REPORT TO THE BOARD OF REGENTS

July 25-27, 2021

Meeting 346

STEPHEN F. AUSTIN
STATE UNIVERSITY

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Stephen F. Austin State University
Board of Regents
Meeting 346
July 25-27, 2021

O P E N M E E T I N G N O T I C E

Stephen F. Austin State University
Board of Regents Board Meeting and Committee Meetings
Nacogdoches, Texas
July 25, 26 and 27, 2021
Meeting 346
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 July 25, 26 and 27, 2021 according to the following agenda. In-person attendance is permitted or view a livestream of the meeting at: http://www.sfasu.edu/about-sfa/board-of-regents/meeting-information.

SUNDAY, July 25, 2021
2:00 p.m.
CALL TO ORDER IN OPEN SESSION

Welcome and Introductions

EXECUTIVE SESSION
(Scheduled for approximately 2:05 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)

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, and *Ann Wilder 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 general counsel, chief audit executive, coordinator of board affairs/compliance, director of athletics, executive director for enrollment management, chief marketing communications officer, chief information officer, chief diversity officer, director of government relations, vice presidents and the president (Texas Government Code, Section 551.074)

RECONVENE BOARD MEETING IN OPEN SESSION
(Scheduled for approximately 5:00 p.m.)

Tour of Human Sciences Culinary Café Relocation and Renovation
(Scheduled for approximately 5:15 p.m.)

The board will recess for the evening at approximately 6:00 p.m. with no further action expected.

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

MONDAY, July 25, 2021
8:30 a.m.
RECONVENE BOARD MEETING IN OPEN SESSION

Call to Order

Welcome and Introductions

Report: President's Cabinet Reports
Enrollment Update
Budget Update
Academic Update

RECESS TO COMMITTEE MEETINGS

MEETING OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE
(This meeting will convene at approximately 10:15 a.m. or following the previous agenda item.)

Presentation and Committee Action on Agenda Items 15 – 20:

15. Low Producing Programs

16. Curriculum Changes for Fall 2021

17. Agreement between Stephen F. Austin State University and James I. Perkins College of Education, School of Human Sciences, Construction Management Advisory Committee

18. Aramark Unamortized Buyback Payout and Ratification of Amendment

19. Holiday Schedule for 2021-2022

20. Academic and Student Affairs Policy Revisions
    - Access to University Records 2.1
    - Distance Education Faculty Competencies and Compensation 7.9
    - Employee Training 11.11
    - Graduate Admission 6.17
    - Graduate Assistantships 6.12
    - Hazing 10.3
    - Illicit Drugs and Alcohol Abuse 13.11
    - Information Security Incident Response and Reporting 14.14
    - Nondiscrimination 2.11
    - Out-of-State Electronic Fee 3.24
    - Parking Services Regulations 13.14
    - Radioactive or Radiation-Producing Materials or Equipment 13.17
    - Records Management 2.9
    - Salary Supplements, Stipends and Additional Compensation 12.16
    - Service Awards 12.17
    - Social Media 15.11

State Publications 2.14
Student Code of Conduct 10.4
Student Employment 10.6
Telecommunication Arrangements for Staff Employees 11.27
Title IX 2.13
University Awards Program 12.20
University ID Card 14.13
Wireless Networking 14.11

MEETING OF THE FINANCE AND AUDIT COMMITTEE
(Scheduled at approximately 10:45 a.m.)

Presentation and Committee Action on Agenda Items 27-37:

27. Acknowledge Receipt of Audit Services Report
    Payroll Expenditures Audit
    Benefits Proportional Audit
    Contract Management Audit
    Bursar's Office Cash Count
    Update on Audit Plan

28. Annual Audit Plan for 2021-2022

29. Fiscal Year 2021-2022 Institutional Operating Budget

30. Parking Fees and Fines Rates

31. Acknowledge Receipt of Contract Monitoring Report

32. Carlberg Marketing Contract Extension

33. Outsourcing of Insurance Medical Billing

34. Grant Awards

35. Student Publications Quasi-Endowment

36. TexPool Resolution Amending Authorized Representatives

37. Finance and Audit Policy Revisions
    Auditing a Course Tuition and Fees 3.3
    Central Stores 17.3
    Computer Purchase and Replacement 17.4
    External Bank Accounts 3.14
    Financial Exigency 3.15
    Physical Plant Charges 16.20
    Post Bond Issuance Federal Tax Compliance 3.5
    Procurement Training 17.25
    Purchasing from Officers or Employees 17.21
    Purchasing Ethics and Confidentiality 17.22

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

RECONVENE BOARD MEETING IN COMMITTEE MEETINGS
(Scheduled at approximately 1:30 p.m.)

BUILDING AND GROUNDS COMMITTEE MEETING
(Scheduled for approximately 1:30 p.m. or following the previous committee)

Presentation and Committee Action on Agenda Items 21-26:

Report: Construction Report

21. Shelton Gym Air Handler Replacement

22. Power Plant 1 and Fine Arts Expansion Utility Upgrades

23. Fine Arts Expansion for Texas Higher Education Coordinating Board Review

24. Basketball Performance Center Construction Project Contract Ratification

25. Fine Arts Expansion Project Contract Ratification

26. Building and Grounds Policy Revisions
    Energy Conservation 16.10
    Firearms, Explosives and Ammunition 13.9
    Fleet Management 16.11
    Lease, Rental or Use of Off-Campus Facilities 16.15
    Rental of University Vehicles 16.23

RECESS COMMITTEE MEETINGS

RECONVENE BOARD MEETING IN OPEN SESSION

EXECUTIVE SESSION
(Scheduled for approximately 4:00 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)

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, and *Ann Wilder 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 general counsel, chief audit executive, coordinator of board affairs/compliance, director of athletics, executive director for enrollment management, chief marketing communications officer, chief information officer, chief diversity officer, director of government relations, vice presidents and the president (Texas Government Code, Section 551.074)

RECONVENE BOARD MEETING IN OPEN SESSION
(Scheduled for approximately 5:30 p.m.)

The board will recess for the evening at approximately 5:30 p.m. with no further action expected.

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

TUESDAY, July 27, 2021
9:00 a.m.
RECONVENE BOARD MEETING IN OPEN SESSION

Call to Order

Welcome and Introductions

Pledge to the Flags and Invocation

Special Recognitions

Board Action on Agenda Items 1-6:

1. Approval of Minutes from Meeting 343, April 18-20, 2021; Meeting 344, May 7, 2021; and Meeting 345, June 14-15, 2021

2. Election of the Chief Audit Executive for 2021-2022 (Executive Session Item)

3. Election of the Coordinator of Board Affairs/Compliance for 2021-2022 (Executive Session Item)

4. Election of the General Counsel for 2021-2022 (Executive Session Item)

5. Election of the President for 2021-2022 (Executive Session Item)

6. Adoption of Board Evaluation (Executive Session Item)

PERSONNEL

Board Action on Administrative Items 7-14:

7. Approval of Staff Appointments

8. Approval of Faculty Appointments

9. Approval of Changes of Status

10. Approval of Faculty Promotions

11. Approval of Faculty Tenure

12. Approval of Retirements

13. Approval of VSIP Retirements

14. Approval of Administrator Emeritus

Committee Reports and Board Action:

Academic and Student Affairs Committee Report and Board Action on Agenda Items 15- 20:

15. Approval of Low Producing Programs

16. Approval of Curriculum Changes for Fall 2021

17. Approval of Agreement between Stephen F. Austin State University and James I. Perkins College of Education, School of Human Sciences, Construction Management Advisory Committee

18. Approval of Aramark Unamortized Buyback Payout and Ratification of Amendment

19. Approval of Holiday Schedule for 2021-2022

20. Approval of Academic and Student Affairs Policy Revisions
    - Access to University Records 2.1
    - Distance Education Faculty Competencies and Compensation 7.9
    - Employee Training 11.11
    - Graduate Admission 6.17
    - Graduate Assistantships 6.12
    - Hazing 10.3
    - Illicit Drugs and Alcohol Abuse 13.11
    - Information Security Incident Response and Reporting 14.14
    - Nondiscrimination 2.11
    - Out-of-State Electronic Fee 3.24
    - Parking Services Regulations 13.14
    - Radioactive or Radiation-Producing Materials or Equipment 13.17
    - Records Management 2.9
    - Salary Supplements, Stipends and Additional Compensation 12.16
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    - Social Media 15.11
    - State Publications 2.14
    - Student Code of Conduct 10.4
    - Student Employment 10.6
    - Telecommunications Arrangements for Staff Employees 11.27
    - Title IX 2.13
    - University Awards Program 12.20
    - University ID Card 14.13
    - Wireless Networking 14.11

Building and Grounds Committee Report and Board Action on Agenda Items 21-26, 38-39:

21. Approval of Shelton Gym Air Handler Replacement

22. Approval of Power Plant 1 and Fine Arts Expansion Utility Upgrades

23. Approval of Fine Arts Expansion for Texas Higher Education Coordinating Board Review

24. Approval of Basketball Performance Center Construction Project Contract Ratification

25. Approval of Fine Arts Expansion Project Contract Ratification

26. Approval of Building and Grounds Policy Revisions
    Energy Conservation 16.10
    Firearms, Explosives and Ammunition 13.9
    Fleet Management 16.11
    Lease, Rental or Use of Off-Campus Facilities 16.15
    Rental of University Vehicles 16.23

38. Approval of Naming Opportunity (Pending Executive Session)

39. Approval of Naming Opportunity (Pending Executive Session)

Finance and Audit Committee Report and Board Action on Agenda Items 27-37:

27. Acknowledge Receipt of Audit Services Report
    Payroll Expenditures Audit
    Benefits Proportional Audit
    Contract Management Audit
    Bursar's Office Cash Count
    Update on Audit Plan

28. Approval of Annual Audit Plan for 2021-2022

29. Approval of Fiscal Year 2021-2022 Institutional Operating Budget

30. Approval of Parking Fees and Fines Rates

31. Acknowledge Receipt of Contract Monitoring Report

32. Approval of Carlberg Marketing Contract Extension

33. Approval of Outsourcing of Insurance Medical Billing

34. Approval of Grant Awards

35. Approval of Student Publications Quasi-Endowment

36. Approval of TexPool Resolution Amending Authorized Representatives

37. Approval of Finance and Audit Policy Revisions
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Procurement Training 17.25
Purchasing from Officers or Employees 17.21
Purchasing Ethics and Confidentiality 17.22

REPORTS

President Report
Budget Report and Analysis
Legislative Recap
Division/Unit Assessments
Distinguished High School Partnerships
Initiative Updates
VSIP Update

Faculty Senate Report
Introduction
Faculty Accomplishments
2021-2022 Focus

Student Government Association Report
Environmental Service Fee Committee
Dean of Student Search Committee
Diversity, Equity, and Inclusion Video Committee
Orientation Session Tabling
Watermelon Bash
Partnership with Center of Career and Professional Development

Estimated adjournment 12:00 p.m.

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

Stephen F. Austin State University
Board of Regents
Meeting 346
July 25-27, 2021

ROLL CALL

Regents

Karen Gantt, Chair
Tom Mason, Vice Chair
Jenn Winston, Secretary
David Alders
Robert Flores
Brigettee Henderson
Judy Olson
Laura Rectenwald
Nancy Windham
Spencer Coffey, Student Member

Administrators

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

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

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

- Potential Naming Opportunities (2)

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

Culinary Café Tour

Sunday, July 25, 2021

Purpose: To tour the newly relocated and renovated Culinary Café for the School of Human Sciences in the James I. Perkins College of Education. Result of Board Order 19-50.

Schedule

5:05 p.m. Travel from Austin Building to 1401 North Mound Street

5:15 p.m. Arrive at Facility

Tour to be provided by:

Dr. Danny Gallant – Finance and Administration
Mr. John Branch – Physical Plant
Ms. Jessica DeWitt – Physical Plant
Ms. Debbie Rossler – Physical Plant
Dr. Lorenzo Smith – Academic Affairs
Dr. Judy Abbott – Perkins College of Education
Dr. Mary Olle – School of Human Sciences
Chef Todd Barrios – Hospitality Program

5:50 p.m. Group Photo

6:00 p.m. Return to campus at Austin Building

Transportation for group to be provided by Physical Plant via shuttle.

Stephen F. Austin State University
Board of Regents
Meeting 346
July 26, 2021

Stephen F. Austin State University
Board of Regents
Meeting 346
July 25-27, 2021

ROLL CALL

Regents

Karen Gantt, Chair
Tom Mason, Vice Chair
Jenn Winston, Secretary
David Alders
Robert Flores
Brigettee Henderson
Judy Olson
Laura Rectenwald
Nancy Windham
Spencer Coffey, Student Member

Administrators

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

Stephen F. Austin State University

Enrollment

Presented by

Erma Nieto Brecht

July 26, 2021

1

Stephen F. Austin State University

Enrollment Management Report

- Summer 2021 - Headcount and SCH
- Fall 2021 – Headcount and SCH
  - Undergraduate Enrollment
  - Freshman, Transfers, Undergraduate Retention
- Fall 2021 – Enrollment Projection
  - Highlights, Strategies, Challenges
- Moving Forward - Strategic Enrollment Management Funnel
  - Undergraduate Populations Impacting Enrollment
  - Graduate Enrollment
- Axe Handle and Chatbot “Jack” Update

Stephen F. Austin State University

Summer 2021 Enrollment

	Summer 2021 Census Compared to Certified Summer 2020			
	2020	2021	# Diff	% Diff
Headcount	5258	4584	-674	-12.8
SCH	33,606	29,167	-4,439	-13.2

Activities / Observations:

- Restructured summer sessions - multiple parts of term
- Six-week sessions were most utilized
- JacksPASS (alternative admissions program) smaller due to test-optional practice
- *Spend your Summer with SFA* campaign - collaborative and integrated

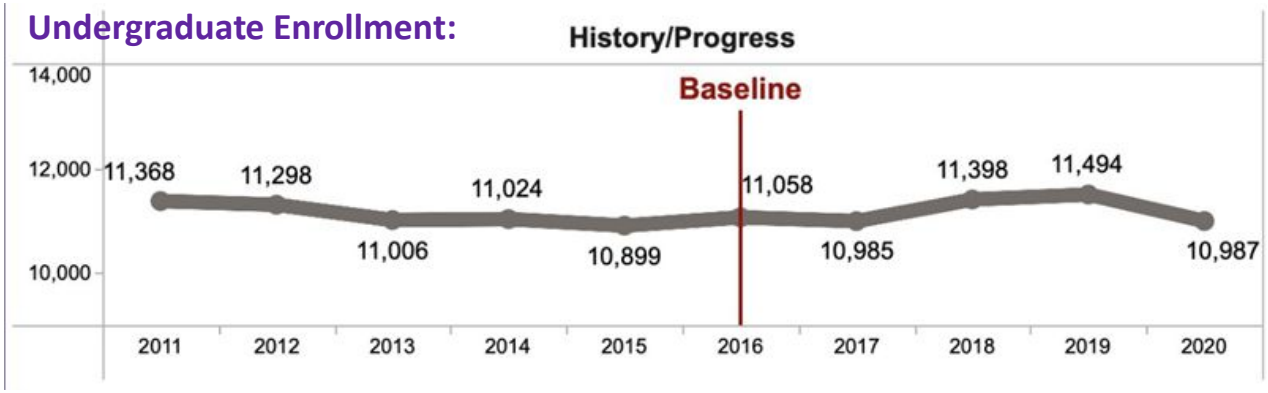
Highlights:

- Graduate enrollment had a 5.2% increase.
- Graduate SCH had a 1.8% increase. Five of the six colleges experienced an increase.

Stephen F. Austin State University

Fall 2021 Enrollment

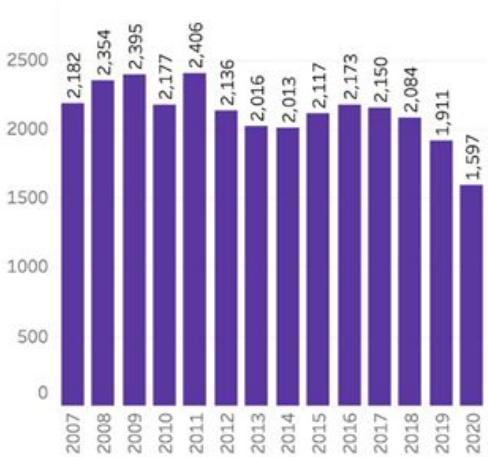
	Registration as of July 11, 2021 (59 days to Census)				Compare to Fall 2020 Census	
	2020	2021	# Diff	% Change	Fall 2020	# Diff
Headcount	10,046	9,423	-623	-6.2	12,618	-3,195
SCH	121,124	114,737	-6,387	-5.3	150,814	-36,077



Stephen F. Austin State University

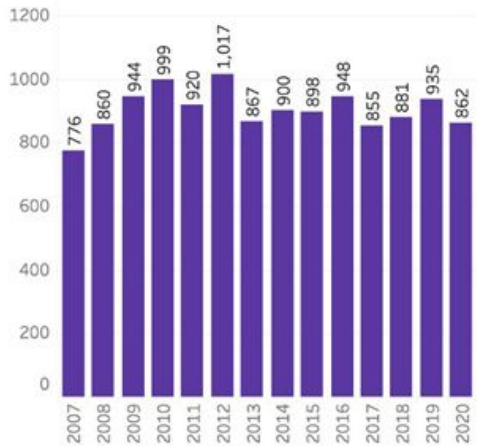
First Time In College

By Fall Term

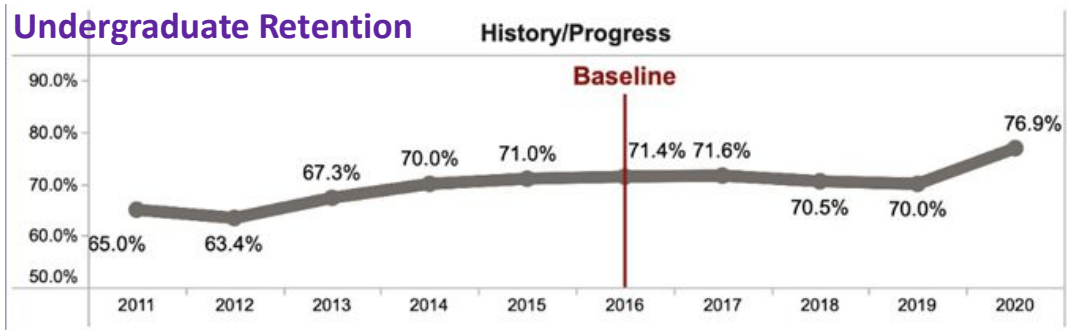


New Transfers

By Fall Term



Undergraduate Retention



Stephen F. Austin State University

Fall 2021 Enrollment Projection

	Fall 2020	Fall 2021 5% Goal	Day 65 to Census Comparison	Projection: 4% decrease	
1st UG	1597	1645	1379*	1653	3.5% increase
Transfers	862	927	486	957	11% increase
Returners	268	275	51	275	2.6% increase
Cont. UG	7295	7492	6333	6675	8.5% decrease
New GR	429	462	158	433	1% increase
Cont. GR	1199	1300	750	1223	2% increase
Dual Credit	970	1150	NA	900	7.2% decrease
	12,620	13,251	9,157	12,116	
			-4.8%		

Note: Day 65 to Census Comparison 1st UG number includes all Dual Credit.

Stephen F. Austin State University

2021 Highlights / Strategies:

- Enhanced Communications – Slate
- Housing Awards
- Axe'cepted Student Day
- Summer Blast – Visit Days
- Targeted Call Campaigns
- Axe Handle
- Orientation video
- Chatbot, Jack
- RNL Financial Aid Leveraging – FR
- Fifteen to Finish
- Flat Rate Tuition Plan
- HEERF III – ARP
- Distinguished HS program Introduced
- Enhanced & Tailored Communications

Stephen F. Austin State University

2021 Highlights / Strategies:

- Stay on Track webpage
- Summer Road Show
  - Send Offs
  - Events in Houston, Dallas, Tyler and Austin
  - Dedicated webpage
  - Customized video
- Advertising
  - Texas Monthly
  - Digital ads at high school graduations in SFA coliseum
  - RELLIS Facebook ads
  - Graduate school social media campaign
- Longview/Tyler targeted campaign
  - Google search ads
  - YouTube pre-roll ads
  - Streaming video advertisings
  - Re-targeting prospecting web banners
  - Facebook and Instagram ads
  - KLTV app banner ads
  - Geo-fenced banner ads around Kilgore College, Tyler Junior College and UT Tyler during campus tour days
- Jacks Are Back campaign
  - Targeted for fall 2021
  - Dedicated webpage
  - Social media campaign
  - Customized video

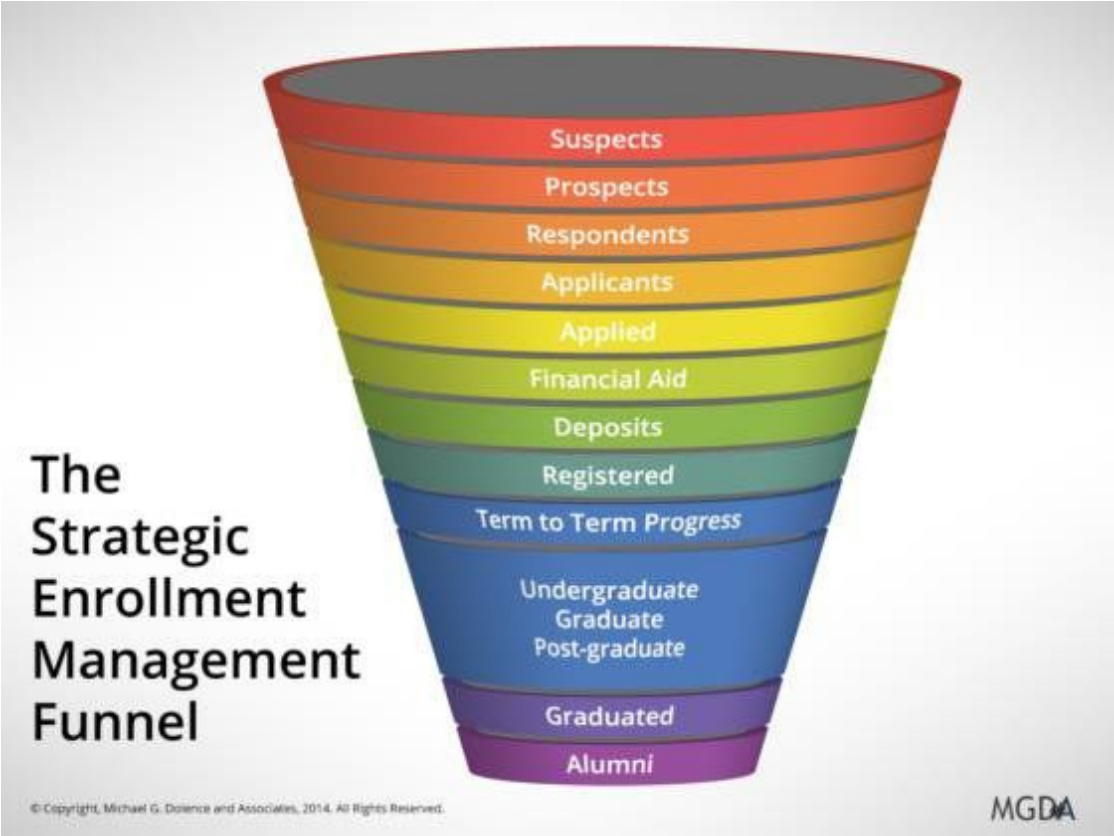
Stephen F. Austin State University

2021 Challenges:

- Pandemic uncertainty impacted college search, selection and registration patterns.
- ISD and Community Colleges -not able to visit high schools and community colleges.
- Primarily virtual recruitment activities from March 2020 – April 2021
- Limited on-campus visit program (no Showcase Saturdays)
- Test optional impact on TSI exemptions and academic advising
- Lack of ACT/SAT - negative impact on search name purchase (lead generator)

Stephen F. Austin State University

Moving Forward
Strategic Enrollment Management



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Stephen F. Austin State University

Undergraduate Populations

First Time In College (FTIC)

- Niche – lead generator
- Influencer Referrals
- Territory Recruitment
- Campus Visit Programs
- Distinguished HS Program
- Tiered Scholarships
- Major Maps

Transfers

- Niche / PTK / PIA
- CC/Program Agreements
- Degree Maps
- Major Maps
- CC Counselor Workshop
- Transfer Campus Visit
- Scholarship

Continuing

- Student Success = SFA Success
- Predictive Risk Model
- Major Maps
- 15 to Finish
- Support Services
- Comm Flow

Dual Credit

- Pathways / Degree Maps
- Advising Chat Topics
- Living Like a Lumberjack
- Maintain Partnerships
- HS Counselor Workshop

Parent/Family

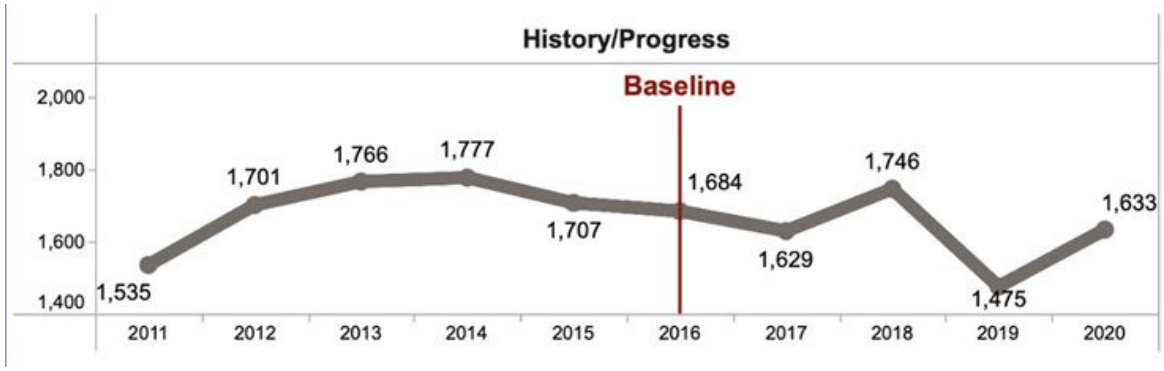
- Enhanced website
- Comm Flow
- Family Programming
- Bilingual
- Electronic newsletter

Returners

- Comm Flow Plan
- Outreach
- Reskilling Grant
- Year Round Entry

Stephen F. Austin State University

Graduate Enrollment Impact



Activities / Observations:

- Ran Facebook and Instagram ads on targeted zip-code areas
- Sent emails to all admitted but not enrolled
- Invited Alumni from specific graduate programs to be ambassador recruiters with newly designed flyers and postcards
- Conducting weekly analysis of graduate enrollment
- Working on community graduate recruitment
- Communicated with program coordinators about progress

Stephen F. Austin State University

Axe Handle – One Stop Report

	March	April	May	June
# Calls	4259	5447	4730	3651
% Transfer	30.5%	29.4%	22.2%	28.9%
Phone Hours	196	258	246	180

Chatbot - Jack	
# Questions Answered	14,056
% I Don't Knows	3%
% Out of Normal Business Hour	Approx. 33% 4,638

Stephen F. Austin State University

Questions?

Fiscal Year 2022 Budget Development Summary

Exemptions decreased at the same %

	FY 2021 Budget	FY 2021 Actual
Revenue and Expenditure Analysis	**Base Budget**	**5%**
Current Cost for 15 SCH =	$ 5,300.00	$ 5,300.00
Revenue Adjustments		
Tuition and Fees Change	0.00	(5,302,940.12)
One Time - CARES Act Funds	(3,100,000.00)	(3,100,000.00)
One Time - Staff Furlough	(1,440,000.00)	(1,440,000.00)
One Time - Distance Education Fee Reserve	(496,300.00)	(496,300.00)
One Time - Fund Balance Support	(1,341,828.65)	(1,341,828.65)
One Time - Divisional Savings Used to Fund FY2021	(1,336,781.12)	(1,336,781.12)
Revenue Shortfall	**(7,714,909.77)**	**(13,017,849.89)**
Budget Development Support		
Legislative Appropriations Change	2,745,462.50	2,745,462.50
Higher Education Group Insurance (HEGI) Change	(190,377.00)	(190,377.00)
Distance Education Fee Revenue Change	1,000,000.00	1,000,000.00
Total Revenue Change	**3,555,085.50**	**3,555,085.50**
Adjusted Budget Status	**(4,159,824.27)**	**(9,462,764.39)**
Expenditure Increases - Estimated		
Increase in Retiree Insurance	200,000.00	200,000.00
Faculty Promotions	129,000.00	129,000.00
Two Admissions Regional Coordinator Positions	103,350.00	103,350.00
Aviation Clinical Instructor/Prgm Director Position	110,500.00	110,500.00
RELLIS Academic Alliance Position	75,400.00	75,400.00
Increase in University Insurance	208,000.00	208,000.00
Center for Applied Rsch & Rural Innovation*	1,000,000.00	1,000,000.00
Decrease in TRB Debt Service	(4,200.00)	(4,200.00)
Total Projected Expenditure Change	**1,822,050.00**	**1,822,050.00**
Projected Revenue Shortfall	**(5,981,874.27)**	**(11,284,814.39)**
	Flat	**5% Headcount Decrease**
Housing, Dining, Parking Revenue Shortfall**	(7,390,193.00)	(8,691,742.00)
One Time - Fund Balance Support	(1,152,737.50)	(1,152,737.50)
Decrease in Debt Service	2,171,541.00	2,171,541.00
Adjusted Auxiliary Revenue Shortfall	**(6,515,866.50)**	**(7,916,319.50)**
Projected Total Shortfall	**(12,497,740.77)**	**(19,201,133.89)**
Other Funding Sources		
American Rescue Plan HEERF III Funds	14,911,596.00	14,911,596.00
Adjusted FY 2022 Revenue Shortfall	**2,413,855.23**	**(4,289,537.89)**

**The corresponding revenue for this expenditure is included in the Legislative Appropriations*
***Flat projections include a 23% decrease in FY 2021 Budget to Actual*

Budgeted Revenue Schedule
FY 2022

Revenue Type	Designated	Education & General	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Total
Capital Gifts						-
Charter School					2,371,590	2,371,590
Distributions from Endowments	1,602				539,902	541,504
Federal Revenue Non-Operating					23,395,341	23,395,341
Gifts	2,200				3,928,208	3,930,408
Grants and Contracts	246,000	10,000,430				10,246,430
Investment Income	805,555	75,000		320,000		1,200,555
Mandatory Tuition and Fees	83,325,491	15,204,324	3,658,103	1,985,508		104,173,426
Other Revenue	2,500		60,000		7,709	70,209
Other Tuition and Fees	1,114,858	922,600	8,000	270,000		2,315,458
Sales and Service	3,125,656	771,720	1,785,000	27,580,597	429,140	33,692,113
State Appropriations		60,517,966				60,517,966
Transfer in CARES/HEERF Funding	10,585,483			4,326,113		14,911,596
Transfer in VSIP Reinvestment Funds from FY 2021	363,284					363,284
Transfer in Fund Balance General	2,493,362			1,796,176		4,289,538
Total Revenue and Transfers In	**102,065,992**	**87,492,040**	**5,511,103**	**36,278,393**	**30,671,890**	**262,019,418**

Budgeted Expenditure Schedule
FY 2022

Expenditure Type	Designated	Education & General	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Total
Benefits	10,225,615	17,229,976	1,779,777	2,586,827	746,793	32,568,988
Capital Outlay		7,744,606				7,744,606
Graduate Wages	99,300		83,025	34,576		216,901
Grant Schol and Fellowships	13,973,484	9,940,830	5,092,459		24,944,364	53,951,137
Hazardous Duty Pay	10,050			14,140		24,190
Interdepartmental Transfer (IDT)	(1,752,240)			(60,000)		(1,812,240)
Longevity	498,299	201,835	64,063	114,326	16,397	894,920
Operations & Maintenance	34,428,707	1,352,234	4,461,280	15,839,032	2,260,362	58,341,614
Salaries	28,833,945	39,959,174	6,127,527	6,198,842	2,174,992	83,294,480
Student Wages	903,035		207,647	923,912	782,329	2,816,923
Student Workstudy Wages		59,600				59,600
Transfers to Retirement of Debt	2,831,375	8,916,987		10,242,582		21,990,944
Travel	59,383		1,098,435	25,000	38,811	1,221,629
VSIP Annual Payback	705,726					705,726
Total Expenditures and Transfers Out	**90,816,679**	**85,405,242**	**18,914,212**	**35,919,237**	**30,964,048**	**262,019,418**

Budgeted Revenue Schedule
FY 2021

Revenue Type	Designated	Education & General	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Total
Capital Gifts					10,000	10,000
Charter School					2,247,060	2,247,060
Distributions from Endowments	1,602				559,761	561,363
Federal Revenue Non-Operating					23,267,171	23,267,171
Gifts	5,000				4,561,518	4,566,518
Grants and Contracts	350,500	9,840,062				10,190,562
Investment Income	805,555	75,000		320,000		1,200,555
Mandatory Tuition and Fees	88,017,218	15,284,838	3,658,103	1,610,450		108,570,609
Other Revenue	2,500		160,000		7,709	170,209
Other Tuition and Fees	1,189,434	959,411	10,000	247,475		2,406,320
Sales and Service	3,353,068	833,000	1,859,600	36,753,479	568,789	43,367,936
State Appropriations		60,040,857				60,040,857
Transfer in CARES/HEERF Funding	473,332			2,626,668		3,100,000
Transfer in VSIP Reinvestment Funds from FY 2021						-
Transfer in Fund Balance General	4,022,243			1,745,404		5,767,647
Total Revenue and Transfers In	**98,220,452**	**87,033,168**	**5,687,703**	**43,303,476**	**31,222,007**	**265,466,806**

