment with the university group. Persons who are not members of the university group may not sell or offer tickets to the raffle.
6. The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed \$25,000. The following must be printed on each raffle ticket sold or offered for sale:
  - a. the name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;



- b. the price of the ticket; and
- c. a general description of each prize that has a value of more than \$10 and is to be awarded in the raffle.

### **Financial Policies of Student Organizations**

1. The *Vice President for Student Affairs or designee* ~~dean of student affairs~~ may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the dean of student affairs.
2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

### **Additional Rules**

In addition to these rules, solicitation conducted in:

- a. residence halls must comply with the rules governing residence halls.
- b. the Baker Pattillo Student Center must comply with the rules governing the Baker Pattillo Student Center; and
- c. academic buildings must comply with the rules governing academic buildings.

**Cross Reference:** U.S. Const. amend. I; U.S. Const. amend. XIV, §1; Charitable Raffle Enabling Act, Tex. Occ. Code Ch. 2002; Tex. Educ. Code §§ 51.204, .209, 101; Use of University Facilities (16.33); ~~Signs and Exhibits~~ *Expressive Activities* (16.24)

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

**Contact for Revision:** *Vice President for Student Affairs* ~~Dean of Student Affairs~~

**Forms:** Fundraising Approval

**Board Committee Assignment:** Building and Grounds



## Finance and Audit Committee

**Stephen F. Austin State University  
Board of Regents – Finance Committee  
Texas Government Code Contract Reporting  
April 19, 2021**



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**April 19, 2021**

**Contract Monitoring**

## ***Texas Government Code Contract Reporting***

The 84<sup>th</sup> Legislature passed Senate Bill 20 (SB20) that added new requirements for state agencies and institutions of higher education related to procurement and contracting. These requirements were written into the Texas Government Code and/or Texas Education Code and were effective September 1, 2015. SB 20 states “as soon as is practicable after the effective date of this Act, the comptroller of public accounts, and each affected state agency as necessary, shall adopt the rules, processes, and procedures and take the actions necessary to implement the changes in law made by this Act”. To comply with contract reporting, a procedure has been established to identify each contract that requires enhanced contract or performance monitoring. This report has been developed to include information on identified contracts for reporting to the Board of Regents to meet these requirements.

April 19, 2021

Contract Monitoring

***Vendor contract: CORE Construction Services of TX, Inc.***

**Description of Contract:** Power Plant 1 Upgrade / Music and Boynton Utility System upgrade.

**Vendor Awarded Contract:** CORE Construction Services of TX, Inc.

**Procurement Method:** Cooperative-Sourcewell EZIQC Contract / E & I

**Department Responsible for Contract:** Physical Plant

**Serious issue or risk with contract:** None

**Total Current Fiscal Year Amount:** \$3,755,910.70

**Total Estimated Aggregate Amount:** \$3,755,910.70

**Contract Period:** 10/15/2020- 8/31/2022

**Board Approved:** July 2019, July 2020

**Director Certification:** Not Applicable

**President Attestation:** Not Applicable

**Statutory Reporting Requirement:** Government Code 2261.253, 2261.254

**April 19, 2021**

**Contract Monitoring**

## ***Summary of Contracts***

# Report to the Board of Regents - Finance and Audit Committee Meeting

## Stephen F. Austin State University

### Summary of Contracts

Summary of Goods and Services Contracts Greater than \$1Million(including Construction)

Finance Committee -April 19, 2021

Description of contract	Vendor Awarded Contract	Procurement method	Department responsible for Contract	Serious issue or risk with contract	Total Current Fiscal Year Amount	Total Estimated Aggregate Amount	Contract period	Board Approved
Power Plant 1 Upgrade/Music and Boynton Utility System upgrade: Phase 1 for purchase of equipment and Phase 2 for construction	CORE Construction Services of TX, Inc.	Cooperative Contract-Sourcewell EZIQC Contract / E&I	Physical Plant	None	\$ 3,755,910.70	\$ 3,755,910.70	10/15/2020 - 08/31/2022	July 2019, July 2020



## ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

### Explanation:

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

The audit services report as presented includes the following:

- Payroll Expenditures Audit
- Follow-up Audit
- Spirit Programs Departmental Audit
- Follow-up Audit of FY 2020 Information Technology Audits
- Risk Assessment
- Update on Audit Plan

### Recommendation:

Acknowledge receipt of the audit services report pending consideration by the Finance and Audit Committee.

## RATIFICATION OF NEW STUDENT HOUSING ALLOWANCE PROGRAM

### Explanation:

As a consequence of COVID-19, the university experienced a major decline in student campus residency for the fall 20 and spring 21 semesters. The decline resulted in significant occupancy underutilization in residence halls. To address the residence hall underutilization and support student enrollment efforts, the administration proposes to implement a housing scholarship of up to \$3,000 per semester for up to two years.

If a qualifying student chooses a residence hall whereby the hall's cost is less than the scholarship amount, there will be no residual funds disbursed to the student or credited to the student's account. If a student chooses a residence hall with a cost that exceeds \$3,000 per semester, the entire \$3,000 will be applied to the semester's residence hall cost.

The administration's proposal is to offer five hundred (500) residence hall scholarships that are exclusively targeted to new students who are not currently enrolled, nor have already committed to enroll in the university. The scholarship will have a limited term of two years for each eligible student.

### Recommendation:

The administration recommends approval of five hundred New Student Housing Scholarships at a level of \$3,000 per semester.

ADOPTION OF FISCAL YEAR 2020-21 SUMMER BUDGET

Explanation:

The fiscal year 2020-21 summer budget contains multiple parts of term including 4-week, 6-week, 8-week, and 12-week terms. The 2020-21 annual budget includes summer reserve funds of \$3,532,482 that are used to support summer school salaries and benefits. In addition, designated funds that total \$45,277 are needed to support summer budget salaries and initiatives.

Recommendation:

The administration recommends approval of the fiscal year 2020-21 summer budget that totals \$3,577,759. Funding sources include budgeted summer reserve funds and designated support funds.

# Stephen F. Austin State University



**SUMMER BUDGET**  
**2021**

**Stephen F. Austin State University  
Summer Budget  
2021**

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**STEPHEN F. AUSTIN STATE UNIVERSITY  
SUMMER BUDGET 2021  
SOURCE OF FUNDS**

**EDUCATIONAL AND GENERAL**

Reserve for Summer Salaries and Benefits	81,292
<b>TOTAL EDUCATIONAL AND GENERAL</b>	<b><u>81,292</u></b>

**DESIGNATED FUNDS**

Reserve for Summer Salaries and Benefits	3,451,190
Designated Support Funds	<u>45,277</u>
<b>TOTAL DESIGNATED FUNDS</b>	<b><u>3,496,467</u></b>
 <b>TOTAL SUMMER BUDGET</b>	 <b><u><u>3,577,759</u></u></b>

**STEPHEN F. AUSTIN STATE UNIVERSITY  
SUMMER BUDGET SUMMARY  
SUMMER BUDGET FOR FISCAL YEAR 2021**

	<u>FACULTY SALARIES</u>	<u>STAFF SALARIES</u>	<u>O&amp;M</u>	<u>BENEFITS</u>	<u>TOTAL</u>
<b>EDUCATIONAL AND GENERAL</b>					
COLLEGE OF FORESTRY	70,689			10,603	81,292
<b>TOTAL EDUCATIONAL AND GENERAL</b>	<u>70,689</u>			<u>10,603</u>	<u>81,292</u>
<b>DESIGNATED FUNDS</b>					
COLLEGE OF BUSINESS	306,000			45,900	351,900
COLLEGE OF EDUCATION	992,129			148,819	1,140,948
COLLEGE OF FINE ARTS	189,596		9,500	28,439	227,535
COLLEGE OF FORESTRY	181,500			27,225	208,725
COLLEGE OF LIBERAL AND APPLIED ARTS	608,327			91,249	699,576
COLLEGE OF SCIENCES AND MATHEMATICS	689,172	42,000	11,755	109,676	852,603
STUDENT SUCCESS SEMINAR		13,200		1,980	15,180
<b>TOTAL DESIGNATED</b>	<u>2,966,724</u>	<u>55,200</u>	<u>21,255</u>	<u>453,288</u>	<u>3,496,467</u>
<b>TOTAL SUMMER BUDGET</b>	<u><u>3,037,413</u></u>	<u><u>55,200</u></u>	<u><u>21,255</u></u>	<u><u>463,891</u></u>	<u><u>3,577,759</u></u>

**College of Business  
Accounting  
159996 - 21100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Shoemaker, Nikki	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	1.00	10,000
Jones, Janet	Assistant Professor	First 6-week	1.5	0.50	5,000
Ross, Stephanie	Assistant Professor	First 6-week	1.5	0.50	5,000
Vega, Jose	Assistant Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Allen, Robert	Lecturer	Second 6-week	1.5	0.50	3,500
Bunn, Esther	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
Sienko, Whitney	Adjunct	Second 6-week	1.5	1.00	7,000
FACULTY SALARIES					64,500
STAFF SALARIES					0
BENEFITS					9,675
O AND M					0
TOTAL					74,175



**College of Business**  
**Business Communication & Legal Studies**  
**159996 - 21200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Blount, Justin	Associate Professor	First 6-week	1.5	1.00	10,000
Sigmar, Lucia	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Wright, Carol	Associate Professor	Second 6-week	1.5	0.50	5,000
Humphries, Jamie	Assistant Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	0.50	4,500
Thornley, Andrew	Assistant Professor	Second 6-week	1.5	1.00	10,000
Guerrero, Manuel	Lecturer	First 4-week	1.0	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Rogers, Laurie	Lecturer	First 6-week	1.5	1.00	7,000
Allen, Michael Shane	Adjunct	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
New, Keith	Adjunct	12-week, full term	3.0	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Wells, Judi	Adjunct	Second 6-week	1.5	0.50	5,000
TBN	TBN	Second 6-week	1.5	0.50	5,000
FACULTY SALARIES					97,000
STAFF SALARIES					0
BENEFITS					14,550
O AND M					0
TOTAL					111,550

**College of Business  
Economics & Finance  
159996 - 21400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ballinger, Thomas, P.	Professor	Second 6-week	1.5	1.00	10,000
Kouliavtsev, Mikhail	Professor	First 6-week	1.5	0.50	5,000
Scanlan, Mark	Professor	First 6-week	1.5	0.50	5,000
Giudici, Emiliano	Associate Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.00	10,000
Jones, Samuel, K.	Associate Professor	Second 6-week	1.5	1.00	10,000
Phelps, Ryan	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Simmons, Garland	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Davis, Rebecca	Assistant Professor	Second 6-week	1.5	0.50	5,000
Mendoza, Beverly	Assistant Professor	First 6-week	1.5	0.50	5,000
Phares, Harry Banker	Lecturer Sr	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				84,000	
STAFF SALARIES				0	
BENEFITS				12,600	
O AND M				0	
TOTAL				96,600	

**College of Business  
Management & Marketing  
159996 - 21500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Scifres, Elton	Professor	First 4-week	1.0	0.50	5,000
Reese, Jason	Associate Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.50	15,000
Nagy, Brian	Assistant Professor	Second 6-week	1.5	1.00	10,000
Rogers, Pamela	Assistant Professor	First 6-week	1.5	1.00	10,000
Scott, Gerald W.	Lecturer	First 6-week	1.5	1.00	7,000
Rains, Jordan	Adjunct	First 6-week	1.5	0.50	3,500
FACULTY SALARIES					60,500
STAFF SALARIES					0
BENEFITS					9,075
O AND M					0
TOTAL					69,575

**College of Education  
Human Services & Educational Leadership  
159996 - 22100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hendricks, Stacy	Professor	12-week, full term	3.0	1.00	10,000
		First 6-week	1.5	0.00	750
Killam, Wendy	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.00	10,000
Weber, William	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Aguerrevere, Luis	Associate Professor	First 6-week	1.5	0.50	750
Cade, Rochelle	Associate Professor	12-week, full term	3.0	0.50	4,500
Ellis-Hervey, Nina	Associate Professor	12-week, full term	3.0	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Irvin, Sarah	Associate Professor	First 6-week	1.5	0.50	4,000
McCleary, Daniel	Associate Professor	First 6-week	1.5	0.00	750
		Second 6-week	1.5	1.00	9,000
Prezas, Raul	Associate Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Qualls, Barbara	Associate Professor	First 6-week	1.5	0.00	1,750
Flowers, Jaime	Assistant Professor	First 6-week	1.5	1.00	8,000
Kirby, Leigh	Assistant Professor	12-week, full term	3.0	0.50	3,500
Richardson, Lydia	Assistant Professor	First 6-week	1.5	1.00	8,750
		Second 6-week	1.5	1.00	8,000
Turner, Elaine	Assistant Professor	Second 6-week	1.5	0.50	4,000
Uriegas, Brian	Assistant Professor	12-week, full term	3.0	1.00	7,000
Dean, Donna	Clinical Instructor	First 6-week	1.5	0.50	2,500
Keeling, Erin	Clinical Instructor	First 6-week	1.5	0.50	3,500
Petersen, Deena	Clinical Instructor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	1.50	12,000
Morton, Karen	Adjunct	Second 6-week	1.5	0.50	2,500
Betancourt-Smith, Maria	Visiting Faculty	First 6-week	1.5	1.00	8,000
Conn, Jessica	Visiting Faculty	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
Schuster, Ralf	Visiting Faculty	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
TBN	Adjunct (1)	12-week, full term	3.0	0.50	3,800
	Adjunct (14)	Second 6-week	1.5	15.0	98,800
	Adjunct (20)	First 6-week	1.5	21.5	148,400
FACULTY SALARIES					457,250
STAFF SALARIES					0
BENEFITS					68,588
O AND M					0
TOTAL					525,838

**College Of Education  
Education Studies  
159996 - 22200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Abel, Carolyn	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Jones, Kevin	Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
McCuller, Glen	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Olson Beal, Heather	Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	1.00	9,000
Rudolph, Amanda	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Williams, Dawn	Professor	First 6-week	1.5	1.00	9,000
Akerson, Adam	Associate Professor	Second 6-week	1.5	1.00	8,000
Burrow, Lauren	Associate Professor	First 6-week	1.5	0.33	2,667
Cross, Chrissy	Associate Professor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	0.50	4,000
Ewing, James	Associate Professor	First 6-week	1.5	1.00	8,000
Hasbun, Tracey	Associate Professor	First 6-week	1.5	0.50	4,000
Montgomery, Mark	Associate Professor	First 6-week	1.5	0.33	2,667
Sheriff, Lorna Kathy	Associate Professor	First 6-week	1.5	1.50	12,000
		Second 6-week	1.5	1.00	8,000
Wagnon, Amber	Associate Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Xu, Tingting	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Darst, Shannon	Assistant Professor	12-week, full term	3.0	0.50	4,000
He, Yuan	Assistant Professor	First 6-week	1.5	0.67	4,667
Kahn, Leah	Assistant Professor	First 6-week	1.5	0.33	2,667
Kennon, Jennifer Lindsey	Assistant Professor	First 6-week	1.5	1.00	7,000
Koltonski, Summer	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Straub, Sarah	Assistant Professor	Second 6-week	1.5	1.00	7,000
Vaughn, Pamela	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Dillard, Erica	Lecturer	First 6-week	1.5	0.67	4,667
McClain, Ronda	Lecturer	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	1.00	8,000
Patterson, Margaret	Lecturer	Second 6-week	1.5	1.00	7,000
Gound, Elizabeth	Instructor	First 6-week	1.5	0.50	3,500
Chen, Cristina	Adjunct	First 6-week	1.5	0.50	3,000
		Second 6-week	1.5	0.50	3,000
Davis, William	Adjunct	First 6-week	1.5	0.50	3,000
		Second 6-week	1.5	0.50	3,000
Hamilton, Karla	Adjunct	First 6-week	1.5	0.50	2,650
Hampton, Laura	Adjunct	12-week, full term	3.0	0.50	3,000

College Of Education  
Education Studies  
159996 - 22200

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Mokuria, Vicki	Adjunct	First 6-week	1.5	0.50	3,000
Mullins, Jerry	Adjunct	12-week, full term	3.0	1.00	5,000
Dean, Donna Jean	Clinical Instructor	12-week, full term	3.0	1.50	7,500
		First 8-week	2.0	0.50	2,500
TBN	Adjunct (1)	First 8-week	2.0	0.50	3,000
	Adjunct (2)	12-week, full term	3.0	2.00	12,000
		First 6-week	1.5	1.50	8,300
		Second 6-week	1.5	2.00	11,100
FACULTY SALARIES				282,883	
STAFF SALARIES				0	
BENEFITS				42,433	
O AND M				0	
TOTAL				325,316	

**College of Education  
Kinesiology & Health Science  
159996 - 22300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bobo, Linda	Professor	First 4-week	1.0	0.33	3,333
		Second 4-week	1.0	0.17	1,667
		Second 8-week	2.0	0.33	3,333
Jones, Eric	Professor	12-week, full term	3.0	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Hawkins, Mary	Associate Professor	First 6-week	1.5	1.00	8,000
Rowe, James	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Whitehead, Malcolm Todd	Associate Professor	First 6-week	1.5	0.84	7,500
		Second 6-week	1.5	0.84	7,500
Bae, Mi Hae	Assistant Professor	First 6-week	1.5	0.50	4,000
Cegelka, Derek	Assistant Professor	First 6-week	1.5	1.00	8,000
Joubert, Dustin	Assistant Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Moore, Amanda	Assistant Professor	Second 6-week	1.5	0.50	3,500
Stewart, John	Assistant Professor	Second 6-week	1.5	0.50	4,000
Wagner-Greene, Victoria	Assistant Professor	12-week, full term	3.0	0.50	3,500
		First 6-week	1.5	0.50	3,500
Watts, Melinda	Assistant Professor	Second 6-week	1.5	0.50	4,000
White, Kristina	Assistant Professor	Second 6-week	1.5	1.17	9,333
Whitehead, Robyn	Assistant Professor	First 6-week	1.5	0.50	4,000
Rice, Sharon	Instructor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Gillette, Matthew	Adjunct	First 6-week	1.5	0.17	833
		Second 6-week	1.5	0.17	833
TBN	Adjunct	First 6-week	1.5	0.17	833
		Second 6-week	1.5	0.17	833
FACULTY SALARIES				113,998	
STAFF SALARIES				0	
BENEFITS				17,100	
O AND M				0	
TOTAL				131,098	

**College of Education  
Human Sciences  
159996 - 22400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bridwell, Leisha	Associate Professor	Second 6-week	1.5	1.00	9,000
Causin, Gina	Associate Professor	First 6-week	1.5	1.00	9,000
Kang, Hyunsook	Associate Professor	First 6-week	1.5	1.00	8,000
Mize, Lisa	Associate Professor	First 6-week	1.5	1.00	9,000
O'Dwyer, Darla	Associate Professor	Second 6-week	1.5	0.50	4,500
Olle, Mary Stephens	Associate Professor	12-week, full term	3.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Swearingen, Sally	Associate Professor	12-week, full term	3.0	0.50	4,500
Farago, Flora	Assistant Professor	First 6-week	1.5	1.00	8,000
Jumper, Rachel	Assistant Professor	First 6-week	1.5	1.00	8,000
Newquist, Jennifer	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Barrios, Todd	Clinical Instructor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	3,999
Cortines, Lynsey	Clinical Instructor	Second 6-week	1.5	1.00	7,000
Cupit, Jamie	Clinical Instructor	First 6-week	1.5	0.50	4,000
Drake, Sarah	Clinical Instructor	First 4-week	1.0	0.50	4,000
		First 6-week	1.5	0.50	4,000
Fickes, Donna	Clinical Instructor	Second 6-week	1.5	1.00	8,000
Pelham, Justin	Clinical Instructor	First 4-week	1.0	0.50	3,500
		First 6-week	1.5	0.50	3,500
Pruett, Jill	Clinical Instructor	Second 6-week	1.5	1.00	6,999
Fish, Brittany	Adjunct	Second 6-week	1.5	0.50	3,000
Love Watkins, Ginny	Adjunct	Second 6-week	1.5	1.00	6,000
Luque, Jennifer	Adjunct	First 6-week	1.5	0.50	2,500
		Second 6-week	1.5	0.50	2,500
FACULTY SALARIES				137,998	
STAFF SALARIES				0	
BENEFITS				20,700	
O AND M				0	
TOTAL				158,698	



College of Fine Arts  
Office of the Dean  
159996 - 23011

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
O and M	Graphic Artist	All Summer	4.0	0.50	1,500
FACULTY SALARIES					0
STAFF SALARIES					0
BENEFITS					0
O AND M					1,500
TOTAL					1,500

**College of Fine Arts  
School of Art  
159996 - 23100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Andrew, Peter	Professor	First 6-week	1.5	0.50	5,000
Cox, Neal	Professor	Second 6-week	1.5	0.50	4,000
Lewis, David	Professor	First 6-week	1.5	0.50	5,000
Angiano, Daniel	Assistant Professor	Second 6-week	1.5	1.00	7,000
Breitbach, Amanda	Assistant Professor	First 6-week	1.5	0.50	3,500
Maule, George	Lecturer	First 6-week	1.5	1.00	7,000
Arscott, William A.	Adjunct	First 6-week	1.5	1.00	6,600
Havard, Russ	Adjunct	First 6-week	1.5	0.50	3,300
		Second 6-week	1.5	0.50	3,300
Herrera, Christina	Adjunct	First 6-week	1.5	0.50	3,300
King, Julie	Adjunct	First 6-week	1.5	1.00	6,000
		Second 6-week	1.5	1.00	6,000
King, Ronald	Adjunct	First 6-week	1.5	0.50	3,300
Vega, Javier	Adjunct	Second 6-week	1.5	0.50	3,000
FACULTY SALARIES					66,300
STAFF SALARIES					0
BENEFITS					9,945
O AND M					0
TOTAL					76,245

**College of Fine Arts  
School of Music  
159996 - 23200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ajero, Mario	Professor	First 6-week	1.5	0.50	4,000
Anglley, Tamey	Associate Professor	Second 6-week	1.5	0.00	7,000
Salas, Jorge	Associate Professor	Second 6-week	1.5	0.50	4,000
Weaver, Jamie	Associate Professor	First 6-week	1.5	0.67	5,333
Adams, James	Assistant Professor	First 6-week	1.5	0.50	4,000
Amato, Alex	Assistant Professor	First 6-week	1.5	0.50	3,500
Murphy, Claire	Assistant Professor	First 6-week	1.5	0.50	3,500
TBN	Assistant Professor	Second 6-week	1.5	1.00	5,000
Kaatz, Christopher	Lecturer	Second 6-week	1.5	0.00	3,500
Midgley, Herbert	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Held, Abby	Adjunct	First 6-week	1.5	0.50	3,000
Hooe, Leslie	Adjunct	First 6-week	1.5	1.00	4,500
		Second 6-week	1.5	0.50	2,250
Lopez, Erica	Adjunct	First 6-week	1.5	0.50	3,000
FACULTY SALARIES					59,583
STAFF SALARIES					0
BENEFITS					8,937
O AND M					0
TOTAL					68,520

College of Fine Arts  
School of Theatre  
159996 - 23300

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bacarisse, Angela	Professor	First 8-week	2.0	1.00	9,000
Conn, Carolyn	Professor	First 6-week	1.5	0.17	1,333
		First 8-week	2.0	1.00	8,000
Jones, Richard	Professor	First 8-week	2.0	1.00	9,000
Meier, Inga	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Verdugo, Kenneth	Assistant Professor	First 8-week	2.0	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Malmberg, Jennifer	Lecturer	Second 6-week	1.5	0.50	3,500
Blossom, Kristen	Adjunct	First 8-week	2.0	0.50	2,800
Raine, David	Adjunct	Second 6-week	1.5	1.00	5,600
Rosenfeld, Jackie	Visiting Faculty	First 8-week	2.0	0.50	3,490
		Second 6-week	1.5	0.50	3,490
O and M	O and M	All Summer	4.0	0.00	8,000
FACULTY SALARIES					63,713
STAFF SALARIES					0
BENEFITS					9,557
O AND M					8,000
TOTAL					81,270

**College of Forestry & Agriculture**  
**Forestry**  
**159996 - 24100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hung, I-Kuai	Professor	First 6-week	1.5	1.00	10,000
Kulhavy, David	Professor	First 6-week	1.5	1.00	10,000
Oswald, Brian	Professor	First 6-week	1.5	1.00	10,000
Stephens, Pat	Professor	First 6-week	1.5	1.00	9,000
Stovall, Jeremy	Professor	First 6-week	1.5	1.00	9,000
Unger, Daniel	Professor	First 6-week	1.5	1.00	10,000
Zhang, Yanli	Professor	First 6-week	1.5	1.00	8,000
Glasscock, Jessica	Assistant Professor	First 6-week	1.5	1.00	7,000
Kidd, Rebecca	Assistant Professor	First 6-week	1.5	1.00	7,000
Schalk, Christopher	Assistant Professor	First 6-week	1.5	1.00	7,000
Weng, Yuhui	Assistant Professor	First 6-week	1.5	1.00	8,000
Kidd, John	Lecturer	First 6-week	1.5	1.00	7,000
FACULTY SALARIES					102,000
STAFF SALARIES					0
BENEFITS					15,300
O AND M					0
TOTAL					117,300

**College of Forestry & Agriculture  
Center For Applied Studies  
107550 - 24103**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hung, I-Kuai	Professor	First 6-week	1.5	0.25	4,079
Jerez, Sheryl	Professor	First 6-week	1.5	0.25	4,124
		Second 6-week	1.5	1.00	13,124
Kulhavy, David	Professor	First 6-week	1.5	0.25	5,390
Oswald, Brian	Professor	First 6-week	1.5	0.25	5,195
Stephens, Pat	Professor	First 6-week	1.5	0.25	2,766
Stovall, Jeremy	Professor	First 6-week	1.5	0.25	3,441
Unger, Daniel	Professor	First 6-week	1.5	0.25	4,931
Zhang, Yanli	Professor	First 6-week	1.5	0.25	4,431
Glasscock, Jessica	Assistant Professor	First 6-week	1.5	0.25	2,333
Kidd, Rebecca	Assistant Professor	First 6-week	1.5	0.25	2,951
Schalk, Christopher	Assistant Professor	First 6-week	1.5	0.25	2,862
Weng, Yuhui	Assistant Professor	First 6-week	1.5	0.25	2,029
Kidd, John	Lecturer	First 6-week	1.5	0.25	1,333
Paul, Jason	Lecturer	First 6-week	1.5	1.00	9,350
		Second 6-week	1.5	0.25	2,350
FACULTY SALARIES					70,689
STAFF SALARIES					0
BENEFITS					10,603
O AND M					0
TOTAL					81,292

**College of Forestry & Agriculture**  
**Agriculture**  
**159996 - 24200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Brown, Erin	Professor	First 4-week	1.0	0.50	5,000
		Second 8-week	2.0	0.25	5,000
Mehaffey, John Michael	Associate Professor	Second 8-week	2.0	0.50	5,000
Thompson , Leland	Associate Professor	Second 6-week	1.5	0.50	4,500
Carraway, Candis	Assistant Professor	First 8-week	2.0	0.50	4,500
Jones, Stephanie	Assistant Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Payne, Emily	Lecturer	All Summer	4.0	0.50	3,500
		First 4-week	1.0	0.50	3,500
		Second 4-week	1.0	0.25	3,500
Mehaffey, Amy	Adjunct	First 6-week	1.5	0.25	3,500
		Second 6-week	1.5	0.50	3,500
Shannon, Joseph	Adjunct	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
FACULTY SALARIES					58,500
STAFF SALARIES					0
BENEFITS					8,775
O AND M					0
TOTAL					67,275

College of Forestry & Agriculture  
Environmental Science  
159996 - 24300

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Jerez, Sheryl	Professor	First 6-week	1.5	1.00	9,000
Stafford, Kevin	Professor	First 6-week	1.5	0.50	5,000
Paul, Jason	Lecturer	Second 6-week	1.5	1.00	7,000
FACULTY SALARIES				21,000	
STAFF SALARIES				0	
BENEFITS				3,150	
O AND M				0	
TOTAL				24,150	



**College of Liberal & Applied Arts  
English & Creative Writing  
159996 - 25100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Marsden, Steve	Professor	Second 6-week	1.5	0.50	4,000
Martin, Michael	Professor	Second 6-week	1.5	0.50	4,500
McDermott, John	Professor	First 6-week	1.5	0.50	4,500
Hoagland, Ericka	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Parks, Sara	Associate Professor	First 6-week	1.5	0.50	3,500
Bush, Deborah	Lecturer	Second 6-week	1.5	1.00	7,000
Jones, Sheila	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Lameborshi, Eralda	Lecturer	Second 6-week	1.5	1.00	7,000
McGee, Rhanda	Lecturer	Second 6-week	1.5	0.50	3,433
Whatley, Sue	Lecturer	Second 6-week	1.5	0.50	3,500
Couch, James	Adjunct	First 6-week	1.5	0.50	2,500
		Second 6-week	1.5	0.50	2,500
Galope, Erin	Adjunct	First 6-week	1.5	0.50	2,500
Osborne, Laura	Adjunct	Second 6-week	1.5	0.50	2,500
Osburn, Tureva	Adjunct	First 6-week	1.5	0.50	2,500
Thomas, Kristin	Adjunct	First 6-week	1.5	0.50	2,500
Verhines, Kimberly	Adjunct	Second 6-week	1.5	1.50	7,500
FACULTY SALARIES				74,933	
STAFF SALARIES				0	
BENEFITS				11,240	
O AND M				0	
TOTAL				86,173	

College of Liberal & Applied Arts  
Linguistics  
159996 - 25109

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Sams, Chris	Associate Professor	First 6-week	1.5	0.50	4,500
FACULTY SALARIES					4,500
STAFF SALARIES					0
BENEFITS					675
O AND M					0
TOTAL					5,175

**College of Liberal & Applied Arts  
History  
159996 - 25200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Beisel, Jennifer	Professor	Second 6-week	1.5	0.50	4,500
Carney, Courtney	Professor	First 6-week	1.5	1.00	8,000
Cooper, Dana	Professor	Second 6-week	1.5	1.00	8,000
Taaffe, Stephen	Professor	First 6-week	1.5	0.50	5,000
Allen, Robert	Associate Professor	Second 6-week	1.5	0.50	4,500
Barnes-Cox, Randi	Associate Professor	Second 6-week	1.5	0.50	4,000
Barringer, Mark	Associate Professor	First 6-week	1.5	1.00	9,000
Chakravartty, Aryendra	Associate Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Lannen, Andrew	Associate Professor	First 6-week	1.5	1.00	8,000
Poston, Brook	Associate Professor	Second 6-week	1.5	0.50	3,500
		Second 8-week	2.0	0.50	3,500
Sandul, Paul	Associate Professor	First 6-week	1.5	1.00	8,000
Sutherland, Samuel	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Bentley, Lisa	Lecturer	Second 6-week	1.5	1.00	7,000
White, Carolyn	Lecturer	Second 6-week	1.5	0.50	3,458
FACULTY SALARIES					90,458
STAFF SALARIES					0
BENEFITS					13,569
O AND M					0
TOTAL					104,027

**College of Liberal & Applied Arts  
Languages, Cultures, & Communication  
159996 - 25300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
King, Larry	Professor	First 6-week	1.5	1.00	10,000
Miranda-Recinos, Gabriela	Professor	First 6-week	1.5	1.00	10,000
Roy, Sudeshna	Professor	First 4-week	1.0	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Urena, Juan Carlos	Professor	Second 6-week	1.5	0.50	5,000
Cuadra, Carlos	Associate Professor	Second 6-week	1.5	1.00	8,000
Levitt, Linda	Associate Professor	Second 6-week	1.5	1.00	8,000
Recinos, Jose	Associate Professor	First 6-week	1.5	1.00	9,000
Sams, Chris	Associate Professor	First 6-week	1.5	0.50	4,500
Spradley, Ty	Associate Professor	First 4-week	1.0	0.50	4,000
		First 6-week	1.5	0.50	4,000
Stoehr, Louise	Associate Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Morera, Mario	Assistant Professor	Second 6-week	1.5	1.00	7,000
Spradley, Elizabeth	Assistant Professor	First 4-week	1.0	0.50	3,500
		First 6-week	1.5	0.50	3,500
Reynolds, Thomas	Lecturer	Second 6-week	1.5	0.50	3,500
FACULTY SALARIES				98,000	
STAFF SALARIES				0	
BENEFITS				14,700	
O AND M				0	
TOTAL				112,700	

**College of Liberal & Applied Arts  
Government  
159996 - 25400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Abel, Charles	Professor	First 6-week	1.5	1.00	10,000
Herzog, Richard	Professor	Second 6-week	1.5	1.00	10,000
Baily, Alan	Associate Professor	First 6-week	1.5	1.00	8,000
Davis, Cindy	Associate Professor	12-week, full term	3.0	0.50	4,000
Franks, George	Associate Professor	First 8-week	2.0	1.00	8,000
Galatas, Steve	Associate Professor	12-week, full term	3.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Gooch, Donald	Associate Professor	First 8-week	2.0	1.00	8,000
Gregory, Charles	Associate Professor	Second 6-week	1.5	1.00	7,000
Harrelson-Stephens, Julie	Associate Professor	First 6-week	1.5	0.50	4,000
Hill, Milton	Associate Professor	Second 6-week	1.5	1.00	7,000
Payne, Lee	Associate Professor	First 6-week	1.5	1.00	8,000
Day, George	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Willardson, Spencer	Assistant Professor	Second 6-week	1.5	1.00	7,000
Fleming, Megan	Lecturer	Second 6-week	1.5	0.50	3,426
McClain, Katie	Lecturer	First 8-week	2.0	0.50	3,426
McElyea, Rebecca	Lecturer	First 8-week	2.0	0.50	3,500
Price, Karren	Adjunct	First 8-week	2.0	1.00	8,000
Turner, Trey	Adjunct	12-week, full term	3.0	0.50	2,750
FACULTY SALARIES					117,102
STAFF SALARIES					0
BENEFITS					17,565
O AND M					0
TOTAL					134,667

**College of Liberal & Applied Arts  
Psychology  
159996 - 25500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ludorf, Mark	Professor	Second 6-week	1.5	0.50	4,500
Brewer, Lauren	Associate Professor	Second 6-week	1.5	0.50	4,000
Conlon, Kyle	Associate Professor	12-week, full term	3.0	0.67	4,000
Drury, Scott	Associate Professor	Second 6-week	1.5	0.50	4,000
Estrada, Steven	Associate Professor	First 6-week	1.5	0.50	4,000
Jacobi, Lora	Associate Professor	First 6-week	1.5	0.50	4,000
Savoy, Sarah	Associate Professor	First 6-week	1.5	0.50	4,000
Sparkman, Nathan	Associate Professor	First 6-week	1.5	0.50	4,000
Walker, Michael	Associate Professor	12-week, full term	3.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Pearte, Catherine	Assistant Professor	First 6-week	1.5	0.50	3,500
Schaeffer, James	Assistant Professor	First 6-week	1.5	0.50	3,500
Brotzen, Julie	Lecturer	Second 6-week	1.5	0.50	3,458
White, Charles	Lecturer	Second 6-week	1.5	0.50	3,375
FACULTY SALARIES					54,333
STAFF SALARIES					0
BENEFITS					8,150
O AND M					0
TOTAL					62,483

College of Liberal & Applied Arts  
 Anthropology, Geography, & Sociology  
 159996 - 25600

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Darville, Ray	Professor	First 6-week	1.5	1.00	10,000
McDonald, Darrel	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Williams, Jerry	Professor	First 6-week	1.5	0.50	5,000
Chandler-Ezell, Karol	Associate Professor	First 6-week	1.5	1.00	8,000
Dentice, Dianne	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Forbes, William	Associate Professor	First 4-week	1.0	0.50	4,000
		Second 4-week	1.0	0.50	4,000
Pruit, John	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
FACULTY SALARIES					56,000
STAFF SALARIES					0
BENEFITS					8,400
O AND M					0
TOTAL					64,400

College of Liberal & Applied Arts  
Mass Communication  
159996 - 25700

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hendricks, John	Professor	First 6-week	1.5	1.50	15,000
Greule, Alan	Associate Professor	Second 6-week	1.5	1.00	9,000
Hart, Casey	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Thompson, Bailey	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Williams-Turkowski, Stephanie	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Williford, Sherry	Instructor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				54,000	
STAFF SALARIES				0	
BENEFITS				8,100	
O AND M				0	
TOTAL				62,100	



College of Liberal & Applied Arts  
Division of Multidisciplinary Programs  
159996 - 25750

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Smith, Anne	Professor	Second 6-week	1.5	1.00	9,000
Smith, Owen	Professor	Second 6-week	1.5	1.00	9,000
Dixon, Benjamin	Associate Professor	First 8-week	2.0	0.50	3,500
Salsbery, Kelly	Associate Professor	First 8-week	2.0	1.00	7,000
Shockley, Paul	Lecturer	First 4-week	1.0	0.50	3,500
FACULTY SALARIES				32,000	
STAFF SALARIES				0	
BENEFITS				4,800	
O AND M				0	
TOTAL				36,800	

**College of Liberal & Applied Arts  
Social Work  
159996 - 25900**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Cordova, Wilma	Professor	Second 6-week	1.5	0.50	4,500
Bishop, Christine	Assistant Professor	First 6-week	1.5	0.50	3,500
Carbajal, Jose	Assistant Professor	Second 6-week	1.5	0.50	4,000
Morris, James	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Butler, Carrie	Clinical Instructor	Second 6-week	1.5	0.50	4,000
Harris, Linda	Clinical Instructor	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES					27,000
STAFF SALARIES					0
BENEFITS					4,050
O AND M					0
TOTAL					31,050

College of Sciences & Mathematics  
Office of the Dean  
159996 - 26001

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Beavers, Brian	Associate Professor	All Summer	4.0	0.50	14,604
Faulkner, Melinda	Assistant Professor	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES					18,604
STAFF SALARIES					0
BENEFITS					2,791
O AND M					0
TOTAL					21,395

College of Sciences & Mathematics  
Pre-Health Professions  
159996 - 26004

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Childress, Erin	Lecturer	First 6-week	1.5	0.25	3,692
		Second 6-week	1.5	0.25	3,692
FACULTY SALARIES				7,383	
STAFF SALARIES				0	
BENEFITS				1,107	
O AND M				0	
TOTAL				8,490	

**College of Sciences & Mathematics**  
**Biology**  
**159996 - 26100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Burt, Donald	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Clack, Beatrice	Professor	First 6-week	1.5	0.83	8,333
Gravatt, Dennis	Professor	First 6-week	1.5	1.00	10,000
Kwiatkowski, Matthew	Professor	First 6-week	1.5	0.83	7,500
		First 8-week	2.0	0.17	1,500
Wiggers, Robert	Professor	Second 6-week	1.5	1.00	10,000
Pratt, Donald	Associate Professor	Second 6-week	1.5	1.00	9,000
Childress, Erin	Lecturer	Second 6-week	1.5	0.83	5,833
Havner, Ronald	Lecturer	First 6-week	1.5	0.83	5,833
Dudley, Thomas	Adjunct	Second 6-week	1.5	0.50	3,500
Maurstad, Cynthia	Adjunct	First 6-week	1.5	1.00	7,000
Nicholas, Angela	Adjunct	First 6-week	1.5	0.33	2,700
		Second 6-week	1.5	0.33	2,700
Giudici, Joann	Lab Coordinator	First 6-week	1.5	0.66	4,528
		Second 6-week	1.5	0.83	5,660
Sullivan, Justin	Lab Coordinator	First 6-week	1.5	0.33	2,242
		Second 6-week	1.5	0.33	2,242
Wahlberg, Ashley	Lab Coordinator	First 6-week	1.5	0.33	3,083
		Second 6-week	1.5	0.66	4,111
TBN	Graduate Assistant (4)	First 6-week	1.5	4.00	8,400
		Second 6-week	1.5	2.00	8,400
	TBN(2)	Second 6-week	1.5	0.83	7,333
FACULTY SALARIES					113,100
STAFF SALARIES					16,800
BENEFITS					19,485
O AND M					0
TOTAL					149,385

College of Sciences & Mathematics  
Chemistry & Biochemistry  
159996 - 26200

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Odunuga, Odutayo	Professor	Second 6-week	1.5	1.00	9,000
Onchoke, Kefa	Professor	First 6-week	1.5	0.83	7,500
Frantzen, Alyx	Associate Professor	First 6-week	1.5	1.00	9,000
Fry, Darrell	Associate Professor	Second 6-week	1.5	1.00	8,000
Zamadar, Matibur	Associate Professor	First 4-week	1.0	0.50	4,000
		First 6-week	1.5	0.50	4,000
		Second 4-week	1.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Barngrover, Brian	Assistant Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Gary, John	Assistant Professor	First 6-week	1.5	1.00	8,000
Sengupta, Bidisha	Assistant Professor	Second 6-week	1.5	0.83	6,667
Kwiatkowski, Catherine	Lecturer	First 6-week	1.5	0.66	4,667
Abedi, Milad	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Donald, Cole	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Lovett, Justin	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Milem, Elizabeth	Graduate Assistant	First 4-week	1.0	0.50	2,100
		Second 4-week	1.0	0.50	2,100
FACULTY SALARIES					76,834
STAFF SALARIES					16,800
BENEFITS					14,045
O AND M					0
TOTAL					107,679

College of Sciences & Mathematics  
Geology  
159996 - 26300

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Nielson, R. LaRell	Professor	First 6-week	1.5	1.00	10,000
Stafford, Kevin	Professor	First 6-week	1.5	0.50	5,000
Bloxson, Julie	Assistant Professor	First 6-week	1.5	0.50	4,000
Faulkner, Melinda	Assistant Professor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	1.00	8,000
Read, Michael	Lecturer	First 6-week	1.5	0.50	3,500
Rashall, Jenny	Visiting Faculty	First 6-week	1.5	0.83	5,833
		Second 6-week	1.5	0.83	5,833
Turner, Wesley	Lab	First 6-week	1.5	1.49	10,500
	Coordinator/Lecturer	Second 6-week	1.5	0.83	5,833
FACULTY SALARIES					66,500
STAFF SALARIES					0
BENEFITS					9,975
O AND M					0
TOTAL					76,475

College of Sciences & Mathematics  
Geology  
159996 - 26306

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
O and M		First 6-week	1.5	0.00	11,755
FACULTY SALARIES					0
STAFF SALARIES					0
BENEFITS					0
O AND M					11,755
TOTAL					11,755



**College of Sciences & Mathematics**  
**Mathematics & Statistics**  
**159996 - 26400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Miller, Greg	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.33	13,333
Riggs, Kent	Professor	First 6-week	1.5	1.00	9,000
Stovall, Sarah	Professor	First 6-week	1.5	1.33	13,333
		Second 6-week	1.5	0.83	8,333
Henderson, Robert	Associate Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Mitchell, Jonathan	Associate Professor	First 6-week	1.5	1.66	13,333
		Second 6-week	1.5	1.00	8,000
Bradford, William	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Busbee, Brooke	Lecturer	First 6-week	1.5	1.00	7,000
Cook, Michelle	Lecturer	Second 6-week	1.5	1.00	7,000
DeSha, Lorna	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Dosser, Hilary	Lecturer	First 6-week	1.5	1.00	7,000
Johnson, Danielle	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Payne, Robert	Lecturer	First 6-week	1.5	1.00	7,000
Prince, Stacia	Lecturer	Second 6-week	1.5	1.00	7,000
Rotenberry, Marissa	Lecturer	Second 6-week	1.5	0.50	3,500
Segura, Anali	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Sullivan, John	Lecturer	Second 6-week	1.5	1.00	7,000
Sullivan, Robin	Lecturer	Second 6-week	1.5	1.00	7,000
TBN	TBN	First 6-week	1.5	0.50	4,000
	TBN(2)	Second 4-week	1.0	1.00	10,000
		Second 6-week	1.5	0.50	4,500
FACULTY SALARIES				202,833	
STAFF SALARIES				0	
BENEFITS				30,425	
O AND M				0	
TOTAL				233,258	

**College of Sciences & Mathematics  
School of Nursing  
159996 - 26500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bailey, Erin	Associate Professor	12-week, full term	3.0	0.83	7,500
		Second 6-week	1.5	0.50	4,500
Bishop, Sara	Associate Professor	12-week, full term	3.0	0.25	2,500
Harris, Tamara	Associate Professor	12-week, full term	3.0	0.66	6,666
Jones, Angela	Assistant Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Barrios, Keli	Clinical Instructor	12-week, full term	3.0	0.84	5,834
Becnel, Kesha	Clinical Instructor	12-week, full term	3.0	0.50	3,500
Cheever, Sherry	Clinical Instructor	12-week, full term	3.0	1.17	8,167
Cummins, Alysa	Clinical Instructor	12-week, full term	3.0	1.16	8,166
Goar, Ashley	Clinical Instructor	12-week, full term	3.0	1.17	8,167
		Second 6-week	1.5	0.33	2,333
Hunt, Shelley	Clinical Instructor	12-week, full term	3.0	0.83	6,667
		First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.83	6,667
Kimbrough, Hazel	Clinical Instructor	12-week, full term	3.0	0.67	5,333
Klein, Michelle	Clinical Instructor	Second 6-week	1.5	0.50	4,000
Logan, Laura	Clinical Instructor	Second 6-week	1.5	0.33	3,000
Matthews, Laurel	Clinical Instructor	Second 6-week	1.5	0.50	3,500
McDonald, Kelley	Clinical Instructor	First 6-week	1.5	0.50	3,500
Talavera, Crystal	Clinical Instructor	12-week, full term	3.0	0.25	1,750
Trotty, Katy	Clinical Instructor	First 6-week	1.5	0.33	2,667
Young , Alyson	Clinical Instructor	First 6-week	1.5	0.17	1,167
Younger , Allison	Clinical Instructor	Second 6-week	1.5	0.33	2,333
Bray, Christell	Adjunct	12-week, full term	3.0	1.00	6,000
Hairston, Carla	Adjunct	12-week, full term	3.0	0.33	2,000
TBN	Adjunct	12-week, full term	3.0	0.67	4,000
FACULTY SALARIES				122,917	
STAFF SALARIES				0	
BENEFITS				18,438	
O AND M				0	
TOTAL				141,355	

College of Sciences & Mathematics  
Physics, Engineering & Astronomy  
159996 - 26600

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Trikosko , Walter	Professor	First 8-week	2.0	0.67	6,667
		Second 8-week	2.0	0.67	6,667
Ochoa, Hector	Assistant Professor	Second 6-week	1.5	0.50	5,000
Piran, Ali	Lecturer	First 8-week	2.0	0.67	4,667
Rickards, Abigail	Adjunct	Second 8-week	2.0	0.67	4,000
TBN	Graduate Assistant (2)	First 6-week	1.5	1.00	4,200
		Second 6-week	1.5	1.00	4,200
FACULTY SALARIES					27,001
STAFF SALARIES					8,400
BENEFITS					5,310
O AND M					0
TOTAL					40,711

**College of Sciences & Mathematics**  
**Computer Science**  
**159996 - 26800**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Nix, Timothy	Associate Professor	First 6-week	1.5	0.50	5,000
Ivancic, Christopher	Assistant Professor	Second 6-week	1.5	1.00	10,000
Ogale, Pushkar	Assistant Professor	Second 6-week	1.5	0.50	5,000
Singh, Dipak	Assistant Professor	First 6-week	1.5	0.50	5,000
Zheng, Jianjun	Assistant Professor	Second 6-week	1.5	0.50	5,000
Long, William	Director	Second 6-week	1.5	0.50	5,000
Eubanks, Anne-Marie	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Kahler, Korey	Lecturer	Second 6-week	1.5	1.00	7,000
Long, William	Instructor	First 6-week	1.5	0.50	5,000
FACULTY SALARIES					54,000
STAFF SALARIES					0
BENEFITS					8,100
O AND M					0
TOTAL					62,100

Student Success Center  
Student Success Seminar  
159996 - 29303

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
TBN	Instructor (11)	All Summer	4.0	0.00	13,200
FACULTY SALARIES					0
STAFF SALARIES					13,200
BENEFITS					1,980
O AND M					0
TOTAL					15,180

### STEM RESEARCH AND LEARNING CENTER QUASI-ENDOWMENT

#### Explanation:

According to university policy 3.17, Gifts, Loans, Endowments and Bequests, utilization of unrestricted gifts of \$100,000 or more, as well as setting aside certain institutional funds to be maintained as quasi-endowments, shall be as directed by the Board of Regents. The SFA STEM Research and Learning Center has received funds in the form of payments for goods and services provided and from various gifts and donations. Utilizing funds from these revenue and discretionary accounts, the STEM Center is requesting to move \$500,000 to establish a quasi-endowment.

#### Recommendation:

The administration recommends that the \$500,000 unrestricted funds received be used to establish a quasi-endowment under the name STEM Research and Learning Center. Both the generated revenue and principal are to be used at the discretion of the associate director of the STEM Research and Learning Center and dean of the College of Science and Mathematics, with the approval of the provost. Primarily, these funds will support 1) student scholarships awarded on a discretionary basis to incoming freshmen and returning students majoring in a STEM field within the College of Sciences and Mathematics, and 2) designated college initiatives that reflect the teaching and learning mission of the STEM Research and Learning Center as determined by the associate director and the dean.

## UNIVERSITY TRAINING SYSTEM SOFTWARE

### Explanation:

The university's Executive Oversight Compliance Committee appointed a task force to select one university training platform to improve the delivery, format, and content of required university trainings. This assignment was a result of a university-wide training audit which was reported to the Board at the July 2020 meeting. Currently, the university utilizes multiple training systems which does not allow for a comprehensive and timely training record for employees.

The University Training System Task Force worked with the Project Management Office to issue a Request for Proposal (RFP) for training system software. Four companies responded to the RFP. After reviewing the demonstrations and financial proposals of the three respondents that met the selection criteria, the task force selected PeopleAdmin as the new training platform.

PeopleAdmin is a comprehensive talent acquisition and management system. The university's Human Resources department currently uses PeopleAdmin for job posting, applicant tracking, pre-employment training, and employee onboarding. By utilizing the PeopleAdmin training platform, along with integrated upgrades in the functionality we currently use, Human Resources will be able to improve training processes and gain efficiencies in all areas of electronic applicant tracking and onboarding, electronic personal records, and performance management.

The current training platform contract will expire December 31, 2021. In order to provide adequate time for implementation of the new training platform, it is recommended that SFA enter into a contract with PeopleAdmin as soon as possible.

An analysis was done to compare the cost of continuing with separate current software contracts for training and talent management to include increased licensure for student employees. The proposed single comprehensive software solution will enhance current functionality, improve efficiencies, and provide connectivity into our existing ERP system.

### Recommendation:

The administration recommends the administration be authorized to contract with PeopleAdmin for a combined talent management and training software agreement including implementation and associated maintenance costs for a

period of 5 years, through April 2026, at a cost not to exceed \$785,000, using the Higher Education Fund and/ or designated funds. The administration further recommends the President be authorized to sign the associated contracts and purchase orders.

TABLED



## GRANT AWARDS

### Explanation:

For fiscal year 2021, the multi-year grant award total is currently \$47,238,831. Of this total, grant awards allocable to fiscal year 2021 are currently \$17,144,163, an increase of \$11,296,183 since the last report.

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

### Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2021 grant awards that total \$11,296,183. The grant awards are detailed as presented.

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

**Fiscal Year 2021 – as of March 31, 2021**

**Amounts allocable to FY21** (detailed in this report)

Federal funds (direct and pass-through)	\$ 11,066,020
State Funds (direct and pass-through)	\$ 224,868
Private and Local Government	\$ 5,295
<b>TOTAL</b>	<b>\$ 11,296,183</b>

**New awards, FY21** (detailed in this report, all project years) **\$ 11,259,400**

**Cumulative amount allocable to FY21** **\$ 17,144,163**

**Cumulative award total FY21, all project years** **\$ 47,238,831**

*New, Additional, or Previously Unreported Awards for FY 2021*

**Federal Funds (direct and pass-throughs)**

**Title** \* *Texas Reskilling Support Fund Grant Program FY21*  
**Sponsor:** TX Higher Education Coordinating Board (prime - US Dept of Education)  
Award # 24118  
**Award Term:** January 4, 2021 to December 31, 2021  
**PI/PD:** Dr. Marc Guidry, Academic Affairs  
**Total Award:** \$112,500 **Amount Allocable to FY 2021:** \$112,500  
*Scholarship funds for students who will pursue high value workforce credential programs and/or undergraduate degrees.*

**Title** \* *La Nana Bayou Watershed Protection Plan (WPP) Development*  
**Sponsor:** Texas A&M AgriLife Extension Service (prime - US Environmental  
Protection Agency)  
Award # M2101278  
**Award Term:** January 14, 2021 to January 31, 2023  
**PI/PD:** Dr. Matthew McBroom, Forestry  
**Total Award:** \$33,127 **Amount Allocable to FY 2021:** \$11,042  
*This research grant will develop a watershed protection plan for La Nana Creek that will enable local decision making for the planning process, and to provide educational programs and a media outreach plan.*

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

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

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**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

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Previously Described Awards:

***CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Institutional Aid***

Dr. Danny Gallant, Finance and Administration

**Total Award:** \$17,133,422 **Amount Allocable to FY 2021:** \$5,935,442\*

***CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Students***

Erma Nieto-Brecht, Admissions

**Total Award:** \$10,525,078 **Amount Allocable to FY 2021:** \$5,000,000\*

***CARES ACT: Higher Education Emergency Relief Fund-Strengthening Institutions Program (SIP)***

Dr. Danny Gallant, Finance and Administration

**Total Award:** \$519,411 **Amount Allocable to FY 2021:** \$5,986\*

***Special Education Consolidated Grant FY21 (IDEA-B)***

Lysa Hagan, Charter School

**Award Total:** \$35,380 **Amount allocable to FY 2021:** \$1,050\*

***Subtotal Federal Amounts Allocable to FY 2021 (this report) = \$11,066,020***  
***Subtotal New Federal Awards (total award) = \$11,088,105***

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

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

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

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**State Funds (direct and pass-through)**

**Title** \* *STEM Summer Program FY21 - Governor's Summer Merit Program*  
**Sponsor:** Texas Workforce Commission  
**Award Term:** March 23, 2021 to August 31, 2021  
**PI/PD:** Dr. Jana Redfield, STEM Research and Learning Center  
**Total Award:** \$100,000 **Amount Allocable to FY 2021:** \$100,000

*Funds will provide two week-long summer camps with hands-on learning activities, field work opportunities, and industry field trips. The goal is to help increase the number of students interested in STEM careers.*

**Title** \* *Repatriation of Illegally Collected Alligator Snapping Turtles Back into Texas Waters*  
**Sponsor:** Texas Parks and Wildlife Department  
**Award Term:** February 24, 2021 to August 31, 2021  
**PI/PD:** Dr. Christopher Schalk, Forestry  
**Total Award:** \$45,000 **Amount Allocable to FY 2021:** \$45,000

*Research funds will be used to return approximately 40 Alligator Snapping Turtles to Texas waters. These turtles were illegally smuggled into Louisiana several years ago, but law enforcement successfully intervened.*

**Previously Described Awards:*****SFA Charter School Instructional Materials Allotment, FY13-FY21***

Lysa Hagan, Charter School

**Award Total:** \$222,647 **Amount allocable to FY 2021:** \$47,900\*

***Disability Services – Interpreter Services 16-18***

Tiffany Rivers, Disability Services

**Award Total:** \$206,759 **Amount allocable to FY 2021:** \$10,968

***\*JAMP Special Projects: JAMP Camp 2021***

Dr. Kevin Langford, Biology

**Award Total:** \$20,000 **Amount allocable to FY 2021:** \$20,000

***\*Peers Against Tobacco Program – FY21***

Jessica Waguespack, Campus Recreation

**Award Total:** \$1,000 **Amount allocable to FY 2021:** \$1,000

***Subtotal State Amounts Allocable to FY 2021 (this report) = \$224,868***

***Subtotal New State Awards (total award) = \$166,000***

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

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

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

**Private Entity and Local Government Awards**

**Title**                                *\* Clinic Fee Support for Low Income Clients and Career Planning Laboratory Services*  
**Sponsor:**                        T.L.L. Temple Foundation  
**Award Term:**                    January 29, 2021 to May 31, 2022  
**PI/PD:**                            Dr. Bill Weber, Human Services and Educational Leadership  
**Total Award:**                \$5,295                                **Amount Allocable to FY 2021:** \$5,295  
*Grant funding will provide counseling sessions for up to 25 clients through the Human Services and Educational Leadership Graduate Counseling Clinic.*

**Title**                                *\* Hamilton Syringe Grant*  
**Sponsor:**                        Hamilton Company  
**Award Term:**                    December 2, 2020 to February 28, 2021  
**PI/PD:**                            Dr. Lindsay Porter, Biology  
**Total Award:**                no funds awarded - award is solely a credit for purchase.  
*This product credit will assist a project-based lab for an immunology course by providing students with experience using RNAi as part of their research programs.*

***Subtotal Private and Local Amounts Allocable to FY2021 (this report) = \$5,295***  
***Subtotal New Private and Local Awards (total award) = \$5,295***

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

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

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

## FINANCIAL AFFAIRS POLICY REVISIONS

### Explanation:

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

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

### Recommendation:

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

- Best Value Procurement 17.1
- Cellular Telephones and Wireless Communication Devices 3.6
- Delegated Purchasing Authority 17.5
- Direct Pay Disbursements 17.20
- Establishing a New Department Account: Fund-Organization-Program (FOP) 3.12
- Expenditure Authority for Financial Transactions 3.13
- Gramm Leach Bliley Act Required Information Security and Identity Theft Prevention 14.4
- Identity Theft Prevention 14.5
- Insurance and Other Benefits 12.10
- Membership 17.10
- Payment Card Acceptance and Security 14.8
- Purchase Requisition 17.19
- Restrictions on Contracting with and Paying Certain Vendors 17.23
- Travel Card (T-Card) 3.30

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Best Value Procurement

**Policy Number:** 17.1

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

**Date of last revision, if applicable:** 4/18/2020

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

**Purpose of Policy (what does it do):** This policy affirms that Stephen F. Austin State University (SFA) makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Texas Education Code Section 51.9335 and university policy.

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Scheduled Review           | <input type="checkbox"/> Change in law          | <input type="checkbox"/> Response to audit finding |
| <input checked="" 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:** The revision blends in content and allows deletion of Policies 17.10, 17.19, and 17.23.

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

*Additional Comments:*

Minor wording changes.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Best Value Procurement

**Original Implementation:** January, 1988

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

### Purpose

This policy affirms that Stephen F. Austin State University (SFA) makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Texas Education Code Section 51.9335 and university policy.

### PROCUREMENT METHODS PROCESSES

The university purchases goods or service by the method that provides the best value to the university, including:

- A. programs associated with the purchase of goods or services from persons with disabilities as required under applicable state law;
- B. direct negotiation if the aggregate total is \$15,000 or less (except that the limit for federal funds is \$3,000);
- C. group/cooperative purchasing programs;
- D. contracts awarded by the state comptroller's office, Department of Information Resources, Council on Competitive Government, State Office of Risk Management, or other state of Texas agencies or institutions of higher education;
- E. contracting with other state agencies or political subdivisions in accordance with Interagency and Interlocal Contracts (see additional information below in Additional Procurement Considerations);
- F. purchasing on a proprietary basis in accordance with Proprietary Purchases (see additional information below in Additional Procurement Considerations);
- G. purchase of professional and consulting services in accordance with Texas Government Code Section 2254 (see additional information below in Additional Procurement Considerations);
- H. purchasing from state or federal surplus warehouses in accordance with Purchase of Surplus Property (17.17);
- I. soliciting bids or proposals as follows:
  - a. informal solicitation if the aggregate total is \$50,000 or less; this limit may be increased to \$150,000 if using federal grant funds;
  - b. formal solicitation if the aggregate total is over \$50,000; this limit may be increased to \$150,000 if using federal grant funds;
- J. purchasing on an emergency basis as long as the procurement is necessary to prevent a hazard to life, health, safety, welfare or property, or to avoid undue additional cost to the university;
- K. purchasing on a best value basis without using one of the above processes as long as the supporting justification is approved by the director of procurement and is in compliance with best value considerations outlined in Texas Education Code Section 51.9335.



### ***Purchase Requisition Process***

*A specific request by a department to purchase goods or services begins with the completion of an electronic Purchase Requisition (requisition). Once initiated, the requisition is routed for appropriate approvals based on the amount, commodity, or funding source. This automated approval queue for requisitions is maintained in the university's financial system. Reference Delegated Purchasing Authority (17.5).*

*Electronic requisitions are submitted following the guidelines outlined in the Procurement Requisitions, Approvals and Receiving Manual. Purchase orders may be created without a requisition at the discretion of the procurement office. When a purchase order is created without a requisition, the department may be notified by email that the purchase order has been created.*

*Requisition processing within the procurement office differs depending upon source of funds, dollar value, the type of good or service being acquired, and department need.*

*Exceptions to the use of a requisition, other than those listed above, are detailed in Direct Pay Disbursements (17.20) and Delegated Purchasing Authority (17.5).*

## **ADDITIONAL PROCUREMENT CONSIDERATIONS**

### **General**

The university may not accept a bid or award a contract that includes proposed financial participation by a person who received compensation from the university to participate in preparing the specifications or request for proposals on which the bid or contract is based. This does not prohibit a bidder or contract participant from providing free technical assistance to the university.

In accordance with Gov't Code Ch. 2252, Subchapter A, the university will apply reciprocity when evaluating informal bids and competitive sealed bids. This requirement does not apply to federal funds.

Contracts that generate revenue may be processed through any of the above procurement processes, through direct negotiation, or through any other process that is determined to represent the best value to the university.

All procurements, regardless of the source of funds, shall comply with laws and rules relating to historically underutilized businesses. Reference Historically Underutilized Businesses (17.7).

Some procurements may require Board of Regents approval prior to purchasing. Reference Items Requiring Board of Regents Approval (1.4).

Some procurements have additional restrictions based on the source of funding. Reference the Funds Guidelines and HEF Guidelines published on the procurement and property services website.

### **Contracting Restrictions for Post-Employment and Heads of State Agencies**

Contracting with a former employee or retiree for services is prohibited on state funds within 12 months of the employee's separation date from the university. The use of local funds is allowed within 12 months of the employee's separation date with prior approval of the director of procurement and property services, director of human resources, and general counsel.

If a past employee or retiree is hired as a consultant within 2 years of leaving SFA or any other state agency, the consultant must disclose in ~~his/her~~<sup>their</sup> offer the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination. This requirement does not apply to professional services.

Contracting for professional services with a company employing a former employee or retiree within 12 months of the employee's separation date from the university is allowed only if the former or retired employee does not work on a project that is similar to ~~his/her~~<sup>their</sup> duties while employed by SFA.

Contracting with the executive head of a state agency, or with a person who at any time during the four years before the date of the contract was the executive head of a state agency, or with a person who employs a current or former executive head of a state agency is prohibited unless the Board of Regents votes in open meeting to approve the contract, and the Legislative Budget Board is notified no later than the fifth day before the date of the vote, of the terms of the proposed contract.

Pursuant to state law, a former officer or employee who during their period of service or employment participated on behalf of the university in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the contract is signed or the procurement is terminated or withdrawn.

### **Contracting Restrictions with and Paying Certain Vendors**

*The university is required by Tex. Gov't Code § 2252.903 and the United States President's Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001) to determine vendor eligibility for contracts and/or payments. The university may contract with any vendor on state warrant hold and follow established procedures for notifying the vendor and holding payment. It is the responsibility of the accounts payable office to ensure that the selected vendor is NOT on warrant hold prior to processing a university payment. However, the university is strictly prohibited from contracting with any vendor listed on the federal government specially designated nationals list (SDN). –The verification process for the SDN involves searching in the federal system for award management website (SAM).*

*It is the responsibility of the university to ensure that the selected vendor is NOT on warrant hold or listed with an active exclusion on the SAM up to 7 days before the contract date, but no later than the contract start date.*

### **Contract Management**

The procurement office shall establish and maintain contract management procedures that provide for consistent contracting policies and practices and contract review procedures, including a risk analysis procedure. The contract review procedures, contract review checklist, and any updates, must be reviewed and approved by the general counsel before implementation.

The procurement office shall establish procedures to identify each contract that requires enhanced contract or performance monitoring. New construction projects over a designated dollar amount shall be included in evaluation for enhanced monitoring. Identified contracts shall be reported to the Board of Regents at regularly scheduled meetings, including the following information:

1. a description of the contract;
2. the vendor awarded the contract;
3. the procurement method by which the vendor was selected;
4. who is managing the contract;
5. any serious issue or risk associated with the contract.

The following types of purchases or contracts are excluded from this reporting requirement: a memorandum of understanding, interagency contract, interlocal agreement, or contract for which there is no cost.

All contracts should be fully executed prior to the effective date and prior to work being performed to the extent possible.

### **Interagency and Interlocal Purchases**

Interagency purchases are for goods and services from another agency of the state of Texas and are allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment, and special or technical services including the services of an employee through an Interagency Cooperation Agreement.

Interlocal purchases are for goods or services from or by a local government such as a city or county government, school district, junior or community college district, or other political subdivision. Such purchases are handled as an Interlocal Agreement, and are allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitations of its appropriated funds or its governing board or commission.

A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. Printing services may not be purchased through an Interagency or Inter-local Agreement.

Interagency contracts shall follow financial approval thresholds allowed in university policy 1.4. All interagency contracts must conform to appropriate procurement procedures and be approved by an

authorized administrator from each agency. An interagency agreement, if required under applicable law, must specify the following:

1. the kind and amount of goods or services to be provided;
2. the basis for computing reimbursable costs; and
3. the maximum cost during the period of the agreement.

Interlocal contracts must contain a formal written agreement signed by the university agency head, or designee, and the local government, regardless of the dollar amount. The written agreement must:

1. state the purpose, terms, rights, and duties of the contracting parties; and
2. specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Forms for interagency and interlocal agreements are available on the general counsel's website.

### ***Purchase of Memberships***

*All memberships are held in the name of the university. –Memberships that clearly relate to the university as a whole may be paid from university's institutional membership account, subject to available funding and appropriate approval. –Memberships relating to specific departments or functions are funded from departmental or college accounts.*

*Memberships that will be paid with appropriated funds must be submitted on a purchase requisition and approved at the appropriate level. Memberships in a chamber of commerce may not be purchased with appropriated funds.*

### **Proprietary Purchases**

A proprietary purchasing situation occurs when competition is not available. In addition to the purchase requisition, a written exclusive acquisition justification must be submitted to the Department of Procurement and Property Services when the specification requirement limits consideration to one manufacturer, one product, or one service provider.

A sole product may be available from more than one source and is subject to best value procurement rules. Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. To assist in proprietary purchase considerations, procedures and guidelines are provided on the procurement and property services website.

### **Purchase of Professional and Consulting Services**

Professional services are services within the scope of practice, as defined by state law, of: accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, professional nursing, and interior design or those services provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, landscape architect, land surveyor, a

physician (including a surgeon), an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, registered nurse, or a licensed interior designer.

Consulting services are services of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee. A consultant may be used only if there is a substantial need for the consulting services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

Major consulting service contracts are contracts for which it is reasonably foreseeable that the value of the contract will exceed \$25,000. The \$25,000 threshold is not a one-time cost, but rather a cumulative amount for on-going consulting services.

A consultant is a person that provides or proposes to provide a consulting service. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

Selection of professional or consulting service contracts may require Board of Regents approval. Reference Items Requiring Board of Regents Approval (1.4). Submission of a requisition is required, and other purchasing procedures may apply.

Professional or consulting service solicitations greater than \$50,000 will be posted on the electronic business daily unless Procurement and Property Services determines that no value is added by the posting.

A professional service provider is not to be selected on the basis of competitive bid but rather on the basis of demonstrated competence and qualifications to perform the services; and a fair and reasonable price, as long as professional fees do not exceed any maximum provided by law.

Professional services, including architectural, engineering, land surveying, and other professional services as referenced above, must be procured in the following manner:

1. Select the most highly qualified provider based on demonstrated competence and qualifications as provided in the Request for Qualifications;
2. Attempt to negotiate a contract with the selected provider at a fair and reasonable price;
3. If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price.

The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

A consulting service provider is to be selected using the procurement method that provides the best value to the university based on demonstrated competence, knowledge, qualifications, and reasonableness of the proposed fees for the services.

## EXEMPT PURCHASES

Purchases that are exempt from best value procurement processes outlined herein but for which submission of a purchase requisition and other rules may apply include:

1. advertising;
2. hotels and meeting rooms for conferences;
3. conference expenses – expenses related to conference room services such as audio/visual/network and food services. (does not include goods purchased for attendees or transportation services);
4. moving expenses (employee) – see Moving Expenses (3.23);
5. student travel – see Student Travel (10.12);
6. library materials and services for Stephen F. Austin State University libraries when such exemption represents the best value to the university;
7. membership dues and associated fees;
8. direct publications only available from a single source as defined in the procurement procedure manual;
9. freight, including shipping, handling, fuel surcharge, hazardous material fee, postage, and other surcharges;
10. intra-agency payments (IDT);
11. rental of exhibit space;
12. items for resale;
13. internal repairs – repairs for which the extent and cost of such cannot be determined until the commodity is disassembled and evaluated; an internal repair must contain labor and may also include parts;
14. purchases from federal agencies;
15. utilities, other than deregulated electricity;
16. organized activity purchases – goods and services for the Early Childhood Lab, Cole Audiology Lab, Beef Farm, Poultry Farm, Equestrian Program, Broiler Houses, and Swine Farm when the purchase directly affects operations and such exemption represents the best value to the university;
17. group travel – expenses related to group travel when such group travel includes non- university persons and/or is funded by payment from individual travelers; i.e., Art Tour;
18. gifts, prizes and awards for students, employees and non-university individuals – See Gifts, Prizes and Awards (3.18);
19. accreditation fees;
20. tournament fees or game guarantees;
21. licensing fees or permits;
22. employee registration or tuition;
23. sponsorships;
24. non-travel-related meals;
25. fees, not otherwise identified herein;
26. notary bonds;
27. guest lecturers, speakers, artists, entertainers, performers, musicians, etc.;
28. educational/training services for university employees;

- 29. veterinary services;
- 30. other professional services as defined by the state comptroller's expenditure codes.

**Cross References:** Items Requiring Board of Regents Approval (1.4); Ethics (2.6); Gifts, Prizes and Awards (3.18); Student Travel (10.12); Nepotism (11.16); Historically Underutilized Businesses (17.7); Delegated Purchasing Authority (17.5); Purchase of Surplus Property (17.17); *Direct Pay Disbursements* ~~Purchase Voucher~~ (17.20); Purchases From Officers or Employees (17.21); Moving Expenses (3.23); ~~Purchase Requisition~~ (17.19); Tex. Educ. Code §§ 51.9335, .9337; Tex. Gov't Code § 572.069; Tex. Gov't Code § 669.003; Tex. Gov't Code § 2261.253; Tex. Gov't Code §§ 2252.001-.004, .901, .903; Tex. Gov't Code Ch. 2254; Tex. Gov't Code Ch. 573; Tex. Gov't Code Ch. 771, 791; Tex. Const. Art. XVI, §21; Tex. Gov't Code §§ 2155.063, .067; 2 CFR §§ 200.317-.326; *Tex. Gov't Code § 2107.008; Tex. Gov't Code § 2113.104; Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001); State Comptroller Fiscal Policies and Procedures, FPP P.007; State Comptroller eXpendit, Restricted Expenditures*

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

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

**Forms:** Purchase Requisition, Purchase Voucher, *Exclusive Acquisition Justification Form*

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Cellular Telephones and Wireless Communication Devices

**Policy Number:** 3.6

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Provides guidance on the stipends for wireless communication devices and university cell phones.

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

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Edited for clarity and unit responsible for implementation.