Budgeted Expenditure Schedule
FY 2021

Expenditure Type	Designated	Education & General	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Total
Benefits	11,975,408	16,562,264	1,865,252	2,615,630	772,157	33,790,711
Capital Outlay		7,101,412				7,101,412
Graduate Wages	2,240,423		83,025	34,576		2,358,024
Grant Schol and Fellowships	14,561,914	9,769,790	5,091,459		24,903,791	54,326,953
Hazardous Duty Pay	17,500			5,340		22,840
Interdepartmental Transfer (IDT)	(1,752,240)			(182,000)		(1,934,240)
Longevity	614,157	238,946	89,317	175,919	12,032	1,130,372
Operations & Maintenance	21,885,141	1,976,173	4,663,539	15,773,816	2,652,239	46,950,907
Salaries	36,884,215	39,536,354	6,438,560	6,476,385	2,050,102	91,385,616
Student Wages	1,869,510		201,272	939,248	782,329	3,792,359
Student Workstudy Wages		70,272				70,272
Transfers to Retirement of Debt	2,833,898	9,564,381		12,674,250		25,072,529
Travel	234,101		1,098,435	25,000	41,515	1,399,051
VSIP Annual Payback						-
Total Expenditures and Transfers Out	**91,364,026**	**84,819,592**	**19,530,859**	**38,538,164**	**31,214,165**	**265,466,806**

Budgeted Revenue Schedule
Prior Year Comparison

Revenue Type	2021	2022	Change
Capital Gifts	10,000	-	(10,000)
Charter School	2,247,060	2,371,590	124,530
Distributions from Endowments	561,363	541,504	(19,859)
Federal Revenue Non-Operating	23,267,171	23,395,341	128,170
Gifts	4,566,518	3,930,408	(636,110)
Grants and Contracts	10,190,562	10,246,430	55,868
Investment Income	1,200,555	1,200,555	-
Mandatory Tuition and Fees	108,570,609	104,173,426	(4,397,182)
Other Revenue	170,209	70,209	(100,000)
Other Tuition and Fees	2,406,320	2,315,458	(90,862)
Sales and Service	43,367,936	33,692,113	(9,675,823)
State Appropriations	60,040,857	60,517,966	477,109
Transfer in CARES/HEERF Funding	3,100,000	14,911,596	11,811,596
Transfer in VSIP Reinvestment Funds from FY 2021	-	363,284	363,284
Transfer in Fund Balance General	5,767,647	4,289,538	(1,478,109)
Total Revenue and Transfers In	**265,466,806**	**262,019,418**	**$ (3,447,388)**

Budgeted Expenditure Schedule
Prior Year Comparison

Expenditure Type	2021	2022	Change
Benefits	33,790,711	32,568,988	(1,221,723)
Capital Outlay	7,101,412	7,744,606	643,194
Graduate Wages	2,358,024	216,901	(2,141,123)
Grant Schol and Fellowships	54,326,953	53,951,137	(375,816)
Hazardous Duty Pay	22,840	24,190	1,350
Interdepartmental Transfer (IDT)	(1,934,240)	(1,812,240)	122,000
Longevity	1,130,372	894,920	(235,452)
Operations & Maintenance	46,950,907	58,341,614	11,390,707
Salaries	91,385,616	83,294,480	(8,091,136)
Student Wages	3,792,359	2,816,923	(975,436)
Student Workstudy Wages	70,272	59,600	(10,672)
Transfers to Retirement of Debt	25,072,529	21,990,944	(3,081,585)
Travel	1,399,051	1,221,629	(177,422)
VSIP Annual Payback	-	705,726	705,726
Total Expenditures and Transfers Out	**265,466,806**	**262,019,418**	**(3,447,388)**

Mandatory Tuition and Fees
Prior Year Comparison

Tuition/Fee	2021	2022	Difference
Designated Tuition	58,215,935	56,925,879	(1,290,056)
Differential Tuition	2,575,298	2,188,918	(386,380)
Distance Learning Fee	1,823,880	2,823,880	1,000,000
Dual Credit Tuition	544,894	459,944	(84,950)
E&G Tuition	14,739,944	14,744,380	4,436
Environmental Services Fee	120,508	112,993	(7,515)
International Education Fee	79,500	67,607	(11,893)
Recreation Center Fee	2,409,575	2,442,084	32,509
Registration Fee	203,060	180,633	(22,427)
Student Center Fee	1,610,450	1,985,508	375,058
Student Service Fee	3,658,103	3,658,103	-
University Services Fee	22,589,461	18,583,497	(4,005,964)
Total Mandatory Tuition and Fees	**108,570,608**	**104,173,426**	**(4,397,182)**

Mandatory Tuition and Fees
Budget FY 2022

Tuition/Fee	Budget FY 2021	Actual FY 2021*	Projected Budget	Projected Budget Change	Budget Projection Adjustment	Budget Adjustment	Budget FY 2022
Designated Tuition	$ 58,215,935	$ 59,921,978	$ 56,925,879	$ (1,290,056)			$ 56,925,879
Differential Tuition	$ 2,575,298	$ 2,304,124	$ 2,188,918	$ (386,380)			$ 2,188,918
Distance Learning Fee**	$ 1,823,880	$ 3,410,567	$ 3,240,039	$ 1,416,158	$ (416,158)		$ 2,823,880
Dual Credit Tuition	$ 544,894	$ 484,153	$ 459,945	$ (84,949)			$ 459,944
Education & General Tuition	$ 14,739,944	$ 15,520,398	$ 14,744,378	$ 4,433			$ 14,744,380
Environmental Services Fee	$ 120,508	$ 118,941	$ 112,994	$ (7,514)			$ 112,993
International Education Fee	$ 79,500	$ 71,165	$ 67,607	$ (11,893)			$ 67,607
Recreation Center Fee	$ 2,409,575	$ 2,570,615	$ 2,442,085	$ 32,510			$ 2,442,084
Registration Fee	$ 203,060	$ 190,139	$ 180,632	$ (22,428)			$ 180,633
Student Center Fee	$ 1,610,450	$ 2,090,010	$ 1,985,509	$ 375,059			$ 1,985,508
Student Service Fee	$ 3,658,103	$ 3,949,838	$ 3,752,346	$ 94,243		$ (94,243)	$ 3,658,103
University Services Fee	$ 22,589,461	$ 19,561,575	$ 18,583,496	$ (4,005,964)			$ 18,583,497
Total Mandatory Tuition and Fees	**$ 108,570,608**	**$ 110,193,502**	**$ 104,683,827**	**$ (3,886,781)**	**$ (416,158)**	**$ (94,243)**	**$ 104,173,426**

**Actual FY 2021 revenue based on snapshot of actual revenue at a certain point in time for projection calculations. This amount may vary from final FY 2021 Actual Tuition and Fee revenue.*

Transfers in from Fund Balance
Prior Year Comparison

Transfer	FY 2021	FY 2022
Transfer in CARES/HEERF Funding	3,100,000	14,911,596
Transfer in Fund Balance General	5,767,647	4,289,538
	8,867,647	19,201,134
Transfer in VSIP Reinvestment Funds from FY 2021 (President's Innovation Fund)	-	363,284
Total Transfers	**8,867,647**	**19,564,418**

STEPHEN F. AUSTIN STATE UNIVERSITY

Provost and Executive Vice President for Academic Affairs
P.O. Box 6079, SFA Station • Nacogdoches, Texas 75962·6079
Phone (936) 468 2707 •

Memorandum

To: SFA Board of Regents
cc: Scott Gordon, President

From: L. M. Smith
Date: July 15, 2021

Subject: Selected Updates for Academic Affairs

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1. Mostly in consultation with the deans, a draft budget model has been developed through a zero-base budget analysis process. The deans will be given permission today (or at the latest tomorrow) to share a draft of this Academic Affairs Budget model with their faculty and staff. Upon consultation with the stakeholders within their units, the deans will provide recommended adjustments to the budget model.
2. For many years, hiring line approvals for the next year have been announced, based upon forecasted separations in the current year. The recent VSIP program will likely render this process of very limited value; this means that there will likely be no formal announcement in FY22 for hiring lines for FY23. Instead, deans will seek permission from the Provost to back-fill positions as the need emerges. Effective August 2021, justification through both a financial and student demand analysis, will be required for Provost's permission.
3. Analysis continues to confirm SFA's dire financial situation. The transformation recommendation to the Board of Regents in Spring 2022 will almost certainly include solid plans for cost-cutting measures. These cost-cutting measures, however, even if they are at the cumulative level of, say, $5M, will not solve SFA's structural deficit problem. Particularly with respect to revenue-generating activities, an increasing number of people in Academic Affairs recognize their unique and powerful role in contributing to an effective, long-term solution.
4. The Center for Applied Research and Rural Innovation (CARRI) seems to be a natural fit for revenue-generating activity. See Figures 1 – 3.
5. In consultation with their staff and faculty, each dean will be asked to identify synergistic initiatives leading to both student/faculty success and enrollment growth. An example of one such initiative is the introduction of Formula SAE racing (student organization). See Figure 4. (This idea is subject to approval by the dean, in consultation with staff and faculty.)

Figure 1: Demonstration Tiny House Pictures

www.sfasu.edu

Figure 2: Real Tiny House Pictures

www.sfasu.edu

Figure 3: Synergistic vision for CARRI

www.sfasu.edu

Figure 4: Formula SAE

www.sfasu.edu

Academic and Student Affairs Committee

LOW PRODUCING PROGRAMS REPORT

Explanation:

The Texas Higher Education Coordinating Board (THECB) defines a low-producing program (LPP) as follows: 25 graduates in 5 years for bachelor's programs; 15 graduates in 5 years for master's programs; 10 graduates in 5 years for doctoral programs. The most recent THECB review of LPPs identifies 6 such programs at SFA:

Program	Graduates Over 5-Year Periods*		
	AY 19	AY 20	AY 21
Forestry Ph.D.	8	7	6
Philosophy BA	15	11	9
Liberal Studies BA	21	20	20
Economics BA	12	8	7
Public Administration BA/BS	21	17	16
School Mathematics Teaching MS	8	9	5

*This refers to the number of graduates in a 5-year span ending with the AY listed (e.g. AY 19 includes all graduates for the following years: 2014-15, 2015-16, 2016-17, 2017-18, 2018-19).

The THECB requires one of three actions to be taken by the institution for its LPPs: (1) close the program; (2) consolidate the program with another program (if a similar program is available); (3) retain the program, but with a plan to increase enrollment. SFA is required to report on its LPPs to the THECB by August, 31, 2021.

Recommendation:

The administration recommends that the Board of Regents adopt the following actions for the above Low Producing Programs:

Doctorate of Philosophy in Forestry—retain
Bachelor of Arts in Philosophy—retain
Bachelor of Arts in Liberal Studies—retain
Bachelor of Arts in Economics—retain
Bachelor of Arts/Bachelor of Science in Public Administration—consolidate with the BA/BS in Political Science
Master of Science in School Mathematics Teaching—close

Doctor of Philosophy in Forestry

Low Producing Program 2021

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
Forestry	**Ph.D.**	03.0501.00	8	7	6

Request

The faculty and staff in the Forestry program request to **continue** the program.

Rationale for request

According to the U.S. Forest Service's 2021 State and Private Forestry Fact Sheet for Texas, the state has 62 million acres of forest land, approximately 12 million acres of which are commercial forestland located in East Texas. The Texas Forest Products Global Assessment placed the value of U.S. wood products exports for 2020 at $7.4 billion. The U.S. Forest Service estimates forest-based employment in Texas to be 67,000 jobs. The U.S. Bureau of Labor Statistics' *Occupational Outlook Handbook* projects the job outlook for foresters to be growing at 5% to 2029, faster than average compared to other occupations.

SFASU is strategically located to enable its students to thrive among this valuable sector of the state economy. The Arthur Temple College of Forestry and Agriculture serves as a center of excellence in teaching, research, and outreach for the sustainable management of forest ecosystems. The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions, and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.

PHD students serving as teaching assistants and research supervisors are critical cooperators with faculty in maintaining the high quality of the BSF and MS programs. For example, the undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty and central administration at SFASU*." The PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan. The faculty are leaders at the state-level and

national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* after completing their degree requirements. All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers and researchers at higher education institutions, and environmental consulting firms.

The Arthur Temple College of Forestry and Agriculture (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 5000-level MS courses selected to support the research agenda of the student. The faculty require additional work and have higher expectations for the PHD students when compared to the MS students in the same 5000-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 5000 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities and equipment for all forestry programs at SFASU. These MS 5000 level courses are being taught anyway, and adding a few more students into the 6000 level section does not result in additional teaching load or cost. Furthermore, PHD students enrolled in 6000 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

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

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

Plan to Achieve Minimum Standard of Degrees Awarded

1. SFASU and the THECB have approved the request to reduce the number of required dissertation research hours from 30 to 6. This has reduced the cost of the program substantially to students and bring SFA in line with requirements of other PHD programs in the nation.
2. Increase the marketing of our PHD program to increase enrollment. This will happen through enhancements to our web site, social media outlets, marketing brochures, and outreach.

    - Marketing will occur through professional meetings like the national and regional meetings of professional organizations like the Society of American Foresters, National Association of Interpretation, and the Wildlife Society.
    - Announcements for doctoral graduate assistantship will be sent all of the universities in the National Association of University Forest Resource Programs (NAUFRP) for broader dissemination.
3. The faculty have decided to eliminate the one-year residency requirement for students making the program more flexible for non-traditional students and those not able to relocate to Nacogdoches for a year. Often students are conducting research in other parts of the country and this gives them greater opportunities in the future.
4. Currently SFA's doctoral graduate assistantships are the lowest of all of the southeastern NAUFRP PHD programs. Both outside reviewers for the forestry program's most recent Texas Higher Education Coordinating Board Program Review commented that SFA's PHD program is the least competitive forestry PHD given the low assistantships, increasing tuition and fees, and lack of tuition and fee waivers that other universities routinely offer. ATCOFA and SFA have worked to address these challenges by:
    - Repurposing the TLL Temple Endowed Chair in Forestry to the TLL Temple Professorship and endowing 3 PhD assistantships funded at the $25,000 per year level along with a scholarship;
    - Repurposing ST Microelectronics timber sale revenues to fund additional PhD assistantships;
    - Extending the LEAP program to reduce graduate RA/TA tuition to $80 per SCH; while not a full tuition waiver, this significantly reduces the financial burden for attending SFA and increases the competitiveness of the PhD program at SFA;
    - Awarding scholarships to PhD students as well.

Merits of Continuing Program if target is not attainable

- The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions, and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.
- The undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous, and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty, and central administration at SFASU*."
- PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan.

- Forestry faculty are leaders at the state-level and national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* for students after completing their degree requirements.
- All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers, and researchers at higher education institutions, and environmental consulting firms.
- The (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 5000-level MS courses selected to support the research agenda of the student. The faculty require additional work and have higher expectations for the PHD students when compared to the MS students in the same 5000-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 5000 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities, and equipment for all forestry programs at SFASU. Furthermore, PHD students enrolled in 6000 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

Stephen F. Austin State University

Low Producing Programs, Philosophy BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Philosophy	**BA**	38010100	15	11	9

Request

The faculty and staff in the BA in Philosophy request to **continue** the program because it has recently undergone dramatic restructuring. Courses for this program also serve another existing degree program, the BA in Medical Humanities. All Philosophy faculty teach general education courses in the core curriculum for the required Language/Philosophy/Culture component area, and there is little additional cost associated with maintaining the BA in Philosophy.

The Rationale for Continuing the Philosophy BA

- The Division of Multidisciplinary Programs launched a completely re-imagined Philosophy BA with a track in Philosophy and Religious Studies in Fall 2020. These changes will increase enrollment in upper-level Philosophy courses and increase numbers in our Philosophy major over time. Indeed, as of June 1, 2021, we currently have 16 declared Philosophy majors with a projected 9 new students to enroll in fall. (See Table 1 below.)
- If we were to eliminate the Philosophy major, there would be no change in required faculty, supplies, courses, etc. because our faculty teach a large amount of classes that serve the core curriculum. There will be no net savings gained by eliminating the Philosophy major. The major itself does not need any additional faculty to continue the program, nor will any faculty be eliminated if the major is discontinued.
- Philosophy courses contribute to the BA and BS in Medical Humanities, a program launched in Fall 2019 with 7 declared majors now.
- The instructional cost per credit hour for Philosophy courses in 2019-20 was only $125, whereas it was $179 for Engineering courses, and $186 for Accounting courses. Therefore, Philosophy is a cost-efficient program to run.
- A full 98.5% of courses taught by Philosophy faculty are in service of other majors. Most of these semester credit hours (SCHs) are core curriculum courses required for the Languages/Cultures/Philosophy component of the Texas core curriculum. In the 2021-21 AY, Philosophy faculty taught 1,748 SCHs, almost all of which were not for the Philosophy major but for the core. It would not only be the SCHs taught for the major that would be lost without Philosophy faculty, but almost all of the SCHs generated by the unit. Far from saving the university money, eliminating the Philosophy faculty would end up losing money for the university.

- In sum, the university would experience no net gain by eliminating the Philosophy BA and would lose the opportunity for growth in two unique, new programs. The university would also lose all of the credit-hour production from the Languages/Cultures/Philosophy courses taught in the core curriculum. We simply need more time for these changes to net gains in graduation numbers.

Table 1: Data for Philosophy Majors: Degrees Awarded, Number of Majors

Philosophy	# majors	# graduates	5-yr average	#graduates over last 5 years
AY 2016-17	9	2	3.2	16
AY 2017-18	4	4	3.4	17
AY 2018-19	8	0	3	15
AY 2019-20	6	2	2.2	11
AY 2020-21	15	1	1.8	9

Table 2: Upper-level course enrollment

Philosophy	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
PHIL 2316	16				14					
PHIL 3311		9								
PHIL 3323							10			
PHIL 3333		11								
PHIL 3350										12
PHIL 2321		17			12					
PHIL 3360										11
PHIL 3363				6				7		
PHIL 3380			9				15			
PHIL 4300										
PHILL 4322	14			15				12		
PHIL 4380										
PHIL 4390-Gender in Anime						11			8	
PHIL 4390-Classical PHIL									12	
RELS 3300				10				17		

<u>Degrees Awarded/Enrollment in Upper-Level Courses</u>

The Philosophy BA program's number of majors has remained stagnant over the past five years. Five-year graduation rates have declined from 17 in AY 2017-18 to 9 in AY 2020-21, and as such we have not met the benchmark of 25 graduates over 5 years. Although this reflects a national trend in the discipline, over the past four years the Philosophy faculty have undertaken

initiatives to reverse this trend through curricular innovation. In Spring 2016, after consultation with representatives of local religious ministries, the division adopted and publicized a specialized track within the Liberal Studies BA, a customizable major. The new track focused on Philosophy and Religious Studies. By fall 2019, seven students were pursuing this track within the major. Over the same years, enrollment has grown in RELS 3300, Introduction to Religious Studies, from 9 to 17 students. This class is taught by a Philosophy professor and incorporates philosophical teachings. Moreover, PHIL 2321, Philosophy of Religion, has enrolled 12-17 students while PHIL 3380, Science vs. Religion, grew from 9 to 15 students over two years. Growth in this class supports our forecast that Religious Studies will grow at SFA in the upcoming years as part of the Philosophy BA.

Mindful of these trends, the Division of Multidisciplinary Programs implemented a major overhaul of curriculum for the Philosophy BA to incorporate a focus on Religious Studies. Effective Fall 2020, the Philosophy program features two tracks: one traditional Philosophy track, and one interdisciplinary track in Philosophy and Religious Studies. The tracks share 50% of the same curriculum. A new course approved for the core curriculum, PHIL 1304: Introduction to World Religions, promises to be a popular offering that will attract new students to the major. In fact, 27 students enrolled in the class in its first semester offered, spring 2021. The new religion-focused track is designed for students interested in seminary or working for religious-based organizations and promises to bring in new students to SFA. According to the Texas Workforce Commission, employment for religious activities and education directors is projected to increase by 14%. According to the Bureau of Labor Statistics, Texas ranks in the top ten states to employ religious workers. Both sources suggest a significant number of Philosophy and religious studies students continue for further education and often pursue employment at colleges and universities.

Table 3: Courses Instructed/Approved as Small Classes (last five fall terms; for courses specifically designated in the discipline/department)

Program Name	Degree	Term	Course ID	Course Title	Credit Hours	Number Enrolled
Philosophy	BA	Spring 2017	PHI 311	Modern Philosophy	3	9
		Fall 2017	PHI 380	Science vs Religion	3	9
		Spring 2018	PHI 363	Symbolic Logic	3	6
		Fall 2018	PHI 223	Intro to Ethics (special section/linked course)	3	8
		Spring 2020	PHI 363	Symbolic Logic	3	6
		Fall 2020	PHIL 4390	Gender in Anime	3	8

Small Classes Discussion

Although the Philosophy major falls below the minimum number of graduates per THECB standards, relatively few courses are offered each year as small classes (which by state definition is less than 10 students in an undergraduate section). Fall 2018's PHI 223 Intro to

Ethics was a special and experimental linked course designed to service Social Work majors. Linked courses are notoriously difficult to successfully execute; however, we decided to run the course out of a sense of professional obligation as opposed to opening this section to the general student population. PHIL 3363, Symbolic Logic, has been routinely run as a short course and will need further examination. The faculty will seriously consider the future of this class and how to increase enrollment in this, an essential element of a traditional Philosophy degree. No Philosophy courses were run short in spring 2021.

Table 4: Course Credit Hours (SCH) Produced in Discipline by Percentage of Majors/Non-Majors in Department (last five academic years – per OIR)

Program Name	Degree	SCH Type	Academic Year (total numbers)				
			2016-17	2017-18	2018-19	2019-20	2020-21
Philosophy	BA	Majors	129	129	112	171	177
		Non-Major	3228	3927	3852	3516	2925

Program Name	Degree	SCH Type	Academic Year (percentage)				
			2016-17	2017-18	2018-19	2019-20	2020-21
Philosophy	BA	Majors	3.84	3.18	2.83	4.64	5.7
		Non-Major	96.16	96.82	97.18	95.36	94.29

Course Credit Hours Discussion

The overwhelming majority of SCHs generated through Philosophy are by non-majors. Approximately only 5% of SCHs generated were from upper-level classes, which are largely, but not exclusively, populated by majors. The faculty needed to service the remaining 95% of the division's SCH production will remain the same whether or not the Philosophy major is retained. Notably, 2020-21 numbers do not include summer courses scheduled to begin in late June.

The university needs the Philosophy faculty regardless of whether or not the major is continued. Significantly, as is the case with all upper-level Philosophy courses, none of the courses offered as short courses are offered exclusively for Philosophy majors and/or minors, but may serve as upper-level electives for any student. Eliminating the Philosophy major would not change the faculty, supplies, or courses offered because the majority of classes would still be offered. There would be no net savings gained by the elimination of the major. No additional faculty are needed to continue the program.

Faculty Discussion

The umber of full-time tenured faculty in the program is 4 tenured faculty. Additional faculty delivering the program comprise just 1 lecturer. Occasionally, adjunct faculty may be used, but not on a regular basis. If the program is eliminated, the number of faculty will not be reduced.

We have a total of 4 tenured/tenured track faculty and one lecturer who teach courses for the Philosophy program. Faculty members also service MEHU 3300, Introduction to Medical Humanities, as well as our new core curriculum course, PHIL 1304, Introduction to World Religions, in the upcoming years. If we were to eliminate the Philosophy major, there will be no change in required faculty, supplies, courses, etc. because of amount of general core courses serviced. The Philosophy faculty teach approximately 55 courses a year. All of these courses are open to non-majors and 93% of these courses serve the core curriculum. There will be no net savings gained by eliminating the Philosophy major nor will any faculty be eliminated if the major is discontinued.

The Division of Multidisciplinary Programs has the faculty needed to meet the needs of the Philosophy program. We do not anticipate needing any additional faculty at this time unless the university enrollment grows thereby increasing the demand for Philosophy service courses.

Plan to Achieve Minimum Standard of Degrees Awarded

We have already taken major steps to reinvigorate the Philosophy BA and enrollment in upper-level courses. Recent initiatives include but are not limited to the following:

- Repeating our request to incorporate the word “Philosophy” into the division name. Because Philosophy is housed in “Multidisciplinary Programs,” we very often hear, “I didn’t know you had a Philosophy major.” Students cannot find our program. Faculty are located in a different building than the main division office, a fact that only exacerbates our marginalized status. Renaming the division should be a top priority to address program growth.
- Working with Marketing to promote a new track in Philosophy and Religious Studies.
- Post-COVID, we will be able to host innovative activities such as reading groups, Pre-Seminary Day, and social gatherings to promote our program.

Because all curricular changes took effect Fall 2019 or will take effect in Fall 2020, we will be watching enrollment and graduation numbers closely in the upcoming semesters, anticipating a wave of growth. In addition to the above initiatives, we will also undertake the following actions:

- Actively promoting and publicizing the new Philosophy and Religious Studies track of the Philosophy BA.
- Seeking connections with 2-year institutions to recruit students for the Philosophy BA with its new track.

- Capitalizing on new core curriculum course Introduction to World Religions as an opportunity to recruit majors.
- As our programs rely on interdisciplinary collaboration and innovation, regularly liaising with colleagues across campus whose teaching and research interests align with our program.

Merits of Continuing Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- Philosophy courses teach the fundamentals of critical thinking, logic, and ethical reasoning in a unique way. The study of Philosophy enhances the individual's ability to approach complex questions including those brought about by the COVID-19 pandemic. According to the American Philosophical Association (2019), Philosophy majors routinely outperform their peers on graduate school admissions tests such as the LSAT and MCAT.
- Our Philosophy graduates perform well in graduate programs including Philosophy Ph.D. and seminary programs.
- The Philosophy major does not cost the university very much additional resources because the same faculty are needed to maintain the high service course load for the department.
- Philosophy faculty and upper-level courses are integral to the university and College of Liberal and Applied Arts' mission to create innovative, interdisciplinary, niche programs.

Stephen F. Austin State University

Low Producing Programs Report, Liberal Studies BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Liberal Studies	**BA**	38010100	21	20	20

Request to Continue the BA in Liberal Studies

The faculty and staff in this program request to **continue** the program. Our headcount has risen from 12 in spring 2017 to 30 in spring 2021.

Rationale for Continuing the BA in Liberal Studies

The BA in Liberal Studies fills an important niche at SFASU. This degree's flexible structure has attracted transfer students who would have lost transfer hours in other degrees. Much like the BS in general studies, Liberal Studies is particularly attractive to student athletes and adult learners (SCND—*Some College No Degree*), a population with tremendous growth potential. The degree's operating costs are virtually nil. All courses hail from departments outside the Division of Multidisciplinary Programs. All courses used toward the degree would run regardless of LSTU's existence. The capstone course, LBAS 3198, is taught as an unpaid overload by the division director. But the most compelling reason for program continuation is that with a headcount of 30 as of spring 2021 and with 7 students poised to graduate between fall 2020 and summer 2021, we will meet our goal of an average of 5 graduates per year.

Table 1: Data for Liberal Studies Majors: Degrees Awarded, Number of Majors

Liberal Studies	# majors	# graduates	5-yr average	#graduates over last 5 years
FY 17	12	4	4	27
FY 18	20	5	5	20
FY 19	24	4	4	20
FY 20	22	3	3	21
FY 21	30	7*	4.6*	23*

*projected

Degrees Awarded Discussion

Our current growth in headcount from 12 in 2017 to 30 in 2021 puts us on track to meet the benchmark of 5 graduates per year or 25 over a 5-year period. This year we will graduate 7 students. Moreover, the degree is the most economical of any on campus. Its only required

course, LBAS 3198, is taught for free by the division director as an independent study during long semesters. Students design their own major pulling from courses across campus, courses that would run regardless of ours. Over the past year, the division director has advised many returning adult learners and transfer students who would have otherwise not attended SFA. The flexibility of the Liberal Studies program allows these students to maximize previously earned course credits in a way other majors do not. This major is essential to SFA's ability to attract SCND students.

Course Credit Hours Discussion

Because Liberal Studies students design their major by integrating existing fields of study, this program does not generate SCHs. LBAS 3198, the capstone class, is taught as independent study unpaid by the division director.

Faculty Discussion

Number of full-time tenured faculty in the program: 0.
Additional faculty delivering the program): 0 lecturers; 0 adjunct faculty

If the program is eliminated, will the number of faculty be reduced? **No**

There are no faculty associated with this major, as the program is interdisciplinary and draws from courses taught by faculty housed in other programs.

Are additional faculty required to continue the program? **No**

The major is comprised of courses from other academic units since it is a customized program.

Plan to Increase Liberal Studies Graduates to at Least 15 over a 5 Year Period

- Promote the BA in Liberal Studies (along with the BS in General Studies) as an ideal degree for the returning, adult learner or transfer student. The flexibility of the "design your own major" program is an ideal fit for these populations.
- Continue to liaise with admissions, other departments, and athletics to bring in students who truly need this degree to maximize previous credits

Merits of Continuing the Liberal Studies Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- The program costs nothing to run. All courses hail from other departments.
- The unique capstone class is ideal for students wishing to pursue graduate work.

- We would lose transfer and returning students who are able to maximize previous credits due to this degree's flexible structure.

Stephen F. Austin State University

Low Producing Programs Report for Economics BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
Economics	**BA**	45060100	12	8	7

Request

The faculty and staff in this program request to **continue** the program.

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

Rationale for request

In the space provided below each table, briefly discuss the data presented in the table to provide support for your request for the program.

The following is an excerpt from previously submitted (in May 2017 and April 2018) requests to continue the BA program (emphasis added):

> The BA in Economics program [at SFA] was discontinued in 1971, when a BBA in Business Economics degree was proposed and approved to take its place. At the time, a program in Political Economy that led to a BA degree was available to students at SFA, so the elimination of the BA in Economics still allowed some students to pursue the study of economics without a business degree.
> In 1999, the Department of Economics and Finance petitioned to reinstate the BA in Economics program to complement the BBA in Economics. **The request was approved by the THECB with the noted understanding that the new program can be implemented without requiring new faculty, equipment, facilities, library resources, etc.**

Table 1: Degrees Awarded (last five academic years)

Program Name	Degree	Academic Year					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Economics	BA	0	1	2	1	1	+1	+100%

Program Name	Degree	Academic Year					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Business Economics	BBA	12	11	18	5	11	-1	-8%

Degrees Awarded Discussion

The two programs in economics – the Economics major leading to a BA and the Business Economics major leading to a BBA – are identical in terms of economics courses that a student must complete. See the following table listing the requirements for each degree side-by-side:

BBA	BA
ECON 2301	ECON 2301
ECON 2302	ECON 2302
ECON 3331	ECON 3331
ECON 3339*	ECON 3339*
ECON 3351	ECON 3351
ECON 3353	ECON 3353
12 hours of advanced ECON electives	12 hours of advanced ECON electives

* ECON 3339 requires completion of two prerequisites – MGMT 2372 and MATH 1342 – both of which are included in the BBA Foundation; they are also required for the BA degree.

In other words, the BA degree has ***no additional requirements*** beyond those for the BBA. Put differently, elimination of the BA degree will bring about no cost savings as no courses or faculty lines will be reduced or eliminated.

Therefore, it is more appropriate to combine the total number of degrees awarded for these programs, as in Table 1A below. Clearly, the five-year total exceeds the minimum threshold of 25 degrees awarded in a five-year period.

Table 1A: Combined Degree Totals for the BBA and the BA

Program Name	Degrees	Academic Year					
		2016	2017	2018	2019	2020	Five Year Total
Business Economics, Economics	BBA, BA	12	12	20	6	12	62

Table 2: Majors Enrolled (last five fall terms)

Program Name	Degree	Fall Term					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Economics	BA	13	9	6	9	5	42	-62%

Program Name	Degree	Fall Term					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Business Economics	BBA	67	69	60	71	56	323	-16%

Majors Enrolled Discussion

There is quite a bit of variation in percentage terms in the number of BA majors, but this is entirely due to the relative small absolute numbers. The BBA enrollment is quite stable at a healthy size hovering around 65 majors in any given year.

Table 3: Courses Instructed/Approved as Small Classes (last five fall terms; for courses specifically designated in the discipline/department)

No small classes were reported during this period.

Table 4: Course Credit Hours (SCH) Produced in Discipline by Percentage of Majors/Non-Majors in Department (last five academic years)

Program Name	Degree	SCH Type	Academic Year					Five Year Change
			2016	2017	2018	2019	2020	Percent
Economics	BA	Majors	27%	25%	26%	28%	27%	No change
		Non-Majors	73%	75%	74%	72%	73%	No change

Note: Business Economics BBA program uses the same course discipline group as Economics BA

Course Credit Hours Discussion

The proportion of semester credit hours (SCH) in Economics that are attributed to other majors (other than Economics, BA or BBA) has always been high for the following reasons:

- Our Principles of Economics courses (ECON 2301 and ECON 2302) are included in the University Core Curriculum and are taken by many majors to satisfy the Social and Behavioral Sciences requirement.
    - In particular, we often have dual-enrolled high school students register for these courses, many of whom will pursue various majors (often not at SFA).
- The above Principles of Economics courses along with Applied Statistical Analysis (ECON 3339) are also part of the Business Foundation curriculum – i.e., required part of the BBA degree that all business majors complete. Given the recent growth in enrollments in the Rusche COB majors, SCH produced by these courses will continue to grow.

Additionally, eliminating the BA in Economics program will not allow a reduction in the number of courses, sections, or frequency of scheduling classes; it will only eliminate the SCH currently generated by BA Economics majors.

Faculty Discussion

Number of full-time tenured faculty in the program. 6*
Additional faculty delivering the program. 0

* No faculty are dedicated to the program. The figure listed are tenured department faculty with economics credentials who generally teach courses with the ECON prefix.

If the program is eliminated, will the number of faculty be reduced? Yes/No
Briefly explain why or why not.

As stated above, the BBA in Economics will continue, which requires the delivery of all current courses.

Are additional faculty required to continue the program? Yes/No
The current economics faculty is sufficient to effectively deliver all of the courses in the curriculum.

Plan for the degree program to achieve the minimum standard for the degree awarded

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

The benefits of continuing the degree are two-fold:

- The department is able to provide an opportunity for students to major in economics without necessitating that they complete a business degree. While there are only a handful of students graduating each year with this option, it is clear that there is student demand for the BA in Economics.
- The BA in Economics requires no additional resources, and no cost savings can be realized if the program were to be discontinued.

Meanwhile, economics students and faculty engage in a great deal of work that is routinely recognized as exemplary and which raises the profile of the department, our majors, and the university. Over the past two years:

- Economics majors and faculty participated in the Economics Scholars Program conference at the Federal Reserve Bank of Dallas.
- Dr. Ryan Phelps was named Undergraduate Mentor of the Year at the Undergraduate Research Conference (URC).
- Dr. Mark Scanlan was recognized for his use of the Federal Reserve's FREDCAST tool in his experiential learning activities.
- The Economics Reading Group was named SFA Student Organization of the Year.
- Research conducted by economics majors and that led by economics faculty consistently gets recognized as top scholarship at the URC.

As one final point, it should be noted that the faculty in the department place a great degree of value and importance on providing non-BBA students at SFA with an opportunity to major in economics; they do it even though this creates a substantial amount of additional work. For example, the BA needs to be assessed separately from all other programs in the college because it does not fall under the umbrella of BBA assessment. This, in turn, means that faculty must develop separate assessment instruments, collect data, report results, and review outcomes for each of the following: core curriculum assessment, SACS requirements, internal program review, and AACSB accreditation. And, to reiterate, this is done while using no additional resources beyond those already required by other existing programs – i.e., faculty are willing to dedicate additional time and effort to these tasks because of what it means for our students.

Stephen F. Austin State University

Low Producing Programs Report, Public Administration BA/BS

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Public Administration	**BA/BS**	44.0401.00	21	17	16

Request

- The faculty and staff in the Public Administration BA/BS request to **continue** the program because it has undergone restructuring and outreach to community colleges. Courses for this program also serve another existing degree programs, such as Criminal Justice and Health Science. All Public Administration faculty teach general education courses in the core curriculum for the required Political Science component area. **However**, if the program cannot be continued, the staff and faculty prefer the program be **consolidated** into the Political Science program.

The Rationale for Continuing/Consolidating the Public Administration Program

- If we were to eliminate the Public Administration major, there would be no change in required faculty, supplies, courses, etc. because our faculty teach a large number of classes that serve the core curriculum in Political Science, and also teach the graduate courses in the Master of Public Administration, which has an enrollment of over 50 majors. Therefore, there will be no net savings gained by eliminating the undergraduate Public Administration major. The major itself does not need any additional faculty to continue the program, nor will any faculty be eliminated if the major is discontinued.
- The undergraduate Public Administration courses contribute to the BA and BS in other programs such as Health Science, Criminal Justice, and Political Science.
- In sum, the university would experience no net gain by eliminating the Public Administration program. The university would also lose all of the credit-hour production from the undergraduate Public Administration courses taught. As has been stated earlier, it should rather be consolidated with Political Science. (Table 1. Below shows the enrollment for the various semesters since Fall 2016.)

Table 1: Upper-level course enrollment 2016-2021

Public Administration	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
PADM 3300	32		30		30		27		31	
PADM 3305	23		25		21		22		20	
PADM 3310	27		11		22		26		22	
PADM 4300		24		17		19		14		18
PADM 4305		19		19		20		13		13
PADM 4310								17		24
PADM 4315		21		12		19		20		33
PADM 4320						15				16

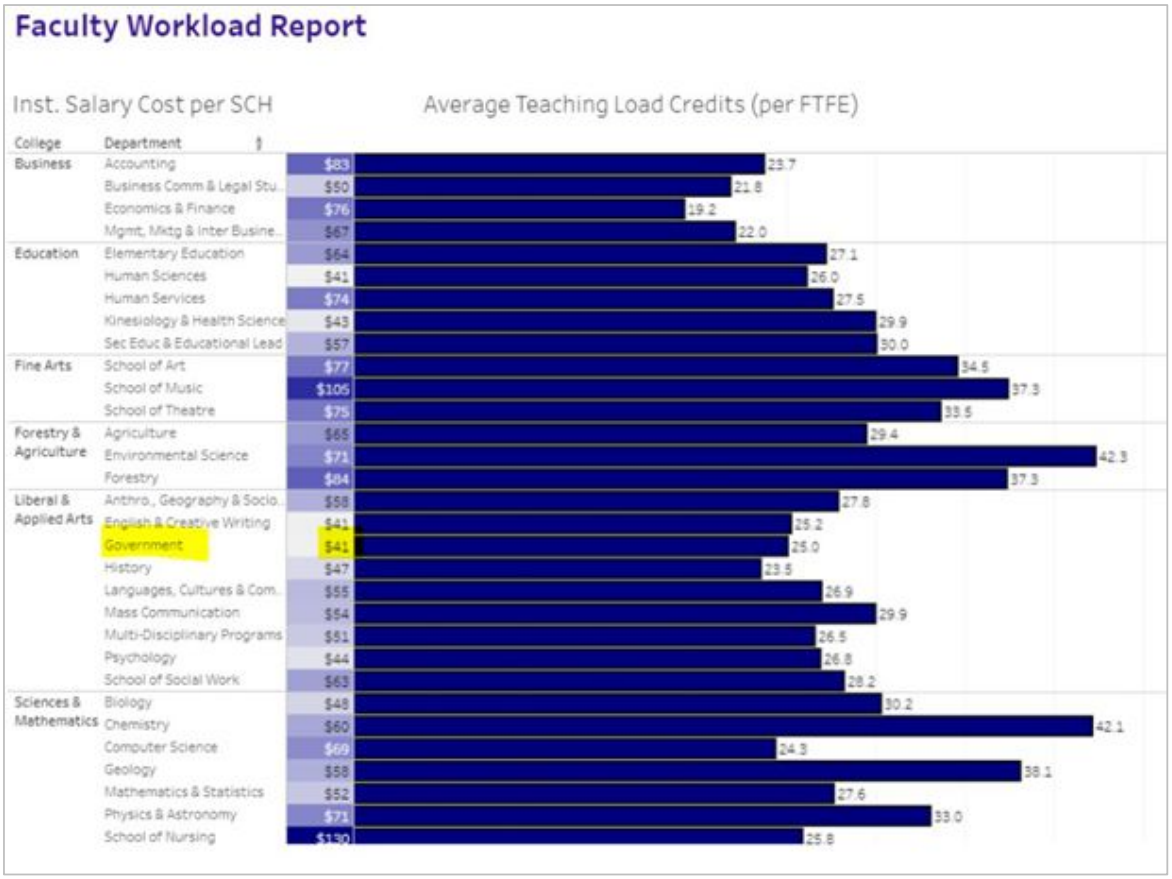
Stable Program with Positive Enrollment Trend

Since Fall of 2015, despite the decrease in the number of undergraduate degrees awarded in Public Administration, undergraduate enrollment in Public Administration courses has a positive 3-year enrollment trend rate of +4.3%.

Additionally, the ethnicity headcount shows 41.18% whites and 58.82% non-whites (Blacks, Hispanic, Other). This demonstrates the importance of the Public Administration program in contributing to the state 60x30TX initiatives to meet the graduation needs of underserved populations.

Instructional Faculty Cost Per SCH

The Government academic unit as a whole supports multiple programs and has a very efficient average instructional salary cost per semester credit hour of $41.00, less than half the cost of some programs at SFA.



Academic Program Semester Credit Hours

According to the ten-year longitudinal trend shown in the SFA Office of Institutional Research visualizations for course discipline SCH generation, the BA and BS in Public Administration have remained stable over the past five years. Unlike other programs, the BA and BS in Public Administration appear to have increased SCH generation from the 2019-2020 academic year to the 2020-2021 academic year. This is impressive considering the adverse impact the COVID-19 pandemic had on student enrollment and attempted SCH in other areas.

https://public.tableau.com/app/profile/sfa.office.of.institutional.research/viz/SemesterCreditHours_15708093006420/SCHTrends

Faculty Discussion

The number of full-time tenured faculty in the program is 2 tenured faculty. Additional faculty delivering the program comprise just 1 adjunct. If the program is eliminated, the number of faculty will not be reduced.

We have a total of 3 tenured faculty and one 1 adjunct who teach courses for the Public Administration program, but one of the tenured faculty members serves as the department chair and so only teaches part-time for the PBA programs. Faculty members also service Public Administration graduate courses, as well as Political Science core curriculum courses, GOVT 2305 and 2306. If we were to eliminate the Public Administration major, there will be no change in required faculty, supplies, courses, etc. because of amount of general core courses serviced. The Public Administration faculty teach approximately 20 courses a year. All of these courses are open to non-majors. There will be no net savings gained by eliminating the Public Administration major nor will any faculty be eliminated if the major is discontinued completely, so we are asking that it should be **consolidated** into the Political Science BA/BS instead.

The Department of Government Programs has the faculty needed to meet the needs of the Public Administration program. We do not anticipate needing any additional faculty at this time unless the university enrollment grows, thereby increasing the demand for Public Administration courses.

Plan to Achieve Minimum Standard of Degrees Awarded

- Actively promoting and publicizing Public Administration through the Office of Admissions Outreach recruiting ambassadors.
- Seeking connections with 2-year institutions to recruit students for the Public Administration program
- Public Administration relies on interdisciplinary collaboration and innovation, regularly liaising with colleagues across campus whose teaching and research interests align with our program, such as the BAAS, BSW, BA in Liberal Studies, and BSGS.

Merits of Continuing/Consolidating the Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- Public Administration courses teach the fundamentals of critical thinking, problem solving, and professional ethics in a unique way. The study of Public Administration enhances the individual's ability to approach complex questions related to municipal and state government, public health administration, and the administration of non-profit organizations.
- Our Public Administration graduates perform well in graduate programs (MPA), as well as working in the public sector.
- The Public Administration major does not cost the university very much additional resources because the same faculty are needed to maintain the high service course load for the department's core curriculum government courses and for the MPA.
- Public Administration faculty and courses are integral to the university and College of Liberal and Applied Arts' mission.

Stephen F. Austin State University

Low Producing Programs Report for the School Mathematics Teaching, MS

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
School Mathematics Teaching	**MS**	13.1311.00	8	9	5

Request

The faculty and staff in the School Mathematics Teaching, MS program request to **close** it.

Currently, there is only 1 student enrolled in the School Mathematics Teaching MS. The program used to receive grant funding, but no longer does, negatively impacting its enrollment. The Department of Mathematics and Statistics maintains the M.S. in Mathematical Sciences, with mathematics and statistics concentrations, and is in the process of launching a new 18-hour graduate certificate in teaching mathematics at Lone Star College Kingwood's Atascocita Center, near Humble, Texas (provided this receives Board of Regents approval). In addition, students may also utilize the M.S. in Natural and Applied Sciences should they prefer an interdisciplinary mathematics and education option. As the School Mathematics Teaching MS is no longer a viable program, the department has opted to concentrate its resources on its other graduate initiatives. A teach-out plan will be developed for the one remaining student, who will be able to graduate with the MS in School Mathematics Teaching; no new students will be admitted to the program.

CURRICULUM CHANGES

Explanation:

Changes in curriculum originate in the departments based on changing demands of the discipline and student and program needs. Per SFA policy 5.7—Curriculum Review, Modifications, and Approvals—curriculum changes are reviewed by the appropriate department curriculum committee and department chair, the appropriate college curriculum committee(s) and appropriate dean, the university undergraduate or graduate curriculum committee, the Deans Council, 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 and the Southern Association of Colleges and Schools Commission on Colleges as appropriate.

In accordance with policy, the following new courses/programs are proposed for board approval:

- Graduate Certificate in Dual Credit and Early College Mathematics Teaching (18 hours)
- MATH 5311 Analysis of Functions (new course for the Graduate Certificate in Mathematics)
- MATH 5312 Abstract Algebra for Educators (new course for the Graduate Certificate in Mathematics)

The new Mathematics certificate is designed to attract high school mathematics teachers requiring preparation to teach dual credit/lower division college mathematics courses. It can be stacked with an additional 18 hours of graduate mathematics courses to comprise a master's degree. It will be offered face-to-face on SFA's main campus and livestreamed synchronously to students at a distance, beginning in the Fall 2021 term.

- Bachelor of Science in Aviation (120 hours)
- AVSC 1300 Introduction to Aviation (new course for B.S. in Aviation)
- AVSC 2311 Aviation Meteorology (new course for B.S. in Aviation)
- AVSC 2340 Instrument Ground (new course for B.S. in Aviation)
- AVSC 2341 Instrument Flight (new course for B.S. in Aviation)
- AVSC 2350 Commercial Ground (new course for B.S. in Aviation)
- AVSC 2355 Aerodynamics and Performance (new course for B.S. in Aviation)
- AVSC 2370 Aviation Safety (new course for B.S. in Aviation)

- AVSC 2380 Aviation Physiology (new course for B.S. in Aviation)
- AVSC 3225 Multi-Engine Ground (new course for B.S. in Aviation)
- AVSC 3226 Multi-Engine Flight (new course for B.S. in Aviation)
- AVSC 3237 Certified Flight Instructor Flight (new course for B.S. in Aviation)
- AVSC 3304 Commercial Flight (new course for B.S. in Aviation)
- AVSC 3335 Global Navigation and International Flight Planning (new course for B.S. in Aviation)
- AVSC 3336 Certified Flight Instructor Ground (new course for B.S. in Aviation)
- AVSC 3360 Human Factors of Flight (new course for B.S. in Aviation)
- AVSC 4301 Aviation Law (new course for B.S. in Aviation)
- AVSC 4314 Capstone Directed Research Project (new course for B.S. in Aviation)
- AVSC 4316 Airline Operations and Management (new course for B.S. in Aviation)
- AVSC 4371 Advanced Aircraft Systems and Performance (new course for B.S. in Aviation)

The B.S. in Aviation is designed to meet all requirement for Part 141 Certification from the Federal Aviation Administration, and will qualify students for their Private Pilot License (PPL), Commercial Pilot License (CPL), Instrument Rating, and Airline Transport Pilot Certificate (restricted ATP). It will be offered at SFA's main campus and the Nacogdoches County Airport, beginning in the Fall 2022 term.

Recommendation:

The administration recommends that the Board of Regents approve the above listed curriculum changes.

AGREEMENT BETWEEN STEPHEN F. AUSTIN STATE UNIVERSITY AND JAMES I. PERKINS COLLEGE OF EDUCATION, SCHOOL OF HUMAN SCIENCES, CONSTRUCTION MANAGEMENT ADVISORY COMMITTEE

Explanation:

The Stephen F. Austin State University James I. Perkins College of Education requests approval to finalize the Agreement between Stephen F. Austin State University, the School of Human Sciences, and the Construction Management Advisory Committee that would establish the Executive Advisory Committee as a support group of the university. The agreement is included as presented.

The purpose of this group is to support the program and activities of the School of Human Sciences Construction Management, including the following activities:

a. Serve as a conduit between Construction Management and the Construction Management community;
b. Offer advice and support for the initiatives of Construction Management;
c. Support and executive fundraising activities for the benefit of Construction Management; and
d. To perform those functions that Construction Management cannot provide itself.

Recommendation:

It is recommended by the Administration that the Board approve the James I. Perkins College of Education, School of Human Sciences, Construction Management Advisory Committee as a support group of the university and that the President be authorized to sign the agreement included as presented.

AGREEMENT BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY
AND
SCHOOL OF HUMAN SCIENCES
CONSTRUCTION MANAGEMENT ADVISORY COMMITTEE

This agreement is made and entered into as of July 27, 2021, between Stephen F. Austin State University for the benefit of its School of Human Sciences, hereinafter referred to as the School, in the James I. Perkins College of Education, hereinafter referred to as the College, and the School of Human Sciences Construction Management Advisory Committee, hereinafter referred to as the CMAC.

Whereas, the School is part of the university as a whole and the university Board of Regents formally adopts this agreement in accordance with its policies and state law;

Whereas, the CMAC, an independent association which exists solely for the support of the university and its School's program in construction management, hereinafter referred to as Program, adopts this agreement with its Bylaws;

Whereas, the CMAC was created to provide guidance, support, and raise funds in furtherance of the Program Facilitator's excellence goals with regard to the Program and not to compete or overlap with the mission and purpose of other School related and university recognized support organizations; and

Whereas, the School and the CMAC provide and make available certain services and benefits to each other and work together to promote the activities and opportunities for the School, university and East Texas;

Now, therefore, in consideration of the covenants, promises, terms and provisions herein contained, the parties mutually agree to the following:

GENERAL PROVISIONS
ARTICLE 1

1. To the extent allowed by state law, this agreement shall remain in full force and effect until terminated by either party or suspended by a subsequent agreement. While every effort will be made to provide 60 days written notice for termination of this agreement by either party, Stephen F. Austin State University in accordance with its policy and state law may terminate this agreement at anytime.
2. This agreement is solely between the parties and cannot be assigned to another party without written approval from the non-assigning party.
3. This agreement in entered into in Nacogdoches County and proper venue shall be in Nacogdoches County, Texas.
4. This agreement is subject to and shall be construed under the laws of the State of Texas including Chapter 2255 of the Texas Government Code. The invalidity or illegality of any provision in this agreement shall not affect other terms or conditions of the agreement.
5. This agreement contains the entire agreement of the parties and no change or modification of this agreement is binding unless in writing and signed by the parties.

ARTICLE II

CMAC agrees to provide the following services:

1. Serve as a conduit between the Program and the Program community; offer advice and support for the initiatives of the Program; create a thought provoking, problem solving environment that will enable students to launch their careers in all fields of construction management;
2. Support and execute fund-raising activities for the benefit of the Program, within any guidelines or limitations imposed by the university, College, School, and state or federal law, if any; and
3. Seek to perform those functions that the Program cannot provide itself.

ARTICLE III

The School will provide the following:

1. To the extent available and allowable, reasonable space such as meeting rooms and opportunities to host approved events in the School for the CMAC to carry out its obligations;
2. To the extent available and allowable, Program staff may assist in formulating CMAC communication materials, using staff time, computers, copy machines and telephones, but only to the extent that the content and costs are approved by the Program Facilitator. Extraordinary use of university, College, and School staff time, equipment and materials will not be permitted;
3. Work with the university's Office of Development to generate receipts, maintain donor gift histories, and provide the CMAC with annual gift reports;
4. The Program hereby expressly recognizes that the president, vice-presidents, advancement officers, deans, faculty members, and staff members may reasonably assist from time to time in the development programs or may be needed or helpful in coordinating those CMAC activities with the operations of the Program. No monetary or pecuniary enrichment will be made to any officer or employee of the university by CMAC or its donors. Conduct of employees is governed by the university and when conflicts arise, university policies shall govern the conduct of its employees. The Program Facilitator shall serve in an ex-officio capacity on the CMAC Board;
5. Assistance in research and investigation of individuals, foundations, businesses and corporations best qualified as prospective donors and/or supporters; and
6. Assistance in the coordination of follow-up activities after each solicitation and fundraising event.

ARTICLE IV

The Executive Committee members of CMAC assure the Program that the activities of the CMAC will always be in support of the objectives, goals and priorities of the School and Program, as communicated to it by the Program Facilitator. CMAC will only raise funds in the name of the university. The Program will provide a complete financial report to the CMAC on the allocation

and use of resources made available through the CMAC.

ARTICLE V

Because the CMAC will only raise money in the name of the university, the moneys will be deposited in university accounts, invested through the university investment program, and governed in accordance with university policy, or as authorized by the university may be deposited in the SFASU Foundation, invested through the SFASU Foundation investment program and governed in accordance with SFASU Foundation and university policy.

ARTICLE VI

Disbursement from CMAC accounts will be supervised by the Program Facilitator and will be made only for expenditures consistent with the explicit purposes for which the accounts were established and the restrictions of the donors. Full documentation will be required for each disbursement. The university/College/School/Program reserves the right to accept or deny any gift or donation within its sole discretion.

ARTICLE VII

The allocation and budgeting of unrestricted funds is to be determined by the Program Facilitator. Resources raised by other support organizations and for which the Program may serve as a trustee of funds shall be allocated by the restrictions of the donor and by the support organization. Restricted gifts shall be allocated by the restrictions of the donor and by the Program Facilitator.

The allocation, expenditure, and transfer of all resources raised by the CMAC will be reported to the executive committee members of the CMAC regularly by the Program Facilitator. The Program Facilitator will assure that all expenditures, irrespective of the allocation process, are consistent with state law and the charter of the CMAC. When in conflict, State law shall always supersede.

Agreed to this the _____ day of _____, 2021.

EXECUTIVE ADVISORY COMMITTEE

By: _____
Chair of the CMAC

STEPHEN F. AUSTIN STATE UNIVERSITY

By: _____
Program Facilitator

By: _____
Interim Director, School of Human Sciences

By: _____
Dean, James I. Perkins College of Education

By: _____
Provost & Executive Vice President for Academic Affairs

By: _____
President

ARAMARK UNAMORTIZED BUYBACK PAYOUT AND RATIFICATION OF AMENDMENT

Explanation:

The university's agreement with Aramark to provide food service on campus contained a provision for a financial commitment to support multiple infrastructure investments over the term of the agreement. Previous amendments to the agreement were approved by the board of regents increasing Aramark's financial commitment for food service program renovations. The Aramark agreement was recently amended to expire on June 30, 2021. There is a provision in the agreement, which "if terminated by either party, for any reason whatsoever, prior to the complete amortization of the Aggregate New Financial Commitment, the University will reimburse (or, upon the mutual written agreement of both parties, will cause its successor food service contractor to reimburse) Contractor for the unamortized balance as of the date of termination by the University or Contractor." The unamortized buyback amount as of June 30, 2021 is $4,259,565 and is due within 90 days. The successor food contractor selected in the April 2021 board meeting, Compass Group USA, Inc. through its Chartwells Division, will reimburse SFA for the amount of this buyback as this is a provision in the new agreement.

Recommendation:

The administration recommends that the president be authorized to sign purchase orders and any associated contract documents related to the $4,259,565 unamortized buyback and ratify the amendment for changing contract expiration from August 31, 2021 to June 30, 2021.

HOLIDAY SCHEDULE FOR 2021-2022

Explanation:

Fourteen holidays are allowed by the state for 2021-2022. The following schedule will allow SFA to be closed for three working days at Thanksgiving, seven working days during Christmas, Martin Luther King, Jr Day, five working days during Spring Break, Memorial Day, Juneteenth and Independence Day, totaling 19 days.

Employees will be required to take one day paid leave on November 24, two days of paid leave on December 30 and 31, and two days of paid leave on March 10 and 11.

Campus buildings will have reduced utility usage (heating, cooling, etc.) for five days during Thanksgiving week, 11 days during the Christmas break, and nine days during Spring Break, including weekends, which will result in significant energy savings.

November 24-26	Thanksgiving Break
December 23-January 1	Christmas Break
January 17	Martin Luther King, Jr. Day
March 7-11	Spring Break
May 30	Memorial Day
June 20	Juneteenth
July 4	Independence Day

Offices scheduled to be open: Admissions, Financial Aid, Registrar, Business, Residence Life and UPD

Recommendation:

The administration recommends approval of the holiday schedule for 2021-2022 as presented.

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:

Access to University Records 2.1
Distance Education Faculty Competencies and Compensation 7.9
Employee Training 11.11
Graduate Admission 6.17
Graduate Assistantships 6.12
Hazing 10.3
Illicit Drugs and Alcohol Abuse 13.11
Information Security Incident Response and Reporting 14.14
Nondiscrimination 2.11
Out-of-State Electronic Fee 3.24
Parking Services Regulations 13.14
Radioactive or Radiation-Producing Materials or Equipment 13.17
Records Management 2.9
Salary Supplements, Stipends and Additional Compensation 12.16
Service Awards 12.17
Social Media 15.11
State Publications 2.14
Student Code of Conduct 10.4
Student Employment 10.6
Telecommuting Arrangements for Staff Employees 11.27
Title IX 2.13
University Awards Programs 12.20
University ID Card 14.13
Wireless Networking 14.11

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Access to University Records

Policy Number: 2.1

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: General Counsel

Purpose of Policy (what does it do): This policy details the university's compliance with the Public Information Act

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No substantive revisions

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Damon Derrick, General Counsel

Access to University Records

Original Implementation: 1975
Last Revision: July ~~24~~*27*, 20*21*~~18~~

Access to documents or records in the custody or control of Stephen F. Austin State University is determined by the provisions of state law. In general, the records of the university are open to public inspection during normal business hours, upon written request. However, various exceptions to the public's right to examine university documents exist under law. These include, but are not limited to, information in personnel files, the disclosure of which would clearly be an unwarranted invasion of privacy; documents relating to litigation or settlement negotiations; information relating to the possible purchase of real property; student records; interagency or intra-agency memoranda or letters not available by law except in the context of litigation; and rare books or original manuscripts held for the purpose of research.

The Office of the General Counsel has been designated by the Board of Regents as the public information coordinator responsible for processing public information requests. Requests for public information by outside entities and vendors ~~are to be immediately referred~~*must be made* to the Office of the General Counsel. The requests must be in writing and may be submitted by mail, fax, e-mail or ~~in person~~*hand delivery*. The requestor must include enough description and detail about the information requested to enable the university to accurately identify and locate the information requested. The requestor must also cooperate with the university's reasonable efforts to clarify the type or amount of information requested. The university may charge for copies of public information in accordance with the fee schedule set out in 1 Tex. Admin. Code § 70.3.

Requests by student organizations that are for organizational use only should be submitted to the Office of Student Affairs Programs. Requests for alumni information should be submitted to the Alumni Association.

This policy does not prevent either students or employees from examining university records applying to themselves.

Cross Reference: Public Information Act, Tex. Gov't Code Ch. 552; 1 Tex. Admin. Code § 70.3

Responsible for Implementation: General Counsel

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Distance Education Faculty Compentencies and Compensation

Policy Number: 7.9

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

Date of last revision, if applicable: 7/26/2016

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

Purpose of Policy (what does it do): Provides guidelines for faculty qualifiation and compensation regarding distance education.

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

Distance Education Faculty Competencies and Compensation

Original Implementation: August 1, 2000
Last Revision: July ~~26, 2016~~*27, 2021*

Instructional modality for delivery of curriculum should be driven by student need, program need, and market demand. The decision to offer a fully online course should be a collaborative process among program faculty and the appropriate academic unit head.

Qualified faculty may be compensated for work in online education. Eligibility for compensation requires that the instructor be currently certified by the Center for Teaching and Learning (CTL) as an online instructor and that the course by recognized by CTL as a fully online course. The provost and *executive* vice president for academic affairs, after receiving recommendations from the Distance Education Committee, will set the amount of stipends for the development and/or delivery of online courses.

- Faculty members who develop a new fully online course may be eligible for a course development stipend.
- With adequate justification for the need, faculty members who substantially redevelop an approved existing online course may be eligible for a course redevelopment stipend.
- Faculty members who teach an online course may be eligible for a course delivery stipend.

Faculty are expected to engage in best practices for curriculum by maintaining and updating content in courses they are teaching to reflect current knowledge in the field.

The Texas Higher Education Coordinating Board definition for fully distance learning courses will be utilized to determine instructional modality. Only asynchronous, fully distance learning courses are eligible for stipends. Other distance education modalities are not eligible for an online delivery stipend under this policy.

The CTL will assess the instructional design elements of a course for online delivery. The content and quality of online courses are the responsibilities of the academic unit.

Faculty who obtained online or distance education certification prior to employment at Stephen F. Austin State University (SFA) may be granted SFA certification by demonstrating competency in online course development and delivery.

Cross Reference: 19 Tex. Admin. Code § 4.257(9)(A)

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

Contact for Revision: Provost and *Executive* Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Training

Policy Number: 11.11

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

Date of last revision, if applicable: 02/020/21

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

Purpose of Policy (what does it do): 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.

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

Employee Training *and Development*

Original Implementation: January 28, 2003
Last Revision: ~~February 2,~~ July *27*~~1~~, 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, *and additional development opportunities*. 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. *Training and developmental opportunities are considered important to the enhancement of employment. Employees may receive a reasonable amount of time to attend training and professional development activities. Employees are not required to use paid leave in order to participate in approved training or developmental opportunities during normal work hours.*

Employee Training *Program*~~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.

~~4. Tuition reimbursement as part of a training program is available only in accordance with policy 12.5, Lumberjack Education Assistance Program.~~

3.

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*that* 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*regarding* In-Service Training Programs,~~
- ~~monitor and track employee training activities including required compliance training, and~~
- ~~maintain university training records and files.~~

Professional Development Organizations

Employees may participate in organizations with a primary purpose of providing professional development opportunities for faculty and staff that are authorized by the university. Participation in these organizations may include attendance at meetings (e.g. scheduled meetings, committee meetings, or meetings open to all members called outside of the regularly scheduled meetings), organization-sponsored events, workshops, training, or personal and/or professional growth opportunities that occur during an employee's work hours.

Employees may obtain approval to participate in professional development organizations with written approval of the immediate supervisor. Employees remain responsible for all assigned duties and approval may be rescinded in the supervisor's lawful discretion.

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Admission

Policy Number: 6.17

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): Details the requirements for students to enroll in SFA Graduate School.

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: This policy was revised to remove an obstacle for admission to graduate school for our SFA seniors because there is a shortened time frame between semesters. This allows the proof of degree posted on their transcripts to occur during the first semester of their graduate studies.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor word revisions and to remove obstacles for admission.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tim Bisping (chair), Judy Abbott, Kyle Ainsworth, Sarah Drake, Herbert Midgley, Don Gooch, Joyce Johnston, Mikhail Kouliavtsev, Chris Talbot, Eric Torres

Graduate Admission

Original Implementation: April 18, 2020
Last Revision: ~~None~~ *July 27, 2021*

Admission Requirements

Stephen F. Austin State University (SFA) encourages qualified students to apply for admission to Graduate Studies by using the electronic version of the ~~Texas Common Application~~*ApplyTexas application.*, which is available at www.applytexas.org.

Evaluation of transcripts is done by the Office of Research and Graduate Studies and the departments. All new and returning graduate applicants for admission are required to submit a nonrefundable application fee. Applicants for clear admission to SFA will be required to meet or exceed an overall GPA of 2.5. Applicants must have proof of bachelor's degree from a recognized accredited college/university as indicated on an official transcript. *However, SFA seniors with at least 110 semester credit hours and a 3.0 GPA may apply and be considered for graduate admission. SFA seniors must receive proof of a bachelor's degree within the first semester or part of term of their graduate academic program to continue graduate studies.*

Admission to Graduate Studies is under the discretion of the Dean of Research and Graduate Studies and the programs. Admission to the university does not automatically guarantee admission to a particular college, school, or program. An applicant admitted to a graduate program must enroll within one year of admission. When a graduate student, new or returning, does not register for courses in one year, that student must re-apply to the program to continue studies. *Further rules and requirements regarding graduate admission may be found in the Graduate Bulletin.*

Admission Criteria

All students seeking admission to a graduate program should consult criteria directly with the graduate program advisor of the department in which they wish to study for specific additional requirements. Each department has the authority to set admission standards higher than the general criteria set by the university. Some graduate programs have higher GPA standards and require additional documentation such as the Graduate Record Examination, the Graduate Management Admission Test, essays, and letters of recommendations or resumes.

Transfer Credits

The university accepts transfer credits from accredited institutions as determined appropriate by the major department's~~'~~ program. Any course accepted by transfer will carry credit but no ~~gradepoint~~*grade point* value. Moreover, to transfer credit, the student must have earned a grade of B or better on the course.

Degree Plan

Following admission to a graduate degree program, a student must confer with the graduate advisor in the major department. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department. Hours earned in an SFA certificate program can be considered for a graduate degree program.

Resident Status

The student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident. A non-resident teaching assistant employed at least half-time in a position which relates to her or his degree program shall be entitled to pay the tuition and fees of a resident student. A non-resident student holding a competitive scholarship of at least $1,000 for the academic year awarded by a scholarship committee of SFA qualifies for resident tuition and fees.

Meningitis Vaccination

State law requires all entering or re-entering students to provide evidence of vaccination against bacterial meningitis or the appropriate documentation for exemption. ~~A s~~*S*tudents ~~is~~ *are* exempt if ~~she/he is~~*they are* 22 years old or older by the first day of the semester in which ~~she/he~~*they* intend~~s~~ to enroll or if ~~she/he is~~*they are* enrolled in online or distance-education courses only.

Cross Reference: General Bulletin; Graduate Bulletin; Course Grades (5.5)

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

Contact for Revision: Dean of Research and Graduate Studies

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Assistantships

Policy Number: 6.12

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): Describes the types of graduate assistantships and eligibility requirements.

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

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

☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added new type of Graduate Assistantship

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Graduate Assistantships

Original Implementation: Unpublished
Last Revision: ~~April 18, 2020~~*July 27, 2021*

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

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

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

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

Graduate Teaching Fellow – *A Graduate Teaching Fellow (GTF) provides instruction to students in a specific course or laboratory with mentorship from a faculty member. The GTF is an advanced graduate student who has completed a minimum of 18 graduate semester credit hours in the subject area and has at least one semester experience as a GTA. The GTF will have completed their work as a GTA with good student evaluation ratings.*

To be eligible for a GA, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for approximately 320 hours per semester or twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. GA work times and schedules are determined by the needs of the academic unit or department. The academic unit or department head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

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

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

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of research and graduate studies. Appointment as a GA requires a clear background check and is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. All GAs must also complete an online GA Orientation module within their first month of employment. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student normally may receive an assistantship for no more than four long semesters and two full summers.