Reviewers:

Anthony Espinoza, CIO  
Damon Derrick, General Counsel



## Cellular Telephones and Wireless Communication Devices

**Original Implementation:** October 30, 2007

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### OVERVIEW

The university recognizes that certain positions require the use of a cellular telephone (cell phone) or other wireless communication devices, ~~including personal digital assistants (PDAs) or smartphones,~~ to conduct official business. This policy provides specific guidelines regarding the use of cell phones and/or wireless communication devices.

### DEFINITIONS

Wireless Communications Device – cellular telephone, ~~telephone/PDA combination,~~ or a smartphone. For purposes of this policy, laptops, tablets, and personal computers are not considered wireless communication devices.

### ELIGIBILITY

Each department is responsible for establishing whether a specific employee needs a cell phone or wireless communication device service. Criteria for establishing this need include:

1. Requirement to travel frequently on university business.
2. Large amounts of time spent away from the office.
3. A need to contact the individual after normal business hours on a frequent basis.
4. A need for others to be in constant communication with the individual.
5. Safety considerations.

If an employee meets one or more of these criteria, a department head/director may approve a request to provide either a university cell phone or wireless communication device or a communication allowance through one of the following options.

**1. University-provided cell phones or wireless communication device:**

The Telecommunications Department will determine the preferred university vendors from which the university will contract cellular services. All university-provided cell phones and plans will be acquired from one of the preferred vendors.

Departments must submit a Cellular Telephone Request and Justification Form. This form is created and maintained by the Office of the Chief Information Officer, and all dollar amounts are coordinated and approved by the university controller.

**2. Communication Allowance:**

The department may elect to provide a communication allowance to reimburse the employee for the projected cost of business related charges. The dollar amount of the cell phone allowance should cover the estimated business-related calls and a pro-rata portion of the monthly cost of the phone plan. Determination of the dollar amount of the allowance is made at the departmental level, but will be within the guidelines and dollar limits defined on the Communication Allowance Request Form. The communication allowance will be paid through payroll and will not be considered taxable income. The allowance does not constitute an increase to base pay and will not be included for percentage based pay increases or for retirement (TRS or ORP) calculations.

**3. Intermittent Use of Cell Phones for Business Purposes:**

Some departments may provide cell phones on an intermittent basis to their employees. Intermittent basis is defined as more than one employee assigned use of the phone during the month.

**4. Infrequent Use of Cell Phones for Business Purposes:**

If infrequent business calls are made by an employee who does not receive a communication allowance or university-provided phone, departmental approval can be given to reimburse the employee for business calls that exceed personal wireless plan minutes.

Reimbursement of these calls will be made through accounts payable through normal procedures for reimbursement of business-related expenses. Appropriate documentation, such as a copy of the wireless plan billing statement and the stated business purpose of the call, should be submitted to support the reimbursement. Any reimbursement of business related calls will not be taxable to the employee.

**Cross Reference:** Telecommunication Services (16.28)

**Responsible for Implementation:** ~~Vice President for University Affairs; Vice President for Finance and Administration;~~ *Chief Information Officer*

**Contact for Revision:** Chief Information Officer

**Forms:** Communications Allowance Request Form, Cellular Telephone Request and Justification Form

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Delegated Purchasing Authority

**Policy Number:** 17.5

**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:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** This policy supports the university's centralized purchasing function but provides for specific delegations outside of the procurement office and also describes the handling of unauthorized purchases.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** N/A

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

*Additional Comments:*

Added a definition for Account Manager to clarify an audit observation, revised the unauthorized purchase category dollar amount, and made minor wording revisions.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Delegated Purchasing Authority

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021 ~~July 23, 2019~~

### Purpose

This policy supports the university's centralized purchasing function but provides for specific delegations outside of the procurement office and also describes the handling of unauthorized purchases.

### Definitions

**Account Manager** is defined as a department head (including department chairs, division heads, and all deans or designees) and/or a financial manager.

**Centralized purchasing** requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

An **unauthorized purchase** occurs when a university employee orders a product or service without an authorized purchase order issued by the procurement department.

### General

The university adheres to a policy of centralized purchasing for the purposes of:

- ensuring compliance with state and federal laws, rules, and regulations;
- protecting the university from unauthorized acquisitions of supplies, equipment, and services;
- providing budgetary control and coordination;
- ensuring fair and ethical business practices;
- providing savings through consolidation of requirements and standardization of products where appropriate;
- providing Best Value Procurement (17.1) through various purchasing methods.

The procurement department, under supervision of the director of procurement and property services/HUB coordinator, has sole authority for the negotiation and purchase of all goods and services for the university with the exception of items listed in Items Requiring Board of Regents Approval (1.4), and the following specific delegations that exist under proper administrative approval:

- The director of the university libraries is authorized to purchase books, periodicals, journals, and other related materials needed to maintain university resource collections; and the curator of the Stone Fort Museum is authorized to purchase general merchandise for resale in the museum gift shop;
- Employees are authorized to make procurement card purchases in accordance with Procurement Card (17.11), and procurement card procedures maintained on the procurement

- department website;
- Employees without procurement cards may make purchases and request reimbursement if the purchase is approved by the account manager, follows university procurement policy and procedure, and other purchase options are not possible or available (taxes will not be reimbursed, except as allowed by law);
- Certain payments may be made by completing a voucher for submission to the controller's office. *Direct Pay Disbursements Purchase Voucher* (17.20), provides guidelines for purchase voucher use.

*A memorandum of delegated purchasing authority is authorized by the President pursuant to Contracting Authority (1.3). Account managers may approve purchases of goods and services subject to policies and procedures.*

All other purchases are to be submitted as a formal request for the procurement office to secure a good or service. ~~See Purchase Requisition (17.19).~~

All official correspondence other than that delegated above; i.e., solicitations, purchase orders, change orders, cancellations, etc. shall be issued by the procurement office. The director of procurement and property services/HUB coordinator is delegated authority to sign all titles and associated documents for the purchase, transfer, or sale of vehicles, trailers, or marine equipment.

Purchases will be subject to Contracting Authority (1.3).

### **Unauthorized Purchases Made Outside of Delegated Authority**

Unauthorized purchases will include inappropriate reimbursement requests that fall outside the scope of university procurement policy and procedure. Except as delegated herein, university employees are not authorized to commit to an expenditure of funds on behalf of the university.

Unauthorized purchases over \$5,000~~3000~~ will not be paid by the university unless a justification is submitted to the vice president for finance and administration for review. If approved, the appropriate documentation and payment approval must be submitted to the procurement office to process a purchase order for the unauthorized purchase, and state appropriated funds may not be used to pay for the service or product unless approved by the vice president for finance and administration. If the unauthorized purchase is not approved by the vice president for finance and administration, the employee will be responsible for payment to the vendor unless the order can be cancelled and/or the goods returned. Any freight, shipping costs, or return penalties will be paid by the employee in the event the order is cancelled and/or the goods returned to the vendor.

The following circumstances will not constitute an unauthorized purchase; however, a requisition must be entered in the university's financial system at the earliest practical date so that payment is not delayed resulting in possible late fees:

- emergency purchases as defined by Best Value Procurement (17.1);
- memberships;
- purchases that were to be made with a procurement card that reasonably could have been

expected to be less than \$5,000~~3000~~;

- magazine or book subscriptions;
- other automatically recurring or renewable fees;
- purchases associated with existing contracts negotiated by the procurement office;
- tournament fees or game guarantees;
- ~~contracts for which a pool of contractors may be contacted, but availability is not known until the event is held; i.e., athletics game workers, etc.;~~
- guest lecturers, speakers, artists, entertainers, performers, musicians if the contract is signed by the president *or authorized designee* prior to the event;
- other professional services as defined by state comptroller's expenditure codes, if the contract is signed by the president *or authorized designee* prior to the event; *and*
- service contracts associated with grants as long as the contract is in process with *office of the research and graduate studies*~~sponsored programs office~~.

**Cross Reference:** Contracting Authority (1.3); Items Requiring Board of Regents Approval (1.4); Best Value Procurement (17.1); ~~Purchase Requisition (17.19); Direct Pay Disbursements Purchase Voucher (17.20);~~ Procurement Card (17.11)

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

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

**Forms:** *Memorandum of Delegated Purchasing Authority* ~~None~~

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Purchase Voucher

**Policy Number:** 17.20

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy establishes the guidelines for using the direct pay disbursement process to purchase certain goods and services for the university.

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

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Changed name of policy, added definitions and addressed an audit observation, minor wording revisions, provided a detail list of direct pay disbursements that may be allowed (indicating which require a payment voucher form and which do not)

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

*Additional Comments:*

Reviewers:

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

## ***Direct Pay Disbursements***~~Purchase Voucher~~

**Original Implementation:** September 1990

**Last Revision:** April 20, 2021 ~~January 30, 2018~~

### ***Purpose***

*This policy ~~describes~~ establishes the guidelines and requirements ~~related to~~ for using the direct pay disbursement process to purchase certain goods and services for the university. ~~a purchase voucher for university purchases.~~*

### ***Definitions***

*Direct Pay is the process of paying for certain university goods and services without the use of a purchase requisition or procurement card (P-Card). Direct pay disbursements are subject to all applicable policies and procedures that apply to the disbursement type that is being paid.*

*Purchase Voucher is a form required for certain types of direct pays.*

### ***General***

~~Purchases for goods or services are required to be processed in accordance with Delegated Purchasing Authority (17.5). The procurement department, under supervision of the director of procurement and property services/HUB coordinator, has sole authority for the negotiation and purchase of goods and services for the university with the exception of items listed in Items Requiring Board of Regents Approval (1.4), and exceptions listed in Delegated Purchasing Authority (17.5). Most university purchases, other than those related to travel and employee reimbursements, are initiated through the Purchase Requisition (17.19) or Procurement Card (17.11) (P-Card) process. However, in some instances where neither of these methods is appropriate, payments may be initiated as on a direct pay disbursement. purchase voucher.~~

*There are two direct pay disbursement methods. One method requires the ~~The~~ use of a purchase voucher, which is available on the SFA business forms webpage.~~site~~. The other method does not require a form, yet certain procedures and documentation may be required to be submitted to the accounts payable office. Regardless of which method is used, direct pay disbursements will be reviewed to ensure that payments comply with university policies and procedures and have appropriate supporting documentation and approvals. Reference Delegated Purchasing Authority (17.5).*

*The following types of direct pay disbursements may be allowed and ~~paym~~ require a purchase voucher ~~forms may be made on a purchase voucher instead of a purchase requisition:~~*

- ~~1. Overnight mail services (no purchase voucher required if using the procurement office preferred vendor contract)~~
- 2.1.Licensing fees (except software licensing fees)
- 3.2.Notary bonds



- 4.3. ~~Student and non-student refunds of monies paid to SFA~~
- 5.4. ~~Student tuition rebates in accordance with Tuition Rebate (6.21)~~
- 6.5. ~~Postage (with president's approval in accordance with Mail Services (16.16))~~
- 7.6. ~~Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the Travel Card (T Card) (3.30) or Procurement Card (17.11))~~
- 8.7. ~~Legal settlements~~
- 9.8. ~~Purchases from agency funds in accordance with Agency Funds (3.1) (processed on a Request for Disbursement from an Agency Account, available on the SFA business forms website)~~
- ~~10.1. Employee payroll deductions and employee benefits-related expenses~~
- 11.9. Audit costs charged by a state or federal government agency
- ~~12.1. Employee call-back mileage reimbursements~~
- ~~13.1. Employee mileage reimbursements not processed through the travel office~~
- 14.10. Athletic meal money for players while in Nacogdoches when SFA student dining facilities are closed
- 15.11. Cash advances for official visits of potential student-athletes in accordance with National Collegiate Athletic Association (NCAA) guidelines for recruiting
- 16.12. University's bookseller vendor charges for student scholarships
- ~~Establishment or replenishment of a change fund (with prior approval from the controller's office)~~
- 13. *Athletic ticket revenue share settlements*
- 14. *Athletic contest officials*
- 15. *University Interscholastic League (UIL) academic contest officials*
- 16. *Student related medical expenses*
- 17. *Purchases of books, periodicals, journals, and other related materials needed to maintain university resource collections for the library*
- 18. *Purchases of general merchandise for resale in the Stone Fort Museum gift shop*
- 19. *Standard Services Agreements approved by Office of General Counsel (OGC) for services that cost \$500 or less*

*The following types of direct pay disbursements may be allowed and do not require a purchase voucher form:*

- 1. Overnight mail services (no purchase voucher required if using the procurement office preferred vendor contract)
- 2. Employee payroll deductions and employee benefits-related expenses
- 3. Employee call-back mileage reimbursements
- 4. Employee mileage reimbursements not processed through the travel office
- 5. Establishment or replenishment of a change fund (with prior approval from the controller's office)
- 6. *Copier lease and copier maintenance*
- 7. *Employee reimbursements*
- 8. *Visa petition service fees paid on behalf of employees*
- 9. *University credit card statement payments (excluding fuel card payments)*

Any addition to the above lists must be approved in writing by both the controller and the director of

procurement and property services/*HUB coordinator* or his/her designees, and with an explanation justifying the decision.

~~Employee reimbursements for non-travel related expenses should be processed as a purchase requisition to ensure that the purchase has the appropriate approvals and meets other procurement guidelines.~~

~~Payments that are inappropriately initiated on a purchase voucher will be returned to the originating department for proper processing through the procurement office.~~

**Cross Reference:** *Best Value Procurement (17.1); Delegated Purchasing Authority (17.5); Items Requiring Board of Regents Approval (1.4);* ~~Purchase Requisition (17.19); Procurement Card (17.11); Tuition Rebate (6.21); Mail Services (16.16); Travel Card (T-Card) (3.30); Agency Funds (3.1);~~ *Items Requiring Board of Regents Approval (1.4)*

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

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

**Forms:** Purchase Voucher; ~~Request for Disbursement from an Agency Account~~

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Establishing a New Departmental Account: Fund-Organization-Program (FOP)

**Policy Number:** 3.12

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy identifies requirements to request a new departmental account.

**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:** N/A

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

*Additional Comments:*

Clarified information.

Reviewers:

Dannette Sales, Controller

Danny Gallant, Vice President for Finance and Administration

Pauline Sampson, Dean of Research and Graduate Studies

Damon Derrick, General Counsel

## Establishing a New Departmental Account: Fund-Organization-Program (FOP)

**Original Implementation:** Unpublished

**Last Revision:** April 24, 201820, 2021

### *Purpose*

*This policy identifies requirements to be followed to request a new departmental account.*

### *General*

The university's financial reporting system, Banner, allows departments and administrative staff to track revenues and expenditures by source of funding (fund), by individual departments (organization), and by function (*program*) (i.e. instruction, research, etc.) (~~program~~). In Banner, these accounts are referred to as a FOP (fund – organization – program). Requests to establish a new account are used to track the intent of why and when an account was established. For this reason, the controller's office will require completion of ~~a one of two~~ forms to process a requests to establish an account. For grants, the form *Establishing a New Banner Fund – External Grants and Contracts* is used. For non-grants, the form *Request to Establish a New Departmental Account (Fund-Org-Program) for Non-Grant Accounts* is used. ~~This is applicable form, along with~~ and any required supporting documentation are to be used by the controller's office, the ~~office of research and sponsored programs~~ *graduate studies office*, and the ~~office of development office~~ to determine if revenues and expenditures are made in compliance with the intent to establish the account.

~~These two~~ forms and procedures for submitting them are available on the controller's office website and the ~~office of research and sponsored programs~~ *graduate studies office* website. "Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)," found on the controller's office website, contains detailed instructions for completing the form for *establishing* non-grant accounts. ~~The office of research and graduate studies office website contains instructions for completing the form and to establishing grant (sponsored project) accounts.~~

**Cross Reference:** Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)

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

**Contact for Revision:** Controller

**Forms:** *Establishing a New Banner Fund – External Grants and Contracts*; Request to Establish a New Departmental Account (Fund-Org-Program) for Non-Grant Accounts. ~~and Request to Establish a New Banner Fund – External Awards and Contracts.~~ Both forms are available online on the *SFA Business Fforms webpage*. link: <http://www.sfasu.edu/3386.asp>

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Expenditure Authority for Financial Transactions

**Policy Number:** 3.13

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy establishes university employees who have authority to approve payments and expenditures.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

Dannette Sales, Controller  
Danny Gallant, Vice President Finance and Administration  
Damon Derrick, General Counsel

## **Expenditure Authority for Financial Transactions**

**Original Implementation:** April 13, 2006

**Last Revision:** April 24, 2018, 2020, 2021

### ***Purpose***

*This policy establishes university employees who have authority to approve the university's expenditures.*

### ***General***

The Stephen F. Austin State University board of regents authorizes the president of the university to designate individuals to approve payments on banks and financial institutions and expenditures paid through the Uniform State Accounting System (USAS). Only individuals who are properly designated by the president are allowed to approve payments of the university's expenditures. Only university employees may be designated to approve the university's expenditures.

For the purpose of this policy, this designation will apply to those persons who have the authority to sign checks; authorize electronic payments, wire transfers, certified checks, and Automated Clearing House (ACH) transactions; and approve transactions in USAS for payment.

Individuals designated to approve payments must submit documentation as required by the relevant state agency or financial institution showing they are properly designated to approve the university's expenditures.

The Stephen F. Austin State University board of regents authorizes the vice president for finance and administration to designate a USAS security coordinator and assistant security coordinator. The Office of the Vice President for Finance and Administration is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated. The security coordinator or assistant security coordinator is responsible for removing expenditure authority in USAS when an individual is no longer authorized to approve expenditures or is terminated.

**Cross Reference:** 34 Tex. Admin. Code § 5.61

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Gramm Leach Bliley Act Required Information Security

**Policy Number:** 14.4

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy affirms that Stephen F. Austin State University (university) is committed to an information security program (program) that addresses the Standards for Safeguarding Customer Information (Safeguards Rule) as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA). As required by the GLBA, this program applies to customer financial information (covered data) that the university receives in the course of business.

**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:** N/A

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

*Additional Comments:*

Policy 14.5 Identity Theft is being combined into this policy.

Reviewers:

Brandon Stringfield, Information Security  
Danny Gallant, Vice President for Finance and Administration  
Anthony Espinoza, Chief Information Officer  
Damon Derrick, General Counsel

## **Gramm Leach Bliley Act Required Information Security *and Identity Theft Prevention***

**Original Implementation:** April 21, 2009

**Last Revision:** April 20, 2021~~4, 2018~~

### ***Purpose***~~Overview~~

*This policy affirms that ~~In conjunction with university policy 14.1 Information Security Management,~~ Stephen F. Austin State University (university) is committed to preventing identity theft through ~~and adopts this~~ information security program (program) ~~that~~ addresses the Standards for Safeguarding Customer Information (Safeguards Rule) as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA). This policy is in addition to any other information security policies currently at Stephen F. Austin State University.*

*As required by the GLBA, this program applies to customer financial information (covered data) that the university receives in the course of business.*

### **Program Objectives**

- ~~• Ensure the security and confidentiality of customer information,~~
- ~~• Protect against any anticipated threats or hazards to the security of customer information,~~
- ~~• Protect against unauthorized access or use of such data or information in ways that could result in substantial harm or inconvenience to students, faculty, staff, and the university community.~~

### **Definitions**

**Covered Data** means all *financial information received in the course of business that is* required to be protected under the GLBA.

**Customer information** means any record containing nonpublic personal information as defined in 16 CFR 313.3(n), about a customer (student, prospective student, parent, guardian, faculty, or staff), whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the university.

**Identity Theft** means *fraud committed or attempted using the identifying information of another person without authority.*

**Information security program** means the administrative, technical, or physical safeguards the university uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information.

**Non-public financial information** means any information that meets any of the following criteria:

- Information a student or other third party provides in order to obtain a financial service from the university;
- Information about a student or other third party resulting from any transaction with the university involving a financial service; or
- Information obtained about a student or other third party in connection with offering a financial service to that person.

**Offering a financial service** includes offering student loans, receiving information from a current or prospective student's parents as a part of a financial aid application, and other miscellaneous financial services as defined in 12 CFR 225.28.

***Red Flag** means a pattern, practice, or specific activity that indicates the possible existence of identity theft.*

***Red Flag Rules** are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.*

**Service provider** means any person or entity that receives, maintains, processes or otherwise is permitted access to customer information through its provision of services.

### **General**

*The program's objectives are to ensure the security and confidentiality of customer information, and protect against any anticipated threats or hazards to the security of customer information.*

#### **~~Scope of the Program~~**

The program applies to any record containing non-public financial information about a student or other third party who has a relationship with the university, whether in paper, electronic or other form that is handled or maintained by or on behalf of the university.

#### **~~Elements of the Program~~**

#### **~~Designate a Program Administration Officer(s)~~**

Oversight of the program will lie with the vice president for finance and administration. The vice president for finance and administration will designate a program officer with responsibility for overseeing the university's customer information security program and may designate other representatives of the university to assist in the coordination of the program. *The program officer is also responsible for evaluating and adjusting the program based on the risk assessment activities or on the results of testing and monitoring, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.* ~~Any questions regarding the implementation of the program or the interpretation of this document should be directed to the~~

~~vice president for finance and administration.~~

### **Identifying and Assessing Risk**

The university intends, as part of the program, to undertake to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the program, the program officer will establish procedures for identifying *and detecting relevant red flags*, and assessing ~~such~~ risks in each relevant area of the university's operations including:

- Employee training and management;
- Information systems, including network and software design, information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions, or system failures.

### **Designing and Implementing Safeguards**

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in paper, electronic, or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

### **Responding to Fraudulent Activity**

*Once potentially fraudulent activity is detected, a rapid appropriate response can protect employees, students, and the university from damages and loss.*

*An employee should gather all documentation related to the suspicious activity and ~~present this information to his/her immediate supervisor. The supervisor will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic, and will respond appropriately. If the activity is deemed fraudulent, procedures~~ report as outlined in the university Fraud Policy (2.7) ~~will be followed.~~*

### **Overseeing Service Providers**

*It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft and to provide adequate safeguards for customer information. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require*

*such providers to implement and maintain appropriate safeguards.*

~~The university will select appropriate service providers that are given access to customer information in the normal course of business and will contract with them to provide adequate safeguards. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.~~

**Program Review and Revision**

~~The program officer is responsible for evaluating and adjusting the program based on the risk assessment activities or on the results of testing and monitoring, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.~~

**Reporting Requirements**

The program officer, in coordination with the university information security officer, will report any data breach including unauthorized disclosure, misuse, alteration, destruction, or other compromise of *student* information to the Department of Education on the day of detecting or suspecting an incident.

**Cross Reference:** *Fair and Accurate Credit Transactions Act of 2003*; 12 CFR 225.28; 16 CFR 314; 16 CFR 313.3(n); 16 CFR 681; *Fraud* (2.7); Use of Electronic Information Resources (16.32); ~~Computer & Network Security~~ *Information Security Management* (14.12); Student Records (2.10); ~~Information Security Management~~ (14.1)

**Responsible for Implementation:** Vice President for Finance and Administration; *Chief Information Officer*

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Identity Theft Prevention

**Policy Number:** 14.5

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** The purpose of this policy affirms that Stephen F. Austin State University (university) is committed to is to establish an Identity Theft Program (program) designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is being combined with 14.4 Gramm Leach Bliley

*Additional Comments:*

Reviewers:

Brandon Stringfield, Information Security  
Danny Gallant, Vice President for Finance and Administration  
Anthony Espinoza, Chief Information Officer  
Damon Derrick, General Counsel

## **~~Identity Theft Prevention~~**

**~~Original Implementation:~~** April 21, 2009

**~~Last Revision:~~** April 24, 2018

### **~~Purpose~~**

~~The purpose of this policy is to establish an Identity Theft Program (program) designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations. The program will include reasonable procedures to:~~

- ~~• Identify risks that signify potentially fraudulent activity within new or existing covered accounts;~~
- ~~• Detect risks when they occur in covered accounts;~~
- ~~• Respond to risks if fraudulent activity has occurred and act if fraud has been attempted or committed; and~~
- ~~• Update the program periodically to reflect changes in risks to students, covered accounts and previous experience with identity theft.~~

~~This policy is in addition to any other information security policies currently at Stephen F. Austin State University.~~

### **~~Definitions~~**

~~*Identity Theft* means fraud committed or attempted using the identifying information of another person without authority.~~

~~*Covered account* means:~~

- ~~• An account that the university offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and~~
- ~~• Any other account that the university offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.~~

~~*Red Flag* means a pattern, practice, or specific activity that indicates the possible existence of identity theft.~~

~~*Red Flag Rules* are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate~~

~~Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.~~

~~Service Provider means a person that provides a service directly to the university.~~

## **Elements of the Program**

### ***Identification of Red Flags***

~~The program includes relevant red flags from the following categories as appropriate:~~

- ~~• Alerts, notifications, or warnings from credit reporting agencies;~~
- ~~• The presentation of suspicious documents;~~
- ~~• The presentation of suspicious personal identifying information;~~
- ~~• Unusual use of, or suspicious activity related to, the covered account.~~

### ***Detecting Red Flags***

~~The program addresses the detection of red flags in connection with the opening of covered accounts and existing covered accounts by:~~

- ~~• Obtaining identifying information about, and verifying the identity of a person opening a covered account; and~~
- ~~• Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.~~

### ***Responding to Fraudulent Activity***

~~Once potentially fraudulent activity is detected, an employee must act quickly, as a rapid appropriate response can protect employees, students, and the university from damages and loss.~~

- ~~• The employee will gather all related documentation and present this information to his/her immediate supervisor.~~
- ~~• The supervisor will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic, and will respond appropriately.~~
- ~~• If the activity is deemed fraudulent, procedures as outlined in the university Fraud Policy (2.7) will be followed.~~

### ***Periodic Updates to Program***

~~At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current~~



business environment. Periodic reviews may include an assessment of:

- ~~The types of covered accounts offered or maintained;~~
- ~~The methods provided to open covered accounts;~~
- ~~The methods provided to access covered accounts;~~
- ~~Previous experience with identity theft;~~
- ~~Red flags as identified above and the need to define new red flags; and~~
- ~~Response procedures defined above and their efficacy to reduce damage to the university and its customers.~~

## **~~Program Administration~~**

### ***~~Oversight of the Program~~***

~~Oversight of the program will lie with the vice president for finance and administration. The vice president for finance and administration will be responsible for appointing a program officer with the specific responsibility for the program's development, implementation, and administration; reviewing reports prepared by staff regarding compliance with red flag rules; and approving material changes to the program as necessary to address changing identity theft risks.~~

### ***~~Reports~~***

~~The program officer responsible for the development, implementation, and administration of the program will report, in writing, to the vice president for finance and administration at least annually on program compliance. The report should address such issues as: the effectiveness of the policy and procedures in addressing the risk of identity theft in connection with covered accounts; service provider arrangements; significant incidents involving identity theft and management's response and recommendations for material changes to the program.~~

### ***~~Staff Training~~***

~~Staff, officials, and contractors who may come into contact with covered accounts or personally identifiable information that may constitute a risk to the university or its customers must complete the red flag training to ensure compliance with the identity theft prevention policy.~~

### ***~~Oversight of Service Provider Arrangements~~***

~~It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Contractual arrangements with service providers should specifically require the service provider to maintain its own identity theft prevention program~~

consistent with the guidance of the red flag rules.

**Cross Reference:** Fair and Accurate Credit Transactions Act of 2003; 16 CFR 681; Fraud (2.7)

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Insurance and Other Benefits

**Policy Number:** 12.10

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy describes the benefits program available to eligible employees and any requirements for participation.

**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:** N/A

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

*Additional Comments:*

Minor updates

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Insurance and Other Benefits

**Original Implementation:** Unpublished

**Last Revision:** April 24, 2018 20, 2021

### *Purpose*

*This policy describes the benefits program available to eligible employees and any requirements for participation.*

### *General*

The Human Resources Department coordinates the employee benefits program. Benefit-eligible employees are offered a basic insurance plan. This plan is fully funded by the state for full-time benefit-eligible employees who are employed 75% FTE or higher and is funded at one-half of the premium for part-time employees working between 50-74% FTE. The basic plan includes health insurance, \$5,000 term life insurance and \$5,000 accidental death and dismemberment insurance. Enrollment in health insurance coverage may be subject to a 60-day waiting period. The 60-day health coverage waiting period does not apply to:

- Employees enrolled in the Consolidated Omnibus Budget Reconciliation Act (COBRA) health coverage under the Texas Employee's Group Benefit Program at the time they are hired, if there is no break in coverage,
- Direct transfers from one agency to another (employees rehired without a break in coverage), including direct transfers from University of Texas or Texas A&M University system campuses, if there is no break in coverage, or
- An employee who has health insurance as a dependent of another Group Benefit Plan member when hired.

Each employee must elect to enroll or waive the health insurance plan within the first 60 days of employment. During the first 31 days of employment, the employee can elect to participate in additional options to the basic health plan. An employee does not have to participate in the basic health plan to apply for optional coverage(s). If no election is made, the full-time benefit-eligible employee will be enrolled in the basic plan, and may be subject to the 60-day waiting period. Part-time employees and graduate assistants are not eligible for automatic enrollment. Part-time employees and graduate assistants who do not make an election during the first 60 days of employment can only enroll in open enrollment periods or based upon a qualifying life event.

### Group Health Insurance Plan

A major medical health/hospitalization plan is provided, based on residency or work zip code, and/or a choice of HMO (when available). Employees may select from the following health coverage categories:

- ~~Coverage Category~~ Employee,
- Employee & Child/Children,
- Employee & Spouse,
- Employee & Family

Details on coverage and rates are available in ~~H~~uman ~~R~~esources and on the ERS website at [www.ers.texas.gov](http://www.ers.texas.gov).

Application for coverage for employees and their dependents must be made in the first 60 days of employment. Employees may change their health coverage selection at any time during the 60-day waiting period.

Continuation of coverage upon termination of employment is allowed by COBRA with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in ~~H~~uman ~~R~~esources. Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. An employee or the covered dependent must notify ~~H~~uman ~~R~~esources within thirty (30) days of the qualifying event.

#### High Deductible Health Plan

Employees may elect to participate in a high deductible health plan instead of the basic health insurance plan. The high deductible health plan includes a health savings account (HSA) to which the State of Texas contributes \$45 for employee only coverage and \$90 for employee and any dependents. The employee can elect to contribute additional funds to their HSA.

The deductible is the amount a participant must pay for covered health services and/or prescriptions before the plan begins to pay for anything except preventive services. The annual deductible is based on a calendar year (January through December).

Until the deductible is met, the employee is responsible for the full cost of non-preventive services and prescriptions. Preventive services such as annual check-ups, screenings, and vaccines will be covered at 100% and are not subject to a deductible. Prior to meeting the deductible, employees can utilize funds from their HSA to cover medical expenses.

Once the deductible is met, the plan pays 80% for eligible, in-network costs, and 60% for eligible, out-of-network costs.

#### Group Term Life Insurance

Coverage of up to twice the annual salary may be selected without evidence of insurability within thirty-one (31) days of employment. Evidence of insurability must be provided for Election III or Election IV, or for any election made beyond the first thirty-one (31) days of employment.

Coverage Amount:

Election I - 1 times annual salary

Election II - 2 times annual salary

Election III - 3 times annual salary

Election IV - 4 times annual salary

Coverage is reduced at age 70 and every five years thereafter for active employees based on the carrier's standard reduction schedule. The monthly premium cost is based on age and salary on September 1 of the current fiscal year.

Dependent Life Insurance

Coverage is available to all employees insured under the Texas Employee's Group Benefit Program. Coverage includes the spouse of the employee and each unmarried child from the date of birth to 26 years in the amount of \$5,000 life and \$5,000 accidental death and dismemberment (AD&D) coverage. Application for coverage must be made within thirty-one (31) days of employment or the dependent's eligibility date; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

Long-Term Disability

Long-term disability insurance is available to benefit-eligible employees. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit is the lesser of 60% of monthly salary or \$6,000. The minimum amount is not less than 10% of an employee's income, if integration is used. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

To receive long-term disability, employees must use their sick leave balance (includes sick leave pool and donated sick leave) or finish a 180-day waiting period, whichever option is longest. In addition, the following age and time limits apply for maximum duration of benefits:

Age When Disability Starts	Maximum Duration of Benefits
Under age 60	Age 65
Age 60, but less than age 64	60 months
Age 65 - 69	Age 70
Age 70 and older	12 months

Short-Term Disability

Short-term disability is available to benefit-eligible employees. After a thirty (30) day waiting

period, this benefit pays 66% of the employee's monthly salary or a maximum of \$6,600 for up to five months in the event the employee is disabled because of injury or illness. Employees must use their sick leave balance (including donated sick leave and sick leave pool) or finish a 30-day waiting period, whichever option is longest. Sick leave use and the waiting period run concurrently. The monthly premium cost is based on the current rate per \$100 of monthly salary. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

#### Accidental Death and Dismemberment Benefits (AD&D)

Benefit-eligible employees have the option of participating in the AD&D program. This coverage is available starting at \$10,000 in increments of \$5,000 up to \$200,000. After age 70, minimum and maximum coverages are reduced. The monthly premium is based on current rate per \$1,000 of coverage. Application for this coverage must be made within thirty-one (31) days of employment or added during the summer enrollment period or after a qualifying life event.

#### Dental Insurance

Benefit-eligible employees may elect to participate in either of the two group dental insurance programs or one post-tax dental discount plan. Application for coverage must be made within thirty-one (31) days of employment, otherwise dental plan benefits can be added during the summer enrollment period or after qualifying life event.

#### Vision Insurance

Benefit-eligible employees may elect to participate in a vision insurance program. Application for coverage must be made within thirty-one (31) days of employment, otherwise vision plan benefits can be added during the summer enrollment period or after a qualifying life event.

#### Retiree Insurance Coverage

University employees may continue their health insurance coverage providing they have 10 or more years of creditable service, have been covered under the Texas Employee's Group Benefit Program for at least three years prior to September 1, 2001, or 10 years, after September 1, 2001, and meet the criteria for retirement benefits. Beginning September 1, 2003, the qualification for retiree insurance is age 65, or meeting the rule of 80 (age plus years of service equals 80). Employees who become totally disabled are entitled to participate in retiree insurance coverage. The state will continue to fund the amount funded prior to retirement toward retiree and dependent coverage.

A thirty(30) day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage. If employed at the time of retirement, and eligible for insurance benefits, there will be no waiting period for enrollment in the health plan. However, if the retiring member is not in an active status at the time of reaching eligibility for retiree insurance, (age 65 or age plus years of service equal to 80), there will be a sixty-day (60) waiting period for participation in the health

plan, unless changed by the Texas legislature. Complete information will be made available to all qualified retirees by Human Resources prior to their date of retirement.

### Social Security

All employees of the university are covered by the Federal Insurance Contribution Act (FICA). Employee contributions are withheld based on federal rules.

### Flexible Benefit Plan

Benefit-eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money. *Refer to the Human Resources website for restrictions and details.* Eligible employees may enroll during their first 31 days of employment or during the summer enrollment period prior to the next plan year. To continue to participate, employees may make changes or stop participating each year during the summer enrollment period.

Through this plan, the employee may choose to participate in either a Medical Reimbursement Account or a Limited Flexible Spending Account (for high deductible health plan) and/or a Dependent Care Reimbursement Account:

- Medical Reimbursement Account – If participating in the Group Health Insurance Plan, the participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred.
- Limited Flexible Spending Account -- If participating in the High Deductible Health Plan, the participant may specify an amount of pre-tax money to be deposited into a limited spending account. The participant can then apply for reimbursement for out-of-pocket expense for eligible vision and dental expenses.
- Dependent Care Reimbursement Account - The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

~~Tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important to keep in mind when enrolling in one or both of the reimbursement accounts.~~

- ~~▪ Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a qualifying life event. Changes must be completed within thirty (30) days of the qualifying life event; otherwise no changes may be made until the next summer enrollment period.~~
- ~~▪ Amounts in reimbursement accounts must be used during the plan year. Amounts greater than \$500 that are not reimbursed for expenses incurred during a plan year revert to the insurer. A maximum of \$500 can be carried forward to the subsequent plan year.~~



State Deferred Compensation Plan/TEXAS\$AVER

This plan is available to all employees and allows employees to allocate a specified amount of their earnings to a tax-sheltered 457 plan purchased by the state of Texas. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a State Deferred Compensation Plan/TEXAS\$AVER should be executed before the 20<sup>th</sup> of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. An employee may terminate an authorized reduction in salary by completing the proper forms in *Human Resources*.

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity. Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed before the 20<sup>th</sup> of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in *Human Resources*.

**Cross Reference:** Tex. Const. art. 16, § 67; Tex. Gov't Code Ch. 821-825; Tex. Gov't Code Ch. 606; Tex. Ins. Code Ch. 1131; Tex. Ins. Code art 3.51-5 (not codified); I.R.C. §§ 102, 106; 29 U.S.C. §§ 1101-1191(c)

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

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Memberships

**Policy Number:** 17.10

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to purchasing memberships.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## **Memberships**

**Original Implementation:** September 1, 1982

**Last Revision:** July 24, 2018

### **Purpose**

~~This policy provides specific guidance relating to purchasing memberships.~~

### **General**

~~All memberships are held in the name of the university. Memberships that clearly relate to the university as a whole may be paid from the university's institutional membership account, subject to available funding and president's approval. Memberships relating to specific departments or functions are funded from departmental or college accounts.~~

~~Memberships that will be paid with appropriated funds must be submitted on a purchase requisition and approved at the president or vice president level. This approval may not be delegated. Memberships in a chamber of commerce may not be purchased with appropriated funds.~~

**Cross Reference:** ~~Tex. Gov't Code § 2113.104; State Comptroller eXpendit, Restricted Expenditures~~

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

**Contact for Revision:** ~~Director of Procurement and Property Services/HUB Coordinator~~

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Payment Card Acceptance and Security

**Policy Number:** 14.8

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

**Date of last revision, if applicable:** 4/18/2020

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

**Purpose of Policy (what does it do):** This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard at SFA and is supplemental to any other information security policies currently in effect at the university.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** N/A

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

*Additional Comments:*

Minor changes for clarification.

Reviewers:

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

## Payment Card Acceptance and Security

**Original Implementation:** July 21, 2009

**Last Revision:** April 1820, 20210

### Purpose

This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard (PCI-DSS) at Stephen F. Austin State University (the university/~~SFA~~). —Achieving and maintaining Payment Card Industry (PCI) compliance mitigates the potential of data breaches and allows our departments and affiliated organizations (merchants) to take payment cards with a level of risk acceptable to the university. This policy is supplemental to any other information security policies currently in effect at the university.

### General

Stephen F. Austin State University takes steps to ensure full compliance with the PCI-DSS. All payment card handling activities and related technologies must comply with the PCI-DSS. Payment card handling activities must be conducted as described herein and in accordance with the guidelines in the Payment Card Security Handbook, maintained on the university's PCI website.

This policy will be reviewed at least annually and updated as needed to reflect changes to business objectives or the risk environment.

### Applicability

This policy applies to all personnel who store, process, transmit, have access to, or can affect the security of payment card data, including faculty, staff, contractors, and students who are employed or utilized by *the university*/~~SFA~~. This policy also applies to any employee who contracts with a ~~third party~~*third-party* vendor to handle and/or process payment card data on behalf of *the university*/~~SFA~~. All vendors, contractors, and business partners who store, process, transmit, have access to, or can affect the security of payment card data on behalf of *the university*/~~SFA~~ will state in their contract that they are and will remain compliant with the PCI-DSS at all times.

All computers, electronic devices, or other resources at the university used in payment card processing are governed by this policy and subject to PCI-DSS requirements. This includes but is not limited to workstations which are used to enter payment card information into a central system, cash registers, point-of-sale terminals connected to a phone line or the university network, printers, scanners, and any other devices through which the payment card data is transmitted or on which payment card data is stored. Also covered are website storefronts that redirect customers to another website to enter payment information. In addition, all paper forms or receipts containing cardholder data are also covered under this policy.

### Responsibilities

The vice president for finance and administration is responsible for oversight of the PCI compliance

program. The vice president for finance and administration will designate specific individuals who will have responsibility for the development, implementation, and administration of the program. These individuals will serve on the PCI Steering Committee and will assist the university in achieving and maintaining compliance with the PCI-DSS and in reducing the scope of items that will need to be compliant with the PCI-DSS.

The vice president for finance and administration will also designate program representative(s) who will review and approve all requests to accept payment cards, perform all necessary actions to ensure PCI compliance, and respond to any suspected payment card information threat.

University merchants will establish and maintain documented procedures for complying with this policy and the PCI-DSS and will follow guidelines established in the Payment Card Security Handbook.

### **Requirements**

PCI-DSS compliance is mandatory for any department or affiliated organization that accepts, captures, stores, transmits, and/or processes payment card information. Only authorized and properly trained employees, vendors, or temporary employees may accept and/or access payment card information. Each person who has access to payment card information is responsible for protecting the information in accordance with the PCI-DSS and university policy.

Only PCI-DSS compliant equipment, systems, and methods may be used to process, transmit, and/or store payment card information. All equipment and systems used to process, transmit, and/or store payment card data must be approved by the designated program representative(s). Payment cards cannot be processed, transmitted, and/or stored using the university's network unless all technical controls required by the PCI-DSS and other applicable university policies are approved by the designated program representative(s).

University departments and affiliated organizations must obtain advance approval from the program representative(s) designated by the vice president for finance and administration before accepting payment cards for payment of goods or services, or before entering into any contracts or purchases of software and/or equipment related to payment card processing. Once approved, copies of contracts must be forwarded to the designated program representative(s). University departments and affiliated organizations are required to use the university's preferred service provider. Exceptions may be granted only after a request from the payment card processor has been reviewed and approved by the PCI Steering Committee. When an exception has been granted, the merchant remains responsible for ensuring the service provider is PCI compliant and providing ongoing certification of compliance to the designated program representative(s).

Cardholder data must not be transmitted or accepted in an insecure manner. Insecure methods of transmitting or accepting cardholder data include but are not limited to unencrypted wireless, email, fax, and campus mail. Printed receipts or other physical materials containing cardholder information must be stored in a secure environment until they are processed. Payment card information must be destroyed in a secure manner as soon as it is no longer needed.

Credit card information must not be stored on any electronic device including university network servers, workstations, laptops, tablets, and cell phones-unless it is explicitly approved for use as part of the cardholder data environment.

### **Training**

All personnel in positions that store, process, transmit, have access to, or affect the security of payment card data will complete PCI-DSS training upon hire and at least annually. These personnel will also acknowledge, in writing or electronically, that they have read, understand and will comply with these policies and procedures.

### **Incident Response**

All security incidents, including suspected exposure or theft of payment card information, must be reported in accordance with university policy 14.14, Information Security Incident Response and ~~Planning~~Reporting. All PCI users should be familiar with this policy and are responsible for reporting any incident of theft, fraud, or misuse of payment card data.

### **Enforcement**

Periodic reviews may be performed to validate compliance with this policy. If the requirements of this policy are not followed, suspension of payment card options may result. Substantial fines may also be imposed by payment card companies if a security breach and subsequent compromise of payment card data occurs.

Employees in violation of the PCI-DSS and this policy may be subject to a range of sanctions including loss of computer network access, disciplinary action or legal sanctions.

**Cross Reference:** PCI Security Standards; *Payment Card Security Handbook*; Receipts and Deposits (3.26); ~~Payment Card Security Handbook~~; Information Security Management (14.1); ~~Information Security Incident Response and Reporting (14.14)~~; ITS Policy Handbook

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

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

**Forms:** Application for Exception from Use of University Preferred Electronic Payment Service, Statement of Intent to Comply with the University Policy for Payment Card Acceptance and Security, Payment Card Processor Registration Form, Confidentiality Statement

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Purchase Requisitions

**Policy Number:** 17.19

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to purchase requisitions.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel



## **Purchase Requisition**

**Original Implementation:** Unpublished

**Last Revision:** January 30, 2018

A specific request by a department to purchase goods or services begins with the completion of an electronic Purchase Requisition (requisition). Once initiated, the requisition is routed for appropriate approvals based on the commodity or funding source. This automated approval queue for requisitions is maintained in the university's financial system by the procurement office.

Electronic requisitions are submitted following the guidelines outlined in the Procurement Requisitions, Approvals and Receiving Manual. Purchase orders may be created without a requisition at the discretion of the procurement office. When a purchase order is created without a requisition, the department may be notified by email that the purchase order has been created on its account.

Requisition processing within the procurement office differs depending upon source of funds, dollar value, the type of good or service being acquired, and department need. See Best Value Procurement (17.1).

Exceptions to the use of a requisition, other than those listed above, are detailed in Purchase Voucher (17.20) and Delegated Purchasing Authority (17.5).

**Cross Reference:** Best Value Procurement (17.1); Purchase Voucher (17.20); Delegated Purchasing Authority (17.5).

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Restrictions on Contracting with and Paying Certain Vendors

**Policy Number:** 17.23

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to restrictions on contracting with and paying certain vendors.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## **~~Restrictions on Contracting with and Paying Certain Vendors~~**

**~~Original Implementation:~~** January 25, 2000

**~~Last Revision:~~** April 24, 2018

~~The university is required by Tex. Gov't Code § 2252.903 and the United States President's Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001) to determine vendor eligibility for contracts and/or payments. The university may contract with any vendor on state warrant hold and follow established procedures for notifying the vendor and holding payment. The university is strictly prohibited from contracting with any vendor listed on the federal government specially designated nationals list (SDN).~~

### **~~DEFINITIONS~~**

~~*Warrant Hold* is a status identifying vendors who are delinquent in payments to the state of Texas and prohibiting the state comptroller and state agencies from issuing payment to the vendor. Warrant hold information is maintained in the state comptroller's Texas Identification Number System (TINS).~~

~~*SDN* is a federal government specially designated nationals list identifying vendors with whom the United States President's Executive Order 13224 prohibits any government entity from doing business.~~

~~*SAM* is a federal system for award management that encompasses all federal restrictions related to doing business with excluded vendors.~~

### **~~RESPONSIBILITY FOR DETERMINATION~~**

~~It is the responsibility of the department placing the order to ensure that the selected vendor is NOT on warrant hold or listed with an active exclusion on the federal system for award management (SAM) up to 7 days before the contract date, but no later than the contract start date. Refer to Delegated Purchasing Authority (17.5) to determine departmental responsibility. It is the responsibility of the accounts payable office to ensure that the selected vendor is NOT on warrant hold prior to processing a university payment.~~

### **~~HOW TO MAKE A DETERMINATION~~**

#### **~~State Comptroller Warrant Hold Status Determination~~**

~~The university's financial system will terminate and prevent the use of any vendor in the financial system that is on warrant hold. For vendors not in the university's financial system, vendor warrant hold status must be searched on the state comptroller's Vendor Hold Search website. Contact accounts payable or the procurement office for assistance. If a vendor is found~~

to be on warrant hold, the following applies:

- a. ~~Purchase orders~~ the purchase order or contract may be issued but must include a clause on the purchase order or contract relating to the warrant hold status.
- b. ~~P Card~~ expenditures over \$500 are not allowed from a vendor on warrant hold.
- c. ~~Accounts Payable~~ accounts payable may make a payment to an entity on warrant hold using local funds if the hold source agency or agencies consent to the payment. Such payment can only be made after securing documentation of the consent. Otherwise payment must be made to the hold source agency or agencies.

**Federal Government Specially Designated Nationals List (SDN) Determination**

The verification process involves searching for the vendor by vendor name on the SAM website. Contact the procurement office for assistance. If a match is found, contact the director of procurement. Purchase Orders and contracts may not be issued to any vendor with an active exclusion on the SAM website.

**Cross Reference:** ~~Tex. Gov't Code § 2107.008; Tex. Gov't Code § 2252.903; Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001); State Comptroller Fiscal Policies and Procedures, FPP P.007; Delegated Purchasing Authority (17.5)~~

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

**Contact for Revision:** ~~Director of Procurement and Property Services/HUB Coordinator~~

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Travel Card (T-Card)

**Policy Number:** 3.30

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

**Date of last revision, if applicable:** 10/26/2020

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

**Purpose of Policy (what does it do):** This policy establishes the guidelines and issuance for using the travel card. Establishes responsibility, who qualifies for a travel card, training requirement and authority.

**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:** N/A

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

*Additional Comments:*

Minor wording revisions

Reviewers:

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

## **Travel Card (T-Card)**

**Original Implementation:** October 27, 2014

**Last Revision:** April 20, 2021

### **Purpose**

This policy establishes guidelines and requirements for the issuance and use of a travel card (T-Card) for university business travel expenses.

### **Definition**

**Travel Card (T-Card)** provides a payment method for official university business travel and travel related expenses and may not be used for any personal transactions.

### **General**

The T-Card will be issued in the name of the employee or officers of Stephen F. Austin State University with the state of Texas seal and the wording 'For Official Use Only' clearly indicated on the card. Approved university employees or officers of Stephen F. Austin State University may use the T-Card in accordance with the T-Card Program Guide and Travel Guidelines to pay for travel related expenses. The terms and conditions of the state travel card contract are specified and awarded by the Texas Comptroller of Public Accounts for the state of Texas. In addition to internal policies and procedures, SFA will comply with the terms and conditions of the state contract.

### **Responsibilities**

The cardholder is responsible and accountable for the security and documentation associated with the use of the T-Card and for complying with all policies and procedures related to the T-Card program. Department heads are responsible for ensuring that all employees or officers issued a T-Card understand the departmental budget constraints under which they are to use the T-Card and the individual transaction and monthly limits of the T-Card. Documentation shall follow procedural requirements in the T-Card Program Guide.

The department head or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) approving monthly reconciliations of T-Card cardholder statements; and 4) verifying charges and reviewing supporting documentation to ensure T-Card charges are within SFA policies and procedures and departmental budgets.

### **T-Card Use by another Employee or Student**

The only person authorized to use the T-Card is the cardholder whose name appears on the card, unless the cardholder and department head have completed a T-Card Use form to allow other employees to use the card on behalf of the cardholder. The T-Card Program Guide provides detailed information regarding the use of the card by other employees or students.

### **Training and Issuing Cards**

All department heads will be required to attend training and sign the Travel Cardholder Application/Approval Form before any cards will be issued to employees within the department. All employees who are issued a T-Card will be required to attend training and sign a Travel Card (T-Card) Holder/Banner User Agreement before issuance. All cardholders will be required to comply with training requirements as outlined in the T-Card Program Guide.

### **Travel Card Documentation**

The documentation identified in the T-Card Program Guide must be kept for the time retention period prescribed in the State of Texas Records Retention Schedule. These are the official university records and must be included as attachments when the expense reports are submitted. The receipts for T-Card charges will be required for processing the payment and for periodic audits.

### **Card Termination**

T-Card rule violations may result in immediate deactivation or cancellation of the cardholder's T-Card(s). The T-Card Program Guide lists violations and associated penalties. T-Cards will also be deactivated upon termination or transfer of the cardholder.

### **Administrative Authority**

The department head or supervising dean, vice president, or president has the authority to request that the travel office deactivate or cancel an employee's card at any time if fraud or misuse is suspected. Any card so deactivated or cancelled may be reactivated or a new card issued only with approval by the position that originally requested the deactivation or cancellation. Audit services and the general counsel's office have the authority to request that the travel office deactivate an employee's card while transactions are being researched or investigated, or an audit is being conducted. At the conclusion of the research, investigation, or audit, the card will be reactivated and/or appropriate action taken as specified herein and in the T-Card Program Guide.

### **Fees**

A foreign transaction fee may be assessed by the credit card company in addition to all charges assessed by the bankcard associations. These fees may be paid by the university if the foreign travel

is approved in advance of the charge. Fees associated with inappropriate card use, such as cash advances and convenience checks, will be the responsibility of the person making the charge.

**Cross Reference:** T-Card Program Guide; Travel Guidelines

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

**Contact for Revision:** Controller

**Forms:** Travel Cardholder Application/Approval Form; Travel Card (T-Card) Holder/Banner User Agreement; T-Card Use Form

**Board Committee Assignment:** Finance and Audit



## ELECTION OF OFFICERS FOR 2021-2022

The nominating committee nominates the following officers to serve during 2021-2022, assuming a new term of office on April 20, 2021.

\_\_\_\_\_, Chair  
\_\_\_\_\_, Vice Chair  
\_\_\_\_\_, Secretary



## Executive Session

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

- Report from chief information officer
- TAC 202 Information Security Audit

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

- Potential Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, *Ann Wilder, Ph.D. v. SFASU*, and *Christin Evans v. Sydney Miley, et al.* (Texas Government Code, Section 551.071)

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



Stephen F. Austin State University  
Board of Regents  
Meeting 343  
April 20, 2021

**Stephen F. Austin State University  
Board of Regents  
Meeting 343  
April 18 -20, 2021**

**ROLL CALL**

**Regents**

Alton Frailey, Chair  
Karen Gantt, Vice Chair  
Tom Mason, Secretary  
David Alders  
Scott Coleman  
Robert Flores  
Brigittee Henderson  
Judy Olson  
Jenn Winston  
Ireland Bramhall, Student Member

**Administrators**

Scott Gordon  
Damon Derrick  
Gina Oglesbee  
Erma Brecht  
Steve Bullard  
Michara Delaney-Fields  
Anthony Espinoza  
Brandon Frye  
Danny Gallant  
Graham Garner  
Ryan Ivey  
Jill Still



## ROTC Cadet McCord

Cadet Evan McCord is from Allen, Texas and graduated from Allen High School June 2017. While in high school, Evan was in the US Marine Corps JROTC and was on the Varsity Cross Country team.

After arriving to SFA in August of 2017, Evan quickly joined the Lumberjack Battalion and became a member of the program's Ranger Challenge, Marksmanship, Cannon Crew, and the Color Guard. He received a three year on campus Army ROTC scholarship at the beginning of his sophomore year. During Evan's tenure at SFA he has attended Basic Leadership Camp at Fort Knox, KY and Airborne school in Fort Benning, GA. He is earning his Bachelors of Business Administration – Finance and has a 3.5 GPA.

Cadet McCord has competed on the Ranger Challenge team all 4 years, to include this year where he was Team Captain and led the team to the Sandhurst International Military Skills Competition at the United States Military Academy.

This semester Evan is currently serving as the Lumberjack Battalion's Cadet Battalion Commander. He has planned and led numerous team building events for both the SFA Baseball and Softball teams.

Cadet McCord will be commissioning this May and attend Infantry Basic Officer Leaders Course and Ranger School prior to his first operational assignment, which he hopes is the 82<sup>nd</sup> Airborne Division at Fort Bragg, North Carolina.

Lt. Col. Attaway and his cadre are extremely proud of Cadet McCord and know he will represent SFA and the Lumberjacks well as a United States Army Officer!

Athletics Recognitions

Men's Indoor Track and Field

Volleyball

Soccer

Ladyjack Basketball

Academic Affairs Recognitions

Promotions to Full Professor

Emeritus appointments

Regents Scholar

Action in Teacher Education Journal Editors

Keith Hubbard

Student Chapter of The Wildlife Society

Gary Wurtz

## Storm Heroes

### Walter C. Todd Agricultural Research Center

Faculty:

**John Michael Mehaffey**

**Joey Bray**

Managers:

**Cobey Hendry**

**Cassie Montesano**

**Chris LaHaye**

*Without their efforts we would have had very significant damage related to both animals and facilities.*

### University Police Department

**Officer Robert Ian McDonald**

*Used his own vehicle to take SFA staff and hospital nurses back and forth to work, he also bought and cooked lunch for the UPD officers.*

**Officer Austin Coker**

**Sgt. Doug Mask**

*Provided SFA essential workers with rides to work.*

**Officer Clinton Russell**

*Drove to Lufkin to get a water pump truck for the University to fill toilets. Also, on numerous occasions, he pushed stranded vehicles through the intersection of North Street and East College Street.*

**Craig Goodman**, Deputy Chief

**Eleno Adame**, Detective

**Mark Young**, Director of Emergency Operations

### Physical Plant

**John Branch**

**Gary Williams**, Grounds

**Mark Scott**, Transportation and Special Services

**Veronica Herrera, Erik Green, and Maria Veliz** - Custodial Shop

**Dyer Howard**, Plumbing Shop

**Stacy Hughes and Adam Smith** - Electrical & Electronics Shop

**John Resindez and David Johnson** - Building Trades  
**Wil Willoughby**, Lock Shop

### **Student Affairs Division**

**Erica Nordlund**, Coordinator of Student Engagement

**Rhylie Gachot**, Assistant Director of Orientation

**Scarleth Lopez**, GA

**Amanda West**, GA

**SGA and SAA Student Volunteers: Udeme Ekanem, Rhylie Ferguson, Madison Copelan, and Chris Moore, SGA President**

*Opened the food pantry during the most recent storm and provided over 100 emergency boxes of food in a span of three hours.*

**Carrie Charley**, Director of Auxiliary Services

*Provided leadership with residence life and BPSC operations. Assisted with helping the Alabama Linemen and women to stay on campus as they worked to get power back up in Nacogdoches.*

**Nick Stallworth**, Director of BPSC

*Provided leadership in opening the BPSC to students during the storm.*

The following students put in a combined 140+ hours of work during the week of the storm to make sure the BPSC was open and operational.

**Teagan Wertman**

**Kayla Robinson**

**Gabe Watts**

**Lucas Kahn**

**Carlos Gracia Garcia**

**Daniella Anyabine**

**Winston Baker**, Director of Residence Life, and Residence Life Staff

*Provided leadership to support on-campus residents during the storm. Assisted with helping the Alabama Linemen and women to stay on campus as they worked to get power back up in Nacogdoches.*

**Professional and Student Staff:**

**Jamaica Ethington**

**Jamyia Barrett**

**Christopher Ruth**

**Robert Carpenter**

**Arnie Hernandez**

**Kyron Hammond**

**Dylan Williams**

**Camron Miller**

**Brittany Grether**  
**Bayler Barnes**  
**Ryan Henderson**  
**Maegan Dagenais**  
**Leslie Ortiz**  
**David Garrett**  
**Erin Lewis**  
**Micky Allen**

*Took great care of their residents during the storm. Especially when they were without water and functioning toilets. There were staff who fixed leaks, cleaned ice from steps, and showed residents how to save water. They all were immediately available and made sure their staff and students were regularly updated with information and stayed safe. They communicated updates to concerned parents via Facebook and the SFA Community page. Additionally, when Residence Life learned that SFA would be housing 300 Alabama linemen and women, staff worked quickly to perform a key audit and assemble key packets for North, South and Hall 10. Staff spent the afternoon on Saturday helping unload and transport the linen and toiletries that were delivered to the three buildings that have no elevators. They worked long hours covering multiple shifts throughout the week and providing support 24/7.*

**Frank Ronzello from Housing Operations**

*Committed all of his time Friday and Saturday, along with his custodial staff to making North, South and Hall 10 ready for the linemen occupancy.*

**Ken Morton, Director of Recreation, and Recreation staff**

*Provided leadership to open the Recreation building as a temporary warming shelter during the storm.*

SACS Team

Marc Guidry	Associate Provost
John Calahan	Director of Institutional Effectiveness
Paul Henley	Assistant Director of Institutional Effectiveness
Shauna Attaway	Institutional Effectiveness Specialist
Angela Clarke	Administrative Assistant Institutional Effectiveness
Karyn Hall	Director Institutional Research
Morgan Smith	Associate Director Institutional Research
Amy Camacho	Senior Analyst Institutional Research
Sheby DeWitt	Analyst Institutional Research

MINUTES OF JANUARY 31 – FEBRUARY 2, 2021 (341) AND MARCH 4, 2021 (342) BOARD OF REGENTS MEETINGS

Explanation:

The minutes of the January 31 – February 2, 2021 regular meeting of the Board of Regents (Meeting 341) and March 4, 2021 special called videoconference meeting (Meeting 342) are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the January 31 – February 2, 2021 (341) and March 4, 2021 (342) meetings be approved as presented.



# **Stephen F. Austin State University**

## **MINUTES OF THE BOARD OF REGENTS**



**Nacogdoches, Texas  
January 31 – February 2, 2021  
Volume 341**

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Appendix 1 – Rules and Regulations Revised February 2, 2021

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**Stephen F. Austin State University  
Minutes of the Meeting of the Board of Regents  
Nacogdoches, Texas  
January 31 – February 2, 2021  
Austin Building, Room 307  
Meeting 341**

**Sunday, January 31, 2021**

The meeting of the Board of Regents was called to order in open session at 1:02 p.m. by Chair Alton Frailey.

**PRESENT:**

Board Members:      Mr. Alton Frailey, Chair  
                             Mrs. Karen Gantt, Vice Chair  
                             Mr. Tom Mason, Secretary  
                             Mr. David Alders  
                             Dr. Scott Coleman  
                             Mr. Robert Flores  
                             Mrs. Brigettee Henderson  
                             Mrs. Judy Olson  
                             Mrs. Jennifer Winston  
                             Ms. Ireland Bramhall, Student Member

General Counsel:      Mr. Damon Derrick  
Chief Audit Exec.:      Mrs. Gina Oglesbee  
President:                Dr. Scott Gordon  
Cabinet:                 Dr. Steve Bullard  
                             Dr. Michara Delaney-Fields  
                             Dr. Danny Gallant

Other SFA administrators and staff were in attendance.

*The board recessed at 1:05 p.m. to tour the new Beef Farm Center facility located on Nacogdoches County Road 123. The tour concluded at 2:30 p.m.*

The Board of Regents meeting recessed at 2:31 p.m. until Monday, February 1, at 8:30 a.m.

**Monday, February 1, 2021**

The regular meeting of the Board of Regents was called to order in open session at 8:34 a.m. on Monday, February 1, 2021, by Chair Alton Frailey.

**PRESENT:**

Board Members:      Mr. Alton Frailey, Chair  
                             Mrs. Karen Gantt, Vice Chair  
                             Mr. Tom Mason, Secretary

Mr. David Alders  
Dr. Scott Coleman  
Mr. Robert Flores  
Mrs. Brigettee Henderson  
Mrs. Judy Olson  
Mrs. Jennifer Winston  
Ms. Ireland Bramhall, Student Member

General Counsel: Mr. Damon Derrick  
Chief Audit Exec.: Mrs. Gina Oglesbee  
President: Dr. Scott Gordon  
Cabinet: Mrs. Erma Brecht  
Dr. Steve Bullard  
Dr. Michara Delaney-Fields  
Mr. Anthony Espinoza  
Dr. Danny Gallant  
Mr. Ryan Ivey  
Mrs. Jill Still

Mrs. Erma Brecht presented the Enrollment Update Report and Dr. Danny Gallant provided the Budget Update Report to the board.

*The board recessed to committee meetings. The Building and Grounds Committee convened at 9:43 a.m.*

Dr. Gallant presented the Construction Report and Planned Maintenance Report to the board.

*The board recessed the Building and Grounds Committee meeting at 10:17 a.m. The Academic and Student Affairs Committee convened at 10:18 a.m. and recessed at 10:31 a.m. The Finance and Audit Committee convened at 10:32 a.m.*

The Investment Report was presented to the board by Dave Verghese, Executive Director of Investments with The Texas A&M University System Treasury Services via videoconference. Dr. Gallant presented the Contract Monitoring Report.

Mrs. Judi Kruwell provided the Voluntary Separation Incentive Program Update Report to the board. The Annual Financial Report Review for SACS was presented by external auditor, Mr. Robert Belt, Managing Partner with Belt Harris Pechacek, LLP.

*The board recessed the Finance and Audit Committee and broke for lunch at 12:46 p.m. The board reconvened in Open Session at 2:18 p.m.*

Chair Frailey called the meeting into executive session at 2:19 p.m. to consider the following items:

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

Report from chief information officer  
TAC 202 Information Security Audit

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, *Ann Wilder, Ph.D. v. SFASU* and conference disaffiliation (Texas Government Code, Section 551.071)

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

The executive session ended at 4:31 p.m. The Board of Regents meeting returned to open session and recessed to Tuesday, February 2, at 8:30 a.m.

**Tuesday, February 2, 2021**

The meeting of the Board of Regents reconvened and was called to order in open session at 8:32 a.m. by Chair Alton Frailey.

PRESENT:

Board Members:      Mr. Alton Frailey, Chair  
                             Mrs. Karen Gantt, Vice Chair  
                             Mr. Tom Mason, Secretary  
                             Mr. David Alders  
                             Dr. Scott Coleman  
                             Mr. Robert Flores  
                             Mrs. Brigettee Henderson  
                             Mrs. Judy Olson  
                             Mrs. Jennifer Winston  
                             Ms. Ireland Bramhall, Student Member

General Counsel:      Mr. Damon Derrick  
Chief Audit Exec.:      Mrs. Gina Oglesbee  
President:                Dr. Scott Gordon  
Cabinet:                 Mrs. Erma Brecht  
                             Dr. Steve Bullard  
                             Dr. Michara Delaney-Fields  
                             Mr. Anthony Espinoza  
                             Dr. Danny Gallant  
                             Mr. Ryan Ivey  
                             Mrs. Jill Still

Other SFA administrators and staff were in attendance.

Regent Gantt offered the invocation and ROTC Cadet Katarina Freudenthal led the pledges to the flags.

## **RECOGNITIONS**

Dr. Scott Gordon recognized Regent Flores, Regent Frailey, Regent Coleman for their service to the board. Each were presented with their regent portrait and a commemorative axe as acknowledgement for their dedication and loyalty to the university and service on the board.

Dr. Gordon also introduced Dr. Brandon Frye, newly appointed Vice President for Student Affairs. President Gordon also shared with the board the positive impact the students and faculty of the DeWitt School of Nursing have had on the local community with the COVID-19 vaccine distribution. Dr. Tammy Harris, director and associate professor of the DeWitt School of Nursing, was commended for her leadership.

Dr. Steve Bullard recognized Dr. Jim Towns, professor emeritus in Languages, Cultures and Communication, for his 54 years of service to the university. Dr. Mark Sanders was also recognized for his service to the College of Liberal and Arts, in the interim role of Dean. Ms. Ryan Brown-Moreno was acknowledged for her new role as Coordinator of Academic Partnerships.

## **APPROVAL OF MINUTES**

### **BOARD ORDER 21-22**

Upon motion by Regent Coleman, seconded by Regent Flores, with all members voting aye, it was ordered that the minutes of Meeting 339, October 25-26, 2020, regular meeting of the Board of Regents and minutes of Meeting 340, December 17, 2020, special called meeting of the Board of Regents be approved as presented.

## **APPROVAL OF BOARD RULES AMENDMENT**

### **BOARD ORDER 21-23**

Upon motion by Regent Winston, seconded by Regent Mason, with all members voting aye, it was ordered that the amended Board Rules and Regulations be approved as presented in Appendix 1.

## **PERSONNEL**

### **BOARD ORDER 21-24**

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

### **STAFF APPOINTMENTS**

The following staff appointments were approved.

#### **ATHLETICS**

Andrew Glass, Assistant Track Coach at an annual salary of \$32,558 for 100-percent time, effective 10/19/2020.

Chelsea Groves, Assistant Program Director-Strategic Communications at an annual salary of

\$36,000 for 100-percent time, effective 12/1/2020.

#### MARKETING COMMUNICATIONS

Graham Garner, Chief Marketing Communications Officer at an annual salary of \$145,000 for 100-percent time, effective 3/8/2021.

#### STUDENT AFFAIRS

Brandon Frye, Vice President for Student Affairs. The president is authorized to negotiate and execute the Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

#### TITLE IX

Patricia Rivera, Compliance Specialist at an annual salary of \$49,500 for 100-percent time, effective 1/6/2020.

#### FACULTY APPOINTMENTS

The following faculty appointments were approved.

##### COLLEGE OF LIBERAL AND APPLIED ARTS

Rebecca Spears, MFA (Bennington College), Visiting Assistant Professor of English at an academic salary of \$24,000 for 100-percent time, effective 1/1/2021.

#### CHANGES OF STATUS

The following changes of status were approved.

#### ATHLETICS

Colby Carthel, Head Coach of Football Operations. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Mark Kellogg, Head Coach for Women's Basketball Operations. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

#### CENTER FOR TEACHING AND LEARNING

Alison Reed, from Learning Experience Design Specialist II at an annual salary of \$51,954, 100-percent time, to Learning Experience Design Coordinator at annual salary of \$60,000 for 100-percent time, effective 12/15/2020.

#### COLLEGE OF LIBERAL AND APPLIED ARTS

Mark Sanders, from Associate Dean at an annual salary of \$126,124, 100-percent time, to Interim Dean at annual salary of \$126,124 for 100-percent time, with a \$1,000 monthly stipend, effective 1/1/2021.

#### CONTROLLERS OFFICE



Kallie Barrett, from Accountant II at an annual salary of \$50,490, 100-percent time, to Billing Services Coordinator at an annual salary of \$62,000, 100-percent time, effective 10/1/2020.

#### GENERAL COUNSEL

Tanner Boyd, from Assistant General Counsel at an annual salary of \$70,000, 100-percent time, to Assistant General Counsel at an annual salary of \$90,000, 100-percent time, effective 12/7/2020 due to completion of licensure requirements.

#### INFORMATION TECHNOLOGY SERVICES

Alexis Guthery, from Project Coordinator, at an annual salary of \$40,824, 100-percent time, to Project Analyst at an annual salary of \$58,000 for 100-percent time, effective 9/1/2020.

#### INSTITUTIONAL RESEARCH

Amy Camacho, from Analyst at an annual salary of \$49,500, 100-percent time, to Senior Analyst at an annual salary of \$62,000, 100-percent time, effective 10/22/2020.

Shelby Winthrop, from Student Affairs Administrative Assistant at an annual salary of \$34,373, 100-percent time, to Institutional Research Analyst at an annual salary of \$47,000, 100-percent time, effective 12/19/2020.

#### STUDENT AFFAIRS DIVISION

Michara DeLaney-Fields, from Chief Diversity Officer at annual salary of \$110,000 for 100-percent time, to Student Affairs Interim Vice President at an annual salary of 110,000, 100-percent time, with an additional stipend of \$2,000 per month for 2 months, effective 12/19/2020.

Hollie Smith, from Assistant Dean of Students at an annual salary of \$85,224, 100-percent time, to Interim Dean of Students at annual salary of \$85,224 for 100-percent time, with a \$1,500 stipend for 2 months, effective 1/7/2021.

#### UNIVERSITY MARKETING COMMUNICATIONS

Sarah Kouliavtsev, from Senior Specialist – Web Services at an annual salary of \$47,123, 100-percent time, to Coordinator – Web Services at an annual salary of \$47,123, 100-percent time, effective 10/22/2020.

#### UNIVERSITY PARTNERSHIPS

Ryan Brown-Moreno from Center for Career and Professional Development - Career Coordinator at an annual salary of \$37,080 100-percent time, to University Partnership – Academic Partnership Coordinator at an annual salary of \$50,215, 100-percent time, effective 1/1/2021.

#### FACULTY PROMOTIONS

The following faculty promotions were approved.

To Assistant Professor, effective January, 2021

Jessica Glasscock      Forestry

To Professor Emeritus, effective January 2021

James Towns              Communication Studies

## RETIREMENTS

### ELEMENTARY EDUCATION

Paula Griffin, Associate Professor, 14 years of service to SFA, effective 12/31/2020.

### ENGLISH AND CREATIVE WRITING

Anne Duncan, Adjunct Faculty, 36 years of service to SFA, effective 12/31/2020.

### GOVERNMENT

Karen Price, Associate Professor, 14 years of service to SFA, effective 12/31/2020.

### LANGUAGES, CULTURE AND COMMUNICATION

James Towns, Professor, 54 years of service to SFA, effective 12/31/2020.

## VOLUNTARY SEPARATION INCENTIVE PROGRAM RETIREMENTS

### ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE

Jeffery Williams, Technology Coordinator, 24 years of service to SFA, effective 1/31/2021.

### BIOLOGY

Gene Sullivan, Instructor, 34 years of service to SFA, effective 12/31/2020.

### BUSINESS COMMUNICATION AND LEGAL STUDIES

Keith New, Lecturer, 10 years of service to SFA, effective 12/31/2020.

### COLLEGE OF LIBERAL AND APPLIED ARTS

Brian Murphy, Dean, 13 years of service to SFA, effective 12/31/2020.

Jane Robinson, Administrative Assistant, 20 years of service to SFA, effective 12/31/2020.

### CONTROLLERS OFFICE

Catherine Young, Accountant II, 22 years of service to SFA, effective 12/31/2020.

### EARLY CHILDHOOD LAB

Karen Farris, Master Teacher, 34 years of service to SFA, effective 12/31/2020.

Louann Williams, Master Teacher, 23 years of service to SFA, effective 12/31/2020.

### HEALTH SERVICES

Jenny Henson, Clinical Lab Scientist, 33 years of service to SFA, effective 12/31/2020.

Charlene Honea, Assistant to the Director of Health Services, 25 years of service to SFA, effective 12/31/2020.

Janice Ledet, Director of Health Services, 30 years of service to SFA, effective 12/31/2020.

HUMAN SCIENCES

Mitzi Perritt, Professor, 38 years of service to SFA, effective 12/31/2020.

INFORMATION TECHNOLOGY SERVICES

Michael Carmical, Programmer/Analyst II, 5 years of service to SFA, effective 1/31/2021.

Glenn Millard, Help Desk Analyst III, 41 years of service to SFA, effective 1/31/2021.

KINESIOLOGY AND HEALTH SCIENCE

David Goodman, Lecturer, 18 years of service to SFA, effective 12/31/2020.

PHYSICAL PLANT

Virginia Booth, Custodial Worker I, 23 years of service to SFA, effective 12/31/2020.

Lewis McPherson, Grounds Worker I, 28 years of service to SFA, effective 12/31/2020.

Donald Shinn, Electrical/Electronics Foreperson, 28 years of service to SFA, effective 12/31/2020.

Mary Evans, Administrative Assistant, 10 years of service to SFA, effective 12/31/2020.

Joie Fields, Custodial Worker I, 16 years of service to SFA, effective 12/31/2020.

James Radar, Manager of Residence Life Operations, 37 years of service to SFA, effective 12/31/2020.

Bobbie Sanders, Auto Services Technician I, 16 years of service to SFA, effective 1/31/2021.

Gilberto Veliz, Custodial Foreperson II, 6 years of service to SFA, effective 12/31/2020.

Angela Williams, Custodial Foreperson I, 26 years of service to SFA, effective 12/31/2020.

Garth Zimmerman, Custodial Worker I, 10 years of service to SFA, effective 12/31/2020.

PHYSICS, ENGINEERING AND ASTRONOMY

Thomas Callaway, Professor, 47 years of service to SFA, effective 12/31/2020.

Edward Michaels, Professor, 40 years of service to SFA, effective 12/31/2020.

SCHOOL OF NURSING

Carol Athey, Clinical Instructor, 12 years of service to SFA, effective 12/31/2020.

STEM RESEARCH AND LEARNING CENTER

Peggy Moss, Administrative Assistant, 22 years of service to SFA, effective 12/31/2020.

Nola Schmidt, Curriculum Coordinator, 8 years of service to SFA, effective 1/31/2021.

STUDENT AFFAIRS

Donna Crawford, Administrative Assistant, 20 years of service to SFA, effective 9/30/2020.

STUDENT CENTER OPERATIONS

Carol Woodson, Reservation/Conference Coordinator, 16 years of service to SFA, effective 9/30/2020.

Terry Witcher, Building Operator II, 29 years of service to SFA, effective 1/31/2021.

THEATRE

Barbara Blackwell, Costume Shop Foreperson, 21 years of service to SFA, effective 12/31/2020.

UNIVERSITY AFFAIRS

Steve Westbrook, Vice President, 41 years of service to SFA, effective 12/31/2020.

UNIVERSITY MARKETING COMMUNICATIONS

Hardy Meredith, Coordinator – Photography Services, 25 years of service to SFA, effective 12/31/2020.

UNIVERSITY POLICE DEPARTMENT

James Fincher, Corporal, 25 years of service to SFA, effective 1/31/2021.

Tina Layton, Parking Office Coordinator, 23 years of service to SFA, effective 12/31/2020.

Muriel Taylor, Dispatcher, 16 years of service to SFA, effective 9/30/2020.

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**BOARD ORDER 21-25**

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

WESTERN ATHLETIC CONFERENCE AFFILIATION

WHEREAS, the board members considered: Following extensive research into alternative conference affiliations and the receipt of an invitation to join the Western Athletic Conference (WAC), the Board of Regents in a specially called meeting on December 17, 2020 authorized the president to accept the invitation to join the WAC effective July 1, 2022. Upon notification to the Southland Conference of the university's intention to withdrawal from its membership, the Southland Conference notified the university its effective date for withdrawal from the Southland Conference will be June 30, 2021. The WAC is agreeable to the university joining the conference one year earlier than anticipated on July 1, 2021.

THEREFORE, it was ordered that the university join the Western Athletic Conference (WAC) effective July 1, 2021, and that the President be given authority to negotiate the final terms and conditions of the affiliation and sign the related conference affiliation agreement(s).

**BOARD ORDER 21-26**

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

## ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 2:

- Class Attendance 6.7
- Course Grades 5.5
- Electronic Personnel Action Form 11.8
- Employee Training 11.11
- Employment of Persons with Criminal History 11.12
- Final Course Grade Appeals by Students 6.3
- Honorary Degree 5.12
- Human Research Subjects Protection 8.4
- Off-Campus Credit Courses 5.13
- Security-Sensitive Positions 11.25
- Student Records 2.10
- Temporary Employment 11.28
- Textbook Adoption Timeline 10.1
- Time Reporting for Non-Exempt Employees 11.30
- Workers Compensation Coverage 12.23

## BUILDING AND GROUNDS COMMITTEE

### BOARD ORDER 21-27

Upon motion by Regent Alders, seconded by Regent Henderson, with all members voting aye, it was ordered that the following buildings and grounds items be approved.

### STEM BUILDING FINAL PROJECT BUDGET AND CLOSEOUT

WHEREAS, the board members considered the following: The STEM Building Project was initially funded with \$46,400,000 of tuition revenue bond proceeds. Subsequently, \$850,000 of investment earnings were recognized and an increased project budget of \$47,250,000 was approved by the regents at the October 29, 2018 meeting. Further, an additional \$70,000 of investment earnings were projected to be earned, and an increased project budget of \$47,320,000 was approved by the regents at the October 28, 2019 meeting. At that time, total earned and/or projected interest earnings were \$920,000.

Actual investment earnings are \$919,038.79, \$961.21 less than the total amount budgeted. In addition to actual investment earnings, a transfer of unused bond proceeds originally reserved to pay bond cost of issuance (COI) expenses was allocated to the STEM Building Project in the amount of \$5,196.23. The combination of these two revenue components totals \$924,235.02. The total revenue amount of \$924,235.02 added to the initial project budget of \$46,400,000 yields a final project budget of \$47,324,235.02. The project closeout report is contained in the construction report.

THEREFORE, it was ordered that the final STEM Building project budget be approved at \$47,324,235.02, to include total investment earnings of 919,038.79 and cost of issuance revenue of \$5,196.23.

## BASKETBALL PERFORMANCE FACILITY BUDGET INCREASE TO RECOGNIZE INVESTMENT EARNINGS

WHEREAS, the board members considered the following: At the January 27, 2020 meeting, the regents approved a \$2,500,000 increase in the original \$26,000,000 basketball performance facility budget using donated funds. The total project budget was increased to \$28,500,000.

The bond proceeds allocable to the basketball performance facility project have been invested since the proceeds were received. From that time until now, investment earnings have yielded \$732,845. SFA Policy 1.4, Items Requiring Board of Regents Approval, specifies that construction project budgets must be approved by the regents.

THEREFORE, it was ordered that the total projected investment earnings in the Basketball Performance Facility project, and comply with SFA Policy 1.4, the administration recommends a \$732,845 increase in the project budget, resulting in a budget increase from \$28,500,000 to \$29,232,845.

## TXDOT FM 1878 STARR AVENUE PEDESTRIAN IMPROVEMENT PROJECT

WHEREAS, the board members considered the following: At the July 23, 2019 meeting, the board of regents approved the submission of four separate Texas Department of Transportation (TxDOT) grant projects that included a pedestrian improvement initiative along Starr Avenue (FM 1878) that extended from Clark Boulevard across University Drive, and ending at Cardinal Street. The university was recently notified that the project was approved by the Texas Department of Transportation (TxDOT) not as a grant, but as a TxDOT construction initiative with a required SFA institutional commitment of \$13,282.

The majority of the pedestrian improvement project is on university property. At the time of submission, the FM 1878 project cost was estimated to be \$633,836, with an institutional match contribution of \$126,767. As noted above, the required SFA contribution is now \$13,282.

TxDOT communication indicates that as of December 2020, the FM 1878 project design phase was approximately 60% completed. TxDOT further indicates project bids will occur in August 2021.

THEREFORE, it was ordered that the request of \$13,282 in support of the FM 1878 Starr Avenue Pedestrian Improvement Project using the Higher Education Fund (HEF) and/or designated funds be approved.

### **BOARD ORDER 21-28**

Upon motion by Regent Alders, seconded by Regent Winston, with all members voting aye, it was ordered that the following buildings and grounds items be approved.

## BUILDINGS AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revision as presented in Appendix 2:

Access to Facilities 14.7

Alcohol Service 13.7  
Asbestos Management 13.4  
Expressive Activities 16.4  
Petitions and Handbills 16.19  
Signs and Exhibits 16.24  
The Ed and Gwen Cole Art Center and the Griffith Gallery 16.27

## **FINANCE AND AUDIT COMMITTEE**

### **BOARD ORDER 21-29**

Upon motion by Regent Mason, seconded by Regent Gantt, with all members voting aye, it was ordered that the following financial affairs items be approved.

#### **ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT**

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

TAC 202 Information Security Audit  
Expenditures and Payments Audit  
Health Services Departmental Audit  
Annual Financial Report Review for SACS  
Charter School Annual Financial Report Audit  
Agreed Upon Procedures Report for the NCAA Financial Statement  
State Comptroller Post Payment Audit  
Update on Audit Plan

### **BOARD ORDER 21-30**

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

#### **2019-2020 ANNUAL FINANCIAL REPORT**

WHEREAS, the board members considered the following: As required by state law, Stephen F. Austin State University submitted the August 31, 2020, Annual Financial Report to the Office of the Governor, Comptroller of Public Accounts, Legislative Budget Board, Texas Higher Education Coordinating Board, Legislative Reference Library, Texas State Library and Texas State Auditor's Office. The report reflected the university's financial activities for the period September 1, 2019, through August 31, 2020.

THEREFORE, it was ordered that the Stephen F. Austin State University 2019-20 annual financial report be approved as presented.

### **BOARD ORDER 21-31**

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

## RESOLUTION TO ACKNOWLEDGE REVIEW OF THE INVESTMENT STRATEGY AND POLICY

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

THEREFORE, it was ordered that the Resolution to Acknowledge Review of Investment Policy and Strategy be adopted.

WHEREAS, The Texas Public Funds Investment Act requires that each university's investment policy and strategy must be annually reviewed by the governing board of the institution; and

WHEREAS, the law also requires the governing body to adopt a written instrument stating that it has reviewed the investment policy and strategy;

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the investment policy and strategy as reviewed on February 2, 2021, and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 2, 2021 meeting of the board.

### **BOARD ORDER 21-32**

Upon motion by Regent Mason, seconded by Regent Winston, with all members voting aye, it was ordered that the following financial affairs item be approved. Regent Olson abstained from the vote.

## RESOLUTION APPROVING BROKERS FOR INVESTMENT TRANSACTIONS

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code requires the university to adopt a resolution by the governing body of the institution that approves qualified investment brokers. The following brokers/investment managers as listed on the resolution.

THEREFORE, it was ordered that the following resolution and list of investment managers and brokers be approved as presented.

WHEREAS, the Texas Public Funds Investment Act requires the university to submit a resolution approving a list of qualified investment brokers to the governing body of the institution for adoption and/or review; and

WHEREAS, the following firms are approved investment brokers:

- Texas A&M University State System
- Bank of America
- Hilltop Securities



NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the above listed firms for investment transactions by Stephen F. Austin State University; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 2, 2021 meeting of the board.

**BOARD ORDER 21-33**

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approved. Chair Frailey, Regents Henderson, Alders and Winston abstained from the vote.

**RESOLUTION APPROVING FINANCIAL INSTITUTIONS FOR INVESTMENT TRANSACTIONS**

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code requires the university to adopt a resolution by the governing body of the institution that approves qualified investment brokers. The following financial institutions as listed on the resolution.

THEREFORE, it was ordered that the following resolution and list of financial institutions be approved as presented.

WHEREAS, the Texas Public Funds Investment Act requires the university to submit a resolution approving a list of qualified investment financial institutions to the governing body of the institution for adoption and/or review; and

WHEREAS, the following firms are approved financial institutions:

Citizens 1st Bank	TexSTAR
Austin Bank	Texas CLASS
BancorpSouth Bank	TexasTERM
Bank of America	JPMorgan Chase & Co
Commercial Bank of Texas NA	Wilmington Trust, N.A.
Southside Bank	UBS Financial Services Inc.
Regions Bank	FTN Financial Capital Markets
UBank (formerly Huntington State Bank)	Stephens Inc.
Wells Fargo Bank	Citigroup Global Markets, Inc.
US Bank	LOGIC
Texas Bank	Water Walker Investment
TexPool	Prosperity Bank

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the above listed firms for investment transactions by Stephen F. Austin State University; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 2, 2021 meeting of the board.

**BOARD ORDER 21-34**

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

**APPROVAL OF FY2022 ROOM AND BOARD RATES**

WHEREAS, the board members considered the following: Student housing room rates are reviewed and approved annually by the board of regents. The administration is requesting no increase in the current traditional term room rates.

To accommodate residential students who choose to take advantage of an eight-week course schedule, new eight-week housing agreements have been developed. These new agreements are priced at 5% higher than 50% of the traditional sixteen-week agreements.

Board rates are also traditionally addressed within this same item annually, however there is an exception this year due to the current bid process related to the naming of the dining services provider for the next fiscal year. The board rates for FY22 will be established within the contract negotiated with the provider selected by the board later this year.

THEREFORE, it was ordered that the student housing room rates for FY2022 be approved as presented in Appendix 3.

**BOARD ORDER 21-35**

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

**DUAL CREDIT TUITION FEES FOR FY2022**

WHEREAS, the board members considered the following: At the September 11, 2020 meeting, the regents exempted dual credit students from paying web-based distance education fees for the fall 2020, spring 2021 and summer 2021 semesters. This action eliminated dual-credit distance education fees for fiscal year 2021. At the meeting, the administration indicated that dual credit tuition and fees would be re-evaluated, and pricing proposals would be submitted at a later time. The administration obtained dual tuition and fee costs from community colleges and senior institutions, and determined a fixed price for dual credit students, regardless of the delivery modality.

THEREFORE, it was ordered that the tuition and fee charge of \$258 for a three-semester credit hour dual credit course, beginning with the fall 2021 semester. As recommended by the administration, is it approved at a three-hour level, the education and general statutory tuition cost of \$150 and a university services fee of \$108; and the per semester credit hour cost is \$50 for education and general statutory tuition and \$36 for the university services fee.

**BOARD ORDER 21-36**

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

## GRANT AWARDS

For fiscal year 2021, the multi-year grant award total is currently \$18,279,212. Of this total, grant awards allocable to fiscal year 2021 are currently \$5,847,980, an increase of \$284,832 since the last report.

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

THEREFORE, it ordered that the additional fiscal year 2021 grant awards that total \$284,832 is approved and ratified. The grant awards are detailed as presented in Appendix 4.

## **BOARD ORDER 21-37**

Upon motion by Regent Mason, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs items be approved.

## FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 2:

- Contracting Authority 1.3
- Historically Underutilized Businesses 17.7
- Investments 3.21
- Investments-Endowment Funds 3.20
- Procurement Card (P-Card) 17.11
- Procurement of Electronic and Information Resources 17.16
- Retirement Programs 12.15
- Risk Management 13.19

## **REPORTS**

President, Dr. Scott Gordon

- Shared Governance and Communication
- COVID-19 Update
- Off Campus Locations
- Provost Search Update
- EDA Grant
- Legislative Work
- Leadership Collaboration (NISD, County, City, SFA)

Faculty Senate Chair, Dr. Andrew Lannen

- Faculty Accomplishments
- Memorandum of Understanding of December 2020

## Opportunity for Questions

Student Government Association President, Mr. Christopher Moore

### Fall Semester

- Mental Health week

- Brought awareness to Hispanic Heritage month, Breast Cancer Awareness month, and the deaf and hard of hearing community on-campus

- Hurricane relief drive

- Registered over 100 students to vote in the national election

- Rented a bus and brought students back and forth from their designated precincts

- Implemented our very first Book Scholarship to four students

### Plans for Spring semester

- SGA Week

- Black History Month program

- Future Town Halls including UPD, President Gordon, VP Brandon Frye, and more administration. Bringing awareness to the student body about campus functionality and operations will also bring pressing concerns to administration.

- Continuing our communications with the different caucuses we have on campus

- Wellness fair

Regent Coleman, chair of the Intercollegiate Athletic Advisory Committee provided a summary report on the meeting that took place on January 30, 2021.

Chair Frailey called for a report from the nominating committee appointed at the December 2020 meeting. Scott Coleman, chair, reported on behalf of the committee, which included members Judy Olson and Jennifer Winston. The following officers were nominated to serve during 2021-2022, assuming a new term of office on April 20, 2021.

- Alton Frailey, Chair

- Karen Gantt, Vice Chair

- Tom Mason, Secretary

The meeting was adjourned by Chair Alton Frailey at 10:21 a.m.

**RULES AND REGULATIONS BOARD OF REGENTS  
STEPHEN F. AUSTIN STATE UNIVERSITY  
(Amended April 18, 2020 February 2, 2021)**

### **1. Composition of Board**

The Board of Regents, Stephen F. Austin State University, is composed of nine members who are appointed by the governor of Texas, with the advice and consent of the senate. Three members of the board are appointed biennially to serve for terms of six years.

The board is charged with the responsibility of performing those duties which are delegated to it by the legislature. The board has no authority except as delegated to it by law.

Knowledge of the limitations of its authority is imputed to all persons, firms and corporations dealing with the board.

### **2. Non-Voting Student Regent**

Annually on June 1, a student regent shall be appointed by the governor to serve a one-year term expiring on the following May 31. The student regent must be enrolled as an undergraduate or graduate student at Stephen F. Austin State University at the time of appointment and throughout the student regent's term. The student regent must remain in good academic standing and maintain at least a 2.5 GPA.

The student regent is not a member of the Board of Regents of Stephen F. Austin State University. The student regent has the same powers and duties as the members of the Board of Regents, including the right to attend and participate in meetings of the Board of Regents, except that the student regent may not vote on any matter before the board or make or second any motion before the board. The student regent is not counted in determining whether a quorum exists for a meeting of the board or in determining the outcome of any vote of the board.

### **3. Office of the Board of Regents**

The Office of the Board of Regents is located in the Austin Building, Room 308. The mailing address is PO Box 13026 – SFA Station, Nacogdoches, TX 75962- 3026. The office is staffed by the coordinator of board affairs/compliance.

#### **4. Setting of Meetings**

The Board of Regents shall convene annually in Nacogdoches, Texas, in the month of April, which meeting shall be known as the annual meeting.

All meetings of the board shall conform to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. Regular meetings of the board shall be held quarterly at such time and place as a majority of the board shall determine. The board shall set regular quarterly meeting dates one year in advance, usually in January, April, July and October, which may be changed by consensus of the board due to unanticipated needs. Special meetings of the board may be called by the chair, or by a majority of the members of the board. Telephone conference meetings may be called when circumstances dictate that immediate action is required and it is difficult or impossible to convene a quorum in a single location. Telephone conference meetings shall be restricted to special meetings of the board.

All meetings of the Board of Regents shall be open to the public and broadcast over the internet as required by state law. Such broadcasts shall be recorded and archived in accordance with state law. Executive sessions of the board may be held with the consent of a majority of those members present and as authorized by law.

A majority of the members of the board or committee membership shall constitute a quorum. Ex-officio members shall be counted for purposes of determining a quorum. Proxies shall not be recognized. No formal action shall be taken by the board or committee of the board in the absence of a quorum.

#### **5. Designation of Officers**

The officers of the board shall include a chair, a vice chair, a secretary, and such other officers as may from time to time be elected or appointed.

#### **6. Election of Chair and Authorization of Duties**

At the January meeting of the board, and as the last order of business, there shall be elected from the membership of the board a chair, who shall take office at the start of business during the official, formal meeting of the full board in April and shall serve through the beginning of business at the formal meeting of the full board in April of the following year. In the event the chair's term of office as regent expires prior to the conclusion of his/her service as chair, the chair-elect shall immediately take office upon such expiration and serve for the remainder of the previous chair's term and his/her elected term; however if the chair is reappointed to a new term as regent, he/she shall complete the elected term of office. If a chair-elect has not been named, the vice-chair shall serve as chair of the board until the beginning of

business at the formal meeting of the full board at the next April meeting.

No member shall serve more than two consecutive elected terms as chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

In the event of a chair's death or resignation, the vice chair shall serve as chair of the board until the beginning of business at the formal meeting of the full board at the next April meeting.

The chair of the board shall preside at all meetings of the board which he/she attends.

He/she is responsible for the agendas of the meetings of the board. He/she has the authority to call special meetings of the board, as herein provided. He/she is an ex officio member of all committees of the board and shall be in addition to the membership prescribed in Section 9 of these Rules. He/she shall deliver to each new board member immediately upon such person's appointment by the governor a copy of the regents' *Rules and Regulations* and a copy of the organization of principal administrative offices of the university. He/she shall ensure the members of the Board are apprised of their duties and responsibilities under law, including but not limited to Texas Education Code Section 51.352.

Parliamentary procedure in board meetings will generally conform to *Roberts' Rules of Order, Newly Revised*, when not in conflict with board rules.

The chair shall, in the name of the board, formally execute all contracts and documents authorized by resolutions of the board unless otherwise authorized to be signed by the president, and perform such other duties as are generally imposed on a chair of the board.

## **7. Election of Vice Chair and Authorization of Duties**

A vice chair shall be elected from the membership of the board immediately following the election of a chair at the January meeting and shall take office at the start of business during the official, formal meeting of the full board in April and shall serve through the beginning of business at the formal meeting of the full board in April of the following year. In the event the vice chair's term of office as regent expires prior to the conclusion of his/her service as vice chair, the vice chair-elect shall immediately take office upon such expiration and serve for the remainder of the previous vice chair's term and his/her elected term; however if the vice chair is reappointed to a new term as regent, he/she shall complete the elected term of office. If a vice chair-elect has not been named, the secretary shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting.

No member shall serve more than two consecutive elected terms as vice chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

The vice chair shall preside over meetings of the board in the absence of the chair, and shall succeed to the rights and powers of the chair in the event he/she is absent from the state or is unable to act because of disqualification, or because of physical disability as determined by the board. The vice chair shall perform such other duties as may be delegated to him/her by the board.

In the event of the death, resignation, or assumption of chair duties by the vice chair, the secretary shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting.

### **8. Election of Secretary and Authorization of Duties**

The board shall select a secretary from the membership of the board, immediately following election of a vice chair at the January meeting, who shall take office at the start of business during the official, formal meeting of the full board in April and who shall serve through the beginning of business at the formal meeting of the full board in April of the following year. In the event the secretary's term of office as regent expires prior to the conclusion of his/her service as secretary, the secretary-elect shall immediately take office upon such expiration and serve for the remainder of the previous secretary's term and his/her elected term; however if the secretary is reappointed to a new term as regent, he/she shall complete the elected term of office. If a secretary-elect has not been named, the vice chair shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting. The secretary shall ensure that preparation for all meetings of the board, including such notices as required by law are made. The secretary or other officers shall attend all open meetings of the board and ensure that accurate records of all open meetings are kept. He/she shall ensure that all parties affected by the actions of the board are notified. He/she shall provide oversight to the coordinator of board affairs/compliance who shall be responsible for all records of the board and all documentary files thereof. He/she shall ensure that the coordinator of board affairs/compliance keep the official copy of the regents' *Rules and Regulations*. Said copy shall contain all current rules and regulations as set by the Board of Regents. Any changes or additions thereto shall be entered in the official copy and such changes and additions shall be furnished to members of the board and officers of the university as designated by the president. The coordinator of board affairs/compliance shall assist the secretary in performing the duties of his/her office.



## **9. Committees of the Board**

The chair of the board shall appoint at the annual meeting of the Board of Regents or soon thereafter all committee members and shall designate a chair of each committee except as otherwise provided herein. The chair of the board may further remove, replace, or appoint members in the event of a vacancy.

9.1 The Executive and Legislative Committee shall consist of the chair of the board, the vice chair of the board, and one other member appointed by the chair. The chair of the board shall serve as chair of this committee. This committee shall serve as an advisory committee and review and make recommendations to the full board on any matter related to legislative initiatives and the governance, control and direction of the policies of the university.

9.2 The Academic and Student Affairs Committee shall consist of three members. This committee shall consider:

- (1) the curricula of the various colleges and departments of the University with any other matters dealing with academic programs and the progress thereof;
- (2) the research programs within the university and their relationship to all graduate education;
- (3) student affairs within the university;
- (4) personnel matters within the university;
- (5) Administrative matters not delegated to another committee.

The committee shall summarize facts and present alternatives as necessary.

9.3 The Building and Grounds Committee shall consist of three members. This committee shall consider:

- (1) use and occupancy of university property;
- (2) 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 committee shall summarize facts and present alternatives as necessary.

9.4 The Finance and Audit Committee shall consist of three members. This committee shall consider:

- (1) the budgeting and appropriations request processes;
- (2) all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs, including, but not limited to, student housing and the athletic department;

- (3) handling of university funds, depositories, etc., whether from appropriated or contributed funds.
- (4) the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.

The committee shall summarize facts and present alternatives as necessary.

- 9.5 The Nominating Committee shall consist of three members. This committee shall be appointed annually prior to the January meeting by the chair for the purpose of nominating board officers for election at the January meeting.
- 9.6 The chair of the board may at any time appoint special committees, name the members thereof and designate the chairs. At a meeting of the Board of Regents, not less than six members thereof may appoint special committees, name the members thereof and designate the chairmen. Any special committee so created by the chair or by the Board of Regents shall be temporary and shall be charged in writing as to its particular duties and functions and the period in which it is to serve. Action by the chair of the board and/or six such members will be required to extend this period.

### **10. Prohibiting Contracting with Board Members**

The Board of Regents shall approve no contract or agreement of any character in which a member of the board, directly or indirectly, has a pecuniary or substantial interest, without prior advice of the general counsel. Regents must self-disclose potential direct or indirect pecuniary or substantial interests in matters pending before the Board of Regents. Potential transactions with relatives of regents should also be disclosed to the general counsel for advice and counsel to avoid any appearances of a conflict of interest.

### **11. Election of University President**

Annually when the budget is passed, the Board of Regents shall conduct a performance review of the president and elect the president of the university by affirmative vote of a majority of its members. The president of the university shall hold office at the pleasure of the board. The president shall not have tenure as president, but may hold tenure as a member of the faculty of the university when such tenure has been approved by the board. The president's salary shall be designated in the appointing order. Any contract for employment shall comply with applicable law, including but not limited to Texas Education Code Section 51.948.

In the event the president is temporarily unable to serve in such capacity, the board

will call an emergency or special meeting to appoint an acting president until such time as the president is able to return to his/her duties.

In case a change in the presidency is made, the board will accept for consideration suggested nominations from a screening committee representing the board, the faculty, the staff, the Alumni Association, the community, and the student body, which committee shall be selected by a majority vote of the Board of Regents. An interim president will be named by the board to serve until such time a president is named.

The board shall announce the name, background, and qualifications of the finalist or finalists for president at least twenty-one (21) days prior to the meeting at which board action is to be taken on the employment of the individual. (Tex. Educ. Code § 51.913).

## **12. Authority, Duties, and Responsibilities of the University President**

The president shall be responsible for developing and maintaining excellence and efficiency within the university.

The president shall be answerable to the Board of Regents and shall have discretionary powers broad enough to effectively administer the university within the policies and guidelines as set forth by the Board of Regents. The president shall have such powers as may be from time to time delegated by the board.

The president shall be prepared to make recommendations to the board on university matters which require board approval.

The president shall be responsible for implementing all board action items affecting the university.

The president shall interpret the board's policies to the faculty and staff and interpret the university's programs and needs to the board. The president shall at all times also represent and interpret the university's programs, needs and interests to the public.

The president shall recommend appropriate operating budgets and supervise expenditures under approved budgets.

The president shall nominate to the board the appointment and reappointment of all members of the faculty, administrative officers and professional staff and recommend such individuals for promotion, retention, or dismissal. The board shall show just cause should they choose to not confirm a nomination.

The president shall develop and maintain efficient personnel programs for all employees, including faculty and administrative officers.

The president shall ensure efficient management of business affairs and physical property and shall recommend additions and alterations to the physical plant.

The president shall assume active leadership in developing private fund support for the university.

Without prior notice or hearing, the president of the university may suspend without pay and immediately remove from the university or assign to other duties with pay any employee, and suspend and immediately remove from the university any student who: (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the university; (3) endangers the education of students; or (4) has been convicted by a trial court of any felony or a crime of moral turpitude. The president shall, as soon as possible, notify the general counsel of such action. In such cases the president will set a hearing before the appropriate administrator or committee on the employee's or student's case as soon thereafter as is practicable unless otherwise waived by the employee or student.

The president shall have the ultimate responsibility for the proper administration of all university contracts, agreements, or purchases which are delegated to the president under the board's policy.

The president is authorized to accept grants and contracts and enter into agreements involving the furnishing of educational services with the various agencies of the federal and state governments, foundations, and private corporations and is authorized to advance funds as necessary to finance federal grants and contracts which are on a reimbursement basis provided the university will be reimbursed by the agencies for any cost resulting from such grants or contracts.

### **13. Election and Duties of General Counsel**

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the general counsel by affirmative vote of a majority of its members. The general counsel shall hold office without fixed term and at the pleasure of the board. The general counsel's salary shall be designated in the appointing order.

The general counsel shall be responsible for all legal advice on all matters related to the university. He/she shall be responsible for all legal matters with local, state, and federal agencies and officials.

The general counsel shall work in cooperation with the attorney general of the state of Texas, legal counsel engaged in private practice and other legal counsel for agencies of the state of Texas concerning matters that may affect the university.

He/she shall monitor all lawsuits brought against or for the university and assist the attorney general's office in the preparation, trial, and appeal of lawsuits involving the university.

The general counsel's office shall review all contractual obligations entered into by the university *except those that the general counsel has exempted from legal review*. He/she shall make legislative interpretations and be responsible for monitoring all legislative statutes affecting the university. He/she shall be responsible for the determination of student residency classification on appeal. He/she shall perform such other duties which are generally incumbent upon a general counsel of like boards or which shall be delegated to him/her by the board or the president of the university.

#### **14. Election and Duties of the Chief Audit Executive**

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the chief audit executive by affirmative vote of a majority of its members. The chief audit executive shall hold office without fixed term and at the pleasure of the board. The chief audit executive's salary shall be designated in the appointing order.

The chief audit executive shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations, and ethics.

The chief audit executive shall report on a day-to-day and administrative basis to the president of the university. The chief audit executive shall periodically communicate directly with the Finance and Audit Committee chair. It is important that the university auditor be independent of the chief financial and/or accounting officers to ensure independent review of the internal control structure and the financial reporting process.

The chief audit executive shall work in cooperation with the state auditor's office, independent auditors engaged in private practice, and other auditors for entities of the state of Texas concerning matters that may affect the university.

The chief audit executive shall annually submit information on the annual audit plan, work schedule, and staffing plan to the president for his review and to the Board of Regents for their approval. The chief audit executive shall submit an annual report as required by Texas Government Code Chapter 2102. The annual report shall be submitted to the president and the board for review prior to public dissemination.

### **15. Election and Duties of the Coordinator of Board Affairs/Compliance**

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the coordinator of board affairs/compliance by affirmative vote of a majority of its members. The coordinator of board affairs/compliance shall hold office without fixed term and at the pleasure of the board. The salary for this position shall be designated in the appointing order.

The coordinator of board affairs/compliance shall manage the Office of the Board of Regents to assist in the administration of the responsibilities of the board and facilitate the role of each regent in the discharge of his or her responsibilities.

The coordinator of board affairs/compliance shall use discretion and independent judgment in establishing reporting mechanisms for the board, shall work directly with the regents, president, and general counsel on a routine basis, shall track information needs of the board and shall work as the campus liaison for the board's honored guests, including legislators, commencements speakers, and other dignitaries.

Other responsibilities for the coordinator of board affairs/compliance shall include taking, preparing and distributing meeting minutes; preparing and distributing meeting agendas; coordinating the review and publication of board policies, filing open meeting notices; notifying board members of all meeting dates; administering all communications and correspondence for the board; planning meetings, workshops, events and retreats for the board; making travel arrangements for board members; maintaining a calendar for the board; keeping board members apprised of upcoming events; ensuring appropriate board representation at functions; maintaining current board address list; and developing and maintaining the Board of Regents' Web page.

The coordinator of board affairs/compliance will coordinate the university compliance program, including developing, maintaining, initiating, and revising compliance policies, procedures, and practices for the general operation of the university and its related activities to mitigate illegal, unethical or improper conduct; identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for the resolution of problematic issues; and develop, maintain, and implement compliance-related manuals and tools to assist the university community in fulfilling their compliance-related obligations. Additionally, the coordinator of board affairs/compliance will administer the office function for the general counsel and serve as the university policy coordinator.

### **16. Employees Reporting to the Board of Regents**

From time to time, the Board of Regents may employ other individuals who report directly to the Board of Regents. Such employees shall hold office without fixed term and at the pleasure of the board. The salary of such employees shall be designated in the appointing order. Performance reviews may be conducted by the board within its discretion.

### **17. Report or Agenda for Meetings**

At all regular or special meetings of the board, the president of the university shall submit a president's report in writing. Such reports shall follow a uniform format approved by the board, with the proposed form of recommended board orders set out in the first section of the report, followed by sections on faculty and staff, budgetary items, contracts, curriculum, miscellaneous items and explanation. The latter section of the report shall set forth in reasonable detail an explanation of each proposed board order or recommendation. All board orders proposed in a president's report shall be drafted with clarity and brevity to reflect, without the need to refer to extraneous sources, the precise action ordered by the board in each instance. The drafting of multifarious orders for board consideration shall be avoided.

A copy of the president's report shall be submitted to all members of the board and the Coordinator for Board Affairs/Compliance at least ten days in advance of a meeting of the board.

### **18. Order of Business**

All regular and special meetings of the Board of Regents shall be as follows unless the chair otherwise directs:

- A. Approval of the minutes of the preceding meeting
- B. Reports of standing committees
- C. Reports of special committees
- D. Other business
- E. Adjournment

### **19. Appearances Before the Board**

- 19.1 Special appearances as requested by the board or president: The chair of the Board of Regents or the president (as approved by the board chair) may invite individuals to appear before the board or one of its committees (as approved by the committee chair) for specific purposes. The chair of the Faculty Senate and the president of the Student Government Association shall have the opportunity to provide a report at each quarterly board meeting.

- 19.2 Requests to address the board: Requests to appear before the board to make comments on a specific agenda item must be received by the coordinator of board affairs/compliance in writing no later than twenty-four (24) hours before the board meeting at which the individual wishes to speak. The request should set out clearly the nature of the subject matter to be presented relating to a specific board agenda item. In making a request to appear before the board, individuals must give their names and any relevant title or affiliation. Comments on topics not posted on the agenda are not allowed but may be submitted to the coordinator of board affairs/compliance in writing, at any time, for distribution to the regents.
- 19.3 Time allocation: The board will allow up to fifteen (15) minutes for public comment per agenda item. The total time allocated for a specific agenda item may be extended by action of a majority of the board present at the meeting. In any instance, an individual speaker will be permitted no more than three (3) minutes for a presentation. Copies of speakers' comments, and/or other written materials for distribution to the Board of Regents shall be presented to the Coordinator for Board Affairs/Compliance. Public comments will take place during the scheduled public comment period at the beginning of each regular quarterly meeting.
- 19.4 Other meetings: While a specific period for public testimony will be limited to the regular quarterly meetings, written comments are welcome for any scheduled meeting of the Board of Regents. One copy of comments may be forwarded to the Office of the Board of Regents for distribution to the regents.
- 19.5 Scheduling of speakers: When the number of requests to address the board at a given session and for a specific agenda item exceeds the time available, requests will be approved based on the order the written request was received by the coordinator of board affairs/compliance. If, by virtue of time or other constraint a speaker is not able to present his/her comments orally, said comments will be accepted in writing and distributed to the Board of Regents at the meeting.
- 19.6 Special Requests: Special requests to appear before the board for comments at times other than the regular quarterly meetings can be submitted to the coordinator of board affairs/compliance for consideration by the chair of the Board of Regents.

## **20. Annual Budget for University Operations**

The president shall prepare and submit annually to the board at its April or July meeting, as specified each year by the board, a proposed budget for the operation of the institution for the next fiscal period. Copies of all proposed operating budgets shall be submitted in writing to all members of the board at least one week in



advance of such meeting of the board.

### **21. Monthly Financial Report of University Operations**

The president of the university shall submit a monthly operating statement to the members of the board showing balance sheet by fund groups, statement of income, statement of expenditures, unexpended balances, encumbrances, and unencumbered balances.

All institutional books, records, ledgers and accounts shall be kept and maintained in conformity with recommendations of the state auditor and the state comptroller of public accounts, subject to approval by the board.

Blanket fidelity bonds, approved by the board, shall be required to cover all employees of institutions under the jurisdiction of the board.

### **22. Student Admission, Degree Requirements, Tuition and Fees**

Student admission standards, entrance requirements, and degree qualifications shall be determined and prescribed by the institution, subject to the approval of the board. No otherwise qualified applicant for student enrollment shall be denied admission solely on the basis of religious or racial tests. Enrollment preference shall be given to residents of the state of Texas. Tuition, student fees, and room and board rates shall be established by the institution, subject to legislative direction and approval by the board.

Each member of the board shall receive copies of major publications of the university.

### **23. Employment of Bond Legal Counsel**

The board shall employ bond counsel as appropriate to advise and represent it in any matters.

### **24. Reimbursement of Expenses**

Reimbursement of expenses is allowed for members of the board for: attending regular and special meetings of the board; visiting the university at the request of the board or the chair of the board; attending formal committee meetings, and such other special and limited purposes as the board may expressly authorize in accordance with state regulations. Verified expense accounts shall be submitted to the Office of the Board of Regents for payment and the same shall be subject to

review and control by the board.

## **25. Authority for Official Statements**

The Board of Regents hereby reserves the authority and responsibility for determining matters of policy and official statements concerning any political or other subjects of an obviously controversial nature which represents an official policy, statement, or position of the Board of Regents, or of the university. Statements, policies, and positions by the Board of Regents on such matters shall be made by the board through the chair of the board or the president of the university. No regent, officer, faculty or staff member shall have the authority to speak for or issue any public statements on policy for and on behalf of the Board of Regents, or of the university, on such matters without prior approval of the board.

## **26. Board Evaluation**

Annually when the budget is passed, the Board of Regents will conduct a self-evaluation of its responsibilities and expectations. This evaluation will consider the principles of board governance as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), applicable state law, the Board of Regents Rules and Regulations, and the university's mission statement and strategic plan.

## **27. Provisions to Amend Rules and Avoid Conflict with Statutes**

The rules and regulations herein provided may be amended by a majority vote of members of the board at any regular meeting or at a special meeting of the board called for that purpose. Proposed amendments shall be filed in writing with the Coordinator of Board Affairs/Compliance and copies submitted to each board member at least fifteen (15) days before the same are considered by the board.

Should all or any part of the foregoing rules and regulations conflict with any constitutional, statutory or legislative appropriations provisions, they shall be amended to conform therewith.

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## Access to Facilities

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

### Purpose

This policy establishes responsibility for university security and outlines a process for the issuance and control of campus keys and card access.

### General

The security of the university is the responsibility of several departments on campus. First, the University Police Department (UPD) is responsible for overall campus security. Second, the various head administrators are responsible for their respective areas. Third, the Physical Plant Department (PPD) is responsible for maintaining access control hardware, and a campus key control system. Fourth, Information Technology Services (ITS) is responsible for maintaining card access.

Other than during normal working hours, all campus buildings will be locked. Faculty and staff may be issued keys or card access to university buildings upon the request of the head administrator responsible for the building or area of the building. An individual entering or leaving a locked building shall be responsible for securing the door and may be held liable for any loss or damage to university property resulting from failure to do so.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building or space during hours the building or space is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key or card access, and the authorized individual assumes full responsibility for their presence. In spaces with card access systems, employees shall use the appropriate key card to gain access rather than bypassing the tracking system by using hand keys unless the card access system fails.

Each head administrator will be responsible for the issuance of card access and keys to the employees in their area of responsibility and will be responsible for the level of security in that area. The PPD will only issue keys to individuals at the written request of the head administrator. ITS will only issue card access individually at the written request of the head administrator. It will be the responsibility of the head administrator of each area to maintain a record of who has been issued keys and to collect keys from departing employees. The person to whom a key and/or card access has been issued shall be held responsible for the use of that key and/or card access until it has been properly returned to the corresponding head administrator. The PPD Lockshop reserves the right to perform a key audit at any time.

If a key is lost or stolen, it should be immediately reported to the employee's supervisor, the PPD, and the UPD. If a key card is lost or stolen, it should be immediately reported to the employee's supervisor, ITS, and the UPD. Failure to report lost or stolen keys or key cards in a timely manner may result in disciplinary action up to and including termination. Duplication of university keys or key cards is strictly forbidden. If a duplication of a key or key card is made without university consent and the individual is identified, the key or key card will be recovered and the individual(s) involved in duplicating key(s) or key card(s) shall be reported to their administrative supervisor for appropriate disciplinary action up to and including termination.

Employees shall not loan or transfer keys or key cards to anyone. Individuals involved in loaning keys or key cards shall be reported to their respective administrative supervisor for appropriate disciplinary action up to and including termination.

Any person found to be in possession of an unauthorized key or key card shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the PPD immediately. Unauthorized key cards shall be returned to ITS immediately.

Alarm systems are available to departments through the University Police Department. The Physical Plant Department is not responsible for the installation or maintenance of alarm systems.

PPD is responsible for the maintenance and upkeep of doors and locks to campus buildings. However, loss of integrity of lock systems due to loss of keys or inadequate record keeping at the department level is not the responsibility of the PPD. The PPD will re-key areas at the request of the department responsible, but there will be a charge for this service.

UPD is responsible for locking and unlocking buildings and for determining the hours that buildings will be open. Requests for special events, schedule changes, etc. should be directed to UPD and PPD via a work order.

**Cross Reference:** None

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

**Contact for Revision:** Director of Physical Plant Department

**Forms:** None

**Board Committee Assignment:** Buildings and Grounds

## Alcohol Service

**Original Implementation:** July 29, 2014

**Last Revision:** February 2, 2021

The sale and service of alcohol on campus is prohibited except in designated special use venues as permitted by this policy.

### Special Use Venues

The president may designate campus facilities/areas as special use venues. The president may amend this list as appropriate and may designate a campus facility or area as a special use venue on a temporary basis. The director of auxiliary services will maintain the most current list of designated special use venues. Tailgating areas, as designated by the Department of Intercollegiate Athletics, and events at the Ed and Gwen Cole Art Center, as approved by the dean of the College of Fine Arts, are exempt from this policy if conducted in compliance with the Department of Intercollegiate Athletics Policies and Procedures Manual or The Ed and Gwen Cole Art Center and the Griffith Gallery (16.27) university policy, respectively.

### Licensed Server

Only the university's contracted food service provider may sell and/or serve alcoholic beverages in special use venues upon proper university authorization and in accordance with applicable law.

### Application

Persons or groups seeking permission to have alcoholic beverages sold and/or served in a special use venue must make application with the student center reservations office. This application must be submitted:

- no later than 21 days in advance of the event when the sponsor seeks to use their own existing coverage with the university named as additionally insured;
- no later than 14 days in advance of the event when the university arranges for insurance coverage.

Each application will be reviewed based upon the nature of the event, organizational planning, frequency of the event, group(s) served by the activity, activity focus, appropriate level of insurance, and an appropriate level of accompanying food service.

### Police

Police officers may be required for any event where alcohol is sold and/or served. The number of officers required will be determined by the chief of police. The event sponsor will be responsible for the cost of the officers assigned.

### Funds

The only university funds that may be used to purchase alcohol are approved discretionary accounts. Appropriated funds, funds under the control of the athletics department, or funds generated by research grants and contracts may not be used to purchase alcohol. Texas Government Code Section 2113.012 prohibits use of appropriated funds to compensate an officer or employee who uses

alcoholic beverages on active duty; therefore, alcoholic beverages may not be served at official functions between 8 a.m. and 5 p.m., Monday through Friday.

**Final**

In all cases, possession or use of alcohol must be in full compliance with applicable state laws including the Texas Alcoholic Beverage Code. Nothing in this policy shall be taken as an assumption of risk or responsibility on the part of the Board of Regents, the university or its employees for any injuries or damages, whatever kind, resulting from any person's possession or use of alcohol, whether such use is legal or illegal.

**Cross Reference:** Tex. Gov't Code § 2113.012; Student Center Operations (16.26); Illicit Drugs and Alcohol Abuse (13.11); The Ed and Gwen Cole Art Center and the Griffith Gallery (16.27); Department of Intercollegiate Athletics Policies and Procedures Manual

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

**Contact for Revision:** Vice President of Student Affairs

**Board Committee Assignment:** Building and Grounds



## Asbestos Management

**Original Implementation:** July 12, 1988

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that asbestos containing materials in Stephen F. Austin State University facilities are managed in accordance with current applicable regulations and provides guidance in protecting human health in the presence of asbestos within the university.

### General

The Environmental Health, Safety, and Risk Management Department (EHSRM) develops procedures for asbestos management, inspects and identifies the presence of asbestos in university buildings, ensures proper management and removal of asbestos materials, and provides training to affected personnel.

Stephen F. Austin State University is committed to complying with applicable federal and state regulations promulgated by the U.S. Environmental Protection Agency (EPA), U.S. Occupational Safety and Health Administration (OSHA), and the Texas Department of State Health Services (TDSHS) related to asbestos awareness, management, and removal. These regulations include:

- 40 CFR 763, Subpart E – EPA Asbestos Containing Materials in Schools
- 40 CFR 763, Subpart G – EPA Worker Protection Rule
- 40 CFR 61, Subpart M – National Emissions Standards for Hazardous Air Pollutants (NESHAP)
- 29 CFR 1910.1001 – OSHA General Industry Standard for Asbestos
- 25 TAC 295, Subchapter C – TDSHS Occupational Health, Texas Asbestos Health Protection

### Asbestos Program Manager Responsibilities

The SFA Asbestos Management Planner (AMP) is the EHSRM employee who is licensed by the State of Texas to inspect for asbestos and recommend response actions for identified asbestos containing materials in university facilities. The responsibilities of the APM include:

- Maintain a current license issued by the Texas Department of State Health Services as an asbestos inspector and management planner by satisfactorily completing the appropriate training and examination administered by the Texas Department of State Health Services. The APM will stay abreast of all pertinent regulations regarding asbestos.
- Establish university policies and procedures for the proper management and removal of asbestos materials in accordance with above referenced regulations.
- Establish an asbestos awareness training program to be completed by university employees who might reasonably be expected to come into contact with asbestos

material during the performance of their university employment.

- Survey university buildings for the presence of asbestos prior to any renovation or demolition activities by collecting samples for analysis by an accredited laboratory and reviewing building records.
- Recommend response actions to maintenance personnel, contractors, and consultants based on the identification of asbestos in university facilities.
- Schedule and manage asbestos abatement projects conducted by licensed abatement and consultant contractors.
- Maintain a current file, located and backed up on the university server, on all university buildings and facilities previously identified as containing any form of asbestos at 1% or above.
- Obtain asbestos free certificates from contractors and engineers when possible for all newly constructed facilities on campus.

### **University Deans, Chairs, Directors, and Supervisors Responsibilities**

- Ensure compliance with all current applicable regulations referenced above.
- Ensure that employees who are reasonably expected to work in areas containing asbestos receive asbestos awareness training upon initial work assignment and refresher training annually.
- Consult with EHSRM and the AMP prior to conducting any maintenance, renovation, or demolition work which will disturb building materials. These materials must be inspected for the presence of asbestos prior to initiating the work activities.
- Report to EHSRM or the AMP any deteriorating building materials that are suspect for containing asbestos.
- Stop work activities when any suspected asbestos containing materials are discovered which were not previously inspected by the AMP.
- Include asbestos abatement in university contracts for major building renovations and demolition.

### **University Employees Responsibilities**

- Comply with all current applicable regulations referenced above.
- Attend all required trainings upon initial job assignment and refresher training annually.
- Notify his/her supervisor and stop work any time a question arises relating to work which may involve contact with suspected asbestos materials, and when the work requirements are anticipated that include a wall, ceiling, floor, or partition is to be penetrated, scored, drilled, refinished, or otherwise altered or pipe insulation is to be removed, damaged, or altered or boilers, chillers, hot water tanks, heat exchangers, valves, and piping are to be repaired, changed, or altered in a way that may affect the insulation or paint removal is to be done to a surface that could possibly contain asbestos.

**Contractors Responsibilities**

Contractors working on university property must comply with the same guidelines listed above. In addition, contractors must secure approval from the AMP prior to beginning work and must consult with the AMP when any question or potential problem arises. Contractors must also provide an asbestos-free certification when possible for all newly constructed facilities on campus.

**Cross Reference:** 40 C.F.R. 763 Subparts E, G; 40 C.F.R. 61 Subpart M; 29 C.F.R. § 1910.1001; 25 Tex. Admin. Code Ch. 295, Subchapter C; SFA Asbestos Management Manual

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

**Contact for Revision:** Director of Environmental Health, Safety and Risk Management

**Forms:** None

**Board Committee Assignment:** Building and Grounds

## Class Attendance

**Original Implementation:** November 9, 1981

**Last Revision:** February 2, 2021

Students are expected to attend all classes, laboratories, and other class-related activities on a regular and punctual basis. Attendance policies will be stated in the course syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance will be maintained.

### Absences

At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory.

Students missing classes, other than for university-sponsored trips, should contact the Office of Student Rights and Responsibilities (OSRR) and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by OSRR. The notification is only provided as a courtesy to the student and the student's instructor(s).

If participating in university-sponsored events, announcements in mySFA may constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for academic affairs an explanation of the absence, including the date, time, and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on mySFA.

Whether absences are excused or unexcused by the instructor, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.

**Cross Reference:** General Bulletin; Student Handbook and Activities Calendar; Military Service Activation (6.14); Tex. Educ. Code §§ 51.911-9111; 19 Tex. Admin. Code §§ 4.4, .9

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Contracting Authority

**Original Implementation:** July 18, 1988

**Last Revision:** February 2, 2021

This policy governs the authority to enter and make contracts, purchases, and agreements of any character on behalf of Stephen F. Austin State University.

- I. No member of the Board of Regents shall enter into the discussion, make motions, or vote on a contract, purchase, or agreement of any character in which the member or member's family directly or indirectly has pecuniary or substantial interest unless the general counsel has advised that there is a legally permitted exception to this rule with the regent making the appropriate public disclosures.
- II. The following items shall be submitted to the Board of Regents for approval at either a regular board meeting or a special called board meeting. Each item shall be presented to the board for consideration.
  - a. Contracts, purchases, or agreements in the amount of \$500,000 or more, whether the amount is income or expenditure, for items identified in Section A of Policy 1.4, Items Requiring Board of Regents Approval.
- III. The president shall be delegated the responsibility and authority to enter into contracts, purchases, and agreements for sums less than \$500,000, or amounts over \$500,000 to the extent authorized in Section B of Policy 1.4, Items Requiring Board of Regents Approval, whether the amount is income or expenditure, and to enter into all grants and agreements funded by private individuals, governmental agencies, and foundations without regard to the amount, unless otherwise limited by the Board. At the option of the president, contracts, purchases, and agreements for sums less than \$500,000 may be submitted to the Board of Regents for approval.
- IV. The general counsel's office shall review all contracts and agreements prior to signature, except those that the general counsel has exempted from legal review.
- V. The president may delegate to other employees of the university power to contract, purchase, or enter into agreements delegated to the president in Section III of this policy. The president will remain responsible for all contracts, purchases, and agreements so delegated, and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation of power to contract, purchase, or enter into agreements.
  - a. In the absence of the president, or at such time as the president is unavailable to sign a document by a required deadline, the following individuals are authorized to sign on his behalf: (listed in order of priority) provost and vice president for academic affairs, vice president for finance and administration, vice president for university affairs, associate vice president for academic affairs. All other delegations must be specific and in writing to be effective.

- b. All delegations of contracting authority to persons other than those listed above which were made by a previous president shall be void once a new president assumes office.
- VI. The department responsible for originating the contract is responsible for maintaining it for the applicable records retention period, either in their own files or by ensuring it has been loaded in the university's contract management system.

**Cross Reference:** Items Requiring Board of Regents Approval (1.4)

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Finance and Audit Committee

## Course Grades

**Original Implementation:** January 25, 2000

**Last Revision:** February 2, 2021

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

### Recorded Grades

The following table indicates recorded grades, performance and action descriptions, and the quality points earned that are used to calculate the grade point average (GPA).

GRADES AND GRADE POINTS		
Grade	Description	Grade (Quality) Points
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failed	0 points per semester hour
QF	Quit Failing	0 points per semester hour
WF	Withdrew Failing	0 points per semester hour
DC	Dropped: No Grade	No GPA hours or points
K	Study Abroad Grade Posted	No GPA hours or points
KH	Study Abroad Grade Pending	No GPA hours or points
P	Passing	No GPA hours or points
R*	Developmental Class Grade	No GPA hours or points
T*	Transfer Class Grade	No GPA hours or points
W	Withdrew: No Grade	No GPA hours or points
W6	Dropped: No Grade, Counts for 6-drop	No GPA hours or points
WH	Incomplete	No GPA hours or points
WP	Withdrew Passing	No GPA hours or points

### Withheld Grades

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade



automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

### **Grade Point Average**

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating grade point average (GPA). Grade points are assigned based on the letter grade for each course:

- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in zero grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of GPA eligible hours recorded on the SFA transcript. In addition, repeating a course may affect the grade point calculation.

### **Repeat Grades**

Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

### **Mid-Semester Grades**

Mid-semester grades will be posted for 0000-, 1000- and 2000-level courses during fall and spring semesters. These grades will be posted before the last day to drop courses each semester or appropriate part of term. Appropriate academic personnel will provide students with recommendations and options regarding academic performance.

### **Final Grade Reporting**

On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.

The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Course grades may not be posted publicly.

Students who have not yet graduated from high school will receive a numeric grade from their instructor(s) in order to comply with the parent high school's grade entry guidelines. These numeric grades will be converted to letter grades for official final SFA grades and transcript utilizing the following conversion standards.

Scale for Numeric Equivalent Grade Range	SFA Letter Grade
90-100 (with maximum grade of 110)	A
80-89	B
70-79	C
60-69	D
0-59	F

### Grade Changes

Grade changes within three semesters of the original posting should be entered into the online grade change system. Older grade changes require submission of a Grade Change Form with the appropriate approval signatures. During grading cycles, access to the online grade change system for the current semester is suspended until 19 days after the last day of finals. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

**Cross Reference:** General and Graduate Bulletins; Final Course Grade Appeals by Students (6.3); Class Attendance (6.7); Military Service Activation (6.14); Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;

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

**Contact for Revision:** Provost and Vice President for Academic Affairs; Registrar

**Forms:** WH and Grade Change Form

**Board Committee Assignment:** Academic and Student Affairs

## Electronic Personnel Action Form

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

### Purpose

This policy identifies the Electronic Personnel Action Form (EPAF) as the method used to document administrative approval and to notify payroll/human resources (HR) of changes in employment status for all employees, including graduate and undergraduate students.

### General

EPAFs should be prepared for the following reasons:

1. Employment of exempt or non-exempt positions including graduate students and undergraduate students;
2. A change in the employee's title, salary (outside of the annual budget process), FTE percentage, funding, department, or if an employee is being reappointed, has an overload, or is receiving a salary supplement;
3. Whenever an employee is separating from employment with the university including retirements, voluntary and involuntary terminations, and at the end of an assignment when the employee will not be returning the next semester; or
4. Reemployment of those employees not included in the budget process each fiscal year, such as grant employees.

EPAFs should be completed, electronically approved, and routed to HR before the employee starts to work, immediately at the time of the change of status, or immediately at the end of the assignment. Employees who originate and/or approve EPAFs must be trained and authorized by HR before being granted access to the EPAF through Self-Service Banner.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Electronic Personnel Action Form available through Self Service Banner

**Board Committee Assignment:** Academic and Student Affairs

## Employee Training

**Original Implementation:** January 28, 2003

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that the university is committed to provide training and development opportunities to faculty and staff within the availability of funds and as authorized under the State Employees Training Act. Such training and development shall be aimed at the needs of the individual employee and the university. Training and development will be offered to improve personal and professional growth and to prepare the employee for assuming jobs of greater responsibility.

### General

It is the goal of the university to promote professional and personal growth and learning opportunities that support lifelong learning and assist individuals in working effectively together within their departments and throughout the university community. Training and development will assist the university community in adapting to change, increasing productivity, and improving the quality of the work environment and the employees' relations with each other.

### Employee Training and Development Programs

The State Employees Training Act permits the university to use public funds for training and development programs related to either current or prospective duty assignments. The university has established regulations and guidelines for three areas of training and development. The three areas are:

1. **In-Service Training Program:** Training which is provided within the university to support the continued professional and personal growth of all employees in their work. Special training emphasis is made in the areas of service excellence, diversity, communication, and effective management. In-service training includes required compliance training, on-the-job training, preparation for job assignment, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase the employees' level of competence.
2. **Out-of-Agency Staff Development Program:** Education or training authorized by the university for selected employees. Training may consist of workshops, seminars, institutes, training sessions, college courses (with or without academic credit) and other special programs or activities offered internally by departments of the university, or outside the university by another source within or outside the state of Texas.

If the training is paid for by the university, and during the training period the employee does not perform their regular duties for three (3) months or more, the employee must work for the agency following the training for at least one (1) month for each of the training periods or repay the university for the cost of the training and salary.

The university shall require the employee to agree in writing to comply with the above requirements before the training begins. The university's Board of Regents, through action in an open meeting, may waive the requirements prescribed above and release the employee from the obligation if such action is in the best interest of the university or is warranted because of an extreme personal hardship suffered by the employee.

3. Internship Training Program: The type of learning experience which can be obtained only through actual work experience.

Tuition reimbursement as part of a training program is available only in accordance with policy 12.5, Lumberjack Education Assistance Program.

The following individuals are authorized to approve participation in the training and development program:

1. In-Service Training Program: Immediate supervisor and/or department head
2. Out-of-Agency Staff Development Program: Immediate supervisor, department head, dean or director
3. Internship Training Program: Department head, dean or director, vice president, and president

### **Training Responsibilities**

Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:

- providing employees on-the-job training in the proper performance of tasks,
- providing a climate in which training and development of employees is encouraged,
- integrating an employee's growth and development needs with the goals and objectives of the university,
- ensuring that employees complete all required compliance training in established timeframes; and
- completing surveys and providing information to human resources that identifies required and other appropriate trainings for their employees.

Human Resources will:

- establish, administer and coordinate training policies and programs to meet university training requirements as authorized under the State Employees Training Act and the policy established herein,
- develop programs which support the university's mission and goals and the continued growth and education of the faculty and staff,
- review and approve training programs open to the university community,
- monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs,
- monitor and track employee training activities including required compliance training, and

- maintain university training records and files.

**Cross Reference:** State Employees Training Act, Tex. Gov't Code §§ 656.041-.104; Lumberjack Education Assistance Program (12.5)

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

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Employment of Persons with Criminal History

**Original Implementation:** August 1, 1983

**Last Revision:** February 2, 2021

### Purpose

This policy establishes guidance when considering the employment of persons with a criminal history.

### Definitions

For purposes of this policy, **moral turpitude** shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft.

### General

No person who has been convicted of a felony, as defined by federal or state law, or is currently on probation for a felony or convicted of a misdemeanor involving moral turpitude shall be employed at the university in a security sensitive position. Exceptions to this policy may be made on the basis of the following factors:

- the immediate past employment of the applicant or employee;
- the specific duties of the position.
- the number of offenses committed by the individual.
- the nature and seriousness of each offense.
- the length of time between the offense and the employment decision.
- the efforts by the individual at rehabilitation.
- the accuracy of the information on the individual's employment application.

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. Employees should disclose the conviction to their department head who shall inform the director of human resources.

This policy is designed to further protect the safety and welfare of the students, faculty, and staff and property at the university.

**Cross Reference:** Security Sensitive Positions (11.25)

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

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



## Expressive Activities

**Original Implementation:** February 2, 2021

**Last Revision:** None

Freedom of expression is of critical importance. It is imperative that public institutions of higher education ensure free, robust, and uninhibited debate and deliberations. Stephen F. Austin State University (SFA) reaffirms its commitment to the freedoms of speech, expression and assembly by establishing this policy. Individuals have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

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

Common outdoor areas of SFA's campus are deemed traditional public forums. Persons not affiliated with the university are free to express their views orally, by sign or exhibit, on any topic subject to the rules stated in this policy and other applicable SFA policy and procedures.

Students, faculty and staff are free to express their views, individually or in organized groups, orally, by sign or exhibit, on any topic, in all parts of the campus, subject to the rules stated in this policy and other applicable SFA policy and procedures. Students, official organizations or employees who unduly interfere with the expressive activities of others on campus may be subject to disciplinary action

Teaching, research and other official functions of the university shall have priority in allocating the use of space on campus.

### Definitions

1. "Student" shall mean any person registered for academic credit at the university.
2. "Faculty" and "Staff" shall mean any person employed by the university.
3. "Official organization" shall mean any organization recognized by the university.
4. "Traditional public forum" means a place, widely recognized in law, which has been intended for the use of the public, and has been used for purposes of assembly, communicating thoughts between citizens, and discussing public questions when the principal function of the location would not be disrupted by expressive activity.

5. "Assembly" shall mean a group of persons organized and united at the same place, usually for some common purpose.
6. "Demonstration" shall mean a public exhibition of the disposition, perspective, or opinion of a group of persons toward a controversial issue, or other matter, made by picketing, protesting, parading, etc.
7. "Petitions" shall mean a document embodying a formal written request made to an official person or organization.
8. "Handbills" shall mean a printed sheet that is distributed by hand.
9. "Sign" means any method of displaying a visual message to others, except transferring possession of a copy of the message will be considered distribution of literature and not a sign.
10. "Banner" is a sign hung from a structure, or between two buildings, structures, or poles. A banner posted as part of a manned exhibit may be considered to be a "sign".
11. "Kiosk" is an outdoor structure designated by the university for the posting of signs.
12. "Yard sign" is a temporary outdoor sign displayed above the ground. Yard signs must not exceed 18 inches x 24 inches in size.
13. "Exhibit" is a temporary outdoor display used for marketing or informational purposes. This includes all free-standing products, sandwich boards, easels, etc.
14. "Chalking" is use of water-soluble sidewalk chalk on paved areas.

### **Assembly and Demonstrations**

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

1. Assemblies and demonstrations must be conducted in compliance with these rules, all other applicable university policies, and must not:
  - a. result in a breach of peace or violation of law;
  - b. negatively impact the security, health and safety of persons and/or property on campus; interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into university buildings;
  - c. materially and substantially disrupt the normal activities of the university; or
  - d. result in damage to the university's grounds, buildings, and facilities.
2. No person conducting or participating in an assembly or demonstration on university property or at university-sponsored events may advocate the deliberate violation of the law. For the purposes of this section, "advocate" means speech directed to inciting or producing the audience for imminent action with the likelihood of producing such action, as opposed to the abstract espousal of the moral propriety of a course of action.
3. Students, faculty, staff and their official organizations may assemble and/or demonstrate,

including to distribute written material, anywhere on university grounds without a permit or permission from SFA between the hours of 8 a.m. and 7 p.m., Monday through Saturday, as long as the assembly and/or demonstration adheres to all applicable university policies and procedures.

4. All other persons and groups may assemble and demonstrate in common outdoor areas between the hours of 8 a.m. and 7 p.m., Monday through Saturday, as long as the assembly and/or demonstration adheres to all applicable university policies and procedures, and a properly submitted Grounds Reservation form has been approved.
  - a. Requests by outside groups to reserve campus grounds for an assembly and/or demonstration, including to distribute written material, must be made in writing using the appropriate form. These forms are available in the Office of Student Engagement and on the Student Engagement website. The completed form must be submitted to the assistant dean of student affairs for programs for approval and must be received at least forty-eight (48) hours in advance of the activity. This advance notice allows the university to review whether such assembly or demonstration will be in compliance with these rules and to arrange for adequate security. Any approval or disapproval will be made using only content-neutral and viewpoint-neutral criteria. Each form requires the applicant to provide his/her name, address and phone number, in addition to signing and dating the form.
  - b. Although a reservation may be requested as many times per year as desired, no single reservation request can exceed five (5) working days. Persons or groups reserving space and not using the space without providing notice may receive a verbal warning for their first offense, a written warning for their second offense and after a third occasion may be restricted from reserving campus grounds for a period not to exceed one year from the date of the last infraction.
5. The university may designate certain days in which outdoor spaces may not be used. These include, but are not limited to, commencements, Showcase Saturdays or other admission events, final exam week, and new student orientation days. Appeals may be made to the dean of student affairs.
6. Persons or groups who violate this policy may, based on the severity of the offense, be restricted from using university facilities or grounds. Such restriction will be made by the assistant dean of student affairs for programs and may be appealed to the dean of student affairs.

### **Petitions and Handbills**

These rules shall govern the circulation and distribution of all petitions and handbills on university property.

1. Students, employees, and their approved organizations may circulate and distribute petitions and handbills on university property, except in academic buildings unless otherwise authorized by law.

2. Visitors, defined as any persons who are not presently enrolled as a student nor are presently employed by the university, may circulate and distribute petitions and handbills as part of an assembly or demonstration.
3. Students, employees, and their approved organizations shall require no previous approval to circulate or distribute petitions and handbills on university property so long as the individual or group(s) sponsoring the petitions or handbills is clearly identified in writing on the material itself.
4. All persons or organizations seeking to distribute a petition or handbill without identifying information must complete a registration form with the Office of Student Engagement and deposit a true and correct copy of the petition or handbill to be circulated or distributed.
5. Areas and times of circulation and/or distribution are as follows:
  - a. Students, employees, and their approved organizations may circulate and distribute properly registered (if required by this policy) petitions and handbills on university property at any time and in any location, except in academic buildings unless otherwise authorized by law.
  - b. Visitors with an approved grounds form may circulate and distribute handbills in common outdoor areas between the hours of 8 a.m. and 7 p.m., Monday through Saturday.
  - c. Handbills may not be placed on parked vehicles or any other stationary object, (i.e., table, bench, etc.) as a means of distribution.
6. Circulation and distribution by all parties must be conducted in compliance with these rules and university policy and must not:
  - a. result in a breach of peace or violation of law;
  - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or
  - c. materially and substantially disrupt the normal activities of the university.
7. The person or organization circulating or distribution these materials shall clean and remove any litter which results from this activity.
8. No person or organization may circulate or distribute a petition or handbill that:
  - a. violates the university's policy on solicitation;
  - b. contains material that is obscene or libelous; or
  - c. advocates the deliberate violation of law. For the purposes of this section "advocacy" means preparing the group addressed for imminent action and directing it to such action with the likelihood of producing that action, as opposed to the abstract espousal of the moral propriety of a course of action.
9. In addition to these rules, petitions and handbills to be circulated and distributed by students, faculty, and staff, and their approved organizations, in:
  - a. residence halls must comply with the rules governing residence halls; and
  - b. the Baker Pattillo Student Center must comply with the rules governing this building.

## Signs and Exhibits

All individuals or groups may display a sign as part of an assembly or demonstration. Signs on sticks, poles, or otherwise attached to any device are prohibited.

#### **A. Posting Signs on Kiosks**

1. Only students, faculty, staff and their official organizations may post signs on kiosks. No advance permission is required so long as the sponsoring individual or person is clearly identified in writing on the material. Each sign posted on a kiosk must identify the student, employee or organization that posted the sign by using the full name of the individual or organization and contact information.
2. All persons or organizations seeking to display a sign without identifying information must complete a registration form with the Office of Student Engagement and deposit a true and correct copy of the sign to be displayed.
3. Students and employees posting signs as individuals may not post any sign advertising goods or services for sale except at locations designated for that purpose [see Solicitation on Campus (16.25)].
4. Due to space considerations, no sign posted on a kiosk may be larger than 11 inches by 17 inches.
5. Each sign must state the date the sign was posted or the date of the event being advertised.
6. Students, faculty, staff and their official organizations must take care to use the names and marks of the university on postings only in ways that are allowable and never in a way that would give the impression an event was sponsored by the university if that is not the case.
7. Signs may not be posted more than 14 days before the date of the event they advertise.
8. The person or organization that posts a sign on a kiosk must remove that sign no later than 14 days after it was posted, or 24 hours after the event it advertised has concluded, whichever is earlier. The university reserves the right to remove sign from kiosks after the date of the event has passed.
9. No sign may be posted on a kiosk over another properly posted sign.
10. No person or organization may post more than two of the same signs on any one kiosk at the same time. If space is limited, the university reserves the right to remove multiple signs for the same event, program, or service, or signs sponsored by the same individual or organization, even if each is materially different.
11. A list of all officially designated kiosks and of locations where students, faculty and staff may post signs advertising goods or services for sale will be available in the student engagement office and on their website.

#### **B. Signs in Other Designated Locations**

Each academic or administrative unit of the university may authorize the posting of signs in spaces that unit occupies and controls. The use of posting space controlled by academic or administrative units may be limited to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.

#### **C. Removal of Signs**

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

1. A sign may be removed if it contains expressions that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.
2. A sign may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.
3. Signs may be removed if they contain obscenity. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. In determining what constitutes obscene material, a three-part test applies:
  - a. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
  - b. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
  - c. The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

## **II. Banners, Yard Signs and Exhibits**

Banners, yard signs and exhibits may be posted and displayed only by academic or administrative departments of the university unless required by law. Those that do not clearly identify the sponsoring department may be removed.

## **III. Tables**

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

### **A. Locations**

Students, employees and their official organizations may set up tables in any outdoor location on the campus and in any indoor location subject to the rules governing the building housing this location. Persons not affiliated with the university may set up tables in designated locations outdoors on campus and in indoor locations subject to the rules governing the building or grounds of the location.

### **B. Table Reservations**

Tables may be reserved using the event checklist form. This form is available in the student engagement office and on the student engagement website. Tables may also be available on

a first-come, first-served basis.

#### **C. Restrictions**

1. Tables may not disrupt university functions and/or interfere with vehicular and pedestrian traffic.
2. Use of amplified sound at tables is governed by policy 16.31, Use of Amplified Sound on Campus Grounds.
3. Tables may not be set up on the lower level of the Stephen F. Austin statue plaza.
4. Tables may only be set up inside any building with permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space at a particular time. Academic or administrative units may specify additional rules by restricting tables to reasonable locations in spaces occupied by that unit.
5. Each table must have a sign or literature that identifies the sponsor of the table.
6. Any person or organization sponsoring a table shall remove litter from the area that resulted from tabling activity.
7. Students, faculty, staff and their official organizations may supply their own tables.

#### **IV. Chalking**

Chalking is permitted by students, faculty, staff, and their official organizations in approved designated areas as indicated on event checklist form.

**Cross Reference:** Solicitation on Campus (16.25); Use of Amplified Sound on Campus Grounds (16.31); U.S. Const. amend. I; U.S. Const. amend. XIV, § 1; Tex. Educ. Code § 51.9315.