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Research and Graduate Studies

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

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Hazing

Policy Number: 10.3

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): To provide guidance for any incidents of hazing

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: Edits to include "peace officer, or law enforcement agency" as determined by changes to the law in SB 36. Update division name change from "University Affairs" to "Student Affairs" and "Dean of Student Affairs" to "Dean of Students" -Minor formatting updates

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

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

Hazing

Original Implementation: August 25, 1987
Last Revision: July ~~21, 2020~~*27, 2021*

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Definitions

Hazing: Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of activity which involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity which involves consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental of physical health of the student;
4. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code; or
5. involves coercing the student to consume drugs or alcoholic beverage or liquor in any amount that would lead a reasonable person to believe the student is intoxicated.

Organization: Any fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group, or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

Immunity: Any person who voluntarily reports a specific hazing incident involving a student or prospective student to the dean of student~~ affairs~~*s* or appropriate university official*, a peace officer or law enforcement agency* may be immune from civil or criminal liability if the person:

1. Reports the incident before being contacted by the institution or before an investigation of the incident is underway.

2. Cooperates in good faith throughout the investigation, as determined by the dean of student ~~affairs~~*s*.~~.~~

A person will not be granted immunity if reporting their own act of hazing, or reports in bad faith or with malice.

Committing an Offense: The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;
2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;
4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the university's student conduct authority, *a peace officer, or law enforcement agency*.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent: It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

<u>Penalties:</u>

Student Code of Conduct Violation
Individual: Each individual committing an offense is subject to university penalties ranging from probation to expulsion.

Organization: Organizations committing an offense may be placed on university probation and are subject to withdrawal of university recognition.

Criminal
Individual: Penalties relative to criminal prosecution range from a fine of $2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student.

Organization: The organization may be penalized with a fine of up to $10,000 or double the expenses involved due to the injury, damages or loss.

Reporting of Sanctioned Organizations

A report will be posted on the university's website that includes information regarding each disciplinary action taken against an organization under this policy or related external convictions for hazing against the organization during the three years preceding the date on which the report is issued or updated.

This report will include:

- the name of the organization disciplined or convicted;
- the date on which the incident occurred;
- the date on which the university's investigation into the incident, if any, was initiated;
- a general description of the incident,
- the violations of the university's code of conduct or the criminal charges, as applicable;
- the findings of the institution or court; and
- any sanctions imposed by the institution, or any fines imposed by the court, on the organization; and
- the date on which the university's disciplinary process was resolved or on which the conviction became final.

This report will be updated to include information regarding each disciplinary process or conviction not later than the 30th day after the date on which the disciplinary process was resolved or the conviction became final, as applicable.

Notice of Policy to Students

A summary of the provisions of this policy will be published in the General Bulletin section of the university's website. Electronic links to this policy, and to the report outlined above, will be posted on the Student Affairs website and included in an e-mail to all enrolled students that will be distributed at least 14 days before the start of each fall and spring semester.

Cross Reference: Student Code of Conduct (10.4); Tex. Educ. Code §§ 37.151-.157, 51.936

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

Contact for Revision: Dean of Students~~ 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: Illicit Drugs and Alcohol Abuse

Policy Number: 13.11

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

Date of last revision, if applicable: 10/28/2019

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): To be in compliance with state and federal law regarding the possession, consumption and distribution of alcoholic beverages and/or illicit drugs.

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: Removal of conduct sanctioning guidelines under the "students" section to prevent student conduct authority confusion. To better align this policy with the Student Code of Conduct Policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Nathan Hendrix, Director of Student Rights and Respnosibilities
Brandon Frye, Vice President of Student Affairs
Damon Derrick, General Counsel

Illicit Drugs and Alcohol Abuse

Original Implementation: September 1, 1986
Last Revision: ~~October 28, 2019~~*July 27, 2021*

It is the declared policy of the United States government to create a drug-free America. As a part of that policy, the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707, was adopted. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989, 20 U.S.C. § 1011i, which amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. University policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents of Stephen F. Austin State University in compliance with state and federal law.

Definitions

1. Controlled substance means a controlled substance in schedules I through V of the Schedules of controlled substances, 21 U.S.C. § 812. Examples include, but are not limited to: heroin, marijuana, mescaline, peyote and cocaine. This definition does not include medication prescribed by a physician.
2. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
4. Federal agency means an agency as that term is defined in 5 U.S.C. § 551(1).

Standards of Conduct

It is the university's policy that all members of the university community and guests are required to comply with federal, state and local laws regarding the possession, consumption and distribution of alcoholic beverages. All employees (full-time and part-time faculty, staff and students) are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Alcoholic beverages will be permitted at authorized events on university controlled property only as allowed under university policy. The unauthorized use of intoxicating beverages on university-controlled property or at university-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events is prohibited. Alcoholic beverages are not permitted in university residence halls. Alcoholic beverages are permitted in the areas of university owned facilities that are designated as the private residence of full-time live-in employees of legal age.

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be.

Health Risks

ALCOHOL ABUSE

Alcohol is a primary and continuous depressant of the central nervous system. Impairment of judgment and of recently learned, complex and finely tuned skills begins to occur at blood alcohol concentrations as low as 0.025 percent. These impairments are followed by the loss of more primitive skills and functions, such as gross motor control and orientation at concentrations in excess of 0.05 percent. Alcohol in moderate doses impairs nearly every aspect of information processing, including the ability to abstract and conceptualize, the ability to use large numbers of situational cues presented simultaneously, and the cognitive ability to determine meaning from incoming information. Alcohol consumption can therefore promote action on impulse without
full appreciation of, or concern about, the potential negative consequences of such action. Chronic long-term effects of heavy drinking over a period of years can result in brain damage; cancer of the mouth, esophagus or stomach; heart disease; liver damage resulting in cirrhosis, alcoholic hepatitis, and cancer of the liver; peptic ulcer disease; and possible damage of the adrenal and pituitary glands. Prolonged, excessive drinking can shorten life span by 10 to 12 years.

ILLICIT DRUGS

Illicit drugs include narcotics, such as heroin or morphine; depressants, such as barbiturates, quaaludes, or valium; stimulants, such as cocaine or "crack"; hallucinogens, such as PCP, LSD or mescaline; cannabis, such as marijuana or hashish; inhalants, such as nitrous oxide, amyl nitrite (poppers) or various hydrocarbon solvents; and designer drugs, such as α-methylfentanyl (China White), methamphetamine (Meth/Crank/Speed), 3,4-methylenedioxy-methamphetamine (MDMA/Ecstasy) or meperidine (Demerol).

Narcotics. Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance may develop rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as human immunodeficiency virus (HIV), endocarditis (inflammation of the lining of the heart) and hepatitis.

Depressants. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but a somewhat larger dose can cause slurred speech, ataxia or unstable gait, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Stimulants. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils; elevated blood pressure, heart and respiratory rate; and increased body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose with long-term use eroding the nasal septum. The injection of cocaine with unsterile equipment can cause human immunodeficiency virus (HIV), hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Overdoses occur easily.

Hallucinogens. Include a diverse group of drugs that alter perception (awareness of surrounding objects and conditions), thoughts, and feelings. They cause hallucinations, or sensations and images that seem real though they are not. Hallucinogens can be found in some plants and mushrooms (or their extracts) or can be human-made. Common hallucinogens include the following: ayahuasca, DMT, *D-lysergic acid diethylamide* (LSD), peyote (mescaline), and *4-phosphoryloxy-N,N-dimethyltryptamine* (psilocybin). Some hallucinogens also cause users to feel out of control or disconnected from their body and environment. Phencyclidine (PCP) users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens, and senses are dulled. Speech is blocked and incoherent. Chronic PCP users report persistent memory problems and speech difficulties. Mood disorders, such as depression, anxiety and violent behavior, may also occur. In late stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart failure, lung problems and/or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline and psilocybin cause perceptual distortions (mixed senses, such as "seeing" sounds or "hearing" colors) and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have adverse psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Inhalants. The chemicals in most inhalants are rapidly absorbed in the lungs and exert their central nervous system effects within seconds, producing an altered mental state for about five to fifteen minutes. Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite can cause rapid pulse, headaches, and involuntary passing of urine and feces. Inhalation of toluene as well as other hydrocarbons has been associated with kidney and liver damage, peripheral nerve problems, convulsions, encephalopathy (organic brain damage) and other central nervous system disorders. Sudden death associated with both glue sniffing and especially the inhalation of aerosols containing halogenated hydrocarbons (Freon) has been reported and is thought to be secondary to cardiac arrhythmias (abnormal electrical

conduction patterns in the heart).

Marijuana. The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short-term memory. Also decreased are visual perception and psychomotor skills, which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased vital lung capacity and an increased risk of lung cancer. Tolerance and psychological dependence develop with marijuana.

Other Illegal Drugs. Designer drugs are synthetic chemical modifications of older drugs of abuse that are designed and manufactured in covert laboratories and sold at great profit for recreational use. These drugs can be several hundred to several thousand times stronger than the drugs they are designed to imitate. Designer drugs similar to opiates include fentanyl, demerol, and "china white." The narcotic analogs of designer drugs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pain. Flunitrazepam (Rohypnol) is a benzodiazepine chemically similar to prescription sedatives such as Valium and Xanax but much more powerful and has been used to commit sexual assaults due to its ability to sedate and incapacitate unsuspecting victims. Similarly, Gamma-hydroxybutyrate (GHB) is a depressant and is sometimes used as a date rape drug.

Synthetic cannabinoids are part of a group of drugs called new psychoactive substances (NPS). NPS are unregulated mind-altering substances that have become newly available on the market and are intended to produce the same effects as illegal drugs. Synthetic cannabinoids are marketed under a wide variety of specific brand names, including K2, Spice, Joker, Black Mamba, Kush, and Kronic. Synthetic cannabinoids are not safe and may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, more dangerous or even life-threatening. Synthetic cathinones, more commonly known as "bath salts," are human-made stimulants and are include in the group of NPS. Common effects of synthetic cathinones included elevated heart rate, blood pressure, and chest pain. Other effects include delirium, dehydration, breakdown of skeletal muscle tissue, and kidney failure. Intoxication from synthetic cathinones can result in death.

University Penalties

STUDENTS

~~Any student who is determined, through the regular disciplinary procedures of the university, to have violated the policy on the use of illicit drugs will be suspended from the university for no more than two years and no less than the remainder of the current semester. This includes suspension for possession of illegal drugs and the potential for expulsion for the sale or distribution on campus. At~~

~~the discretion of the vice president for university affairs or his/her designee, a student suspended under this policy may, under certain conditions, remain enrolled at the university on disciplinary probation. These conditions can include substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.~~

~~University sanctions imposed for alcohol possession or consumption can include progressive levels of probation leading to suspension for multiple offenses, attendance at an alcohol education class offered by the university, community service, substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.~~*Students who are found responsible or accept responsibility for alcohol and/or drug violations will be sanctioned through the Student Code of Conduct (10.4) process. Potential sanctions include, but are not limited to, disciplinary reprimand, disciplinary probation (e.g. restrictions on university activities, access to certain university facilities and resources), educational requirements (e.g. required completion of an appropriate rehabilitation program), suspension, and/or expulsion* and referral for criminal prosecution, as those terms are defined in the Student Code of Conduct (10.4).

EMPLOYEES

All employees (full-time and part-time faculty, staff and students) are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Observance of the policy regarding alcoholic beverages and illegal drugs is a condition of employment for all university employees. An employee violating this policy shall be subject to employment discipline up to and including termination, or shall be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program, such as the Employee Assistance Program of the university.

Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his/her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate vice president and the dean of research and graduate studies. On behalf of the university, the dean of research and graduate studies will notify the federal agency grantor or contractor of the conviction within ten days of the university's receipt of notice from the employee or of receipt of other actual notice.

Good Faith Effort

Stephen F. Austin State University shall make a good faith effort to maintain a drug-free workplace by implementing and enforcing this policy. The university shall also comply with United States Department of Transportation regulations regarding drug testing of drivers with a commercial driver's license.

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment not more than 20 years, and a minimum fine of $1,000,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $4,000,000 (for an individual) or $20,000,000 (if other than an individual
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed $10,000	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than $5,000 plus costs of investigation and prosecution
Operation of a common carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed $250,000

Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Criminal Justice State Jail facility for a term of not more than two years or less 180 days, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed $10,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000

Possession of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in jail for a term of not more than 2 years or less than 30 days, or confinement in TDCJ for a term of not more than 10 years or less than 2 years and a fine of not more than $10,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than $2,000, possible loss of driver's license and license surcharge up to $2,000 per year for three years.	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than ten years or less than two years and a fine of not more than $10,000
Public intoxication		A fine not to exceed $500
Purchase or consumption or possession of alcohol by a minor	Fine of not more than $500	For a subsequent offense a fine of not less than $250 nor more than $2000
Sale of alcohol or furnishing alcohol to a minor	Fine of up to $4,000 and/or up to 1 year in jail	Both
Purchase of alcohol or furnishing alcohol to a minor at a gathering involving abuse of alcohol, including binge drinking or coercion	In addition to any other penalty, community service for not less than 20 hours, attendance at an alcohol awareness program, and suspension of driver's license for 180 days.	In addition to any other penalty, community service for not more than 40 hours, attendance at an alcohol awareness or driving awareness program, and suspension of driver's license for 180 days.
Driving under the influence of alcohol by a minor	Fine of not more than $500 and community service related to education about or prevention of misuse of alcohol.	A fine of not less than $500 or more than $2,000, confinement in jail not to exceed 180 days and/or both; community service related to education about or prevention of misuse of alcohol.

Limited Immunity When Requesting Medical Assistance

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor: (1) requests emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance; and (3) if

the minor requested emergency medical assistance for the possible alcohol overdose of another person, the minor remained on the scene until medical assistance arrives and cooperated with medical assistance and law enforcement personnel.

This immunity shall also apply to the imposition of any university sanction.

Limited Immunity When Reporting Sexual Assault

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor reports the sexual assault of the minor or another person, or is the victim of a sexual assault reported by another person, to: (1) a health care provider treating the victim of sexual assault; (2) an employee of a law enforcement agency, including the University Police Department; or (3) the Title IX Coordinator or other university employee responsible for responding to reports of sexual assault. The alleviation of sanctions will not apply to any student found to be responsible for committing a sexual assault.

This immunity shall also apply to the imposition of any university sanction.

Counseling, Treatment and Rehabilitation

STUDENTS

Stephen F. Austin State University, through the counseling services office, provides individual and group counseling, including counseling for alcohol/other drug prevention and intervention, which is available to all students. Services include assistance in abstaining from the use of chemical substances, early intervention when chemical abuse is detected, and referral to community resources for inpatient/outpatient services not available on campus. Medical counseling and printed information on chemical dependency are available through the Student Health Clinic. Students may seek individual counseling or request printed information at either campus location.

Prevention/Education.

Consistent with the overall objective of this policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus, prevention and education initiatives are designed to: increase awareness of the students, faculty, and staff concerning the psychological and health risks associated with chemical use; provide information to students regarding a variety of wellness issues which promote successful college adjustment; and, orient students, faculty and staff to the services available on campus and locally for treatment options. The Lumberjacks Care Peer Educator program (Student Wellness Action Team) offer presentations to student groups on a variety of topics including alcohol and substance abuse, adult children of alcoholics, assertiveness skills, stress and time management, self-esteem and related issues. Public programing occurs throughout the year across campus including but not limited to, wellness fairs, campus events, passive tabling, and Residence life programs. In addition, student groups,

departments, or individual courses, may request private trainings addressing the risk of substance abuse and other wellness programing by contacting the Lumberjacks Care office.

On request, Counseling Services provides presentations on a variety of topics including healthy stress management techniques, maintaining personal wellness, and other mental health related topics, which include information designed to increase awareness of the psychological and health risks associated with chemical use.

Referral/Assessment.
Any SFA student requiring information about, or assistance with, a chemical abuse problem may be referred to counseling services. A student may initiate a self- referral by contacting the counseling office; university faculty and staff may initiate a student referral. Participation by a student is voluntary, except when mandated by the student conduct authority. A counselor conducts an assessment interview on the student's initial visit and provides the student with details regarding confidentiality and record keeping requirements. The counselor informs the student of alternatives and makes recommendations based on the student's needs.

Campus Support System.
Counseling services can assist students in accessing support systems on campus, including providing group counseling support as needed. Support groups function under guidelines established by counseling services.

Community Referral.
Services for chemical dependency are available in the Nacogdoches community and include: private practitioners offering individual counseling or intellectual/psychological assessment and agencies (such as the Alcohol and Drug Abuse Council) which provide a variety of services such as individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient or outpatient treatment.

EMPLOYEES

University employees with supervisory responsibilities should be cognizant of employee behavior related to unacceptable job performance which may result from drug or alcohol abuse. Any decision to initiate employee counseling or a referral to human resources should be based on the employee's unacceptable job performance (which may include violations of this policy). Employee counseling, referral and related record keeping should be conducted with the degree of care and confidentiality appropriate to such personnel matters. Services for employees with a chemical dependency are available in the community, including private practitioners offering individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient/outpatient treatment at various health care facilities.

Review and Assessment

It is the intent of Stephen F. Austin State University to continue to strive for a drug-free campus and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse. To this end, SFA will provide written notice to each student and employee a copy of this policy. Students will receive written notice according to the following schedule:

- On the first business day following the 12th class day of each long semester
- On the first business day following the 8th class day following mid-term in each long semester
- On the first business day following the 2nd class day of Maymester
- On the first business day following the 4th class day of Summer I and II semesters

Employees will receive written notice no later than October 31st of each year, and all new employees will be notified during new employee orientation.

In addition, the university will conduct a biennial review of the program implemented to provide a learning and working environment free of drug and alcohol use. The purposes of the biennial review will be to: 1) determine the effectiveness of the program and implement needed changes; and 2) ensure that the sanctions included in the program are consistently enforced. The university's dean of student affairs will be responsible for initiating the biennial review. The results of this review will be released in July of even numbered years.

Cross Reference: Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707; Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. § 1011i, 34 C.F.R. §§ 86.1-.411; 21 U.S.C. §§ 812, 841-865; 5 U.S.C. § 551(1); General Appropriations Act; Texas Gov't Code § 2113.012; OMB Circular A-21; Tex. Transp. Code § 708.102; Tex. Alco. Bev. Code §§ 106.01-.15; Tex. Penal Code §§ 12.01-.49, 49.01-.12; State of Texas Travel Allowance Guide; Faculty Code of Conduct (7.11); Student Code of Conduct (10.4); Drug and Alcohol Testing (11.6); Discipline and Discharge (11.4); Alcohol Service (13.7)

Responsible for Implementation: President

Contact for Revision: Director of Human Resources, Dean of 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: Information Security Incident Response and Reporting

Policy Number: 14.14

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: Chief Information Officer

Purpose of Policy (what does it do): This policy governs the actions required for reporting or responding to information security incidents involving Stephen F. Austin State University (SFA) information and/or information technology resources to ensure effective and consistent reporting and handling of such events.

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:

No changes.

Reviewers:

Mike Coffe, Deputy Chief Information Officer
Brandon Stringfield, Chief Information Security Officer
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Information Security Incident Response and Reporting

Original Implementation: July 24, 2018
Last Revision: ~~None~~*July 27, 2021*

This policy governs the actions required for reporting or responding to information security incidents involving Stephen F. Austin State University (SFA) information and/or information technology resources to ensure effective and consistent reporting and handling of such events.

Scope
This policy applies to all who are granted access to SFA information resources, including, but not limited to, faculty, staff, students, alumni, vendors, contractors and visitors.

Definitions
Chief Information Security Officer (CISO) - Staff member responsible for providing and administering the overall information security program for the university.

Data Custodian – An SFA employee who is responsible for day-to-day maintenance of SFA Information Resources. In some instances this may be assigned to a third-party vendor.

Data Owner – The manager or agent responsible for the business function supported by the information resource or the individual upon whom the responsibility rests for carrying out the program using the information resource.

Incident Response Team (IRT) – The group of individuals who determine if a security incident is reportable to state authorities. The members include the chief information officer (CIO), chief information security officer (CISO), general counsel, and the chief audit executive. Other individual(s) may be included as the IRT deems necessary. A team member may assign a designee to serve on the IRT.

Information Resources - The procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information. This may include, but not limited to, any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing websites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, mobile devices, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (e.g., embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and hosted services.

Information Security Administrator (ISA) - A staff member who, in close cooperation with the information security office, provides assistance with the implementation and administration of information security initiatives and data owner security needs.

Information Security Incident – An event which results in unauthorized access, loss, disclosure, modification, disruption or destruction of information resources, whether accidental or deliberate.

Response Planning Team (RPT) - The group that plans and implements notification of affected individuals when an information security incident occurs. Members include the CIO, CISO, chief audit executive, general counsel, and other individual(s) the RPT deems necessary. A team member may assign a designee to serve on the RPT.

Responsibilities

Data Owner

- Participates in the IRT

Chief Audit Executive

- Participates in the IRT
- Participates in the RPT

Executive Director, University Marketing and Communications

- Participates in the RPT

Chief Information Officer

- Participates in the IRT
- Participates in the RPT

Chief Information Security Officer

- Participates in the IRT
- Participates in the RPT

General Counsel

- Participates in the IRT
- Participates in the RPT

Incident Response Team

- Determines when a reportable incident has occurred, and determines individuals involved and who should be notified.
- Determines course of action in response to an information security incident.
- A designee of the IRT will notify the appropriate division head of the information security incident.

Response Planning Team

- Plans and implements notifications when an incident has occurred, including what information is provided and how the incident will be communicated.
- Drafts pertinent communications to affected individuals.

Procedures

Information Security Incident Monitoring

The CISO will aggregate information security incident data and share it on a regular basis with SFA's executive oversight compliance committee and CIO. If criminal activity is suspected, the CISO will notify the University Police Department. This data may include number and type(s) of security incidents and other information.

Reporting Security Incidents

Any member of the SFA community who suspects the occurrence of a security incident must report incidents through the following channels:

1. All suspected information security events must be reported directly to the CISO or information security office as quickly as possible by phone, e-mail, or in person. If the CISO or a representative of the information security office cannot be reached, the CIO must be contacted.
2. For suspected security incidents occurring in areas with departmental IT support, suspected incidents must also be reported to the departmental IT support staff or ISA.
3. Any attempt to interfere with, prevent, obstruct, retaliate for or dissuade the reporting of an information security incident, critical security concern, policy violation, or information resource vulnerability is strictly prohibited and may be cause for disciplinary action.

Information Security Incident Investigation and Identification

1. Upon notification of a potential information security incident, the CISO shall promptly assess and gather information to determine the impacted data, systems and business processes. When applicable, the data owner will be required to complete and submit a statement describing the stored or processed data and submit it to the CISO. The CISO may also require copies of files.
2. The IRT will determine whether an actual information security incident has occurred and provide input on whether the incident warrants notification to affected individuals.
3. If a security incident is confirmed, the following individuals shall be notified: unit or department head, and dean (if in an academic area).

Information Security Incident Containment

1. In some cases, action will be necessary to limit the magnitude and scope of the information security incident.
2. Should any action be necessary which has a likelihood of having a substantial impact on business processes, the unit or department head or data owner, CIO and data custodians will be notified in advance.
3. Reasonable efforts will be made by Information Technology Services to minimize the impact.
4. In rare cases it may be necessary to take action without receiving input from individuals who manage the affected information resources.

Information Security Incident Responsive Actions

1. The affected unit is responsible for taking action to identify and either eliminate or mitigate the vulnerabilities resulting in the security incident.
2. The CISO will provide recommendations to the affected unit and coordinate any remaining efforts needed to eliminate or mitigate the vulnerabilities.

Information Security Incident Notification

1. The CISO will notify state and federal entities as required by law.
2. If a decision has been made to notify individuals affected by the information security incident, the RPT will develop and implement a data breach notification process.
3. Individuals will be notified as expediently as possible without unreasonable delay. Note that the creation and dissemination of the communications may be assigned outside of the RPT.
4. Any media inquiries regarding the information security incident are to be directed to the executive director, University Marketing and Communications.

Information Security Incident Follow-up

1. The CISO will develop a security incident report summarizing the information security incident and outlining recommended actions.
2. The security incident report will be amended to include the responsible unit head's action plan and action plan progress and will be shared with the RPT.

Compliance

All users of SFA information technology resources are required to comply with this policy. SFA reserves the right to deny, limit, restrict, or extend privileges and access to its information technology accounts and systems.

Cross Reference: 1 Tex. Admin. Code Ch. 202; Information Security Management (14.1)

Responsible for Implementation: Chief Information Officer

Contact for Revision: Chief Information Security Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Nondiscrimination

Policy Number: 2.11

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): This policy perscribes the university's commitment to nondiscrimination; details the procedure for investigating and adjudicating a discrimination 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: Addition of informal complaint process for employee related complaints and other revisions to streamline the findings and appeal process.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Wyatt, Interim Director of Human Resources
Damon Derrick, General Counsel

Nondiscrimination

Original Implementation: September 1990/February 2, 1982
Last Revision: July ~~21~~*27*, 202~~0~~*1*

I. Purpose

This Policy affirms Stephen F. Austin State University's commitment to providing an educational and working environment free of unlawful discrimination or harassment to all members of the University community. This Policy applies to visitors, applicants for admission to or employment with the University, students, and employees of the university who allege discrimination by University employees, students, visitors, or contractors.

II. Definitions

The following are categories of conduct that are prohibited by this Policy ("Prohibited Conduct") and may result in disciplinary action when committed by University employees or students.

Complaint means a signed document or a communication submitted electronically from an account assigned to Complainant alleging discrimination under this Policy.

Complainant means a person who submits a written complaint alleging discrimination under this Policy. As there may be more than one Complainant in an unlawful discrimination case, the term Complainant as used herein shall refer to one or more Complainants. In the event of a third-party charge, the university may serve as the Complainant**.**

Discrimination means conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, or veteran status.

Harassment is a form of discrimination defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, or veteran status when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment.

The totality of the circumstances will be considered in determining whether a hostile environment exists. Relevant factors in determining whether the conduct has created a hostile environment include but are not limited to the type, frequency, and severity of the conduct, whether the conduct is physically threatening or humiliating, and the relationship between the individuals.

Other Sexual Harassment as used in this Policy means*:* ~~unwelcome, sex-based verbal or physical conduct that~~:

1. in the employment context, *an unwelcome sexual advance, a request for a sexual favor, or any other verbal or physical conduct of a sexual nature if:*
   i. *submission to the advance, request, or conduct is made a term or condition of an individual's employment, either explicitly or implicitly;*
   ii. *submission to or rejection of the advance, request, or conduct by an individual is used as the basis for a decision affecting the individual's employment;*
   iii. *the advance, request, or conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or*
   ~~i.~~*iv.* *the advance, request, or conduct has the purpose of effect of creating* ~~unreasonably interferes with a person's work performance or creates~~ an intimidating, hostile, or offensive work environment~~; or~~.

2. in the education context, *unwelcome, sex-based verbal or physical conduct that* is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

Other Sexual Harassment does not include allegations of sex discrimination or harassment which rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX.

Other Unprofessional/Inappropriate Conduct means behavior or conduct that is unprofessional and/or inappropriate for the educational and/or working environment, but does not rise to the level of Sexual Harassment or other form of Prohibited Conduct outlined above.

Respondent means the person alleged to be responsible for the prohibited discrimination or harassment alleged in a complaint. The term "Respondent" may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for the procedures and policies in those areas covered in a complaint.

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this Policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this Policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this Policy.

III. General

It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, and

veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this Policy is subject to disciplinary action up to and including termination. A student that violates this Policy is subject to disciplinary action up to and including expulsion.

The President or designee will be responsible for overseeing this Policy and for ensuring compliance with EEO laws. The Human Resources Director or designee will regularly review all personnel policies and procedures to ensure compliance with EEO laws and present any recommendations for changes to the President or designee. All employment related documents will be maintained in accordance with the University's Texas State Record Retention Schedule.

For employee-related complaints, the Human Resources Director or designee will be responsible for maintaining records of all formal complaints and the results of such complaints. For student-related complaints, the dean for student affairs or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

IV. Scope

This Policy applies to Prohibited Conduct in all University education programs and activities and to all participants in such education programs and activities, including administrators, faculty, staff, students, volunteers, contractors, and guests. This Policy covers Prohibited Conduct that occurs on campus, in connection with an official University program or activity (regardless of location), and to off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities or when the University, in its sole discretion, has an identifiable interest in the off-campus conduct.

All allegations of sex discrimination which rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX, are handled exclusively pursuant to the procedures outlined in that Policy. All other acts of Discrimination—including acts of sex discrimination which do not rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX—are handled pursuant to this Policy.

V. Reporting

A person who believes that he or she has been subjected to any type of Prohibited Conduct should report the incident to any University official, administrator, or supervisor. Students are encouraged to report such incidents to the Dean of Student Affairs. Employees and visitors are encouraged to report to the Director of Human Resources. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination to the alleged offender. Any allegations of sex-based discrimination may also be directed to the attention of the Title IX Coordinator. Allegations of disability-based discrimination may also be directed to the ADA Coordinator but will be investigated in accordance with this Policy.

VI. Mandatory Reporting Requirement of Sexual Harassment for University Employees

Under Texas law, all University employees, with the exception of Confidential Employees, who:

1. in the course and scope of their employment[1]

2. witnesses or receives information regarding an incident that the employee reasonably believes constitutes Sexual Harassment,[2] Sexual Assault, Dating Violence, or Stalking, which

3. is alleged to have been committed by or against a person who was a student enrolled at or an employee of the University at the time of the incident

must promptly report the incident to the University's Title IX Coordinator, within 48 hours.

Writing required. The University's online reporting form is the preferred method of communicating incidents promptly, so that a record is made of the time and all factual details disclosed in the initial report. A written memo is also acceptable if it can be delivered to a Coordinator promptly after the employee's duty to report arises.

Report Contents. The employee's report must include all information concerning the incident known to the employee which is relevant to an investigation under this Policy, including whether the subject of the report has expressed a desire for an institutional response to the incident or made a request for confidentiality in reporting the incident.

Confidentiality. Unless waived in writing by the affected individual, the identity of an alleged victim of an incident reported pursuant to this mandatory reporting requirement may be disclosed only to (a) employees of the University who are necessary to conduct an investigation of the report or any related hearings and (b) a law enforcement officer when appropriate.

Exceptions. The mandatory reporting requirement does not apply to:

1. Individuals who are themselves the victims of the Sexual Harassment, Sexual Assault, Dating Violence, or Stalking;

2. Instances when an employee receives information about Sexual Harassment, Sexual Assault, Dating Violence, or Stalking at a public awareness event sponsored by the University; or

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[1] "Course and Scope of Employment" means an employee performing duties in the furtherance of the institution's interests.

[2] For the purposes of Texas's mandatory reporting requirement only, "Sexual Harassment" means: unwelcome, sex-based verbal or physical conduct that (a) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or (b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

3. Employees designated as Confidential Employees.

Consequences of Non-Compliance. An employee who fails to make a required report will be terminated following an investigation and any required process under the applicable personnel policy.[3]

Immunity. An employee or student who, in good faith reports or assists in the investigation of a report under this Policy, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident, will not be subject to disciplinary action that are reasonably related to the incident. This immunity does not apply to a person who perpetrates or assists in the perpetration of the incident reported under this ~~policy~~ *Policy* or who commits a criminal offense pursuant to Texas Education Code § 51.255(a).

VII. Referral Responsibility

Every supervisor, administrator, department head, and University official is responsible for promptly reporting incidents of Prohibited Conduct that come to his or her attention to the appropriate University official. Student-to-student complaints should be reported to the Dean of Student Affairs. All other complaints should be reported to the Director of Human Resources. Any allegations of sex-based discrimination may also be directed to the attention of the Title IX Coordinator and allegations of disability- based discrimination may also be referred to the ADA Coordinator but will be investigated in accordance with this Policy. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know.

VIII. Supportive Measures

The University will, to the extent practicable based on the circumstances and the University's resources, provide the Complainant with support and resources to restore or preserve equal access to the University's education programs and activities and/or employment. Such measures are designed to protect the safety of all parties implicated by a report or to deter Prohibited Conduct. Supportive measures may include, but are not limited to: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

IX. Complaint Procedures

A. *Written Complaint*

A Complaint alleging discrimination or harassment must be submitted in writing. The Complaint must contain the following information:

[3] Employees who fail to make a mandatory report under this provision may also be subject to criminal prosecution pursuant to Texas Education Code section 51.255(a).

- Name of the Complainant;
- Contact information, including address, telephone number, email address;
- Name of person(s) directly responsible for alleged violations(s);
- Date(s) and place(s) of alleged violation(s);
- Nature of alleged violation(s) as defined in this Policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents pertaining to the alleged violation(s);
- Names and contact information (if known) of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Complainant's signature and date of filing;
- Any other relevant information.

In some cases, the Equal Employment Opportunity Commission (EEOC) requires that a written complaint should be filed within 180 calendar days of the occurrence of the alleged violation. Depending on the circumstances, the university may accept and investigate a complaint even if filed after 180 calendar days.

If a pattern of harassment appears to exist but no Complainant files charges, the University may file a third-party charge against an individual. Such charges will be handled with as much care and control as any other complaint so as to avoid acting on rumor or unjustified accusation.

B. *Informal Complaint Process for Employee (including student-employee) and Third-Party Related Complaints*

The informal complaint process is not a prerequisite to the formal investigative process and participation is entirely voluntary. Deciding not to participate will not be held against either Complainant or Respondent(s).

Following the receipt of a written complaint, Human Resources will contact Complainant and Respondent(s) and schedule initial investigatory interviews. Human Resources will assess the complaint to determine whether informal processing is appropriate, and whether resolution of the complaint can be achieved through informal measures, such as conflict resolution or educational opportunities. If Human Resources determines that informal resolution is appropriate, and Complainant and Respondent(s) agree to participate, Human Resources will initiate informal resolution procedures. Informal processing is appropriate when the parties desire to resolve the situation cooperatively. Informal complaints may also be appropriate for responding to anonymous reports or third-party reports.