**Responsible for Implementation:** President

**Contact for Revision:** Dean of Student Affairs

**Forms:** SFA Group Grounds Reservation Form; Outside Group Grounds Reservation Form

**Board Committee Assignment:** Building and Grounds

## Final Course Grade Appeals by Students

**Original Implementation:** August 31, 1981

**Last Revision:** February 2, 2021

Faculty members are responsible for the evaluation of student course work conducted in their class and, under normal circumstances, only the instructor may change a grade. However, this policy provides a formal process for students to appeal final grades and determinations of academic dishonesty. Any further appeal must be made within ten (10) business days from the conclusion of each step. Recommendations at each level are generally made within four (4) weeks of receiving the appeal. The burden of proof rests with the student throughout the process.

A student may appeal a final course grade if it can be demonstrated that the instructor did not adhere to stated procedures or grading standards, or if other compelling reasons exist to change the grade. A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor's professional judgment regarding the quality of the student's work.

These steps are followed when making an appeal:

1. Students must first appeal in writing to the faculty member with whom they have a final grade dispute. Students must appeal to the instructor within thirty (30) calendar days after the first-class day of the next semester, fall or spring. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit head. If the dispute is not resolved, the student may appeal to the academic unit head. The academic unit head then requests a written statement from the faculty member and the student involved in the dispute. The academic unit head provides both parties a written recommendation.
2. If the dispute remains unresolved after a recommendation by the academic unit head, the student may appeal in writing to the academic dean. The dean notifies both parties of the continuation of the appeal. The faculty member may submit an additional response. The academic unit head will forward all documentation involved in the dispute to the dean.

Prior to making a recommendation, the dean may refer the appeal to the relevant college council. If the college council has no student members, the dean asks the president of the Student Government Association to recommend no more than two students from that college to be appointed as voting members. If consulted, the college council reviews all documentation and submits its recommendation to the dean. The dean provides both parties a written recommendation.

3. If the dispute remains unresolved after a recommendation by the dean, the student may appeal in writing to the provost and vice president for academic affairs. The provost and vice president for academic affairs notifies both parties of the continuation of the appeal. The faculty member may submit an additional response. The dean will forward all documentation involved in the dispute to the provost and vice president for academic affairs. The college



council may serve as an advisory body to the provost and vice president for academic affairs. The provost and vice president for academic affairs informs the student and all persons involved in the appeal process of the recommendation.

Under extraordinary circumstances (e.g., the instructor is deceased, is no longer at the institution or is in violation of university policy), a grade may be changed by the provost and vice president for academic affairs after consultation with the dean and academic unit head. The provost and vice president for academic affairs informs the student and all persons involved in the appeal process of the final decision.

**Cross Reference:** Faculty Handbook, Student Handbook and Activities Calendar; Student Academic Dishonesty (4.1); Title IX (2.13); Faculty Code of Conduct (7.11); Nondiscrimination (2.11)

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Historically Underutilized Businesses

**Original Implementation:** August 2, 1994

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that Stephen F. Austin State University adopts the state comptroller's rules outlined in 34 Tex. Admin. Code §§ 20.281-.298 related to administering Tex. Gov't Code Ch. 2161. The university is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting directly with HUBs or indirectly through subcontracting opportunities.

### General

The director of procurement and property services shall serve as the official HUB coordinator, executing all responsibilities associated with the position, and ensuring full participation in the HUB program by the Department of Procurement and Property Services. HUB utilization goals will be reviewed and adjusted annually by the procurement director and reported to the president and vice president for finance and administration. University HUB goals will be posted on the procurement website.

A detailed implementation plan will be developed and implemented annually by the director of procurement and property services/HUB coordinator and reported to the president and vice president for finance and administration. The annual plan will include specific objectives to ensure compliance with this policy, audit findings, and/or the HUB program goals.

### HUB Program Goals

- The university will ensure that HUB policies and procedures are written to ensure compliance with good faith effort requirements outlined in Tex. Gov't Code § 2161.123(d) and 34 Tex. Admin. Code § 20.284. Reference the HUB procedure manual.
- The university will ensure that HUB and procurement policies and procedures are written to ensure HUBs have maximum opportunity to participate in all procurement opportunities. Reference Best Value Procurement (17.1), the procurement procedure manual, and the HUB procedure manual.
- The university will pursue various forms of outreach to identify HUB vendors with which to develop a business relationship. Non-certified businesses that may meet HUB requirements will be advised of and/or assisted with the state's certification process.
- The university will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Tex. Gov't Code §§ 2161.251-.253 and 34 Tex. Admin. Code § 20.285.

- The university will establish educational training for personnel making procurement decisions to assure compliance with stated objectives.
- The university will gather and report HUB data in compliance with state reporting requirements.
- The university will maintain a program to foster long-term relationships between leaders of mature established companies and emerging minority, women-owned and veteran-owned companies that are HUB certified or eligible to be HUB certified, in order for the latter to benefit from the knowledge and experience of the established firm.

**Cross Reference:** Tex. Gov't Code Ch. 2161; 34 Tex. Admin. Code §§ 20.281-.298; Best Value Procurement (17.1)

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit Committee

## Honorary Degree

**Original Implementation:** October 18, 1988

**Last Revision:** February 2, 2021

Stephen F. Austin State University may, on occasion, grant honorary degrees to individuals who have over an extended period rendered exceptional contributions to the university or the public interest through public service, philanthropic activity, intellectual or artistic performance, or leadership roles. Honorary degrees may not be awarded to individuals officially associated with the university at the time of the award or to individuals holding elective office unless they have achieved distinction in another field of endeavor.

Nominations for honorary degrees may be submitted to the president by faculty, staff, administration, or members of the Board of Regents of the university. Nominations will be evaluated by an advisory committee appointed by the president with representation from the faculty, staff, student body and administration. The committee will make recommendations to the president who, in turn, will consult with the chair of the Board of Regents. An honorary degree will be granted at a time appropriate to the circumstances.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Human Research Subjects Protection

**Original Implementation:** April 30, 2002

**Last Revision:** February 2, 2021

### Introduction

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

### Institutional Policy

All research projects involving human subjects conducted by SFA faculty, staff, and/or students, on or off campus, must have prior approval of the Institutional Review Board (IRB). For purposes of this policy, the following definitions apply:

- **Research** is a systematic investigation designed to develop and/or contribute to generalizable knowledge. It includes research development, testing, and evaluation.
- A **human subject** is defined as a living individual about whom an investigator (whether professional or student) is conducting research.
- **Minimal risk** means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations.

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

- A second review may be required if more than twelve months has elapsed between the initial IRB review and the beginning of the project or the principal investigator wishes to change procedures or research focus;
- All approved research is open to continuing review at intervals appropriate to the degree of risk;
- No investigator can abdicate ethical and legal responsibility merely by complying with this policy;
- Records of research data will be retained by the researcher for three years.

The chair of the IRB will forward copies of all IRB-approved research protocols and approval letters to the investigator(s) with copies placed in the SFA electronic repository. Multi-institutional studies only require one IRB approval. Multi-institutional studies will be considered on a case-by-case basis to determine the major responsibilities of each institution engaged in the research.

### **Guiding Principles to the Ethical Use of Human Research Subjects**

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

The principal investigator has the obligation of safeguarding information obtained as part of a research project. The principal investigator must be a faculty or staff member even though it may be student research, the faculty sponsor is responsible for the IRB application, training for the research protocol, research activities, supervision of human subjects, and reporting any changes to the IRB, as well as unanticipated consequences from the research.

### **IRB Membership and Institutional Responsibilities**

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

- The IRB will have at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the institution. The membership of the IRB is based on the following criteria: At least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas;
- At least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- An ex-officio, non-voting representative from the Office of Research and Graduate Studies (ORGS);
- Invited, non-voting individuals at the discretion of the IRB who have competence in specialized areas of research.

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

ORGS is responsible for maintaining the registration status of the IRB with the DHHS Office for Human Research Protections (OHRP) and for monitoring the status of a university Federal Wide Assurance (FWA) as applicable.

### **Conflict of Interest**

Conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. This definition applies to any IRB member or his/her immediate family member (within the second degree of affinity or third degree of consanguinity). An IRB member who has a conflict of interest, or a perceived conflict of interest, in any research application must recuse himself or herself from the vote and must disclose the conflict of interest. If a quorum is present without the recused member, a vote can proceed. Otherwise, an alternate IRB member must be present to proceed to a vote. No individual conducting and/or supervising a specific project can participate in IRB review of the proposal, except to provide information.

### **Informed Consent**

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

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

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

Consent must be voluntary and must be given without coercion or undue influence. This includes provisions for payments or other incentives to participate in a research study [Payments to Human Research Subjects (8.8)]. The information provided to the subject or to the subject's legally

authorized representative must be in simple, easily understood language. If the human subject does not understand English, the informed consent must be presented in the appropriate language.

Informed consent cannot waive or limit a human subject's legal rights, including any release of the institution or its agents from liability for negligence. Requirements and guidelines for informed consent can be obtained from the ORGS website.

### **Exempted Research**

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

### **Expedited Review**

Certain research projects may be eligible for expedited review. In making this determination, the research protocol will be reviewed by the IRB chair and/or experienced IRB members selected by the chair. All members of the IRB will be advised on research proposals that have been approved under expedited review at each IRB committee meeting.

### **Full Review**

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

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

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

**Contact for Revision:** Dean, Research and Graduate Studies

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

**Board Committee Assignment:** Academic and Student Affairs



## Investments

**Original Implementation:** April 30, 1996

**Last Revision:** February 2, 2021

### Purpose

This policy applies to all Stephen F. Austin State University operating funds, quasi-endowment funds, and bond proceeds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act (PFIA), and certain portions of the Texas Education Code. The policy states the goals and objectives in the investment of these assets and is intended to provide guidance in the management of the assets. Endowment funds are invested in accordance with Investments – Endowment Funds policy (3.20) approved by the Board of Regents (board) annually.

### Definitions

**Short-Term** investments have a maturity of less than 90 days. Funds needed to meet short-term operating requirements will be primarily invested in either investment pools or overnight sweep accounts established with banking institutions. The benchmark is the average three-month Treasury bill yield.

**Intermediate-Term** investments have a maturity of 90 days to one year. United States Treasury and Agency securities, or United States Agency Discount Notes are the primary investment vehicles. United States Treasury securities are preferable because of their low risk and the ease with which they are traded. The benchmark is 95 percent of the average one-year Treasury bill yield.

**Long-Term** investments have a maturity over one year. United States Treasury and Agency securities are the primary investment vehicles. The 30 Year Treasury Bond rate is the benchmark for long term funds.

**Quasi-Endowment Funds** are funds for which the governing body of the university, rather than a donor has determined that the corpus is to be retained and invested. Since these funds are internally designated rather than externally restricted, the university has the right to expend principal with approval from the governing body.

### General

Stephen F. Austin State University invests the public funds in its custody with primary emphasis on the preservation and safety of the principal amount of the investment. Secondly, investments must be of sufficient liquidity to meet the day-to-day cash requirements of the university. Finally, the university invests to maximize yield within the two previously indicated standards. All investments within this policy conform to all applicable state statutes and local rules governing the investment of public funds.

### Investment Objectives

The foremost objective of all investment decisions shall be safety of principal. All investments must be undertaken with the fiduciary responsibility associated with that of a reasonable and prudent person. Investments must be in accord with Texas law. Investment maturity must be diversified to match the

university's liquidity requirements and to meet all reasonably anticipated operating requirements. Investments shall incur no unreasonable risk in order to maximize potential income. Investments may be diversified in order to respond to changing economic and/or market conditions. No investments within the portfolio or investment practices conducted to effect investment activities shall violate the terms of this policy.

### **Investment Strategy**

All investments will be made in accordance with the university's investment policy. Investments may be diversified as needed to support the university's financial requirements. The preservation and safety of principal is the first priority; however, it is recognized that unrealized losses will occur in a rising interest rate environment, just as unrealized gains will occur during periods of falling interest rates. Investments will be structured to provide sufficient liquidity and marketability to meet operating requirements. The investment portfolio may be diversified with authorized securities to accommodate changing market conditions. An investment decision shall consider yield only after the requirements for principal preservation, liquidity, and marketability have been met.

All securities transactions, including collateral for repurchase agreements, but excluding mutual funds and investment pools, must be settled on a delivery versus payment basis.

An investment strategy may include investment pooling with another public institution as authorized in Texas Education Code Sec. 51.0031. Funds invested with another institution that meets guidelines established by Sec. 51.0031 will be managed in accordance with prudent person investment standards.

### **Investment Authority**

The vice president for finance and administration, the associate vice president of financial and administrative services, and the director of administrative services shall be designated as the university's investment officers and are responsible for the duties outlined herein. The names and titles of the investment officers shall be filed with the Board of Regents. Changes of names and/or titles must be filed with the Board of Regents as they occur. The vice president for finance and administration, the associate vice president of financial and administrative services, and the director of administrative services may only invest funds regulated by this policy and purchase securities authorized by this policy.

The board may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control.

The board may contract with other institution(s) to invest all or part of the university's funds in accordance with Texas Education Code Sec. 51.0031.

### **Investment Responsibilities**

The vice president for finance and administration is responsible for investment management decisions and activities. The vice president for finance and administration delegates the day-to-day management of the investment activities to the associate vice president of financial and administrative services or the director of administrative services.

The vice president for finance and administration shall be ultimately responsible for all transactions undertaken and shall establish a system of controls (Appendix A) to regulate the activities of officials and staff involved in investment transactions.

The vice president for finance and administration shall develop and maintain written administrative procedures and guidelines for the operation of the investment program which are consistent with and part of this Investment policy (Appendix B).

The vice president for finance and administration may establish an investment committee. The committee may review investment reports, monitor investment activity or review and revise qualified investment brokers that are eligible to serve in an investment capacity for the university. The chair of the Board of Regents may designate a board member to serve as a liaison on the investment committee.

### **Prudence**

The "prudent person" standard will be used in the investment function and shall be applied in the context of individual transactions as well as management of the overall portfolio.

Accordingly, all investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.

### **Investment Guidelines**

Authorized Investments: All university funds and funds held in trust for others may be invested in the securities listed below and/or pooled with another institution of higher education as authorized in Texas Education Code Sec. 51.0031. The university is not required to liquidate investments that were authorized investments at the time of purchase. For investments exclusive of funds authorized by Sec. 51.0031, credit rating requirements will be monitored at least monthly. If or when a rating drops below the established minimum or when an investment is no longer authorized, that investment will be liquidated as soon as prudently possible.

Authorized securities include:

- a. obligations, including letters of credit, of the United States, or its agencies and instrumentalities;
- b. direct obligations of the state of Texas or its agencies and instrumentalities;
- c. collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- d. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;

- e. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than A or its equivalent;
- f. interest-bearing banking deposits that conform to Sections 2256.009(7) and 2256.009(8) of the Texas Government code;
- g. certificates of deposit and share certificates issued by a depository institution that conforms to Section 2256.010 of the Texas Government Code.
- h. fully collateralized repurchase agreements that conform to Section 2256.011 of the Texas Government Code;
- i. bankers' acceptances that conform to Section 2256.012 of the Texas Government Code;
- j. commercial paper that conforms to Section 2256.013 of the Texas Government Code;
- k. no-load money market mutual funds and no-load mutual funds registered and regulated by the Securities and Exchange Commission and conform to Section 2256.014 of the Government Code;
- l. guaranteed investment contracts that conform to Section 2256.015 of the Government Code;
- m. investment pools that conform to Sections 2256.016 and 2256.019 of the Government Code;
- n. cash management and fixed income funds sponsored by organizations exempt from federal income taxation under Section 501(f), Internal Revenue Code of 1986 (26 U.S.C. Section 501(f));
- o. negotiable certificates of deposit issued by a bank that has a certificate of deposit rating of at least 1 or the equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency;
- p. corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

Unauthorized Investments: The following investments are prohibited:

- a. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgaged-backed security collateral and pays no principal;
- b. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- c. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- d. collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

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

Category	Maximum
U. S. Treasury securities and securities having principal and interest guaranteed by the U. S. Government	100%

U. S. Government agencies, instrumentalities and government sponsored enterprises (excluding mortgage backed securities)	50%
Collateral mortgage backed securities	25%
Fully insured or collateralized certificates of deposit	100%
Bankers' acceptances	25%
Commercial paper	50%
Repurchase agreements	100%
Registered money market funds	80%
Local Government Investment Pool	100%
Corporate Bonds	50%

The vice president for finance and administration may diversify investment maturity to limit interest rate risk. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. To the extent possible, investment maturity will be matched with anticipated cash flow requirements. Matching maturity and cash flow requirements will minimize occasions for sale of securities prior to maturity, thereby reducing market risk. However, no provision of this policy shall be interpreted as prohibiting the sale of any security prior to maturity, provided that it is in the university's financial interest to sell the security.

The maximum stated maturity date of any security may not exceed ten years, and the dollar-weighted average maturity of the portfolio shall not exceed five years without approval by the vice president for finance and administration and ratification by the Board of Regents. No officer or designee may engage in an investment transaction except as provided under terms of this policy as approved by the Stephen F. Austin State University Board of Regents.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy limits investments in corporate bonds, debentures or similar debt obligation to the two highest long-term rating categories.

*Insurance or Collateral:* All depository bank accounts shall be secured by a pledge of collateral with a market value equal to no less than 100% of the deposits plus accrued interest less any amount insured by the FDIC. Pledged collateral must conform to Chapter 2257 of the Government Code, Collateral for Public Funds. Evidence of the pledged collateral associated with depository bank accounts shall be maintained by the associate vice president of financial and administrative services or the director of administrative services. Collateral shall be reviewed monthly by the controller and the associate vice president of financial and administrative services or the director of administrative services to assure the market value of the securities pledged equals or exceeds the depository bank balances. Pledged collateral shall be maintained for safekeeping by an independent third party.

*Collateral Defined:* The university shall accept only the following securities as collateral:

- a. FDIC insurance coverage;
- b. United States Treasury, Agency, or Instrumentality securities;
- c. Direct obligations of the state of Texas or its agencies and instrumentalities;
- d. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the state of Texas or the United States;
- e. Obligations of states, agencies thereof, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent;
- f. Collateralized mortgage obligations (CMO) directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States. CMO must have a stated final maturity date of less than 10 years.

### **Authorized Financial Dealers and Institutions**

Investment transactions (bids and offers) will occur only between the university and board authorized broker/dealers or institutions authorized by Texas Education Code Sec.51.0031. The board shall adopt a list of approved qualified brokers that are authorized to engage in investment transactions with the university. This list shall be reviewed and revised at least annually.

For funds subject to Chapter 2256 of the Texas Government Code, a written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with Stephen F. Austin State University. The qualified representative of the business organization offering to engage in an investment transaction with Stephen F. Austin State University shall execute a written instrument substantially to the effect that the business organization has (a) received and reviewed the investment policy of the university and (b) acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the university and the organization that are not authorized by Stephen F. Austin State University's investment policy.

Securities may not be bought from any organization whose representative has not provided the university with the acknowledgment required in the above paragraph. Funds invested with institutions authorized by Texas Education Code Sec. 51.0031, will be invested pursuant to the qualifying institution's investment policy.

Competitive quotes must be taken from at least three qualifying institutions for all individual security purchases and sales (excluding transactions with money market mutual funds, local government investment pools and when issued securities are deemed to be made at prevailing market rates).

### **External Financial Advisor Contract Renewal or Extension**

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

### **Disclosure Requirements for Outside Financial Advisor**



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

### **Performance Evaluation**

The vice president for finance and administration and associate vice president of financial and administrative services or director of administrative services shall submit quarterly reports to the Board of Regents and the president of the university in the format prescribed by the PFIA, within a reasonable time after the end of the quarter. The reports must:

- a. describe in detail the investment position of the university on the date of the report;
- b. be prepared by the investment officer(s) of the university;
- c. be signed by the investment officer(s) of the university;
- d. contain a summary statement of each pooled fund group that states the:
  - i. beginning market value for the reporting period;
  - ii. ending market value for the period; and
  - iii. fully accrued interest for the reporting period;
- e. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- f. state the maturity date of each separately invested asset that has a maturity date;
- g. state the account or fund or pooled group fund for which each individual investment was acquired; and
- h. state the compliance of the investment portfolio of the university as it relates to the investment strategy expressed in this policy and to relevant provisions of the Public Funds Investment Act.

### **Internal Controls**

Stephen F. Austin State University has established a system of written internal controls designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the university. These controls are shown in Appendix A of this investment policy. These controls are subject to the review of and recommendations from the university's Department of Audit Services.

### **Disclosure Requirements for Investment Officers**

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

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

- funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
- the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

## Training

Each member of the board and investment officer shall attend at least one training session within six months after taking office or assuming duties relating to investment responsibilities as required by Section 2256.007 of the Texas Government Code. The primary investment officers shall attend not less than once each state fiscal biennium an investment training session relating to investment responsibilities from an independent source. Training for the investment officer(s) will be conducted by an organization or firm that is approved by the board. The approved independent sources include:

- Texas Higher Education Coordinating Board
- Center for Public Management at the University of North Texas
- Government Treasurer's Organization of Texas
- PFM Asset Management LLC

**The university may provide other training in investments in order to insure the quality and capability of the university's investment personnel to make investment decisions in compliance with the PFIA.**

## Audits

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

## Investment Policy Adoption and Certification

The board shall review this investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

**Cross Reference:** Tex. Gov't Code Ch. 573, 2256-2257, 2263; 26 U.S.C. § 501(f); Tex. Educ. Code § 51.0031-.0032, Investments-Endowment Funds (3.20)

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit



## APPENDIX A INTERNAL CONTROLS

The university has prepared an investment policy as of April 12, 1996. The policy was approved by the Board of Regents April 30, 1996. The investment policy will be reviewed and/or updated no less than annually. All pledged securities shall conform to Chapter 2257 of the Government Code. The signature of the president, vice president for finance and administration, associate vice president of financial and administrative services, or director of administrative services is required for release of pledged securities from safekeeping. Increases in the level of collateralization require approval by the president, vice president for finance and administration, associate vice president of financial and administrative services, director of administrative services, controller or assistant controller. The controller's office will reconcile the appropriate investment accounts to broker's statements and other supporting documents monthly.

## APPENDIX B ADMINISTRATIVE PROCEDURES

The bursar's office will maintain a daily list of cash balances held in depository bank accounts. All investment transactions and related cash transfer requests, except for investment "rollovers" as defined, will require two signatures. "Rollovers" are investment transactions whereby an investment of certain type held by an entity matures and the proceeds are then used to purchase an investment of the same type within the same account within the same entity. The controller's office will record investments in compliance with Governmental Accounting Standards Board (GASB) and state comptroller's reporting requirements and reconcile the appropriate investment accounts to broker's statements and other supporting documents monthly. Quarterly investment reports are prepared by the associate vice president of financial and administrative services or the director of administrative services and approved by the vice president of finance and administration in accordance with the Performance Evaluation section of this investment policy. The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.

## Investments–Endowment Funds

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

### Purpose

This policy applies to all Stephen F. Austin State University endowment funds. The policy states the boards' attitudes, goals and objectives in the investment of the endowment assets and is intended to provide guidance to the finance and audit committee, the university administration, and any investment consultant(s)/manager(s) in the management of the endowment assets. University funds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act are invested in accordance with Investments policy (3.21).

### Definitions

**True (or Permanent) Endowment Funds** are funds which a donor or other outside agencies have stipulated, as a condition of the gift instrument, that the principal is to be maintained in perpetuity and invested for the purposes of producing present and future income.

**Quasi-Endowment Funds** are funds for which the governing body of the university, rather than a donor has determined that the corpus is to be retained and invested. Since these funds are internally designated rather than externally restricted, the university has the right to expend principal with approval from the governing body.

**Gift Instrument** refers to the records that establish the terms of the gift and may consist of more than one document. The release or modification of restrictions on management, investment, or purpose contained within the gift instrument is governed by Texas Property Code Section 163.007.

**Investment Consultant** represents an external firm or individual who can provide advice and/or guidance regarding investment decisions to the university, and/or hire investment managers.

### General

Endowment funds represent private funds given to the university by individuals or institutions to promote, encourage and advance education and to improve the degree and non-degree educational functions by establishing scholarships, fellowships, professorships, academic chairs and other academic endeavors at the university, as specified by donors.

University endowment funds are not considered to be public funds but instead are governed by Section 51.0031 of the Texas Education Code. This section of the Texas Education Code states that the university "... with regard to donations, gifts and trusts, may establish endowment funds that operate as trusts and are managed under prudent person standards".

### Investment Objectives

The overall investment objective is to assure that the university's endowment funds are invested in a manner to achieve as high a level of return as can reasonably be expected to be achieved given the primary objective of safety and preservation of principal. In the management of the university endowment investments, consideration will be given to the need to balance a requirement for current income for present activities with a requirement for growth in principal to compensate for inflation.

### **Investment Risk Tolerance**

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

The board adheres to the traditional capital market theory that maintains that over the long term, the risk of owning equities should be rewarded with a somewhat greater return than available from fixed-income investments. This reward comes at the expense of higher volatility of returns and more exposure to market fluctuations than with fixed-income investments. Fixed-income investments provide a more predictable return than do equities. Thus, assets should be allocated between fixed-income investments, equities, and alternative investments in such a manner as to provide for current income while providing for maintenance of principal in real terms.

Avoiding large risks is essential. The university will assume a moderate-risk posture in order to have a more stable positive return. This may result in sacrificing some potential opportunities for gain during rising markets in order to avoid large short-term declines in market value during falling markets. Since the university is averse to large downward fluctuations in the value of its investments resulting from volatile market value fluctuations, such year-to-year volatility should be minimized.

### **Prudence**

The 'prudent person standard' is defined by Texas Education Code 51.0031(d) and described in Article VII, Section 11b, of the Texas Constitution, and means that standard of judgment and care that prudent investors, exercising reasonable care, skill, and caution, would acquire or retain in light of the purposes, terms, distribution requirements, and other circumstances of the fund then prevailing, taking into consideration the investment of all the assets of the fund rather than a single investment.

### **Responsibility and Delegation of Authority**

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

The university acknowledges that the ultimate responsibility for the investment of endowment funds rests with the board. The board will determine the institutional approach used to invest endowment funds. The board may choose to hire external investment consultants and/or managers, contract with another institution, or manage funds internally. To carry out this responsibility, the board delegates certain authority to the financial officer(s) to oversee and work with external investment consultants

and/or managers the board has selected.

### The Board

The specific responsibilities of the board in the investment process include:

- Develop a sound and consistent investment policy that establishes guidelines and reasonable objectives for the management of endowments;
- At least annually, review the policy for continued accuracy and completeness;
- Select suitable investment consultants, managers or qualifying institutions to provide for the management of endowment funds;
- Evaluate performance results; and
- Comply with all applicable laws, including conflict of interest provisions therein.

### University Administration

The vice president for finance and administration (vice president), the associate vice president of financial and administrative services, and the director of administrative services are designated as the investment officers for the university. The specific responsibilities of the vice president in the investment process include:

- Communicate with outside investment management team (consultants, managers and qualifying institutions);
- If appropriate, prudently select and recommend investment options to the board;
- Review and evaluate performance results to ensure policy guidelines are being adhered to and objectives are being met;
- Submit quarterly and annual investment reports to the board;
- Annually, determine the proper distribution of investment returns to the various spending accounts in accordance with the distribution section of this policy; and
- Comply with all applicable laws, including conflict of interest provisions.

The vice president may also establish an investment committee (committee). The committee may review and evaluate investment performance and review and revise qualified investment managers that are eligible to serve in an investment capacity for the university. The chair of the board may designate a board member to serve as a liaison on the committee.

### Qualifying Institution

The board may contract to invest its funds with another Texas public institution. Endowment funds invested with a qualifying institution will be invested in accordance with the institution's Investment Policy and the asset allocation of the institution's policy will supersede the Investment Guidelines Section of this policy. The university's investment officer(s) will provide investment performance reports to the board.

### Investment Consultant

The board may contract with an investment consultant to manage the university's endowment funds. The consultant may employ or delegate investment management to discretionary investment managers or affiliates. The consultant is responsible for ensuring that investment managers are in compliance with this policy.

Specifically, the consultant will:

- Assist the officers in the development of investment policy, objectives, asset allocation strategy and portfolio structure;
- Review investment managers, including search, selection and recommendation to the investment officers and committee;
- Monitor and report on investment manager performance;
- Monitor asset allocation and rebalance to target allocation on a periodic basis; and
- Provide written performance measurement reports as required to the investment officers, investment committee and board. The reports will contain sufficient information to determine if any changes or other actions are called for with respect to the investment portfolio.

### Investment Managers

The board may choose to use an investment consultant to select investment managers. The investment consultant may exercise discretion to hire investment managers. If an investment manager is hired through the investment consultant, the consultant is responsible for ensuring that investment managers comply with all applicable policy guidelines.

The board may choose to directly contract with external investment managers. Each investment manager selected or approved by the board is expected to manage the endowment's assets in a manner consistent with the investment objectives, guidelines and constraints of this policy and in accordance with applicable laws. This obligation includes discharging responsibilities with respect to the endowment consistent with "prudent investor" standards, and all other applicable fiduciary regulations and requirements.

If the university directly contracts with the investment manager, then the manager(s) will receive a copy of this policy and the manager must execute a written statement to the effect that the registered principal of the organization has received and thoroughly reviewed the investment policy of the university. The statement must also acknowledge that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.

The investment manager(s) will:

- Be registered as an investment adviser under the Investment Advisers Act of 1940 (where applicable);
- Maintain adequate fiduciary liability insurance and bonding for the management of this account;
- Acknowledge in writing that it is a fiduciary with respect to the assets under its control;
- Be responsible for making decisions on a discretionary basis. This includes buy, hold, sell and timing decisions. The external manager(s) must make responsible decisions in the selections of specific securities and the general timing of purchases and sales necessary to invest only into the security class(es) for which they were retained to manage.

### Custodian

The custodian is responsible for the safekeeping for the endowment's investment assets. The specific duties and responsibilities of the custodian include:

- Maintain separate accounts by legal registration;
- Value the holdings;
- Collect all income and dividends owed to the endowment in its custody;
- Settle all transactions initiated by the investment manager; and

- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

### Investment Policy Guidelines

For the purpose of this policy, all individual securities which use long-term credit ratings must be rated the equivalent of “B” or better by a nationally recognized credit rating service and the fixed income portfolio must have an overall credit rating of “A”. Securities using short-term credit ratings must be rated at least A-2, P-2, F-2 or the equivalent by a nationally recognized credit rating service.

#### Authorized Investments:

The endowment’s assets may be invested in the following:

- a. Direct obligations of the United States government or its direct agencies.
- b. Direct obligations of federally-sponsored agencies in accordance with the above paragraph.
- c. Obligations of states, agencies, counties, cities, and other political subdivisions of any state in accordance with the above paragraph.
- d. United States dollar denominated bonds, debentures, or commercial paper and convertible securities issued by corporations in accordance with the above paragraph.
- e. Debentures or obligations, and preferred or common stock of international governments and corporations. International preferred and common stock issues must be listed on an organized stock exchange.
- f. Common stock and preferred stock issued by United States domiciled corporations and common stocks of international companies listed on the major U.S. or international security exchanges.
- g. Certificates of Deposit issued by federally insured state banks, federally insured savings and loan associations and saving banks or federally insured credit unions. Amounts over the insurance limit of the institutions must be secured by pledged securities.
- h. Bankers’ acceptances accepted by a bank organized and existing under laws of the United States or any state in accordance with the above paragraph.
- i. Money Market Mutual Funds. Funds must be registered with the Securities and Exchange Commission, have a maximum dollar weighted average maturity of no longer than 13 months, and be no-load funds. Funds must have assets consisting of securities described in the paragraphs above and seek to maintain a stable net asset value of \$1.00 per share (or unit).
- j. Mutual Funds. Funds must be registered with the Securities and Exchange Commission and invest in assets authorized under this policy.
- k. Direct Security Repurchase Agreements. Direct Repos must be fully secured (collateralized) by securities authorized under the sections (a) through (g) above. Such collateral must be held by a third party. All agreements will comply with Federal Reserve Bank guidelines.
- l. Shares of investment companies as defined by the Investment Company Act of 1940. These companies include both closed-end investment companies and open-end investment companies (mutual funds). Shares in these companies may be purchased if they own securities described in sections (a) through (j) above.
- m. Shares of Exchange Traded Funds, known as ETFs.
- n. No more than ten percent (10%) of the equity portfolio can be invested at any time in one company based on the market value of the stock and portfolio.

- o. No more than thirty percent (30%) of the equity portfolio can be invested in any one industry sector based on the market value of the portfolio.
- p. Alternative investments. Permitted alternative investments may include hedge funds, managed futures funds, private equity funds, or real estate. Hedge funds are not subject to limitations of the “Prohibited Investment” section below. Investments in other strategies shall be reviewed and recommended by the investment officer prior to purchase.
- q. Permitted alternative investments in the portfolio are limited to diversified commingled trust fund vehicles or limited partnerships offered through a third party distribution channel, such as what is offered through many broker-dealer firms.
- r. Permitted alternative investments in the portfolio are limited to investment vehicles that offer the ability for the portfolio to make contributions or receive distributions at least quarterly (but preferably monthly) without restriction or incurring additional fees.
- s. The portfolio shall emphasize investments in fund-of-fund vehicles that are diversified by investment style and typically utilize multiple investment managers within a fund.

#### Unauthorized Investments

The endowment’s assets should not be invested in the following unless agreed to by the vice president pursuant to an approved strategy and specifically approved in writing by the vice president:

- a. Commodity trading including all futures contracts;
- b. Short selling, option trading and margin trading unless by managers approved for that strategy;
- c. Guaranteed investment contracts.

#### Asset Allocation

The allowable range and target asset allocation for the endowment funds is:

Asset Category	Minimum	Maximum	Target
Total Fixed Income	0.0%	60.0%	35.0%
Total Equity	0.0%	70.0%	55.0%
Total Alternatives	0.0%	25.0%	10.0%
Total Cash or Cash Equivalents	0.0%	100.0%	0.0%

The allowable asset mix for fixed income and equities is:

Fixed Income	Minimum	Maximum
US Government Bonds	0.0%	100.0%
Corporate Bonds	0.0%	50.0%
Equity	Minimum	Maximum
Domestic Equity	0.0%	100.0%
International Equity	0.0%	30.0%



*Interest Rate, Credit and Foreign Currency Risks*

The university will insure the safety of its invested funds by limiting interest rate, credit and foreign currency risks. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The vice president may diversify investment maturity to limit interest rate risk. The average weighted duration of the portfolio should not vary from industry benchmarks by more than +/- 20%.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy requires all securities which use long-term credit ratings to be rated the equivalent of “B” or better with the overall credit rating for the fixed income portfolio to be rated “A” or better. All short-term credit ratings must be rated at least A-2, P-2, F-2.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of investment. In order to mitigate this risk, international equity investments are limited to a maximum of 30% of the equity portfolio.

**Gifts of Individual Securities**

Gifts of individual securities will be liquidated and invested in accordance with policy guidelines and investment procedures. Exceptions to this policy are securities described as authorized investments in sections (a), (b), and (c) of the investment policy guidelines above. Such securities may be held so long as the asset allocation ranges are maintained.

**Quasi-Endowments**

The board may establish a quasi-endowment using unrestricted gifts. Income from funds held in quasi-endowments is available for the purpose established by the board. The corpus of such funds will be held until such time as the board abolishes the quasi-endowment, at which time the corpus is available for such purpose(s) as may be designated by the board. Quasi-endowment funds that are not considered to be public funds are governed by this policy.

**Distribution Policy**

The spending policy should balance the long-term objective of maintaining the purchasing power of the endowment funds with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support current needs. At the end of the investment year, in consultation with the investment manager, the vice president will review the total return on the endowment accounts and recommend an annual distribution.

**Performance Evaluation**

The vice president will submit quarterly reports to the board on the performance of the investment



portfolio. The reports will disclose the book value and market value of the portfolio at the beginning and ending of the reporting period. The reports will disclose the realized and unrealized gains/losses and total return on the portfolio for the reporting period.

### **Conflicts Of Interest**

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

- A member of the board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is affiliated; and
- Investments will not be purchased from or sold to a member of the board.

### **Audits**

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

### **Investment Policy Adoption and Certification**

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

**Cross Reference:** Tex. Educ. Code § 51.0031; 15 U.S.C. §§ 80a-1 – 80a-64; Tex. Prop. Code Ch. 163, Investments (3.21)

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

## Off-Campus Credit Courses

**Original Implementation:** September 8, 1978

**Last Revision:** February 2, 2021

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

All off-campus credit programs will be coordinated with the Office of the Provost, which is responsible for THECB and Higher Education Regional Council notification and reporting procedures. Deans and academic unit heads are responsible for scheduling, reserving space, managing course-related budgets and all instructional aspects of the courses.

Additional compensation may be appropriate if off-campus instruction makes demands on faculty beyond those required for on-campus instruction. The dean and the provost and vice president for academic affairs must approve additional compensation.

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

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## **Petitions and Handbills**

**Original Implementation:** July 1980

**Last Revision:** July 23, 2019

These rules shall govern the circulation and distribution of all petitions (a document embodying a formal written request made to an official person or organization) and handbills (a printed sheet that is distributed by hand), on university property.

1. ~~Students, employees, and their approved organizations may circulate and distribute petitions and handbills on university property, except in academic buildings unless otherwise authorized by law.~~
2. ~~Visitors, defined as any persons who are not presently enrolled as a student nor are presently employed by the university, may circulate and distribute petitions and handbills as part of an assembly or demonstration. (See policy 16.4, Assembly and Demonstrations.)~~
3. ~~Students, employees, and their approved organizations shall require no previous approval to circulate or distribute petitions and handbills on university property so long as the individual or group(s) sponsoring the petitions or handbills is clearly identified in writing on the material itself.~~
4. ~~All persons or organizations seeking to distribute a petition or handbill without identifying information must complete a registration form with the Office of Student Engagement and deposit a true and correct copy of the petition or handbill to be circulated or distributed.~~
5. ~~Areas and times of circulation and/or distribution are as follows:~~
  - a. ~~Students, employees, and their approved organizations may circulate and distribute properly registered (if required by this policy) petitions and handbills on university property at any time and in any location, except in academic buildings unless otherwise authorized by law.~~
  - b. ~~Visitors with an approved grounds form may circulate and distribute handbills in common outdoor areas between the hours of 8 a.m. and 7 p.m., Monday through Saturday. The submission and approval of the grounds form is detailed in university policy 16.4, Assemblies and Demonstrations.~~
  - c. ~~Handbills may not be placed on parked vehicles or any other stationary object, (i.e., table, bench, etc.) as a means of distribution.~~
6. ~~Circulation and distribution by all parties must be conducted in compliance with these rules and university policy and must not:~~
  - a. ~~result in a breach of peace or violation of law;~~
  - b. ~~interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or~~
  - c. ~~materially and substantially disrupt the normal activities of the university.~~
7. ~~The person or organization circulating or distribution these materials shall clean and remove any litter which results from this activity.~~
8. ~~No person or organization may circulate or distribute a petition or handbill that:~~

- ~~a. violates the university's policy on solicitation;~~
- ~~b. contains material that is obscene or libelous; or~~
- ~~c. advocates the deliberate violation of law.~~

~~For the purposes of this section "advocacy" means preparing the group addressed for imminent action and directing it to such action with the likelihood of producing that action, as opposed to the abstract espousal of the moral propriety of a course of action.~~

~~All decisions regarding prohibition of a petition or handbill based on content would follow the procedures regarding removal of signs outlined in the signs and exhibit policy, 16.24.~~

- ~~9. In addition to these rules, petitions and handbills to be circulated and distributed by students, faculty, and staff, and their approved organizations, in:~~
  - ~~a. residence halls must comply with the rules governing residence halls; and~~
  - ~~b. the Baker Pattillo Student Center must comply with the rules governing this building.~~
- ~~10. These rules do not apply to:~~
  - ~~a. the university, and its agents, servants, or employees, acting in the course and scope of their agency or employment; and~~
  - ~~b. the Stephen F. Austin State University Alumni Association and the Stephen F. Austin State University Foundation.~~

~~**Cross Reference:** U.S. Const. amend. I; Signs and Exhibits (16.24); Assembly and Demonstrations (16.4)~~

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

~~**Contact for Revision:** Dean of Student Affairs~~

~~**Forms:** Registration Form, Student Affairs/Student Engagement~~

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

## **Procurement Card (P-Card)**

**Original Implementation:** July 26, 1999

**Last Revision:** February 2, 2021

### **Purpose**

This policy establishes guidelines for university purchases using a procurement card (P-Card) and related requirements and activities.

### **Definition**

A **Procurement Card** provides a payment method for official university business purposes only and may not be used for any personal transactions.

### **General**

A P-Card will be issued in the name of the employee with the State of Texas seal and the wording 'For Official Use Only' clearly identified in the seal. Approved university employees may use the university P-Card in accordance with the P-Card Program Guide to order supplies and small items in amounts not exceeding per transaction and monthly limits. The director of procurement and property services/HUB coordinator and procurement department purchasers may purchase on behalf of the university any item of any amount using a P-Card if they have determined payment by P-Card represents the best value to the university and all procurement policies and rules have been followed. The university will comply with the state of Texas Commercial Card program contract as awarded by the Texas Comptroller of Public Accounts.

### **Responsibilities**

The cardholder is responsible and accountable for the security and documentation associated with the use of the university P-Card and for complying with all policies and procedures related to the P-Card program.

The department head or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) ensuring monthly reconciliations of P-Card cardholder statements are approved; and 4) ensuring transactions and supporting documentation are within university policies and procedures, and departmental budgets.

### **P-Card Use by another Employee or Student**

The only person authorized to use the P-Card is the cardholder whose name appears on the card. The cardholder may not allow another university employee or a student to use their card unless the cardholder and department head have followed the steps outlined in the P-Card Program Guide.

### **Training and Issuing Cards**

All department heads and cardholders will be required to attend training as outlined in the P-Card Program Guide before any cards will be issued to employees within the department.

### **Making a Purchase with the P-Card**

Refer to the P-Card Program Guide for detailed information related to making a purchase with the P-Card. The director of procurement and property services/HUB coordinator and procurement

department purchasers are not subject to the P-Card Program Guide, but rather to university policies and procedures relating to purchases.

**P-Card Documentation**

The documentation identified in the P-Card Program Guide must be retained for the retention time period as prescribed in the State of Texas Records Retention Schedule. The records for P-Card purchases will be required for periodic audits.

**P-Card Termination**

P-Card rule violations may result in immediate deactivation or cancellation of the cardholder's P-Card(s). The P-Card Program Guide identifies violations and related consequences that may result in immediate deactivation or immediate card cancellation with no option to ever receive another card.

Other administrative activities may result in a card cancellation such as termination of employment, transferring to another department within the university, non-use of the card, or failure to report a stolen or missing card. The P-Card Program Guide defines the procedures to follow in all of these instances.

**Administrative Authority**

The department head or supervising dean, vice president, or president has the authority to request that the P-Card coordinator deactivate or cancel an employee's card at any time for any reason. Any card so deactivated or cancelled may be reactivated or a new card issued only with the proper approval. Audit services and the general counsel's office have the authority to direct that the P-Card coordinator deactivate an employee's card while transactions are being researched, investigated, or an audit is being conducted. At the conclusion of the research, investigation or audit, the card may be reactivated and/or appropriate action taken as specified herein and in the P-Card Program Guide.

**Cross Reference:** P-Card Program Guide

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

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

**Board Committee Assignment:** Finance and Audit

## Procurement of Electronic and Information Resources

**Original Implementation:** July 21, 2009

**Last Revision:** February 2, 2021

### Purpose

This policy establishes guidelines for university purchases and contracts in its compliance with accessibility rules in accordance with Texas Administrative Code (TAC), Title 1, Chapters 206 and Chapter 213. This policy sets forth guidance with regard to the accessibility of all electronic and information resources (EIR) developed, procured, or changed by users including but not limited to:

- Software applications and operating systems
- Telecommunications products
- Video and multimedia products
- Self-contained closed products
- Desktop and portable computers

The specific technical standards for each of the above categories of EIR are referenced in Accessibility of Electronic Information Resources (16.9)

### Definitions

**Electronic and information resources (EIR)** as used in this policy refers to the definition in 1 TAC 213.1(9) and includes software applications and operating systems, telecommunications products, video and multimedia products, self-contained closed products, and desktop and portable computers described in 1 TAC 213.30 through 213.33. The term does not include equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation.

**Legacy EIR** - Any component or portion of existing EIR that complies with an earlier standard issued pursuant to Chapter 206 or Chapter 213, and the user interface has not been altered on or after April 18, 2020.

### General

All EIR products developed, procured, or materially changed through a procured services contract, and all EIR services provided through hosted or managed services contracts, shall comply with the provisions of Chapter 206, State Websites, and Chapter 213, Electronic and Information Resources, of the TAC, as applicable unless such requirement imposes significant difficulty or expense, as determined and exempted by the university in accordance with Texas Government Code 2054.460

and 1 TAC 213.37.

The procurement of any EIR shall include the requirement to secure documentation as required by 1 TAC 213.38(b) from the vendor providing accessibility information and/or credible evidence of the vendor's capability or ability to produce accessible EIR products or services, where applicable, under consideration using one of the following methods:

- Voluntary Product Accessibility Template (VPAT);
- Other electronic documents/forms that addresses the same accessibility criteria in substantively the same format as the VPAT. Such evidence may include, but not limited to, a vendor's internal accessibility policy documents, accessibility testing documents.
- URL to a web page which explains how to request a completed VPAT for any products under contract; or
- If credible accessibility documentation cannot be provided, then EIR shall be considered noncompliant.

Additionally, for purchases with development costs exceeding \$500,000, accessibility testing may be required.

The degree of the accessibility of a given product should be determined by the procuring department. The Electronic Accessibility Coordinator (EAC) is available to assist departments and areas in making this determination.

Departments shall coordinate purchases of EIR with Procurement and the EAC to ensure compliance with the TAC and this policy.

If a vendor cannot provide the required documentation and no other vendor is available to provide the EIR, and the department has a need that cannot be met with a different EIR, or alternative EIR can only be acquired with significant difficulty or expense, upon the review and approval by the EAC an Electronic Accessibility Exception Request Form can be requested and approved by the President. Reference Accessibility of Electronic Information Resources (16.9). Any approved exception will contain the information required in 1 TAC § 213.37(3) and processed by the EAC.

**Cross Reference:** Tex. Gov't Code §§ 2054.451-465; 1 Tex. Admin. Code Ch. 206; 1 Tex. Admin. Code Ch. 213; Accessibility of Electronic Information Resources (16.9)

**Responsible for Implementation:** Chief Information Officer

**Contact for Revision:** Electronic Accessibility Coordinator, Director of Procurement and Property Services/HUB Coordinator

**Forms:** Electronic Accessibility Exception Request Form Voluntary Product Accessibility Template (VPAT)

**Board Committee Assignment:** Finance and Audit



## Retirement Programs

**Original Implementation:** September 1, 1983

**Last Revision:** February 2, 2021

### Purpose

This policy establishes participation requirements for retirement programs and the options available to those employees who meet the participation requirements.

### General

Employees of the university working 20 hours per week (50 percent time) or more for a period of at least four and one-half months must participate in a retirement program. This excludes students employed in positions requiring student status as a condition of employment. Eligible employees can choose to participate in either the Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP). The Human Resources Department manages the enrollment process for eligible employees.

Contribution amounts for the employee, and the employer matching monies, are determined by the Texas State Legislature. These amounts are subject to change with any legislative session. Employees participating in ORP prior to September 1, 1995 may receive additional matching monies at the discretion of the University's Board of Regents.

### Teacher Retirement System of Texas (TRS)

Employees who participate in the Teacher Retirement System of Texas are required to contribute a percentage of their gross salary to TRS. Contributions are obtained through monthly payroll deductions. An employee's contributions are tax-deferred.

### Optional Retirement Program (ORP)

An Optional Retirement Program is available to the following employees of the university who must be employed at 100% FTE for a full semester or four and one-half months: faculty members; faculty administrators; librarians; executive administrators, other key administrators, athletic coaches, and professionals as defined in 19 Tex. Admin. Code § 25.4. Eligibility to participate is subject to rules adopted by the Texas Higher Education Coordinating Board. Positions listed as non-exempt are ineligible to participate.

ORP eligible new employees must elect to participate in ORP within 90 days after employment at the university. After 90 days of employment, the employee will become ineligible for ORP and will only qualify for TRS.

**Cross Reference:** Tex. Gov't Code Ch. 821-830; 19 Tex. Admin. Code Ch. 25

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

**Contact for Revision:** Director of Human Resources

**Forms:** Form TRS 28 and the ORP-1 (both forms are available in human resources)

**Board Committee Assignment:** Finance and Audit

## Risk Management

**Original Implementation:** August 2, 1994

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that the administration of Stephen F. Austin State University recognizes the significance of providing a safe working and teaching environment for both employees and students through its efforts to mitigate risk to physical and financial resources of the institution.

### General

Fulfilling educational philosophies and protecting facility assets are important priorities. Institutional planning, with an emphasis placed on practical approaches to problem solving and risk control, are standards commonly adhered to in a university environment. The ultimate benefit is a reduction in the total cost of risk. Additionally, the university is a safer place for employees, students and the public to work, study and congregate.

It is the responsibility of the university administration to communicate this policy to university personnel. In so doing, university personnel are educated on the concepts of safety and risk management. By demonstrating the ability to analyze exposure to loss and by implementing measures to control these losses, the image of the university is improved in the marketplace and in the community.

### Risk Management Plan

The function of risk management is to minimize the adverse effects of events, be it physical or financial, through the implementation of three basic tools:

Avoidance. Risk is avoided by refusing to assume it. This is not always wise or possible as it may mean an end to an operation in a specific area.

Loss Prevention and Reduction. When a risk cannot be avoided, it can often be reduced and the severity of losses lessened through the proper training of staff, maintenance of equipment, updating of policies and procedures, and the proper implementation of adequate emergency procedures.

Transfer. If a risk cannot be avoided, it can be transferred to others. In negotiating contracts, the risk manager may recommend an insurance clause be included requiring evidence of the other party's insurance coverage. This type of document is a "certificate of insurance" and where appropriate, the institution may need to be named as an additional insured under the contractor's policy.

### Personnel

Faculty, staff or student assistant injuries that occur during the scope of employment may be covered by worker's compensation. The employee must inform his/her supervisor and contact the university

claims coordinator (safety officer) as soon as possible. Refer to university policy Workers Compensation Coverage (12.23).

### **Property**

Whenever a property loss occurs from fire, theft, explosion, flood, earthquake, vandalism or any other such cause, a loss report is submitted to the University Police Department (UPD) and the Environmental Health, Safety, and Risk Management Department (EHSRM) by the department supervisor. EHSRM will file the necessary paperwork for insurance claims.

### **Students and Visitors**

Whenever there is an accident or injury on university premises, a loss or injury to a student, visitor or company, or any other unplanned event, the UPD and EHSRM is notified. UPD will submit incident or accident reports to EHSRM. The appropriate vice president is notified of all incidents that involve a contractor, vendor, student, or visitor. Once all of the facts have been documented, the general counsel is notified. Employees are advised to discuss the case with no one until consulting with the general counsel. No statements are made admitting liability or authorizing medical treatment unless cleared through the general counsel. If any machine, product, or object is involved in the accident, it is preserved, as is, in a safe place until it can be examined.

### **Safety Communication Network**

EHSRM is charged with the general oversight of the university safety program. Communication channels that connect each area of the university with EHSRM are necessary for an effective safety program. Each division of the university should designate a safety representative who will act as the liaison(s) between the division and the EHSRM. The purpose of the safety communication network is not to relieve the division members of the general responsibility but to recognize hazards in their areas of activity and take positive action to reduce or eliminate those hazards, nor is it to relieve the faculty and staff members of their responsibility to educate their students and employees about proper job procedures and recognized hazards before making task assignments. The safety communication network procedures are maintained on the EHSRM website.

### **Safety Management**

There are varying risks associated with activities and occupations at a university. EHSRM serves the university community by identifying the areas of greatest risk and by making recommendations regarding elimination, substitution or reduction of those risks. Recommendations are based on the numerous federal, state, and local regulations, codes, and standards that have been developed to assure public health and safety. Employees are encouraged to play an active role in the university safety program by identifying and reporting hazardous conditions. Refer to the university Health and Safety Manual.

Structured safety training such as new employee, defensive driving, specialized, high interest areas, or specific subject matter, and information concerning the Hazardous Communication Act will be offered to employees when appropriate or required by law.

EHSRM will update or modify the Health and Safety Manual as needed. EHSRM will be charged with the responsibility of reviewing problem areas such as recurring injuries, accidents or safety violations.

### **Travel and Vehicle Use**

The university provides several choices for vehicle transportation necessary for operations that include travel for university business. For procedures, requirements, policies, worker's compensation and general insurance information, reference the Rental and Use of Vehicles in an Official Capacity procedures located on the EHSRM website.

### **Insurance**

The purchase and renewal of insurance are the responsibility of the vice president for finance and administration. The vice president of finance and administration and the campus risk manager will evaluate campus risks of loss and insurance needs. Insurance shall be purchased if:

1. Required by law,
2. The cost of insurance is judged to be preferable to leaving the risk uninsured, or
3. Required by contractual agreement.

Insurance will not be purchased if state or federal law prohibits the purchase of insurance. Insurance coverage is limited to what is allowed by state law. The State Office of Risk Management must approve all insurance prior to purchasing. The appropriate approval forms must be initiated through ESRM.

### **Insurance Claims**

Any incident that may be covered by insurance must be reported to EHSRM so that the incident may be evaluated and reported to the appropriate insurance carrier; and The Office of the General Counsel will be notified of all claims and consulted for guidance. Employees are indemnified within the course and scope of employment, in accordance with applicable laws and University policy.

**Cross Reference:** Workers Compensation Coverage (12.23); Rental of University Vehicles (16.23); Health and Safety (13.10); Tex. Civ. Prac. & Rem. Code Ch. 104

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

**Contact for Revision:** Director, Environmental Health, Safety, and Risk Management.

**Forms:** None

**Board Committee Assignment:** Finance and Audit

## Security-Sensitive Positions

**Original Implementation:** May 1, 1989

**Last Revision:** February 2, 2021

### Purpose

This policy defines and establishes requirements when hiring for all security-sensitive positions.

### Definition

**Security-sensitive positions** are those in which employees handle currency, have access to a computer terminal, master key, personal information or identifying information of another person, financial information of the employer or another person, or work in an area of the university which has been designated as a security-sensitive area.

### General

Positions designated as security-sensitive will be identified as such in individual job descriptions, in any advertisement for job applicants, and in all personnel transaction forms and correspondence with human resources concerning recruitment. The department head is responsible for ensuring positions are correctly identified as being security-sensitive.

Human resources will conduct a criminal record check prior to employment in security-sensitive positions. The candidate may be offered employment by the university contingent upon the evaluation of the criminal history record check. If the check reveals a criminal record, the director of human resources will evaluate the record in light of the university's policy on employment of persons with criminal history and confer with the department head on whether the employee will be recommended or not recommended for employment. A recommendation for employment will be made when there is no criminal record or when there is a record but it is not considered a bar to employment of the candidate by the university for that position.

**Cross Reference:** Tex. Educ. Code § 51.215; Tex. Gov't Code § 411.094; Employment of Persons with Criminal History (11.12)

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

**Contact for Revision:** Director of Human Resources and General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## **~~Signs and Exhibits~~**

**Original Implementation:** July 1980

**Last Revision:** July 23, 2019

### **~~I. Introduction~~**

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

~~Students, faculty, and staff are free to express their views, individually or in organized groups by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views by sign or exhibit in areas designated for that purpose.~~

### **~~II. Definitions~~**

~~"Student" shall mean any person registered for academic credit at the university.~~

~~"Faculty" and "staff" shall mean any person employed by the university.~~

~~"Official organization" shall mean any organization recognized by the university.~~

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

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

~~A "kiosk" is an outdoor structure designated by the university for the posting of signs.~~

~~A "yard sign" is a temporary outdoor sign displayed above the ground. Yard signs must not exceed 18 inches x 24 inches in size.~~

~~An "exhibit" is a temporary outdoor display used for marketing or informational purposes. This includes all free standing products, sandwich boards, easels, etc.~~

~~"Chalking" is use of water soluble sidewalk chalk on paved areas.~~

**III. ~~Applicability~~**

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

**IV. ~~Signs~~**

~~All individuals or groups may display a sign as part of an assembly or demonstration. (See Assembly and Demonstrations (16.4). Signs on sticks, poles, or otherwise attached to any device are prohibited.~~

**A. ~~Posting Signs on Kiosks~~**

- ~~1. Only students, faculty, staff and their official organizations may post signs on kiosks. No advance permission is required so long as the sponsoring individual or person is clearly identified in writing on the material. Each sign posted on a kiosk must identify the student, employee or organization that posted the sign by using the full name of the individual or organization and contact information.~~
- ~~2. All persons or organizations seeking to display a sign without identifying information must complete a registration form with the Office of Student Engagement and deposit a true and correct copy of the sign to be displayed.~~
- ~~3. Students and employees posting signs as individuals may not post any sign advertising goods or services for sale except at locations designated for that purpose [see Solicitation on Campus (16.25)].~~
- ~~4. Due to space considerations, no sign posted on a kiosk may be larger than 11 inches by 17 inches.~~
- ~~5. Each sign must state the date the sign was posted or the date of the event being advertised.~~
- ~~6. Students, faculty, staff and their official organizations must take care to use the names and marks of the university on postings only in ways that are allowable and never in a way that would give the impression an event was sponsored by the university if that is not the case.~~
- ~~7. Signs may not be posted more than 14 days before the date of the event they advertise.~~
- ~~8. The person or organization that posts a sign on a kiosk must remove that sign no later than 14 days after it was posted, or 24 hours after the event it advertised has concluded, whichever is earlier. The university reserves the right to remove sign from kiosks after the date of the event has passed.~~
- ~~9. No sign may be posted on a kiosk over another properly posted sign.~~



10. ~~No person or organization may post more than two of the same signs on any one kiosk at the same time. If space is limited, the university reserves the right to remove multiple signs for the same event, program, or service, or signs sponsored by the same individual or organization, even if each is materially different.~~
11. ~~A list of all officially designated kiosks and of locations where students, faculty and staff may post signs advertising goods or services for sale will be available in the student engagement office and on their website.~~

#### **~~B. Signs in Other Designated Locations~~**

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

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

#### **~~C. Removal of Signs~~**

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

1. ~~A sign may be removed if it contains expressions that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.~~
2. ~~A sign may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.~~
3. ~~Signs may be removed if they contain obscenity. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. In determining what constitutes obscene material, a three-part test applies:~~

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

#### **~~V. Banners, Yard Signs and Exhibits~~**

~~Banners, yard signs and exhibits may be posted and displayed only by academic or administrative departments of the university. Those that do not clearly identify the sponsoring department may be removed.~~

#### **~~VI. Tables~~**

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

##### **~~A. Locations~~**

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

~~Persons not affiliated with the university may set up tables in designated locations outdoors on campus and in indoor locations subject to the rules governing the building or grounds of the location.~~

##### **~~B. Table Reservations~~**

~~Tables may be reserved using the event checklist form. This form is available in the student engagement office and on the student engagement website. Tables may also be available on a first come, first served basis.~~

##### **~~C. Restrictions~~**

~~Tables may not disrupt university functions and/or interfere with vehicular and pedestrian traffic.~~

~~Use of amplified sound at tables is governed by the policy, Use of Amplified Sound on Campus Grounds (16.31).~~

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

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

~~Each table must have a sign or literature that identifies the sponsor of the table.~~

~~Any person or organization sponsoring a table shall remove litter from the area that resulted from tabling activity.~~

~~Students, faculty, staff and their official organizations may supply their own tables.~~

## **~~VII. — Chalking~~**

~~Chalking is permitted by students, faculty, staff, and their official organizations in approved designated areas as indicated on event checklist form.~~

**~~Cross Reference:~~** ~~Use of Amplified Sound on Campus Grounds (16.31); Solicitation on Campus (16.25); Assembly and Demonstrations (16.4)~~

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

**~~Contact for Revision:~~** ~~Dean of Student Affairs~~

**~~Forms:~~** ~~None~~

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

## Student Records

**Original Implementation:** 1974

**Last Revision:** February 2, 2021

The purpose of this policy is to comply with federal law which: (1) grants to students the right of access to their education records, (2) protects students from illegal use of their education records and (3) restricts the disclosure of the social security numbers of students.

### I. Definitions

For the purposes of this policy, the university adopts the following definitions:

- A. Student means any person who attends or who has attended the university.
- B. Education records means any record (in handwriting, print, digital, tapes, film, or other medium) maintained by the university or an agent of the university which is directly related to a student, except:
  - 1. a personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
  - 2. an employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment;
  - 3. records maintained by the University Police Department if the records are maintained solely for law enforcement purposes, are revealed only to law enforcement agencies of the same jurisdiction, and the department does not have access to education records maintained by the university;
  - 4. records maintained by University Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment;
  - 5. records maintained by University Counseling Services if the records are used only for treatment of a student and made available only to those persons providing the treatment; and,
  - 6. alumni records that contain information about a student after he/she is no longer in attendance at the university and the records do not relate to the person as a student.
- C. A school official is a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board

of Regents; a scholarship committee, for the sole purpose of evaluating scholarship recipients; an outside individual/entity involved in the financial aid process reviewing information regarding financial aid eligibility; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- II. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. University employees, including student employees, and others designated by the Registrar will annually complete Family Educational Rights and Privacy Act (FERPA) training. Initial training must be completed no later than thirty (30) days from start of employment or granting of access. If training is not completed as required, access to any system containing student information may be removed.

Annual notification is published on the SFA website and in the annual Welcome Edition of the Pine Log. Specific information may be obtained by consulting with administrative officials listed in this policy.

### **III. Student Rights**

Each student has the right to:

- A. receive a list of the types of education records maintained by the university;
- B. inspect and review the contents of his/her records, excluding the exceptions included in this policy;
- C. obtain copies of his/her records at personal expense if failure to provide such copy would effectively prevent the student from inspecting or reviewing the record;
- D. receive explanations and interpretations of his/her records; and,
- E. request a hearing to challenge the contents of his/her records.

### **IV. Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate university staff person a written request that identifies as precisely as possible the record or records they wish to inspect.

The record custodian or an appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.

**V. Types and Custodians of Student Records**

Type of Record	Content	Custodian
Academic	Grades, classification, academic standing, of application for admission and admissions scores.	Registrar, Executive Director Enrollment Management
Academic	Student Work products or artifacts	Instructor of Record, Department, or College
Financial	Amount of financial assistance given by Aid university and type of assistance.	Director of Financial and Scholarships, Controller
Disciplinary	Nature of offense and type of university and action.	Director of Student Rights Responsibilities
Placement	Academic record and documents of recommendations	Director of the Center for Career and Professional Development.
Health	Medical history to include all treatment by Services university physicians.	Director of Health
Counseling Services	Test scores and counseling sessions.	Director of Counseling

**VI. Fees for Copies of Records**

The fee for copies of education records will be ten (10) cents per page.

**VII. Right of University to Refuse Access**

The university reserves the right to refuse to permit a student to inspect the following records:

- A. the financial statement of the student's parents;
- B. letters and statements of recommendation for which the student has waived his/her right of access, or that were placed on file before January 1, 1975;
- C. records connected with an application to attend the university if that application was denied; and,
- D. those records that are excluded from the definition of education records.

**VIII. Refusal to Provide Copies**

The university reserves the right to deny transcripts or copies of records not required to be made available by law in any of the following situations:

- A. the student has an unpaid financial obligation to the university.
- B. there is an unresolved disciplinary action against the student.

## **IX. Disclosure of Education Records**

The university will disclose information from a student's education records only with the written consent of the student, except:

- A. to school officials who have a legitimate educational interest in the records;
- B. to officials of another school, upon request, in which a student seeks or intends to enroll;
- C. to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
- D. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- E. in compliance with a state law requiring disclosure that was adopted before November 19, 1974;
- F. to organizations conducting certain studies for or on behalf of the university;
- G. to accrediting organizations to carry out their functions;
- H. to parents of an eligible student who claim the student as a dependent for income tax purposes, unless the student has a confidentiality request on file;
- I. to comply with a judicial order or a lawfully issued subpoena;
- J. to appropriate parties in a health or safety emergency; and
- K. other disclosures that the Family Educational Rights and Privacy Act (FERPA) authorizes without consent.

Proof of status from the requesting individual or organization will be required to gain access to education records.

## **X. Record of Requests for Disclosure**

The university will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record of requests may be reviewed by the student.

## **XI. Directory Information**

The university designates the following items as directory information:

- A. name,
- B. all addresses, including university issued email addresses,
- C. all telephone numbers,

- D. major field of study,
- E. academic classification,
- F. participation in officially recognized activities and sports,
- G. weight and height of members of athletic teams,
- H. dates of attendance and enrollment status,
- I. degrees and awards received,
- J. previous schools attended,
- K. photograph, and
- L. class roster.

The university may disclose any of these items without prior written consent, unless the student files a Request to Prevent Disclosure of Directory Information form with the Registrar's Office. Students have until the twelfth-class day of a regular semester or the fourth-class day of a condensed semester to file the form before information may be released by the university for that semester.

## **XII. Review and Destruction of Education Records**

The university may destroy obsolete records provided the right to access has been followed as outlined in Section 3 of FERPA.

## **XIII. Correction of Education Records**

A student has the right to request a correction on his/her education records that he/she believes is inaccurate, misleading or in violation of his/her privacy rights. The university shall attempt to settle the disputed contents of an education record by informal proceedings. If informal proceedings fail to achieve a satisfactory settlement, the student may request a formal hearing using the following procedures.

- A. To receive a hearing, a student must file a written request with the president of the university. In so doing, the student should identify the part of the education record he/she wants amended and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy rights.
- B. Within 10 working days of receiving the request, the president will arrange for a hearing, and notify the student at least five working days in advance of the date, place and time of the hearing.
- C. The hearing will be conducted and the decision rendered by a hearing officer, appointed by the president, who does not have a direct interest in the outcome of the case. The president shall name the hearing officer in the written notice sent to the student.
- D. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues listed in the original request to amend his/her education records.
- E. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing.



- F. If the hearing officer decides that the disputed contents of the education record are inaccurate, misleading or in violation of the student's right to privacy, the officer will amend the record and notify the student in writing that the record has been amended.
- G. If the hearing officer decides that the disputed contents of the education record are not inaccurate, misleading or in violation of the student's right to privacy, the officer will notify the student of his/her right to place a statement in the education record commenting on the disputed contents and/or a statement setting forth the student's reasons for disagreeing with the decision.
- H. The student's statement will be maintained as part of the student's education record as long as the disputed contents are maintained by the university. If the university discloses the disputed contents of the education record to any person, it must also disclose the student's statement to the person.

#### **XIV. Disclosure of Social Security Number**

Federal law requires that when any federal, state or local government agency requests an individual to disclose his/her social security number (SSN), that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it. Accordingly, students, or applicants for admission as students, are advised that disclosure of a student's SSN is mandatory as a condition for participation in certain activities at the university.

Under the mandatory category, the SSN is used to verify the identity of the student, and as an identifier to record necessary data accurately for activities such as admissions; housing and food services; determining and recording eligibility for student financial assistance to include loans, scholarships, and grants; student employment; recording entitlement to and disbursement and repayment of loans; recording entitlement to and payment of scholarships, grant allowances, and official student travel and per diem; determining and recording eligibility for and participation in athletic and similar events; and other related requirements which may arise.

Disclosure of a student's SSN is voluntary for certain other activities. Under the voluntary category, the SSN is used to verify the identity of the student and to record data accurately for such activities as testing, reporting and evaluation of the ACT and the SAT; recording and reporting student grades and related academic data; registering for placement services to include preparation of resumes and furnishing information to prospective employers and such other related uses which may arise.

Authority for requiring the disclosure of a student's SSN is grounded in federal law that provides that an agency may continue to require disclosure of an individual's SSN as a condition for the granting of a right, benefit or privilege provided by law where the agency required this disclosure under statute or regulation prior to January 1, 1975, in order to verify the identity of an individual.

Pursuant to statutes passed by the state of Texas and the federal government and to regulations adopted by agencies of the state of Texas and the federal government, and by the Board of Regents of the university, the disclosure of the SSN may be required on student application forms and other necessary student forms and documents.

**Cross Reference:** Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 C.F.R. Part 99; 5 U.S.C. § 552a

**Responsible for Implementation:** Executive Director of Enrollment Management

**Contact for Revision:** Executive Director of Enrollment Management; General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Temporary Employment

**Original Implementation:** September 1988

**Last Revision:** February 2, 2021

### Purpose

This policy provides for a department to seek temporary employees when temporary assistance is not available within the department, division, or college.

### General

The most appropriate option for securing a temporary employee should be determined using information about the restrictions and requirements relating to each option. Additional information can be obtained by contacting human resources.

### Temporary Casual Employment

A department may employ a temporary, casual employee either on a part-time or full-time basis for a period not to exceed ninety (90) consecutive calendar days. There must be a break in service of at least 26 weeks before an individual may be allowed to work again in a casual position. Departments may hire a casual employee without posting the position. Casual employees must be paid at least minimum wage and must complete the appropriate paperwork with the human resources office on or before the first day of employment and attend the mandatory EEO Training within the first thirty (30) days of employment. Departments should complete the EPAF (Electronic Personnel Action Form) to hire the casual employee no later than the first day of employment.

### Temporary Services

Temporary employees may also be secured through the temporary agency which has contracted with the university to provide temporary labor services. The university department needing assistance should contact the Procurement and Property Services Department. More detailed information regarding the temporary agency and how to secure a temporary employee can be found on the Procurement and Property Services website.

### Temporary Staff Appointments

A department may occasionally have a need to fill a temporary position for a time period which would extend beyond the 90-day temporary casual employment category. A “temporary staff appointment” is available for a terminal period of time which would be determined and clearly communicated by the president or appropriate vice president before the employment could take place. These temporary positions will be required to be posted for 5 days. The appointment will be communicated in writing to the selected candidate by the hiring department, and it will be clearly stated that the position is temporary, for a specified period of time. These positions will be eligible for benefits if they are employed for a period of more than four and one-half months and have at least a 50% FTE. The

employment of the selected candidate will be “at-will” and may be terminated at any time during the employment period for any reason other than for a discriminatory or other unlawful reason.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Electronic Personnel Action Form (EPAF)

**Board Committee Assignment:** Academic and Student Affairs

## Textbook Adoption Timeline

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

The purpose of this policy is to increase the availability of affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. Timely adoption of the requested edition of the course textbook(s) and other relevant materials enables the university's contracted bookstore to secure adopted items at more favorable prices and meets the institution's requirements under the Higher Education Opportunity Act (HEOA). The HEOA and state law requires that information concerning textbooks and other course materials be included with the course schedule.

Prior to publishing the course schedule for each semester, the bookstore provides each academic unit head the support needed to facilitate timely adoption of textbooks and course materials. Approximate due dates for academic unit adoptions are listed below:

1. Fall semester - April 1
2. Spring semester - October 10
3. Summer semesters - March 1

As the HEOA requires that required textbooks and other course materials be included with the course schedule when it is made available to students, the actual adoption due dates may be different from those shown. Course materials include Open Educational Resources (OERs). Should a course have no textbook due to the use of OERs or other resources, the bookstore must be notified.

Following internal checks of textbook inventories, buy-back quantities, and quantities sold in previous semesters, the bookstore places purchase orders with publishers. If problems arise during the purchasing process, the bookstore notifies the appropriate academic unit head and, if necessary, new textbook selections are made.

**Cross Reference:** 20 U.S.C. § 1015b; Tex. Educ. Code § 51.451-455

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

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## The Ed and Gwen Cole Art Center and the Griffith Gallery

**Original Implementation:** April 21, 2009

Last Revision: February 2, 2021

### Purpose

The Ed and Gwen Cole Art Center and the Griffith Gallery are exhibition spaces for artistic programs of the School of Art in the College of Fine Arts. These facilities are a major “window” through which the public creates its perceptions of Stephen F. Austin State University. As such, the facilities should in all ways project a high stature, professional and welcoming image and offer artistic experiences for students, faculty, and the public.