Human Resources will facilitate a meeting or provide guidance to discuss the allegations in an attempt to arrive at an action plan to address the issue. Resolution of informal complaints may include discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to ensure that the resolution has been implemented effectively. Informal complaint resolution could encompass a full range of possible appropriate outcomes

including, but not limited to, coaching a person on how to directly address a situation which is causing a problem; mediating an agreement between the parties; separating the parties if practicable; referring the parties to targeted educational and training programs; or working with appropriate administrators to provide remedies acceptable to the Complainant.

At the successful conclusion of the informal complaint process, Human Resources will send a written notification of the outcome and the understanding between the parties. If the dispute is not settled during the informal stage, then the matter will advance to the formal complaint process.

At anytime during the informal complaint process, Complainant, Respondent(s), or Human Resources can stop the process and advance the complaint to a formal complaint. If the complaint does not allege a policy violation, the complaint will not proceed to a formal complaint.

C. Formal Investigative Process for Employee (including student employee) and Third-Party Related Complaints

An impartial administrator from within the division where the complaint was filed, but not within the unit involved, will investigate the Complaint. The university reserves the right to appoint an external investigator or investigator from a different division in its sole discretion. The investigation shall normally be conducted within ~~20~~ *30* business days from when the investigator is appointed. Case complexity will vary and the resolution of the Complaint will depend on case circumstances; however, the investigation will conclude under normal circumstances within ~~20 business days or 60~~ *30* business days ~~for complaints of sexual harassment~~. It is incumbent upon the investigator to document a reasonable justification for extending an investigation beyond ~~20 business days, or 60~~ *30* business days ~~for complaints of sexual harassment~~.

The investigator will interview ~~the~~ Complainant and persons who are considered to have pertinent factual information related to the ~~complaint~~*Complaint*. The investigator will also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including, but not limited to, the context of that conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature. The investigator conducting the investigation may also consult with appropriate management personnel, including the Director of Human Resources, the ADA Coordinator, the Title IX Coordinator, and/or the general counsel for advice and guidance as applicable.

The University reserves the right to take such action as may be reasonably appropriate upon receipt of a ~~complaint~~ *Complaint* to protect ~~the~~ Complainant or *the* university community pending outcome of the investigation, including interim suspension with pay of an employee.

1. Notification of the Respondent*(s)*: After investigating the allegations, the investigator will meet with ~~the~~ Respondent*(s)*, provide them with a copy of the ~~complaint~~*Complaint*, and give them an opportunity to respond. ~~The~~ Respondent*(s)* may, but is not required to, submit a written response to the allegations in the time prescribed by the investigator.

2. Report of Findings and Recommendations: The investigator is responsible for preparing a report responding to each allegation *subject to this Policy* that ~~the~~ Complainant has made. This report should describe the investigator's findings and conclusions to each allegation. *There are two possible findings based on a preponderance of the evidence standard: (1) Substantiated: there is sufficient evidence that it is more likely than not that the Policy has been violated, based on the evidence reviewed; or (2) Unsubstantiated: there is insufficient evidence to prove or disprove that the Policy has been violated, based on the evidence reviewed.* The report should also include a brief overview of the investigative process including the category and number of individuals interviewed, timelines, and a summary of each allegation. Finally, the report should contain the investigator's recommendations*, if any,* for resolution of the matter. This report should be addressed to the appropriate ~~vice President (or President if the complaint concerns a unit reporting directly to the President, or Chair of the Board of Regents if the complaint concerns an employee reporting directly to the Board of Regents or a member of the Board of Regents)~~*supervisor* with copies provided to the general counsel, the Director of Human Resources, and the Title IX or ADA Coordinator, as applicable.

The ~~Vice President/President~~*supervisor* shall review the findings and recommendations of the investigator and take such action deemed appropriate. Such action shall be communicated in a letter to ~~the~~ Complainant and Respondent*(s)* with copies to the general counsel, Director of Human Resources, and the Title IX or ADA Coordinator, as applicable, within ~~five~~ *ten* (~~5~~*10*) business days of receipt from the investigator.

3. Appeal Process*:* ~~If the decision of the Vice President/President is not satisfactory to the Complainant or Respondent, that individual has five (5) business days in which to request a formal hearing of the discrimination complaint review board ("review board"). The request must be put in writing to the Vice President/President issuing the decision. If the Vice President/President concludes that the charges are serious enough to require termination or suspension, the faculty or staff member may be placed on a leave of absence with pay, pending a hearing by the review board and final determination.~~

~~4. Discrimination Review Board: A review board of three individuals will be selected from a panel of 20 pre-selected faculty members and 20 pre-selected staff members to be appointed by the President. If the Respondent is a faculty member, the review board will be composed of at least two faculty members. If the Respondent is a staff member, the review board will be composed of at least two staff members. The Complainant will select one member and the Respondent will select one member from the applicable panel. The two selected members will choose the third person from the panel. None of the review board members shall be from the department of the Respondent or the Complainant (if applicable), and at least one member should be from a different department than the other two members. These three individuals will comprise the review board and will elect a chair from among them. The University President may remove any selected review board member if substantial proof of bias exists.~~

~~The chair of the review board is responsible for coordinating the hearing. The Complainant, the Respondent, and the University all have the right to be advised by counsel, but lawyers will not be allowed to conduct or participate in the hearing. At least five (5) business days~~

~~prior to the scheduled review committee hearing, each side shall submit a list of its witnesses and four copies of its evidence to the chair. The list of witnesses should contain a short description of the testimony each witness is expected to provide. A list of witnesses and copy of the evidence will be provided to each party. All materials presented must be maintained in a confidential manner by all parties involved.~~

~~The investigator will apprise the review board of the charges and will present the investigation report, evidence and findings. The Complainant and Respondent will have an opportunity to respond to the charges and present evidence. Each party may make a five (5) minute opening statement prior to presentation of the evidence. The review board will determine whether a Policy violation has occurred by a preponderance of the evidence standard. Cross examination of witnesses is allowed by all parties. Each party may make a five (5) minute closing statement. The review board is permitted to question the parties and/or witnesses at any time during the proceeding.~~

~~The chair of the review board will conduct a fair hearing before the Complainant and the Respondent and shall allow relevant witnesses and evidence from both parties. The hearing shall be closed to the public. The General Counsel and/or the Director of Human Resources may be consulted in procedural matters and may be present at meetings. All information presented in the hearing is confidential to the extent allowed by law and restricted to only those who have an absolute need to know. The review board will normally have five (5) business days after the completion of the hearing to summarize its findings and make a written recommendation to the President.~~

~~5. Review by the President: The President may accept, reject, or modify the decision of the review board and will have access to all evidence, both parties, and witnesses as deemed appropriate. In all instances except those that involve the revocation of tenure or termination with an unexpired appointment extending beyond the date of the proposed dismissal, the decision of the President is final. In cases that involve the revocation of tenure or termination with an unexpired appointment extending beyond the date of the proposed dismissal, termination proceedings shall commence under University policy 7.29. Such termination proceedings shall not reconsider whether discrimination occurred, but rather determine if good cause exists for dismissal. Pending termination proceedings, a faculty member may be suspended and removed from the university or assigned to other duties with pay at the President's discretion. Final disposition of the case will be communicated to the Respondent and the Complainant.~~*A Complainant or Respondent may request a review of the findings and conclusions by the appropriate vice president (or President is the complaint concerns a vice president, or Chair of the Board of Regents if the complaint concerns an employee reporting directly to the Board of Regents or a member of the Board of Regents). A request for review must be submitted to the reviewing official within five (5) business days from the date of the supervisor's notification. The appeal process is not a re-investigation of the original complaint, but is an opportunity for the appealing party to request a review based on one or more of the following grounds for appeal: (1) a procedural error on the part of the investigator that unfairly and materially affected the outcome of the case; or (2) material evidence has been discovered that was not reasonably available at the time of the investigation. A complete request for review will include the basis for the request and how*

this affected the investigator's determination in the case. Incomplete requests will not be considered. The decision of the reviewing official regarding the finding and determination is final.

~~C~~*D. Sanctions for University Employees*

1. University-imposed: University sanctions for violations of this Policy may include any disciplinary action, up to and including termination of employment for faculty or staff. Such activities may be viewed as constituting a violation of the Faculty Code of Conduct policy (7.11) and grounds for termination under the Tenure and Continued Employment policy (7.29), and a major work rule violation under the Discipline and Discharge policy (11.4).

2. Civil: Unlawful discrimination is illegal under state and federal law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the Office of Civil Rights of the Department of Education may result in civil lawsuits against any person guilty of unlawful discrimination.

3. False Charges: False charges may result in disciplinary action against ~~the~~ Complainant by the university or civil charges against ~~the~~ Complainant by ~~the~~ Respondent*(s)*. An unsubstantiated charge is not considered "false" unless it is found to be made with the knowledge of it being false.

~~D~~*E. Investigative Process for Student-to-Student Complaints*

The Dean for Student Affairs, or their appointee, shall investigate student to student complaints and follow the timeframes described in the preceding guidelines for employees. If student discipline is recommended, policy 10.4, Student Code of Conduct will guide the proceedings. Informal and formal disposition procedures are outlined within the policy; and it contains full due process procedures.

Disciplinary action for student-to-student related complaints may range from sensitivity counseling to suspension or expulsion. False charges may also result in disciplinary action. An unsubstantiated charge is not considered "false" unless it is found to be made with knowledge of it being false.

X. Retaliation

A supervisor or employee commits an unlawful employment practice if the supervisor or employee retaliates or discriminates against a person, who (a) opposes a discriminatory or harassing practice, (b) makes or files a complaint alleging employment discrimination or harassment, (c) or testifies, assists, or participates in any manner in an investigation, proceeding, or hearing. Any employee who retaliates against another employee violates the University's policies and procedures and may be subject to disciplinary action up to and including termination. Instances of alleged retaliation shall be investigated pursuant to the procedures of this Policy. A student violates this Policy if the student retaliates or discriminates against a person. A student that violates this Policy is subject to disciplinary action up to and including expulsion.

The investigator will be responsible for monitoring the circumstances surrounding the complaint to insure the situation has been remedied.

XI. Training

The University is required by the Texas Labor Code 21.010 to provide EEO training to each new employee, including student employees on policies regarding discrimination, including sexual harassment, no later than 30 days after the date of hire. In addition, supplemental EEO training is required every two years. All employees will receive a copy of this Policy within 30 days of employment. A signed statement verifying training is required to be maintained in the employee's personnel file.

Additional training shall be provided in accordance with applicable law.

Cross Reference: Faculty Code of Conduct (7.11); Tenure and Continued Employment (7.29); Discipline and Discharge (11.4); Student Code of Conduct (10.4); Title IX (2.13); Civil Rights Act of 1964, 42 U.S.C. § 2000e, e-2, e-3; 42 U.S.C. § 1981; 20 U.S.C. § 1684; 42 U.S.C. § 12101; 29 U.S.C. § 623; 29 U.S.C. § 794; 29 U.S.C. § 206(d); 8 U.S.C.§ 1101; Tex. Lab. Code Ch. 21; Tex. Penal Code § 39.03

Responsible for Implementation: President

Contact for Revision: Director of Human Resources~~, 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: Out-of-State Electronic Fee

Policy Number: 3.24

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

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Provost and Executive 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
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

Out-of-State Electronic Fee

Original Implementation: April 20, 2004
Last Revision: ~~April 24, 2018~~ *July 27, 2021*

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

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

Cross Reference: 19 Tex. Admin. Code § 4.264

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

Contact for Revision: Director of the Center for Teaching and Learning

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Parking Services Regulation

Policy Number: 13.14

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

Date of last revision, if applicable: 6/8/2021

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

Purpose of Policy (what does it do): SFASU parking regulations are intended to regulate and control parking and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

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:

Formatting updates and minor changes

Reviewers:

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

Parking ~~Services Regulations~~*and Traffic*

Original Implementation: September 1, 1961
Last Revision: July ~~21~~*27*, 202*1*~~0~~

~~SECTION I: GENERAL PROVISIONS~~

Purpose:

The Texas Education Code provides that the governing board of each state institution of higher education may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of the Texas Education Code and the governance of the institution, provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control. ~~Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking Regulations* are promulgated to regulate and control parking and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses.~~

The Board of Regents will approve the establishment of parking fees and any changes thereto. However, the board hereby delegates to the chief of police the authority to adopt rules and regulations that govern the operation and parking of vehicles on property owned or under the control of the university, including but not limited to limiting the rate of speed, assigning parking spaces and designating parking areas and their use, prohibiting parking as it deems necessary, removing vehicles parked in violation of university policy and procedure or law at the expense of the violator, and instituting a system of registration for vehicle identification.

The~~se~~ rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

The rules and regulations will be reviewed on at least an annual basis, and include review by the office of the general counsel.

~~SECTION I: GENERAL PROVISIONS~~

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

~~statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.~~

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

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

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

D. The~~se~~ regulations are in effect at all times on university property including semester breaks, holidays, weekends, and intersessions.

Administration and Enforcement of the~~se~~ Regulations:

A. **Parking *Services*:** The Parking Services division of the SFA University Police Department (UPD) is authorized to enforce the~~se~~ regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for parking services violations; establishing requirements for the submission of appeals; the processing of appeals from parking services citations; and for management of parking lots and garages. *University Parking Services enforcement officers are authorized to write university parking citations.* ~~The Parking Services department supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.~~

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

~~The Board of Regents of Stephen F. Austin State University is authorized to employ campus~~

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

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

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

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

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

~~E. **Appeals:** Any person receiving a citation may appeal. Appeals must be submitted online through mySFA and must be received within ten (10) calendar days of the date the citation was issued. Forms for submitting second appeals to the appropriate boards are available at the Parking Services office during regular business hours and on-line at http://www.sfasu.edu/parking. Boots and impoundments may be appealed in this same manner.~~
~~The director of parking services, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:~~

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

~~**Voided** means the ticket issued was not valid.~~

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

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

~~Appeal Board Hearing:~~

~~To appeal to a hearing board, the appellant must submit their appeal in writing to Parking Services within ten (10) days of the appeal officer's decision. Parking Services will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.~~

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

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

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

> ~~**Excused** means the ticket and its resulting fine are excused.~~
>
> ~~**Upheld** means that the decision of the appeals officer was upheld and any resulting fine must be paid.~~

~~All decisions of these boards are final.~~

~~Appellant's Rights~~

~~Appellants shall have the right:~~

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

~~Rules of Procedure~~

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

~~**Findings and Sanctions**~~

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

~~The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.~~

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

Authority: Parking Services and UPD are authorized to enforce the~~se~~ regulations:

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

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

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

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

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

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

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

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

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

J. With approval of the vice president for ~~university affairs~~*finance and administration*, UPD and Parking Services may authorize an alternative method for the payment of fines that is consistent with the university's mission such as community service hours or the collection of food for area foodbanks.

~~4. **Proof:** The issuance of a citation reflecting the existence of any parking services control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking Services Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.~~

~~5. **Responsibility:**~~

~~A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through the Parking Services department by that person.~~

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

Collection Methods: The university may arrange for collection of debts due to the university pursuant to the~~se~~ regulations in the following manner and as specified elsewhere in the~~se~~ regulations:

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

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

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

Appeals: *The rules and regulations established by Parking Services will provide a procedure for appeal of a citation.*

~~SECTION II: DEFINITIONS~~

~~**COMMUTER:** SFA students without a SFA housing assignment.~~

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

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

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

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

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

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

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

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

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

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

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

~~**PARKING:** Stephen F. Austin State University Parking Services.~~

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

~~**PARKING PERMIT:** Permit issued by Parking Services that authorizes parking on university property.~~

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

~~**PERMIT REQUIREMENTS:** a permit is required at all times on campus, with the exception of~~

~~university sponsored or hosted events, and/or activities coordinated through Parking Services, and official university holidays.~~

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

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

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

~~**SFA:** Stephen F. Austin State University~~

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

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

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

~~**UNIVERSITY:** Stephen F. Austin State University~~

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

~~**UPD:** Stephen F. Austin State University Police Department, which includes the University Police Department, Parking Services; and Emergency Management.~~

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

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

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

~~SECTION III: TRAFFIC REGULATIONS~~

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

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

   ~~Street parking is prohibited except where signs indicate parking is permitted. The absence of "No Parking" signs does not imply that parking is allowed.~~

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

3. ~~**Temporary Restrictions:** The director of Parking Services, Chief of Police or their designee is authorized to temporarily implement restrictions that govern parking relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.~~

4. ~~**Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.~~

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

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

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

~~UPD.~~

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

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

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

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

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

    B. ~~Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day of the game. Vehicles inside this area after the specified time may be towed at the owner's expense.~~

    C. ~~Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non-SFA park patrons ONLY. SFA faculty, staff and students are not allowed to park vehicles in Pecan Park patron spaces.~~

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

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

13. ~~**Parking Designations:** Parking areas are designated by signs and/or color coding on a map~~

~~obtained online at the Parking Services website at http://www.sfasu.edu/parking/. These signs and maps indicate the type of permit for which the area is reserved. Parking along Aikman Drive is reserved for employees that are issued AA permits assigned to that lot.~~

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

~~Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime.~~

~~SECTION IV: PARKING REGULATIONS~~

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

~~A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Permit purchase is through an online permit application for the next academic year beginning April 1. Permits will be mailed to the address provided by applicant on the first business day in August. All permits purchased after August 1 can be picked up at the Parking Services office. Only the permit purchaser, with a picture ID, may pick up a permit at the Parking Services office.~~

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

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

~~Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the chief of police or the director of Parking Services or their designee.~~
~~Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned~~

~~permit is legible, then the replacement permit will be issued for $15. Otherwise, the regular fee will be charged. If the customer's permit designation changes from Housing to Commuter, and the person has already purchased the Housing permit, there is no fee for changing the permit to a Commuter in the middle of the academic year.~~

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

~~Damaged parking permits should be replaced immediately through the Parking Services office.~~

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

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

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

~~**Manner of Parking:** No person shall:~~

~~Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of Parking Services or chief of police or their designee.~~

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

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

~~Double park a vehicle.~~

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

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

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

~~Park a vehicle in a no parking zone~~

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

~~Park in a space with a barricade or remove a barricade, except as specifically authorized by Parking Services or UPD.~~

~~Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by Parking Services.~~

~~Park or store a vehicle during May and summer semesters I and II without explicit permission from the director of parking.~~

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

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

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

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

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

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

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

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

~~**Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor's statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.~~
~~**Expectant Mother Permit**: Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking Services. Application for this permit must be accompanied by a doctor's statement indicating the need for closer parking and/or in the third trimester of pregnancy.~~

~~**Health Clinic Parking:**~~
~~Spaces designated as "Clinic Parking" in Lot 10 are for university health clinic patients only. Citations received in clinic spaces while a patient in the clinic should be turned in to the health clinic for validation.~~

~~**Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of Parking Services. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from the Parking Services office or the Information Booth on Griffith Blvd during normal business hours. Visitor permits can be obtained at the University Police Department after 5 pm and on weekends. Visitors are required to show a valid driver's license to obtain a visitor permit.~~

~~**Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.~~

~~**Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.~~

~~**Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the UPD. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24 hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three days.~~

~~**Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.~~

~~**Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.~~

~~**Special Events:** Any university department hosting an event on campus may request event parking.~~

~~**Student Center Parking Garage:** The individual department is responsible for notifying Parking Services within 48 hours of the event with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is $3 per day per permit. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).~~

~~**Camps:** Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. These passes will be provided, based upon minimizing impact upon normal university operations, for a specific lot and can be commuter, resident, or faculty/staff spaces at a cost of $3 per day. Permits must be ordered with a minimum of 48-hour notice.~~

~~SECTION V: PARKING PERMITS~~

1. **Issuance of Permits:** The director of Parking Services may issue a parking permit to any person or company desiring to park on university property. The director of Parking Services shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

   A parking permit will be issued upon application online through the mySFA parking portal. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. Permits may be transferred to any vehicle registered on the parking account of the original permit purchaser. Ownership of all permits remains with the university and is not transferable.

   The director of Parking Services may issue special permits for events to the host department. Parking areas are subject to closure by the director of Parking Services for special events, construction or other special circumstances. The director of Parking Services may establish fees for special circumstance parking, including event parking.

   Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at UPD. Information is located on the UPD section of the website at http://www.sfasu.edu/upd/. UPD will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

   A. Every person operating a bicycle on university property must give the right- of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.

   B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

   C. Bicycles parked in violation may be impounded and removed by the University Police Department and a $25 fee charged for release.

2. **Classes of Permits and Eligibility:**
   A. **Faculty/Staff:**

      Class "AA"
      Eligibility: SFA faculty and staff as designated by the president and vice presidents Price: Refer to Appendix A for rates
      Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

~~**Class "F"**~~
~~Eligibility: SFA faculty and staff, un-affiliated ARAMARK, unaffiliated programs, and Barnes & Noble employees~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).~~

~~**Class "PG"** – Student Center Garage Permits~~
~~Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Student Center Parking Garage or in any Commuter space.~~

~~**Class "M"**~~
~~Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates Where: valid in any area designated for motorcycle parking.~~

~~**Class "B"** – Faculty/Staff Class "B" Daily Surface Permit~~
~~Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.~~

~~B. **Student**~~
~~**Class "PG"** – Student Center Garage Permits~~
~~Eligibility: SFA students Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Student Center Parking Garage or any Commuter space.~~

~~**Class "C"** – Commuter Student Surface Permit~~
~~Eligibility: SFA students not living in university housing~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in any Commuter space.~~

~~**Class "H"** – Resident Student Permit~~
~~Eligibility: SFA students with a current SFA housing assignment Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Resident or Commuter spaces.~~

~~**Class "M"**~~
~~Eligibility: SFA Students~~

~~Price: Refer to Appendix A for rates~~
~~Where: valid in any area designated for motorcycle parking.~~

~~**Class "S"** – Commuter Student Daily Surface Permit~~
~~Eligibility: SFA students without an SFA housing assignment~~
~~Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space~~

~~**Class "K"** – Resident Housing Student Daily Surface Permit~~
~~Eligibility: SFA students with an SFA housing assignment~~
~~Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus.~~

~~C. **Other**~~
~~**Class "W"** – Activities Permit~~
~~Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit. Students, faculty, and staff are not eligible for an activities permit.~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.~~

~~**Class "CV"** – Contractor/Vendor Parking Permit~~
~~Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.~~

~~**Class "RT"** – Retired Faculty/Staff Parking Permit~~
~~Eligibility: Any SFA retiree who does not receive compensation for employment from SFA~~
~~Price: No charge~~
~~Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.~~

~~**Class "DV"** – Qualifying Veterans Permit~~
~~Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.~~
~~Price: No charge~~
~~Where: Valid for parking in any space the person would otherwise qualify for this permit~~

~~only. This permit exempts fees only.~~

~~**Graduate Assistant Upgrade:**~~
~~Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester or approved by the department head for non-academic areas.~~
~~Price: $10 per semester~~
~~Where: upgraded parking to Faculty/Staff spaces in assigned lots~~

~~**Dual Credit Student Upgrade:**~~
~~Eligibility: Dual credit high school students~~
~~Price: $5 per semester~~
~~Where: upgraded parking to Faculty/Staff spaces in assigned lots.~~

~~D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.~~

~~E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.~~

~~Permit holders are required to remove and surrender their permit:~~

~~i. In the case of a decal permit when there is a change in ownership of the vehicle~~
~~ii. When a replacement permit has been issued~~
~~iii. Upon revocation of the permit~~

~~F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.~~

~~G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See Appendix A: Parking Fees Table for specific permit fees.~~

~~H. **Lost/Stolen Permits:** A permit holder shall immediately report to Parking Services any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see Appendix A: Parking Fees Table). Any permit recovered after such a report has been filed must be returned to Parking Services immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.~~

~~I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale~~

~~of parking permits is prohibited and will be considered a false or fictitious permit.~~

~~J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. Parking Services is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.~~

~~K.~~

~~**L.** SECTION VI: SPECIAL SERVICES~~

~~M.~~

~~N. **Escort Services:** UPD and Parking Services offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at UPD or by telephone at 936-468-2608. UPD also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call UPD at 936-468-2608.~~

~~O.~~

~~P. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by UPD as time permits. UPD does not change flats, push cars or perform other automotive service.~~

~~Q.~~

~~R. **Special Events:** Parking Services employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. Parking Services offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:~~

~~S. Available parking spaces~~

~~T. Expected attendance~~

~~U. Costs that may be incurred by department sponsoring event~~

~~V. Expected/potential impact on regular users of the area~~

~~W. Logistical ability of Parking Services to manage event~~

~~X. Whether or not the event is university or non-university sponsored~~

~~Y.~~

~~SECTION VII: ENFORCEMENT~~

~~1. **Parking and Traffic Citations:**~~

A. Issuance: Any person violating these regulations may receive a citation.

B. Parking Services Authority: University Parking Services enforcement officers are authorized to write university parking citations.

C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.

D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:
Stephen F. Austin State University c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to Parking Services within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance online through the mySFA portal. Any citation that is not a warning must be appealed as described in these regulations.

5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. **Vehicle Immobilization or Impoundment:** Parking Services or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

~~A. the person and/or vehicle has accumulated three (3) or more past due parking citations~~

~~All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.~~

~~If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.~~

~~Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).~~

~~Violators who believe the Parking Services records are incorrect, or have any questions regarding any of the citations, should contact Parking Services within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.~~

~~B. the person and/or vehicle is parked in violation of the terms of a conditional release~~

~~C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate~~

~~D. the driver is illegally using an ADA permit assigned to another individual~~

~~E. the driver is in possession of a lost, stolen, altered or unauthorized permit~~

~~Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full and an appropriate permit must be purchased prior to the release of the vehicle.~~

~~The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are jointly and severally responsible for any booting, towing or storage fees.~~

~~No vehicle may be towed without the express approval of the Chief of Police, the director of Parking Services, or their designee.~~

~~The immobilization device is the property of SFASU, Parking Services and UPD. Any attempt to tamper with or remove the immobilization device shall make the offender liable for~~

~~destruction of state property and criminal charges may be filed with the University Police Department.~~

~~Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.~~

~~7. **Suspension of Parking Privileges:**~~

~~Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.~~

~~All violations involving registration of vehicles operated on the properties of the university are violations of the law and SFA Parking Services Regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.~~

~~Violation of suspension of parking privileges may result in removal of the vehicle by tow-away.~~

~~Driving and parking privileges may be suspended by Parking Services, UPD or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.~~

~~If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.~~

~~A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the permit issued to the Parking Services office immediately.~~

~~8. **No Excuse:**~~

~~The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.~~

~~SECTION VIII: DRIVING AND PARKING OFFENSES~~
~~2019-2020 Parking Violations~~

~~Code~~	~~Violation Description~~	~~Fine~~
	~~General Violations~~	
~~A1~~	~~Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*~~	~~$40~~
~~A2~~	~~Parking backward in a parking space~~	~~$30~~
~~A3~~	~~Failing to display a valid parking permit~~	~~$40~~
~~A4~~	~~Not parking properly within the lines of a parking space~~	~~$30~~
~~A5~~	~~Parking in a space designated "20 minute only" for more than 20 minutes~~	~~$30~~
~~A6~~	~~Displaying a permit assigned to another vehicle~~	~~$30~~
~~A7~~	~~Display two or more valid permits~~	~~$30~~
~~A8~~	~~Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)~~	~~$10~~
~~A9~~	~~Expired short-term parking~~	~~$30~~
	~~Flagrant Violations~~	
~~B1~~	~~Parking in a reserved parking space without displaying a proper permit *(plus tow fee, if applicable)*~~	~~$40~~
~~B2~~	~~Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*~~	~~$40~~
~~B3~~	~~Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*~~	~~$40~~
~~B4~~	~~Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*~~	~~$40~~
~~B5~~	~~Parking in a fire lane *(plus tow fee if applicable)*~~	~~$75~~
~~B6~~	~~Parking in a tow-away zone *(plus tow fee if applicable)*~~	~~$40~~
~~B7~~	~~Parking in a loading zone or service driveway *(plus tow fee if applicable)*~~	~~$40~~

~~B8~~	~~Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*~~	~~$40~~
~~B9~~	~~Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*~~	~~$150~~
~~C1~~	~~Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*~~	~~$40~~
~~C2~~	~~Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*~~	~~$150~~
~~C3~~	~~Falsifying or altering vehicle registration information *(plus tow fee if applicable)*~~	~~$100~~
~~C4~~	~~Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*~~	~~$150~~
~~C5~~	~~Having a vehicle towed from campus~~	~~**~~
~~C6~~	~~Citation with move~~	~~$40~~
~~C7~~	~~Vehicle moved to another location on campus~~	~~**~~
~~C8~~	~~Vehicle has been wheel locked~~	~~$75~~
~~C9~~	~~Parking in violation of the direction of a traffic control officer~~	~~$40~~
~~C10~~	~~Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)~~	~~$150~~
~~C11~~	~~Improper exit from a university parking garage (plus maximum daily fee due)~~	~~$75~~
~~C12~~	~~Parking in a garage without payment (limited to once a semester)~~	~~$15~~

~~**Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.**~~
~~*** Rates will be posted in the Parking Services office after competitive bid process.*~~

~~APPENDIX A: PARKING FEES TABLE~~

~~**2019-2020 SFA Parking Permits**~~
~~**Permit Sales Rate Chart**~~

~~**Faculty and Staff**~~				
~~**Permit**~~	~~**Description**~~	~~**Annual**~~		
~~AA~~	~~Faculty/Staff AA Permit~~	~~*see below~~		
~~F~~	~~Faculty/Staff Assigned Lot Permit~~	~~*see below~~		
~~PG~~	~~Annual Student Center Garage Permit~~	~~$435~~	~~NA~~	~~NA~~
	~~Semester Student Center Garage Permit~~	~~NA~~	~~$200~~	~~$200~~
~~M~~	~~Motorcycle Permit~~	~~$60~~		
~~B~~	~~Faculty/Staff Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~**Student**~~				
~~**Permit Type**~~	~~**Description**~~	~~**Sept 2019**~~	~~**Jan 2020**~~	~~**May 2020**~~
~~PG~~	~~Annual Student Center Garage Permit~~	~~$435~~	~~NA~~	~~NA~~
	~~Semester Student Center Garage Permit~~	~~$200~~	~~$200~~	~~$35~~
~~C~~	~~Commuter Permit~~	~~$112~~	~~$76~~	~~$37~~
~~H~~	~~Campus Resident Permit~~	~~$145~~	~~$99~~	~~$48~~
	~~Campus Resident Second Vehicle~~	~~$106~~	~~$69~~	~~$34~~
~~S~~	~~Commuter Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~K~~	~~Campus Resident Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~M~~	~~Motorcycle Permit~~	~~$60~~	~~$43~~	~~$22~~
~~**Miscellaneous**~~				
~~**Permit Type**~~	~~**Description**~~	~~**Sept 2019**~~	~~**Jan 2020**~~	~~**May 2020**~~
~~W~~	~~Fitness Permit~~	~~$ 20~~	~~$ 20~~	~~$20~~
~~CV~~	~~Contractor/Vendor Permit~~	~~$170~~	~~$114~~	~~$58~~

~~T~~	~~Trailer Permit~~	~~$ 50~~	~~$ 33~~	~~$17~~
~~RV~~	~~Occupied Recreational Vehicle**~~	~~$ 40~~		
~~DV~~	~~Qualifying Veteran Permit~~	~~$0~~		
~~*** Per night, after four (4) days~~				

~~**Student Center Garage Hourly Parking**~~	
~~0-30 Minutes~~	~~No Charge~~
~~First Hour~~	~~$2.00~~
~~Each Hour Thereafter~~	~~$1.00~~
~~Maximum Daily Charge~~	~~$8~~
~~Lost Parking Ticket~~	~~$15~~

~~**Short-Term Paid Parking Lot 21**~~	
~~First Hour~~	~~$2.00~~
~~Each Hour Thereafter~~	~~$1.00~~
~~**Fees**~~	
~~Replacement Permit~~	~~$15~~
~~Bicycle Release Fee~~	~~$25~~
~~Lost/Stolen Replacement Permit~~	~~$25~~
~~Grad Assistant Upgrade~~	~~$10~~
~~Dual Credit Upgrade~~	~~$ 5~~

~~***Faculty/Staff or Other Government Agencies Annual Permit Fees**~~						
~~Salary $19,999.99 and Less~~	~~Salary $20,000 - $39,999.99~~	~~Salary $40,000 - $59,999.99~~	~~Salary $60,000 - $79,999.99~~	~~Salary $80,000 - $99,999.99~~	~~Salary $100,000 - $119,999.99~~	~~Salary $120,000 and above~~
~~$36~~	~~$60~~	~~$84~~	~~$108~~	~~$132~~	~~$156~~	~~$180~~

~~*FS permits are prorated monthly.*~~

Cross Reference: Parking ~~and Traffic~~*Services* Regulations ~~and Information~~; Tex. Educ. Code §§

51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

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

Contact for Revision: Chief of Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Radioactive or Radiation-Producing Materials or Equipment

Policy Number: 13.17

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 ensures that all university activities, operations, and procedures involving the use of radioactive materials or radiation-producing equipment are performed in such a way as to protect the users, faculty, staff, students, and the general public from exposure. It also identifies the SFA Radiation Safety Manual as the authoritative resource for procedures ensuring compliance with this 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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor updates

Reviewers:

Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Radioactive or Radiation-Producing Materials or Equipment

Original Implementation: September 1, 1974
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

This policy ensures that all university activities, operations, and procedures involving the use of radioactive materials or radiation-producing equipment are performed in such a way as to protect the users, faculty, staff, students, and the general public from exposure. It also identifies the SFA Radiation Safety Manual as the authoritative resource for procedures ensuring compliance with this policy.

Definitions

Radiation-producing equipment includes, but is not limited to: diffraction x-ray, fluorescence, bone densitometers, *medical x-ray,* industrial x-ray, atomic absorption, and lasers.

General

The radiation safety program at Stephen F. Austin State University is regulated by the Texas Department of State Health Services and requires all university employees and students who receive, possess, use, transfer, or acquire any radioactive material or radiation-producing equipment to comply with the regulations detailed in the Texas Administrative Code § 289 and the Texas Health & Safety Code Ch. 401 (Texas Radiation Control Act).