Scheduling and use of these facilities and equipment are pursuant to university policy on the Use of University Facilities (16.33). The dean of the College of Fine Arts is the administrator of these facilities and operating policies.

### Governance

The director of the School of Art is responsible for scheduling all events and activities for the Ed and Gwen Cole Art Center and the Griffith Gallery, subject to final approval by the dean of the College of Fine Arts. External organizations may offer input but have no authority for scheduling these facilities.

### Priority of Use

The Ed and Gwen Cole Art Center and the Griffith Gallery are academic and art exhibition facilities and the priority of use is as follows:

- Category I – Events of, or sponsored by, the Schools of Art, Music, or Theatre, and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts;
- Category II – Events for organizations, such as the Friends of the Visual Arts, that are sponsored by the School of Art;
- Category III - Events co-sponsored by the College of Fine Arts such as university departments or registered student, faculty, or staff organizations of both an academic and non-academic nature; and
- Category IV - Events co-sponsored between university departments and non-university groups.

## **Scheduling Requests**

Reservation requests will be evaluated on a case-by-case basis according to scheduling availability, the expected number of attendees, and relationship to the institutional mission and purpose of the facilities.

The facilities will not be used for:

- annual events in Category III or Category IV that are scheduled on an ongoing basis;
- receptions, including wedding or retirement receptions outside the College of Fine Arts;
- events at which alcohol will be sold, including ticketed events or events with admission charges (e.g., wine tasting);
- private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;
- non-School of Art fundraising activities;
- events that promote an agenda other than that which would contribute to the facilities' purpose, e.g., political campaigning; or
- dances or other social events.

## **Reservation Procedures**

Reservations for all events in the Ed and Gwen Cole Art Center or Griffith Gallery will be made through the director of the School of Art. Reservations will be limited by the exhibition schedule, and the nature of the event. Functions that may interfere with the conservation and preservation of art on exhibit will not be considered. Some exhibitions prohibit use of food and drink in the gallery by contractual stipulations.

A Facility Use Agreement form will be completed by School of Art personnel and must be signed by person or persons who are legally and financially responsible for the event. Fees will be discussed during the initial meeting with School of Art personnel. Four weeks prior to an event, a meeting will be scheduled to formalize set-up procedures, equipment, and personnel needs. Works of art and/or exhibitions will not be rearranged to accommodate receptions or events.

## **Food and Beverages**

Food and beverages may be served in Griffith Gallery and the Ed and Gwen Cole Art Center, subject to approval. The serving and consumption of beer and wine in the Ed and Gwen Cole Art Center is permitted under the following conditions:

- The event must be approved at least six weeks in advance by the dean of the College of Fine Arts;
- The event must be an authorized, university-sponsored or co-sponsored event.

- For events sponsored or co-sponsored with a party that is not an SFA-affiliated 501(c)(3), the party is required to acquire insurance coverage to use the facility. The university must be named as an additional insured in the amounts and on the conditions required by the office of environmental health, safety and risk management. For purposes of this provision, an SFA-affiliated 501(c)(3) includes the SFA Foundation, SFA Real Estate Foundation, Alumni Association, and Tip-in Club;
- Food and non-alcoholic beverages must be served; and
- Any event must comply with local and state laws at all times, including the Texas Alcoholic Beverage Code (TABC). Serving of any alcoholic beverages must be done by TABC licensed bartenders.

At the end of each fiscal year, the dean of the College of Fine Arts will provide the number of alcohol-related events sponsored or co-sponsored at these facilities to the provost and vice president for academic affairs and general counsel.

**Cross Reference:** Use of University Facilities (16.33); Alcohol Service (13.7); Texas Alcoholic Beverage Code

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

**Contact for Revision:** Dean of the College of Fine Arts

**Forms:** Cole Art Center Usage Agreement; Facilities Use Agreement

**Board Committee Assignment:** Building and Grounds



## Time Reporting for Non-Exempt Employees

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

### Purpose

This policy establishes requirements for reporting hours worked and leave taken by non-exempt employees.

### Definition

**Non-exempt employees** refers to employees who are entitled to the overtime provisions as described in the Fair Labor Standards Act.

### General

Official time records are to be maintained for all non-exempt employees via the university's electronic timekeeping system. When an employee does not have access to enter time through the electronic timekeeping system, time must be recorded and sent to the payroll office in a method established and by the due dates set by the payroll office.

It is the supervisor's responsibility to instruct the employee on how and when to enter time worked and leave taken. It is the employee's responsibility to enter time worked and leave taken accurately per the supervisor's instructions. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation is subject to disciplinary action, including termination.

An employee is also subject to disciplinary action, including termination, for any fraudulent time entered or failure to enter leave taken. It is the supervisor's responsibility to verify and electronically certify through the approval process that entries accurately reflect time worked and leave taken for the applicable period. Supervisors may delegate the responsibility to approve and verify time in the university's electronic timekeeping system, but under no circumstance should an employee approve his or her own time. All entries and approvals must be completed by the due dates established by the payroll office. These due dates and instructional information about the university's electronic timekeeping system shall be posted on the payroll office website.

The work week begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday. Compensatory time and overtime are calculated based on the university workweek and in accordance with the Fair Labor Standards Act. See the Overtime and Compensatory Time policy (12.14). Compensatory time, vacation leave, and sick leave may not be used prior to earning (or accruing) the leave.

**Cross Reference:** Overtime and Compensatory Time (12.14)

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

**Contact for Revision:** Controller

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

## Workers Compensation Coverage

**Original Implementation:** September 1, 1975

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that all employees of the university are covered by the State Employees Worker's Compensation Act and gives information about reporting and responsibilities when an injury or accident occurs involving a university employee in the course and scope of their assigned duties.

### General

All claims for benefits under this coverage are processed by the safety officer in the Environmental Health, Safety, and Risk Management Department. All injuries or accidents involving university employees in the course and scope of their assigned duties shall be reported on the Accident/Injury 24 Hour Report Quick Link located on the safety website to document the incident. If a claim is necessary, then the injured employee, accompanied by their supervisor, will file the required SORM paperwork with the safety officer, Environmental Health, Safety, and Risk Management Department, 430 E. Austin Street, extension 4514. The safety officer will file all required reports electronically with the State Office of Risk Management, Worker's Compensation Division.

Responsibility for the timely reporting of on-the-job injuries rests jointly with the employee and his/her supervisor. The injured employee must notify supervisory or management personnel about an on-the-job injury not later than the 30th day after the injury occurs, or if the injury is an occupational disease, not later than the 30th day after the employee knew or should have known that the disease might be related to the employment. Once an injury is reported, the injured employee must file a claim with the Environmental Health Safety and Risk Management Department for compensation not later than one year after the date of injury, or if the injury is an occupational disease, not later than one year after the employee knew or should have known that the disease was related to the employment. No claim is valid if reported more than 30 days after the incident.

In accordance with Tex. Gov't Code § 661.909, employees unable to work due to a worker's compensation injury, have the option to use their accrued sick and/or annual leave. If the employee chooses not to use any accrued sick or annual leave or has previously exhausted all leave, the employee's status will be leave without pay (LWOP). Once an employee's status is leave without pay (LWOP), the employee must submit a written request to the university president for a leave of absence (LOA). See Administrative Leave (Faculty and Staff), policy 12.11. FMLA leave runs concurrently with leave taken for a worker's compensation injury. Human Resources shall be notified by the employee's department director, supervisor, manager or departmental designee of the employee's paid or unpaid leave for further instructions to submit the required FMLA support documentation. Employees shall not return to full duty work without a work release from the Worker's Compensation doctor lifting all light duty restrictions.

Additional information is available from the safety officer in the Environmental Health, Safety and Risk Management Department.

**Cross Reference:** Family and Medical Leave (12.9); Administrative Leave (Faculty and Staff) (12.11); Tex. Lab. Code Chapters 409, 501; Tex. Gov't Code § 661.909

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

**Contact for Revision:** Environmental Health, Safety, and Risk Management Department

**Forms:** Accident/Injury 24 Hour Quick Link

**Board Committee Assignment:** Academic and Student Affairs

Stephen F. Austin State University  
Room and Board Rates for 2021-2022

Appendix 3

<b>Residence Hall Rates</b>	<b>Fall or Spring</b>
Wisely (Hall 5)	\$2,437
Steen (Hall 17)	\$2,765
Hall 20	\$3,119
Hall 10, Griffith (15), Kerr (18)	\$2,166
Hall 14 and 16	\$2,248
Lumberjack Landing	\$3,657
Lumberjack Lodge 4 br	\$4,184
Lumberjack Lodge 2 br	\$4,443
Lumberjack Village (Building 2) quads	\$3,256
Lumberjack Village (Buildings 1) 2br	\$4,443
Lumberjack Village (Buildings 1) 1 br	\$5,472
Lumberjack Village (Building 3) 2br	\$4,982
Lumberjack Village (Building 3) 1 br	\$5,938

**Report to the Board of Regents – January 2021**  
Grants<sup>1</sup> awarded between and October 1, 2020 and December 31, 2020

**Fiscal Year 2021 – as of December 31, 2020**

**Amounts allocable to FY21** (detailed in this report)

Federal funds (direct and pass-through)	\$ 265,580
State Funds (direct and pass-through)	\$ 14,652
Private and Local Government	\$ 4,600
<b>TOTAL</b>	<b>\$ 284,832</b>

**New awards, FY21** (detailed in this report, all project years) **\$ 209,757**

**Cumulative amount allocable to FY21** **\$ 5,847,980**

**Cumulative award total FY21, all project years** **\$18,279,212**

**Federal Financial Aid Funds** (not included in ORGS totals) \$22,381,802

*New, Additional, or Previously Unreported Awards for FY 2021*

**Federal Funds (direct and pass-throughs)**

**Title** *\* Rural Communities Opioid Response Program*  
**Sponsor:** Texas Health Institute (prime sponsor - US Department of Health & Human Services)  
**Award Term:** September 1, 2020 to February 28, 2022  
**PI/PD:** Dr. Kristin Bailey-Wallace, School of Social Work  
**Total Award:** \$82,000 **Amount Allocable to FY 2021: \$82,000**  
*This research project will develop a needs assessment using a community participatory research process to produce a strategic plan to assist Panola, Harrison, and Gregg counties in their opioid response programs.*

**Title** *\* Monitoring Avian Community Response to Forestry Wildlife Treatments along a Successional Chronosequence in the Lower Mississippi Alluvial Valley (LMAV)*  
**Sponsor:** National Fish & Wildlife Foundation (prime sponsor - Fish & Wildlife Service, US Department of the Interior)  
 Award # 1907.20.067912  
**Award Term:** August 1, 2020 to March 31, 2023  
**PI/PD:** Dr. Kathryn 'Rebecca' Kidd, Forestry  
**Total Award:** \$73,377 **Amount Allocable to FY 2021: \$41,269**  
*Funds will allow graduate and undergraduate students to research bird species in approximately 1,147 acres of the LMAV including sites in Arkansas, Louisiana, and Mississippi.*

**Previously Described Awards:**

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

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

**Report to the Board of Regents – January 2021**  
 Grants<sup>1</sup> awarded between and October 1, 2020 and December 31, 2020

***Distribution, Occupancy, and Mercury Bioaccumulation of Alligator Snapping Turtles (Macrochelys Temminckii) in Texas***

Dr. Christopher Schalk, Forestry

**Total Award:** \$129,764 **Amount Allocable to FY 2021:** \$63,312

***Ground Truthing the Species Distribution Model of Bachman's Sparrow***

Dr. Christopher Schalk, Forestry

**Total Award:** \$128,494 **Amount Allocable to FY 2021:** \$43,871

***\*Special Education Consolidated Grant FY21 (IDEA-B)***

Lysa Hagan, Education Studies

**Award Total:** \$34,330 **Amount allocable to FY 2021:** \$34,330

***\*Interlibrary Loan Reimbursement Program (2020-2029) – current contract***

Jonathan Helmke, Library

**Award Total:** \$798 **Amount allocable to FY 2021:** \$798

***Subtotal Federal Amounts Allocable to FY 2021 (this report) = \$265,580***

***Subtotal New Federal Awards (total award) = \$190,505***

**Federal Financial Aid Funds (not included in ORGS totals)**

**Agency:** Department of Education

**Manager:** Rachele Garrett, Financial Aid

SEOG	FY21 Funds	\$ 393,802
PELL Grants	FY21 Funds	\$21,600,000
TEACH, graduate	FY21 Funds	\$ 360,000
TEACH, undergraduate	FY21 Funds	\$ 28,000

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

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

**Report to the Board of Regents – January 2021**  
Grants<sup>1</sup> awarded between and October 1, 2020 and December 31, 2020

**State Funds (direct and pass-through)**

**Title**                                *\* Determining the Strategies Used in the Game “Spot the Missing Object (SMO)” by ADHD and Non-ADHD Children: An Eye Tracking Technology Study*

**Sponsor:**                        Woodcock Institute, Texas Woman’s University

**Award Term:**                    November 15, 2020 to December 31, 2021

**PI/PD:**                            Dr. Jaime Flowers, Human Services and Educational Leadership

**Total Award:**                \$14, 652                                **Amount Allocable to FY 2021:** \$14,652

*This research project hopes to determine if a non-verbal, visual search task in combination with eye-tracking technology would be more helpful for diagnosing children with ADHD.*

***Subtotal State Amounts Allocable to FY 2021 (this report) = \$14,652***  
***Subtotal New State Awards (total award) = \$14,652***

**Private Entity and Local Government Awards***Previously Described Awards:****\*Poultry Science Education Student Recruitment FY21***

Dr. Joey Bray, Agriculture

**Award Total:** \$4,600                                **Amount allocable to FY 2021:** \$4,600

***Subtotal Private and Local Amounts Allocable to FY2021 (this report) = \$4,600***  
***Subtotal New Private and Local Awards (total award) = \$4,600***

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

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

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



# **Stephen F. Austin State University**

## **MINUTES OF THE BOARD OF REGENTS**



**Nacogdoches, Texas  
March 4, 2021  
Volume 342**

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**APPENDICES**

Appendix 1 – Resolution Approving Real Estate Sale of 336 County Road 473, Broaddus, Texas

**Stephen F. Austin State University  
Minutes of the Meeting of the Board of Regents  
Nacogdoches, Texas  
March 4, 2021  
Videoconference  
Meeting 342**

**Thursday, March 4, 2021**

The meeting of the Board of Regents was called to order in open session at 9:02 a.m. by Chair Alton Frailey.

**PRESENT ON VIDEOCONFERENCE:**

Board Members:      Mr. Alton Frailey, Chair  
                             Mrs. Karen Gantt, Vice Chair  
                             Mr. Tom Mason, Secretary  
                             Mr. David Alders  
                             Dr. Scott Coleman  
                             Mr. Robert Flores  
                             Mrs. Brigettee Henderson  
                             Mrs. Judy Olson  
                             Mrs. Jennifer Winston

Student member, Ms. Ireland Bramhall was unable to attend.

General Counsel:      Mr. Damon Derrick  
Chief Audit Exec.:      Mrs. Gina Oglesbee  
President:                Dr. Scott Gordon  
Cabinet:                 Dr. Steve Bullard  
                             Dr. Michara DeLaney-Fields  
                             Dr. Danny Gallant  
                             Mrs. Jill Still

Other SFA administrators and staff were in attendance online.

Presentations and Board Actions were taken on the following items.

**BOARD ORDER 21-38**

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

**REAL ESTATE SALE OF 336 COUNTY ROAD 473, BROADDUS, TEXAS**

WHEREAS, the board members considered the following: The university has received an offer to sell the property located at 336 County Road 473, in Broaddus, Texas at the price of \$500,000, less closing costs. The property is 25.28 acres located in San Augustine County and was the location of the Piney Woods Conservation Center.

THEREFORE, it was ordered that the resolution that provides authorization to sell the 25.28 acres and associated structures located at 336 County Road 473, in Broadus, Texas at the price of \$500,000, less closing costs, and designates the vice president for finance and administration as the authorized signatory on all associated contracts and documents be approved as presented in Appendix 1.

**BOARD ORDER 21-39**

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

**ELECTION OF OFFICERS FOR 2021-2022**

The nominating committee nominates the following officers to serve during 2021-2022, assuming a new term of office on April 20, 2021.

Alton Frailey, Chair  
Karen Gantt, Vice Chair  
Tom Mason, Secretary

The meeting was adjourned by Chair Alton Frailey at 9:06 a.m.

BOARD OF REGENTS  
OF  
STEPHEN F. AUSTIN STATE UNIVERSITY  
Nacogdoches, Texas

RESOLUTION APPROVING  
REAL ESTATE SALE OF COUNTY ROAD 473, BROADDUS, TEXAS

**WHEREAS**, the Stephen F. Austin State University Board of Regents acknowledges the offer to sell the university property of 25.28 acres and associated structures located at 336 County Road 473, in the town of Broaddus, located in San Augustine County, in the state of Texas at the price of \$500,000, less closing costs.

**WHEREAS**, the Stephen F. Austin State University Board of Regents acknowledges that the Vice President for Finance and Administration will serve as the university representative during the selling process.

**NOW THEREFORE BE IT RESOLVED** that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the sale of 25.28 acres and associated structures located at 336 County Road 473, in Broaddus, Texas at the price of \$500,000, less closing costs, and that the Vice President for Finance and Administration be approved to sign all associated contracts and documents; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be spread upon the minutes of the March 4, 2021 meeting of the board.

\_\_\_\_\_  
Alton L. Frailey  
Chair, Board of Regents

State of Texas, County of \_\_\_\_\_  
The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ a governor appointed member of the Stephen F. Austin State  
University Board of Regents.

\_\_\_\_\_  
Notary Public's Signature

(SEAL)

## STAFF APPOINTMENTS

### Explanation:

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

### Recommendation:

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

### ACADEMIC AFFAIRS

Lorenzo Smith, Provost and Executive Vice President, at an annual salary of \$240,000 for 100-percent time, effective 6/1/2021.

### AGRICULTURE

Christopher LaHaye, Broiler Research Center Supervisor, at an annual salary of \$40,300 for 100-percent time, effective 1/29/2021.

### ATHLETICS

Jackson Smith, Golf Assistant Coach at an annual salary of \$34,000 for 100-percent time, effective 3/31/2021.

Myles White, Football Assistant Coach at an annual salary of \$43,000 for 100-percent time, effective 4/1/2021.

### CENTER FOR TEACHING AND LEARNING

Angela Johnson, Learning Experience Design Specialist II at an annual salary of \$53,954 for 100-percent time, effective 3/15/2021.

### EARLY CHILDHOOD LAB

Jade Dehaas, Lead Teacher at an annual salary of \$36,000 for 100-percent time, effective 1/4/2021.

## CHANGES OF STATUS

### Explanation:

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

### Recommendation:

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

#### RESIDENCE LIFE

Jamya Barrett, from Hall Director at an annual salary of \$35,568, 100-percent time, to Interim Area Coordinator at annual salary of \$35,568, with a \$650 monthly stipend for 6-months, for 100-percent time, effective 12/16/2020.

Jamaica Ethington, from Hall Director at an annual salary of \$35,568, 100-percent time, to Interim Area Coordinator at annual salary of \$35,568, with a \$650 monthly stipend for 6-months, for 100-percent time, effective 12/16/2020.

Christopher Ruth, from Hall Director at an annual salary of \$35,568, 100-percent time, to Interim Area Coordinator at annual salary of \$35,568, with a \$650 monthly stipend for 6-months, for 100-percent time, effective 12/16/2020.

#### STUDENT AFFAIRS DIVISION

Hollie Smith, from Assistant Dean of Students at an annual salary of \$85,224, 100-percent time, to Interim Dean of Students at annual salary of \$85,224 for 100-percent time, with a \$1,500 stipend for 4 months, effective 2/4/2021.

#### STUDENT RIGHTS AND RESPONSIBILITIES

Lacey Folsom, from Director of Student Engagement at an annual salary of \$63,242, 100-percent time, to Interim Director of Student Rights and Responsibilities at annual salary of \$63,242 for 100-percent time, with a \$500 stipend for 2 months, effective 4/1/2021.

#### TITLE IX

Michael Walker, from Associate Professor of Psychology at an annual salary of \$65,000, 100-percent time, to Interim Title IX Coordinator at an academic

salary of \$65,000, 100-percent time, with a \$1,500 stipend for 4 months, effective 2/4/2021.



FACULTY PROMOTIONS

## Explanation:

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

## Recommendation:

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

To Assistant Professor, effective fall semester 2021

Sharon Rice	Kinesiology and Health Science
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To Associate Professor, effective fall semester, 2021

Daniel Anguiano	Art
Brian Barngrover	Chemistry and Biochemistry
Christopher Ivancic	Computer Science
Angela Jones	Nursing
Dustin Joubert	Kinesiology and Health Science
Leah Kahn	Education Studies
Rebecca Kidd	Forestry
Christopher McKenna	Business Communication and Legal Studies
Inga Meier	Theatre
Jennifer Newquist	Human Sciences
Hector Ochoa	Physics, Engineering and Astronomy
Catherine Pearte	Psychology
Lydia Richardson	Human Services and Educational Leadership
Pamela Rogers	Management and Marketing
Heather Samuelson	Kinesiology and Health Science
Elizabeth Spradley	Languages, Cultures and Communication
Drew Thornley	Business Communication and Legal Studies
Yuhui Weng	Forestry

To Professor, effective fall semester, 2021

Luis Aguerrevere	Human Services and Educational Leadership
Alyx Frantzen	Chemistry and Biochemistry

Stacy Hendricks	Human Services and Educational Leadership
Matthew Lindsey	Management and Marketing
Darla O'Dwyer	Human Sciences
Lee Payne	Government
Raul Prezas	Human Services and Educational Leadership
Jose Netfali Recinos	Languages, Cultures and Communication
Paul Sandul	History
Christopher Sams	Languages, Cultures and Communication
Ty Spradley	Languages, Cultures and Communication
Louise Stoehr	Languages, Cultures and Communication
Tingting Xu	Education Studies

To Librarian IV, effective fall semester, 2021  
Kyle Ainsworth                      Library

To Clinical Instructor III, effective fall semester 2021  
Todd Barrios                      Human Sciences

To Professor Emeritus, effective fall semester, 2021  
Marsha Bayless                      Business Communication and Legal Studies  
William D. Clark                      Mathematics and Statistics  
Norman Markworth                      Physics, Engineering and Astronomy

TENURE

## Explanation:

Tenure is awarded by the Board of Regents to those faculty members who are recommended by the president. Applications of individuals recommended for tenure are reviewed by departmental and college committees and by a department chair, dean and provost/vice president of academic affairs, prior to recommendation to the president.

## Recommendation:

It is recommended by the administration that academic tenure be awarded to the following individuals, effective fall semester, 2021

Daniel Anguiano	Art
Brian Barngrover	Chemistry & Biochemistry
Rochelle Cade	Human Services & Educational Leadership
James Ewing	Education Studies
Christopher Ivancic	Computer Science
Angela Jones	Nursing
Dustin Joubert	Kinesiology and Health Science
Rebecca Kidd	Forestry
Christopher McKenna	Business Communication & Legal Studies
Inga Meier	Theatre
Mark Montgomery	Education Studies
Michael Murphy	Music
Jennifer Newquist	Human Sciences
Hector Ochoa	Physics, Engineering & Astronomy
Summer Pannell	Human Services & Educational Leadership
Catherine Pearte	Psychology
Pamela Rogers	Management & Marketing
Heather Samuelson	Kinesiology & Health Science
Drew Thornley	Business Communication & Legal Studies
Yuhui Weng	Forestry

REGENTS SCHOLAR 2021 - 2022

Explanation:

Nominations for Regents Scholar are sought from the faculty. A committee consisting of three academic deans and three former Regents Professors, review nominations and make recommendations to the provost/vice president of academic affairs. Regents Scholar receive a \$2,000 grant to support their efforts and a medal.

Recommendation:

Dr. Mark Ludorf

Professor of Psychology

## VOLUNTARY SEPARATION INCENTIVE PROGRAM RETIREMENTS

### Explanation:

Retirements include the listing of personnel that have selected to retire from SFA under the Voluntary Separation Incentive Program.

### Recommendation:

It is recommended by the administration that the following Voluntary Separation Incentive Program retirements be approved as presented.

#### INFORMATION TECHNOLOGY SERVICES

Susan Dykes, Accounting Clerk I, 33 years of service to SFA, effective 2/28/2021.

#### PHYSICAL PLANT

Rodney Bryant, Heavy Equipment Operator II, 34 years of service to SFA, effective 2/28/2021.

Mark Holl, Grounds & Community Relations Assistant Manager, 24 years of service to SFA, effective 3/31/2021.

#### RESIDENCE LIFE OPERATIONS

Micky Allen, Residence Life Operation Assistant Manager, 32 years of service to SFA, effective 4/30/2021.

### ADMINISTRATOR EMERITUS

#### Explanation:

In accordance with university policy 7.10 Emeritus, the title emeritus may be given by the president to a retired administrative official to recognize meritorious service. Privileges and qualifications that accompany the title shall be determined by the president. President Scott Gordon is requesting that Steven Westbrook Ed.D., retired Vice President for University Affairs, be considered for emeritus status.

Dr. Westbrook started his career with Stephen F. Austin State University in 1981 as a Program Advisor in the Student Affairs Division, later known as University Affairs. Dr. Westbrook served in several different roles within University Affairs before assuming the role of Vice President of University Affairs in 2007.

Dr. Westbrook has an unwavering commitment and dedication to this great university. He has been and continues to be an outstanding leader, mentor and inspiration to his colleagues, students and the entire campus community.

#### Recommendation:

It is recommended by the president that Steven Westbrook be granted the title of Vice President of University Affairs Administrator Emeritus, effective April 20, 2021.



# STEPHEN F. AUSTIN STATE UNIVERSITY

**Stephen F. Austin State University**  
**Office of the President**

P. O. Box 6078, SFA Station • Nacogdoches Texas 75962-0678  
Phone: (936) 468-2201 • Fax: (936) 468-2202

## MEMORANDUM

TO: Board of Regents

FROM: Scott Gordon, President

DATE: April 5, 2021

RE: Consideration of Dr. Steven Westbrook for Emeritus Status

I am requesting that Steven Westbrook Ed.D., retired Vice President for University Affairs, be considered for emeritus status. Dr. Westbrook started his career with Stephen F. Austin State University in 1981 as a Program Advisor in the Student Affairs Division, later known as University Affairs. Dr. Westbrook served in several different roles within University Affairs before assuming the role of Vice President of University Affairs in 2007.

Dr. Westbrook has an unwavering commitment and dedication to this great university. He has been and continues to be an outstanding leader, mentor and inspiration to his colleagues, students and the entire campus community.

Below are just a few of Dr. Westbrook's notable accomplishments during his time with the university:

- Baker Pattillo Student Center design and financing through the development and approval of a statutorily dedicated student fee (2004)
- Student Recreation Center design and financing through the development and approval of a statutorily dedicated student fee (2006)
- ARAMARK Food Service Contract – development of campus food service facilities and retail options – growth from two cafeterias and two retail outlets to two dining halls and twelve retail outlets to increase prospective student interest (2006)
- Lumberjack Landing Freshman Residence Hall design and construction (2009)
- Extensive renovation of the second floor of the Baker Pattillo Student Center, including the Twilight Ballroom, Grand Ballroom, President's Suite and the accompanying pre-function areas (2016-2018)
- Development and construction of the new Housing Operations and University Printing Services facility (2017)
- Served as Acting and Interim President of Stephen F. Austin State University during both a transitional time of leadership and through a session of the Texas State Legislature (2018-19)

It is with great pleasure that I recommend the much-deserved honor of emeritus status for Dr. Steve Westbrook. I am asking that you please review and grant this request during the April 2021 Board of Regents meeting.

Thank you for your consideration.



## Steven Westbrook, Ed.D.

P.O. Box 6078  
Nacogdoches, Texas 75962-6101  
936-468-2201  
swestbrook@sfasu.edu

3801 Peppermill Lane  
Nacogdoches, Texas 75965  
936-552-6895  
swestbrook2@gmail.com

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### **EDUCATION**

#### **Texas A&M University-Commerce**

**Commerce, TX**

*Doctor of Education*

- Supervision, Curriculum and Instruction in Higher Education

#### **Stephen F. Austin State University**

**Nacogdoches, TX**

*Master of Education*

- Counseling

#### **Stephen F. Austin State University**

**Nacogdoches, TX**

*Bachelor of Arts*

- History
- Political Science

### **EXPERIENCE**

#### **Vice President for University Affairs**

(4/2007 – Present)

*Stephen F. Austin State University*

Executive position responsible to the President for the planning and administration of a division that offers a portfolio of programs and services that are compatible with the philosophy and objectives of the university and support the institution's academic mission and includes the departments of Campus Recreation, Department of Public Safety (University Police, Parking and Traffic, Emergency Management) Divisional Operations, Information Technology Services, Student Affairs (Disability Services, Health Services, Multicultural Affairs, Orientation Programs, Student Rights and Responsibilities, Student Affairs Programs, Counseling and Career Services, Student Engagement, Testing Services, Veteran's Resource Center), Student Services (Residence Life, Baker Pattillo Student Center, University Post Office, Card Services, SFA Ticket Office, University Printing Services, Contracted Services), Student Publications and Divisional Media, ADA Compliance and Title IX Office. Responsible for a budget of \$50,000,000+; revenues of \$47,000,000+; 304+ full-time employees / 640+ student employees.

#### **Interim President**

(1/2/19 – 9/15/19)

*Stephen F. Austin State University*

Served as Chief Executive Officer responsible for the administrative management and leadership of the university. Appointed by and answering to the Board of Regents, the President has broad discretionary powers to effectively administer the University within the policies and guidelines set forth by the Board. Recommends appropriate operating budgets and supervise expenditures under approved budgets. Nominated to the Board the appointment and reappointment of all members of

the faculty and administrative officers and recommended individuals for promotion, retention, or dismissal. Responsible for the administration of all University contracts, agreements, or purchases which are delegated to the President under the Board's policy. Carried out Board directions affecting the University. Interpreted the Board's policies to the faculty and staff and interpreted the University's programs and needs to the Board. Represented and interpreted the University's programs, needs, and interest to the public. Took an active leadership role in developing private support for the University. Authorized to accept grants and contracts and enter into agreements involving the furnishing of educational services with the various agencies of the Federal and State Governments, Foundations, and private corporations. Responsible for a budget of \$265,000,000+; 711 faculty; 1,035 staff; 229 graduate assistants, and 1,615 student employees.

**Acting President**

(10/30/18 – 1/1/19)

*Stephen F. Austin State University*

Appointed by the SFA Board of Regents to serve as Acting President of the university during the illness of President Baker Pattillo.

**Adjunct Graduate Faculty – Department of Human Services**

(2013 - Present)

*Stephen F. Austin State University**Master of Arts in Student Affairs and Higher Education program***Interim Vice President for University Affairs**

(8/2006 – 4/2007)

*Stephen F. Austin State University**University Affairs Division**Reported to the President***Executive Director of Student Affairs**

(8/2005 – 8/2006)

*Stephen F. Austin State University**University Affairs Division**Office of Student Affairs**Reported to the Vice President for University Affairs***Director of Student Affairs**

(11/2001 – 8/2005)

*Stephen F. Austin State University**University Affairs Division**Office of Student Affairs**Reported to the Vice President for University Affairs***Director of Student Activities**

(9/1989 – 11/2001)

*Stephen F. Austin State University**University Affairs Division**Office of Student Activities**Reported to the Vice President for University Affairs***Coordinator of University Center Programs**

(9/1985 - 8/1989)

*Stephen F. Austin State University**University Affairs Division**Reported to the Dean of Student Development***Program Advisor**

(7/1981 - 8/1985)

*Stephen F. Austin State University**Student Affairs Division**University Center Programs*

**SELECTED MAJOR ACCOMPLISHMENTS**

- Baker Pattillo Student Center design and financing through the development and approval of a statutorily dedicated student fee (2004).
- Student Recreation Center design and financing through the development and approval of a statutorily dedicated student fee (2006).
- ARAMARK Food Service Contract – development of campus food service facilities and retail options – growth from two cafeterias and two retail outlets to two dining halls and twelve retail outlets to increase prospective student interest (2006).
- Lumberjack Landing Freshman Residence Hall design and construction (2009).
- Extensive renovation of the second floor of the Baker Pattillo Student Center, including the Twilight Ballroom, Grand Ballroom, President's Suite and the accompanying pre-function areas (2016-2018).
- Development and construction of the new Housing Operations and University Printing Services facility (2017).
- Served as Acting and Interim President of Stephen F. Austin State University during both a transitional time of leadership and through a session of the Texas State Legislature (2018-19).

**RELATED EXPERIENCE & SERVICE**

2019-2020	Past Chair, Board of Trustees - National Association for Campus Activities Foundation
2018-2019	Chair, Board of Trustees - National Association for Campus Activities Foundation
2016-present	National Association for Campus Activities Foundation Board of Trustees, Member
2015-2017	Texas Council of Chief Student Affairs Officers (TCCSAO), Chair
2013-2014	Texas Council of Student Services Vice Presidents (COSS VP), Vice-Chair
2013	Executive Director Analysis Group, Chair Special Project for the National Association for Campus Activities
2011-2013	Texas Council of Student Services Vice Presidents (COSS VP) Legislative Committee Chair
2004-2005	Instructor, Executive Education, Graduate School of Design Harvard University, Cambridge, MA
2003-2004	Chair of the Board National Association for Campus Activities Columbia, SC
2000-2005	Board of Directors, Member National Association for Campus Activities Columbia, SC
1999-2000	Coordinator – National Association for Campus Activities Spring Cooperative Buying Conference - Southern Methodist University, Dallas TX
1998-2002	SFA 101 Freshman Seminar Instructor
1987-90	Regional Council - National Association for Campus Activities
1987-90	Regional Coordinator - South Central Region - National Association for Campus Activities
1985-87	Membership Coordinator - South Central Region - National Association for Campus Activities
1982	Graduate – Indiana University Professional Development Seminar

### **CURRENT PROFESSIONAL MEMBERSHIPS**

- National Association for Campus Activities (NACA)
- National Association of Student Personnel Administrators (NASPA)
- Texas Association of College and University Student Personnel Administrators (TACUSPA)
- Texas Council of Chief Student Affairs Officers (TCCSAO)

### **UNIVERSITY SERVICE**

- Chair, OPEN SFA Fall 2020 Pandemic Task Force
- Chair, Provost and Vice President for Academic Affairs Search Committee (2016)
- Co-Chair, SFA Institutional Strategic Planning Team (Envision SFA) (2014-15)
- Chair, Executive Director of Alumni Relations Search Committee (2013)
- University Project Management Executive Committee (2012-present)
- Marketing Audit RFP Evaluation Team (2013)
- SFA Campus Master Plan 2020 Committee (2010)
- Chair, Vice President for Development Search Committee (2009)
- Banner ERP Implementation Executive Steering Committee (2009-12)
- Chair, Alumni Association Executive Director Search Committee (2008)
- University Strategic Planning Committee for 2013 Plan (2008)
- University Technology Committee
- First Year Experience Committee
- University Financial Planning Committee
- Fraud Committee
- University Center Expansion Committee
- Enrollment Management Steering Committee
- Strategic Plan Implementation Committee
- Commencement Speaker Selection Committee
- Distance Education Advisory Committee
- University Affairs Council
- University Center Advisory Board
- Student Service Fee Finance Committee

### **AWARDS & HONORS**

#### **Founder's Award - National Association for Campus Activities (2008)**

Association's highest honor awarded to individuals who throughout their affiliation with NACA have given continued and outstanding service to the organization, have exemplified the standards of professional integrity and conduct, have achieved stature in their professional or academic pursuits, hold the esteem of colleagues and peers, and have worked to further the field of campus activities programming.

#### **Omicron Delta Kappa – National Leadership Society (2003)**

Membership conferred

**Markley Award - National Association for Campus Activities South Central Region (1992)**

Region's highest honor, recognizes an individual regarded as a positive role model for students, professional staff and associates in addition to involvement in and contributions to the field of student activities.

**Outstanding Service Citation – National Association for Campus Activities (1991)**

Presented to an individual who has advanced the objectives as outlined in the NACA Strategic Plan; had proven success of the area in which the person volunteered; served as an ambassador for NACA through his/her actions

**SELECTED PRESENTATIONS**

Westbrook, S., Peck, A.E., Brown, B. (2014). *Telling our story: Using student-learning data to demonstrate the impact of co-curricular experiences on the skills employers desire most*. Annual Meeting of the National Association of Student Personnel Administrators, Baltimore, Maryland. March 17, 2014. (peer reviewed)

Westbrook, S., Scott, J. (2013) *First-generation students and parental support: Closing the gap*. Annual Meeting of the National Association of Student Personnel Administrators, Orlando, Florida. March 19, 2013. (peer reviewed)

Westbrook, S. (2013) *First generation students: Can involvement replace parents*. National Convention, National Association for Campus Activities, Nashville, Tennessee. February 19, 2013. (peer reviewed)

Westbrook, S., Payton, K., Reed, E., Waller, L. (2009). *Equal access: A national comparison of federal grants-in-aid awarded at public and private four-year degree granting institutions*. Texas A&M System Student Research Symposium. November 8, 2008.

Westbrook, S., Strawbridge, N., Harrod, N., Damon, D. (2004). *Student centers: Hub of the campus*. Harvard University, Graduate School of Design, Cambridge, Massachusetts. July 12, 2004

**PUBLICATIONS**

Westbrook, S. (2017). Providing transformative experiences for first-generation students. In A. Peck (Ed.), *Engagement and Employability: Integrating Career Learning Through Cocurricular Experiences in Postsecondary Education*. (pp. 65-80). Washington, D.C.: National Association for Student Personnel Administrators.

Westbrook, S. (2013). First-generation students: Can involvement replace parents?. *Campus Activities Programming*, 46 (3), 21-23

Westbrook, S.B., & Scott, J.A. (2012). The influence of parents on the persistence decisions of first-generation college students. *Focus on Colleges, Universities, and Schools*, 6 (1), 1-9

Westbrook, S.B. (2010). Parental influence on the self-efficacy of first-generation and continuing-generation students, *UMI ProQuest*

Weeks, S., Westbrook, S., Payton, K., Reed, E., Waller, L. (2009). Equal access: A national comparison of federal grants-in-aid awarded at public and private four-year degree granting institutions. *Academic Leadership Journal* (7), 3



## Academic and Student Affairs Committee

### DINING SERVICES PROVIDER

#### Explanation:

The University seeks to enter into an agreement with a highly qualified food service supplier to operate and manage Stephen F. Austin State University's comprehensive dining services program, including residential, retail, athletic concessions, athlete training tables and event catering. The University engaged food service consultant, *Envision Strategies*, to assist in the request for proposal (RFP) process, the development of the scope of work, financial analysis, and in the evaluation process. The 12-member evaluation committee reviewed written proposals, conducted site visits, and participated in a two-hour presentation from each of the three respondents.

#### Recommendation:

The administration recommends the selection of \_\_\_\_\_ as the dining services provider. The administration further recommends the president be authorized to sign the contract(s). Should negotiations with the selected provider fail to produce an agreement, it is also recommended the administration is further authorized to negotiate with \_\_\_\_\_.



### CURRICULUM CHANGES FOR 2021-22

#### Explanation:

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

#### Recommendation:

It is recommended by the administration that the Board of Regents approve the undergraduate and graduate curriculum changes as presented to be effective fall 2021.

GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Graduate Course <u>Deletions</u>	
(Submitted for board approval April 2021)	

James I. Perkins College of Education	
Human Sciences	HUSC 5176
Kinesiology and Health Science	ATTR 5137
Kinesiology and Health Science	ATTR 5237

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Additions**

(Submitted for board approval April 2021)

<b>College of Education</b>	
Education Studies	Curriculum and Instruction, Rural Education, Ed.D
Human Services and Educational Leadership	Applied Educational Psychology, MA
<b>College of Liberal &amp; Applied Arts</b>	
English & Creative Writing	Advanced Cert in Professional Writing
Social Work	Doctorate of Social Work
<b>College of Sciences &amp; Mathematics</b>	
Nursing	Nurse Educator Post Master's Certificate

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Modifications**  
(Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
College of Business, Dean's Office	MBA
<b>James I. Perkins College of Education</b>	
Education Studies	Master of Arts in Teaching
Education Studies	Orientation & Mobility Concentration
Education Studies	Visual Impairment Concentration
Human Sciences	Executive Hospitality Supervision Certificate
Human Services and Educational Leadership	Professional Counseling, Clinical Rehabilitation Counseling, MA
Human Services and Educational Leadership	Professional Counseling, School Counseling, MA
Human Services and Educational Leadership	Ed Leadership, Higher Ed Leadership Conc, EdD
Human Services and Educational Leadership	Ed Leadership, K-12 Leadership Conc, EdD
Human Services and Educational Leadership	Student Affairs & Higher Education, MA
Human Services and Educational Leadership	School Psychology, Ph.D.
Human Services and Educational Leadership	School Psychology for the Post-Baccalaureate, Ph.D.
Human Services and Educational Leadership	School Psychology, M.A.
Kinesiology and Health Science	Athletic Training, M.S.
<b>College of Fine Arts</b>	
Music	Music Production
Music	Sound Recording Technology
Music	Theory-Composition, Composition Thesis, MM
Music	Theory-Composition, Dual Thesis, MM
Music	Theory-Compsoition, Theory Thesis, MM
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Forestry	Forestry MF
Forestry	Resource Communications MS
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geology, Sociology	Grad Cert in Sustainability
English & Creative Writing	Advanced Cert in English Pedagogy
Mass Communication	Mass Communication MA
<b>College of Sciences &amp; Mathematics</b>	
COSM Dean's Office	Natural & Applied Sciences MS
Computer Science	Cyber Security MS
Geology	Geology, MS

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Graduate Program Deletions**

(Submitted for board approval April 2021)

**Arthur Temple College of Forestry & Agriculture**

Environmental Science

Occupational & Environmental Health Grad Certificate

**GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)****Graduate Course Additions**

(Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
Business Communication & Legal Studies	BUSI 5360
Business Communication & Legal Studies	BUSI 5380
Economics & Finance	ECON 5325
Mgt & Marketing	MGMT 5325
Mgt & Marketing	MGMT 5382
Mgt & Marketing	MKTG 5358
Mgt & Marketing	MKTG 5362
<b>James I. Perkins College of Education</b>	
Education Studies	CIED 6180
Education Studies	CIED 6310
Education Studies	CIED 6312
Education Studies	CIED 6314
Education Studies	CIED 6316
Education Studies	CIED 6318
Education Studies	CIED 6320
Education Studies	CIED 6322
Education Studies	CIED 6324
Education Studies	CIED 6326
Education Studies	CIED 6328
Education Studies	CIED 6330
Education Studies	CIED 6332
Education Studies	CIED 6334
Education Studies	ECED 6360
Education Studies	ECED 6362
Education Studies	ECED 6364
Education Studies	ECED 6366
Education Studies	ECED 6368
Education Studies	ECED 6370
Human Sciences	HUSC 5178
Human Services and Educational Leadership	EDLE 5305
Human Services and Educational Leadership	EDLE 5306
Human Services and Educational Leadership	EDLE 5307
Human Services and Educational Leadership	EDLE 6344
Human Services and Educational Leadership	HEDL 6322
Human Services and Educational Leadership	HEDL 6323
Human Services and Educational Leadership	RSCH 6311
Human Services and Educational Leadership	RSCH 6340
Human Services and Educational Leadership	RSCH 6342
Human Services and Educational Leadership	RSCH 6344
Human Services and Educational Leadership	RSCH 6346

Human Services and Educational Leadership	SPSY 5301
Human Services and Educational Leadership	SPSY 5302
Human Services and Educational Leadership	SPSY 5304
Human Services and Educational Leadership	SPSY 5306
Human Services and Educational Leadership	SPSY 5307
Human Services and Educational Leadership	SPSY 5336
Human Services and Educational Leadership	SPSY 5346
Human Services and Educational Leadership	SPSY 6343
Kinesiology and Health Science	ATTR 5135
Kinesiology and Health Science	ATTR 5138
Kinesiology and Health Science	ATTR 5178
Kinesiology and Health Science	ATTR 5235
Kinesiology and Health Science	ATTR 5239
<b>College of Fine Arts</b>	
Music	MUST 5318
Music	MUST 5319
Music	MUST 5360
Music	MUST 5365
Music	MUST 5370
Music	MUST 5391
Music	MUST 5392
Theatre	DRAM 5315
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	AGRI6175
Environmental Science	ENVR6371
Forestry	FOR5391
Forestry	FOR56309
Forestry	GISC6364
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	SUST5375
English & Creative Writing	ENGL5371
English & Creative Writing	ENGL5374
English & Creative Writing	ENGL5375
English & Creative Writing	ENGL5391
English & Creative Writing	ENGL5397
Social Work	SOCW6124
Social Work	SOCW6300
Social Work	SOCW6301
Social Work	SOCW6302
Social Work	SOCW6303
Social Work	SOCW6304
Social Work	SOCW6305
Social Work	SOCW6306
Social Work	SOCW6307
Social Work	SOCW6310

Social Work	SOCW6312
Social Work	SOCW6313
Social Work	SOCW6314
Social Work	SOCW6315
Social Work	SOCW6316
Social Work	SOCW6317
Social Work	SOCW6322
Social Work	SOCW6323
Social Work	SOCW6325
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL6317
Chemistry & Biochemistry	CHED5331
Chemistry & Biochemistry	CHED5337
Chemistry & Biochemistry	CHED5343
Chemistry & Biochemistry	CHED5352
Geology	GEOL5338
Geology	GEOL5353
Geology	GEOL5388
Mathematics	STAT6390
Nursing	NURS5071
Nursing	NURS5360
Nursing	NURS5361
Nursing	NURS5362
Nursing	NURS5370



GRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Graduate Course Modifications	
(Submitted for board approval April 2021)	

Nelson Rusche College of Business	
Bus Com & Legal Studies	BLAW 5347
James I. Perkins College of Education	
Education Studies	SEED 5343
Education Studies	SPED 5315
Education Studies	SPED 5316
Education Studies	SPED 5318
Education Studies	SPED 5352
Education Studies	SPED 5393
Human Sciences	HUSC 5175
Human Sciences	HUSC 5189
Human Sciences	HUSC 5190
Human Services and Educational Leadership	EDLE 5354
Human Services and Educational Leadership	EDLE 5391
Human Services and Educational Leadership	EDLE 6331
Human Services and Educational Leadership	EDLE 6341
Human Services and Educational Leadership	EDLE 6342
Human Services and Educational Leadership	EDLE 6343
Human Services and Educational Leadership	EDLE 6345
Human Services and Educational Leadership	EDLE 6346
Human Services and Educational Leadership	EDLE 6348
Human Services and Educational Leadership	HEDL 6321
Human Services and Educational Leadership	HEDL 6324
Human Services and Educational Leadership	HEDL 6325
Human Services and Educational Leadership	HEDL 6326
Human Services and Educational Leadership	RSCH 6312
Human Services and Educational Leadership	RSCH 6313
Human Services and Educational Leadership	RSCH 6314
Human Services and Educational Leadership	SPHS 5300
Human Services and Educational Leadership	SPHS 5301
Human Services and Educational Leadership	SPHS 5302
Human Services and Educational Leadership	SPHS 5305
Human Services and Educational Leadership	SPHS 5306
Human Services and Educational Leadership	SPHS 5312
Human Services and Educational Leadership	SPHS 5314
Human Services and Educational Leadership	SPHS 5324
Human Services and Educational Leadership	SPHS 5334
Human Services and Educational Leadership	SPHS 5344
Human Services and Educational Leadership	SPHS 5354

Human Services and Educational Leadership	SPHS 5364
Kinesiology and Health Science	ATTR 5131
Kinesiology and Health Science	ATTR 5331
Arthur Temple College of Forestry and Agriculture	
Enironmental Science	ENVR 5014
Enironmental Science	ENVR 5314
Forestry	FORS5305
Forestry	FORS5365
Forestry	FORS6305
Forestry	FORS6365
College of Liberal & Applied Arts	
English and Creative Writing	ENGL5190
College of Sciences & Mathematics	
Biology	BIOL5442
Chemistry	CHED5311
Chemistry	CHED5312
Computer Science	CSCI5320
Computer Science	CSCI5347
Computer Science	CSCI5360
Geology	GEOL5032
Geology	GEOL5332
Nursing	NURS5301
Nursing	NURS5302
Nursing	NURS5311
Nursing	NURS5322
Nursing	NURS5331
Nursing	NURS5332
Nursing	NURS5342
Nursing	NURS5551
Nursing	NURS5661
Nursing	NURS5670

**UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)****Undergraduate Program Modifications**  
(Submitted for board approval April 2021)

<b>Nelson Rusche College of Business</b>	
Accounting	Accounting, B.B.A.
Business Communication & Legal Studies	Legal Studies Emphasis, Gen Bus
Business Communication & Legal Studies	Bus Com & Corporate Ed, BBA
Business Communication & Legal Studies	Corporate Communicate Emphasis, General Business
Management & Marketing	Management, BBA
Management & Marketing	Human Resource Mgt, BBA
Management & Marketing	Electronic Business Minor
Management & Marketing	Mgt Minor for BBA Candidate
Management & Marketing	Sports Business Major
Management & Marketing	Sports Business Minor
<b>James I. Perkins College of Education</b>	
Education Studies	BSIS Core Subjects EC-3 Concentration
Education Studies	Core Subjects EC-6 w/ Science of Teaching Reading Concentration
Education Studies	Core Subjects 4-8 w/ Science of Teaching Reading Concentration
Education Studies	El Ed, Special Ed, BSIS
Education Studies	English/Language Arts/Reading 4-8 w/ Science of Teaching Reading Concentration
Education Studies	Mathematics 4-8 Concentration
Education Studies	Science 4-8 Concentration
Education Studies	Social Studies 4-8 Concentration
Education Studies	Early Childhood Minor
Human Sciences	Construction Management, BS
Human Sciences	Construction Management, Major
Human Sciences	Dietetics & Nutritional Sci, Pre-Prof Registered Dietician, BS
Human Sciences	Dietetics and Nutritional Sciences, Registered Dietician, BS
Human Sciences	Hospitality, Nutrition and Food Science Certification Concentration
Human Sciences	Human Development and Family Studies Certification Concentration
Human Sciences	Human Development and Family Studies Concentration
Human Sciences	Interior Design, BS
Human Sciences	Merchandising, BS
Human Sciences	Merchandising, Major
Human Sciences	Restaurant Focus
Kinesiology and Health Science	Dance, Performance and Choreography BS
Kinesiology and Health Science	Dance, Teaching BS
<b>College of Fine Arts</b>	
Art	BFA with Teacher Certification
Music	Music Minor
Music	Music Voice for Theatre Minor
Music	Music, Composition, B.M.
Music	Music, Teaching: Choral/Piano, BM
Music	Music, Teaching: Elementary Music, BM
Music	Music, Teaching: Instrumental (Woodwinds/Brass/Percussion), BM
Music	Music, Teaching: Instrumental Strings, BM

Music	Music, Teaching: Instrumental/Piano, BM
Music	Music, Teaching: Choral/Voice, BM
Theatre	Theatre, All-Level (EC-12) Teacher Certification, BA
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	General Agriculture, Major
Agriculture	Agricultural Communication
Forestry	BSF
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	Sustainability, BA
Anthropology, Geography & Sociology	Sustainability Minor
Anthropology, Geography & Sociology	Certificate in Sustainability
CLAA Dean's Office	BA in Liberal & Applied Arts
Languages, Cultures & Communication	Modern Languages, French, BA
Languages, Cultures & Communication	Modern Languages, Spanish, BA
Languages, Cultures & Communication	LING 4311
Mass Communication	Mass Com BA
Mass Communication	Mass Com BS
Mass Communication	Broadcast journalism concentration
Multi Disciplinary Programs	BSGS
Multi Disciplinary Programs	Multidisciplinary Studies, BS
Multi Disciplinary Programs	Medical Humanities, BA
Multi Disciplinary Programs	Medical Humanities, BS
Multi Disciplinary Programs	Philosophy Minor
Multi Disciplinary Programs	Religious Studies Minor
<b>College of Sciences &amp; Mathematics</b>	
CoSM Dean's Office	Combined Sciences Minor
Chemistry and Biochemistry	Biochemistry, B.S.
Chemistry and Biochemistry	Biochemical/Pre-Medical Concentration
Chemistry and Biochemistry	Chemistry, B.S.
Chemistry and Biochemistry	Chemistry-Interdisciplinary Conc
Chemistry and Biochemistry	Fermentation Science Concentration
Chemistry and Biochemistry	Chemistry Minor
Computer Science	Computer Science BS
Computer Science	Computer Info System BS
Geology	Geology Minor
Physics Engineering	Engineering Physics, Electrical Engineering Conc, BS
Physics Engineering	Engineering Physics, Mechanical Engineering Conc, BS
Physics Engineering	Engineering Minor
Physics Engineering	Physics, Applied Physics, BS
Physics Engineering	Physics, B.S.

UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)	
Undergraduate Program <u>Additions</u>	
(Submitted for board approval April 2021)	
Nelson Rusche College of Business	
Business Communication & Legal Studies	Business Law Certificate
Economics and Finance	Business Analytics Minor
James I. Perkins College of Education	
Human Sciences	Construction Management, Minor
College of Fine Arts	
Theatre	Minor in Devised Theatre & Collaboration
Theatre	Minor in Theatrical Costuming
Theatre	Certificate in Theatrical Costuming
Arthur Temple College of Forestry & Agriculture	
Agriculture	General Agriculture, BSAG
College of Liberal & Applied Arts	
Languages, Cultures & Communication	Teaching English to Speakers of Other Languages Certificate
College of Sciences & Mathematics	
Pre-Engineering/Engineering	BS Electrical Engineering
Pre-Engineering/Engineering	BS Mechanical Engineering

**UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)**

**Undergraduate Program Deletions**

(Submitted for board approval April 2021)

**College Liberal & Applied Arts**

Mass Communication

Journalism Concentration

<b>UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)</b> <b>Undergraduate Course Additions</b> (Submitted for board approval April 2021)	
<b>Nelson Rusche College of Business</b>	
Mgt & Marketing	MGMT 3345
<b>James I. Perkins College of Education</b>	
Education Studies	ECED 3330
Education Studies	ECED 3340
Education Studies	ECED 4310
Human Sciences	AVSC 2240
Human Sciences	AVSC 2250
Human Sciences	AVSC 2340
Human Sciences	CMGT 3346
Human Sciences	CMGT 3347
Human Sciences	INDS 1149
Human Sciences	INDS 1249
Human Sciences	INDS 3105
Human Sciences	INDS 3205
Human Sciences	INDS 4100
Human Sciences	TECA 1311
Kinesiology and Health Science	DANC 2078
<b>College of Fine Arts</b>	
Art	ARTS 3362
Art	ARTS 3363
Music	MUSI 2350
Theatre	DRAM 2300
Theatre	DRAM 3374
Theatre	DRAM 3375
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	ACOM 2120
Agriculture	ACOM 2220
Agriculture	ACOM 3130
Agriculture	ACOM 3131
Agriculture	ACOM 3230
Agriculture	ACOM 3331
Agriculture	ACOM 4340
Agriculture	ACOM 4341
Agriculture	ACOM 4342
Agriculture	AGRI 2316
Agriculture	ANSC 2350
Environmental Science	ENVR 3020
Environmental Science	ENVR 3320
Forestry	FORS 3109
Forestry	FORS 4042
Forestry	FORS 4342
<b>College of Liberal &amp; Applied Arts</b>	

Anthropology, Geography & Sociology	SUST 4340
Anthropology, Geography & Sociology	SUST 4375
Mass Communication	MCOM 1337
Mass Communication	MCOM 4371
Mass Communication	MCOM 4376
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL 3317
Biology	BIOL 3370
Chemistry and Biochemistry	CHEM 3336
Chemistry and Biochemistry	CHEM 4336
Physics Engineering	ENGR 4060
Physics Engineering	ENGR 4070



<b>UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)</b> <b>Undergraduate Course <u>Modifications</u></b> (Submitted for board approval April 2021)	
<b>Nelson Rusche College of Business</b>	
Bus Com & Legal Studies	BCOM 3347
<b>James I. Perkins College of Education</b>	
Education Studies	ECED 3300
Education Studies	ECED 3301
Education Studies	ECED 3320
Education Studies	ELED 4330
Education Studies	ORMO 4303
Education Studies	ORMO 4304
Education Studies	ORMO 4342
Education Studies	SPED 4339
Education Studies	SPED 4360
Education Studies	SPED 4366
Human Sciences	CMGT 1301
Human Sciences	HDFS 4315
Human Sciences	HDFS 4319
Human Sciences	HMSC 4100
Human Sciences	HMSC 4175
Human Sciences	HMSC 4178
Human Sciences	INDS 2208
Human Sciences	INDS 2325
Human Sciences	INDS 3125
Human Sciences	INDS 3225
Human Sciences	MRCH 1302
Human Sciences	MRCH 2320
Human Sciences	MRCH 3304
Human Sciences	MRCH 3323
Human Sciences	MRCH 4319
Human Sciences	MRCH 4352
Human Sciences	MRCH 4363
Human Sciences	NUTR 3349
Human Sciences	NUTR 4329
Human Sciences	NUTR 4335
Human Sciences	NUTR 4339
Human Sciences	RSTO 4207
Human Services and Educational Leadership	CSDS 4330
Kinesiology and Health Science	DANC 3143
Kinesiology and Health Science	KINE 2162
Kinesiology and Health Science	KINE 3331
Kinesiology and Health Science	KINE 3333
Kinesiology and Health Science	KINE 4317

Kinesiology and Health Science	KINE 4350
<b>College of Fine Arts</b>	
Art	ARTS 3361
Art	ARTS 4361
Art	ARTS 4362
Music	MUSI 4344
Music	MUTC 1116
Music	MUTC 1117
Music	MUTC 1211
Music	MUTC 1212
Music	MUTC 2116
Music	MUTC 2117
Music	MUTC 2211
Music	MUTC 2212
Music	MUTC 4361
Music	MUTC 4362
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Agriculture	HORT2220
Agriculture	HORT2120
Agriculture	AGRI 3361
<b>College of Liberal &amp; Applied Arts</b>	
Anthropology, Geography & Sociology	ANTH 2002
Anthropology, Geography & Sociology	ANTH 4382
Anthropology, Geography & Sociology	SOCI 3310
Mass Communication	MCOM 1316
Mass Communication	MCOM 1336
Mass Communication	MCOM 3305
Mass Communication	MCOM 3350
Mass Communication	MCOM 3377
Mass Communication	MCOM 4309
Mass Communication	MCOM 4357
Mass Communication	MCOM 4379
Psychology	PSYC 3380
Languages, Cultures & Communication	LING4311
<b>College of Sciences &amp; Mathematics</b>	
Biology	BIOL 2300
Biology	BIOL 3308
Biology	BIOL 3360
Biology	BIOL 3421
Biology	BIOL 3433
Biology	BIOL 3453
Biology	BIOL 4442
Chemistry and Biochemistry	CHEM 3437
Chemistry and Biochemistry	CHEM 3438

Chemistry and Biochemistry	CHEM 4164
Chemistry and Biochemistry	CHEM 4170
Chemistry and Biochemistry	CHEM 4341
Chemistry and Biochemistry	CHEM 4354
Chemistry and Biochemistry	CHEM 4443
Chemistry and Biochemistry	CHEM 4453
Chemistry and Biochemistry	CHEM 4466
Computer Science	CSCI 3333
Computer Science	CSCI 3362
Computer Science	CSCI 4325
Computer Science	CSCI 4335
Computer Science	CSCI 4347
Computer Science	CSCI 4362
Geology	GEOL 2341
Nursing	NURS 3158
Nursing	NURS 3205
Nursing	NURS 3207
Nursing	NURS 3232
Nursing	NURS 3308
Nursing	NURS 3431
Nursing	NURS 3606
Nursing	NURS 3630
Nursing	NURS 4208
Nursing	NURS 4233
Nursing	NURS 4237
Nursing	NURS 4330
Nursing	NURS 4336
Nursing	NURS 4338
Nursing	NURS 4339
Nursing	NURS 4342
Nursing	NURS 4343
Nursing	NURS 4344
Nursing	NURS 4345
Nursing	NURS 4407
Nursing	NURS 4431
Nursing	NURS 4432
Nursing	NURS 4440
Nursing	NURS 4441
Nursing	NURS 4606
Physics Engineering	ENGR 1010
Physics Engineering	ENGR 1310
Physics Engineering	ENGR 2305
Physics Engineering	ENGR 3316
Physics Engineering	ENGR 3343

Physics Engineering	ENGR 4145
Physics Engineering	ENGR 4260
Physics Engineering	ENGR 4270
Physics Engineering	PHYS 2325
Physics Engineering	PHYS 2401
Physics Engineering	PHYS 3421
Physics Engineering	PHYS 4170
Physics Engineering	PHYS 4371
Physics Engineering	PHYS 4372
Physics Engineering	PHYS 4473

<b>UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021)</b> <b>Undergraduate Course <u>Deletions</u></b> (Submitted for board approval April 2021)	
<b>James I. Perkins College of Education</b>	
Kinesiology and Health Science	DANC 3281
Kinesiology and Health Science	KINE 1302
Kinesiology and Health Science	KINE 2214
Kinesiology and Health Science	KINE 4150
Kinesiology and Health Science	KINE 4176
Kinesiology and Health Science	KINE 4324
Kinesiology and Health Science	KINE 4345
Kinesiology and Health Science	KINE 4361
Kinesiology and Health Science	KINE 4376
Kinesiology and Health Science	HLTH 3386
<b>Arthur Temple College of Forestry &amp; Agriculture</b>	
Forestry	SFA 401
<b>College of Liberal &amp; Applied Arts</b>	
Mass Communication	MCOM 4345
<b>College of Sciences &amp; Mathematics</b>	
Computer Science	CSCI 2341

## DIVERSITY AND INCLUSION STATEMENT

### Explanation:

Stephen F. Austin State University understands the commitment needed to promote diversity, equity, and inclusion in the university community and abroad. Specifically, the university's diversity and inclusion statement will affirm to faculty, staff, students, administration, and the community that our campus environment respects, honors, and values diverse experiences and perspectives. Our goal is to create welcoming and belonging learning environments and promote access and opportunity for all.

Following extensive dialogue and review among the Campus Climate Steering Committee, which consists of 46 faculty, staff, and students—the academic deans and the president's cabinet, please see the diversity and inclusion statement.

*At SFA, our commitment to diversity and inclusion is more than words—it is actions. We believe diversity and inclusion are keys to promoting more engaged individuals locally and globally. We at SFA are committed to amplifying a campus culture that nurtures belonging and embraces similarities while celebrating that every Lumberjack will be different. Those differences are valued, acknowledged, and supported purposefully.*

### Recommendation:

The administration recommends the approval of the diversity and inclusion statement effective April 20, 2021.

## ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

### Explanation:

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

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

### Recommendation:

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

- Commencement 6.8
- Course Grades 5.5
- Dead Week 7.8
- Digital Millennium Copyright 9.3
- Emergency Operations 13.8
- Export Control 2.15
- Extra-Institutional Learning Experiences in the BAAS Degree 5.11
- Mobile Device Applications 15.2
- Nepotism 11.16
- Outside Employment 11.19
- Performance Management Plan 11.20
- Probationary Period of Employment 11.21
- University ID Cards 14.13

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Commencement

**Policy Number:** 6.8

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

**Date of last revision, if applicable:** 4/24/2018

**Unit(s) Responsible for Policy Implementation:** Enrollment Management, Registrar Office

**Purpose of Policy (what does it do):** Defines commencement guidelines

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

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

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Lynda Langham, Registrar  
Erma Brecht, Executive Director of Enrollment Management  
Damon Derrick, General Counsel



## Commencement

**Original Implementation:** February, 1984

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

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

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

Faculty, staff, students and guests are expected to maintain decorum. As a formal ceremony, all attendees are expected to abide by any protocol or guidelines issued by the university. which will, at a minimum, include the following:

- All attendees must follow all written and verbal instructions.
- All attendees must remain seated during the ceremony and remain for the entire ceremony.
- All ~~graduates~~ *commencement participants* are required to wear ~~formal~~ *an official University recognized regalia or dress military uniform as communicated through commencement correspondence.* ~~academic attire.~~
- All cell phones or other electronic devices must be silenced.
- The possession or use of alcohol or illegal substances, air horns and any other artificial noisemaker, fireworks, balloons, flags, or banners is prohibited.

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

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

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

The student regent, or other individual selected by the provost and vice president for academic

affairs, will give an announcement regarding decorum at the start of the commencement ceremony.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs  
*Executive Affairs; Executive Director of Enrollment Management*

**Contact for Revision:** Provost and Vice President for Academic Affairs  
*Executive Affairs; Executive Director of Enrollment Management*

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Course Grades

**Policy Number:** 5.5

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

**Date of last revision, if applicable:**

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

**Purpose of Policy (what does it do):**

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Updated wording for multiple term options and TCCNS numbering.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullad, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Course Grades

**Original Implementation:** January 25, 2000

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

### Recorded Grades

The following table indicates recorded grades, performance and action descriptions, and the quality points earned that are used to calculate the grade point average (GPA).

GRADES AND GRADE POINTS		
Grade	Description	Grade (Quality) Points
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failed	0 points per semester hour
QF	Quit Failing	0 points per semester hour
WF	Withdrew Failing	0 points per semester hour
DC	Dropped: No Grade	No GPA hours or points
K	Study Abroad Grade Posted	No GPA hours or points
KH	Study Abroad Grade Pending	No GPA hours or points
P	Passing	No GPA hours or points
R*	Developmental Class Grade	No GPA hours or points
T*	Transfer Class Grade	No GPA hours or points
W	Withdrew: No Grade	No GPA hours or points
W6	Dropped: No Grade, Counts for 6-drop	No GPA hours or points
WH	Incomplete	No GPA hours or points
WP	Withdrew Passing	No GPA hours or points

### Withheld Grades

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade

automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

*If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.*

### **Grade Point Average**

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating grade point average (GPA). Grade points are assigned based on the letter grade for each course:

- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in zero grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of GPA eligible hours recorded on the SFA transcript. In addition, repeating a course may affect the grade point calculation.

### **Repeat Grades**

Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

### **Mid-Semester Grades**

Mid-semester grades will be posted for 0000-, 1000- and 2000-level courses during fall and spring semesters. These grades will be posted before the last day to drop courses each semester *or appropriate part of term*. Appropriate academic personnel will provide students with recommendations and options regarding academic performance.

### **Final Grade Reporting**

On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.

The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Course grades may not be posted publicly.

*Students who have not yet graduated from high school will receive a numeric grade from their instructor(s) in order to comply with the parent high school's grade entry guidelines. These numeric grades will be converted to letter grades for official final SFA grades and transcript utilizing the following conversion standards.*

<b><i>Scale for Numeric Equivalent Grade Range</i></b>	<b><i>SFA Letter Grade</i></b>
<i>&gt; = 90</i>	<i>A</i>
<i>80-89</i>	<i>B</i>
<i>70-79</i>	<i>C</i>
<i>60-69</i>	<i>D</i>
<i>0-59</i>	<i>F</i>

### **Grade Changes**

Grade changes within three semesters of the original posting should be entered into the online grade change system. Older grade changes require submission of a Grade Change Form with the appropriate approval signatures. During grading cycles, access to the online grade change system for the current semester is suspended until 19 days after the last day of finals. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

**Cross Reference:** General and Graduate Bulletins; Final Course Grade Appeals by Students (6.3); Class Attendance (6.7); Military Service Activation (6.14); Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;

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

**Contact for Revision:** Provost and Vice President for Academic Affairs; Registrar

**Forms:** WH and Grade Change Form

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Dead Week

**Policy Number:** 7.8

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** Guidance on additional assignments and activities during the week prior to final exams.

**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:** Update names and minor wording changes.

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

*Additional Comments:*

Reviewers:

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

## Dead Week

**Original Implementation:** June 16, 1982

**Last Revision:** ~~July 24, 2018~~ April 20, 2021

Dead week is an established tradition in higher education to allow students the necessary time to prepare for final examinations. During the last five class days of each long semester, written examinations (except to cover daily assignments) and themes or assignments beyond normal daily requirements are not to be assigned without written notification to the students prior to the twelfth class day.

The Division of ~~University~~ *Student* Affairs and university sponsored student organizations shall observe dead week by refraining from sponsoring events during this time. All student organizations shall be unable to reserve on-campus facilities *including use of university grounds* for events or for the purpose of advertising events during dead week. Student ~~o~~Organizations may not advertise on or off-campus events through any campus medium during this time period.

**Cross Reference:** Faculty Handbook

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

**Contact For Revision:** Provost and Vice President for Academic Affairs, Vice President for ~~University~~ *Student* Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Digital Millennium Copyright

**Policy Number:** 9.3

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Defines university policy pertaining to DMCA and establishes procedures whereby, upon receipt of proper complaints, the university will block access to or take down allegedly infringing material and notify the Web page owner of the complaint.

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

☒ Scheduled Review

☐ Change in law

☐ Response to audit finding

☐ Internal Review

☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Edited for clarity.

Reviewers:

Anthony Espinoza, Chief Information Officer

Damon Derrick, General Counsel

## Digital Millennium Copyright

**Original Implementation:** July 27, 1999

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

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

### Definitions

A. Registered Agent

The university general counsel shall be designated as the registered agent for receipt of DMCA complaints.

B. Complaint Resolution Team

The complaint resolution team may include the following positions: *chief* information security officer, library director, ~~associate library director for information service~~, university webmaster, director of student rights and responsibilities, director of student activities, and general counsel.

C. Official Complaint

An Official Complaint consists of the following:

1. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent;
2. Description of works claimed to be infringed;
3. Description of location for alleged infringing works;
4. Sufficient information to contact the complainant;
5. Statement of good faith belief that the use is not authorized by the owner/agent; and
6. Statement that the information in the notice is accurate and, under penalty of perjury, the complainant is authorized to act on behalf of the owner.

### Initial Review of an Official Complaint

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

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

### **University as Content Provider**

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

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

- A. Such faculty members' or graduate students' infringing activities do not involve the provision of online access to instructional materials that are or were required or recommended, within the preceding three-year period, for a course taught at the institution by such faculty member or graduate student;
- B. The institution has not, within the preceding three-year period, received more than two official DMCA complaints about the alleged infringer; and
- C. The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. See university policy, Copyrighted Works Reproduction (9.2).

### **University as ISP**

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

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

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

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

### **Counter-Notices**

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

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

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

### **Repeat Infringers**

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

**Cross Reference:** Digital Millennium Copyright Act, Pub. L. No. 105-304, 112 Stat. 2860 (1998); Copyrighted Works Reproduction (9.2); ~~Computer and Network Security~~ *Acceptable Use of Information Technology Resources* (14.2)

**Responsible for Implementation:** ~~General Counsel~~ *Chief Information Officer*

**Contact for Revision:** *Chief Information Officer*, General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Emergency Operations

**Policy Number:** 13.8

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

**Date of last revision, if applicable:** 4/30/2019

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

**Purpose of Policy (what does it do):** This policy defines the university's Emergency Operations Plan and commitment to the safety and security of our students, faculty, staff and surrounding communities.

**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:** N/A

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

*Additional Comments:*

Clarify the Emergency Management Committee as the point of contact for emergency management programs. Update Contact for Revision information.

Reviewers:

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

## Emergency Operations

**Original Implementation:** November 1986

**Last Revision:** ~~April 30, 2019~~ April 20, 2021

### Preamble

Stephen F. Austin State University (SFA) is committed to the safety and security of our students, faculty, staff and surrounding communities. We demonstrate this commitment by preparing for and mitigating risks to the extent possible, establishing multi-hazard preparedness activities, plans and programs. This commitment is operationalized through coordination of efforts and clear communication with local, regional, state, and federal-level stakeholders.