SFA employees and students must also comply with the procedures described in the SFA Radiation Safety Manual, which contains the general procedures adopted by the university for the safe use of radioactive materials and radiation-producing equipment in teaching and research, and can be found on the Department of Environmental Health, Safety, and Risk Management (EHSRM) website.

Authorization for the use of any licensed or registered radiation source or equipment is conditional upon complete compliance with federal and state regulations, license conditions, training requirements, and with the policies and procedures promulgated by the EHSRM department. Authorized radiation users and their locations must be designated on the radiation license and registrations issued by the Texas Department of State Health Services.

Responsibilities

The Department of Environmental Health, Safety, and Risk Management is responsible for the radiation safety program at SFA, and the radiation safety officer (RSO) is responsible for the daily implementation of the radiation safety program in accordance with license/registration conditions and regulatory requirements. Duties of the RSO include:

- oversee the purchase, receipt, storage, use, and disposal of radioactive or radiation-producing materials or equipment;
- ensure the most current legal requirements are identified and evaluated for compliance;
- establish, coordinate, and adhere to the radiation safety procedures outlined in the university's radiation safety manual, to comply with regulatory requirements;
- inspect university laboratories and work areas where radioactive materials or radiation-producing equipment are used for regulatory compliance and worker protection, or in response to a notice of a possible violation (in carrying out this duty, the RSO or designated representative shall have the authority to enter any university building, structure, room, office, or laboratory without any need to give prior notice to department supervisors and staff);
- serve as the official university contact for federal and state regulatory agencies including but not limited to United States Nuclear Regulatory Commission (NRC) and Texas Department of State Health Services (TDSHS) regarding radiation safety compliance and to communicate compliance requirements to university officials.

University employees and students must:

- comply with all license and registration requirements, regulations, programs, and procedures specified by the RSO and the EHSRM department;
- attend all required radiation safety training courses and use all required protective equipment, engineering controls, and safety precautions described in the radiation safety manual;
- handle all radioactive sources, radiation-producing equipment, and radioactive waste in accordance with the radiation safety manual and applicable state regulations;
- report all spills to the authorized user who is responsible for containment and clean-up actions in responding to spills and emergencies;
- notify the RSO of all incidents involving radioactive materials and radiation-producing equipment and report non-compliance issues or concerns.

University departments are responsible for the payment of fees associated with state licenses, registrations, and the disposal of radioactive waste and/or equipment containing radiation sources.

Cross Reference: Tex. Health & Safety Code Ch. 401; 25 Tex. Admin. Code § 289; ~~Purchase Requisition~~*Best Value Procurement* (17.1~~9~~); Radiation Safety Manual

Responsible for Implementation: Vice President for Finance and Administration

Contact *f*~~F~~or Revision: Radiation Safety Officer, Department of Environmental Health, Safety, and Risk Management

Forms: Statement of Training and Agreement with Policies and Procedures; Leak-Test and

Inventory Record. All forms may be obtained from the radiation safety officer.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Records Management

Policy Number: 2.9

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Establishes guidlines that SFA will adhere to state code regarding record retention/disposal and handling of state publications.

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: Combined policy 2.14 with 2.9; updated the policy purpose and definitions; updated wording for clarification.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Records Management

Original Implementation: February, 1975
Last Revisions: July ~~21, 2020~~*27, 2021*

Purpose

This policy establishes the guidelines whereby Stephen F. Austin State University will adhere to state code regarding record retention/disposal and the handling of state publications.

Definitions

*A **record** is any written, photographic, machine-readable, or other recorded information created or received by or on behalf of the university that documents activities in the conduct of state business or use of public resources. The term does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, an extra copy of recorded information preserved only for reference, or a stock of publications or blank forms.*

*A **state publication** is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency and is publicly distributed by or for the agency. The term does not include information the distribution of which is limited to contractors with or grantees of the agency, persons within the agency or within other government agencies, or members of the public under a request made under the open records law.*

General

Stephen F. Austin State University ~~The university~~ adheres to state regulations for the management of its records. ~~All university records, regardless of medium (including print or electronic), created or received in connection with the normal course of business are considered state records. Extra copies maintained for reference only are not subject to the university records retention schedule.~~ The retention schedule lists the university's records series and identifies legal, audit, archival and/or retention requirements. Statutory confidentiality requirements must be maintained.

Certain inactive records are retained to meet legal and fiscal requirements, future administrative needs, or historical significance.

~~*Stephen F. Austin State U*~~*The university is also required to deposit or make accessible copies of all state publications to*~~*that have not been exempted from the State Publications Depository Program.*~~ ~~*T*~~*the Texas State Publications Depository Program*~~*(TSPDP)*~~*, which collects and*

maintains state publications in a centralized location.

Records Management

~~Unit heads must manage u~~*U*niversity records *will be managed* according to the following guidelines:

1. University records are the property of the university.
2. University records must not be destroyed without the approval of the unit head in accordance with the retention schedule.
3. A record may be destroyed prior to its retention period on the retention schedule only with the special consent of the Records Management Division of the Texas State Library and Archives Commission and, if the record possesses fiscal or financial value, with the concurrent consent of the State Auditor.
4. Records with archival value listed on the retention schedule must be transferred to the East Texas Research Center. For records determined to have archival value, but not listed as such on the schedule, contact the university ~~records management officer~~*archivist*.
~~5.~~ Administrative officers will consult with the general counsel on any question of compliance with the Texas Public Information Act.
~~6.~~5. ~~SFA's Records Management Program is overseen by the East Texas Research Center located in the R.W. Steen Library.~~
~~7.~~6. Each administrative office will designate an individual as the records management coordinator for their office and provide this person's contact information to the university records manager. Each office's records management coordinator will consult with the university records manager regarding implementation of the records management program to include the following:
   A. Evaluate and inventory records at least once a year to ensure that records are retained in accordance with the SFA records retention schedule.
   B. Dispose of obsolete records with no archival value according to the retention schedule.
   C. List all records on the SFA approved Records Disposition Log before destruction and forward the log to the university records manager.

State Publications

The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.

The university should send a publication if it meets the following three criteria:

- *It is information published on paper or microform, audio or videotape, vinyl or compact*

discs, or film.

- *It is produced at the total or partial expense of a college or university or is published under its authority.*
- *It is distributed outside of the university on request or in multiple copies.*

These criteria also apply to a publication that the university has sponsored or purchased for distribution as well as one that results from a consultant contract with a research firm or other private entity.

Cross Reference: Tex. Gov't Code §§ 441.180-.205; 13 Tex. Admin. Code Ch. 6, *13 Tex. Admin. Code Ch. 3*

Responsible for Implementation: President

Contact for Revision: SFA Records Management Officer; General Counsel

Forms: Records Inventory Worksheet (RMD 103); Records Disposition Log; Request to Dispose of Records not listed in Records Retention Schedule (RMD 102); ~~and~~ Records Retention Schedule (SLR 105)*; SFA Publications Deposit Form*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Salary Supplements, Stipends and Additional Compensation

Policy Number: 12.16

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 establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds.

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

~~Salary Supplements, Stipends and~~ Additional Compensation

Original Implementation: April 13, 1988
Last Revision: July ~~24, 2018~~27, *2021*

Purpose

This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for non-exempt employees or to compensatory time for exempt employees. See Overtime and Compensatory Time (12.14).

Additional requirements for compensation from externally sponsored research and sponsored projects (grants) are detailed in Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

Definitions

Institutional Base Salary (IBS) means payment for the regularly assigned duties and responsibilities associated with an employee's primary assignment.

~~**Salary Supplement** means a payment that temporarily augments the IBS. When the special assignment ends, the salary reverts to the IBS. A salary supplement increases the IBS for the purpose of calculating the maximum amount an employee may receive in additional compensation.~~

Additional Compensation *means payment for any of the three forms of additional compensation defined below; stipend, additional services, or salary supplement.*

Stipend means a lump-sum payment in addition to the IBS that provides recognition or ~~incentives~~*incentive* to employees as established in university policy. A stipend does not increase the IBS for the purpose of calculating the maximum amount an employee may receive in *total* additional compensation and is not counted as additional *services* compensation.

Additional ~~**compensation** means a~~***services*** *are services performed for* payment in addition to the IBS for work that is clearly in addition to regularly assigned duties and requires the employee to perform work outside of normal working hours or during vacation or compensatory time, as appropriate. Additional *services* compensation does not affect the IBS. Additional *services* compensation is subject to a cap equal to 25 percent of the 9- or 12- month IBS~~. The cap applies to all sources~~, *regardless of the funding source* of funds. Additional *services* compensation is included in all benefit calculations except health insurance and longevity.

Salary Supplement means a payment that temporarily augments the IBS. When the special assignment ends, the salary reverts to the IBS. A salary supplement increases the IBS for the purpose of calculating the maximum amount an employee may receive in additional compensation.

General

Each faculty and staff member (employee) is accountable to the university for 100 percent of the duties and responsibilities associated with the employee's ~~basic~~*primary* appointment. The ~~primary~~ obligation of university employees is the full and complete execution of all assigned duties and responsibilities.

State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility. *Primary appointments shall not exceed 100 percent full time equivalency (FTE).*

~~Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of institutional base salary (IBS) may be paid.~~

~~Compensation in excess of institutional base salary is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels and is expressly conditioned on availability of funds.~~
Without exception, all payments to university employees will be made through payroll services. Salary supplement, stipend, and additional ~~compensation~~*services* payment requests must be submitted and paid before the close of the fiscal year in which the services were performed~~.~~ *or recognition/incentive awarded.* Payments for *any form of* additional compensation using grant funds must be requested and approved within the appropriate grant funding period.

~~The activities listed below are considered additional responsibilities for which an employee may receive extra compensation:~~

- ~~special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;~~
- ~~intra-university consulting or other special services conducted for a university department or area other than the employee's department;~~
- ~~services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including incidental activities on grants [see Compensation~~

~~from Grants, Contracts and Other Sponsored Agreements (12.1)];~~

- ~~increases in teaching load (overload) approved by the provost/vice president for academic affairs; and~~

- ~~duties performed by an employee not under contract at the time the duties must be performed (except for start dates that are outside of the academic year), or those that are not considered in the base salary.~~

The base salary period for a full-time faculty appointment is the academic year (normally September 1 through the following May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., weekends, holidays, semester breaks, are not included in the base salary period.

On occasion, regular university activities for which faculty are responsible are scheduled outside the base period and are assumed to be included in the institutional base pay, and therefore are not eligible for ~~extra~~*additional* compensation (examples include Showcase Saturday and Freshman Orientation).

Additionally, the university may employ faculty members during the summer months for specific teaching, research, or grant assignments for which they are paid a salary.

Any individual who is dually employed (rather than grant funded) with the university and with another state or federal agency must obtain prior written approval from the president and Board of Regents before entering into any activity for which compensation in excess of IBS is to be requested or paid. See Dual Employment (11.7).

There are three types of ~~compensation in excess of IBS: salary supplements; stipends; and~~ additional compensation*: stipends; additional services, and salary supplements. For specific examples of each type contact Human Resources*.

~~Salary supplements paid for interim appointments and endowed positions are approved either directly by the Board of Regents or indirectly through board policy and must be reviewed and approved annually. Salary supplements for overload assignments do not require board approval. Salary supplements for performing the duties of a direct report are generally not allowed.~~

~~Supplements appear on the regular monthly payroll check and are included in all benefit calculations except health insurance and longevity. Salary supplements are requested on the Electronic Personnel Action Form (EPAF) or the EPAF Origination Request Form and cannot be paid from grant funds.~~

Stipends~~Examples of salary supplements may include compensation for: interim appointments;~~

~~faculty course overloads; and endowed positions.~~

Stipends may be approved either directly by the Board of Regents or indirectly through board policy or by the appropriate vice president or president.
~~Stipends are requested on the Stipend Authorization form and~~*Stipends* are paid on the monthly payroll but are not included in benefits calculations. Stipends can be paid from designated, auxiliary, and gift accounts. Stipends cannot be paid from state appropriated funds or grant funds.

Additional Services

Compensation in excess of institutional base salary for additional services is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels and is expressly conditioned on availability of funds.

~~Stipends cannot be paid from state appropriated funds or grant funds. Examples of stipends may include: the Regents Professors Award [Regents Professor (7.24)]; the President's Staff Award; teaching excellence awards; compensation for online courses not paid for by sponsored agreements [Distance Education Faculty Competencies and Compensation (7.9)]; payments for off-campus teaching assignments [Off-Campus Credit Courses (5.13)]; incentive payments; and musical or theatrical performances at university-sponsored events.~~

Requests for additional ~~compensation~~*services payments* must be submitted in writing before work is started~~ on the Authorization for Additional Compensation Services form~~, and must be approved for payment after services are rendered~~ on the Authorization for Additional Compensation Payment form.~~. Consequences for late submission of forms may result in a delayed payment to the employee. ~~Additionally, the appropriate vice president will be notified of the individual(s) failure to follow university policies and procedures.~~

Departments that want to have a non-exempt employee perform additional ~~compensation work~~*services* for them must complete the authorization request form and include a time report with the payment request form. A description of the extra work and documentation of the additional ~~compensation~~*services* shall be maintained by the department chair, division director or other primary administrator who initiated the request for additional ~~compensation~~*services payment. At no time can the rate of pay for additional services exceed the non-exempt employee's normal rate of pay*.

Department chairs, division directors, and all deans shall analyze carefully the total professional commitments, including outside consulting of ~~the employee~~*employees* requesting additional ~~compensation.~~*services payment(s)*. Additional ~~compensation~~*services payments* should be approved only if the employee's and the department's general functions will not be adversely affected.

If allowed by a sponsor, additional ~~compensation~~*services payment(s)* may be paid from grant funds. The ~~Authorization for Additional Compensation Services form~~*request* must be ~~routed with the ORGS Additional Compensation Verification form to~~*approved by* the Office of Research and Graduate Studies for verification of sponsor approval [see Compensation from Grants, Contracts, and Other Sponsored Agreements (12.1)].

~~Examples of additional compensation may include: interdepartmental consulting or short-term, incidental activities on grants; casual, seasonal work; and teaching SFA 101. At no time can the rate of pay for additional compensation exceed the employee's normal rate of pay.~~

Additional ~~compensation is~~*services payments are* subject to the maximum salary limits described below:

Maximum Salary for 12-month Employees:

Employees on 12-month fiscal year (FY) appointments may receive up to 25 percent of their current IBS in additional ~~compensation~~*services payments* (see example below).

12-month employee example: A 12-month employee with an annual base salary of $60,000 may earn additional ~~compensation~~*services payments* up to $15,000 for a maximum salary of $75,000 in a fiscal year.

$60,000 × 0.25 = $15,000 maximum additional ~~compensation~~*services payments*

$60,000 + $15,000 = $75,000 maximum 12-month compensation

Maximum Salary for 9-month Faculty Members:

Faculty members on 9-month academic year (AY) appointments may receive up to 25 percent of their current IBS in additional ~~compensation~~*services payments* (plus summer salary, see (3) below).

9-month faculty example: A faculty member with a 9-month AY base salary of $45,000 may earn additional ~~compensation~~*services payments* during the nine-month appointment of up to $11,250, for a maximum nine-month salary of $56,250.

$45,000 × 0.25 = $11,250 maximum ~~in~~ additional ~~compensation~~*services payments*

$45,000 + $11,250 = $56,250 maximum 9-month compensation

Maximum Summer Salary for Faculty Members:

Summer Teaching Assignments - The maximum summer salary for teaching assignments is summarized in university policy, Faculty Compensation (12.6). See also Summer Teaching Appointments (7.28).

Summer faculty example: A faculty member with a 9-month AY base salary of $45,000 that earns $15,000 in summer salary (equal to 3/9th) may earn additional ~~compensation~~*services payments* during the 3-month summer of up to $3,750, for a maximum salary of $18,750 in a summer, provided that the additional ~~compensation is~~*services payments are* earned for work that is clearly in addition to regularly assigned duties and is performed outside of normal working hours or during vacation or compensatory time, as appropriate.

$45,000/9 mo. × 3 = $15,000 maximum summer salary (3/9th).

$15,000 × 0.25 = $3,750 maximum ~~in~~ additional ~~compensation~~*services payments*

$15,000 + $3,750 = $18,750 maximum summer compensation

The maximum summer salary paid from grants may be further limited based on the source of funds. See Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

Salary Supplements

Salary supplements paid for interim appointments and endowed positions are approved either directly by the Board of Regents or indirectly through board policy and must be reviewed and approved annually. Salary supplements for overload assignments do not require board approval. Salary supplements for performing the duties of a direct report are generally not allowed.

Supplements appear on the regular monthly payroll check and are included in all benefit calculations except health insurance and longevity. Salary supplements are requested on the Electronic Personnel Action Form (EPAF) or the EPAF Origination Request Form and cannot be paid from grant funds. *Examples of salary supplements may include compensation for interim appointments, faculty course overloads, and endowed positions.*

Cross Reference: Summer Teaching Appointments (7.28); Off-~~campus~~*Campus* Credit Courses (5.13); Regents ~~Professor~~ *Scholar* (7.24); Grants and Contracts Administration (8.3); Distance Education Faculty Competencies and Compensation (7.9); Compensation from Grants, Contracts

and Other Sponsored Agreements (12.1); ~~Dual Employment (11.7);~~ *Outside Employment (11.19);* Overtime and Compensatory Time (12.14); Fair Labor Standards (11.14); Faculty Compensation (12.6); Fair Labor Standards Act, 29 U.S.C. § 201 et. seq.; 2 CFR § 200.430; Uniform Grant Management Standards for the State of Texas; Texas Government Code §§ 605, 658.001-.007, 659

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate* Vice President for Finance and Administration ~~(Director of Human Resources, Controller)~~

Forms: Electronic Personnel Action Form (~~Available~~*available* online through ~~MySFA~~*mySFA* under ~~myServices~~*Resources*); EPAF Origination Request Form available on the Department of Human Resources website; Stipend Authorization *form*; Authorization for Additional ~~Compensation~~ Services *form*; Additional Compensation Verification form available on the ORGS website; Authorization for Additional ~~Compensation~~*Services* Payment *form*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Service Awards

Policy Number: 12.17

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 establishes guidelines for recognizing employees for service to 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:

Specific rationale for deletion of policy: Service Awards can be combined with University Awards Programs as it is one of the awards programs to which the policy applies. It can be effectively combined with the University Awards Programs policy for clarity and simplicity. The major changes to this policy prior to combining into the University Awards Programs policy relate to the removal of procedural information and specifics concerning the program and award formats.

Additional Comments:

Reviewers:

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

~~Service Awards~~

~~**Original Implementation:** October 4, 1984~~
~~**Last Revision:** July 24, 2018~~

~~**Purpose**~~

~~This policy establishes guidelines for recognizing employees for service to the university.~~

~~**Definitions**~~

~~**Service awards** are pins and certificates of appreciation awarded to employees with ten, twenty, thirty, forty, or fifty years of service to the university.~~

~~The **President's Award** is a special recognition of outstanding service by a staff employee that includes a plaque and cash award.~~

~~**General**~~

~~Human resources (for non-academic employees) and the Faculty Service Award Committee appointed by the provost/vice president for academic affairs (for faculty) coordinate annual service award programs to recognize employees for years of service to Stephen F. Austin State University. Award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.~~

~~Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual's eligibility should be directed to human resources for staff and to the provost/vice president for academic affairs for faculty. Arrangements for the staff recognition ceremony are carried out by human resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the provost/vice president for academic affairs.~~

~~In conjunction with the staff service award program each year, two exempt and two non-exempt staff employees are selected from nominated staff employees to receive the President's Award in recognition for outstanding service to the university.~~

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

~~**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~~

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Social Media

Policy Number: 15.11

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

Date of last revision, if applicable: July 24, 2018

Unit(s) Responsible for Policy Implementation: Chief Marketing Communications Officer

Purpose of Policy (what does it do): The purpose of the social media policy is to offer guidance to Stephen F. Austin State University employees, organizations and stakeholders in making appropriate decisions with social media management and communication on behalf of the university or for university-affiliated accounts.

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: Clarification of social media definition. Terms of Use and Deletion policies updated. The Identity Standards Manual has been linked to foster proper branding and messaging. Additions: account best practices, confidentiality, authorization and approvals, employee use of social media, and security and intellectual property.

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

Graham Garner, Chief Marketing Communications Officer
Damon Derrick, General Counsel

Social Media

Original Implementation: July 28, 2015
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Overview
This policy is designed to help Stephen F. Austin State University employees and organizations in making appropriate decisions when creating/managing social media accounts and developing social media initiatives on behalf of the university. It also provides guidelines to advise employees who indicate an institutional affiliation on their personal social media profiles. This document provides general considerations, but it does not provide guidance on planning, content or performance measurements.

Social media is a broad term used to describe internet-based platforms and applications designed for online social interaction. It fosters interaction among individuals who participate in social networking via the use of virtual communities and networks. Any website, online application or platform that enables its users to interact with it and its visitors falls into the definition of social media.

Social media platforms include Facebook, Twitter, Instagram and LinkedIn, among many others. These platforms are an important communication *and marketing* tool for the university and can provide vital information and engagement opportunities to prospective and current students, alumni and other stakeholders.

Accounts must be owned and maintained by ~~SFA~~*university* employees and avoid the use of a personal or person-specific email address. More than one employee must have login information or administrator access to accounts. Account access must be provided to University Marketing Communications with contact information of all university social media account managers. Information must include the existence, creation or deactivation of any and all university-affiliated social media accounts.

Student workers can be helpful content creators, but must not be owners of any official university account.

Terms of use and deletion policy
~~Stephen F. Austin State University~~*SFAUniversity*-managed online communities are intended to inform users of *university*~~SFA~~-related news and events, and to foster discussion and a sense of community among users. ~~*Employees*~~ *Users may* ~~We encourage you to~~ share ~~your~~*their* opinions and comment freely about the topics ~~we~~*the university* posts.~~,~~ ~~*SFA*~~*The university*~~but~~ asks that ~~you provide~~ comments ~~that~~ are respectful and professional.

Do not delete or hide comments because of disagreement or in reaction to a commenter who reacted negatively.

~~If we become aware of posts that are in violation of the terms of service of the social media site, or that are off-topic, represent advertisements or spam, promote or endorse political campaigns or candidates, violate the law, constitute or encourage illegal activity, violate an intellectual property right, infringe upon someone's rights, or contain obscenities or threats, we reserve the right to remove them. Our~~*SFA* social pages exist to serve those affiliated with ~~Stephen F. Austin State U~~*the u*niversity. *All social media accounts affiliated with ~~SFA~~the university must adhere to guidelines available in the Identity Standards ~~m~~Manual, developed by the Division of University Marketing Communications. The manual is approved by, and may be modified by, the university president.*

~~All employees acting within the scope of their employment are expected to adhere to the same standards of conduct online as they would in the workplace. Social media usage is governed by the same policies that govern other electronic communications, as well as applicable state and federal laws, and NCAA rules and regulations. Any content and/or online activity created by a poster or site moderator that violates these laws and regulations is strictly prohibited and will be removed in accordance with this policy.~~

~~All official Stephen F. Austin State University accounts on social media platforms must publish and consistently enforce the Terms of Use and Deletion policy shown below. For example, Facebook accounts should include this information in the "general information" section of the "Page Info" area; YouTube accounts should post the policy in the "about" section.~~

~~Terms of Use and Deletion Policy~~

~~Records Retention~~

*Social media ~~C~~c*ommunications (messages, ~~posts, photographs, videos and other formats~~*etc.*) ~~submitted or received using social media tools are considered public records and are subject to the~~*that fall within the* Texas State Records Retention Schedule requirements *are considered public records and are subject to the Texas State Records Retention Schedule requirements*. Social media communications are included ~~as~~ *in* the record series titled "Social Networking Communications" in the SFA Records Retention Schedule.

Suspension of Records Disposition (Legal Holds): A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission, or in the approved records retention schedule of the agency, until the completion of the action and the resolution of all issues that arise from the action, or until the expiration of the retention period, whichever is later (Texas Government Code Section 441.187).

Social media content that is not a duplicate record, transitory, or retained elsewhere must be captured by the administrator and maintained for the full retention period of the appropriate record series. The program area will be responsible for selecting the method of record archiving and purging, subject to the approval of the appropriate records management coordinator.

Expectations and ~~A~~account best practices:

Continually maintain university-affiliated social media accounts and deactivate or delete dormant social media accounts.
Departments, offices and organizations are responsible for creating content and should make posts on a regular basis, which may be multiple times a day, daily, weekly or a few times per month. It is likely that an account that posts less frequently than monthly will be deemed dormant. A minimum of one post per week is advised.

~~***Deactivate or delete dormant social media accounts that use the SFA name and/or logo.***~~

~~*Accounts must be owned and maintained by SFA employees and avoid the use of a personal or person-specific email address. More than one employee must have login information or administrator access to accounts. Account access must be provided to University Marketing Communications with contact information of all university social media account managers. Information must include the existence, creation or deactivation of any and all university-affiliated social media accounts.*~~

~~*Student workers can be helpful content creators, but must not be owners of any official university account.*~~

Confidentiality
Confidential information should never be disclosed, unless consent has been given and the information is shared accurately.

Care should be exercised with photographs taken on campus or during official ~~SFA~~university events when posted in a public domain. Be mindful of what the image(s) might reveal (e.g., in the background). Ensure that anyone prominently featured in the photograph has given their express consent to the photo being posted online. Photographs of minors must have parental/guardian consent. ~~Verbal consent is valid.~~

Authorization and approvals
Obtain permission from both departmental supervisors and University Marketing Communications before making any significant announcement (e.g., campus closure, crisis communication, emergency notifications, etc.) on behalf of the university. Best practice is to wait until an announcement is first shared on the university's main accounts before distributing (sharing) the information.

Follow the university's ~~Identity Standards manual~~Identity Standards Manual to ensure university logo usage compliance. Use current logos only. ~~Logos can be accessed here.~~

Employee use of social media
All employees acting within the scope of their employment are expected to adhere to the same standards of conduct online as they would in the workplace. Social media usage is governed by the same policies that govern other electronic communications, as well as applicable state and federal laws, and NCAA rules and regulations. Any content and/or online activity created by a poster or site

moderator that violates these laws and regulations is strictly prohibited and will be removed in accordance with this policy.

Professional use of social media
Social media allows university representatives and employees to communicate and network with internal and external audiences. The university recognizes that some employees use various social media platforms as part of their assigned work duties.

While participating in any of the university's social media activities, faculty and staff must be mindful that they are representing the university and must follow appropriate guidelines.

Personal use of social media
~~*The guidelines outlined under the professional use of social media, above, also apply to personal use.*~~

The university allows the occasional use of social media channels during the working day, but this must not interfere with job commitments and duties.

When posting in a personal capacity, an individual may still be identified as an employee of the university even if this is not stated on their account, so they ~~must~~should be mindful of their audience and what is being posted in a public domain.

Security
Employees must familiarize themselves with the terms of use, privacy policy and other policies of social media platforms and networks they use. They must ensure they have protected themselves and colleagues by setting the appropriate levels of security in ~~personal and~~ professional accounts on social media sites and networks. Employees must be up-to-date on all social media and networking trainings. Employees can find required trainings in their mySFA account.

Intellectual property
Use of copyrighted or trademarked material without permission in digital content may be illegal and may expose the university to financial liability. Divisions, offices and departments are responsible for obtaining clearance for use of intellectual property rights (e.g., music and photos). They also are responsible for bearing all costs associated with such clearance of rights, including any costs that may arise if the necessary clearance(s) is/are not obtained, such as legal and settlement costs.

Use good judgment
Employee actions and statements can affect others at ~~SFA~~the university and the university as a whole. Posts on social media can be replicated quickly, be taken out of context, and will remain public for an indeterminate amount of time.

Assistance
Those who need assistance on a matter related to social media may contact the Division of University Marketing Communications.

Cross Reference: Tex. Gov't Code § 441.187; Identity Standards Manual; Records Retention Schedule

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

Contact for Revision: ~~Executive Director of Marketing Communications~~*Chief Marketing Commutations Officer*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: State Publications

Policy Number: 2.14

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

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): Provides direction for collecting and maintaining state publications, as required by the Texas State Publications Depository Program

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: Combined with policy 2.9.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

~~State Publications~~

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

~~The Texas State Publications Depository Program (TSPDP) collects and maintains state publications in a centralized location. All public universities must forward their publications to the TSPDP.~~

~~Definition of Qualifying Publications~~

~~A state publication is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed by or for the agency. Public universities are required to deposit or make accessible copies of all state publications that have not been exempted from the State Publications Depository Program.~~

~~The Publications Liaison~~

~~The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty (30) days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.~~

~~**Cross Reference:** 13 Tex. Admin. Code Ch. 3~~

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

~~**Contact for Revision:** Director of Library~~

~~**Forms:** None~~

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Code of Conduct

Policy Number: 10.4

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): Provide students with expectations of behavior and outline the standards and processes for adjudicating violations to the Code of Conduct.

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: Includes the addition of term "violations" when referring to conduct and edits to the SFA Way definition. Update division name. Addition of "dean of students" and "dean of students office" to definitions. Removal of Section 25 - It was addressed in previous jurisdiction section and is not considered a violation.

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

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

Student Code of Conduct

Original Implementation: January 19, 1988
Last Revision: July ~~21, 2020~~*27, 2021*

General Policy

Choosing to join the *Stephen F. Austin (*SFA*) State University* community obligates one to adhere to a code ~~of civilized behavior~~*of behavior* that embraces academic and personal integrity; respect for the dignity, rights and property of others; and an intolerance of bigotry. In keeping with this obligation, students and student organizations are expected to *comply with* ~~conform to~~ the standards outlined in the Student Code of Conduct.

The SFA Way

~~Additionally, at SFA, The~~*The SFA* community holds itself to a standard called The SFA Way. At its basis, The SFA Way encourages the entire university community to "strive for personal excellence in everything we do." *The SFA Way* ~~While the Student Code of Conduct articulates the minimum expectations of those in the community, the university~~ encourages students to *follow the* ~~"hold themselves and others accountable" to the higher standards of The SFA Way root~~ principles *of*~~:~~ Respect, Caring, Responsibility, Unity, and Integrity.

This document is organized into the following sections:

Article I: Definitions
Article II: Proscribed Conduct*/Violations*
Article III: Procedures
Article IV: Non-Discrimination, Interpretation and Revision

ARTICLE I: DEFINITIONS

1. The term "university" means Stephen F. Austin State University.
2. The term "student" includes all persons enrolled at the university. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but have *or are expected to have* a continuing relationship with the university, or participate in university sponsored activities prior to enrollment, are considered "students;" as are persons who are living in university residence halls, although not enrolled. *For the purposes of this regulation, "student" may also include an organization.*
3. The "vice president for ~~university affairs~~*student affairs*" is the person designated by the university president to be responsible for the administration of the Student Code of Conduct.
4. The term "student conduct administrator" means a university official authorized by the vice president for ~~university affairs~~*student affairs* ~~or designee to impose sanctions upon any student found to have violated the Student Code of Conduct.~~*to administer the student code of conduct and to recommend sanctions to the dean of students.*
5. The term "student conduct ~~authority~~*hearing board*" means ~~any person or persons authorized by the vice president for university affairs~~*student affairs* ~~or designee to determine whether a student~~

~~has violated the Student Code of Conduct.~~ *individuals who serve upon request to adjudicate student conduct hearings, and to recommend sanctions to the dean of students.*

6. The term "dean of students" means the individual further designated by the vice president for student affairs with responsibility for administering the Student Code of Conduct. For the purposes of this policy, "dean of students" may refer to that individual's designee.

~~5.~~*7.The term "Dean of Students Office" means the department designated by the vice president for student affairs for administering the Student Code of Conduct. The Office of Student Rights and Responsibilities is included within the Dean of Students Office*

~~6.~~*8.*The term "complainant" means an individual who is alleged to have been impacted by a violation of this policy.

~~7.~~*9.*The term "respondent" means a student *or organization* accused of violating this Student Code of Conduct.

~~8.~~*10.* The term "reporting party" means an individual who submits a report alleging a violation of this Student Code of Conduct. The reporting party and complainant may or may not be the same person.

~~9.~~*11.* The term "responding party" means a student against whom an allegation of prohibited behavior is directed.

12. The term "due process" means a respondent has or will be given notice of the accusation and an opportunity for a hearing.

~~10.~~*13.*The term, "university-recognized medium" refers to means of communicating with students. In most cases, this will mean a student's official SFA email address.

~~11. The term "student conduct hearing" means a meeting between the student conduct authority and a respondent to determine, through a sharing of information, whether a student has violated the Student Code of Conduct.~~

~~12. The term "administrative hearing" means a hearing with a student conduct authority to determine whether a student has violated the Student Code of Conduct.~~

~~13.~~*14.*The term "advisor" means an individual accompanying a respondent or a complainant in a student conduct hearing. An advisor may not participate in the hearing in any capacity other than providing advice and support to the student they are accompanying. A student may select anyone to serve as their advisor but may only have one advisor present during the course of a hearing (informal or formal). If the chosen advisor is an attorney, the student must inform the student conduct administrator in advance to allow for the university's attorney to also be present.

~~14.~~*15.*The term "outcome" means the end result after a hearing (informal or formal).

~~15.~~*16.*The term "appeal" means the review by the designated appellate authority of the full record of a disciplinary hearing and the sanction imposed by a student conduct administrator or hearing board to determine the adequacy of the procedures used and the fairness of the sanctioning. The appeal may or may not include a meeting with the respondent and/or complainant.

~~16.~~*17.*The term "appellate authority" means a person or persons authorized by the vice president for ~~university affairs~~*student affairs* or designee to consider an appeal regarding ~~a student conduct authority's outcome as to whether a student has violated the Student Code of Conduct~~ *the outcome of the student conduct process*~~.~~

~~17.~~*18.*The term "faculty member" means a person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

~~18.~~*19.*The term "university official" includes a person employed by the university while in the act

of performing assigned responsibilities.