### Definitions

For the purposes of this plan, the following definitions are provided and listed in order of severity:

**Critical Incident** - an incident that does not pose a comprehensive and ongoing threat to the university community, and/or the functioning of the institution. Critical incidents may be handled under the Critical Incident Response Plan (CIRP), which is separate from the Emergency Operations Plan (EOP). When an emergency or disaster occurs, the CIRP will operate as a sub-plan within the EOP. An example would be the report of a missing student.

**Emergency** - a sudden or unexpected occurrence, or combination of occurrences, that may cause injury, loss of life, and/or destruction of property, and creates a disruption of the university's normal operations to such an extent that it poses a threat to the campus community. An example would be a building fire.

**Disaster** - a sudden, unplanned event with a significant scope of impact involving many people, if not the entire community, and is based on the scope of the event, number of lives impacted, and the devastation of property. An example would be a hurricane.

### Emergency Operations Plan

The Texas Education Code (TEC) 51.217 requires institutions of higher education to adopt and implement a multi-hazard EOP for use at the institution. The University Police Department is responsible for maintaining this plan which must address mitigation, preparedness, response and recovery. This plan should be reviewed annually and updated whenever necessary. This plan describes both authorities and practices for managing and coordinating the response to incidents that range from the serious but purely isolated, to large scale incidents and natural disasters.

#### **National Incident Management System and Incident Command System (NIMS/ICS)**

The EOP is founded on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS), which provides a national template that enables federal, state, and local governments and private sector nongovernmental organizations to work together effectively and efficiently. Implementation of the plan requires cooperation, collaboration, and information sharing among all university departments, as well as with

external agencies that may assist the university during major emergencies and disasters.

### **Safety and Security Audit**

At least once every three years, the university will conduct a safety and security audit of the institution's facilities. To the extent possible, the university shall follow procedures developed in consultation with the division of emergency management of the Office of the Governor. The university will report the results of the safety and security audit to SFA's Board of Regents and the Division of Emergency Management of the Office of the Governor.

### **Mitigation**

The NIMS defines mitigation as "the capabilities necessary to reduce the loss of life and property from natural and/or manmade disasters by lessening the impacts of disasters." In the pursuit of this objective, the university should develop procedures for hazard analysis as well as for behavioral risk assessment and intervention. The university's (BIT) Behavior Intervention Team, shall serve as an important resource.

### **Hazard Analysis**

The university, as part of its EOP, should complete a hazard analysis of university properties and their surrounding communities to identify potential hazards from natural, technological, and human-caused incidents, including violence and property crime. The university should utilize the results of the hazard analysis to develop specific mitigation and prevention activities and plans as part of their multi-hazard EOP.

### **Behavioral Risk Assessment and Intervention**

The university should have processes in place to identify and appropriately assist/address students, faculty and staff who exhibit early warning signs of violence, harmful and risk-taking behaviors, or a potential threat to life or property.

### **Preparedness**

The NIMS defines preparedness as "the process of identifying the personnel, training and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident." In the pursuit of this objective, the university should designate individuals to oversee emergency management on campus, establish coordination with other agencies, train employees, make detailed plans and ensure that the university has the necessary equipment to respond.

### **Emergency Management Committee (EMC)**

The university has an emergency management committee (EMC) and it serves as the point of contact for emergency management programs. The university police chief serves as the emergency operations coordinator and chair of the emergency management committee. ~~should establish an EMC. This committee is the point of contact for emergency management programs and is responsible for the development and oversight of emergency management programs.~~ The responsibilities of the EMC include ensuring that all state and federal mandates for emergency planning, review and updates are implemented. Members of the Emergency Management



Committee (EMC) must be trained on NIMS and ICS at least every three years.

### **Coordination with Other Agencies**

The university should engage in interagency collaboration and adopt mutual-aid agreements, memoranda of understanding, inter-jurisdictional/ inter-local agreements, and other collaborative documents. The university's multi-hazard EOP should include procedures for interoperability with all stakeholders. According to NIMS, interoperability refers to the ability to communicate across jurisdictions and disciplines to support incident management when needed and as authorized.

### **Mandatory Drills**

The university multi-hazard EOP should include the development and implementation of a comprehensive multi-hazard exercise/drill program and schedule. At least one table-top program must be conducted each year, and one full-scale drill should be conducted every five years.

### **Employee Training**

The university's multi-hazard EOP should establish a program and schedule of training to educate stakeholders about safety and emergency management programs. The plan should establish how often training should be conducted.

### **Program Liaisons**

The university should ensure that each facility has a designated emergency management program liaison.

### **Equipment**

The university multi-hazard EOP should address equipment needed to respond to an emergency.

### **Access to Facilities**

The university should have policies and procedures that govern access to its facilities.

### **Public Information**

The university should establish public information procedures and processes to gather, verify, coordinate and disseminate information during an incident.

### **Individuals with Special Needs**

The university multi-hazard EOP should address assistance to individuals with special needs during an incident.

### **Pandemic and Public Health Issues**

The university multi-hazard EOP should include policies and procedures to address pandemic and public health issues.

### **Maps and Floor Plans**

The university multi-hazard EOP should include maps and floor plans that show evacuation options, utility shut-offs, and other relevant locations and information.

## **Response**

The NIMS defines response as “the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.” In pursuit of this objective, the university should identify the appropriate personnel to initiate established response protocols.

### **Emergency Operation Plan Annexes**

The university’s EOP should include functional and situational annexes, which are detailed plans for how to manage specific emergencies that can be anticipated. These annexes should be consistent with the NIMS.

#### **Functional Annexes**

Support function annexes are based on models developed in the National Response Framework and adapted for the specific functions necessary at Stephen F. Austin State University. These annexes provide direction for specific functions during preparedness, response, and recovery phases of an emergency incident or disaster. These annexes do not address specific incidents or disasters, but rather provide a general framework that may be adapted for emergency operations during any type of incident. Functional Annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

#### **Situational Annexes**

Certain hazards or situations present a greater risk to, or vulnerability for, the university. Situational annexes are specific plans for such incidents. Examples of these situations include a hurricane, a hostile intruder, or a fire. Situational annexes provide additional guidance for responding to specific situations. Situational annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

## **Notification and Communications**

The university multi-hazard EOP should establish communications protocols for both internal and external notification. Specific strategies for notifying and communicating with students, faculty and staff should be addressed.

### **Early Alert**

Section 51.218 of the Texas Education Code requires that each institution of higher education and private or independent institution of higher education shall establish an emergency alert system for the institution's students and staff, including faculty. The emergency alert system must use e-mail or telephone notifications in addition to any other alert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students and staff. Any faculty, staff or student may elect not to participate in an emergency alert system established under this section of the code.

### **Timely Warnings**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university will issue a timely warning if there is a serious or continuing threat to the safety of the campus community.

### **Recovery**

The NIMS defines recovery as, “the capabilities necessary to assist communities affected by an incident to recover effectively.” The university should implement adopted policies, plans and procedures for continuity of operations as well as addressing the emotional and physical health of students and employees after an incident.

#### **Continuity of Operations**

The university should implement adopted policies, plans and procedures for Continuity of Operations to resume essential functions during and after an incident.

#### **Emotional and Physical Health**

The university should implement adopted policies, plans and procedures for emotional and physical health recovery needs for students/faculty/staff during and after an incident.

#### **After Action Review**

The university should implement adopted policies, plans and procedures for after-action reviews and corrective action plans following an exercise/drill or incident.

**Cross Reference:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092; Stafford Act, Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5, HSPD-5; Texas Disaster Act of 1975, Tex. Gov’t Code §§ 418.001-.191, Ch. 433; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att’y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code Ch. 361; Tex. Educ. Code § 51.201-.211; The Texas Emergency Management Plan, Governor’s Division of Emergency Management; Employee Safety Manual / Emergency Management Plan; Students Displaying Serious Psychological Problems (10.13)

**Responsible for Implementation:** President

**Contact for Revision:** ~~Executive Director of Public Safety/Chief of Police; Vice President for University Affairs~~ *Finance and Administration*

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs ~~Administration~~

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Export Control

**Policy Number:** 2.15

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

**Date of last revision, if applicable:**

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

**Purpose of Policy (what does it do):**

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

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** No changes.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Export Control

**Original Implementation:** July 24, 2018

**Last Revision:** ~~None~~ April 20, 2021

Federal regulations govern how certain information, technologies, and commodities can be transmitted overseas or to a foreign national on U.S. soil. The scope of the regulations is broad: they cover exports in virtually all fields of science, engineering, and technology and apply to research activities regardless of the source of funding. Failure to comply with these laws can have serious consequences, both for the university and the individual researcher. The potential penalties include fines and imprisonment. These laws are collectively referred to as export control laws.

Stephen F. Austin State University (SFA) is committed to compliance with federal export control laws and regulations, including those implemented by the U.S. Department of Commerce through its Export Administration Regulations (EAR), the U.S. Department of State through its International Traffic in Arms Regulations (ITAR), as well as embargo regulations imposed by the U.S. Treasury Department through its Office of Foreign Assets Control (OFAC).

SFA encourages and supports open research and the free exchange of ideas. Although most university activities and research are exempt from export control laws, SFA engages in activities, research, and the development of new technologies that are subject to these export restrictions. SFA has established the procedures necessary to ensure the university and its employees remain in full compliance.

The Office of Research and Graduate Studies is charged with compliance oversight of the U.S. export control requirements for the university. Other university departments, including Human Resources, Controller, Environmental Health, Safety and Risk Management, Information Technology Services, Procurement and Property Services, and International Programs have administrative oversight of compliance activities in their respective areas. The compliance coordinating committee reviews export control compliance activities as it may affect the broader university community.

Individuals acting on behalf of the university, including faculty, staff, and students, are responsible for the proper handling, transfer, access, storage, control, and dissemination of export controlled hardware, software, information, technology, and technical data to destinations and persons outside of the United States and to foreign nationals at the university engaging in instruction, conducting research, or providing service activities.

The civil and criminal penalties associated with violating export control regulations can be severe, ranging from administrative sanctions including loss of research funding, to monetary penalties, and imprisonment. Anyone found to have engaged in conduct contrary to this policy is subject to disciplinary action by the university up to and including dismissal or expulsion and civil or criminal prosecution.

**Cross Reference:** Export Administration Regulations, 15 CFR 730-774; International Traffic in Arms Regulations, 22 CFR 120-130; 31 CFR 501-598; Office of Foreign Assets Control Sanctions List

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

**Contact for Revision:** Compliance Coordinator, Office of Research and Graduate Studies

**Forms:** See respective departments

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Extra-institutional Learning Experiences in the BAAS Degree

**Policy Number:** 5.11

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences degree.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

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

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Extra-Institutional Learning Experiences in the BAAS Degree

**Original Implementation:** October 26, 1999

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

The purpose of this policy is to define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences (BAAS) degree.

### Rationale

Academic credit for extra-institutional learning experience is awarded for educational attainment that is comparable to a university-level course. Such credit is granted in a variety of ways that include, but are not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, occupational portfolio review, and examination by a Stephen F. Austin State University (SFA) academic unit. The credit awarded must be appropriate to a student's BAAS degree program.

### Authority and Oversight

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

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

### Definitions

- **BAAS Degree** - The Bachelor of Applied Arts and Sciences degree is designed to offer students an opportunity to receive college credit for extra-institutional learning experiences and to apply these credits toward a baccalaureate degree. The degree is designed to provide both academic and professional depth to individuals who have recognized competency in occupational or technical fields.
- **Extra-institutional Learning** - Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education. Such experience may include learning sponsored by non-accredited associations, business, industry, or



military units that develop knowledge, skills, and values. If the learning experience occurred outside of a training program related to professional licensure or certification, the student must submit an occupational portfolio.

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

### Procedure for Credit Awards

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

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

All requests for extra-institutional credit must be submitted by the student at the time of application to the BAAS degree program. Requests must be accompanied by documentation of the learning experiences, including an occupational portfolio (if required). The director of the ~~division~~ *Division* of ~~multidisciplinary~~ *Multidisciplinary programs*, or a designee, will review the documentation and make a ~~final~~ determination on the amount of credit to award. Credit awarded will be submitted to the Office of the Registrar. Credit awarded for extra-institutional experiences is only applicable to the BAAS degree.

### Appeals

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

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

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

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

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Mobile Device Applications

**Policy Number:** 15.2

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

**Date of last revision, if applicable:** 4/24/2018

**Unit(s) Responsible for Policy Implementation:** University Marketing Communications

**Purpose of Policy (what does it do):** This policy establishes standards and procedures for reviewing mobile device applications to ensure apps provide consistent, effective, and efficient user experiences.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Minor updates.

Reviewers:

Shirley Luna, Executive Director of Marketing Communication  
Graham Garner, Chief Marketing Communications Officer  
Damon Derrick, General Counsel

## Mobile Device Applications

**Original Implementation:** April 14, 2015

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### Overview

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

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

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

### Definitions

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

### Procedures

1. Requests for new apps must be submitted using the Standalone Mobile Application Request form. The WDO will review the proposal, determine whether a standalone app is appropriate, and contact the requesting unit. Requests for SFA-related standalone apps must be approved by the appropriate vice president.
2. To ensure consistency, SFA-related standalone apps must be distributed under SFA's official developer account in the appropriate mobile application delivery platform, e.g., iOS App Store, or Google Play Store. No other accounts may be created to develop or distribute SFA-related standalone apps.

**Cross Reference:** None

**Responsible for Implementation:** *Chief Marketing Communications Officer* ~~Vice President for University Advancement~~

**Contact For Revision:** Executive Director of Marketing Communications

**Forms:** Standalone Mobile Application Request

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Nepotism

**Policy Number:** 11.16

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** This policy explains nepotism and the related employment requirements for employees of Stephen F. Austin State University.

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

☒ Scheduled Review                      ☐ Change in law                      ☐ Response to audit finding

☐ Internal Review                      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** N/A

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

*Additional Comments:*

No substantive updates needed

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Nepotism

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021 ~~July 24, 2018~~

### Purpose

This policy explains nepotism and the related employment requirements for employees of Stephen F. Austin State University.

### Definitions

**Nepotism** involves showing favor to relatives when hiring or promoting or making decisions about salary or supervision. For this policy, the term **relative** shall mean those individuals within the second degree of affinity (marriage) or third degree of consanguinity (blood), defined in Appendix A. An **adopted child** is treated as the natural child of the adoptive parents.

### General

The rules concerning nepotism apply to all employees of the university including students, whether employed full or part-time. Employees are required to annually disclose, in a manner determined by the university, the existence of any relationship that may be or cause a violation of this policy.

A university employee may not hire, appoint, or confirm the appointment of a relative for a university position of employment or take any action with regard to the relative's promotion, salary or supervision. If an appointment, reappointment, reclassification, promotion or other action places a person under the supervision of a relative, all subsequent actions with regard to the terms and conditions of employment, including the annual performance evaluation, is the responsibility of the next highest administrative supervisor. This shall further apply in situations where two employees marry and one spouse is the administrative supervisor of the other.

No relative of a member of the board of regents may be employed for any position with the university. However, an exception to this rule will be made in cases where the relative has been continuously employed in the position for a period of thirty (30) days prior to the appointment of the related regent. When a relative is allowed to continue in a position because of the operation of this exception, the regent who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of the relative, if such action applies only to the relative and is not taken with respect to a bona fide class or category of employees.

An individual who violates this policy may be subject to criminal penalties and/or dismissal from employment.

**Cross Reference:** Tex. Gov't Code Ch. 573; ~~Non-Academic Employee Handbook~~

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

**Contact for Revision:** Director of Human Resources and General Counsel

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



Appendix A

Consanguinity Kinship Chart  
(Relationship by Blood)



Affinity Kinship Chart  
(Relationship by Marriage)



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Outside Employment

**Policy Number:** 11.19

**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 outlines the requirements of Stephen F. Austin State University (SFA) employees in reporting outside employment that is in addition to their employment at SFA. This policy applies to all employees of SFA except positions that require enrollment as a student.

**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:** N/A

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

*Additional Comments:*

No changes.

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Outside Employment

**Original Implementation:** April 21, 1981

**Last Revision:** April 20, 2021 ~~October 29, 2018~~

### Purpose

This policy outlines the requirements of Stephen F. Austin State University (SFA) employees in reporting outside employment that is in addition to their employment at SFA. This policy applies to all employees of SFA except positions that require enrollment as a student.

### Definitions

**Outside employment** is engagement in any activity for a fee, salary, wages, or other financial arrangement other than for SFA. Examples include dual employment with another entity in Texas government, establishing or joining a firm, private business, or engaging in the private practice of some professional skill, or working at another job.

**Dual employment** is engagement in any activity for a fee, salary or wage at another state agency or institution of higher education other than SFA.

### General

University employees who propose to engage in outside employment activities must adhere to the following guidelines and any applicable laws:

1. An individual desiring permission to engage in outside employment must complete the Request for Approval of Outside Employment form and route it through administrative channels to the appropriate ~~vice-president~~ *division head* (or president if no ~~vice-president~~ *division head* oversees the office) for approval, prior to beginning outside employment. After initial approval of the outside employment, the employee will annually disclose or update such outside employment in the Employee Annual Conflict of Interest Disclosures.
2. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.
3. The employee may not use any materials or facilities of SFA in the course of outside employment.
4. The employee will make a reasonable effort to assure that his/her outside employment is not identified with SFA.
5. The employee cannot perform any outside employment within the hours in which they are also being compensated for employment with SFA.

In addition, the following guidelines and constraints are applied for dual employment:

1. Separate leave records will be maintained for each employment.
2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrual for the other position.
3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
4. The state's contribution towards the taxes imposed on the employee by the Federal Insurance Contributions Act may not exceed the overall limit specified in the General Appropriations Act. The comptroller shall prescribe such uniform accounting and reporting procedures as necessary to ensure that expenditures for this purpose do not exceed this limit.
5. The total state contribution toward the employee's group insurance will be limited to no more than the amount specified in the General Appropriations Act for one full time active employee.
6. The employee will be entitled to receive longevity payment for no more than one employment.
7. Overtime compensation will accrue for each employment totally independent of the other, except that when an employee works in a dual employment capacity where the employee is subject to the overtime provisions of the Fair Labor Standards Act (FLSA) of 1938, 29 U.S.C., sec. 201 et seq., in either employment, the employing agency or agencies must consider all combined time worked in excess of 40 hours per week as overtime and compensate the employee in accordance with the FLSA provisions applicable to joint employment relationships. In cases where the dual employment is with two separate agencies, the two agencies shall coordinate in order to determine which agency shall have the responsibility to assure that the employee is properly compensated in accordance with such provisions.

Each ~~vice-president~~ *division head* will provide a summary report to the president of individuals in their division approved for outside employment by October 31 of each year.

**Cross Reference:** Faculty Handbook, Tex. Const. art. XVI, §§ 33, 40; Tex. Gov't Code §§ 667.001-007; General Appropriations Act; Fair Labor Standards Act, 29 U.S.C. §§ 201-219

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

**Contact for Revision:** Director of Human Resources

**Forms:** Request for Approval of Outside Employment form is available on the human resources

website; Employee Annual Conflict of Interest Disclosures.

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Performance Management Plan

**Policy Number:** 11.20

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy establishes that the university will utilize a Performance Management Plan to evaluate employee work efforts annually.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Performance Management Plan

**Original Implementation:** July 14, 1998

**Last Revision:** April 20, 2021/January 30, 2018

### *Purpose*

*This policy establishes that the university will utilize a purpose of the performance management plan to evaluate employee work efforts annually.*

*This policy applies to all non-faculty employees at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. Positions that are excluded include academic department chairs, deans, library director, charter school teachers, and all coaches. However, all categories listed as an exemption shall have some form of evaluation system, but are not governed by this policy. This policy also does not apply to positions which require student status, casual employees, or employees working less than 50% FTE.*

### *General*

*The goal of the performance management plan is to maximize employee work efforts to achieve university, organizational and individual objectives through active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the university; and to ensure that job performance is measured effectively for compensation purposes.*

~~This policy applies to all non-faculty employees, excluding academic department chairs, deans, library director, charter school teachers, and all coaches at Stephen F. Austin State University that have completed their initial employment probation prior to the beginning of the annual evaluation period. However, all categories listed as an exemption shall have some form of evaluation system, but are not governed by this policy. This policy also does not apply to positions which require student status, casual employees, or employees working less than 50% FTE. Employees must be evaluated to be eligible for merit increases.~~

Human Resources (HR) oversees the performance management plan to include development of applicable forms, retention of completed evaluation plans and establishing guidelines for evaluating employees' performance.

### **Documentation**

The review plan for each employee should be free from discrimination including ~~race, color, religion, sex, age, national origin, disability, genetic information, citizenship or disabled veteran status according with Equal Employment Opportunity (EEO) law. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression~~ race, color, religion, national origin, sex, sexual orientation, gender identity, gender

*expression, age, disability, genetic information, citizenship, or veteran status.* Supervisors may not consider the employee's use of federally protected leaves, such as Family Medical Leave, against the employee during the evaluation. For further clarification, please contact human resources. Each supervisor will be held responsible for ensuring the review is fair, objective, accurate, and honest and discussed with the employee. Supervisors are also responsible for ensuring consistency of application within their departments. Reviewing supervisors are responsible for ensuring compliance with EEO law.

### **Compensation Actions**

*Employees must be evaluated to be eligible for merit increases.* Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of an employee's actual job performance. Merit increases are to be withheld for employees who had an overall rating of ~~"needs improvement" or "unsatisfactory"~~ *less than acceptable* and therefore are not fully effective in their job performance. Administrative leave is to be withheld for employees who receive a rating of less than acceptable in any evaluation factor.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Performance Management Plan and Review (Available on the Internet)

**Board Committee Assignment:** Academic and Student Affairs



STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Probationary Period of Employment

**Policy Number:** 11.21

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy defines the probationary period of employment and describes the evaluation to be completed during this period.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

John Wyatt, Interim Director of Human Resources

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

## Probationary Period of Employment

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021-24, 2018

### *Purpose*

*This policy defines the probationary period of employment and describes the evaluation to be completed during this period.*

### *General*

The first 180 calendar days of employment are a probationary period for all non-academic employees. Additionally, employees who apply for a posted, vacant position and who transfer to the new position will begin a new probationary period of 180 calendar days. This does not apply to employees who are reclassified or promoted during the reclassification process.

Human Resources will ~~mail~~ provide a Probationary Employee Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The evaluation form is returned to Human Resources and a copy retained in the department file. The employee can be notified immediately of the supervisor's decision if employment is to continue.

During an employee's probationary period, the university is free to terminate an employee at any time with the approval from the director of human resources. The approval must be obtained prior to notifying the employee of the termination. When employment is to be terminated, an Electronic Personnel Action Form (EPAF) should be completed.

**Cross Reference:** None

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

**Contact for Revision:** Director of Human Resources

**Forms:** Probationary Employee Evaluation Form; Electronic Personnel Action Form

**Board Committee Assignment:** Academic and Student Affairs

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** University ID Cards

**Policy Number:** 14.13

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Guidelines for issuance of University ID Cards for access to programs and services

**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:** ID Cards do not need to be validated annually.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Carrie Charley, Director of Auxiliary Services  
Brandon Frye, Vice President for Student Affairs  
Damon Derrick, General Counsel

## University ID Cards

**Original Implementation:** April 24, 2018

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for ~~students and employees~~ *students, employees, and approved affiliates*.

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

### Faculty/ Staff

Employees who are benefits-eligible are entitled to a faculty/staff identification card. Employees wishing to use certain university facilities and/or services may be required to present a current faculty/staff identification card.

~~Faculty/Staff ID cards should be validated annually in the Graphic Shop in the Student Center.~~  
Separating employees are required to return ID cards during the checkout process.

Retired faculty/staff are also entitled to an ID card.

### Students

Student ID cards are produced upon the enrollment of a new student. ~~Student ID cards should be validated annually at the SFA Business Office in the Austin Building.~~

### Affiliated Individuals

Individuals who are sponsored by a campus department as a term-limited affiliate may receive an ID card for the purpose of accessing facilities and services. Affiliate group ID cards must be renewed on an annual basis and must be surrendered when the approved affiliation concludes.

**Cross Reference:** None

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

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

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs



## Building and Grounds Committee

### LANANA TRAILS TXDOT GRANT PROJECT

At the July 23, 2019 meeting, the regents approved the submission of a set of TxDOT grant applications. One was a TxDOT project proposal to reconstruct the LaNana Trail on the university campus. The trail extends from East College Street beyond Starr Avenue. The initiative was initially projected by TxDot to cost nearly \$1.5 million, with an estimated university match of \$348,578. As a result of construction escalation costs, the TxDot project has been revised to \$1,811,274, with a required \$362,255 university match.

In March 2021, TxDOT contacted the university and required confirmation that SFA would commit to the required 20% project match of \$362,255. After consultation with senior board leadership, the university committed to the required \$362,255 match.

#### Recommendation:

The administration recommends approval of the LaNana Trails campus project at a cost of \$1,811,274, with an institutional match of \$362,255, using the Higher Education Fund. The administration further recommends presidential authorization to sign any necessary contracts or purchase orders.

### ARTIFICIAL TURF REPLACEMENT AT HOMER BRYCE STADIUM

#### Explanation:

The artificial turf football field and track at Homer Bryce Stadium has significant wear and tear issues and needs to be replaced. The university wishes to engage Symmetry Sports Construction, a firm that is available using The Interlocal Purchasing System, a governmental contract pool. The firm has replaced artificial football playing surfaces for Texas A&M University-Commerce, McNeese State University, Texas A&M University-Practice Field, Sam Houston State University, Abilene Christian University, Melissa ISD, Mount Pleasant ISD, Lufkin ISD, and Nederland ISD.

#### Recommendation:

The administration recommends that Symmetry Sports Construction be hired to replace the Homer Bryce Stadium football field artificial turf and the Fletcher Garner track using 100-percent private-donated funds, at a cost not to exceed \$1.4 million. The administration further recommends presidential authorization to sign all associated contracts.



## 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:

Security Systems 14.10

Solicitation on Campus 16.25

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Security Systems

**Policy Number:** 14.10

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Stephen F. Austin State University is committed to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing components and processes.

**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:** N/A

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

*Additional Comments:*

Minor updates

Reviewers:

John Fields, Executive Director/Chief of Police  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Security Systems

**Original Implementation:** July 20, 2010

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### *Purpose*

Stephen F. Austin State University ~~is has a committedment~~ to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing security system components and processes as much as possible. Stephen F. Austin State University adopts the university information security program along with other applicable governing regulations pertaining to the protection of the information collected as part of this policy.

### **Definitions**

#### ~~Access Controls~~

**Access control systems** enable the monitoring and control of access to facilities and resources. In the context of physical security, these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

#### **Hold-up and Panic Alarms**

~~These systems~~ are devices that signal the ~~Department of Public Safety~~ University Police Department (UPD/DPS) of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

#### **Physical Intrusion Detection Systems**

~~These are systems~~ commonly referred to as “burglar alarms” and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the UPD/DPS dispatch communication central monitoring center station.

#### **Security Camera Systems**

~~These systems~~ are devices designed to transmit video and/or audio signals to a monitoring station

or recording device. The use of security cameras is generally for purposes of monitoring property subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior. No department is permitted to install any type of security cameras with the exception of *UPDDPS*. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

## **Security Systems**

~~The term "security systems"~~ as used in this policy is defined as any singular system or any combination of the systems defined above.

## **~~General~~ APPROVAL AUTHORITY**

All security systems must be approved by the executive director ~~of public safety~~/chief of police, or his/her designee and the appropriate vice president, or president's designee, prior to purchase and installation. Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the executive director ~~of public safety~~/chief of police or his/her designee prior to approval of final plans.

## **SYSTEM MONITORING**

Upon installation of a security system, *UPDDPS* will monitor the system for functionality at no cost to the installing department. Stand-alone security systems (those not monitored by *UPDDPS*) are prohibited.

## **PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM**

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the executive director ~~of public safety~~/chief of police, or his/her designee

## ***Protection of Recordings* PROTECTION OF RECORDINGS**

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the ~~University Police Department~~ Department of Public Safety with the appropriate authorization to

view, download, capture, monitor, and control this equipment. This enables the ~~UPDDPS~~ to maintain a chain of custody regarding evidence recovered from the recording device.

While the ~~UPDDPS~~ will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed may have authorization to view footage for non-security purposes.

An individual that accesses suspected criminal or suspicious activity should contact the ~~Department of Public Safety~~ *University Police Department* immediately.

#### ***Retention of Security Camera Recordings*** ~~ETENTION OF SECURITY CAMERA RECORDINGS~~

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

**Cross Reference:** Information Security Management (14.1)

**Responsible for Implementation:** Vice President for *Finance and Administration* ~~University Affairs~~

**Contact For Revision:** Executive ~~Director~~ *Director of Public Safety*/Chief of Police

**Forms:** Work Request form available on the ~~DPS-UPD~~ website

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

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Solicitation on Campus

**Policy Number:** 16.25

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Guidelines for solicitation on campus.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Minor word edits and title changes

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Brandon Frye, Vice President for Student Affairs  
Damon Derrick, General Counsel

## Solicitation on Campus

**Original Implementation:** July, 1980

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### Definitions

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student or employee, or the university.
2. Campus shall mean all real property over which the university has possession and control by law.
3. University group shall mean a recognized student, faculty, or staff organization.
4. Outside group shall mean any organization or group that is not included within the term "university group."
5. University agent shall mean a person acting in the course and scope of *that individual's* ~~his/her~~ employment on behalf of an academic college, department, or program, or a university council, committee, or auxiliary enterprise.
6. University function shall mean any activity directly sponsored by the university.
7. University department shall mean any academic or administrative department of the university.

### Application

- ~~1. University functions shall be governed by other policy.~~
- ~~2. Religious groups not affiliated with the university shall be governed by the section on religious groups of this policy.~~
- ~~3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.~~

### Time, Place, and Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:
  - a. From the day the residence halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate university official.
  - b. The distribution, sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or rack in an area designated in advance by the appropriate university official.

- c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate university official.
  - d. The sale or offer for sale of any publication of the university or of any book or other printed material to be used in the regular academic work of the university.
  - e. The operation by the university or its subcontractor of any bookstore, specialty store, laundry service, *dining and retail facilities* ~~cafeteria~~, student center, or other service facility maintained for the convenience of the students, faculty, and staff.
  - f. The sale or offer for sale by the university or its sub-contractor of food and drink items, programs, and tickets at athletic contests.
  - g. The collection of membership fees or dues by a university group.
  - h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the university, or a university group, and are scheduled in accordance with the Use of University Facilities (16.33) policy.
  - i. The posting of ads and for sale notices in newspapers or on *campus kiosks* ~~bulletin boards~~ designated for such purposes by the appropriate university official, provided that such ads and notices posted on bulletin boards conform to the ~~university Signs and Exhibits~~ *Expressive Activities* (16.24) policy.
  - j. University recognized groups conducting fund raising activities approved by the appropriate university official. The university requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.
  - k. Other solicitation activities as approved by the appropriate university official.
2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
- a. a university agent; or
  - b. a university group.
3. *Solicitation to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.*
- 3.4. Only university departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.
- 4.5. Solicitation conducted on the campus must not:
- a. disturb or interfere with the regular academic or institutional programs of the university;
  - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to university buildings;
  - c. harass or intimidate the person or persons being solicited; or
  - d. violate an exclusivity agreement entered into with the university.
- 5.6. If an individual or group violates the provisions of this policy, the appropriate university official, with the approval of the vice president to whom *that individual* ~~he/she~~ reports, may prohibit the offender from engaging in any solicitation on the university campus for a specified period



of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:

- a. The appropriate university official with the approval of the vice president to whom *the individual* ~~he/she~~ reports, may suspend or cancel the recognition status of an offending student organization.
- b. The appropriate university official, with the approval of the vice president to whom *the individual* ~~he/she~~ reports, may suspend the use of university facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities (16.33) policy;
- c. The university may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

### **Procedures for Conducting Raffles on Campus**

1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Tex. Occ. Code Ch. 2002) may conduct raffles on campus-
2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.
3. The qualified university group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of Student Engagement Programs *within the Division of Student Affairs*.
4. The sponsoring university group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide, other than on the university group's internet website or through a publication or solicitation, including a newsletter, social media or e-mail, provided only to previously identified supporters of the university group, *or sell or offer to sell tickets for the raffle statewide. The tickets for the raffle may not be sold or offered for sale statewide.*
5. The university group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle, unless that person is employed by the university group and the work organizing or conducting the raffle is no more than a de minimis portion of that person's employment with the university group. Persons who are not members of the university group may not sell or offer tickets to the raffle.
6. The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed \$25,000. The following must be printed on each raffle ticket sold or offered for sale:
  - a. the name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;

- b. the price of the ticket; and
- c. a general description of each prize that has a value of more than \$10 and is to be awarded in the raffle.

### **Financial Policies of Student Organizations**

1. The *Vice President for Student Affairs or designee* ~~dean of student affairs~~ may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the dean of student affairs.
2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

### **Additional Rules**

In addition to these rules, solicitation conducted in:

- a. residence halls must comply with the rules governing residence halls.
- b. the Baker Pattillo Student Center must comply with the rules governing the Baker Pattillo Student Center; and
- c. academic buildings must comply with the rules governing academic buildings.

**Cross Reference:** U.S. Const. amend. I; U.S. Const. amend. XIV, §1; Charitable Raffle Enabling Act, Tex. Occ. Code Ch. 2002; Tex. Educ. Code §§ 51.204, .209, 101; Use of University Facilities (16.33); ~~Signs and Exhibits~~ *Expressive Activities* (16.24)

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

**Contact for Revision:** *Vice President for Student Affairs* ~~Dean of Student Affairs~~

**Forms:** Fundraising Approval

**Board Committee Assignment:** Building and Grounds

## Potential Naming Opportunity



## Finance and Audit Committee

## ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

### Explanation:

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

The audit services report as presented includes the following:

- Payroll Expenditures Audit
- Follow-up Audit
- Spirit Programs Departmental Audit
- Follow-up Audit of FY 2020 Information Technology Audits
- Risk Assessment
- Update on Audit Plan

### Recommendation:

Acknowledge receipt of the audit services report pending consideration by the Finance and Audit Committee.

## RATIFICATION OF NEW STUDENT HOUSING ALLOWANCE PROGRAM

### Explanation:

As a consequence of COVID-19, the university experienced a major decline in student campus residency for the fall 20 and spring 21 semesters. The decline resulted in significant occupancy underutilization in residence halls. To address the residence hall underutilization and support student enrollment efforts, the administration proposes to implement a housing scholarship of up to \$3,000 per semester for up to two years.

If a qualifying student chooses a residence hall whereby the hall's cost is less than the scholarship amount, there will be no residual funds disbursed to the student or credited to the student's account. If a student chooses a residence hall with a cost that exceeds \$3,000 per semester, the entire \$3,000 will be applied to the semester's residence hall cost.

The administration's proposal is to offer five hundred (500) residence hall scholarships that are exclusively targeted to new students who are not currently enrolled, nor have already committed to enroll in the university. The scholarship will have a limited term of two years for each eligible student.

### Recommendation:

The administration recommends approval of five hundred New Student Housing Scholarships at a level of \$3,000 per semester.

ADOPTION OF FISCAL YEAR 2020-21 SUMMER BUDGET

Explanation:

The fiscal year 2020-21 summer budget contains multiple parts of term including 4-week, 6-week, 8-week, and 12-week terms. The 2020-21 annual budget includes summer reserve funds of \$3,532,482 that are used to support summer school salaries and benefits. In addition, designated funds that total \$45,277 are needed to support summer budget salaries and initiatives.

Recommendation:

The administration recommends approval of the fiscal year 2020-21 summer budget that totals \$3,577,759. Funding sources include budgeted summer reserve funds and designated support funds.

# Stephen F. Austin State University



**SUMMER BUDGET**  
**2021**



**Stephen F. Austin State University  
Summer Budget  
2021**

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**STEPHEN F. AUSTIN STATE UNIVERSITY  
SUMMER BUDGET 2021  
SOURCE OF FUNDS**

**EDUCATIONAL AND GENERAL**

Reserve for Summer Salaries and Benefits	81,292
TOTAL EDUCATIONAL AND GENERAL	<u>81,292</u>

**DESIGNATED FUNDS**

Reserve for Summer Salaries and Benefits	3,451,190
Designated Support Funds	<u>45,277</u>
TOTAL DESIGNATED FUNDS	<u>3,496,467</u>

TOTAL SUMMER BUDGET	<u><u>3,577,759</u></u>
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**STEPHEN F. AUSTIN STATE UNIVERSITY  
SUMMER BUDGET SUMMARY  
SUMMER BUDGET FOR FISCAL YEAR 2021**

	<u>FACULTY SALARIES</u>	<u>STAFF SALARIES</u>	<u>O&amp;M</u>	<u>BENEFITS</u>	<u>TOTAL</u>
<b>EDUCATIONAL AND GENERAL</b>					
COLLEGE OF FORESTRY	70,689			10,603	81,292
<b>TOTAL EDUCATIONAL AND GENERAL</b>	<u>70,689</u>			<u>10,603</u>	<u>81,292</u>
<b>DESIGNATED FUNDS</b>					
COLLEGE OF BUSINESS	306,000			45,900	351,900
COLLEGE OF EDUCATION	992,129			148,819	1,140,948
COLLEGE OF FINE ARTS	189,596		9,500	28,439	227,535
COLLEGE OF FORESTRY	181,500			27,225	208,725
COLLEGE OF LIBERAL AND APPLIED ARTS	608,327			91,249	699,576
COLLEGE OF SCIENCES AND MATHEMATICS	689,172	42,000	11,755	109,676	852,603
STUDENT SUCCESS SEMINAR		13,200		1,980	15,180
<b>TOTAL DESIGNATED</b>	<u>2,966,724</u>	<u>55,200</u>	<u>21,255</u>	<u>453,288</u>	<u>3,496,467</u>
<b>TOTAL SUMMER BUDGET</b>	<u><b>3,037,413</b></u>	<u><b>55,200</b></u>	<u><b>21,255</b></u>	<u><b>463,891</b></u>	<u><b>3,577,759</b></u>

**College of Business**  
**Accounting**  
**159996 - 21100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Shoemaker, Nikki	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	1.00	10,000
Jones, Janet	Assistant Professor	First 6-week	1.5	0.50	5,000
Ross, Stephanie	Assistant Professor	First 6-week	1.5	0.50	5,000
Vega, Jose	Assistant Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Allen, Robert	Lecturer	Second 6-week	1.5	0.50	3,500
Bunn, Esther	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
Sienko, Whitney	Adjunct	Second 6-week	1.5	1.00	7,000
FACULTY SALARIES					64,500
STAFF SALARIES					0
BENEFITS					9,675
O AND M					0
TOTAL					74,175

**College of Business**  
**Business Communication & Legal Studies**  
**159996 - 21200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Blount, Justin	Associate Professor	First 6-week	1.5	1.00	10,000
Sigmar, Lucia	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Wright, Carol	Associate Professor	Second 6-week	1.5	0.50	5,000
Humphries, Jamie	Assistant Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	0.50	4,500
Thornley, Andrew	Assistant Professor	Second 6-week	1.5	1.00	10,000
Guerrero, Manuel	Lecturer	First 4-week	1.0	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Rogers, Laurie	Lecturer	First 6-week	1.5	1.00	7,000
Allen, Michael Shane	Adjunct	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
New, Keith	Adjunct	12-week, full term	3.0	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Wells, Judi	Adjunct	Second 6-week	1.5	0.50	5,000
TBN	TBN	Second 6-week	1.5	0.50	5,000
FACULTY SALARIES					97,000
STAFF SALARIES					0
BENEFITS					14,550
O AND M					0
TOTAL					111,550

**College of Business  
Economics & Finance  
159996 - 21400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ballinger, Thomas, P.	Professor	Second 6-week	1.5	1.00	10,000
Kouliavtsev, Mikhail	Professor	First 6-week	1.5	0.50	5,000
Scanlan, Mark	Professor	First 6-week	1.5	0.50	5,000
Giudici, Emiliano	Associate Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.00	10,000
Jones, Samuel, K.	Associate Professor	Second 6-week	1.5	1.00	10,000
Phelps, Ryan	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Simmons, Garland	Associate Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Davis, Rebecca	Assistant Professor	Second 6-week	1.5	0.50	5,000
Mendoza, Beverly	Assistant Professor	First 6-week	1.5	0.50	5,000
Phares, Harry Banker	Lecturer Sr	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				84,000	
STAFF SALARIES				0	
BENEFITS				12,600	
O AND M				0	
TOTAL				96,600	

**College of Business  
Management & Marketing  
159996 - 21500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Scifres, Elton	Professor	First 4-week	1.0	0.50	5,000
Reese, Jason	Associate Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.50	15,000
Nagy, Brian	Assistant Professor	Second 6-week	1.5	1.00	10,000
Rogers, Pamela	Assistant Professor	First 6-week	1.5	1.00	10,000
Scott, Gerald W.	Lecturer	First 6-week	1.5	1.00	7,000
Rains, Jordan	Adjunct	First 6-week	1.5	0.50	3,500
FACULTY SALARIES					60,500
STAFF SALARIES					0
BENEFITS					9,075
O AND M					0
TOTAL					69,575

**College of Education  
Human Services & Educational Leadership  
159996 - 22100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hendricks, Stacy	Professor	12-week, full term	3.0	1.00	10,000
		First 6-week	1.5	0.00	750
Killam, Wendy	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.00	10,000
Weber, William	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Aguerrevere, Luis	Associate Professor	First 6-week	1.5	0.50	750
Cade, Rochelle	Associate Professor	12-week, full term	3.0	0.50	4,500
Ellis-Hervey, Nina	Associate Professor	12-week, full term	3.0	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Irvin, Sarah	Associate Professor	First 6-week	1.5	0.50	4,000
McCleary, Daniel	Associate Professor	First 6-week	1.5	0.00	750
		Second 6-week	1.5	1.00	9,000
Prezas, Raul	Associate Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Qualls, Barbara	Associate Professor	First 6-week	1.5	0.00	1,750
Flowers, Jaime	Assistant Professor	First 6-week	1.5	1.00	8,000
Kirby, Leigh	Assistant Professor	12-week, full term	3.0	0.50	3,500
Richardson, Lydia	Assistant Professor	First 6-week	1.5	1.00	8,750
		Second 6-week	1.5	1.00	8,000
Turner, Elaine	Assistant Professor	Second 6-week	1.5	0.50	4,000
Uriegas, Brian	Assistant Professor	12-week, full term	3.0	1.00	7,000
Dean, Donna	Clinical Instructor	First 6-week	1.5	0.50	2,500
Keeling, Erin	Clinical Instructor	First 6-week	1.5	0.50	3,500
Petersen, Deena	Clinical Instructor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	1.50	12,000
Morton, Karen	Adjunct	Second 6-week	1.5	0.50	2,500
Betancourt-Smith, Maria	Visiting Faculty	First 6-week	1.5	1.00	8,000
Conn, Jessica	Visiting Faculty	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
Schuster, Ralf	Visiting Faculty	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	1.00	7,000
TBN	Adjunct (1)	12-week, full term	3.0	0.50	3,800
	Adjunct (14)	Second 6-week	1.5	15.0	98,800
	Adjunct (20)	First 6-week	1.5	21.5	148,400
FACULTY SALARIES					457,250
STAFF SALARIES					0
BENEFITS					68,588
O AND M					0
TOTAL					525,838



**College Of Education  
Education Studies  
159996 - 22200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Abel, Carolyn	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Jones, Kevin	Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
McCuller, Glen	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	0.50	5,000
Olson Beal, Heather	Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	1.00	9,000
Rudolph, Amanda	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Williams, Dawn	Professor	First 6-week	1.5	1.00	9,000
Akerson, Adam	Associate Professor	Second 6-week	1.5	1.00	8,000
Burrow, Lauren	Associate Professor	First 6-week	1.5	0.33	2,667
Cross, Chrissy	Associate Professor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	0.50	4,000
Ewing, James	Associate Professor	First 6-week	1.5	1.00	8,000
Hasbun, Tracey	Associate Professor	First 6-week	1.5	0.50	4,000
Montgomery, Mark	Associate Professor	First 6-week	1.5	0.33	2,667
Sheriff, Lorna Kathy	Associate Professor	First 6-week	1.5	1.50	12,000
		Second 6-week	1.5	1.00	8,000
Wagnon, Amber	Associate Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Xu, Tingting	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Darst, Shannon	Assistant Professor	12-week, full term	3.0	0.50	4,000
He, Yuan	Assistant Professor	First 6-week	1.5	0.67	4,667
Kahn, Leah	Assistant Professor	First 6-week	1.5	0.33	2,667
Kennon, Jennifer Lindsey	Assistant Professor	First 6-week	1.5	1.00	7,000
Koltonski, Summer	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Straub, Sarah	Assistant Professor	Second 6-week	1.5	1.00	7,000
Vaughn, Pamela	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Dillard, Erica	Lecturer	First 6-week	1.5	0.67	4,667
McClain, Ronda	Lecturer	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	1.00	8,000
Patterson, Margaret	Lecturer	Second 6-week	1.5	1.00	7,000
Gound, Elizabeth	Instructor	First 6-week	1.5	0.50	3,500
Chen, Cristina	Adjunct	First 6-week	1.5	0.50	3,000
		Second 6-week	1.5	0.50	3,000
Davis, William	Adjunct	First 6-week	1.5	0.50	3,000
		Second 6-week	1.5	0.50	3,000
Hamilton, Karla	Adjunct	First 6-week	1.5	0.50	2,650
Hampton, Laura	Adjunct	12-week, full term	3.0	0.50	3,000

**College Of Education**  
**Education Studies**  
**159996 - 22200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Mokuria, Vicki	Adjunct	First 6-week	1.5	0.50	3,000
Mullins, Jerry	Adjunct	12-week, full term	3.0	1.00	5,000
Dean, Donna Jean	Clinical Instructor	12-week, full term	3.0	1.50	7,500
		First 8-week	2.0	0.50	2,500
TBN	Adjunct (1)	First 8-week	2.0	0.50	3,000
	Adjunct (2)	12-week, full term	3.0	2.00	12,000
		First 6-week	1.5	1.50	8,300
		Second 6-week	1.5	2.00	11,100
FACULTY SALARIES				282,883	
STAFF SALARIES				0	
BENEFITS				42,433	
O AND M				0	
TOTAL				325,316	

**College of Education  
Kinesiology & Health Science  
159996 - 22300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bobo, Linda	Professor	First 4-week	1.0	0.33	3,333
		Second 4-week	1.0	0.17	1,667
		Second 8-week	2.0	0.33	3,333
Jones, Eric	Professor	12-week, full term	3.0	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Hawkins, Mary	Associate Professor	First 6-week	1.5	1.00	8,000
Rowe, James	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Whitehead, Malcolm Todd	Associate Professor	First 6-week	1.5	0.84	7,500
		Second 6-week	1.5	0.84	7,500
Bae, Mi Hae	Assistant Professor	First 6-week	1.5	0.50	4,000
Cegelka, Derek	Assistant Professor	First 6-week	1.5	1.00	8,000
Joubert, Dustin	Assistant Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Moore, Amanda	Assistant Professor	Second 6-week	1.5	0.50	3,500
Stewart, John	Assistant Professor	Second 6-week	1.5	0.50	4,000
Wagner-Greene, Victoria	Assistant Professor	12-week, full term	3.0	0.50	3,500
		First 6-week	1.5	0.50	3,500
Watts, Melinda	Assistant Professor	Second 6-week	1.5	0.50	4,000
White, Kristina	Assistant Professor	Second 6-week	1.5	1.17	9,333
Whitehead, Robyn	Assistant Professor	First 6-week	1.5	0.50	4,000
Rice, Sharon	Instructor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Gillette, Matthew	Adjunct	First 6-week	1.5	0.17	833
		Second 6-week	1.5	0.17	833
TBN	Adjunct	First 6-week	1.5	0.17	833
		Second 6-week	1.5	0.17	833
FACULTY SALARIES					113,998
STAFF SALARIES					0
BENEFITS					17,100
O AND M					0
TOTAL					131,098

**College of Education**  
**Human Sciences**  
**159996 - 22400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>	
Bridwell, Leisha	Associate Professor	Second 6-week	1.5	1.00	9,000	
Causin, Gina	Associate Professor	First 6-week	1.5	1.00	9,000	
Kang, Hyunsook	Associate Professor	First 6-week	1.5	1.00	8,000	
Mize, Lisa	Associate Professor	First 6-week	1.5	1.00	9,000	
O'Dwyer, Darla	Associate Professor	Second 6-week	1.5	0.50	4,500	
Olle, Mary Stephens	Associate Professor	12-week, full term	3.0	0.50	4,000	
		Second 6-week	1.5	0.50	4,000	
Swearingen, Sally	Associate Professor	12-week, full term	3.0	0.50	4,500	
Farago, Flora	Assistant Professor	First 6-week	1.5	1.00	8,000	
Jumper, Rachel	Assistant Professor	First 6-week	1.5	1.00	8,000	
Newquist, Jennifer	Assistant Professor	First 6-week	1.5	0.50	3,500	
		Second 6-week	1.5	0.50	3,500	
Barrios, Todd	Clinical Instructor	First 6-week	1.5	0.50	4,000	
		Second 6-week	1.5	0.50	3,999	
Cortines, Lynsey	Clinical Instructor	Second 6-week	1.5	1.00	7,000	
Cupit, Jamie	Clinical Instructor	First 6-week	1.5	0.50	4,000	
Drake, Sarah	Clinical Instructor	First 4-week	1.0	0.50	4,000	
		First 6-week	1.5	0.50	4,000	
Fickes, Donna	Clinical Instructor	Second 6-week	1.5	1.00	8,000	
Pelham, Justin	Clinical Instructor	First 4-week	1.0	0.50	3,500	
		First 6-week	1.5	0.50	3,500	
Pruett, Jill	Clinical Instructor	Second 6-week	1.5	1.00	6,999	
Fish, Brittany	Adjunct	Second 6-week	1.5	0.50	3,000	
Love Watkins, Ginny	Adjunct	Second 6-week	1.5	1.00	6,000	
Luque, Jennifer	Adjunct	First 6-week	1.5	0.50	2,500	
		Second 6-week	1.5	0.50	2,500	
FACULTY SALARIES				137,998		
STAFF SALARIES				0		
BENEFITS				20,700		
O AND M				0		
TOTAL				158,698		

**College of Fine Arts  
Office of the Dean  
159996 - 23011**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
O and M	Graphic Artist	All Summer	4.0	0.50	1,500
FACULTY SALARIES					0
STAFF SALARIES					0
BENEFITS					0
O AND M					1,500
TOTAL					1,500

**College of Fine Arts  
School of Art  
159996 - 23100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Andrew, Peter	Professor	First 6-week	1.5	0.50	5,000
Cox, Neal	Professor	Second 6-week	1.5	0.50	4,000
Lewis, David	Professor	First 6-week	1.5	0.50	5,000
Angiano, Daniel	Assistant Professor	Second 6-week	1.5	1.00	7,000
Breitbart, Amanda	Assistant Professor	First 6-week	1.5	0.50	3,500
Maule, George	Lecturer	First 6-week	1.5	1.00	7,000
Arscott, William A.	Adjunct	First 6-week	1.5	1.00	6,600
Havard, Russ	Adjunct	First 6-week	1.5	0.50	3,300
		Second 6-week	1.5	0.50	3,300
Herrera, Christina	Adjunct	First 6-week	1.5	0.50	3,300
King, Julie	Adjunct	First 6-week	1.5	1.00	6,000
		Second 6-week	1.5	1.00	6,000
King, Ronald	Adjunct	First 6-week	1.5	0.50	3,300
Vega, Javier	Adjunct	Second 6-week	1.5	0.50	3,000
FACULTY SALARIES				66,300	
STAFF SALARIES				0	
BENEFITS				9,945	
O AND M				0	
TOTAL				76,245	

**College of Fine Arts  
School of Music  
159996 - 23200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ajero, Mario	Professor	First 6-week	1.5	0.50	4,000
Anglley, Tamey	Associate Professor	Second 6-week	1.5	0.00	7,000
Salas, Jorge	Associate Professor	Second 6-week	1.5	0.50	4,000
Weaver, Jamie	Associate Professor	First 6-week	1.5	0.67	5,333
Adams, James	Assistant Professor	First 6-week	1.5	0.50	4,000
Amato, Alex	Assistant Professor	First 6-week	1.5	0.50	3,500
Murphy, Claire	Assistant Professor	First 6-week	1.5	0.50	3,500
TBN	Assistant Professor	Second 6-week	1.5	1.00	5,000
Kaatz, Christopher	Lecturer	Second 6-week	1.5	0.00	3,500
Midgley, Herbert	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Held, Abby	Adjunct	First 6-week	1.5	0.50	3,000
Hooe, Leslie	Adjunct	First 6-week	1.5	1.00	4,500
		Second 6-week	1.5	0.50	2,250
Lopez, Erica	Adjunct	First 6-week	1.5	0.50	3,000
FACULTY SALARIES					59,583
STAFF SALARIES					0
BENEFITS					8,937
O AND M					0
TOTAL					68,520

**College of Fine Arts  
School of Theatre  
159996 - 23300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bacarisse, Angela	Professor	First 8-week	2.0	1.00	9,000
Conn, Carolyn	Professor	First 6-week	1.5	0.17	1,333
		First 8-week	2.0	1.00	8,000
Jones, Richard	Professor	First 8-week	2.0	1.00	9,000
Meier, Inga	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Verdugo, Kenneth	Assistant Professor	First 8-week	2.0	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Malmberg, Jennifer	Lecturer	Second 6-week	1.5	0.50	3,500
Blossom, Kristen	Adjunct	First 8-week	2.0	0.50	2,800
Raine, David	Adjunct	Second 6-week	1.5	1.00	5,600
Rosenfeld, Jackie	Visiting Faculty	First 8-week	2.0	0.50	3,490
		Second 6-week	1.5	0.50	3,490
O and M	O and M	All Summer	4.0	0.00	8,000
FACULTY SALARIES					63,713
STAFF SALARIES					0
BENEFITS					9,557
O AND M					8,000
TOTAL					81,270



**College of Forestry & Agriculture**  
**Forestry**  
**159996 - 24100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hung, I-Kuai	Professor	First 6-week	1.5	1.00	10,000
Kulhavy, David	Professor	First 6-week	1.5	1.00	10,000
Oswald, Brian	Professor	First 6-week	1.5	1.00	10,000
Stephens, Pat	Professor	First 6-week	1.5	1.00	9,000
Stovall, Jeremy	Professor	First 6-week	1.5	1.00	9,000
Unger, Daniel	Professor	First 6-week	1.5	1.00	10,000
Zhang, Yanli	Professor	First 6-week	1.5	1.00	8,000
Glasscock, Jessica	Assistant Professor	First 6-week	1.5	1.00	7,000
Kidd, Rebecca	Assistant Professor	First 6-week	1.5	1.00	7,000
Schalk, Christopher	Assistant Professor	First 6-week	1.5	1.00	7,000
Weng, Yuhui	Assistant Professor	First 6-week	1.5	1.00	8,000
Kidd, John	Lecturer	First 6-week	1.5	1.00	7,000
FACULTY SALARIES				102,000	
STAFF SALARIES				0	
BENEFITS				15,300	
O AND M				0	
TOTAL				117,300	

**College of Forestry & Agriculture  
Center For Applied Studies  
107550 - 24103**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hung, I-Kuai	Professor	First 6-week	1.5	0.25	4,079
Jerez, Sheryl	Professor	First 6-week	1.5	0.25	4,124
		Second 6-week	1.5	1.00	13,124
Kulhavy, David	Professor	First 6-week	1.5	0.25	5,390
Oswald, Brian	Professor	First 6-week	1.5	0.25	5,195
Stephens, Pat	Professor	First 6-week	1.5	0.25	2,766
Stovall, Jeremy	Professor	First 6-week	1.5	0.25	3,441
Unger, Daniel	Professor	First 6-week	1.5	0.25	4,931
Zhang, Yanli	Professor	First 6-week	1.5	0.25	4,431
Glasscock, Jessica	Assistant Professor	First 6-week	1.5	0.25	2,333
Kidd, Rebecca	Assistant Professor	First 6-week	1.5	0.25	2,951
Schalk, Christopher	Assistant Professor	First 6-week	1.5	0.25	2,862
Weng, Yuhui	Assistant Professor	First 6-week	1.5	0.25	2,029
Kidd, John	Lecturer	First 6-week	1.5	0.25	1,333
Paul, Jason	Lecturer	First 6-week	1.5	1.00	9,350
		Second 6-week	1.5	0.25	2,350
FACULTY SALARIES					70,689
STAFF SALARIES					0
BENEFITS					10,603
O AND M					0
TOTAL					81,292

**College of Forestry & Agriculture**  
**Agriculture**  
**159996 - 24200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Brown, Erin	Professor	First 4-week	1.0	0.50	5,000
		Second 8-week	2.0	0.25	5,000
Mehaffey, John Michael	Associate Professor	Second 8-week	2.0	0.50	5,000
Thompson , Leland	Associate Professor	Second 6-week	1.5	0.50	4,500
Carraway, Candis	Assistant Professor	First 8-week	2.0	0.50	4,500
Jones, Stephanie	Assistant Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Payne, Emily	Lecturer	All Summer	4.0	0.50	3,500
		First 4-week	1.0	0.50	3,500
		Second 4-week	1.0	0.25	3,500
Mehaffey, Amy	Adjunct	First 6-week	1.5	0.25	3,500
		Second 6-week	1.5	0.50	3,500
Shannon, Joseph	Adjunct	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				58,500	
STAFF SALARIES				0	
BENEFITS				8,775	
O AND M				0	
TOTAL				67,275	

**College of Forestry & Agriculture  
Environmental Science  
159996 - 24300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Jerez, Sheryl	Professor	First 6-week	1.5	1.00	9,000
Stafford, Kevin	Professor	First 6-week	1.5	0.50	5,000
Paul, Jason	Lecturer	Second 6-week	1.5	1.00	7,000
FACULTY SALARIES				21,000	
STAFF SALARIES				0	
BENEFITS				3,150	
O AND M				0	
TOTAL				24,150	

**College of Liberal & Applied Arts  
English & Creative Writing  
159996 - 25100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Marsden, Steve	Professor	Second 6-week	1.5	0.50	4,000
Martin, Michael	Professor	Second 6-week	1.5	0.50	4,500
McDermott, John	Professor	First 6-week	1.5	0.50	4,500
Hoagland, Ericka	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Parks, Sara	Associate Professor	First 6-week	1.5	0.50	3,500
Bush, Deborah	Lecturer	Second 6-week	1.5	1.00	7,000
Jones, Sheila	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Lameborshi, Eralda	Lecturer	Second 6-week	1.5	1.00	7,000
McGee, Rhanda	Lecturer	Second 6-week	1.5	0.50	3,433
Whatley, Sue	Lecturer	Second 6-week	1.5	0.50	3,500
Couch, James	Adjunct	First 6-week	1.5	0.50	2,500
		Second 6-week	1.5	0.50	2,500
Galope, Erin	Adjunct	First 6-week	1.5	0.50	2,500
Osborne, Laura	Adjunct	Second 6-week	1.5	0.50	2,500
Osburn, Tureva	Adjunct	First 6-week	1.5	0.50	2,500
Thomas, Kristin	Adjunct	First 6-week	1.5	0.50	2,500
Verhines, Kimberly	Adjunct	Second 6-week	1.5	1.50	7,500
FACULTY SALARIES					74,933
STAFF SALARIES					0
BENEFITS					11,240
O AND M					0
TOTAL					86,173

**College of Liberal & Applied Arts  
Linguistics  
159996 - 25109**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Sams, Chris	Associate Professor	First 6-week	1.5	0.50	4,500
FACULTY SALARIES					4,500
STAFF SALARIES					0
BENEFITS					675
O AND M					0
TOTAL					5,175

**College of Liberal & Applied Arts  
History  
159996 - 25200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Beisel, Jennifer	Professor	Second 6-week	1.5	0.50	4,500
Carney, Courtney	Professor	First 6-week	1.5	1.00	8,000
Cooper, Dana	Professor	Second 6-week	1.5	1.00	8,000
Taaffe, Stephen	Professor	First 6-week	1.5	0.50	5,000
Allen, Robert	Associate Professor	Second 6-week	1.5	0.50	4,500
Barnes-Cox, Randi	Associate Professor	Second 6-week	1.5	0.50	4,000
Barringer, Mark	Associate Professor	First 6-week	1.5	1.00	9,000
Chakravartty, Aryendra	Associate Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Lannen, Andrew	Associate Professor	First 6-week	1.5	1.00	8,000
Poston, Brook	Associate Professor	Second 6-week	1.5	0.50	3,500
		Second 8-week	2.0	0.50	3,500
Sandul, Paul	Associate Professor	First 6-week	1.5	1.00	8,000
Sutherland, Samuel	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Bentley, Lisa	Lecturer	Second 6-week	1.5	1.00	7,000
White, Carolyn	Lecturer	Second 6-week	1.5	0.50	3,458
FACULTY SALARIES					90,458
STAFF SALARIES					0
BENEFITS					13,569
O AND M					0
TOTAL					104,027

**College of Liberal & Applied Arts  
Languages, Cultures, & Communication  
159996 - 25300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
King, Larry	Professor	First 6-week	1.5	1.00	10,000
Miranda-Recinos, Gabriela	Professor	First 6-week	1.5	1.00	10,000
Roy, Sudeshna	Professor	First 4-week	1.0	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Urena, Juan Carlos	Professor	Second 6-week	1.5	0.50	5,000
Cuadra, Carlos	Associate Professor	Second 6-week	1.5	1.00	8,000
Levitt, Linda	Associate Professor	Second 6-week	1.5	1.00	8,000
Recinos, Jose	Associate Professor	First 6-week	1.5	1.00	9,000
Sams, Chris	Associate Professor	First 6-week	1.5	0.50	4,500
Spradley, Ty	Associate Professor	First 4-week	1.0	0.50	4,000
		First 6-week	1.5	0.50	4,000
Stoehr, Louise	Associate Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Morera, Mario	Assistant Professor	Second 6-week	1.5	1.00	7,000
Spradley, Elizabeth	Assistant Professor	First 4-week	1.0	0.50	3,500
		First 6-week	1.5	0.50	3,500
Reynolds, Thomas	Lecturer	Second 6-week	1.5	0.50	3,500
FACULTY SALARIES					98,000
STAFF SALARIES					0
BENEFITS					14,700
O AND M					0
TOTAL					112,700



**College of Liberal & Applied Arts  
Government  
159996 - 25400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Abel, Charles	Professor	First 6-week	1.5	1.00	10,000
Herzog, Richard	Professor	Second 6-week	1.5	1.00	10,000
Baily, Alan	Associate Professor	First 6-week	1.5	1.00	8,000
Davis, Cindy	Associate Professor	12-week, full term	3.0	0.50	4,000
Franks, George	Associate Professor	First 8-week	2.0	1.00	8,000
Galatas, Steve	Associate Professor	12-week, full term	3.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Gooch, Donald	Associate Professor	First 8-week	2.0	1.00	8,000
Gregory, Charles	Associate Professor	Second 6-week	1.5	1.00	7,000
Harrelson-Stephens, Julie	Associate Professor	First 6-week	1.5	0.50	4,000
Hill, Milton	Associate Professor	Second 6-week	1.5	1.00	7,000
Payne, Lee	Associate Professor	First 6-week	1.5	1.00	8,000
Day, George	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Willardson, Spencer	Assistant Professor	Second 6-week	1.5	1.00	7,000
Fleming, Megan	Lecturer	Second 6-week	1.5	0.50	3,426
McClain, Katie	Lecturer	First 8-week	2.0	0.50	3,426
McElyea, Rebecca	Lecturer	First 8-week	2.0	0.50	3,500
Price, Karren	Adjunct	First 8-week	2.0	1.00	8,000
Turner, Trey	Adjunct	12-week, full term	3.0	0.50	2,750
FACULTY SALARIES				117,102	
STAFF SALARIES				0	
BENEFITS				17,565	
O AND M				0	
TOTAL				134,667	

**College of Liberal & Applied Arts**  
**Psychology**  
**159996 - 25500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Ludorf, Mark	Professor	Second 6-week	1.5	0.50	4,500
Brewer, Lauren	Associate Professor	Second 6-week	1.5	0.50	4,000
Conlon, Kyle	Associate Professor	12-week, full term	3.0	0.67	4,000
Drury, Scott	Associate Professor	Second 6-week	1.5	0.50	4,000
Estrada, Steven	Associate Professor	First 6-week	1.5	0.50	4,000
Jacobi, Lora	Associate Professor	First 6-week	1.5	0.50	4,000
Savoy, Sarah	Associate Professor	First 6-week	1.5	0.50	4,000
Sparkman, Nathan	Associate Professor	First 6-week	1.5	0.50	4,000
Walker, Michael	Associate Professor	12-week, full term	3.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Pearte, Catherine	Assistant Professor	First 6-week	1.5	0.50	3,500
Schaeffer, James	Assistant Professor	First 6-week	1.5	0.50	3,500
Brotzen, Julie	Lecturer	Second 6-week	1.5	0.50	3,458
White, Charles	Lecturer	Second 6-week	1.5	0.50	3,375
FACULTY SALARIES					54,333
STAFF SALARIES					0
BENEFITS					8,150
O AND M					0
TOTAL					62,483

**College of Liberal & Applied Arts  
Anthropology, Geography, & Sociology  
159996 - 25600**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Darville, Ray	Professor	First 6-week	1.5	1.00	10,000
McDonald, Darrel	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Williams, Jerry	Professor	First 6-week	1.5	0.50	5,000
Chandler-Ezell, Karol	Associate Professor	First 6-week	1.5	1.00	8,000
Dentice, Dianne	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Forbes, William	Associate Professor	First 4-week	1.0	0.50	4,000
		Second 4-week	1.0	0.50	4,000
Pruit, John	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
FACULTY SALARIES					56,000
STAFF SALARIES					0
BENEFITS					8,400
O AND M					0
TOTAL					64,400

**College of Liberal & Applied Arts**  
**Mass Communication**  
**159996 - 25700**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Hendricks, John	Professor	First 6-week	1.5	1.50	15,000
Greule, Alan	Associate Professor	Second 6-week	1.5	1.00	9,000
Hart, Casey	Associate Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Thompson, Bailey	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Williams-Turkowski, Stephanie	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Williford, Sherry	Instructor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				54,000	
STAFF SALARIES				0	
BENEFITS				8,100	
O AND M				0	
TOTAL				62,100	

**College of Liberal & Applied Arts**  
**Division of Multidisciplinary Programs**  
**159996 - 25750**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Smith, Anne	Professor	Second 6-week	1.5	1.00	9,000
Smith, Owen	Professor	Second 6-week	1.5	1.00	9,000
Dixon, Benjamin	Associate Professor	First 8-week	2.0	0.50	3,500
Salsbery, Kelly	Associate Professor	First 8-week	2.0	1.00	7,000
Shockley, Paul	Lecturer	First 4-week	1.0	0.50	3,500
FACULTY SALARIES				32,000	
STAFF SALARIES				0	
BENEFITS				4,800	
O AND M				0	
TOTAL				36,800	

**College of Liberal & Applied Arts**  
**Social Work**  
**159996 - 25900**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Cordova, Wilma	Professor	Second 6-week	1.5	0.50	4,500
Bishop, Christine	Assistant Professor	First 6-week	1.5	0.50	3,500
Carbajal, Jose	Assistant Professor	Second 6-week	1.5	0.50	4,000
Morris, James	Assistant Professor	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Butler, Carrie	Clinical Instructor	Second 6-week	1.5	0.50	4,000
Harris, Linda	Clinical Instructor	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES				27,000	
STAFF SALARIES				0	
BENEFITS				4,050	
O AND M				0	
TOTAL				31,050	

**College of Sciences & Mathematics**  
**Office of the Dean**  
**159996 - 26001**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Beavers, Brian	Associate Professor	All Summer	4.0	0.50	14,604
Faulkner, Melinda	Assistant Professor	Second 6-week	1.5	0.50	4,000
FACULTY SALARIES					18,604
STAFF SALARIES					0
BENEFITS					2,791
O AND M					0
TOTAL					21,395

**College of Sciences & Mathematics**  
**Pre-Health Professions**  
**159996 - 26004**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Childress, Erin	Lecturer	First 6-week	1.5	0.25	3,692
		Second 6-week	1.5	0.25	3,692
FACULTY SALARIES				7,383	
STAFF SALARIES				0	
BENEFITS				1,107	
O AND M				0	
TOTAL				8,490	



**College of Sciences & Mathematics**  
**Biology**  
**159996 - 26100**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Burt, Donald	Professor	First 6-week	1.5	0.50	5,000
		Second 6-week	1.5	0.50	5,000
Clack, Beatrice	Professor	First 6-week	1.5	0.83	8,333
Gravatt, Dennis	Professor	First 6-week	1.5	1.00	10,000
Kwiatkowski, Matthew	Professor	First 6-week	1.5	0.83	7,500
		First 8-week	2.0	0.17	1,500
Wiggers, Robert	Professor	Second 6-week	1.5	1.00	10,000
Pratt, Donald	Associate Professor	Second 6-week	1.5	1.00	9,000
Childress, Erin	Lecturer	Second 6-week	1.5	0.83	5,833
Havner, Ronald	Lecturer	First 6-week	1.5	0.83	5,833
Dudley, Thomas	Adjunct	Second 6-week	1.5	0.50	3,500
Maurstad, Cynthia	Adjunct	First 6-week	1.5	1.00	7,000
Nicholas, Angela	Adjunct	First 6-week	1.5	0.33	2,700
		Second 6-week	1.5	0.33	2,700
Giudici, Joann	Lab Coordinator	First 6-week	1.5	0.66	4,528
		Second 6-week	1.5	0.83	5,660
Sullivan, Justin	Lab Coordinator	First 6-week	1.5	0.33	2,242
		Second 6-week	1.5	0.33	2,242
Wahlberg, Ashley	Lab Coordinator	First 6-week	1.5	0.33	3,083
		Second 6-week	1.5	0.66	4,111
TBN	Graduate Assistant (4)	First 6-week	1.5	4.00	8,400
		Second 6-week	1.5	2.00	8,400
	TBN(2)	Second 6-week	1.5	0.83	7,333
FACULTY SALARIES					113,100
STAFF SALARIES					16,800
BENEFITS					19,485
O AND M					0
TOTAL					149,385

**College of Sciences & Mathematics**  
**Chemistry & Biochemistry**  
**159996 - 26200**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Odunuga, Odutayo	Professor	Second 6-week	1.5	1.00	9,000
Onchoke, Kefa	Professor	First 6-week	1.5	0.83	7,500
Frantzen, Alyx	Associate Professor	First 6-week	1.5	1.00	9,000
Fry, Darrell	Associate Professor	Second 6-week	1.5	1.00	8,000
Zamadar, Matibur	Associate Professor	First 4-week	1.0	0.50	4,000
		First 6-week	1.5	0.50	4,000
		Second 4-week	1.0	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Barngrover, Brian	Assistant Professor	First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.50	4,000
Gary, John	Assistant Professor	First 6-week	1.5	1.00	8,000
Sengupta, Bidisha	Assistant Professor	Second 6-week	1.5	0.83	6,667
Kwiatkowski, Catherine	Lecturer	First 6-week	1.5	0.66	4,667
Abedi, Milad	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Donald, Cole	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Lovett, Justin	Graduate Assistant	First 6-week	1.5	0.50	2,100
		Second 6-week	1.5	0.50	2,100
Milem, Elizabeth	Graduate Assistant	First 4-week	1.0	0.50	2,100
		Second 4-week	1.0	0.50	2,100
FACULTY SALARIES				76,834	
STAFF SALARIES				16,800	
BENEFITS				14,045	
O AND M				0	
TOTAL				107,679	

**College of Sciences & Mathematics**  
**Geology**  
**159996 - 26300**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Nielson, R. LaRell	Professor	First 6-week	1.5	1.00	10,000
Stafford, Kevin	Professor	First 6-week	1.5	0.50	5,000
Bloxson, Julie	Assistant Professor	First 6-week	1.5	0.50	4,000
Faulkner, Melinda	Assistant Professor	First 6-week	1.5	1.00	8,000
		Second 6-week	1.5	1.00	8,000
Read, Michael	Lecturer	First 6-week	1.5	0.50	3,500
Rashall, Jenny	Visiting Faculty	First 6-week	1.5	0.83	5,833
		Second 6-week	1.5	0.83	5,833
Turner, Wesley	Lab	First 6-week	1.5	1.49	10,500
	Coordinator/Lecturer	Second 6-week	1.5	0.83	5,833
FACULTY SALARIES					66,500
STAFF SALARIES					0
BENEFITS					9,975
O AND M					0
TOTAL					76,475

**College of Sciences & Mathematics**  
**Geology**  
**159996 - 26306**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
O and M		First 6-week	1.5	0.00	11,755
FACULTY SALARIES					0
STAFF SALARIES					0
BENEFITS					0
O AND M					11,755
TOTAL					11,755

**College of Sciences & Mathematics**  
**Mathematics & Statistics**  
**159996 - 26400**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Miller, Greg	Professor	First 6-week	1.5	1.00	10,000
		Second 6-week	1.5	1.33	13,333
Riggs, Kent	Professor	First 6-week	1.5	1.00	9,000
Stovall, Sarah	Professor	First 6-week	1.5	1.33	13,333
		Second 6-week	1.5	0.83	8,333
Henderson, Robert	Associate Professor	First 6-week	1.5	1.00	9,000
		Second 6-week	1.5	1.00	9,000
Mitchell, Jonathan	Associate Professor	First 6-week	1.5	1.66	13,333
		Second 6-week	1.5	1.00	8,000
Bradford, William	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	1.00	7,000
Busbee, Brooke	Lecturer	First 6-week	1.5	1.00	7,000
Cook, Michelle	Lecturer	Second 6-week	1.5	1.00	7,000
DeSha, Lorna	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Dosser, Hilary	Lecturer	First 6-week	1.5	1.00	7,000
Johnson, Danielle	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Payne, Robert	Lecturer	First 6-week	1.5	1.00	7,000
Prince, Stacia	Lecturer	Second 6-week	1.5	1.00	7,000
Rotenberry, Marissa	Lecturer	Second 6-week	1.5	0.50	3,500
Segura, Anali	Lecturer	First 6-week	1.5	1.00	7,000
		Second 6-week	1.5	0.50	3,500
Sullivan, John	Lecturer	Second 6-week	1.5	1.00	7,000
Sullivan, Robin	Lecturer	Second 6-week	1.5	1.00	7,000
TBN	TBN	First 6-week	1.5	0.50	4,000
	TBN(2)	Second 4-week	1.0	1.00	10,000
		Second 6-week	1.5	0.50	4,500
FACULTY SALARIES				202,833	
STAFF SALARIES				0	
BENEFITS				30,425	
O AND M				0	
TOTAL				233,258	

**College of Sciences & Mathematics**  
**School of Nursing**  
**159996 - 26500**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Bailey, Erin	Associate Professor	12-week, full term	3.0	0.83	7,500
		Second 6-week	1.5	0.50	4,500
Bishop, Sara	Associate Professor	12-week, full term	3.0	0.25	2,500
Harris, Tamara	Associate Professor	12-week, full term	3.0	0.66	6,666
Jones, Angela	Assistant Professor	First 6-week	1.5	0.50	4,500
		Second 6-week	1.5	0.50	4,500
Barrios, Keli	Clinical Instructor	12-week, full term	3.0	0.84	5,834
Becnel, Kesha	Clinical Instructor	12-week, full term	3.0	0.50	3,500
Cheever, Sherry	Clinical Instructor	12-week, full term	3.0	1.17	8,167
Cummins, Alysa	Clinical Instructor	12-week, full term	3.0	1.16	8,166
Goar, Ashley	Clinical Instructor	12-week, full term	3.0	1.17	8,167
		Second 6-week	1.5	0.33	2,333
Hunt, Shelley	Clinical Instructor	12-week, full term	3.0	0.83	6,667
		First 6-week	1.5	0.50	4,000
		Second 6-week	1.5	0.83	6,667
Kimbrough, Hazel	Clinical Instructor	12-week, full term	3.0	0.67	5,333
Klein, Michelle	Clinical Instructor	Second 6-week	1.5	0.50	4,000
Logan, Laura	Clinical Instructor	Second 6-week	1.5	0.33	3,000
Matthews, Laurel	Clinical Instructor	Second 6-week	1.5	0.50	3,500
McDonald, Kelley	Clinical Instructor	First 6-week	1.5	0.50	3,500
Talavera, Crystal	Clinical Instructor	12-week, full term	3.0	0.25	1,750
Trotty, Katy	Clinical Instructor	First 6-week	1.5	0.33	2,667
Young , Alyson	Clinical Instructor	First 6-week	1.5	0.17	1,167
Younger , Allison	Clinical Instructor	Second 6-week	1.5	0.33	2,333
Bray, Christell	Adjunct	12-week, full term	3.0	1.00	6,000
Hairston, Carla	Adjunct	12-week, full term	3.0	0.33	2,000
TBN	Adjunct	12-week, full term	3.0	0.67	4,000
FACULTY SALARIES					122,917
STAFF SALARIES					0
BENEFITS					18,438
O AND M					0
TOTAL					141,355

**College of Sciences & Mathematics**  
**Physics, Engineering & Astronomy**  
**159996 - 26600**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Trikosko , Walter	Professor	First 8-week	2.0	0.67	6,667
		Second 8-week	2.0	0.67	6,667
Ochoa, Hector	Assistant Professor	Second 6-week	1.5	0.50	5,000
Piran, Ali	Lecturer	First 8-week	2.0	0.67	4,667
Rickards, Abigail	Adjunct	Second 8-week	2.0	0.67	4,000
TBN	Graduate Assistant (2)	First 6-week	1.5	1.00	4,200
		Second 6-week	1.5	1.00	4,200
FACULTY SALARIES					27,001
STAFF SALARIES					8,400
BENEFITS					5,310
O AND M					0
TOTAL					40,711

**College of Sciences & Mathematics**  
**Computer Science**  
**159996 - 26800**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
Nix, Timothy	Associate Professor	First 6-week	1.5	0.50	5,000
Ivancic, Christopher	Assistant Professor	Second 6-week	1.5	1.00	10,000
Ogale, Pushkar	Assistant Professor	Second 6-week	1.5	0.50	5,000
Singh, Dipak	Assistant Professor	First 6-week	1.5	0.50	5,000
Zheng, Jianjun	Assistant Professor	Second 6-week	1.5	0.50	5,000
Long, William	Director	Second 6-week	1.5	0.50	5,000
Eubanks, Anne-Marie	Lecturer	First 6-week	1.5	0.50	3,500
		Second 6-week	1.5	0.50	3,500
Kahler, Korey	Lecturer	Second 6-week	1.5	1.00	7,000
Long, William	Instructor	First 6-week	1.5	0.50	5,000
FACULTY SALARIES				54,000	
STAFF SALARIES				0	
BENEFITS				8,100	
O AND M				0	
TOTAL				62,100	



**Student Success Center  
Student Success Seminar  
159996 - 29303**

<u>EMPLOYEE</u>	<u>RANK</u>	<u>APPOINTMENT</u>	<u>NUMBER OF MONTHS</u>	<u>FTE</u>	<u>SALARY</u>
TBN	Instructor (11)	All Summer	4.0	0.00	13,200
FACULTY SALARIES					0
STAFF SALARIES					13,200
BENEFITS					1,980
O AND M					0
TOTAL					15,180

### STEM RESEARCH AND LEARNING CENTER QUASI-ENDOWMENT

#### Explanation:

According to university policy 3.17, Gifts, Loans, Endowments and Bequests, utilization of unrestricted gifts of \$100,000 or more, as well as setting aside certain institutional funds to be maintained as quasi-endowments, shall be as directed by the Board of Regents. The SFA STEM Research and Learning Center has received funds in the form of payments for goods and services provided and from various gifts and donations. Utilizing funds from these revenue and discretionary accounts, the STEM Center is requesting to move \$500,000 to establish a quasi-endowment.

#### Recommendation:

The administration recommends that the \$500,000 unrestricted funds received be used to establish a quasi-endowment under the name STEM Research and Learning Center. Both the generated revenue and principal are to be used at the discretion of the associate director of the STEM Research and Learning Center and dean of the College of Science and Mathematics, with the approval of the provost. Primarily, these funds will support 1) student scholarships awarded on a discretionary basis to incoming freshmen and returning students majoring in a STEM field within the College of Sciences and Mathematics, and 2) designated college initiatives that reflect the teaching and learning mission of the STEM Research and Learning Center as determined by the associate director and the dean.

## UNIVERSITY TRAINING SYSTEM SOFTWARE

### Explanation:

The university's Executive Oversight Compliance Committee appointed a task force to select one university training platform to improve the delivery, format, and content of required university trainings. This assignment was a result of a university-wide training audit which was reported to the Board at the July 2020 meeting. Currently, the university utilizes multiple training systems which does not allow for a comprehensive and timely training record for employees.

The University Training System Task Force worked with the Project Management Office to issue a Request for Proposal (RFP) for training system software. Four companies responded to the RFP. After reviewing the demonstrations and financial proposals of the three respondents that met the selection criteria, the task force selected PeopleAdmin as the new training platform.

PeopleAdmin is a comprehensive talent acquisition and management system. The university's Human Resources department currently uses PeopleAdmin for job posting, applicant tracking, pre-employment training, and employee onboarding. By utilizing the PeopleAdmin training platform, along with integrated upgrades in the functionality we currently use, Human Resources will be able to improve training processes and gain efficiencies in all areas of electronic applicant tracking and onboarding, electronic personal records, and performance management.

The current training platform contract will expire December 31, 2021. In order to provide adequate time for implementation of the new training platform, it is recommended that SFA enter into a contract with PeopleAdmin as soon as possible.

An analysis was done to compare the cost of continuing with separate current software contracts for training and talent management to include increased licensure for student employees. The proposed single comprehensive software solution will enhance current functionality, improve efficiencies, and provide connectivity into our existing ERP system.

### Recommendation:

The administration recommends the administration be authorized to contract with PeopleAdmin for a combined talent management and training software agreement including implementation and associated maintenance costs for a

period of 5 years, through April 2026, at a cost not to exceed \$785,000, using the Higher Education Fund and/ or designated funds. The administration further recommends the President be authorized to sign the associated contracts and purchase orders.

TABLED

## GRANT AWARDS

### Explanation:

For fiscal year 2021, the multi-year grant award total is currently \$47,238,831. Of this total, grant awards allocable to fiscal year 2021 are currently \$17,144,163, an increase of \$11,296,183 since the last report.

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

### Recommendation:

The administration recommends approval and ratification of the additional fiscal year 2021 grant awards that total \$11,296,183. The grant awards are detailed as presented.

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

**Fiscal Year 2021 – as of March 31, 2021**

**Amounts allocable to FY21** (detailed in this report)

Federal funds (direct and pass-through)	\$ 11,066,020
State Funds (direct and pass-through)	\$ 224,868
Private and Local Government	\$ 5,295
<b>TOTAL</b>	<b>\$ 11,296,183</b>

**New awards, FY21** (detailed in this report, all project years) **\$ 11,259,400**

**Cumulative amount allocable to FY21** **\$ 17,144,163**

**Cumulative award total FY21, all project years** **\$ 47,238,831**

*New, Additional, or Previously Unreported Awards for FY 2021*

**Federal Funds (direct and pass-throughs)**

**Title** **\* Texas Reskilling Support Fund Grant Program FY21**  
**Sponsor:** TX Higher Education Coordinating Board (prime - US Dept of Education)  
Award # 24118  
**Award Term:** January 4, 2021 to December 31, 2021  
**PI/PD:** Dr. Marc Guidry, Academic Affairs  
**Total Award:** \$112,500 **Amount Allocable to FY 2021: \$112,500**  
*Scholarship funds for students who will pursue high value workforce credential programs and/or undergraduate degrees.*

**Title** **\* La Nana Bayou Watershed Protection Plan (WPP) Development**  
**Sponsor:** Texas A&M AgriLife Extension Service (prime - US Environmental  
Protection Agency)  
Award # M2101278  
**Award Term:** January 14, 2021 to January 31, 2023  
**PI/PD:** Dr. Matthew McBroom, Forestry  
**Total Award:** \$33,127 **Amount Allocable to FY 2021: \$11,042**  
*This research grant will develop a watershed protection plan for La Nana Creek that will enable local decision making for the planning process, and to provide educational programs and a media outreach plan.*

<sup>\*</sup>New awards or additional funds added to a current award

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

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

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Previously Described Awards:

***CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Institutional Aid***

Dr. Danny Gallant, Finance and Administration

**Total Award:** \$17,133,422 **Amount Allocable to FY 2021:** \$5,935,442\*

***CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Students***

Erma Nieto-Brecht, Admissions

**Total Award:** \$10,525,078 **Amount Allocable to FY 2021:** \$5,000,000\*

***CARES ACT: Higher Education Emergency Relief Fund-Strengthening Institutions Program (SIP)***

Dr. Danny Gallant, Finance and Administration

**Total Award:** \$519,411 **Amount Allocable to FY 2021:** \$5,986\*

***Special Education Consolidated Grant FY21 (IDEA-B)***

Lysa Hagan, Charter School

**Award Total:** \$35,380 **Amount allocable to FY 2021:** \$1,050\*

***Subtotal Federal Amounts Allocable to FY 2021 (this report) = \$11,066,020***  
***Subtotal New Federal Awards (total award) = \$11,088,105***

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

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

**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

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**State Funds (direct and pass-through)**

**Title** \* *STEM Summer Program FY21 - Governor's Summer Merit Program*  
**Sponsor:** Texas Workforce Commission  
**Award Term:** March 23, 2021 to August 31, 2021  
**PI/PD:** Dr. Jana Redfield, STEM Research and Learning Center  
**Total Award:** \$100,000 **Amount Allocable to FY 2021:** \$100,000

*Funds will provide two week-long summer camps with hands-on learning activities, field work opportunities, and industry field trips. The goal is to help increase the number of students interested in STEM careers.*

**Title** \* *Repatriation of Illegally Collected Alligator Snapping Turtles Back into Texas Waters*  
**Sponsor:** Texas Parks and Wildlife Department  
**Award Term:** February 24, 2021 to August 31, 2021  
**PI/PD:** Dr. Christopher Schalk, Forestry  
**Total Award:** \$45,000 **Amount Allocable to FY 2021:** \$45,000

*Research funds will be used to return approximately 40 Alligator Snapping Turtles to Texas waters. These turtles were illegally smuggled into Louisiana several years ago, but law enforcement successfully intervened.*

**Previously Described Awards:*****SFA Charter School Instructional Materials Allotment, FY13-FY21***

Lysa Hagan, Charter School

**Award Total:** \$222,647 **Amount allocable to FY 2021:** \$47,900\*

***Disability Services – Interpreter Services 16-18***

Tiffany Rivers, Disability Services

**Award Total:** \$206,759 **Amount allocable to FY 2021:** \$10,968

***\*JAMP Special Projects: JAMP Camp 2021***

Dr. Kevin Langford, Biology

**Award Total:** \$20,000 **Amount allocable to FY 2021:** \$20,000

***\*Peers Against Tobacco Program – FY21***

Jessica Waguespack, Campus Recreation

**Award Total:** \$1,000 **Amount allocable to FY 2021:** \$1,000

***Subtotal State Amounts Allocable to FY 2021 (this report) = \$224,868***

***Subtotal New State Awards (total award) = \$166,000***

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

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



**Report to the Board of Regents – April 2021**  
Grants<sup>1</sup> awarded between January 1, 2021 and March 31, 2021

**Private Entity and Local Government Awards**

**Title**                                *\* Clinic Fee Support for Low Income Clients and Career Planning Laboratory Services*  
**Sponsor:**                        T.L.L. Temple Foundation  
**Award Term:**                    January 29, 2021 to May 31, 2022  
**PI/PD:**                            Dr. Bill Weber, Human Services and Educational Leadership  
**Total Award:**                \$5,295                                **Amount Allocable to FY 2021:** \$5,295  
*Grant funding will provide counseling sessions for up to 25 clients through the Human Services and Educational Leadership Graduate Counseling Clinic.*

**Title**                                *\* Hamilton Syringe Grant*  
**Sponsor:**                        Hamilton Company  
**Award Term:**                    December 2, 2020 to February 28, 2021  
**PI/PD:**                            Dr. Lindsay Porter, Biology  
**Total Award:**                no funds awarded - award is solely a credit for purchase.  
*This product credit will assist a project-based lab for an immunology course by providing students with experience using RNAi as part of their research programs.*

***Subtotal Private and Local Amounts Allocable to FY2021 (this report) = \$5,295***

***Subtotal New Private and Local Awards (total award) = \$5,295***

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

<sup>\*</sup>New awards or additional funds added to a current award

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

## FINANCIAL AFFAIRS POLICY REVISIONS

### Explanation:

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

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

### Recommendation:

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

- Best Value Procurement 17.1
- Cellular Telephones and Wireless Communication Devices 3.6
- Delegated Purchasing Authority 17.5
- Direct Pay Disbursements 17.20
- Establishing a New Department Account: Fund-Organization-Program (FOP) 3.12
- Expenditure Authority for Financial Transactions 3.13
- Gramm Leach Bliley Act Required Information Security and Identity Theft Prevention 14.4
- Identity Theft Prevention 14.5
- Insurance and Other Benefits 12.10
- Membership 17.10
- Payment Card Acceptance and Security 14.8
- Purchase Requisition 17.19
- Restrictions on Contracting with and Paying Certain Vendors 17.23
- Travel Card (T-Card) 3.30

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Best Value Procurement

**Policy Number:** 17.1

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

**Date of last revision, if applicable:** 4/18/2020

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

**Purpose of Policy (what does it do):** This policy affirms that Stephen F. Austin State University (SFA) makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Texas Education Code Section 51.9335 and university policy.

**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:** The revision blends in content and allows deletion of Policies 17.10, 17.19, and 17.23.

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

*Additional Comments:*

Minor wording changes.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Best Value Procurement

**Original Implementation:** January, 1988

**Last Revision:** ~~April 18, 2020~~ April 20, 2021

### Purpose

This policy affirms that Stephen F. Austin State University (SFA) makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Texas Education Code Section 51.9335 and university policy.

### PROCUREMENT METHODS PROCESSES

The university purchases goods or service by the method that provides the best value to the university, including:

- A. programs associated with the purchase of goods or services from persons with disabilities as required under applicable state law;
- B. direct negotiation if the aggregate total is \$15,000 or less (except that the limit for federal funds is \$3,000);
- C. group/cooperative purchasing programs;
- D. contracts awarded by the state comptroller's office, Department of Information Resources, Council on Competitive Government, State Office of Risk Management, or other state of Texas agencies or institutions of higher education;
- E. contracting with other state agencies or political subdivisions in accordance with Interagency and Interlocal Contracts (see additional information below in Additional Procurement Considerations);
- F. purchasing on a proprietary basis in accordance with Proprietary Purchases (see additional information below in Additional Procurement Considerations);
- G. purchase of professional and consulting services in accordance with Texas Government Code Section 2254 (see additional information below in Additional Procurement Considerations);
- H. purchasing from state or federal surplus warehouses in accordance with Purchase of Surplus Property (17.17);
- I. soliciting bids or proposals as follows:
  - a. informal solicitation if the aggregate total is \$50,000 or less; this limit may be increased to \$150,000 if using federal grant funds;
  - b. formal solicitation if the aggregate total is over \$50,000; this limit may be increased to \$150,000 if using federal grant funds;
- J. purchasing on an emergency basis as long as the procurement is necessary to prevent a hazard to life, health, safety, welfare or property, or to avoid undue additional cost to the university;
- K. purchasing on a best value basis without using one of the above processes as long as the supporting justification is approved by the director of procurement and is in compliance with best value considerations outlined in Texas Education Code Section 51.9335.

### ***Purchase Requisition Process***

*A specific request by a department to purchase goods or services begins with the completion of an electronic Purchase Requisition (requisition). Once initiated, the requisition is routed for appropriate approvals based on the amount, commodity, or funding source. This automated approval queue for requisitions is maintained in the university's financial system. Reference Delegated Purchasing Authority (17.5).*

*Electronic requisitions are submitted following the guidelines outlined in the Procurement Requisitions, Approvals and Receiving Manual. Purchase orders may be created without a requisition at the discretion of the procurement office. When a purchase order is created without a requisition, the department may be notified by email that the purchase order has been created.*

*Requisition processing within the procurement office differs depending upon source of funds, dollar value, the type of good or service being acquired, and department need.*

*Exceptions to the use of a requisition, other than those listed above, are detailed in Direct Pay Disbursements (17.20) and Delegated Purchasing Authority (17.5).*

## **ADDITIONAL PROCUREMENT CONSIDERATIONS**

### **General**

The university may not accept a bid or award a contract that includes proposed financial participation by a person who received compensation from the university to participate in preparing the specifications or request for proposals on which the bid or contract is based. This does not prohibit a bidder or contract participant from providing free technical assistance to the university.

In accordance with Gov't Code Ch. 2252, Subchapter A, the university will apply reciprocity when evaluating informal bids and competitive sealed bids. This requirement does not apply to federal funds.

Contracts that generate revenue may be processed through any of the above procurement processes, through direct negotiation, or through any other process that is determined to represent the best value to the university.

All procurements, regardless of the source of funds, shall comply with laws and rules relating to historically underutilized businesses. Reference Historically Underutilized Businesses (17.7).

Some procurements may require Board of Regents approval prior to purchasing. Reference Items Requiring Board of Regents Approval (1.4).

Some procurements have additional restrictions based on the source of funding. Reference the Funds Guidelines and HEF Guidelines published on the procurement and property services website.

### ***Contracting Restrictions for Post-Employment and Heads of State Agencies***

Contracting with a former employee or retiree for services is prohibited on state funds within 12 months of the employee's separation date from the university. The use of local funds is allowed within 12 months of the employee's separation date with prior approval of the director of procurement and property services, director of human resources, and general counsel.

If a past employee or retiree is hired as a consultant within 2 years of leaving SFA or any other state agency, the consultant must disclose in ~~his/her~~*their* offer the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination. This requirement does not apply to professional services.

Contracting for professional services with a company employing a former employee or retiree within 12 months of the employee's separation date from the university is allowed only if the former or retired employee does not work on a project that is similar to ~~his/her~~*their* duties while employed by SFA.

Contracting with the executive head of a state agency, or with a person who at any time during the four years before the date of the contract was the executive head of a state agency, or with a person who employs a current or former executive head of a state agency is prohibited unless the Board of Regents votes in open meeting to approve the contract, and the Legislative Budget Board is notified no later than the fifth day before the date of the vote, of the terms of the proposed contract.

Pursuant to state law, a former officer or employee who during their period of service or employment participated on behalf of the university in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the contract is signed or the procurement is terminated or withdrawn.

### ***Contracting Restrictions with and Paying Certain Vendors***

*The university is required by Tex. Gov't Code § 2252.903 and the United States President's Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001) to determine vendor eligibility for contracts and/or payments. The university may contract with any vendor on state warrant hold and follow established procedures for notifying the vendor and holding payment. It is the responsibility of the accounts payable office to ensure that the selected vendor is NOT on warrant hold prior to processing a university payment. However, the university is strictly prohibited from contracting with any vendor listed on the federal government specially designated nationals list (SDN). –The verification process for the SDN involves searching in the federal system for award management website (SAM).*

*It is the responsibility of the university to ensure that the selected vendor is NOT on warrant hold or listed with an active exclusion on the SAM up to 7 days before the contract date, but no later than the contract start date.*

### **Contract Management**

The procurement office shall establish and maintain contract management procedures that provide for consistent contracting policies and practices and contract review procedures, including a risk analysis procedure. The contract review procedures, contract review checklist, and any updates, must be reviewed and approved by the general counsel before implementation.

The procurement office shall establish procedures to identify each contract that requires enhanced contract or performance monitoring. New construction projects over a designated dollar amount shall be included in evaluation for enhanced monitoring. Identified contracts shall be reported to the Board of Regents at regularly scheduled meetings, including the following information:

1. a description of the contract;
2. the vendor awarded the contract;
3. the procurement method by which the vendor was selected;
4. who is managing the contract;
5. any serious issue or risk associated with the contract.

The following types of purchases or contracts are excluded from this reporting requirement: a memorandum of understanding, interagency contract, interlocal agreement, or contract for which there is no cost.

All contracts should be fully executed prior to the effective date and prior to work being performed to the extent possible.

### **Interagency and Interlocal Purchases**

Interagency purchases are for goods and services from another agency of the state of Texas and are allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment, and special or technical services including the services of an employee through an Interagency Cooperation Agreement.

Interlocal purchases are for goods or services from or by a local government such as a city or county government, school district, junior or community college district, or other political subdivision. Such purchases are handled as an Interlocal Agreement, and are allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitations of its appropriated funds or its governing board or commission.

A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. Printing services may not be purchased through an Interagency or Inter-local Agreement.

Interagency contracts shall follow financial approval thresholds allowed in university policy 1.4. All interagency contracts must conform to appropriate procurement procedures and be approved by an

authorized administrator from each agency. An interagency agreement, if required under applicable law, must specify the following:

1. the kind and amount of goods or services to be provided;
2. the basis for computing reimbursable costs; and
3. the maximum cost during the period of the agreement.

Interlocal contracts must contain a formal written agreement signed by the university agency head, or designee, and the local government, regardless of the dollar amount. The written agreement must:

1. state the purpose, terms, rights, and duties of the contracting parties; and
2. specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Forms for interagency and interlocal agreements are available on the general counsel's website.

### ***Purchase of Memberships***

*All memberships are held in the name of the university. –Memberships that clearly relate to the university as a whole may be paid from university's institutional membership account, subject to available funding and appropriate approval. –Memberships relating to specific departments or functions are funded from departmental or college accounts.*

*Memberships that will be paid with appropriated funds must be submitted on a purchase requisition and approved at the appropriate level. Memberships in a chamber of commerce may not be purchased with appropriated funds.*

### **Proprietary Purchases**

A proprietary purchasing situation occurs when competition is not available. In addition to the purchase requisition, a written exclusive acquisition justification must be submitted to the Department of Procurement and Property Services when the specification requirement limits consideration to one manufacturer, one product, or one service provider.

A sole product may be available from more than one source and is subject to best value procurement rules. Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. To assist in proprietary purchase considerations, procedures and guidelines are provided on the procurement and property services website.

### **Purchase of Professional and Consulting Services**

Professional services are services within the scope of practice, as defined by state law, of: accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, professional nursing, and interior design or those services provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, landscape architect, land surveyor, a



physician (including a surgeon), an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, registered nurse, or a licensed interior designer.

Consulting services are services of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee. A consultant may be used only if there is a substantial need for the consulting services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

Major consulting service contracts are contracts for which it is reasonably foreseeable that the value of the contract will exceed \$25,000. The \$25,000 threshold is not a one-time cost, but rather a cumulative amount for on-going consulting services.

A consultant is a person that provides or proposes to provide a consulting service. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

Selection of professional or consulting service contracts may require Board of Regents approval. Reference Items Requiring Board of Regents Approval (1.4). Submission of a requisition is required, and other purchasing procedures may apply.

Professional or consulting service solicitations greater than \$50,000 will be posted on the electronic business daily unless Procurement and Property Services determines that no value is added by the posting.

A professional service provider is not to be selected on the basis of competitive bid but rather on the basis of demonstrated competence and qualifications to perform the services; and a fair and reasonable price, as long as professional fees do not exceed any maximum provided by law.

Professional services, including architectural, engineering, land surveying, and other professional services as referenced above, must be procured in the following manner:

1. Select the most highly qualified provider based on demonstrated competence and qualifications as provided in the Request for Qualifications;
2. Attempt to negotiate a contract with the selected provider at a fair and reasonable price;
3. If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price.

The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

A consulting service provider is to be selected using the procurement method that provides the best value to the university based on demonstrated competence, knowledge, qualifications, and reasonableness of the proposed fees for the services.

## EXEMPT PURCHASES

Purchases that are exempt from best value procurement processes outlined herein but for which submission of a purchase requisition and other rules may apply include:

1. advertising;
2. hotels and meeting rooms for conferences;
3. conference expenses – expenses related to conference room services such as audio/visual/network and food services. (does not include goods purchased for attendees or transportation services);
4. moving expenses (employee) – see Moving Expenses (3.23);
5. student travel – see Student Travel (10.12);
6. library materials and services for Stephen F. Austin State University libraries when such exemption represents the best value to the university;
7. membership dues and associated fees;
8. direct publications only available from a single source as defined in the procurement procedure manual;
9. freight, including shipping, handling, fuel surcharge, hazardous material fee, postage, and other surcharges;
10. intra-agency payments (IDT);
11. rental of exhibit space;
12. items for resale;
13. internal repairs – repairs for which the extent and cost of such cannot be determined until the commodity is disassembled and evaluated; an internal repair must contain labor and may also include parts;
14. purchases from federal agencies;
15. utilities, other than deregulated electricity;
16. organized activity purchases – goods and services for the Early Childhood Lab, Cole Audiology Lab, Beef Farm, Poultry Farm, Equestrian Program, Broiler Houses, and Swine Farm when the purchase directly affects operations and such exemption represents the best value to the university;
17. group travel – expenses related to group travel when such group travel includes non- university persons and/or is funded by payment from individual travelers; i.e., Art Tour;
18. gifts, prizes and awards for students, employees and non-university individuals – See Gifts, Prizes and Awards (3.18);
19. accreditation fees;
20. tournament fees or game guarantees;
21. licensing fees or permits;
22. employee registration or tuition;
23. sponsorships;
24. non-travel-related meals;
25. fees, not otherwise identified herein;
26. notary bonds;
27. guest lecturers, speakers, artists, entertainers, performers, musicians, etc.;
28. educational/training services for university employees;

29. veterinary services;

30. other professional services as defined by the state comptroller's expenditure codes.

**Cross References:** Items Requiring Board of Regents Approval (1.4); Ethics (2.6); Gifts, Prizes and Awards (3.18); Student Travel (10.12); Nepotism (11.16); Historically Underutilized Businesses (17.7); Delegated Purchasing Authority (17.5); Purchase of Surplus Property (17.17); *Direct Pay Disbursements* ~~Purchase Voucher~~ (17.20); Purchases From Officers or Employees (17.21); Moving Expenses (3.23); ~~Purchase Requisition~~ (17.19); Tex. Educ. Code §§ 51.9335, .9337; Tex. Gov't Code § 572.069; Tex. Gov't Code § 669.003; Tex. Gov't Code § 2261.253; Tex. Gov't Code §§ 2252.001-.004, .901, .903; Tex. Gov't Code Ch. 2254; Tex. Gov't Code Ch. 573; Tex. Gov't Code Ch. 771, 791; Tex. Const. Art. XVI, §21; Tex. Gov't Code §§ 2155.063, .067; 2 CFR §§ 200.317-.326; *Tex. Gov't Code § 2107.008; Tex. Gov't Code § 2113.104; Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001); State Comptroller Fiscal Policies and Procedures, FPP P.007; State Comptroller eXpendit, Restricted Expenditures*

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

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

**Forms:** Purchase Requisition, Purchase Voucher, *Exclusive Acquisition Justification Form*

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

**Policy Name:** Cellular Telephones and Wireless Communication Devices

**Policy Number:** 3.6

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** Provides guidance on the stipends for wireless communication devices and university cell phones.

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

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Edited for clarity and unit responsible for implementation.

Reviewers:

Anthony Espinoza, CIO  
Damon Derrick, General Counsel

## Cellular Telephones and Wireless Communication Devices

**Original Implementation:** October 30, 2007

**Last Revision:** ~~April 24, 2018~~ April 20, 2021

### OVERVIEW

The university recognizes that certain positions require the use of a cellular telephone (cell phone) or other wireless communication devices, ~~including personal digital assistants (PDAs) or smartphones,~~ to conduct official business. This policy provides specific guidelines regarding the use of cell phones and/or wireless communication devices.

### DEFINITIONS

Wireless Communications Device – cellular telephone, ~~telephone/PDA combination,~~ or a smartphone. For purposes of this policy, laptops, tablets, and personal computers are not considered wireless communication devices.

### ELIGIBILITY

Each department is responsible for establishing whether a specific employee needs a cell phone or wireless communication device service. Criteria for establishing this need include:

1. Requirement to travel frequently on university business.
2. Large amounts of time spent away from the office.
3. A need to contact the individual after normal business hours on a frequent basis.
4. A need for others to be in constant communication with the individual.
5. Safety considerations.

If an employee meets one or more of these criteria, a department head/director may approve a request to provide either a university cell phone or wireless communication device or a communication allowance through one of the following options.

**1. University-provided cell phones or wireless communication device:**

The Telecommunications Department will determine the preferred university vendors from which the university will contract cellular services. All university-provided cell phones and plans will be acquired from one of the preferred vendors.

Departments must submit a Cellular Telephone Request and Justification Form. This form is created and maintained by the Office of the Chief Information Officer, and all dollar amounts are coordinated and approved by the university controller.

**2. Communication Allowance:**

The department may elect to provide a communication allowance to reimburse the employee for the projected cost of business related charges. The dollar amount of the cell phone allowance should cover the estimated business-related calls and a pro-rata portion of the monthly cost of the phone plan. Determination of the dollar amount of the allowance is made at the departmental level, but will be within the guidelines and dollar limits defined on the Communication Allowance Request Form. The communication allowance will be paid through payroll and will not be considered taxable income. The allowance does not constitute an increase to base pay and will not be included for percentage based pay increases or for retirement (TRS or ORP) calculations.

**3. Intermittent Use of Cell Phones for Business Purposes:**

Some departments may provide cell phones on an intermittent basis to their employees. Intermittent basis is defined as more than one employee assigned use of the phone during the month.

**4. Infrequent Use of Cell Phones for Business Purposes:**

If infrequent business calls are made by an employee who does not receive a communication allowance or university-provided phone, departmental approval can be given to reimburse the employee for business calls that exceed personal wireless plan minutes.

Reimbursement of these calls will be made through accounts payable through normal procedures for reimbursement of business-related expenses. Appropriate documentation, such as a copy of the wireless plan billing statement and the stated business purpose of the call, should be submitted to support the reimbursement. Any reimbursement of business related calls will not be taxable to the employee.

**Cross Reference:** Telecommunication Services (16.28)

**Responsible for Implementation:** ~~Vice President for University Affairs; Vice President for Finance and Administration;~~ *Chief Information Officer*

**Contact for Revision:** Chief Information Officer

**Forms:** Communications Allowance Request Form, Cellular Telephone Request and Justification Form

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Delegated Purchasing Authority

**Policy Number:** 17.5

**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:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** This policy supports the university's centralized purchasing function but provides for specific delegations outside of the procurement office and also describes the handling of unauthorized purchases.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** N/A

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

*Additional Comments:*

Added a definition for Account Manager to clarify an audit observation, revised the unauthorized purchase category dollar amount, and made minor wording revisions.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Delegated Purchasing Authority

**Original Implementation:** Unpublished

**Last Revision:** April 20, 2021 ~~July 23, 2019~~

### Purpose

This policy supports the university's centralized purchasing function but provides for specific delegations outside of the procurement office and also describes the handling of unauthorized purchases.

### Definitions

***Account Manager** is defined as a department head (including department chairs, division heads, and all deans or designees) and/or a financial manager.*

**Centralized purchasing** requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

An **unauthorized purchase** occurs when a university employee orders a product or service without an authorized purchase order issued by the procurement department.

### General

The university adheres to a policy of centralized purchasing for the purposes of:

- ensuring compliance with state and federal laws, rules, and regulations;
- protecting the university from unauthorized acquisitions of supplies, equipment, and services;
- providing budgetary control and coordination;
- ensuring fair and ethical business practices;
- providing savings through consolidation of requirements and standardization of products where appropriate;
- providing Best Value Procurement (17.1) through various purchasing methods.

The procurement department, under supervision of the director of procurement and property services/HUB coordinator, has sole authority for the negotiation and purchase of all goods and services for the university with the exception of items listed in Items Requiring Board of Regents Approval (1.4), and the following specific delegations that exist under proper administrative approval:

- The director of the university libraries is authorized to purchase books, periodicals, journals, and other related materials needed to maintain university resource collections; and the curator of the Stone Fort Museum is authorized to purchase general merchandise for resale in the museum gift shop;
- Employees are authorized to make procurement card purchases in accordance with Procurement Card (17.11), and procurement card procedures maintained on the procurement



- department website;
- Employees without procurement cards may make purchases and request reimbursement if the purchase is approved by the account manager, follows university procurement policy and procedure, and other purchase options are not possible or available (taxes will not be reimbursed, except as allowed by law);
- Certain payments may be made by completing a voucher for submission to the controller's office. *Direct Pay Disbursements Purchase Voucher* (17.20), provides guidelines for purchase voucher use.

*A memorandum of delegated purchasing authority is authorized by the President pursuant to Contracting Authority (1.3). Account managers may approve purchases of goods and services subject to policies and procedures.*

All other purchases are to be submitted as a formal request for the procurement office to secure a good or service. ~~See Purchase Requisition (17.19).~~

All official correspondence other than that delegated above; i.e., solicitations, purchase orders, change orders, cancellations, etc. shall be issued by the procurement office. The director of procurement and property services/HUB coordinator is delegated authority to sign all titles and associated documents for the purchase, transfer, or sale of vehicles, trailers, or marine equipment.

Purchases will be subject to Contracting Authority (1.3).

### **Unauthorized Purchases Made Outside of Delegated Authority**

Unauthorized purchases will include inappropriate reimbursement requests that fall outside the scope of university procurement policy and procedure. Except as delegated herein, university employees are not authorized to commit to an expenditure of funds on behalf of the university.

Unauthorized purchases over \$5,000~~3000~~ will not be paid by the university unless a justification is submitted to the vice president for finance and administration for review. If approved, the appropriate documentation and payment approval must be submitted to the procurement office to process a purchase order for the unauthorized purchase, and state appropriated funds may not be used to pay for the service or product unless approved by the vice president for finance and administration. If the unauthorized purchase is not approved by the vice president for finance and administration, the employee will be responsible for payment to the vendor unless the order can be cancelled and/or the goods returned. Any freight, shipping costs, or return penalties will be paid by the employee in the event the order is cancelled and/or the goods returned to the vendor.

The following circumstances will not constitute an unauthorized purchase; however, a requisition must be entered in the university's financial system at the earliest practical date so that payment is not delayed resulting in possible late fees:

- emergency purchases as defined by Best Value Procurement (17.1);
- memberships;
- purchases that were to be made with a procurement card that reasonably could have been

expected to be less than \$5,000~~3000~~;

- magazine or book subscriptions;
- other automatically recurring or renewable fees;
- purchases associated with existing contracts negotiated by the procurement office;
- tournament fees or game guarantees;
- ~~contracts for which a pool of contractors may be contacted, but availability is not known until the event is held; i.e., athletics game workers, etc.;~~
- guest lecturers, speakers, artists, entertainers, performers, musicians if the contract is signed by the president *or authorized designee* prior to the event;
- other professional services as defined by state comptroller's expenditure codes, if the contract is signed by the president *or authorized designee* prior to the event; *and*
- service contracts associated with grants as long as the contract is in process with *office of the research and graduate studies*~~sponsored programs office~~.

**Cross Reference:** Contracting Authority (1.3); Items Requiring Board of Regents Approval (1.4); Best Value Procurement (17.1); ~~Purchase Requisition (17.19); Direct Pay Disbursements Purchase Voucher (17.20);~~ Procurement Card (17.11)

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

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

**Forms:** *Memorandum of Delegated Purchasing Authority* ~~None~~

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Purchase Voucher

**Policy Number:** 17.20

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy establishes the guidelines for using the direct pay disbursement process to purchase certain goods and services for the university.

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

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Changed name of policy, added definitions and addressed an audit observation, minor wording revisions, provided a detail list of direct pay disbursements that may be allowed (indicating which require a payment voucher form and which do not)

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

*Additional Comments:*

Reviewers:

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

## ***Direct Pay Disbursements***~~Purchase Voucher~~

**Original Implementation:** September 1990

**Last Revision:** April 20, 2021 ~~January 30, 2018~~

### ***Purpose***

*This policy ~~describes~~ establishes the guidelines and requirements ~~related to~~ for using the direct pay disbursement process to purchase certain goods and services for the university. ~~a purchase voucher for university purchases.~~*

### ***Definitions***

*Direct Pay is the process of paying for certain university goods and services without the use of a purchase requisition or procurement card (P-Card). Direct pay disbursements are subject to all applicable policies and procedures that apply to the disbursement type that is being paid.*

*Purchase Voucher is a form required for certain types of direct pays.*

### ***General***

~~Purchases for goods or services are required to be processed in accordance with Delegated Purchasing Authority (17.5). The procurement department, under supervision of the director of procurement and property services/HUB coordinator, has sole authority for the negotiation and purchase of goods and services for the university with the exception of items listed in Items Requiring Board of Regents Approval (1.4), and exceptions listed in Delegated Purchasing Authority (17.5). Most university purchases, other than those related to travel and employee reimbursements, are initiated through the Purchase Requisition (17.19) or Procurement Card (17.11) (P-Card) process. However, in some instances where neither of these methods is appropriate, payments may be initiated as on a direct pay disbursement. purchase voucher.~~

*There are two direct pay disbursement methods. One method requires the ~~The~~ use of a purchase voucher, which is available on the SFA business forms webpage.~~site~~. The other method does not require a form, yet certain procedures and documentation may be required to be submitted to the accounts payable office. Regardless of which method is used, direct pay disbursements will be reviewed to ensure that payments comply with university policies and procedures and have appropriate supporting documentation and approvals. Reference Delegated Purchasing Authority (17.5).*

*The following types of direct pay disbursements may be allowed and ~~paym~~ require a purchase voucher ~~forms may be made on a purchase voucher instead of a purchase requisition:~~*

- ~~1. Overnight mail services (no purchase voucher required if using the procurement office preferred vendor contract)~~
- 2.1.Licensing fees (except software licensing fees)
- 3.2.Notary bonds

- 4.3. ~~Student and non-student refunds of monies paid to SFA~~
- 5.4. ~~Student tuition rebates in accordance with Tuition Rebate (6.21)~~
- 6.5. ~~Postage (with president's approval in accordance with Mail Services (16.16))~~
- 7.6. ~~Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the Travel Card (T Card) (3.30) or Procurement Card (17.11))~~
- 8.7. ~~Legal settlements~~
- 9.8. ~~Purchases from agency funds in accordance with Agency Funds (3.1) (processed on a Request for Disbursement from an Agency Account, available on the SFA business forms website)~~
- ~~10.1. Employee payroll deductions and employee benefits-related expenses~~
- 11.9. Audit costs charged by a state or federal government agency
- ~~12.1. Employee call-back mileage reimbursements~~
- ~~13.1. Employee mileage reimbursements not processed through the travel office~~
- 14.10. Athletic meal money for players while in Nacogdoches when SFA student dining facilities are closed
- 15.11. Cash advances for official visits of potential student-athletes in accordance with National Collegiate Athletic Association (NCAA) guidelines for recruiting
- 16.12. University's bookseller vendor charges for student scholarships
- ~~Establishment or replenishment of a change fund (with prior approval from the controller's office)~~
- 13. *Athletic ticket revenue share settlements*
- 14. *Athletic contest officials*
- 15. *University Interscholastic League (UIL) academic contest officials*
- 16. *Student related medical expenses*
- 17. *Purchases of books, periodicals, journals, and other related materials needed to maintain university resource collections for the library*
- 18. *Purchases of general merchandise for resale in the Stone Fort Museum gift shop*
- 19. *Standard Services Agreements approved by Office of General Counsel (OGC) for services that cost \$500 or less*

*The following types of direct pay disbursements may be allowed and do not require a purchase voucher form:*

- 1. Overnight mail services (no purchase voucher required if using the procurement office preferred vendor contract)
- 2. Employee payroll deductions and employee benefits-related expenses
- 3. Employee call-back mileage reimbursements
- 4. Employee mileage reimbursements not processed through the travel office
- 5. Establishment or replenishment of a change fund (with prior approval from the controller's office)
- 6. *Copier lease and copier maintenance*
- 7. *Employee reimbursements*
- 8. *Visa petition service fees paid on behalf of employees*
- 9. *University credit card statement payments (excluding fuel card payments)*

Any addition to the above lists must be approved in writing by both the controller and the director of

procurement and property services/*HUB coordinator* or his/her designees, and with an explanation justifying the decision.

~~Employee reimbursements for non-travel related expenses should be processed as a purchase requisition to ensure that the purchase has the appropriate approvals and meets other procurement guidelines.~~

~~Payments that are inappropriately initiated on a purchase voucher will be returned to the originating department for proper processing through the procurement office.~~

**Cross Reference:** *Best Value Procurement (17.1); Delegated Purchasing Authority (17.5); Items Requiring Board of Regents Approval (1.4);* ~~Purchase Requisition (17.19); Procurement Card (17.11); Tuition Rebate (6.21); Mail Services (16.16); Travel Card (T-Card) (3.30); Agency Funds (3.1);~~ *Items Requiring Board of Regents Approval (1.4)*

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

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

**Forms:** Purchase Voucher; ~~Request for Disbursement from an Agency Account~~

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Establishing a New Departmental Account: Fund-Organization-Program (FOP)

**Policy Number:** 3.12

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy identifies requirements to request a new departmental account.

**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:** N/A

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

*Additional Comments:*

Clarified information.

Reviewers:

Dannette Sales, Controller

Danny Gallant, Vice President for Finance and Administration

Pauline Sampson, Dean of Research and Graduate Studies

Damon Derrick, General Counsel

## Establishing a New Departmental Account: Fund-Organization-Program (FOP)

**Original Implementation:** Unpublished

**Last Revision:** April 24, 201820, 2021

### *Purpose*

*This policy identifies requirements to be followed to request a new departmental account.*

### *General*

The university's financial reporting system, Banner, allows departments and administrative staff to track revenues and expenditures by source of funding (fund), by individual departments (organization), and by function (*program*) (i.e. instruction, research, etc.) (~~program~~). In Banner, these accounts are referred to as a FOP (fund – organization – program). Requests to establish a new account are used to track the intent of why and when an account was established. For this reason, the controller's office will require completion of ~~a one of two~~ forms to process a requests to establish an account. For grants, the form *Establishing a New Banner Fund – External Grants and Contracts* is used. For non-grants, the form *Request to Establish a New Departmental Account (Fund-Org-Program) for Non-Grant Accounts* is used. ~~This is applicable form, along with~~ and any required supporting documentation are to be used by the controller's office, the ~~office of research and sponsored programs~~ *graduate studies office*, and the ~~office of development office~~ to determine if revenues and expenditures are made in compliance with the intent to establish the account.

~~These two~~ forms and procedures for submitting them are available on the controller's office website and the ~~office of research and sponsored programs~~ *graduate studies office* website. "Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)," found on the controller's office website, contains detailed instructions for completing the form for *establishing* non-grant accounts. ~~The office of research and graduate studies office website contains instructions for completing the form and to establishing~~ *grant (sponsored project) accounts.*

**Cross Reference:** Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)

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

**Contact for Revision:** Controller



**Forms:** *Establishing a New Banner Fund – External Grants and Contracts*; Request to Establish a New Departmental Account (Fund-Org-Program) for Non-Grant Accounts. ~~and Request to Establish a New Banner Fund – External Awards and Contracts.~~ Both forms are available online on the *SFA Business Fforms webpage*. link: <http://www.sfasu.edu/3386.asp>

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Expenditure Authority for Financial Transactions

**Policy Number:** 3.13

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy establishes university employees who have authority to approve payments and expenditures.

**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:** N/A

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

*Additional Comments:*

Minor wording changes.

Reviewers:

Dannette Sales, Controller

Danny Gallant, Vice President Finance and Administration

Damon Derrick, General Counsel

## **Expenditure Authority for Financial Transactions**

**Original Implementation:** April 13, 2006

**Last Revision:** April 24, 2018, 2020, 2021

### ***Purpose***

*This policy establishes university employees who have authority to approve the university's expenditures.*

### ***General***

The Stephen F. Austin State University board of regents authorizes the president of the university to designate individuals to approve payments on banks and financial institutions and expenditures paid through the Uniform State Accounting System (USAS). Only individuals who are properly designated by the president are allowed to approve payments of the university's expenditures. Only university employees may be designated to approve the university's expenditures.

For the purpose of this policy, this designation will apply to those persons who have the authority to sign checks; authorize electronic payments, wire transfers, certified checks, and Automated Clearing House (ACH) transactions; and approve transactions in USAS for payment.

Individuals designated to approve payments must submit documentation as required by the relevant state agency or financial institution showing they are properly designated to approve the university's expenditures.

The Stephen F. Austin State University board of regents authorizes the vice president for finance and administration to designate a USAS security coordinator and assistant security coordinator. The Office of the Vice President for Finance and Administration is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated. The security coordinator or assistant security coordinator is responsible for removing expenditure authority in USAS when an individual is no longer authorized to approve expenditures or is terminated.

**Cross Reference:** 34 Tex. Admin. Code § 5.61

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Gramm Leach Bliley Act Required Information Security

**Policy Number:** 14.4

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy affirms that Stephen F. Austin State University (university) is committed to an information security program (program) that addresses the Standards for Safeguarding Customer Information (Safeguards Rule) as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA). As required by the GLBA, this program applies to customer financial information (covered data) that the university receives in the course of business.

**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:** N/A

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

*Additional Comments:*

Policy 14.5 Identity Theft is being combined into this policy.

Reviewers:

Brandon Stringfield, Information Security  
Danny Gallant, Vice President for Finance and Administration  
Anthony Espinoza, Chief Information Officer  
Damon Derrick, General Counsel

## **Gramm Leach Bliley Act Required Information Security *and Identity Theft Prevention***

**Original Implementation:** April 21, 2009

**Last Revision:** April 20, 2021~~4, 2018~~

### ***Purpose***~~Overview~~

*This policy affirms that ~~In conjunction with university policy 14.1 Information Security Management,~~ Stephen F. Austin State University (university) is committed to preventing identity theft through ~~and adopts this~~ information security program (program) ~~that~~ addresses the Standards for Safeguarding Customer Information (Safeguards Rule) as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA). This policy is in addition to any other information security policies currently at Stephen F. Austin State University.*

*As required by the GLBA, this program applies to customer financial information (covered data) that the university receives in the course of business.*

### **Program Objectives**

- ~~• Ensure the security and confidentiality of customer information,~~
- ~~• Protect against any anticipated threats or hazards to the security of customer information,~~
- ~~• Protect against unauthorized access or use of such data or information in ways that could result in substantial harm or inconvenience to students, faculty, staff, and the university community.~~

### **Definitions**

**Covered Data** means all *financial information received in the course of business that is* required to be protected under the GLBA.

**Customer information** means any record containing nonpublic personal information as defined in 16 CFR 313.3(n), about a customer (student, prospective student, parent, guardian, faculty, or staff), whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the university.

**Identity Theft** means *fraud committed or attempted using the identifying information of another person without authority.*

**Information security program** means the administrative, technical, or physical safeguards the university uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information.

**Non-public financial information** means any information that meets any of the following criteria:

- Information a student or other third party provides in order to obtain a financial service from the university;
- Information about a student or other third party resulting from any transaction with the university involving a financial service; or
- Information obtained about a student or other third party in connection with offering a financial service to that person.

**Offering a financial service** includes offering student loans, receiving information from a current or prospective student's parents as a part of a financial aid application, and other miscellaneous financial services as defined in 12 CFR 225.28.

***Red Flag** means a pattern, practice, or specific activity that indicates the possible existence of identity theft.*

***Red Flag Rules** are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.*

**Service provider** means any person or entity that receives, maintains, processes or otherwise is permitted access to customer information through its provision of services.

### **General**

*The program's objectives are to ensure the security and confidentiality of customer information, and protect against any anticipated threats or hazards to the security of customer information.*

#### **~~Scope of the Program~~**

The program applies to any record containing non-public financial information about a student or other third party who has a relationship with the university, whether in paper, electronic or other form that is handled or maintained by or on behalf of the university.

#### **~~Elements of the Program~~**

#### **~~Designate a Program Administration Officer(s)~~**

Oversight of the program will lie with the vice president for finance and administration. The vice president for finance and administration will designate a program officer with responsibility for overseeing the university's customer information security program and may designate other representatives of the university to assist in the coordination of the program. *The program officer is also responsible for evaluating and adjusting the program based on the risk assessment activities or on the results of testing and monitoring, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.* ~~Any questions regarding the implementation of the program or the interpretation of this document should be directed to the~~

~~vice president for finance and administration.~~

### **Identifying and Assessing Risk**

The university intends, as part of the program, to undertake to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the program, the program officer will establish procedures for identifying *and detecting relevant red flags*, and assessing ~~such~~ risks in each relevant area of the university's operations including:

- Employee training and management;
- Information systems, including network and software design, information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions, or system failures.

### **Designing and Implementing Safeguards**

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in paper, electronic, or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

### **Responding to Fraudulent Activity**

*Once potentially fraudulent activity is detected, a rapid appropriate response can protect employees, students, and the university from damages and loss.*

*An employee should gather all documentation related to the suspicious activity and ~~present this information to his/her immediate supervisor. The supervisor will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic, and will respond appropriately. If the activity is deemed fraudulent, procedures~~ report as outlined in the university Fraud Policy (2.7) ~~will be followed.~~*

### **Overseeing Service Providers**

*It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft and to provide adequate safeguards for customer information. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require*



*such providers to implement and maintain appropriate safeguards.*

~~The university will select appropriate service providers that are given access to customer information in the normal course of business and will contract with them to provide adequate safeguards. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.~~

**Program Review and Revision**

~~The program officer is responsible for evaluating and adjusting the program based on the risk assessment activities or on the results of testing and monitoring, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.~~

**Reporting Requirements**

The program officer, in coordination with the university information security officer, will report any data breach including unauthorized disclosure, misuse, alteration, destruction, or other compromise of *student* information to the Department of Education on the day of detecting or suspecting an incident.

**Cross Reference:** *Fair and Accurate Credit Transactions Act of 2003*; 12 CFR 225.28; 16 CFR 314; 16 CFR 313.3(n); 16 CFR 681; *Fraud* (2.7); Use of Electronic Information Resources (16.32); ~~Computer & Network Security~~ *Information Security Management* (14.12); Student Records (2.10); ~~Information Security Management~~ (14.1)

**Responsible for Implementation:** Vice President for Finance and Administration; *Chief Information Officer*

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Identity Theft Prevention

**Policy Number:** 14.5

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** The purpose of this policy affirms that Stephen F. Austin State University (university) is committed to is to establish an Identity Theft Program (program) designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is being combined with 14.4 Gramm Leach Bliley

*Additional Comments:*

Reviewers:

Brandon Stringfield, Information Security  
Danny Gallant, Vice President for Finance and Administration  
Anthony Espinoza, Chief Information Officer  
Damon Derrick, General Counsel

## **~~Identity Theft Prevention~~**

**~~Original Implementation:~~** April 21, 2009

**~~Last Revision:~~** April 24, 2018

### **~~Purpose~~**

~~The purpose of this policy is to establish an Identity Theft Program (program) designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations. The program will include reasonable procedures to:~~

- ~~• Identify risks that signify potentially fraudulent activity within new or existing covered accounts;~~
- ~~• Detect risks when they occur in covered accounts;~~
- ~~• Respond to risks if fraudulent activity has occurred and act if fraud has been attempted or committed; and~~
- ~~• Update the program periodically to reflect changes in risks to students, covered accounts and previous experience with identity theft.~~

~~This policy is in addition to any other information security policies currently at Stephen F. Austin State University.~~

### **~~Definitions~~**

~~*Identity Theft* means fraud committed or attempted using the identifying information of another person without authority.~~

~~*Covered account* means:~~

- ~~• An account that the university offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and~~
- ~~• Any other account that the university offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.~~

~~*Red Flag* means a pattern, practice, or specific activity that indicates the possible existence of identity theft.~~

~~*Red Flag Rules* are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate~~

~~Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.~~

~~Service Provider means a person that provides a service directly to the university.~~

## **Elements of the Program**

### ***Identification of Red Flags***

~~The program includes relevant red flags from the following categories as appropriate:~~

- ~~• Alerts, notifications, or warnings from credit reporting agencies;~~
- ~~• The presentation of suspicious documents;~~
- ~~• The presentation of suspicious personal identifying information;~~
- ~~• Unusual use of, or suspicious activity related to, the covered account.~~

### ***Detecting Red Flags***

~~The program addresses the detection of red flags in connection with the opening of covered accounts and existing covered accounts by:~~

- ~~• Obtaining identifying information about, and verifying the identity of a person opening a covered account; and~~
- ~~• Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.~~

### ***Responding to Fraudulent Activity***

~~Once potentially fraudulent activity is detected, an employee must act quickly, as a rapid appropriate response can protect employees, students, and the university from damages and loss.~~

- ~~• The employee will gather all related documentation and present this information to his/her immediate supervisor.~~
- ~~• The supervisor will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic, and will respond appropriately.~~
- ~~• If the activity is deemed fraudulent, procedures as outlined in the university Fraud Policy (2.7) will be followed.~~

### ***Periodic Updates to Program***

~~At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current~~

business environment. Periodic reviews may include an assessment of:

- The types of covered accounts offered or maintained;
- The methods provided to open covered accounts;
- The methods provided to access covered accounts;
- Previous experience with identity theft;
- Red flags as identified above and the need to define new red flags; and
- Response procedures defined above and their efficacy to reduce damage to the university and its customers.

## **~~Program Administration~~**

### ***Oversight of the Program***

Oversight of the program will lie with the vice president for finance and administration. The vice president for finance and administration will be responsible for appointing a program officer with the specific responsibility for the program's development, implementation, and administration; reviewing reports prepared by staff regarding compliance with red flag rules; and approving material changes to the program as necessary to address changing identity theft risks.

### ***Reports***

The program officer responsible for the development, implementation, and administration of the program will report, in writing, to the vice president for finance and administration at least annually on program compliance. The report should address such issues as: the effectiveness of the policy and procedures in addressing the risk of identity theft in connection with covered accounts; service provider arrangements; significant incidents involving identity theft and management's response and recommendations for material changes to the program.

### ***Staff Training***

Staff, officials, and contractors who may come into contact with covered accounts or personally identifiable information that may constitute a risk to the university or its customers must complete the red flag training to ensure compliance with the identity theft prevention policy.

### ***Oversight of Service Provider Arrangements***

It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Contractual arrangements with service providers should specifically require the service provider to maintain its own identity theft prevention program

consistent with the guidance of the red flag rules.

**Cross Reference:** Fair and Accurate Credit Transactions Act of 2003; 16 CFR 681; Fraud (2.7)

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Insurance and Other Benefits

**Policy Number:** 12.10

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy describes the benefits program available to eligible employees and any requirements for participation.

**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:** N/A

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

*Additional Comments:*

Minor updates

Reviewers:

John Wyatt, Interim Director of Human Resources  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Insurance and Other Benefits

**Original Implementation:** Unpublished

**Last Revision:** April 24, 2018 20, 2021

### *Purpose*

*This policy describes the benefits program available to eligible employees and any requirements for participation.*

### *General*

The Human Resources Department coordinates the employee benefits program. Benefit-eligible employees are offered a basic insurance plan. This plan is fully funded by the state for full-time benefit-eligible employees who are employed 75% FTE or higher and is funded at one-half of the premium for part-time employees working between 50-74% FTE. The basic plan includes health insurance, \$5,000 term life insurance and \$5,000 accidental death and dismemberment insurance. Enrollment in health insurance coverage may be subject to a 60-day waiting period. The 60-day health coverage waiting period does not apply to:

- Employees enrolled in the Consolidated Omnibus Budget Reconciliation Act (COBRA) health coverage under the Texas Employee's Group Benefit Program at the time they are hired, if there is no break in coverage,
- Direct transfers from one agency to another (employees rehired without a break in coverage), including direct transfers from University of Texas or Texas A&M University system campuses, if there is no break in coverage, or
- An employee who has health insurance as a dependent of another Group Benefit Plan member when hired.

Each employee must elect to enroll or waive the health insurance plan within the first 60 days of employment. During the first 31 days of employment, the employee can elect to participate in additional options to the basic health plan. An employee does not have to participate in the basic health plan to apply for optional coverage(s). If no election is made, the full-time benefit-eligible employee will be enrolled in the basic plan, and may be subject to the 60-day waiting period. Part-time employees and graduate assistants are not eligible for automatic enrollment. Part-time employees and graduate assistants who do not make an election during the first 60 days of employment can only enroll in open enrollment periods or based upon a qualifying life event.

### Group Health Insurance Plan

A major medical health/hospitalization plan is provided, based on residency or work zip code, and/or a choice of HMO (when available). Employees may select from the following health coverage categories:



- Coverage Category—Employee,
- Employee & Child/Children,
- Employee & Spouse,
- Employee & Family

Details on coverage and rates are available in *Human Resources and on the ERS website at [www.ers.texas.gov](http://www.ers.texas.gov).*

Application for coverage for employees and their dependents must be made in the first 60 days of employment. Employees may change their health coverage selection at any time during the 60-day waiting period.

Continuation of coverage upon termination of employment is allowed by COBRA with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in *Human Resources*. Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. An employee or the covered dependent must notify *Human Resources* within thirty (30) days of the qualifying event.

#### High Deductible Health Plan

Employees may elect to participate in a high deductible health plan instead of the basic health insurance plan. The high deductible health plan includes a health savings account (HSA) to which the State of Texas contributes \$45 for employee only coverage and \$90 for employee and any dependents. The employee can elect to contribute additional funds to their HSA.

The deductible is the amount a participant must pay for covered health services and/or prescriptions before the plan begins to pay for anything except preventive services. The annual deductible is based on a calendar year (January through December).

Until the deductible is met, the employee is responsible for the full cost of non-preventive services and prescriptions. Preventive services such as annual check-ups, screenings, and vaccines will be covered at 100% and are not subject to a deductible. Prior to meeting the deductible, employees can utilize funds from their HSA to cover medical expenses.

Once the deductible is met, the plan pays 80% for eligible, in-network costs, and 60% for eligible, out-of-network costs.

#### Group Term Life Insurance

Coverage of up to twice the annual salary may be selected without evidence of insurability within thirty-one (31) days of employment. Evidence of insurability must be provided for Election III or Election IV, or for any election made beyond the first thirty-one (31) days of employment.

Coverage Amount:

Election I - 1 times annual salary

Election II - 2 times annual salary

Election III - 3 times annual salary

Election IV - 4 times annual salary

Coverage is reduced at age 70 and every five years thereafter for active employees based on the carrier's standard reduction schedule. The monthly premium cost is based on age and salary on September 1 of the current fiscal year.

Dependent Life Insurance

Coverage is available to all employees insured under the Texas Employee's Group Benefit Program. Coverage includes the spouse of the employee and each unmarried child from the date of birth to 26 years in the amount of \$5,000 life and \$5,000 accidental death and dismemberment (AD&D) coverage. Application for coverage must be made within thirty-one (31) days of employment or the dependent's eligibility date; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

Long-Term Disability

Long-term disability insurance is available to benefit-eligible employees. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit is the lesser of 60% of monthly salary or \$6,000. The minimum amount is not less than 10% of an employee's income, if integration is used. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

To receive long-term disability, employees must use their sick leave balance (includes sick leave pool and donated sick leave) or finish a 180-day waiting period, whichever option is longest. In addition, the following age and time limits apply for maximum duration of benefits:

Age When Disability Starts	Maximum Duration of Benefits
Under age 60	Age 65
Age 60, but less than age 64	60 months
Age 65 - 69	Age 70
Age 70 and older	12 months

Short-Term Disability

Short-term disability is available to benefit-eligible employees. After a thirty (30) day waiting

period, this benefit pays 66% of the employee's monthly salary or a maximum of \$6,600 for up to five months in the event the employee is disabled because of injury or illness. Employees must use their sick leave balance (including donated sick leave and sick leave pool) or finish a 30-day waiting period, whichever option is longest. Sick leave use and the waiting period run concurrently. The monthly premium cost is based on the current rate per \$100 of monthly salary. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during summer enrollment or after a qualifying life event.

#### Accidental Death and Dismemberment Benefits (AD&D)

Benefit-eligible employees have the option of participating in the AD&D program. This coverage is available starting at \$10,000 in increments of \$5,000 up to \$200,000. After age 70, minimum and maximum coverages are reduced. The monthly premium is based on current rate per \$1,000 of coverage. Application for this coverage must be made within thirty-one (31) days of employment or added during the summer enrollment period or after a qualifying life event.

#### Dental Insurance

Benefit-eligible employees may elect to participate in either of the two group dental insurance programs or one post-tax dental discount plan. Application for coverage must be made within thirty-one (31) days of employment, otherwise dental plan benefits can be added during the summer enrollment period or after qualifying life event.

#### Vision Insurance

Benefit-eligible employees may elect to participate in a vision insurance program. Application for coverage must be made within thirty-one (31) days of employment, otherwise vision plan benefits can be added during the summer enrollment period or after a qualifying life event.

#### Retiree Insurance Coverage

University employees may continue their health insurance coverage providing they have 10 or more years of creditable service, have been covered under the Texas Employee's Group Benefit Program for at least three years prior to September 1, 2001, or 10 years, after September 1, 2001, and meet the criteria for retirement benefits. Beginning September 1, 2003, the qualification for retiree insurance is age 65, or meeting the rule of 80 (age plus years of service equals 80). Employees who become totally disabled are entitled to participate in retiree insurance coverage. The state will continue to fund the amount funded prior to retirement toward retiree and dependent coverage.

A thirty(30) day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage. If employed at the time of retirement, and eligible for insurance benefits, there will be no waiting period for enrollment in the health plan. However, if the retiring member is not in an active status at the time of reaching eligibility for retiree insurance, (age 65 or age plus years of service equal to 80), there will be a sixty-day (60) waiting period for participation in the health

plan, unless changed by the Texas legislature. Complete information will be made available to all qualified retirees by Human Resources prior to their date of retirement.

### Social Security

All employees of the university are covered by the Federal Insurance Contribution Act (FICA). Employee contributions are withheld based on federal rules.

### Flexible Benefit Plan

Benefit-eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money. *Refer to the Human Resources website for restrictions and details.* Eligible employees may enroll during their first 31 days of employment or during the summer enrollment period prior to the next plan year. To continue to participate, employees may make changes or stop participating each year during the summer enrollment period.

Through this plan, the employee may choose to participate in either a Medical Reimbursement Account or a Limited Flexible Spending Account (for high deductible health plan) and/or a Dependent Care Reimbursement Account:

- Medical Reimbursement Account – If participating in the Group Health Insurance Plan, the participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred.
- Limited Flexible Spending Account -- If participating in the High Deductible Health Plan, the participant may specify an amount of pre-tax money to be deposited into a limited spending account. The participant can then apply for reimbursement for out-of-pocket expense for eligible vision and dental expenses.
- Dependent Care Reimbursement Account - The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

~~Tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important to keep in mind when enrolling in one or both of the reimbursement accounts.~~

- ~~▪ Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a qualifying life event. Changes must be completed within thirty (30) days of the qualifying life event; otherwise no changes may be made until the next summer enrollment period.~~
- ~~▪ Amounts in reimbursement accounts must be used during the plan year. Amounts greater than \$500 that are not reimbursed for expenses incurred during a plan year revert to the insurer. A maximum of \$500 can be carried forward to the subsequent plan year.~~

State Deferred Compensation Plan/TEXAS\$AVER

This plan is available to all employees and allows employees to allocate a specified amount of their earnings to a tax-sheltered 457 plan purchased by the state of Texas. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a State Deferred Compensation Plan/TEXAS\$AVER should be executed before the 20<sup>th</sup> of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. An employee may terminate an authorized reduction in salary by completing the proper forms in *Human Resources*.

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity. Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed before the 20<sup>th</sup> of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in *Human Resources*.

**Cross Reference:** Tex. Const. art. 16, § 67; Tex. Gov't Code Ch. 821-825; Tex. Gov't Code Ch. 606; Tex. Ins. Code Ch. 1131; Tex. Ins. Code art 3.51-5 (not codified); I.R.C. §§ 102, 106; 29 U.S.C. §§ 1101-1191(c)

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

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Memberships

**Policy Number:** 17.10

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

**Date of last revision, if applicable:** 7/24/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to purchasing memberships.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## **Memberships**

**Original Implementation:** September 1, 1982

**Last Revision:** July 24, 2018

### **Purpose**

~~This policy provides specific guidance relating to purchasing memberships.~~

### **General**

~~All memberships are held in the name of the university. Memberships that clearly relate to the university as a whole may be paid from the university's institutional membership account, subject to available funding and president's approval. Memberships relating to specific departments or functions are funded from departmental or college accounts.~~

~~Memberships that will be paid with appropriated funds must be submitted on a purchase requisition and approved at the president or vice president level. This approval may not be delegated. Memberships in a chamber of commerce may not be purchased with appropriated funds.~~

**Cross Reference:** ~~Tex. Gov't Code § 2113.104; State Comptroller eXpendit, Restricted Expenditures~~

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

**Contact for Revision:** ~~Director of Procurement and Property Services/HUB Coordinator~~

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Payment Card Acceptance and Security

**Policy Number:** 14.8

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

**Date of last revision, if applicable:** 4/18/2020

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

**Purpose of Policy (what does it do):** This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard at SFA and is supplemental to any other information security policies currently in effect at the university.

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

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

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** N/A

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

*Additional Comments:*

Minor changes for clarification.

Reviewers:

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



## Payment Card Acceptance and Security

**Original Implementation:** July 21, 2009

**Last Revision:** April 1820, 20210

### Purpose

This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard (PCI-DSS) at Stephen F. Austin State University (the university/~~SFA~~). —Achieving and maintaining Payment Card Industry (PCI) compliance mitigates the potential of data breaches and allows our departments and affiliated organizations (merchants) to take payment cards with a level of risk acceptable to the university. This policy is supplemental to any other information security policies currently in effect at the university.

### General

Stephen F. Austin State University takes steps to ensure full compliance with the PCI-DSS. All payment card handling activities and related technologies must comply with the PCI-DSS. Payment card handling activities must be conducted as described herein and in accordance with the guidelines in the Payment Card Security Handbook, maintained on the university's PCI website.

This policy will be reviewed at least annually and updated as needed to reflect changes to business objectives or the risk environment.

### Applicability

This policy applies to all personnel who store, process, transmit, have access to, or can affect the security of payment card data, including faculty, staff, contractors, and students who are employed or utilized by *the university*/~~SFA~~. This policy also applies to any employee who contracts with a ~~third party~~*third-party* vendor to handle and/or process payment card data on behalf of *the university*/~~SFA~~. All vendors, contractors, and business partners who store, process, transmit, have access to, or can affect the security of payment card data on behalf of *the university*/~~SFA~~ will state in their contract that they are and will remain compliant with the PCI-DSS at all times.

All computers, electronic devices, or other resources at the university used in payment card processing are governed by this policy and subject to PCI-DSS requirements. This includes but is not limited to workstations which are used to enter payment card information into a central system, cash registers, point-of-sale terminals connected to a phone line or the university network, printers, scanners, and any other devices through which the payment card data is transmitted or on which payment card data is stored. Also covered are website storefronts that redirect customers to another website to enter payment information. In addition, all paper forms or receipts containing cardholder data are also covered under this policy.

### Responsibilities

The vice president for finance and administration is responsible for oversight of the PCI compliance

program. The vice president for finance and administration will designate specific individuals who will have responsibility for the development, implementation, and administration of the program. These individuals will serve on the PCI Steering Committee and will assist the university in achieving and maintaining compliance with the PCI-DSS and in reducing the scope of items that will need to be compliant with the PCI-DSS.

The vice president for finance and administration will also designate program representative(s) who will review and approve all requests to accept payment cards, perform all necessary actions to ensure PCI compliance, and respond to any suspected payment card information threat.