~~19.~~*20.* The term "member of the university community" includes any person who is a student, faculty member, or other person employed by the university. A person's status in a particular situation shall be determined by the student conduct administrator.

~~20.~~*21.* The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

~~21.~~*22.* The term "organization" means any number of students who meet as a group, whether as a registered student organization or as an unaffiliated student organization, on campus or at a recognized university event.

~~22.~~*23.* The term "policy" means the written regulations of the university as found in, but not limited to, the university web page and online policy manuals.

~~23.~~*24.* The term "shall" is used in the imperative sense.

~~24.~~*25.* The term "may" is used in the permissive sense.

ARTICLE II: ~~PROSCRIBED CONDUCT~~/*VIOLATIONS*

A. Jurisdiction of the Student Code of Conduct

This Student Code of Conduct shall apply to conduct that occurs on university premises, at university sponsored activities, in electronic communities/instructional sites that exist because of or are associated with the university and ~~to~~ off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. The Student Code of Conduct shall apply to a student's conduct even if a student withdraws from school while a disciplinary matter is pending. The vice president for ~~university affairs~~*student affairs* or designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, at their sole discretion. Student conduct that may be the result of psychological issues may be reviewed under policy 10.13 (Students Displaying Serious Psychological Problems). Student conduct that may be defined as sex-based misconduct may be reviewed under university policy 2.13 (Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct).

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. **Dishonesty -** Acts of dishonesty, including but not limited to, the following:
    a. Cheating or plagiarism as defined in university policy 4.1 (Student Academic Dishonesty), or other forms of academic dishonesty or breach of integrity such as but not limited to the distribution or selling of lecture notes, handouts, readers or other instructor-provided materials without permission.
    b. Furnishing false information to any university official, faculty member, or office.
    c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

d. Fraud as defined in university policy 2.7 (Fraud).

2. **Alcohol -** Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by university policies 13.7, Alcohol Service, and 13.11, Illicit Drugs and Alcohol Abuse), is prohibited on university premises and university-sponsored events. Students are expected to comply with all state and local laws, as well as all Residence Life regulations regarding the presence of alcohol in the residence halls (see also, Residence Life Community Guidelines) including, but not limited to:
    a. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
    b. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
    c. Being found in a state of public intoxication or drunkenness is prohibited.
    d. Possession of common containers (e.g. kegs, trash cans, etc.) on campus is prohibited.
    e. Operating a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol is prohibited.
    f. Violating any provision of the Code of Student Conduct while under the influence of alcohol is prohibited.

3. **Illegal Drugs -** The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited.
    a. Abusing legally obtained drugs by failing to take the drug as directed.
    ~~g.~~*b.* Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled substances, drug paraphernalia or dangerous drug is also prohibited. (See also, policy 13.11, Illicit Drugs and Alcohol Abuse)

~~3.~~*4.* **Harassment -** Any conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the university. This provision shall not be used to discipline students for speech protected by the First Amendment.

~~4.~~*5.* **Harm to Person -** Actions which cause or may cause injury, create conditions that cause injury, or which cause a reasonable apprehension of physical injury is prohibited.

~~5.~~*6.* **Disruptive Behavior -** Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

~~6.~~*7.* **Animal Cruelty -** Prohibited conduct includes:
    a. Intentionally, knowingly, or recklessly torturing, causing serious bodily injury to

an animal, or killing an animal.

b. Failing to provide necessary food, water or care for an animal in the person's custody.
c. Abandoning an animal in the person's custody.
d. Transporting or confining an animal in a manner that may cause seriously bodily injury to any animal without the owner's consent.
e. Causing one animal to fight with another animal or overworking an animal in a manner that may cause serious bodily injury is prohibited.

~~7.~~*8.* **Damage to Property** — Intentionally ~~, knowingly,~~ or recklessly causing damage to property or actions that may cause such damage is prohibited. Examples include removal of window restrictors or security screens; dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs; and/or unauthorized application of graffiti to property.

~~8.~~*9.* **Damage to Fire Safety Equipment -** Any tampering, removal, and/or damage to fire and safety equipment on university property (e.g., residence halls, student center, campus recreation center and all academic buildings, etc.). Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. (See also, Texas Penal Code Section 42.06)

~~9.~~*10.* **Complicity –** being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that misconduct is prohibited.

~~10.~~*11.* **Guest Responsibility -** Students are accountable for violations their guests may commit while visiting them or the university community.

~~11.~~*12.* **Abuse of the Student Conduct Process -** Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

~~a. Failing to participate in a hearing or investigation.~~

~~b.~~*a.* Colluding with or intimidating witnesses.

b. Providing false or incomplete information that may mislead an investigation/hearing or intentionally omitting relevant information from an investigation or hearing.

~~c. Retaliation -~~ Retaliation against any individual for filing a complaint or alleging misconduct.

~~d.~~*c.*

~~12.~~*13.* **Failure to Comply -** Students and student organizations are expected to comply with reasonable and lawful requests of university officials in the performance of their duties. University officials include, but are not limited to, faculty, staff, and university police officers. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness upon reasonable notice. A failure to comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may constitute failure to comply.

~~13.~~*14.* **Misuse of Computing Resources -** Failure to comply with university regulations and policies, license agreements, and contracts governing network, software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect your password or use of your account; breach of computer security, harmful access, or invasion of privacy are

prohibited. Misuse and/or other abuse of computer facilities and resources are also prohibited (See also, policy 9.3, Digital Millennium Copyright and policy 9.2, Reproduction of Copyrighted Works by Educators and Librarians).

~~14.~~*15.* **Misuse of Keys/Access Cards -** No person may use or possess any university key or access card without proper authorization. No student is allowed to have a university key duplicated without prior permission from faculty or staff with authority to provide that permission.

~~15.~~*1.* ~~**Retaliation** - Retaliation against any individual for filing a complaint or alleging misconduct.~~

16. **Theft -** Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
17. **Gambling -** Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and university policy.
18. **Unauthorized Entry or Use -** Unauthorized entry into, presence in, or use of university facilities equipment or property is prohibited.
19. **Traffic Obstruction -** Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised activities.
20. **Reckless Operation -** Driving in a manner that recklessly endangers the health and/or safety of oneself or others on campus. Driving includes, but is not limited to, vehicles, bicycles, skateboards, scooters, and other mobile devises.
21. **Weapons -** No illegal weapons are allowed on the premise or at university-sponsored events. (see also, policy 13.9 Firearms, Explosives and Ammunition)
22. **Sex-Based Misconduct -** Due to the intersectionality of misconduct between potential violations of policy 10.4, Student Code of Conduct and the Sex- and Gender-Based Discrimination, Violence, Harassment, and Misconduct policy 2.13, all incidents that allege sex-based discrimination must first undergo assessment, and potential investigation, by the university's Title IX office. If the potential violation is determined not to rise to the level of a policy 2.13 violation, or when deemed appropriate, information may be sent to investigation or sanctioning under policy 10.4, Student Code of Conduct. Misconduct under policy 2.13 includes, but is not limited to: program inequity, domestic/dating violence, sexual assault, stalking, and sexual harassment.
23. **Violation of University Policies -** Violation of any official university policy, rule, or regulation is prohibited. Such rules include, but are not limited to, Residence Life Community Guidelines, Athletics Student Athlete Handbook, Campus Recreation Center Policies and Procedures, ~~Greek~~ *Fraternity and Sorority* Life policies and procedures, and university Parking Services Regulations.
24. ~~**Off-Campus** - The university reserves the right to investigate and adjudicate violations that may occur off university premises. The university may take action in situations occurring off university premises involving:~~
    - ~~a. Student misconduct demonstrating flagrant disregard for any person or persons.~~
    - ~~b. When a student or student organization behavior is judged to threaten the health, safety, and/or property of any individual or group.~~
    - ~~c. Any other activity which adversely affects the university community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-~~

~~affiliated activities.~~

~~25.~~*24.* **Violation of Law -** Violation(s) of any federal, state, or local law including, but not limited to:

a. Arson
b. Robbery
c. Burglary, and
d. Trespassing

C. Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for ~~university affairs~~*student affairs* or designee.

Findings and sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

ARTICLE III: PROCEDURES

A. Introduction

The following rules of procedure in student disciplinary matters are adopted to ensure that the university will fulfill the requirements of procedural due process in student disciplinary proceedings, outlined in the Student Code of Conduct (10.4) and Residence Life Community Guidelines, both of which are updated annually. Disciplinary procedures within the university shall be definite and determinable as outlined in the Student Code of Conduct (10.4) and the Residence Life Community Guidelines.

These rules of procedure shall be followed in any disciplinary proceeding, subject to the authority of the Board of Regents and the authority delegated to the president of the university to exercise jurisdiction over disciplinary matters of the university. Cases involving sex-based misconduct, including, but not limited to, sexual violence, domestic/dating violence, and/or stalking may be investigated according to university policy 2.13 (Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct.

~~B. Overview of the Process~~

~~When a complaint is received, the respondent will be contacted through a university recognized medium. The student will be provided with a notice to appear for an administrative hearing (informal or formal) with the student conduct authority. Once a decision has been rendered, if the student desires, they may appeal the decision rendered to the dean of student affairs~~*dean of students* ~~or designee. The decision of the dean of student affairs~~*dean of students* ~~or designee shall be final.~~

~~C.~~*B.* **Filing the Complaint**

Any member of the university community may file a complaint against a student alleging a violation of the Student Code of Conduct. Complaints may be submitted to the Office of Student Rights and Responsibilities. Anonymous complaints may be made, however, electing to remain anonymous may significantly limit the university's ability to investigate, collect evidence, or take effective action.

~~D.~~*C.* **Filing a False or Frivolous Complaint**

Knowingly filing a false or frivolous complaint to intentionally mislead a university official is expressly forbidden. A frivolous complaint is one that is made in retribution for another student filing a complaint and can be demonstrated as lacking merit. Violators may face charges up to suspension or expulsion. The university is the sole party who may file charges of a false or frivolous complaint.

~~E.~~*D.* **Notice of Allegations**

Upon receiving a report of an alleged violation of the Student Code of Conduct, the student conduct administrator will review the report and, if needed, conduct an initial investigation. If there is sufficient evidence to indicate that a violation may have occurred, a notice of allegations will be sent to the respondent *through a university-recognized medium*, including the alleged incident date*(s)* and instructions to ~~appear in person at a designated location within five (5) business days to begin the student conduct process.~~*attend an Educational Conference with a student conduct administrator. If at any time during the course of the conduct process the dean of students determines that either charges are not warranted or that insufficient evidence exists to continue, then the charges may be withdrawn, and the respondent will be so notified via email.* ~~The official means of contacting the student will be through university email. Failure to respond may lead to the case being heard in absentia (without the student being present) and holds placed on the student's account. Holds will remain in place until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed. Appeals to student conduct findings or sanctions heard in absentia must be filed within five (5) business days of the student conduct authority or hearing board's outcome.~~

When an incident has or can be reasonably determined to disrupt the university environment, or occurs at the beginning or end of a semester, the student may be contacted to begin the process immediately. In addition to notices by email, attempts may be made to contact the student by phone or in-person contact by a university employee. This expedited contact is intended to preserve the university living/learning environment and can offer a student found responsible of an infraction options that may be time-limited or time-based, such as withdrawing prior to financial penalties or beginning a suspension period in a timely manner. Failure by a student to have current contact information on file will not invalidate the notices.

~~F.~~*E.* **Immediate Response**

The university reserves the right to take action as may be reasonably appropriate, upon receipt of a complaint, to protect the complainant or university community pending the final outcome of these procedures. Some actions may include, but not limited to, housing reassignments, class schedule changes, restrictions from entering certain buildings and/or participation in certain

events. These actions will be handled on a case-by-case basis.

~~G. Investigation~~

~~The student conduct administrator or designee, will begin an investigation of the case as an impartial party, not as a representative of the complainant. The investigator may interview the reporting party and any other persons who may have pertinent factual information about the case. The investigator will meet with the respondent and provide the student access to the written complaint. The respondent may choose to respond verbally or in writing within a specified time. If the respondent accepts responsibility for the allegations, the case shall be resolved through an administrative hearing or other remediation as deemed appropriate.~~

~~H.~~*F*. Burden of Proof

The burden of proof is by a preponderance of the evidence, defined as evidence which leads a reasonable person to conclude something is more probable than not. The rules of evidence do not apply in any hearing nor are the proceedings to be conducted as judicial trials, however, care shall be taken to comply with the intent of the procedural safeguards provided by these guidelines.

~~I.~~*G.* ~~Administrative Hearing (Informal)~~*Educational Conference*

~~Administrative hearings are conducted with a single-member student conduct authority who will review the initial report, meet with the respondent, render a decision, and determine sanctions as deemed appropriate. The ability to present witnesses may be limited in this format. If the student conduct authority is unable to render a decision, or if the details of the case make a formal hearing more suitable, the case may be referred to the hearing board. Otherwise, a student must request an appeal to the dean of student affairs~~*dean of students* ~~or designee within five (5) business days or the outcome becomes final.~~

Once a respondent has been charged with an alleged violation of the Student Code of Conduct, the first step in the process is an Educational Conference. The Educational Conference is not a hearing. The purpose of the Educational Conference is for a student conduct administrator to review with the respondent the allegations and charges, the Student Code of Conduct, the hearing options, the conduct process, possible sanctions, and to answer questions. During the Educational Conference the respondent will be given the opportunity to accept responsibility or not accept responsibility for the charges.

If the respondent accepts responsibility for the charge(s), then the respondent will be asked to sign the Educational Conference Form indicating that individual's acceptance of responsibility and that the individual is waiving that individual's right to a hearing. They will then receive an email documenting the respondent's acceptance of responsibility and assigned sanctions within ten (10) business days from the Office of Student Rights and Responsibilities.

If the respondent does not accept responsibility for the charge(s), then the respondent will be asked to sign an Educational Conference Form indicating that the respondent ~~*he or she*~~ *does not accept responsibility for the charge(s) and would like the case to be referred to a Student Conduct Hearing. The Office of Student Rights and Responsibilities will schedule the hearing providing the respondent with a minimum of five (5) business days' notice.*

If the respondent fails to attend an Educational Conference or complete the Educational Conference Form, the case will be referred to a Student Conduct Hearing

~~J.~~*H.* ~~Hearing Board (Formal)~~*Student Conduct Hearing Board*

A ~~multi-member~~*Student Conduct Hearing* ~~b~~*B*oard composed of ~~three university members~~*at least* ~~(~~two faculty/staff and one student ~~)~~ who will serve ~~as the student conduct authority~~ upon request to adjudicate alleged violations*, and to recommend sanctions if applicable*. The faculty/staff members will be selected from a pool of appointees from the vice president for ~~university affairs~~*student affairs* or designee. The student will be a representative of the general student population with input from the student government association president. ~~The respondent will be advised of the board members and have one business day to challenge a board member's participation based on known facts that would impact impartiality or conflict of interest.~~

~~K.~~*I.* Notice of Hearing

The student conduct administrator will provide notice of the hearing transmitted through a university- recognized medium. The notice will set forth the date, time, and place of the hearing. The respondent will be informed that an advisor may be present during the hearing. The student must notify the student conduct administrator if an attorney will serve as an advisor to allow the university's attorney to also be present. Failure by the respondent to access notifications transmitted through a university-recognized medium shall not invalidate the notice. The notice shall be given at least five (5) business days prior to the hearing, unless a shorter or longer time is granted for good cause. Any request for continuance shall be made in writing to the student conduct administrator, who has the authority to reschedule the hearing if it is determined the request is timely and for good cause.

Failure to appear will lead to the case being heard in absentia (without the student being present) ~~and holds placed on the student's account. Holds will remain in place until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed.~~

~~L.~~*J.* Role of Chair During Formal Hearing

The chair manages the hearing board *during the student conduct hearing.* ~~and ensures it is conducted in a manner consistent with truth and justice~~. Each person in attendance is expected to exhibit proper dignity, courtesy, and respect. The chair may dismiss any person from the hearing who interferes, obstructs, or fails to abide by the rulings of the chair. Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chair, whose ruling shall be final unless the chair presents the question to the committee, in which by majority vote shall be final. The chair may also seek guidance from general counsel prior to or during the hearing on procedural issues.

~~M. Role of Student Conduct Administrator During Formal Hearing~~

~~In serving both the hearing board and the respondent, the role of the student conduct administrator is impartial and supportive in nature and there is no involvement in the final deliberations of the board. The student conduct administrator shall provide a summary of the case and may also be~~

~~called to testify about outcomes of previous cases.~~

~~N.~~*K.* Order of Proceedings During Formal Hearing

The hearing board chair will preside at the hearing, determine the presence or absence of the respondent, verify the alleged misconduct, determine the presence of an advisor, and explain any additional procedures to be employed during the hearing. The hearing will be recorded in either voice or video format. The student conduct administrator will begin the process by presenting a general overview of the case, the types of evidence to be used, and the findings of any investigation prior to the hearing. However, the student conduct administrator is not a part of the hearing board and serves to provide the board and the respondent with assistance in obtaining the information necessary until the hearing has been concluded.

The respondent may choose to make opening remarks after the student conduct administrator gives the overview or wait until the conduct in question is presented. The respondent's advisor may advise the respondent, but may not participate in the hearing, for example by questioning witnesses or addressing the board. The hearing board and the respondent may call and cross-examine witnesses and present evidence. The respondent may, but is not required to, testify. Any person testifying, including the respondent, shall be subject to cross-examination.

The respondent will be afforded an opportunity to obtain necessary witnesses and/or provide additional evidence. The student conduct administrator cannot compel other students to appear at a hearing but may assist students being called as witnesses with class absence notifications when necessary. The student conduct administrator will make available any necessary documents and evidence within the university's control, to the extent allowed by law. Depending on the nature of the evidence, it may be made available to the respondent but not released.

The hearing is meant to be an exchange of information and a presentation of facts by witnesses having direct knowledge of the alleged infraction. The hearing board chair may limit the number or disallow completely, character witnesses that have no knowledge of the alleged incident. Witnesses are called beginning with who the board request. Following, the respondent may call witnesses or present additional evidence relevant to the conduct in question.

After all witnesses and evidence has been presented, the respondent may make a closing statement. ~~The chair may then call on the student conduct administrator for a range of sanctions for the alleged infraction. At this time, the student conduct administrator, respondent, and advisor is excused and the recording stopped for deliberations. The hearing board analyzes all information provided, determines the facts of the case, and renders a finding and/or appropriate sanction, if necessary. The outcome shall be delivered to the student conduct administrator within 3 business days where an outcome letter will be prepared.~~

The Student Conduct Hearing Board will then convene in closed session to determine if the respondent is responsible or not responsible for the alleged violations of the Student Code of Conduct. If a finding of responsible is made for any of the alleged violations, the Student Conduct Hearing board will determine recommended sanctions. Determination and recommendation of sanctions are outlined in~~on~~ Section O. Sanctions.

The outcome of the Student Conduct Hearing will be sent to the respondent through a university-recognized medium within ten (10) business days following the close of the hearing. This time may be extended for deliberations when necessary and the student shall be notified of any such extensions. The decision letter shall contain a decision on each charge, any findings of fact and any applicable ~~The~~*sanctions. The* respondent may appeal ~~the decision~~*a finding of responsible* within five (5) business days as outlined in ~~the appeal section of these procedures~~*Section L. Appeal Procedures*.

Hearings are closed to the public and all information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

~~O.~~*L.* Appeal Procedures

Students have one level of appeal for every student conduct case. The final appellate authority shall be the vice president for ~~university affairs~~*student affairs* or designee. There shall be two grounds for appeal, the finding of responsibility or the sanction received.

Appeal of the Findings of Responsibility

The respondent may appeal the finding of responsibility to the ~~dean of student affairs~~*dean of students* or designee. The student must submit a signed and dated written appeal to the Office of the ~~Dean of Student Affairs~~*Dean of S*~~s~~*tudents* no later than 5 p.m. the day of the deadline. The written appeal must contain: the respondent's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the respondent wishes to have considered.

Appeal of the Sanction

The respondent may accept the finding of responsibility but appeal the sanction to the vice president for ~~university affairs~~*student affairs* or designee. The signed and dated written appeal must be submitted to the Office of the ~~Dean of Student Affairs~~*Dean of* ~~s~~*Students* no later than 5 p.m. the day of the deadline. The written appeal must contain: the respondent's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the respondent wishes to have considered.

~~P.~~*M.* Confidentiality and Records

All hearings and records (written, electronic, audio or video recording, etc.) pertaining to hearings will be considered education records and treated as designated by law. Student conduct records are kept for two years beyond a student's final enrollment at the university. Records for cases when a student has been expelled are held permanently.

Disciplinary actions which result in extended separation from the university and prevent enrollment will be noted on the academic transcript. Information will include the specific sanction (suspension, expulsion, or debarment) along with the effective dates of the sanction. A student must request in writing that the notation be removed upon completion of the sanction. Written requests must include the student's name and identification number, and must be submitted to the

Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities will verify a student's eligibility for the transcript notation to be removed and will notify the Registrar's Office for removal.

There will be no disclosure of file contents outside of the university without the written permission of the student, unless required or allowed by law. Disclosure within the university is limited to those employees having legitimate need of the information to conduct university business. ~~Incident reports are not released to protect the privacy rights of all involved parties.~~ A student may make a written request for a personal copy of their incident report and receive a redacted copy. Disclosure to victims of violent crimes, nonforcible sex offenses or other offenses with reporting requirements will be handled according to law. All hearings are closed to the public.

~~Q.~~*N.* Rights of Students in Disciplinary Proceedings

The rights outlined below will be accorded to any student for an alleged violation of the student code of conduct. Both the respondent and complainant shall have the same rights unless additional rights are provided to either party according to law.

a. to be present at the hearing;
b. to meet with the student conduct administrator to discuss the disciplinary process;
c. to submit a written account of the alleged incident;
d. to be advised of the date, time and location of the disciplinary hearing, and to request rescheduling (a continuance) for good cause;
e. to be present at the hearing and to be accompanied by an advisor of the student's choosing during the hearing process, although the advisor will not be permitted to speak for the student during the hearing;
f. to testify at the hearing;
g. to decline to testify, with knowledge that all relevant evidence will be considered and the alleged violation adjudicated;
h. to hear or examine evidence presented against the respondent;
i. to have and cross-examine witnesses, as specified in this policy;
j. to make any statement in mitigation or explanation of the conduct in question;
k. to be informed in writing of the finding and any sanction imposed to the extent allowed by law;
l. to appeal the finding and/or sanction to the proper authority;
m. to waive rights to a hearing as outlined in these procedures.

***O.* Sanctions**

The student conduct administrator/student conduct hearing board will recommend sanctions to the dean of students, who will make a final determination of sanctions. Recommended sanctions may be adopted, modified, or rejected. Where the student conduct hearing board's or conduct administrator's recommended sanctions are not adopted by the dean of students, the dean of students shall provide the respondent with the reasons for not adopting the recommendations in writing.

Disciplinary Reprimand: *a written disciplinary sanction notifying a student that the behavior*

did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.~~is a written warning.~~
~~**Conduct Probation**: is for a specified period of time and a second offense may result in disciplinary probation or suspension.~~

Disciplinary Probation: *a written disciplinary sanction notifying a student that their behavior is in serious violation of university standards. Any additional violations occurring during a probationary period may result in more serious sanctions. In addition, restrictions may be placed on a student's activities. Restrictions that may be imposed during a probationary period may include, but are not limited to, restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the university on athletic teams, or in other leadership positions; (c) have access to university housing facilities or other areas on campus; (d) have use of university resources and/or equipment; and/or (e) have contact with specified person(s). When on disciplinary probation a student is not in good standing*~~is for a specified period of time and may carry other conditions to be met (e.g., restriction of participation in extracurricular activities, holding student office, or joining campus organizations).~~

Educational Requirements*: a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling*

Special Action: is a sanction designed to enhance the educational intent of the disciplinary process. Examples of sanctions include, but are not limited to, the requirement of a special program (the cost of this program will be paid by the student), restitution, community service, counseling referrals, and restrictions or removal from academic courses, university housing, or extracurricular activities.

Suspension of an Individual: is a bar from attending the university for a specific period of time and begins at the date and time specified by ~~the student conduct authority considering the case~~*the dean of students*. A suspension also carries with it the following conditions:

a. Student must remain off the campus during the period of suspension, except when summoned by a university official or when an appointment with an official has been arranged in advance.
b. Student may not live or board in university facilities.

Suspension of a Student Organization: is a bar from university recognition for a specified period of time as outlined in university policy 10.9 (Student Organization Formation and Recognition).
Student organizations are required to cease all activity during the specified period. Special Actions may also be attached to the suspension to enhance the educational intent of the disciplinary process. Suspended student organizations must submit a new application as an organization at the end of the suspension period.

Expulsion: is a permanent bar from attending the university whereby a student is not eligible for readmission to the university and begins at the date and time specified by the ~~student conduct authority~~*dean of students*~~ considering the case~~. An expelled student's status will carry the following conditions:

a. Student must remain off campus, except when summoned by a university official or when an appointment with an official has been arranged in advance.
b. Student may not live or board in university facilities.

Debarment: is equivalent to suspension from the university applied to persons not currently registered at the time the sanction is imposed.

Interim Suspension: The ~~student conduct authority~~*dean of students* may~~, with the approval of the vice president for university affairs~~*student affairs*~~ or designee,~~ suspend a student for an interim period pending disciplinary proceedings when there is evidence that the continued presence of a student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions. The interim suspension may take effect immediately without prior notice to the student. However, the ~~student conduct authority~~*dean of students* shall provide notice to the student at a feasible time.

The ~~student conduct authority~~*dean of students* shall inform the student of their right to a hearing to be held within five (5) business days from the effective date of the interim suspension. If the student desires, a preliminary hearing shall be held on the following issues only:

A. the reliability of the information concerning the student's conduct, including the matter of his/her identity;
B. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions.

If the ~~student conduct authority~~*dean of students* finds that the alleged violation is unreliable or that the respondent has been misidentified, the case may be dismissed. If the student ~~conduct authority~~*dean of students* finds that allowing the respondent to remain on campus poses no threat or disruption, the student may be allowed to remain on campus pending the completion of the hearing.

~~R.~~*P.* **Status during Appeal**

In cases of suspension or expulsion when an appeal is filed, a student may request the Office of the ~~Dean of Student Affairs~~*Dean of ~~s~~Students* in writing for permission to continue to reside on campus and/or attend classes pending the ruling of the appeal. The ~~student conduct authority~~*dean of students* may permit this request, given that such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of the university community.

Q. Hold of Student's Records

The university may place a hold on the records or registration of any student who fails to respond

to a university conduct ~~disciplinary~~ notice, resolve a student conduct issue, or fulfill any sanctions issued by the dean of students.

ARTICLE IV: NON-DISCRIMINATION, INTERPRETATION AND REVISION

Decisions rendered according to this policy will be made based on observations of a student's conduct, actions and statements and not on the basis of a student's race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

Any question of interpretation or application of the Student Code of Conduct shall be referred to the vice president for ~~university affairs~~*student affairs* or designee for final determination.

The Student Code of Conduct shall be reviewed annually under the direction of the vice president for ~~university affairs~~*student affairs* or designee.

Cross Reference: Tex. Educ. Code §§ 51.9315, .9364; Fraud (2.7); Discrimination Complaints (2.11); Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct (2.13); Student Academic Dishonesty (4.1); Reproduction of Copyrighted Works by Educators and Librarians (9.2); Digital Millennium Copyright (9.3); Hazing (10.3); Student Organization Formation and Recognition (10.9); Students Displaying Serious Psychological Problems (10.13); Annual Disclosure of Crime Statistics (13.3); Illicit Drugs and Alcohol Abuse (13.11); Firearms Explosives and Ammunition (13.9); Acceptable Use of Information Resources (14.2); Residence Life Community Guidelines

Responsible for Implementation: Vice President for ~~University Affairs~~*Student A~~a~~ffairs*

Contact for Revision: ~~Dean of Student Affairs~~*Dean of S~~s~~tudents*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Employment

Policy Number: 10.6

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 outlines the requirements for hiring students employed in student assistant positions and/or college work-study student assistant positions.

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

Student Employment

Original Implementation: June 18, 1987
Last Revision: July ~~24, 2018~~*27, 2021*

Purpose

This policy outlines the requirements for hiring students employed in student assistant positions and/or college work-study student assistant positions.

Definitions

College work-study (CWS) is a federal or state funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* determines the student's eligibility for CWS employment in accordance with established federal guidelines.

General

Students seeking ~~on-campus~~ employment *through the university* may view ~~on-line~~ jobs ~~at https://~~*on the SFA* careers~~.sfasu.edu~~ *website*. Students must apply online and the hiring department will ~~arrange an interview.~~*contact qualifying candidate(s).*

All students employed by the university are required to complete new paperwork and ~~trainings provided by human resources~~*training as part of new hire orientation* before their first day of employment. If students have not worked on campus previously, they should also attend training provided by the Center for Career and Professional Development. It is the employing department's responsibility to ensure that all new student employees report to human resources for paperwork processing and, if applicable, complete training at the Center for Career and Professional Development before they begin work. Once the necessary employment forms and ~~trainings~~*training* have been completed, the student may be authorized to work on campus *by human resources*.

Student Assistant Employment

The ~~hiring~~*employing* department will complete an electronic personnel action form (EPAF) to set up the student's job ~~assignments. Rate~~*assignment after receiving approval from human resources. Pay rate* changes~~ and new~~, *funding* account *changes and additional* assignments must also be completed on an EPAF. ~~Terminations from~~*Termination of* employment with the university and the ending of a job assignment are also documented through completion of the proper EPAF *created by the employing department*.

Student assistants may not exceed 115 total working hours per month (approximately 26.5 hours per week~~).~~*) for all assignments combined.* This limitation applies to all semesters and includes summers and holidays. Exceptions must be reviewed and approved by human resources. Total working hours are any hours worked and owed compensation as defined by the Fair Labor Standards Act (FLSA). Total working hours may not exceed forty (40) hours in one week.

To be eligible for ~~on-campus~~ employment during the fall or spring semesters as a student assistant, a student must ~~carry~~*be enrolled in* six (6) or more semester hours. It is the employing department's responsibility to ensure that student assistants are enrolled for the required number of semester hours. ~~SFA student~~*Student* assistants enrolled ~~for 1-5 academic~~ *in less than six (6) semester* hours must be approved by the dean of ~~student affairs, as indicated~~*students* on the ~~Departmental Approval to Work While Enrolled for Fewer Than 6 Hours~~*related* form. This form may be found on the ~~student employment page of the~~ human resources website. During the summer, student assistants must be enrolled ~~for~~*in* three (3) or more *semester* hours ~~of coursework~~ or be registered for courses in the upcoming fall semester to be eligible for ~~student assistant~~ summer employment.

Departments should contact human resources if they have questions concerning an appropriate pay rate. Students should be paid no less than minimum wage and no more than $15.00 per hour. If a department wants to set up an internal pay structure for their department, they may contact human resources for assistance.

Job vacancies ~~requiring services of SFA~~ *for* students ~~should~~*must* be posted ~~at https://~~*on the SFA* careers~~.sfasu.edu~~ *website* for ~~at least~~*a minimum of* three *calendar* days before the employing department recommends appointment of a candidate to fill the opening~~.~~*, unless a waiver has been approved.* In order to be considered ~~an applicant~~ for a student *assistant* position, students must apply online. It is the employing department's responsibility to notify human resources immediately when the job is filled~~.~~ *by creating a hiring proposal and sending an email to close the posting.* A department may request to waive the requirement of posting a student *assistant* position in unique circumstances by contacting the director of human resources in writing. Approval of such exception is authorized by the director of human resources or their designee.

College Work Study Employment

Departments that are allocated CWS funds should be aware of the following procedures:

Students working in ~~college work-study~~*CWS* positions must obtain authorization from the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* each semester they intend to work.

To be eligible for the CWS program, the student must first complete the Free Application for Federal Student Aid (FAFSA) by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the financial aid *and scholarships* office will make the award accordingly.

The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, ~~he/she~~*they* must request that the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* review ~~his/her~~*their* file for eligibility. Students in the CWS positions~~,~~ who are enrolled in less than six *semester* hours in the summer~~,~~ must have a FAFSA on file for the ~~proceeding~~*preceding* academic year in order to be awarded summer work~~-~~-study. These students must complete a Summer Work~~-~~-Study form in the Office of ~~Student~~ Financial ~~Assistance. These students~~*Aid and Scholarships and they* must also meet the ~~Office of Student Financial Assistance~~ satisfactory academic progress policy. *See Satisfactory Academic Progress for Financial Aid Recipients (6.16).*

Before beginning employment, each student must present ~~to the employing department~~ a copy of their current year award notification from their ~~MySFA~~*mySFA* account *to the employing department*. This notification will indicate the maximum amount of money the student may earn during a given semester(s) of employment by the university on a ~~college work-study~~*CWS* account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department's responsibility to control the hours worked by the CWS ~~personnel~~*employee* to be ~~absolutely~~ certain that the student does not earn more than the amount of money ~~allowed~~*allotted* from CWS funds. The student must accept the work-study award before ~~he/she~~*they* can accept a work-study position.

Federal regulation specifies that work-study students cannot work during their regularly scheduled class hours. It is the responsibility of the employing department to ensure that working hours do not conflict with a student's class time. This can be determined by comparing the time clock entries with the student's class schedule. If after review by the Office of ~~Student~~ Financial ~~Assistance~~A*id and* S*cholarships* it is determined that a student has worked during regularly scheduled class hours, wages for those hours cannot be paid from ~~college work-study~~*CWS* funds but will have to be paid by the employing department.

Once the student has earned the total amount of ~~his/her~~*their* CWS award, the department must prohibit the student from being paid from their CWS account. At that time, the department may choose to either pay the student ~~worker~~ out of their departmental account as a "student ~~assistant~~*worker*" or terminate the ~~student employee~~*student's employment*. If terminated, the department must complete an EPAF to make this change.