University merchants will establish and maintain documented procedures for complying with this policy and the PCI-DSS and will follow guidelines established in the Payment Card Security Handbook.

## **Requirements**

PCI-DSS compliance is mandatory for any department or affiliated organization that accepts, captures, stores, transmits, and/or processes payment card information. Only authorized and properly trained employees, vendors, or temporary employees may accept and/or access payment card information. Each person who has access to payment card information is responsible for protecting the information in accordance with the PCI-DSS and university policy.

Only PCI-DSS compliant equipment, systems, and methods may be used to process, transmit, and/or store payment card information. All equipment and systems used to process, transmit, and/or store payment card data must be approved by the designated program representative(s). Payment cards cannot be processed, transmitted, and/or stored using the university's network unless all technical controls required by the PCI-DSS and other applicable university policies are approved by the designated program representative(s).

University departments and affiliated organizations must obtain advance approval from the program representative(s) designated by the vice president for finance and administration before accepting payment cards for payment of goods or services, or before entering into any contracts or purchases of software and/or equipment related to payment card processing. Once approved, copies of contracts must be forwarded to the designated program representative(s). University departments and affiliated organizations are required to use the university's preferred service provider. Exceptions may be granted only after a request from the payment card processor has been reviewed and approved by the PCI Steering Committee. When an exception has been granted, the merchant remains responsible for ensuring the service provider is PCI compliant and providing ongoing certification of compliance to the designated program representative(s).

Cardholder data must not be transmitted or accepted in an insecure manner. Insecure methods of transmitting or accepting cardholder data include but are not limited to unencrypted wireless, email, fax, and campus mail. Printed receipts or other physical materials containing cardholder information must be stored in a secure environment until they are processed. Payment card information must be destroyed in a secure manner as soon as it is no longer needed.

Credit card information must not be stored on any electronic device including university network servers, workstations, laptops, tablets, and cell phones-unless it is explicitly approved for use as part of the cardholder data environment.

### **Training**

All personnel in positions that store, process, transmit, have access to, or affect the security of payment card data will complete PCI-DSS training upon hire and at least annually. These personnel will also acknowledge, in writing or electronically, that they have read, understand and will comply with these policies and procedures.

### **Incident Response**

All security incidents, including suspected exposure or theft of payment card information, must be reported in accordance with university policy 14.14, Information Security Incident Response and ~~Planning~~ Reporting. All PCI users should be familiar with this policy and are responsible for reporting any incident of theft, fraud, or misuse of payment card data.

### **Enforcement**

Periodic reviews may be performed to validate compliance with this policy. If the requirements of this policy are not followed, suspension of payment card options may result. Substantial fines may also be imposed by payment card companies if a security breach and subsequent compromise of payment card data occurs.

Employees in violation of the PCI-DSS and this policy may be subject to a range of sanctions including loss of computer network access, disciplinary action or legal sanctions.

**Cross Reference:** PCI Security Standards; *Payment Card Security Handbook*; Receipts and Deposits (3.26); ~~Payment Card Security Handbook~~; Information Security Management (14.1); ~~Information Security Incident Response and Reporting (14.14)~~; ITS Policy Handbook

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

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

**Forms:** Application for Exception from Use of University Preferred Electronic Payment Service, Statement of Intent to Comply with the University Policy for Payment Card Acceptance and Security, Payment Card Processor Registration Form, Confidentiality Statement

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  

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Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Purchase Requisitions

**Policy Number:** 17.19

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

**Date of last revision, if applicable:** 1/30/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to purchase requisitions.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## **Purchase Requisition**

**Original Implementation:** Unpublished

**Last Revision:** January 30, 2018

A specific request by a department to purchase goods or services begins with the completion of an electronic Purchase Requisition (requisition). Once initiated, the requisition is routed for appropriate approvals based on the commodity or funding source. This automated approval queue for requisitions is maintained in the university's financial system by the procurement office.

Electronic requisitions are submitted following the guidelines outlined in the Procurement Requisitions, Approvals and Receiving Manual. Purchase orders may be created without a requisition at the discretion of the procurement office. When a purchase order is created without a requisition, the department may be notified by email that the purchase order has been created on its account.

Requisition processing within the procurement office differs depending upon source of funds, dollar value, the type of good or service being acquired, and department need. See Best Value Procurement (17.1).

Exceptions to the use of a requisition, other than those listed above, are detailed in Purchase Voucher (17.20) and Delegated Purchasing Authority (17.5).

**Cross Reference:** Best Value Procurement (17.1); Purchase Voucher (17.20); Delegated Purchasing Authority (17.5).

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

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

**Forms:** None

**Board Committee Assignment:** Finance and Audit

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Restrictions on Contracting with and Paying Certain Vendors

**Policy Number:** 17.23

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

**Date of last revision, if applicable:** 4/24/2018

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

**Purpose of Policy (what does it do):** This policy provides specific guidance relating to restrictions on contracting with and paying certain vendors.

**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:** N/A

**Specific rationale for deletion of policy:** This policy is proposed to be blended into Policy 17.1.

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## **~~Restrictions on Contracting with and Paying Certain Vendors~~**

**~~Original Implementation:~~** January 25, 2000

**~~Last Revision:~~** April 24, 2018

~~The university is required by Tex. Gov't Code § 2252.903 and the United States President's Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001) to determine vendor eligibility for contracts and/or payments. The university may contract with any vendor on state warrant hold and follow established procedures for notifying the vendor and holding payment. The university is strictly prohibited from contracting with any vendor listed on the federal government specially designated nationals list (SDN).~~

### **~~DEFINITIONS~~**

~~*Warrant Hold* is a status identifying vendors who are delinquent in payments to the state of Texas and prohibiting the state comptroller and state agencies from issuing payment to the vendor. Warrant hold information is maintained in the state comptroller's Texas Identification Number System (TINS).~~

~~*SDN* is a federal government specially designated nationals list identifying vendors with whom the United States President's Executive Order 13224 prohibits any government entity from doing business.~~

~~*SAM* is a federal system for award management that encompasses all federal restrictions related to doing business with excluded vendors.~~

### **~~RESPONSIBILITY FOR DETERMINATION~~**

~~It is the responsibility of the department placing the order to ensure that the selected vendor is NOT on warrant hold or listed with an active exclusion on the federal system for award management (SAM) up to 7 days before the contract date, but no later than the contract start date. Refer to Delegated Purchasing Authority (17.5) to determine departmental responsibility. It is the responsibility of the accounts payable office to ensure that the selected vendor is NOT on warrant hold prior to processing a university payment.~~

### **~~HOW TO MAKE A DETERMINATION~~**

#### **~~State Comptroller Warrant Hold Status Determination~~**

~~The university's financial system will terminate and prevent the use of any vendor in the financial system that is on warrant hold. For vendors not in the university's financial system, vendor warrant hold status must be searched on the state comptroller's Vendor Hold Search website. Contact accounts payable or the procurement office for assistance. If a vendor is found~~

to be on warrant hold, the following applies:

- a. ~~Purchase orders~~ the purchase order or contract may be issued but must include a clause on the purchase order or contract relating to the warrant hold status.
- b. ~~P Card~~ expenditures over \$500 are not allowed from a vendor on warrant hold.
- c. ~~Accounts Payable~~ accounts payable may make a payment to an entity on warrant hold using local funds if the hold source agency or agencies consent to the payment. Such payment can only be made after securing documentation of the consent. Otherwise payment must be made to the hold source agency or agencies.

**Federal Government Specially Designated Nationals List (SDN) Determination**

The verification process involves searching for the vendor by vendor name on the SAM website. Contact the procurement office for assistance. If a match is found, contact the director of procurement. Purchase Orders and contracts may not be issued to any vendor with an active exclusion on the SAM website.

**Cross Reference:** ~~Tex. Gov't Code § 2107.008; Tex. Gov't Code § 2252.903; Exec. Order No. 13224, 66 Fed. Reg. 49079 (Sept. 23, 2001); State Comptroller Fiscal Policies and Procedures, FPP P.007; Delegated Purchasing Authority (17.5)~~

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

**Contact for Revision:** ~~Director of Procurement and Property Services/HUB Coordinator~~

**Forms:** None

**Board Committee Assignment:** Finance and Audit



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
Office of the General Counsel

## POLICY SUMMARY FORM

**Policy Name:** Travel Card (T-Card)

**Policy Number:** 3.30

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

**Date of last revision, if applicable:** 10/26/2020

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

**Purpose of Policy (what does it do):** This policy establishes the guidelines and issuance for using the travel card. Establishes responsibility, who qualifies for a travel card, training requirement and authority.

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

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

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

*Additional Comments:*

Minor wording revisions

Reviewers:

Dannette Sales, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

## **Travel Card (T-Card)**

**Original Implementation:** October 27, 2014

**Last Revision:** April 20, 2021

### **Purpose**

This policy establishes guidelines and requirements for the issuance and use of a travel card (T-Card) for university business travel expenses.

### **Definition**

**Travel Card (T-Card)** provides a payment method for official university business travel and travel related expenses and may not be used for any personal transactions.

### **General**

The T-Card will be issued in the name of the employee or officers of Stephen F. Austin State University with the state of Texas seal and the wording 'For Official Use Only' clearly indicated on the card. Approved university employees or officers of Stephen F. Austin State University may use the T-Card in accordance with the T-Card Program Guide and Travel Guidelines to pay for travel related expenses. The terms and conditions of the state travel card contract are specified and awarded by the Texas Comptroller of Public Accounts for the state of Texas. In addition to internal policies and procedures, SFA will comply with the terms and conditions of the state contract.

### **Responsibilities**

The cardholder is responsible and accountable for the security and documentation associated with the use of the T-Card and for complying with all policies and procedures related to the T-Card program. Department heads are responsible for ensuring that all employees or officers issued a T-Card understand the departmental budget constraints under which they are to use the T-Card and the individual transaction and monthly limits of the T-Card. Documentation shall follow procedural requirements in the T-Card Program Guide.

The department head or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) approving monthly reconciliations of T-Card cardholder statements; and 4) verifying charges and reviewing supporting documentation to ensure T-Card charges are within SFA policies and procedures and departmental budgets.

### **T-Card Use by another Employee or Student**

The only person authorized to use the T-Card is the cardholder whose name appears on the card, unless the cardholder and department head have completed a T-Card Use form to allow other employees to use the card on behalf of the cardholder. The T-Card Program Guide provides detailed information regarding the use of the card by other employees or students.

### **Training and Issuing Cards**

All department heads will be required to attend training and sign the Travel Cardholder Application/Approval Form before any cards will be issued to employees within the department. All employees who are issued a T-Card will be required to attend training and sign a Travel Card (T-Card) Holder/Banner User Agreement before issuance. All cardholders will be required to comply with training requirements as outlined in the T-Card Program Guide.

### **Travel Card Documentation**

The documentation identified in the T-Card Program Guide must be kept for the time retention period prescribed in the State of Texas Records Retention Schedule. These are the official university records and must be included as attachments when the expense reports are submitted. The receipts for T-Card charges will be required for processing the payment and for periodic audits.

### **Card Termination**

T-Card rule violations may result in immediate deactivation or cancellation of the cardholder's T-Card(s). The T-Card Program Guide lists violations and associated penalties. T-Cards will also be deactivated upon termination or transfer of the cardholder.

### **Administrative Authority**

The department head or supervising dean, vice president, or president has the authority to request that the travel office deactivate or cancel an employee's card at any time if fraud or misuse is suspected. Any card so deactivated or cancelled may be reactivated or a new card issued only with approval by the position that originally requested the deactivation or cancellation. Audit services and the general counsel's office have the authority to request that the travel office deactivate an employee's card while transactions are being researched or investigated, or an audit is being conducted. At the conclusion of the research, investigation, or audit, the card will be reactivated and/or appropriate action taken as specified herein and in the T-Card Program Guide.

### **Fees**

A foreign transaction fee may be assessed by the credit card company in addition to all charges assessed by the bankcard associations. These fees may be paid by the university if the foreign travel

is approved in advance of the charge. Fees associated with inappropriate card use, such as cash advances and convenience checks, will be the responsibility of the person making the charge.

**Cross Reference:** T-Card Program Guide; Travel Guidelines

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

**Contact for Revision:** Controller

**Forms:** Travel Cardholder Application/Approval Form; Travel Card (T-Card) Holder/Banner User Agreement; T-Card Use Form

**Board Committee Assignment:** Finance and Audit



## Reports

- President
- Faculty Senate
- Student Government Association

PRESIDENT REPORT

Presenter: Scott Gordon, University President

Report Topics:

- COVID-19 Update
- Updates on Leadership Searches
- Austin Updates
- Updates on Off-Campus Partnerships
- President's Innovation Fund
- SACSCOC Accreditation Visit
- Campus Communication/Shared Governance Updates

## FACULTY SENATE REPORT

Presenter: Andrew Lannen, Faculty Senate Chair

Dr. Andrew Lannen received his BA degree from the University of South Florida, MA from the University of Florida, and PhD from Louisiana State University. He has published on the topics of Colonial America and the American Revolution. He has taught college courses for 20 years, 15 of those at SFA.

### Report Topics:

- Faculty Accomplishments
- Pandemic Year in Review
- Developing a Framework for SFA Shared Governance
- Faculty Senate Constitutional Amendment
- Brein Uriegas, Faculty Senate Chair 2021-2022
- Opportunity for Questions

## **Faculty Accomplishments, October 7, 2020 to March 29, 2021.**

Abel, Charles. Populist Border Policies: The Meme Connection and Administrative Pragmatism. Public Voices.

Adams, James. Stephen F. Austin State University Keeps The Music Going With Dante.

Ajero, Mario. Teach Piano Online in 2020. Baylor University MTNA Collegiate Chapter Meeting.

Ajero, Mario. 5th Annual Memphis International Piano Festival and Competition.

Akerson, Adam and Mark Montgomery. A Framework for Mentoring Pre-Service Teachers Through Peer Feedback. The Chronicle of Mentoring and Coaching.

Akerson, Adam and Mark Montgomery. A Framework for Mentoring Pre-Service Teachers Through Peer Feedback. 13th Annual Conference on Mentoring: High-Quality Connections.

Akerson, Adam and Mark Montgomery. Two Cameras, One Partnership: Taking Co-Teaching into the 21st Century. 2020 National Conference on Co-Teaching.

Allen, Michael, Lucia Sigmar, and Marsha Bayless. Small Business vs. Big Crisis: Examining Small Business' Crisis Communication During Covid-19. 85th Annual International Conference of Association for Business Communications.

Amato, Alexander. Walking the Choral Tightrope: A Practical Approach to Balancing and Tuning Our Choirs.

Andrew, Peter. SFA Faculty Exhibition 2020.

Avant, Freddie and Kristen Bailey-Wallace. Power of Budgets: Engaging Rural Policy Makers for Health Impact. Center for Rural Social Work Research and Development Webinar.

Ayer, Christopher. [www.duokarudan.com](http://www.duokarudan.com).

Ayer, Christopher. Canadian Paradigms.

Ayer, Christopher. SFA Faculty Reed Trio Recital.

Bacarisse, Angela. The Maids.

Bacarisse, Angela. working title- girl rising.

Bacarisse, Angela. Rideshare Overshare.

Bacarisse, Angela. Dog Sees God.

Bacarisse, Angela. From the Diaries of Adam and Eve, by Stephen Lias.

Bacarisse, Angela. Girl Rising.

Bae, Mi Hae and Hyunsook Kang. Health Benefits of Staying Active After Retirement. Review of European Studies.



Bae, Mi Hae and Hyunsook Kang. Functional Difficulties of Aging Adults, and the Potential Effects of Exercise. Real Time Virtual Fall Conference.

Bailey-Wallace, Kristin. Our Changing Rural Communities. NAMI TX 2020 Conference.

Barnes, Jared. Big Perennials for a Shrinking World. Georgia Perennial Plant Association Monthly Meeting.

Barnes, Jared. Cool Growings: Vegetable Gardening in Winter. Huntsville Botanic Garden Monthly Meeting.

Barngrover, Brian, Kylie Fields, John Gary. Computational Investigation of the Preferred Binding Modes of N<sub>2</sub>O in Group 8 Metal Complexes.

Bayless, Marsha and Manuel Guerrero. Are Business Communication Skills Transferring to an Upper Level Required Business Course? ABC-Southwestern United States Regional Conference.

Becnel, Jeremy. Tools for Infinite Dimensional Analysis. CRC Press.

Beauregard, Matthew. Knock it out of the Park! Introduction to Physics. Nacogdoches STEM Academy.

Beavers, Veronica and Jalon Berry. Intentionally Inclusive: Turning Actions Into Words. TACUSPA Annual Conference.

Beavers, Veronica, Marisol Diaz, Nina Ellis-Hervey, Gabriela Mirand-Recinos, Courtney Carney. Challenging Conversations in the Classroom: A Faculty Panel. Diversity Conference at Stephen F. Austin State University (Virtual Conference ).

Jennifer Beisel. Bobby H. Johnson. Sound Historian

Berg, Wesley. 23rd Annual Autumn Art Auction.

Berg, Wesley. 12th Annual International Drawing Discourse Exhibition.

Berg, Wesley. Kahilu Exhibition.

Beverly, Lisa, James Kunz, Keith Hubbard, Andrea Bancroft, Mikaela Cloyd. What motivates STEM students to try a job shadow teacher-recruiting program? Kappa Delta Pi Record

Billew, Barrett. Luck of the Cards.

Bishop, Christine. COVID-19 Committee Final Report and Recommendations.

Bishop, Christine. Episcopal Health Foundation – Analysis of Reports

Blizzard, Alex, Julie Bloxson. Chemostratigraphy of Carbonate Gravity Flows of the Wolfcamp Formation in Crockett County, Midland Basin, Texas. GeoGulf 2020 Transaction

Bloxson, Julie. Far-field tectonic controls throughout Ohio: Examples from high-density mapping across Eastern Ohio. Pittsburgh Association of Petroleum Geologist Oct Meeting.

Bloxson, Julie, and Barbara Kemeh. Geochemical Characterization of Utica Shale Play Using XRF–Based Chemostratigraphy in Ohio. AAPG Student Expo.

Bloxson, Julie, Cole Hatchel. A Log and Core Analysis of the Marmaton Group, Granite Wash Fan Delta in the Anadarko Basin, Washita County, Oklahoma. South Texas Geological Society

Bloxson, Julie. Identifying Porosity and Permeability in the Blossom Sand Using XRD and XRF. Geological Society of America National Annual Conference.

Bloxson, Julie, Jared Bridges. Delineating the Utica Shale/Point Pleasant Formation Play System to Determine the Influence of the Precambrian Basement on Deposition in Northeastern Ohio. Ohio Geological Society.

Bobo, Linda. TherEx Anywhere. McGraw-Hill – Professional.

Bretbach, Amanda. Oil and Water.

Breitbach, Amanda. Holding Lands.

Breitbach, Amanda. Cyanotypes and Digital Negatives - 2 day workshop

Breitbach, Amanda. Land/People.

Brewer, Jeffrey. 2019-2021 Art On The Llano.

Bridwell, Leisha, Nathaniel Walker, Sally Swearingen. "Building (and Rebuilding) Healthier Communities"

Briles, Morgan. OER Plug And Play: De-mystifying OER for faculty using Brightspace. Open Texas 2021.

Brown, Wesley. The Effectiveness of Capacitively-Coupled Resistivity Methods in Mapping the Intensity and Spatial Distribution of Karst Geohazards Along FM 2185 Culberson County, Texas. GSA - Annual Conference.

Brown, Wesley. Using Electrical Resistivity Methods to Delineate Potential Karst Geohazards Along FM 2185, Culberson County. AGU -Annual Meeting.

Burrow, Lauren, Elizabeth Spradley, Heather Olson Beal, Chrissy Cross. Collaborative Autoethnography: Using Interactive Interviewing and PhotoVoice Techniques. International Symposium on Autoethnography and Narrative Inquiry (ISAN) annual meeting.

Burrow, Lauren, Heather Olson Beal, Chrissy Cross, Amber Wagnon. Supporting faculty's community-based service for educational transformations: Acknowledging and rewarding their return-on-investment. AACTE Annual Meeting.

Burrow, Lauren, Triston Burrow, Ethan Burrow, Nicole Burrow. Young Student Presents Novel Engineering: A STREAM Activity for Interdisciplinary Writing and Doing. National Conference of Teachers of English.

Burrow, Lauren, Elizabeth Spradley, Sarah LeBlanc, Heather Olson Beal, Chrissy Cross. Proving our maternal and scholarly worth: A collaborative autoethnographic textual and visual storytelling of MotherScholar identity work in COVID-19. Journal of Motherhood Initiative.

Burrow, Lauren, Tonya Jeffrey. The poetry of the pandemic. Journal of Motherhood Initiative

Burrow, Lauren, Chrissy Cross, Heather Olson Beal. The skits, sketches, and stories of MotherScholar. The Qualitative Report.

Burrow, Lauren, Sarah Straub, Margaret Leysath, Heather Olson Beal, Amber Wagnon. When a global pandemic prompts service-learning plans to be reconsidered. Gulf South Summit on Service Learning and Civic Engagement in Higher Education

Burrow, Lauren, Brian Wuertz, Shelby Laird, Tonya Jeffery. Building a New Service-Learning Partnership through Virtual Connections. Gulf South Summit on Service Learning and Civic Engagement in Higher Education

Burrow, Lauren, Carolyn Conn, Heather Olson Beal, Amber Wagnon, Chrissy Cross. Expanding civic engagement with virtual platforms. Gulf South Summit on Service Learning and Civic Engagement in Higher Education

Cade, Rochelle. Assessment as advocacy in the counseling profession. Association for Assessment and Research in Counseling Conference.

Cade, Rochelle. Systems Thinking in Correctional Settings. Texas Counseling Association's Annual Professional Growth Conference.

Cade, Rochelle. How to conduct a deductive content analysis in counseling research. Counseling Outcome Research & Evaluation.

Carbajal, Jose. Cultural Identity Formation: A Personal Narrative. Greenwich Social Work Review

Carbajal, Jose. The identity formation process of immigrant children: A case study synthesis. Journal of Experiential Psychotherapy.

Carbajal, Jose and Haskell Cooper. Strengths and Challenges of Opioid Crisis in Rural Deep East Texas: Opioid Data Collection. 25th Annual Conference of the Society for social Work and Research (SSWR).

Carney, Court. Confronting a Post-Forrest Landscape: Memphis and the Removal of Nathan Bedford Forrest. Southern Historical Association Annual Meeting.

Carrington, Jill. Viewing Bellano's and Riccio's Narrative Reliefs on the Choir Enclosure of the Santo in Padua. Sixteenth-Century Studies Conference.

Causin, Gina. Creating an Introduction to Event Syllabus. HEAT Virtual Conference 2020.

Cegelka, Derek, Victoria Wagner-Green, Jennifer Newquist. Health Behaviors of Funeral Directors in the US: A Needs Assessment. American Journal of Health Behavior.

Chakravartty, Aryendra. "Mithila, Myth and Modern India: The Making of a Place" SouthWest Conference on Asian Studies.

Chakravartty, Aryendra. Identity and Cultural Challenges in Japan. Southwest Conference on Asian Studies.

Chandler-Ezell, Karol. Face Masks and Race in the Pandemic: How Race Factors into the Risks of Wearing or Not Wearing Masks. Race, Ethnicity, and Place Conference.

Cho, Janice, Sherice Gearhart. Mapping the History of Journalism & Mass Communication Educator: 30 Years of Publication (1990–2019). *Journalism & Mass Communication Educator*

Cho, Janice, Oluseyi Adegbola, Sherice Gearhart. Reporting Bias in Coverage of Iran Protests by Global News Agencies. *The International Journal of Press/Politics*.

Clack, Beatrice, Sepideh Mohammadhoseinpour. Identification of a Novel Anti-cancer Compound from *Rumix crispus*. 2nd Annual Pharmacology & Toxicology Conference.

Clark, Brianna. Applications of Digital Remote Sensing to Quantify Glacier Change. HGS Virtual E&E.

Clark, Frankie Jo. Normal Sexuality. SFASU Charter School Psychology Intern Program.

Clark, Frankie Jo, Daniel McCleary, Jillian Dawes, Jaime Flowers, Nina Ellis-Hervey. Going digital to address the school psychologist shortage. *Contemporary School Psychology*.

Coble, Dean, Yuhui Weng, Jason Grogan. Modeling early responses of loblolly pine growth to thinning in the Western Gulf Coastal Plain region. *Forest Science*.

Collins, Eden. Experimental Fashion & Fiber Art 2021.

Collins, Eden. Arcadia Art Show Vol4 Juried Exhibition

Collins, Eden. SFA Art Faculty Exhibition

Collins, Eden. 4th Annual Small Works Show

Collins, Eden. Cake Piping and Other Ulcer Preventatives. CAA 2021 Annual Conference

Collins, Eden. Contemporary Art Month (CAM) Breakout

Conn, Carolyn. Rideshare/Overshare.

Conn, Carolyn. Dog Sees God.

Cooper, Dana. "Debating Downton: Anglo-American Realities and Relations," Book Chapter, Manchester University Press.

Cooper, Haskell, Emmerentie Oliphant. Appreciative Inquiry: An Approach to Participatory Action Research for Building and Strengthening Rural Communities. 25th Annual Conference of the Society for Social Work Research (SSWR).

Cooper, Haskell, Emmerentie. New Workload Analysis Tool for Itinerant Vision Professionals: Meet the VISSPA! 25th Annual Conference of the Society for Social Work Research (SSWR).

Cox, Neal. SFA Faculty Exhibit.

Creech, David, L Machado, David Kulhavy, Sheryll Jerez, Daniel Unger, I-Kua Hunt, Yanli Zhang. Cost Comparisons and Climate Models for Kiwifruit Production in Texas. Society of American Foresters National Convention, Virtual.

Cross, Chrissy, Keith Hubbard, Lesa Beverly, Dennis Gravatt, Adrienne Aul. The continuation of a mentoring network for pre-service teachers into early in-service years. *Issues in Educational Research*

Dalmas, Jennifer. Christmas Eve Service at Westminster Presbyterian Church.

Dalmas, Jennifer. Masterclasses for Anadolu University, Turkey

Dalmas, Jennifer. Handel's Messiah

Dalmas, Jennifer. Home for the Holidays LSO Virtual Concert

Dalmas, Jennifer. Longview Symphony Virtual Fall Chamber Concert

Dalmas, Jennifer. All State Workshop for Seven Lakes HS

Dalmas, Jennifer. Chamber Singers Concert

Dalmas, Jennifer. Sojourn: An Evening of Sonnets, Spirituals and Love

Dalmas, Jennifer. East Texas Wind Ensemble Concert

Dalton, Deborah. "I Won't Mind" by Jeff Blumenkrantz

Dalton, Deborah. Anthems for weekly worship services

Dalton, Deborah. MAGICAL, MYSTICAL, AND MERRY: A Program of Opera Scenes

Dalton, Deborah. Adjudicator - Texoma Region NATS Virtual Student Auditions

Darst, Shannon. New Workload Analysis Tool for Itinerant Vision Professionals: Meet the VISSPA! Southwest Orientation and Mobility Association (SWOMA) Conference.

Darst, Shannon. Validating Standards, Yes, It's Possible: O&M Career, College and Community Readiness Standards. Southeastern Orientation and Mobility Association 2020 Conference.

Darst, Shannon. World Languages and Service to the Community: Practice and Research at the Undergraduate Level. Texas Association for Education and Rehabilitation of the Blind and Visually Impaired Conference

Davis, William. New Faculty Spotlight: Equity and Social Justice in SFA's Department of Education Studies. Diversity Conference.

Davis, William, Mario Morera Jimenez. Transforming FL learning for student flourishing: Research, practice, and action. 2021 Gulf-South Summit conference

Davis, William, Freddie Bowles. Exploring the characteristics of world language educators who teach for learners' flourishing. CSCTFL 2021 conference

Davis, William, Freddie Bowles. "Toward a New Understanding of Leopold's Land Ethic." Association of Teacher Educators (ATE) conference

Day, George, Kimberly Collica-Cox. When dogs make the difference: Jail-based parenting with & without animal assisted therapy. Beyond the Horizon: Reimagining Justice and Embracing Change.

Diaz, Marisol, Tonya Jeffrey, Sarah Straub. "Perchance" Sisters en la Lucha. Virtual Healing Racism Conference.

Diaz, Marisol. The Role of Teaching & The Need for a Revolutionary Pedagogy. BESO.

Diaz, Marisol, Sarah Straub, Brian Uriegas, Tonya Jeffry. Academic and Social Counterspaces to Build a Culturally Supportive Community. Journal of Education Human Resources.

Diaz, Marisol. Culturally Relevant Children's Books as a Path Towards Critical Consciousness. Routledge

Diaz, Marisol. Setting the Stage for Culturally Responsive Teaching from Day One: Learning from Your Students. Routledge

Dillard, Erica. Instructional Practices for Junior High Special Education. Groveton Junior School.

Dillard, Erica. Service Learning Projects That Work! Groveton High School.

Dixon, Benjamin. Diverse co-teaching: a one-step strategy for assessment, integration, collegiality, transformation, professional and personal growth for the university community. Research group in Environmental and Animal Ethics February 2021 Colloquium

Ellis-Hervey, Nina. 2020 Vision: New licensure realities. Association of State & Provincial Psychology Boards.

Ellis-Hervey, Nina. The Social Networking Role for Psychologists (Female): The 21st Century's New Five-Dimensional Practitioner. Empowered to Lead: Women in Higher Education Leadership Annual Conference.

Ewing, James. Developing Language in Mathematics. NCTM 2020 Virtual Conference.

Ewing, James. Math for ELLs. As Easy as Uno, Dos, Tres. Kids First National Conference. Innovate and Transform.

Ewing, James. "Role Models, Manipulatives, and Literature" In L. Ferlazzo, "Twelve Ways to Make Math More Culturally Responsive" Education Week

Ewing, James. Culturally Responsive Teaching: More Important Now Than Ever. Broadcast Media.

Farago, Flora, Jennifer Richter, Beth Swadener, Denisse Roca-Servat, Kimberly Eversman. Tempered Radicalism in the Academy: Scholar-activism in the Neoliberal University.

Farago, Flora, Natalie Eggum-Wilkins, Linlin Zhang. Ugandan Adolescents' Gender Stereotype Knowledge about Jobs. Vulnerable Children and Youth Studies.

Farrish, Kenneth, Michael Richard, Brian Oswald, Hans Williams, Michael Maurer. Evaluation of Five East Texas Forages under Differing Shade Levels. Forest Research.

Fenci, Piero. entre dos mundos y un sueno. zoom seminar.

Fenci, Piero. what i do and why. Zoom Presentation.

Fenci, Piero. SFA faculty Exhibition.

Fish, Brittany, Rachel Jumper. Making the Switch: FCS teacher challenges regarding course modality during COVID-19. Texas Association of Family and Consumer Sciences Research Journal.

Fish, Tod. How Full is Your Bucket? The Power of Positive Leadership. Vocal Terra International Choral Workshop.

Fish, Tod. Alex Mendoza Lessons

Fish, Tod. All-Region Clinician

Fish, Tod. No Time to Think: Effective Rehearsal Strategies

Fish, Tod. Walking the Choral Tightrope: A Practical Approach to Balancing and Tuning the Choral Ensemble.

Flowers, Jaime, Dallin Marr, Daniel McCleary. Bullying prevalence: An online survey of adolescences. Journal of Applied School Psychology.

Fontenot, Elizabeth. Entwined.

Friedfeld, Robert, Kefe Onchoke, Pressley Nicholson, Leslie Cecil, Robert Friedfeld, Josephine Taylor, Wayne Weatherford. Comprehensive structural and compositional investigation of Maya pottery sherds from Lake Petén Itzá, Guatemala, Central America. Journal of Archaeological Science: Reports

Fry, Darrell. Diverse co-teaching: a one-step strategy for assessment, integration, collegiality, transformation, professional and personal growth for the university community. 7TH ANNUAL OFFICE OF MULTICULTURAL AFFAIRS DIVERSITY CONFERENCE

Fry, Darrell. Advantages of co-teaching during the Covid-19 pandemic. Annual Meeting of American Society for Biochemistry and Molecular Biology

Glasscock, Jessica. Intake of Supplemental deer pellets containing ground blueberry juniper by wild pigs. Human-Wildlife Interactions.

Gound, Elizabeth. Digital Literacies of Six Former Preservice Teachers. AMLE 2020 Virtual Conference.

Gound, Elizabeth, Dawn Williams, Leah Kahn, Elizabeth Gound. Teaching Teams That Work (spark and tell session). AMLE 2020 Virtual Conference.

Grabowski, Gregory. Region 4/21 Clinic and Concert

Grabowski, Gregory. Region 33 Clinic and Concert

Grabowski, Gregory Demystifying the Winds: Rehearsing Winds in Full Orchestra. Texas Music Educators Association Annual Conference

Greer, Lawrence. Retirement Reception for Dr. Brian Murphy, guitar.

Gregory, Charles. Discussing Supreme Court Nominations on the Senate Floor. Southern Political Science Association Conference.

Grogan, Jason, Yuhui Wend, Jason Grogan. Report 78: Observed growth and yield of the ETPPRP loblolly pine plantations: Phase II Plots, 2020 Measurements. ETPPRP Report.

Hachem, Ali. Action Research as a Project of the Certain: Textual Eventualist Reconstructions. AERA.

Hachem, Ali. The Constructive Tendencies in Action Research: A Textual Eventualist Critique. Critical Questions in Education Symposium.

Hall, Ashley. Managerial and Organizational Communication During Times of Crisis. Annual International Conference.

Hamilton, Karla, Dawn Williams. On the way with edTPA. AMLE 2020 Virtual conference.

Hampton, Laura. Shine the Light on Literacy. Shine the Light on Literacy.

Hasbun, Tracey, Sarah Straub, Tintgin Xu. Student and Faculty Activism to Promote Bilingual Education in a Rural Public University. National Association for Multicultural Education(NAME).

Hasbun, Tracey, Tinting Xu. Using Empirical Evidence to Evaluate Teacher Preparation Programs: A Case Study for CAEP Accreditation. CSOTTE Fall Conference.

He, Yuan, Tintgin Xu. Theories in Action: How We Teach Educational Theories in University Classrooms. Teacher Education Council of State Colleges and Universities (TECSCU).

Held, Abby. Music in the Classroom. ECHO Lecture Series.

Held, Abby. Midland-Odessa Symphony

Held, Abby. The Viennese Oboe and its classical/romantic traditions. Baylor School of Music.

Held, James. Eternal Companion

Hendricks, Stacy, Gina Anderson, Chris Cherry, Jannah Nerren, Patrice Werner. From Dinner to Dynamic: The Evolution of ADoT to Support Mid-level Leaders in Texas Educator Preparation. Teacher Education Council of State Colleges and Universities (TECSCU) fall meeting.

Henning, Sarah. "'Thanks for Letting Me Share:' Shame, Disclosure, and the Professional Risk of Writing Personal Trauma" South Atlantic MLA.

Henning, Sarah. "Chimerical Cousins, Beasts of the Heart: Contemporary Adaptations of Form and Its Possibilities". Craft Talk, University of Arkansas-Fort Smith.

Henning, Sarah. "South Dakota in Poems Anthology launch" South Dakota Festival of Books

Henning, Sarah. Reading from View From True North. Sundress Reading Series.

Herbert, Francis. Feathers and Autumn Leaves

Hicks, Candace. Going Through a Phrase

Hicks, Candace. Women at Work

Hicks, Candace. Printed Matter's Virtual Art Book Fair

Hudson, Nita. Christmas Services: Jubilate Deo Choir - Christ Episcopal Church

Hudson, Nita. Jubilate Deo Choir - Christ Episcopal Church

Hudson, Nita. Christmas on Lamp-Lite Lane: Stories, Songs, Skits and Snippets



Hudson, Nita. CONDUCTED: Fall Opera Workshop Scenes Program

Hudson, Nita. Alto Rhapsodie, Op. 53 - Guest Soloist

Humphries, Jamie, Carol Wright. Preparing Students for the Workforce: Do They Feel Prepared? Association for Business Communication International Conference 2020.

Humphries, Jamie, Lucia Sigmar. The Effect of Soft Skills Training on Job Satisfaction in Supervisory Scientific Positions. Center for Engaged Business Research Workshop.

Humphries, Jamie, Lucia Sigmar. Visual Communications: Bridging the Gap Between Data Analytics and COVID-19. Association of Business Communications. The Effect of Managerial Skills Training on Job Satisfaction in Supervisory Positions in Science.

Humphries, Jamie.

Hung, I-Kuai, Mohammad Bataineh, Brian Oswald, Hans Williams, Daniel Unger. Reconstruction of Pinon-Juniper Woodlands in the Sky Islands of the Davis Mountains, Texas, USA. Forests.

Hung, I-Kuai, David Kulhavy, Ronald Reynolds, Daniel Unger, Matthew McBroom, Yanli Zhang. Use of Altmetrics to Analyze ScholarWorks in Natural Resource Management. Journal of Altmetrics

Hung, I-Kuai, Reid Viegus, Yanli Zhang, David Kulhavy, Daniel Unger. Comparison of Positional Accuracy on Pecan Tree Locations Attained with Different Geospatial Technologies. Undergraduate Research Showcase Conference, Stephen F. Austin State University.

Hung, I-Kuai, A Fenley, David Kulhavy, Daniel Unger, Yanli Zhang. Innovation Zone: Undergraduate Research at SFA: Why it Matters? Society of American Foresters National Convention.

Hung, I-Kuai, M. Mlack, David Kulhavy, Daniel Unger, Yanli Zhang. The Study of Sense of Place at Stephen F. Austin State University. Society of American Foresters National Convention.

Jacobi, Lora. Author and editor for newest edition of text rollout in Spring 2021. Top Hat.

Jeffrey, Tonya. Teaching Inquiry-based Science Through the Critical Lens of Social Justice with Honors Students. 2021 OMA Diversity Conference.

Jerez, Sheryll, Jordan Stanford, Sydney Matlock, Courtney Sims, Samantha Montes, Carmen Montana. Microplastics: Nacogdoches County's Hidden Threat. Arthur Temple College of Forestry and Agriculture Undergraduate Research Conference.

Jones, Kevin. Black Urban Music Educators as Culturally Responsive Instructional Leaders. Texas Music Education Association Conference.

Jones, Kevin. Shaping Positive Educational Experiences for Black Males through Mentorship. TXNAME WEBINAR SERIES: BUILDING BRIDGES INSTEAD OF WALLS.

Jones, Kevin. Teaching Black boys in the 21st Century. Guest speaker – Heather Olson Beal's SEED 4360 class and Lauren Burrow's ELED 4330 class.

Jones, Kevin. What about the Band Director? An Examination of African American male Urban Music Educators as Culturally Responsive Leaders. 7th International Conference on Narrative Inquiry in Music Education.

Jones, Kevin. Hearing the Voice of Black Educators, Like Me. Information Age.

Jones, Richard. "Harold Clurman, the Group, and the Legacy of a Director." Bloomsday Methuen

Jones, Stephanie. Virtual Foaling during COVID-19. Equine Science Society Symposium.

Judson, Thomas. Abstract Algebra for Teachers

Judson, Thomas. The Ordinary Differential Equations Project

Judson, Thomas. UTMOST Sage Cell Repository

Jumper, Rachel, Jennifer Newquist. Integrating In-Person Field Trips Into a Fully Online Undergraduate Program. National Council on Family Relations Annual Conference – 2020.

Kaatz, Christopher. Expressive Decisions: Passing the Baton to the Students. LMEA Online Conference.

Kaatz, Christopher. Lumberjack Marching Band Fall 2020 Drill - Earth, Wind & Fire Show.

Kahla, Marlene. Principles of Marketing Practical Thinking. Cognella Publishing.

Kahn, Leah. From STEM to STEAM. Association for Middle Level Education Annual Conference.

Kennon, Lindsey, Laurie Rogers. Supporting Teachers of Preschool Children who are Deafblind. Region 4 ESC.

Killam, Wendy, Suzanne Degges-White, Adam Carter. Group development and group leadership in student affairs. Rowman & Littlefield

Killam, Wendy. Group support for students with high-functioning autism and Asperger's. in Group development and group leadership in student affairs. Rowman & Littlefield

Killam, Wendy, Suzanne Degges-White. Groups for Student Veterans. in Group development and group leadership in student affairs. Rowman & Littlefield

Killam, Wendy, Suzanne Degges-White. Team and committee work. in Group development and group leadership in student affairs. Rowman & Littlefield

King, Larry (respondent). Communication and Political Participation in Kenya, the U.S., and Online. National Communication Association 106th Annual Convention.

Koltonski, Summer, Glen McCuller. Using Data to Eliminate Bias in Education. Teacher Education Council of State Colleges and Universities Annual Fall Meeting 2020.

LaGraft, Scott. Mozart Requiem

Lameborshi, Eralda. "Post-Communist Transition, Migration, and Memory in Albanian Literature and Film" Association for Slavic, East European, and Eurasian Studies, Online Convention.

Levitt, Linda. #SayHerName and/as Performativity. Organization for the Study of Communication, Language & Gender annual conference.

Levitt, Linda. 35 Years In, the AIDS Quilt is a national memorial. Does it change how we mourn? Mourning on the Margins International Workshop.

Leysath, Margaret. Peaced Together Two: Thrown Landscape

Li, Wenjing. How counterfeit dominance affects luxury brand owners' perceptions: A cross-cultural examination

Lias, Stephen. Interview with Composer Stephen Lias. Ears to the Earth.

Lias, Stephen. Grand Canyon Suite (Cancelled due to Covid-19)

Lias, Stephen. Range of Light

Long, Jane. One Model for a Successful Capstone Course for Mathematics Majors. MD/DC/VA Section Meeting.

Long, Jane. The valuation tree for  $n^2+7$ . Revista Scientia

Ludorf, Mark. The Journal of Leadership Studies – Smoothing the edges of scholarly publishing. 22st Annual International Leadership Association Conference.

Matthews, Laurel. COVID-19 Screening. Hospice in the Pines Workshop.

McAdams, Lauren. A Brief Introduction. University of Chihuahua Visiting Artist.

McAdams, Lauren. Put It On A Hill Somewhere. University of North Texas Visiting Artist.

McAdams, Lauren. 2019-2021 Outdoor Sculpture Exhibit at Indiana University East

McBroom, Matthew. Silviculture 101 for Forest Landowners Lesson 1 – Reforestation and Tree Seedlings. Texas Forestry Association

McCleary, Daniel, Berenice Saez. Telepractice to provide an academic intervention.

McCleary, Daniel, Cutler Ruby, Jillian Dawes, Dallin Mar, Taylor Robinson. Comparing two levels of opportunities to respond on learning.

McCleary, Daniel, Jillian Dawes, Cutler Ruby, Benjamin Solomon. Precision of single-skill CBM: Group vs. individual administration.

McDermott, John. "A Pathology of Cornucopias"

McDonald, Darrel. Place Dynamics of African American Populations in the Houston Metropolitan Area. Kendall Hunt.

McIntosh, Jason. "Writing Without Computers: Reaffirming the Role of Handwriting in Literacy and Learning" 2020 National Council of Teachers of English (NCTE) Annual Convention.

McIntosh, Jason. "Observations on Teaching Hybrid Writing Classes" 2021 Northeast Modern Language Association Convention

McIntosh, Jason. "Handwritten Assignments in the Post-COVID-19 Classroom" 42nd annual Southwest Popular / American Culture Association (SWPACA) Conference

McKenna, Christopher. My Favorite Assignment. 2020 Association for Business Communication Annual International Conference.

Meier, Inga. "Memento Selfie: Dark Tourism, the Holocaust Memorial, and Shahak Shapira's 'Yolocaust'." 2020 / 2021 Annual ASTR / TLA Conference: "Theatre and Performance after Repetition"

Mendoza, Beverly. Experience and Market Signals in Export Entry Decisions. 90th Annual Meeting.

Meyer, Bradley. 2020 Midwest Band & Orchestra Clinic

-----. Video Recording: "Hall of the White Giant"

-----. ATSSB Masterclass - Beckville HS

-----. ATSSB Clinic (virtual) for Redwater HS

-----. Virtual Mid-Day Noel Performance

-----. ATSSB Clinic (virtual) for Van Vleck HS

-----. ATSSB Clinic (virtually) at Melissa High School

-----. ATSSB Clinic (virtually) at Victoria West HS

-----. PASIC 2020 Health & Wellness Clinic

-----. Interview on Pete's Percussion Podcast

-----. 2020 Edna Invitational Marching Contest Adjudicator

-----. SFA Percussion Ensemble Fall 2020, Concert B

-----. ATSSB Clinic at Elkhart High School

-----. ATSSB Clinic at Palestine High School

-----. ATSSB Clinic at Westwood High School

-----. Virtual Clinic at Blinn College

-----. Financial 101 Clinic with Sam Houston State University

-----. ATSSB Clinic and Keyboard Fundamentals Masterclass with Rains ISD

-----. ATSSB Clinic at Chapel Hill HS

Midgley, Herbert. Available Data For Research Presentation. Online - Due to Covid-19.

Midgley, Herbert. Feature-Length Screenplay titled "Mail Drop"

Midgley, Herbert. Daily Four Part Chorales

Midgley, Herbert. Music for my Films

Midgley, Herbert. Open Mike Nights around East Texas

Midgley, Herbert. Short Films of Herbert Midgley

Midgley, Herbert. Various Short Film Screenplays

Midgley, Herbert. Twelve Years Of Posting A Video On YouTube Daily

Mitchell, Jonathan. Voting Methods. East Texas Math Teacher Circles.

Mokuria, Vicki, Donna Druery, . And the winner is...Women Navigating Educational Spaces for their Children. Living Multicultural Education: Peace & Justice thru the Ballot Box & Activism.

Mokuria, Vicki, Diana White. Something is a bit fishy: Wading through Helen's experiences in relational realms. Information Age Publishers.

Montana-Schalk, Carmen, Valerie Castillo, Jake Swanson. Assessing the ecology and abundance of the pirate perch (*Aphredoderus sayanus*) in East Texas streams. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Courtney Plummer, Erin Shepta. Assessing the health of a stream in East Texas: an approach using aquatic invertebrates and fish as bioindicators. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Erin Shepta. Insights on the establishment of the invasive Sheepshead minnow (*Cyprinodon variegatus*) in Texas Rivers. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Lucas Khan. Microplastics: A new reported item in stomach contents of fishes in local streams in East Texas. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Zachary Hutchens, Jake Swanson. Occurrence, movements, and ecomorphological aspects of the Sabine shiner (*Notropis sabinae*) in an east Texas watershed. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Erin Shepta. Predicting the invasions of Sheepshead Minnow (*Cyprinodon variegatus*) and the Gulf Killifish (*Fundulus grandis*) in Texas waters using Ecological Niche models. Texas Chapter American Fisheries Society

Montana-Schalk, Carmen, Britney Reese, Jake Swanson. Spatial distribution and ecological aspects of the Blackspot Shiner (*Notropis atrocaudalis*) in streams in East Texas. Texas Chapter American Fisheries Society

Moore, Amanda. Informal Concert 2020.

Moore, Amanda. Capacity Shifts

Moore, Amanda. Meet Me

Morales Aguayo, Selma. Carlos Donjuan and Arely Morales

Morris, James. Why diversity matters in college: Covid Edition. SFA Diversity Conference.

Moulton, Aaron. "Becoming the Dictator's Agents: Dominican Counterintelligence in Mexico City and the Spanish Exiles' Sabotage of the 1949 Luperón Expedition" *Journal of Iberian and Latin American Research*

Moulton, Aaron. "Los exiliados españoles y la traición de la expedición de Luperón en 1949" *Clío: Órgano de la Academia Dominicana de la Historia*

Munro, Heather. Quantitative Investigation of Attitudes and Behaviors of Young Adults in Hypothetical Encounters with Individuals who are Blind.

Murphy, Clair. Adjudicator – Region 21

Murphy, Michael. Chamber Singers holiday video project with President Gordon

Murphy, Michael. Mid-Day Noels

Murphy, Michael. International Conducting Masterclasses for Encuentro Latinoamericano de Musica Coral Panama

Murphy, Michael. Autumn Splendor and Solemn Ritual

Newquist, Jennifer. Parenting Behaviors and Parental Stress Among Foster Parents. 2020 Annual Conference.

Nieberding, William. Making Tintypes for East Texas: A portrait in wet plate collodion. Panola College Art Appreciation class

Nieberding, William. Tintypes: A brief history and process. SFASU MCOM-1316 Class Meeting.

Nieberding, William. Listening to the Land

Nieberding, William. East Texas: A Portrait in Wet Plate Collodion

Nieberding, William. A Withering Gaze: Technical Excellence and Aura in Contemporary Wet-collodion Photography

Nielson, Russell, William Thompson. Stratigraphic Analysis of the Capps Limestone in the Norton Oil Field in Runnels County, Texas. *Texas Academy of Science*

Nielson, Russell, Luke Whitenburg, James McDaniel. Magnetite Study in the Lake Nacogdoches Area. *Texas Academy of Science*

Nielson, Russell. Development of rill marks on the beach face at Bryan Beach, Freeport Texas. *Texas Academy of Science*

Ochoa Gutierrez, Hector. Changing Digital Systems Laboratories. ECE@HSI WORKSHOP SERIES: Course and Laboratory Curriculum Interventions.

Odwyer, Darla, Paula Cook, Ray Darville, Mitzi Perritt, Sally Swearingen. Analysis of sustainable food practices in Texas acute care hospitals. *Journal of Foodservice Management & Education*

Odwyer, Darla. Navigating the Maze of Dietary Supplements: Quality and Efficacy. *Topics in Clinical Nutrition*

Odwyer, Darla, Sujatha Vegiraju. Navigating the maze of dietary supplements: Regulation and safety. Topics in Clinical Nutrition

Oliphant, Emmerentie, Lenola Wyatt. Evaluation: How to work with funders. Texas Evaluation Network (TEN) Fall Institute 2020.

Olson Beal, Heather. Surviving the COVID - 19 pandemic with a wolf pack and the Marco Polo app. Journal of Motherhood Initiative for Research and Community Involvement.

Onchoke, Kefa. <sup>13</sup>C NMR Chemical Shift Assignments of Nitrated Benzo(a)pyrenes based on two-dimensional Techniques and DFT/GIAO Calculations. Results in Chemistry.

Onchoke, Kefa, Presley Nicholson, Leslie Cecil. Structural Data of Maya pottery samples from Lake Petén Itzá, Guatemala. Data in brief/Elsevier

Osborne, Laura. Grades Beyond the Basics: 20 Tips & Techniques for More Efficient, Effective Use of the Grades Tool. D2L FUSION 2020 Conference.

Pannell, Summer. Instructional Leadership Practices and School Leaders' Self-Efficacy. School Leadership Review

Pannell, Summer. An examination of the impact of educational leadership field experience structure on instructional leadership preparedness. International Journal of Educational Leadership Preparation.

Pannell, Summer, Brian Uriegas. Courageous Conversations: Understanding and Facilitating Difficult Dialogues on Racial and Gender Realities for Educators and Administrators. National Youth At-Risk Conference

Parr, Andrew. SOLOIST WITH THE SFA SYMPHONY ORCHESTRA IN BEETHOVEN "EMPEROR" CONCERTO NR 5 (cancelled, COVID-19 and rescheduled for April 29, 2021)

Parr, Andrew. INVITED TO PERFORM SOLO RECITAL ON A SERIES AT HOUGHTON COLLEGE, NEW YORK (cancelled, COVID-19)

Payne, Lee, Billy Monroe, Lee Payne, Nathan Mitchell. An Introductory Study of Texas Court Structure and Judicial Elections: Does Having Two High Courts Matter?

Petti, Ronald. SFA Student Degree Recitals

Petti, Ronald. NATS Conference and Competition

Pierce, Eric. Paint The Town program

Pierce, Eric. Increased dual credit enrollment by 500% (35 to 200+) in just 2.5 years.

Prezas, Raul, Lesley Magnus, Barbara Hodson. The Cycles Approach: Expediting Intelligibility Gains.

Prezas, Raul, Hannah Jones. The whole bilingual child: Working with culturally and linguistically diverse children with highly unintelligible speech. Oregon Speech-Language-Hearing Association Convention.

Qualls, Barbara. Special Education and COVID: Conversation with Policy Makers. Education Law Annual Conference.

Rashall, Jenny, Andrew Gale, William Kennedy, Frank Holteroff. The microcrinoid taxonomy, biostratigraphy and correlation of the upper Fredericksburg and lower Washita groups (Cretaceous), middle Albian to lower Cenomanian of northern Texas and southern Oklahoma, USA. Acta Geologica Polonica

Raychev, Evgeni. Christmas Eve for Westminster Presbyterian Church

Raychev, Evgeni. Handel's Messiah

Raychev, Evgeni. LSO Christmas concert

Raychev, Evgeni. 2nd Fall 2020 A Cappella Choir Concert, Christmas Carols

Raychev, Evgeni. CC20 Cello in Love and Nature - Hades in the Garden of Persephone

Raychev, Evgeni. CC20 Cello in Love and Nature - Heart Wounds

Raychev, Evgeni. CC20 Cello in Love and Nature - Last Spring

Raychev, Evgeni. CC20 Cello in Love and Nature - Sinatra

Raychev, Evgeni. LSO chamber virtual recital

Raychev, Evgeni. All State Workshop for 7 Lakes HS

Reily, Susan. "Understanding Task 3 edTPA: A Presentation for ELED 4143"

Roberts, Shaun. The Intergalactic Open

Rogers, Laurie. Can You Hear Me Now? : Students' Perceptions of Care in the Online Learning Environment. Association for Business Communication International Conference.

Rogers, Laurie, Carol Wright, Amanda Smith. To Tweet or Not to Tweet, That is the Answered Question. JRBIS

Rosenfield, Jackie. That CROW is a CAD: Using improv tools/games to build new plays. KCACTF Region 2 Festival.

Rosenfield, Jackie. The Ecospheric Consciousness and the Theatre of Now. KCACTF National Playwriting Program.

Rosenfield, Jackie. KCACTF National Playwriting Program Original Plays

Rosenfield, Jackie. Corner Lot

Roy, Sudeshna. Communication at the Crossroads: Embracing Partnerships Between the Academy, International/Local Governmental, and Non-Governmental Peace Organizations. National Communication Association Annual Conference.

Roy, Sudeshna. An Examination of Indian Diasporas and the Kashmir Issue in Global Media. The global handbook of conflict and peace communication

Roy, Sudeshna, Daya Thussu. Introduction. Routledge Handbook of Communication and Media in the Global South



Rudolph, Amanda. What is my Class Rank? Teens and Perfectionism in High School Environments. TAGT Annual Conference.

Rudolph, Amanda, Walt Polka. Efficacy and Agency. Rowman and Littlefield

Salas, Jorge. Christmas Eve Brass Quintet

Salas, Jorge. Home for The Holidays

Sampson, Pauline, Jennifer Jones. The Superintendency: Effective District Governance. Kendall Hunt

Sams, Christopher. Grammatical Gender Effects on Cross-linguistic Categorization. International Journal of Linguistics, Literature and Translation. International Journal of Linguistics, Literature and Translation

Sams, Christopher. Unaccusativity and Perfect Auxiliary Selection in Romance: Theory and an Observational Study in Second Language Acquisition. International Journal of Linguistics

Sams, Jessica. A discovery of conlangs and conlangers. Fiat Lingua.

Sams, Jessica, David Peterson. LangTime Studio (Youtube series).

Sandul, Paul. Cowboy Christians and Atheists: Oral History Case Studies of How East Texans Define Themselves and Where They Live. East Texas Historical Journal

Savoy, Sarah, Sara Goldstein, Andrew Terranova. Developmental issues in the prevention of aggression and violence in school. Springer.

Schaeffer, James. Inflammation, depression, and anxiety related to recognition memory in young adults. Journal of General Psychology

Schalk, Christopher, Krista Ward, Kasey Jobe, Nick Schwitz. Does Installation Method Affect Snake Entanglement in Erosion Control Blankets? Kansas Herpetological Society.

Schalk, Christopher, Thomas Juhring, Lyndsie Wszola, Grant Connette. Sirens changed their relationship with droughts to "it's complicated." Kansas Herpetological Society Annual Meeting

Schalk, Christopher, Kasey Jobe, Liam Wolff, Daniel Saenz. Song Diversity of East Texas Bachman's Sparrow. ATCOFA Undergraduate Research Showcase.

Schalk, Christopher, Carmen Montana-Schalk. Tadpole trophic ecology: continued efforts to answer the question 'what tadpoles really eat? 1st International Symposium on Tadpole Evolution.

Schalk, Christopher, Daniel Saenz, David Rosenbaum. Distribution, occupancy, and mercury bioaccumulation of Alligator Snapping Turtles (*Macrochelys temminckii*) in Texas. Texas Parks and Wildlife Department

Schalk, Christopher, Daniel Saenz, Liam Wolff. Ground-truthing the species distribution model of Bachman's Sparrow. Texas Parks and Wildlife Department

Schalk, Christopher, Daniel Saenz, Kristen Baum, Lee Fitzgerald. Refining the activity level-predation risk paradigm in larval anuran communities. Aquatic Sciences.

Schalk, Christopher. A Primer on Applying to Graduate School. SFASU Chapter of The Wildlife Society

Schalk, Christopher, David Rosenbaum, Daniel Saenz. Historical and contemporary results from alligator snapping turtle (*Macrochelys temminckii*) surveys in Texas. Southeast Partners in Amphibian and Reptile Conservation

Schalk, Christopher, Kasey Jobe, Krista Ward, Nick Schiwitz, Daniel Saenz. Does installation method affect snake entanglement in erosion control blankets? Texas Undergraduate Research Day Conference

Schalk, Christopher, Jake Swanson, Carmen Montana-Schalk. Fish community assembly at multiple scales in East Texas. Texas Chapter of the American Fisheries Society

Schaub, Mark, Garland Simmons. A Note on the Industry Returns of NASDAQ-Listed ADRs. Applied Economics Letters

Schaub, Mark. A Summary of Recent ADR Return Literature. SunText Review of Economics & Business

Schaub, Mark, Garland Simmons. Contributing Factors of Long Term ADR Holding Period Returns: An Up to Date Analysis. Research in Finance

Sengupta, Bidisha, Matthew Beasley. Banana Peel Extract: A Potential Ligand for Unusual DNA Motifs. Texas Academy of Science.

Sengupta, Bidisha, Taylor Grays, Humza Khurshid. Characterization of Flavonoid Albumin Binding using Optical Spectroscopy and Molecular Dynamics Simulations. Texas Academy of Sciences.

Sengupta, Bidisha, Matthew Beasley. DNA motifs and banana peel extract. Showcase Saturday.

Sengupta, Bidisha, Abigail Jones. Peptide Folding and silver nanoclusters. Showcase Saturday.

Sengupta, Bidisha. Aptamer-DNA Scaffolded Silver Nanocluster: A tool to prevent the biofilm of *Pseudomonas Aeruginosa*. Texas Academy of Sciences

Shaw-Faulkner, Melinda. Why should you do Undergraduate Research? Rock Talks.

Sheriff, Lorna. Walking through the child outcomes process. Virtual Presentation. Region 4 Education Service Center. Houston. Texas.

Sheriff, Lorna. Three D's in Early Childhood Strategies: Digging deep, Diving in, and Differentiating for Young Children with Disabilities. Virtual Teacher Professional Development Seminar Training.

Smith, Anne, Owen Smith. Aster and the Mixed-Up Magic. Random House

Smith, Anne, Owen Smith. Cici's Journal: Lost and Found. First Second.

Sosebee, Morgan. The Cross B: A Study of a Small Cattle Operation on the South Plains. Texas A&M Press.

Spradley, Elizabeth. Storying Clinical Interactions: Narrative Medicine as an Artistic Intervention in Medical Training and Education. More than Words: Communication Research on Expressive Arts and Narrative as Forms of Healing/ Lexington Press

Spradley, Elizabeth, Robert Spradley. Contradiction and Double Binds in COVID-19 Face Covering Recommendations. International Research Journal of Health Education

Spradley, Elizabeth, Robert Spradley. The case of toxic leadership on Mars Hill: Conflict framing and image restoration strategy in the devolution and dissolution of a megachurch. *Journal of Leadership Accountability and Ethics/ North American Business Press*

Spradley, Robert. Image Restoration for University Leaders' Public Health COVID-19 Response: A Case Study of Notre Dame. *International Research Journal of Public Health*

Stafford, Kevin, Seetal Patel. FM 652. 94th Annual Transportation Short Course.

Stephens, Pat. Paying it Forward: Women in Forestry V. SAF National Convention.

Stephens, Pat, David Szscsny, Ray Darville. Role of historic visitor service structures in the interpretation of natural and scenic national parks: Grand Canyon, Yellowstone, Yosemite.

Stevens, Liane. Making the hidden curriculum transparent through 1st year courses for Geosciences graduate students. GSA 2020 Annual Meeting.

Stewart, John. Acknowledging Student Stress: Mindfulness and Physical Stress Reduction Activities for Health and Wellness Classes. WSKW 2020, 65th Annual Conference.

Stewart, John, Janice Probst, Ana Lopez-DeFede, Sudha Xirasagar, James Hardin. Movers and Churners: Residential Relocation and Enrollment Discontinuity in a State Medicaid System. APHA 2020 Virtual Annual Meeting.

Stoehr, Louise. Andromeda. *Dimension2: Contemporary German-Language Literature*

Stoehr, Louise. Five Poems from *Mein Europa* by Michael Krüger. *Transference*

Stoehr, Louise. Tag 2: Der Zahnarzt. *Dimension2: Contemporary German-Language Literature*

Stoehr, Louise. The River Ilm at Weimar. *Dimension2: Contemporary German-Language Literature*

Straub, Sarah, Karisa Stokley. Adhering to the Special Education Strategic Plan. Texas NAME Virtual Webinar Series.

Straub, Sarah, Brian Uriegas. Campus Racial Climate for Latinx Undergraduates and Latinx Professional Educators. TABE Online Conference.

Straub, Sarah, Wilma Cordova. Latinidad at SFASU: Cycles of Oppression. SFA Diversity and Inclusion Certification Program.

Straub, Sarah. Dreamers/Soñadores: Exploring the global significance of dreams and activism through a social studies lens. *Multicultural Literature across the Content Areas*

Sutherland, Samuel. *The Study of Slavery in the Early and Central Middle Ages: Old Problems and New Approaches*. History Compass (published by Wiley-Blackwell)

Swearingen, Sally. Faculty Offices with COVID and Beyond 2020. Oct. 9 Virtual National Fall Symposium "Connecting for Change: Designing for the Actual Impact of Virtual Inequities"

Swearingen, Sally. IDEC EXCHANGE. IDEC Exchange

Tasker, Elizabeth. Wit, Virtue, and Emotion: British Women's Enlightenment Rhetoric. Southern Illinois University Press

Taylor, James. Recorded and produced songs for Jay White

Taylor, James. Recorded and produced a song for Tommy Simpson

Taylor, James. Recorded and produced two songs for Kathy Gordan

Thompson, Bailey, Bryan McLaughlin, Derrick Holland, Abigail Koenig, . Emotions and Affective Polarization: How Enthusiasm and Anxiety About Presidential Candidates Affect Interparty Attitudes. American Politics Research

Thornley, Andrew. The Copyright Act's Mandatory-Deposit Requirement: Unnecessary and Unconstitutional. Loyola of Los Angeles Law Review

Tomlinson, Benjamin. Music Careers After Undergrad

Tomlinson, Benjamin. Beckville High School Clinician

Tomlinson, Benjamin. Percussion Talk (regular column).

Towns, James. Relationships: From Brokenness to Wholeness. National Communication Association Conference.

Towns, James. The Paradigm for Excellence. [Foreward] In Shockley, P. R. & Prezas, R. F. (eds.), Thinking With Excellence: Navigating the College Journey and Beyond.

Turner, Joseph. 2020 Texoma NATS Conference

Turner, Joseph. Middle School UIL - Region 21

Turner, Joseph. Preparing Your Senior for College Auditions. Georgia Music Educators Association

Untied, Kenneth, Beatrice Upshaw, Richard Orton. A Biscuit for Your Shoe: A County Line Freedom Colony Memoir.

Untied, Kenneth, Bobby Johnson. Voices of East Texas.

Uriegas, Brian. Higher Education Career Development. ICPEL Mentoring Mosaic.

Uriegas, Brian. Beware Early to Mid-Career Scholars: Avoiding Potholes in Professoriate

Uriegas, Brian. Identifying the Professional Development Needs for Teachers from Non-Educational Backgrounds.

VanKley, Alexandra, Enrique Corona, Diana Salvador, Maria Ortiz, Hugo Garcia, Jose Villanueva. "Isolation of intestinal spirochetes Brachyspira spp., (enteropathogenic to swine and other domestic animals) from stool samples submitted to public hospital." Revista Latinoamericana de Infectología Pediátrica

Vega, Jose, Mary Fischer, Dennis Lopez. CEO Deception Evidence by Financial Reporting. Regional Accounting & Education Research Form.

Verdugo, Kenneth. Ride Overshare.

Verdugo, Kenneth. Dog Sees God.

Verhines, Kimberly. guest lecture focused on craft in fiction and nonfiction writing. creative writing seminars.

Wagnon, Amber, Heather Dean. Literacy as an agent of impact: reshaping educators' perspectives of diversity and equity. International Literacy Association 2020 Conference.

Walburn, Jacob. Handel's "Messiah" at FUMC Tyler

Walburn, Jacob. TMEA/ATSSB All-State Etudes Recording Project

Weng, Yuhui. A computer program for predicting extensively-managed loblolly pine stand attributes in Western Gulf region

Weng, Yuhui, FX Yuan, Lumin Fang, SQ Zheng. An integrated method for estimating the basal area at breast height and position of a tree. *Silva Fennica*

Weng, Yuhui, KJ Liu, YB Chen, Y Li, J Wang, QF Meng. Variation in cone and seed traits in a clonal seed orchard of red pine (*Pinus koraiensis* Sieb. et Zucc.). *Scandinavian Journal of Forest Research*

Weng, Yuhui, JJ Ling, X Yaho, JW Hu. Genotype by environment interaction analysis of growth of *Picea koraiensis* families at different sites using BLUP-GGE. *New Forests*

West, Kevin. Politics, Espionage, and Surveillance: Hemingway and the Rise of Paranoia Culture. *The New Hemingway Studies* (Cambridge UP)

Whatley, Sue. Socio-economic Stratification, Disorganized Volunteerism, and the Key to Multicultural Diversity. 7TH ANNUAL OFFICE OF MULTICULTURAL AFFAIRS DIVERSITY CONFERENCE.

Williams, Dawn and Jerry Willams. Empathy and Ethic of Care: The Threat of Social Inequality. *American Middle Level Education*.

Williams, Jerry. Confronting Racial Stereotypes. *Where We Stand: A Celebration of Native American Heritage*.

Williams, Jerry. Considering Finite Provinces of Meaning: The Problem of Communication in the Social Sciences. *Schutzian Research: A Yearbook of Worldly Phenomenology and Qualitative Social Science*

Wright, Carol. Using Technology Tools to Engage Students. TBTEA Online Conference.

Zamadar, Matibur, Matthew Murphy. The Effect of 1,5-dihydroxynaphthalene (DHN) on the aggregation dynamics of amyloid  $\beta$  protein. National Collegiate Honors Council Virtual Conference.

Zheng, Jianjun. Enrich Student Learning Experience by Building a Cybersecurity Virtual Lab with Open-Source Tools. CCSC - South Central Region Annual Conference.

Ziegler, Carl, R Luque, LM Serrano, K Molaverdikhani, MC Nixon, JH Livingston, EW Guenther. A planetary system with two transiting mini-Neptunes near the radius valley transition around the bright M dwarf TOI-776. *Astronomy and Astrophysics*

- , LG Bouma, JD Hartman, R Braham, P Evans, KA Collins, G Zhou. Cluster Difference Imaging Photometric Survey. II. TOI 837: A Young Validated Planet in IC 2602. *The Astronomical Journal*
- , Joseph Rodriguez, Samuel Quinn, George Zhou, Andrew Vanderberg, Louise Nielsen, Robert Wittenmyer. TESS Delivers Five New Hot Giant Planets Orbiting Bright Stars from the Full Frame Images. *arXiv e-prints*
- , G Nowak, R Luque, H Parviainen, E Palle, K. Molaverdikhani, VJS Bejar. The CARMENES search for exoplanets around M dwarfs. Two planets on opposite sides of the radius gap transiting the nearby M dwarf LTT 3780. *Astronomy and Astrophysics*
- , Wiliam Waalkes, Zachory Beta-Thompson, Karen Collins, Adina Feinstein, Benjamin Tofflemire, Barbara Rojas-Ayala. TOI 122b and TOI 237b: Two Small Warm Planets Orbiting Inactive M Dwarfs Found by TESS. *The Astronomical Journal*
- , Kristo Ment, Jonathan Irwin, David Charbonneau, Jennifer Winters, Amber Medina, Ryan Cloutier. TOI 540 b: A Planet Smaller than Earth Orbiting a Nearby Rapidly Rotating Low-mass Star. *The Astronomical Journal*
- , Allen Davis, Songhu Wang, Matias Jones, Jason Eastman, Maxim Gunther, Keivan Stassun. TOI 564 b and TOI 905 b: Grazing and Fully Transiting Hot Jupiters Discovered by TESS. *The Astronomical Journal*
- , David Martin, Kareem El-Badry, Vedad Kunovac Hodvzic, Amaury Triaud, Ruth Angus, Jessica Birky. TOI-1259Ab -- a gas giant planet with 2.7% deep transits and a bound white dwarf companion. *arXiv e-prints*
- Brett Addison, Duncan Wright, Belinda Nicholson, Bryson Cale, Teo Mocnik, Daniel Huber. TOI-257b (HD 19916b): A Warm sub-Saturn Orbiting an Evolved F-type Star. *Monthly Notices of the Royal Astronomical Society*
- , Rafael Brahm, Louise Nielsen, Robert Wittenmeyer, Songhu Wang, Joseph Rodriguez, Nestor Espinoza. TOI-481 b and TOI-892 b: Two Long-period Hot Jupiters from the Transiting Exoplanet Survey Satellite. *The Astronomical Journal*
- , Lizhou Sha, Chelsea Huang, Avi Shporer, Joseph Rodriguez, Andrew Vanderburg, Rafael Brahm. TOI-954 b and K2-329 b: Short-Period Saturn-Mass Planets that Test whether Irradiation Leads to Inflation. *The Astronomical Journal*
- George Zhou, Samuel Quinn, Jonathan Irwin, Chelsea Huang, Karen Collins, Luke Bouma. Two Young Planetary Systems around Field Stars with Ages between 20 and 320 Myr from TESS. *The Astronomical Journal*
- , Elisabeth Adams, Brian Jackson, Samantha Johnson, David Ciardi, William Cochran, Michael Endl. Ultra Short Period Planets in K2 III: Neighbors are Common with 12 New Multi-Planet Systems and 26 Newly Validated Planets in Campaigns 0-8, 10. *arXiv e-prints*
- Jason Curtis, Marcel Agueros, Sean Matt, Kevin Covey, Stephanie Douglas, Ruth Angus. When Do Stalled Stars Resume Spinning Down? Advancing Gyrochronology with Ruprecht 147. *The Astronomical Journal*

-----, Nicholas Law, Christopher Baranec. Robo-AO and SOAR High-resolution Surveys of Exoplanet Hosting Stars. *Frontiers in Astronomy and Space Sciences*, section Exoplanets.

### STUDENT GOVERNMENT ASSOCIATION REPORT

Presenter: Christopher "Chris" Moore, SGA President

Christopher Moore is a senior majoring in Sports Business from Carrollton, TX. He has previously served as Vice president of Kappa Alpha Psi and Civil Affairs committee chair for Student Government Association. He was awarded "Man of the Year" by the National Pan Hellenic Council and as "Trailblazer of the Year." He actively participates in SGA's chapter of NAACP, African Students Association and Fashion in Motion.

#### Report Topics:

- Introducing the new Student Body President & Vice President

- Spring semester updates

- Students organization updates

- Moving forward with next semester