It is recommended that departments do not employ CWS students on their CWS funds and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

A fall award notification allows the student to work from August through December. A spring award notification allows the student to work from January through May. A summer award notification allows the student to work from May through August. The division between the summer sessions is determined by the university's summer calendar. Exact dates vary from year to year and are determined by the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships*.

Student assistants may not hold any other position such as a graduate assistantship or temporary casual employment at the same time they are employed as a student assistant or work study assistant.

International Student Employees

International students working on campus must provide sufficient documentation validating work authorization. Federal regulations limit international student employees to 20 hours per week while classes are in session (fall and spring semesters). *Summer employment may not exceed 115 total working hours per month (approximately 26.5 hours per week). Exceptions must be reviewed and approved by human resources.* International students will not be allowed to work until they have a social security number. Questions about documentation and identification requirements may be answered by human resources.

Graduate Assistantships

Employment authorization and processing of graduate assistants goes through the human resources office and the *research and* graduate *studies* office.

Nepotism

University policy regarding nepotism applies to student employment. See Nepotism (11.16).

Cross Reference: *Satisfactory Academic Progress for Financial Aid Recipients (6.16);* Nepotism (11.16); Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359; 42 U.S.C. §§ 1087-51 – 1087-58; 8 C.F.R. § 214.2(f); 34 C.F.R. § 675.20(c)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Departmental Approval to Work While Enrolled for Fewer than 6 Hours (online),~~ Form I-9~~ Form, I 20~~, Form~~, I 94,~~ W-4 ~~Form~~ (human resources~~).~~*)*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Telecommuting Arrangements for Staff Employees

Policy Number: 11.27

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): Establish guidelines and expectation for utilizing remote working arrangements.

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

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

☒ Internal Review ☐ Other, please explain: .

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Location clarification for telecommuting.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Telecommuting Arrangements for Staff Employees

Original Implementation: January 29, 2019
Last Revision: July ~~21~~*27*, 202~~0~~*1*

Purpose

The purpose of this policy is to establish guidelines and expectations for utilizing short-term and long-term remote working and telecommuting options for staff employees at Stephen F. Austin State University (SFA).

Definitions

Telecommuting is an authorized work arrangement that involves an employee routinely working one or more days per week at a location that is not the regularly assigned work location. Telecommuting requires a formal agreement approved by the department head and president or designee.

Remote Working is the occasional, non-routine, short-term (up to five consecutive business days) performance of an employee's job duties at a location away from the employee's regular work location, most often the employee's home. Verbal or written approval by department head is required.

Regularly Assigned Work Location is a worksite on the university campus or on property under control of the university where an employee usually and customarily reports to work.

General

The university normally requires that work be performed on university property or property controlled by the university. In order to promote general work efficiencies, the university may permit or direct employees to work at alternate work locations when doing so serves the best interest of the university and is approved in advance as outlined in this policy. Remote working or telecommuting arrangements may be implemented as a means of supporting business continuity plans and supporting the hiring and retention of a highly competent workforce.

A remote working or telecommuting arrangement is considered a privilege and not an entitlement. All remote working arrangements must be approved by the department head, and telecommuting arrangements require a formal agreement approved by the department head and president or designee.

Telecommuting agreements are subject to termination at any time due to performance concerns, employee discipline, a change in policy, law, or the needs of the university as interpreted by the department head, division head, or president. Telecommuting agreements do not constitute an employment contract and end upon the employee's separation of employment.

Telecommuting does not alter a staff employee's relationship with the university, including responsibilities, salary, benefits, leave, nor expected hours of work.

Eligibility

To be eligible for remote working or telecommuting, an employee must:

a. Hold a position that, in the judgement of the department head and the division head, may be performed effectively from a remote location.
~~a.~~*b. Maintain a remote location and perform the work in the State of Texas, unless approved by the vice president for finance and administration.*
~~b.~~*c.* Be able to maintain confidentiality of information at a remote location.
~~c.~~*d.* Provide a remote workplace at which SFA equipment and work--related materials will be safe and where required job duties can be performed.
~~d.~~*e.* Utilize appropriate secure equipment and software as prescribed by university information technology services, utilizing VPN to access category 2 or higher data.
~~e.~~*f.* Have the ability to perform job responsibilities with minimal supervision.
~~f.~~*g.* Have and maintain satisfactory performance in the judgement of the department head, as reflected in performance reviews or evaluations.

Positions ineligible for telecommuting are those that:

a. Require regular face-to-face contact with members of the SFA community or the public; or
b. Require routine access to information or materials only available at the regular work location.

Work Schedule and Hours

Telecommuting employees will work hours that comply with SFA policy 12.24, Working Hours and Holidays. Nonexempt telecommuting employees must maintain a 40-hour work week and will not be allowed to work in excess of 40 hours without prior approval from the department head. Exempt telecommuting employees must work the number of hours necessary to complete the requirements of the job, but no less than 40 hours per week. Telecommuting employees are not eligible to claim or earn state compensatory time unless it is approved in compliance with Texas Government Code, 659.018(b). Telecommuting employees must comply with all SFA policies and procedures.

Telecommuting employees must travel to campus to attend meetings and events as assigned by the department head.

Agreement and Approvals Required

A Staff Telecommuting Request and Agreement must be completed and signed by the employee, the department head, human resources, and the president or designee.

Termination of Agreement

The university reserves the right to terminate the agreement with ten (10) business days' notice if the university determines that the telecommuting arrangement no longer is in the best interest of the university. The university also reserves the right to terminate without a notice period for any violations

of university policy, a violation of the conditions of the agreement, or when there is a relevant change in university policy or law.

When the agreement is terminated, the employee must promptly return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other university property in the employee's possession or control.

The university shall not be held responsible for costs, damages, or losses associated with this agreement.

Cross Reference: Tex. Gov't Code §§ 658.010, 659.018(b); Overtime and Compensatory Time (12.14); Working Hours and Holidays (12.24); Acceptable Use of Information Resources (14.2).

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Human Resources

Forms: The Staff Telecommuting Request and Agreement form is available on the Employee tab of mySFA.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Title IX

Policy Number: 2.13

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Addresses prohibition of sexual misconduct and other sex based offenses related to Title IX and VAWA regulaitons.

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 revisions

Specific rationale for deletion of policy:

Additional Comments:

Updated the "Statement of Nondiscrimination". Corrected wording in the defintion of "rape" to match FBI UCR defintion. Updated section V. Reporting Sexual Harassment, to include a fourth exception to mandatory reporting for UPD officers when a victim selects to use a pseudonym since SB 1371 passed. Updated link for filing appeal.

Reviewers:

Michael Walker, Interim Title IX Coordinator
Michara DeLaney-Fields, Chief Diversity Officer
Damon Derrick, General Counsel

Title IX

Original Implementation: July 27, 2015
Last Revision: July 27~~1~~, 2021~~0~~

I. Policy Statement

A. *Statement of Nondiscrimination*

Stephen F. Austin State University (the "University") is committed to providing an educational and employment environment free of unlawful sex discrimination. Consistent with Stephen F. Austin State University's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), the University prohibits Sexual Harassment that occurs within its Education Programs and Activities.

As further defined below, for purposes of this Policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty members, staff, students, contractors, guests, and other members of the University community who commit Sexual Harassment are subject to the full range of University discipline.

II. Scope

This Policy applies to Sexual Harassment, as defined below, that occurs within the University's Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the University Community.

III. Definitions

A. **"Sexual Harassment"** for purposes of this Policy is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

B. **"Quid Pro Quo Sexual Harassment"** occurs when an employee or student of the University conditions the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

C. **"Hostile Environment Sexual Harassment"** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities.

D. **"Sexual Assault"** includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.[1]

1. **"Rape"** is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is *penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim*~~the slightest penetration of the vagina or penis by the sexual organ of the other person~~. Attempted Rape is included.

2. **"Sodomy"** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

3. **"Sexual Assault with an Object"** is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

4. **"Fondling"** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5. **"Incest"** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.

6. **"Statutory Rape"** is sexual intercourse with a person who is under the statutory age of consent as defined by Texas law.

E. **"Domestic (Family) Violence"** is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws

[1] The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a). When applicable, we have included the state law definition. In any criminal action brought by law enforcement, the state law definition will apply.

of Texas[2], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.

F. **"Dating Violence"** [3] is violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such a relationship will be determined based on a consideration of the following factors:

   - The length of the relationship;
   - The type of relationship; and
   - The frequency of interaction between the persons involved in the relationship.

G. **"Stalking"** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

1. *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action,

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[2] Family Violence is defined by the Texas Family Code Section 71.004 as:

(1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or Sexual Assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or Sexual Assault, but does not include defensive measures to protect oneself;

(2) abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or

(3) Dating violence, as that term is defined by Section 71.0021.

[3] Dating violence is defined by the Family Code, Section 71.0021 as:

(a) an act, other than a defensive measure to protect oneself, by an actor that:

(1) is committed against a victim:

(A) with whom the actor has or has had a dating relationship; or

(B) because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and

(2) is intended to result in physical harm, bodily injury, assault, or Sexual Assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or Sexual Assault.

(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

(1) the length of the relationship;

(2) the nature of the relationship; and

(3) the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of that person, their family members including someone with whom the person is dating or interferes with that person's property.

2. *Reasonable Person* means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others, or suffer substantial emotional distress.

3. *Substantial Emotional Distress:* Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

H. **"Consent"** is a voluntary, ongoing, mutual understanding among all participants that clearly indicates a willingness, through words or clear unambiguous actions, and demonstrates a knowing, intentional agreement to engage in each instance and stage of sexual activity. Knowledge of consent is the responsibility of each person involved in every instance of sexual activity and consent can be withdrawn at any time. A person who is Incapacitated is not capable of giving Consent.

The following list provides examples of when Consent has not been obtained or is not effective:

- Consent is not effective when any participant in the sexual activity is unsure if a knowing, intentional, voluntary agreement to engage in each act of sexual activity has been demonstrated.

- Consent is not effective if one person knew or reasonably should have known that another person involved was incapacitated.

- Consent to one act does not imply consent to another; past consent does not imply future consent.

- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

- Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

- Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) Intimidation,[4] (d) Coercion, (e) Incapacitation or (f) any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual activity.

[4] *Intimidation* means intentional behavior that would cause a reasonable person to fear injury or harm.

- A current or previous dating or sexual relationship or manner of dress does not, by itself, constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly demonstrates a willingness to engage in each instance of sexual activity.

I. **"Incapacitated"** refers to a state of being that prevents an individual from having the mental ability, emotional stability, or maturity to provide consent at the time the alleged behavior occurs. Incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability or medical condition.

> Alcohol and drugs can impair judgment and decision-making capacity, including the ability to rationally consider the consequences of one's actions. The effects of alcohol and drug consumption often occur along a continuum. For example, inhibition to euphoria and memory impairment, and to disorientation and incapacitation. Incapacitation due to alcohol or drug use is a state beyond "mere" intoxication or even being drunk. Indicators of incapacitation may include inability to communicate, lack of control over physical movements, and/or lack of awareness of circumstances. An incapacitated person can also experience a blackout state during which they appear to give consent but do not have conscious awareness or the capacity to consent.

J. **"Coercion"** is the use of pressure and/or other oppressive behavior, including expressed or implied threats of physical harm, or severe and/or pervasive emotional intimidation which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amounts to coercion if they wrongfully limit the other's ability to freely choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or other substance that impairs the person's ability to give consent.

K. **"Retaliation"** is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Retaliation is prohibited and is considered a stand-alone policy violation without regard to any finding of responsibility for violation of this policy.

L. **"Complainant"** means the individual(s) who is alleged to have been impacted by a violation of this Policy.[5]

[5] A Complainant and Respondent are each individually a "Party" and collectively the "Parties" with respect to a Formal Complaint filed under this Policy.

M. **"Respondent"** means the individual(s) who is alleged to have violated this Policy.

N. **"Formal Complaint"** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment in accordance with this Policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's education programs and activities. A "document filed by a Complainant" means a document or electronic submission (such as the reporting form) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

O. **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University's Education Programs and Activities without unreasonably burdening another Party, including measures designed to protect the safety of all parties implicated by a report or the University's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

P. **"Education Programs and Activities"** refers to all the operations of the University, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. Additionally, the term applies to all activity that occurs on campus or on other property owned or occupied by the University. It also includes off-campus locations, events, or circumstances over which the University exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the University. It also includes off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities or when the University, in its sole discretion, has an identifiable interest in the off-campus conduct.

IV. Understanding Hostile Environment Sexual Harassment

In determining whether a Hostile Environment exists, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from

the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The University encourages members of the University Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Sexual Harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
- Unwelcome kissing, hugging, or massaging;
- Sexual innuendos, jokes, or humor;
- Displaying sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- E-mail and Internet use that violates this policy;
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
- Sending sexually explicit emails, text messages, or social media posts;
- Commenting on a person's dress in a sexual manner;
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; or
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

V. Reporting Sexual Harassment

A. *Title IX Coordinator*

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours, to the following individuals:

Reporting options and online reporting forms can be found at the following website: www.sfasu.edu/lumberjacks-care. In addition, a link to reporting information will be maintained on the university home page.

Contact information for the Title IX Coordinator and Deputy Title IX coordinators is outlined below. This information is subject to change and the most updated contact information for the Title IX coordinator and deputy coordinators can be found at www.sfasu.edu/lumberjacks-care.

Title IX Coordinator	McKibben Education Building, Suite 304 titleix@sfasu.edu | (936) 468-8292
Deputy Title IX Coordinator for Faculty, Staff, and Third Parties, Director of Human Resources	Austin Building, Suite 201 titleixemployees@sfasu.edu | (936) 468-2304
Deputy Title IX Coordinator for Athletics Senior Woman Administrator, SFA Intercollegiate Athletics	SFA Athletic Fieldhouse titleixathletics@sfasu.edu | (936) 468-3751
Deputy Title IX Coordinator for the SFA Charter School CEO/Principal SFA Charter School	2428 Raguet Street titleixcharter@sfasu.edu | (936) 468-5899

B. *Mandatory Reporting Requirement for University Employees*

Under Texas law, all University employees, with the exception of Confidential Employees, who:

1. in the course and scope of their employment[6]

2. witnesses or receives information regarding an incident that the employee reasonably believes constitutes Sexual Harassment,[7] Sexual Assault, Dating Violence, or Stalking, which

3. is alleged to have been committed by or against a person who was a student enrolled at or an employee of the University at the time of the incident

must promptly report within 48 hours the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator.

Writing required. The University's online reporting form is the preferred method of communicating incidents promptly, so that a record is made of the time and all factual details disclosed in the initial report. A written memo is also acceptable if it can be delivered to a Coordinator promptly after the employee's duty to report arises.

Report Contents. The employee's report must include all information concerning the incident known to the employee which is relevant to an investigation under this Policy, including whether the subject of the report has expressed a desire for an institutional response to the incident or made a request for confidentiality in reporting the incident.

Confidentiality. Unless waived in writing by the affected individual, the identity of an alleged victim of an incident reported pursuant to this mandatory reporting requirement may be disclosed only to

[6] "Course and Scope of Employment" means an employee performing duties in the furtherance of the institution's interests.

[7] For the purposes of Texas's mandatory reporting requirement only, "Sexual Harassment" means: means unwelcome, sex-based verbal or physical conduct that (a) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or (b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

(a) employees of the University who are necessary to conduct an investigation of the report or any related hearings and (b) a law enforcement officer.

Exceptions. The mandatory reporting requirement does not apply to:

1. Individuals who are themselves the victims of the Sexual Harassment, Sexual Assault, Dating Violence, or Stalking incident that is being reported;

2. Instances when an employee receives information about Sexual Harassment, Sexual Assault, Dating Violence, or Stalking at a public awareness event sponsored by the University; or

3. Employees designated as Confidential Employees.

~~**3.**~~***4.*** *A campus peace officer employed by the university who receives information regarding an incident involving sexual assault, domestic violence, dating violence, or stalking from an alleged victim who chooses to complete a pseudonym form described in Texas Code of Criminal Procedure. -University Police Officers must report limited information to the Title IX Coordinator, including the type of incident, general location and date of alleged incident. The report may not include the victim 's name, phone number, address, or other information that may directly or indirectly reveal the victim 's identity.*

Consequences of Non-Compliance. An employee who fails to make a required report will be terminated following an investigation and any required process under the applicable personnel policy.[8]

Immunity. An employee who, in good faith reports or assists in the investigation of a report under this Policy, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident, will not be subject to disciplinary action for violations of the administrative policies of Stephen F. Austin State University that are reasonably related to the incident. This immunity does not apply to a person who perpetrates or assists in the perpetration of the incident reported under this policy or who commits a criminal offense pursuant to Texas Education Code § 51.255(a).

C. *Confidential Employees*

The University believes it is critical to provide community members who may be experiencing Sexual Harassment information about available institutional resources to empower those individuals to make informed decisions about their rights and options. Members of the University community may speak to officially designated Confidential Employees[9] about Sexual Harassment, Sexual

[8] Employees who fail to make a mandatory report under this provision may also be subject to criminal prosecution pursuant to Texas Education Code section 51.255(a).

[9] Under Texas law, a "Confidential Employee" is an employee (1) designated by the University as a person with whom students may speak confidentially concerning Sexual Harassment, Sexual Assault, Dating Violence, or Stalking or (2) receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law.

Assault, Dating Violence, or Stalking without the conversation triggering a mandatory report of incident details.

The University has designated the following Confidential Resources:

SFA Counseling Services
(936) 468-2401 | counseling@sfasu.edu

SFA Human Services Counseling Clinic
(936) 468-1041 | SFACounselingClinic@sfasu.edu

SFA Student Health Clinic
(936) 468-4008 | healthservices@sfasu.edu

Family Crisis Center of East Texas
(936) 468-7233 Campus Office
(800) 828-7233 (24 hour crisis line)

SFA University Police
(936) 468-2608 | updemail@sfasu.edu

A Confidential Employee is not required to report any information that would violate an individual's expectation of privacy, such as the name or other identifying information of an individual who has experienced or allegedly engaged in Sexual Harassment.

This provision does not affect any employee's duty to report incidents of sexual misconduct as required by other law.

D. *Reports to Law Enforcement*

Victims of a crime have the right to choose whether to report the crime to law enforcement, to be assisted by the University in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. The University encourages anyone who believes they experienced or witnessed a crime to make a report to the Stephen F. Austin State University Police Department ("UPD"), if the assault occurred on campus, or to local law enforcement, for crimes occurring off campus.

Reports of criminal offenses occurring on campus, including but not limited to sexual assault, dating violence, domestic violence, and stalking may also be made to UPD at 936-468-2608 (non-emergency) or 911 (emergency) or to the City of Nacogdoches Police Department 936-559-2607 (non-emergency) or 911 (emergency) or to other local law enforcement authorities. Regardless of where the incident occurred, UPD can assist in making a report to the appropriate law enforcement agency. Individuals are not required to report all criminal violations to law enforcement, but the University strongly encourages reporting criminal violations to the police. The Title IX Coordinator and deputy Title IX coordinators can assist individuals in contacting these law enforcement agencies as well as the confidential resources outlined in Section 6.1 C of this policy. Employees and students with protective or restraining orders relevant to a report are encouraged to provide a copy to the University Police Department.

If a report of a policy violation is made to UPD, officers will advise the complainant or reporting party of their right to file a report under this policy. To the extent allowed by law and university policy, UPD shall also notify the Title IX Coordinator of the report, and provide the Title IX Coordinator, or the individual investigating the reported policy violation, access to any related university law enforcement records, so long as doing so does not compromise any criminal investigation.

E. *Medical Treatment and Preservation of Evidence*

In cases of sexual assault, and for one's safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Being examined as soon as possible, ideally within 120 hours, is important for evidence collection, which may be used to support prosecution should the Complainant decide to pursue criminal charges.

F. *Anonymous Reports*

Anyone, not designated as a responsible employee, can make an anonymous report by submitting information through the Online Reporting Form found at http://www.sfasu.edu/lumberjacks-care

VI. Preliminary Assessment

Upon receipt of a report, the Title IX Coordinator will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this Policy, and/or could not constitute Sexual Harassment, even if investigated, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other University offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

VII. Contacting the Complainant

If a report is not closed as a result of the preliminary assessment and the Complainant's identity is known, the Title IX Coordinator or their designee will promptly contact the Complainant to discuss the following:

- the availability of Supportive Measures with or without filing a Formal Complaint;
- the Complainant's wishes with respect to such Supportive Measures;
- the process for filing and pursuing a Formal Complaint;

- the importance of going to a hospital for treatment and preservation of evidence as soon as practicable after the incident, if applicable;
- the right to report the incident to the institution and to receive a prompt and equitable resolution of the report;
- the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement; and
- information about resources that are available on campus and in the community.

VIII. Supportive Measures

Generally. Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek support of University-identified resources. The Title IX Coordinator or their designee is available to provide information about the University's policy and procedure and to provide assistance. A list of University identified resources is located at the following link: http://www.sfasu.edu/lumberjacks-care

Complainant. The Title IX Coordinator or their designee will offer and make available Supportive Measures to the Complainant upon receipt of a report of Sexual Harassment regardless of whether the Complainant elects to file a Formal Complaint.

Respondent. The Title IX Coordinator or their designee will notify the Respondent of the availability of Supportive Measures contemporaneously with the Respondent being notified of a Formal Complaint. Once a Formal Complaint has been initiated, the University will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

All Parties. The University will, to the greatest extent practicable, ensure that each Party or other person who reports an incident of Sexual Harassment is offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident. In addition, all Parties are allowed to drop a course in which both Parties are enrolled without any academic penalty.

Confidentiality. The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

IX. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the University's education programs and activities on an temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator

must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the University may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process.

For all other Respondents, including independent contractors and guests, the University retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

X. Formal Complaint

A. *Filing a Formal Complaint*

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the University investigate and adjudicate a report of Sexual Harassment in accordance with this Policy. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the University's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified above. No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the University if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. Factors the Title IX Coordinator may consider include (but are not limited to):

1. the seriousness of the alleged incident, including (a) whether a weapon was involved in the incident, (b) whether multiple assailants were involved in the incident, and (c) whether the incident is poses a risk of recurrence;

2. whether the institution has received other reports of Sexual Harassment committed by the Respondent;

3. whether the alleged incident poses a risk of harm to others; and

4. any other factors the University determines relevant.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the University will commence an investigation and proceed to adjudicate the matter. If the University elects to proceed as a Complainant, the University will inform the alleged victim of the incident of that decision. In all cases where a Formal Complaint is filed, the Complainant will be treated as a Party, irrespective of the Party's level of participation.

B. *Consolidation of Formal Complaints*

The University may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

C. *Dismissal Prior to Commencement of Investigation*

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of this Policy (*i.e.*, because the alleged conduct did not occur in the University's Education Programs and Activities).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

D. *Notice of Formal Complaint*

Within five days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of or hyperlink to this Policy;
- Sufficient details known at the time so that the Parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice;
- Notifying the Complainant and Respondent of their right to inspect and review evidence;
- Notifying the Complainant and Respondent of the University's prohibitions on retaliation and false statements; and
- Information about resources that are available on campus and in the community.

Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated.

E. *Presumption of Non-Responsibility*

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

XI. Investigation

A. *Commencement and Timing*

After the written notice of Formal Complaint is transmitted to the Parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the University and not with the Parties. The investigation will culminate in a written investigation report that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the University strives to complete each investigation within 60 calendar days of the transmittal of the written notice of Formal Complaint.

B. *Equal Opportunity*

During the investigation, the investigator will provide an equal opportunity for the Parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a Party's opportunity to present testimonial and other evidence that the Party believes is relevant to resolution of the allegations in the Formal Complaint. A Party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. *Documentation of Investigation*

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. *Access to the Evidence*

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each Party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the University may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a Party or some other source. The parties will have ten calendar days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

E. *Investigation Report*

After the period for the parties to provide any written response has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each Party and their advisor, in either electronic or hard copy form.

XII. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each Party a notice advising the Party of the two different adjudication processes specified below. The notice will explain that the hearing process is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each Party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in in lieu of the hearing process. Parties are urged to carefully review this Policy, consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each Party will have three calendar days from transmittal of the notice specified below to return the signed written consent form to the Title IX Coordinator. If either Party does not timely return the signed written consent, that Party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

XIII. Adjudication

A. *Hearing Process*

The process for adjudicating Formal Complaints is the hearing process specified in this Section. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to Informal Resolution.

1. Hearing Panel

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing panel which will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing panel is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator. The hearing panel is composed of three people selected from a pool of trained panelists, one of whom will serve as the hearing panel chair. Neither the investigator nor the Title IX Coordinator may serve on the hearing panel. Panelists whose relationship with a party in an investigation causes a conflict of interest shall be excluded from the panel. The hearing panel is responsible for conducting a live hearing for alleged violations of this policy and for making a determination of responsibility and, when appropriate, apply sanctions. Hearing panelists shall complete ongoing training regarding the issues contained in this policy.

2. Hearing Notice and Response to the Investigation Report

After the hearing panel is appointed by the Title IX Coordinator, the hearing panel chair will promptly transmit written notice to the parties notifying the parties of the hearing panel's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; and setting a date and time for the hearing. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten calendar days from the date of transmittal of the written notice.

A Party's written response to the investigation report must include:

- To the extent the Party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- A list of any witnesses that the Party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing panel chair;
- A list of any witnesses that the Party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the Party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the Party at the pre-hearing conference and hearing;
- If the Party does not have an advisor who will accompany the Party at the hearing, a request that the University provide an advisor for purposes of conducting questioning.

A Party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. Pre-Hearing Conference

Prior to the hearing, the hearing chair will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary University personnel, if any, together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing chair's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing chair will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing chair's discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing chair will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing chair immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The University will not issue a notice of attendance to any witness who is not an employee or a student.

5. Hearing

After the pre-hearing conference, the hearing panel will convene and conduct a hearing. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing panel, the parties, the advisors, witnesses, and other necessary University personnel together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio. The hearing may, in the hearing chair's discretion, be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the rulings from the hearing chair will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each Party to address the hearing panel directly and to respond to questions posed by the hearing chair;
- Opportunity for each Party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other Party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each Party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing chair and a reason for the ruling provided;
- Opportunity for each Party to submit evidence that the Party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each Party to make a brief closing argument.

Except as otherwise permitted by the hearing chair, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing panel, the Title IX Coordinator, and other necessary University personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them.

While a Party has the right to attend and participate in the hearing with an advisor, a Party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section, the hearing chair will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing chair will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rational for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply.

6. Subjection to Questioning

In the event that any Party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the Parties' advisors, the statements of that Party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing panel in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing panel may consider the testimony of any Party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither Party requested attendance of the witness at the hearing.

In applying this Section, the hearing panel will not draw an inference about the determination regarding responsibility based solely on a Party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. Deliberation and Determination

After the hearing is complete, the hearing panel will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing panel will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or otherwise. The hearing panel will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies

In the event the hearing panel determines that the Respondent is responsible for violating this policy, the hearing chair will, prior to issuing a written decision, consult with an appropriate University official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing chair will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

If a student is found responsible for Sexual Harassment and the sanction imposed makes the student ineligible to reenroll in the University (i.e., suspension or expulsion), the University will include a notation on the student's transcript. The student may request the removal of a transcript notation imposed under this Policy if:

- the student becomes eligible to reenroll at the University; or
- the University determines that good cause exists to remove the notation.

If the University receives an appropriate request by another postsecondary educational institution, the University will provide to the requesting institution information relating to the University's determination that the student violated this Policy.

9. Written Decision

After reaching a determination and consulting with the appropriate University official and Title IX Coordinator as required above, the hearing chair will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the University upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate University official;
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the University's process and grounds for appeal.

The hearing chair's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the University strives to issue the hearing chair's written determination within 15 business days of the conclusion of the hearing.

B. *Administrative Adjudication*

In lieu of the hearing process, the Parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator. At any time prior to the issuance of the administrative officer's determination, a Party has the right to withdraw from administrative adjudication and request a live hearing.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer who does not need to be an employee of the University. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator.

The administrative officer will promptly send written notice to the Parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten calendar days from the date of transmittal of the written notice specified in this paragraph.

A Party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the Parties' written responses, the administrative officer will meet separately with each party to provide the Party with an opportunity make any oral argument or commentary the Party wishes to make and for the administrative officer to ask questions concerning the Party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each Party, the administrative officer will objectively revaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the Parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (*i.e.*, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any University official and the Title IX Coordinator and will prepare and transmit a written decision which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the University strives to issue the administrative officer's written determination within twenty-one calendar days of the transmittal of the initiating written notice.

XIV. Dismissal During Investigation or Adjudication

The University may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XV. Appeal

A. *Grounds for Appeal*

Either Party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

1. A procedural irregularity affected the outcome;

2. There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;

3. The Title IX Coordinator, investigator, hearing panel, or administrative officer had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

B. *Deadline to File Appeal*

A Party must file an appeal within seven calendar days of the date they receive notice of dismissal or determination appealed from or, if the other Party appeals, within three calendar days of the other Party appealing, whichever is later. All parties will be provided a link to the appeal form upon notification of the findings in their case. The appeal must be submitted in writing *and* ~~by the online appeal form found *h.*~~
~~The appeal~~ must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing Party believes the appeal should be granted, and articulate what specific relief the

appealing Party seeks. *Appeals should be submitted using the online appeal form which can be found on the Lumberjacks Care webpage at http://www.sfasu.edu/lumberjacks-care.*

C. *Resolution of Appeal*

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other Party that an appeal has been filed and that the other Party may submit a written opposition to the appeal within seven calendar days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale. The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no Party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within 21 calendar days of an appeal being filed.

XVI. Informal Resolution

The University may, in the Title IX Coordinator's discretion, facilitate an Informal Resolution in accordance with the protocol outlined below.

A. *Guiding Principles*

Generally, informal resolution involves a structured, supervised interaction between the Parties and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent and/or other affected community members to accept responsibility and repair harm (to the extent possible). Informal resolution may not include an investigation, hearing, or disciplinary action against a Respondent (including transcript notations), but may include imposing appropriate and reasonable remedies as agreed to by the Parties. All informal resolutions are facilitated by a trained administrator or outside expert.

B. *Availability of Informal Resolution*

Informal resolution is available in matters in which the Title IX Coordinator, in the Title IX Coordinator's discretion, determines it is appropriate. Factors the University will consider when

determining whether a report of Prohibited Conduct is suitable for Alternative Resolution include, but are not limited to:

- the nature and severity of the conduct, including whether the use of force or a weapon was involved;
- the Respondent's prior known disciplinary or criminal conduct, including whether the University has received other reports of Prohibited Conduct committed by the Respondent;
- whether the alleged incident poses a risk of harm to other individuals or the community;
- the dynamics of power or control commonly associated with the alleged conduct or the nature of the parties' relationship;
- whether multiple parties are affected or involved;
- any admissions of responsibility by the Respondent; and
- any other factor deemed relevant by the Title IX Coordinator or their designee in the interest of overall campus safety or safety of the parties involved.

Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

C. *Informal Resolution Process*

At any time after the parties are provided written notice of the Formal Complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the Parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the Parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University official, or a suitable third-Party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a Party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each Party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence. The University will not pressure or compel any individual to engage in mediation, to directly confront the other, or to participate in any particular form of informal resolution. Individuals may be accompanied by an adviser or support person at any meetings related to the informal resolution process.

If the Parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a Party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either Party or to the University. Notwithstanding the forgoing if the form of informal resolution is Administrative Adjudication, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process, all other forms of informal resolution pursuant to this Section are not subject to appeal.

D. *Termination of Informal Resolution*

A Party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

E. *Deadlines for Informal Resolution*

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within 21 calendar days. If an informal resolution process does not result in a resolution within 21 calendar days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

XVII. Other Investigation and Adjudication Considerations

A. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing, the advisor will play a passive role and is not permitted to communicate on behalf of a Party, insist that communication flow through the advisor, or communicate with the University about the matter without the Party being included in the communication. In the event a Party's advisor of choice engages in material violation of the

parameters specified in this policy, the University may preclude the advisor from further participation, in which case the Party may select a new advisor of their choice.

In the event a Party is not able to secure an advisor to attend the and requests the University to provide an advisor, the University will provide the Party an advisor, without fee or charge, who will conduct questioning on behalf of the Party at the hearing. The University will have sole discretion to select the advisor it provides. The advisor the University provides may be, but is not required to be, an attorney.

The University will provide an advisor to any Party upon receipt of a request to the Title IX Coordinator or their designee. The University will provide an advisor for any Party at a hearing for the purpose of cross-examining a Party or witness.

B. *Conflicts of Interest, Bias, and Procedural Complaints*

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any Party who believes one or more of these University officials has a material conflict of interest or material bias must raise the concern promptly so that the University may evaluate the concern and find a substitute, if appropriate. The failure of a Party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal.

C. *Objections Generally*

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the University may evaluate the matter and address it, if appropriate.

D. *Treatment Records and Other Privileged Information*

During the investigation and adjudication processes, the investigator and adjudicator are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party; or
- information or records protected from disclosure by any other legally-recognized privilege, such as the attorney-client privilege

unless the University has obtained the Party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, may consider any such records or information otherwise covered by this Policy if the Party holding the privilege affirmatively discloses the records or information to support their allegation or defense.

E. *Sexual History*

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

F. *Student Withdrawal or Graduation Pending Disciplinary Charges*

If a student withdraws or graduates from the University pending an investigation of a complaint of Sexual Misconduct under this Policy, the University will expedite the disciplinary process as necessary to accommodate both the Complainant and the Respondent's interest in a speedy resolution and continue the investigation with or without the participation of the Respondent.

G. *Academic Freedom*

The University will construe and apply this Policy consistent with the principles of academic freedom specified in policy 7.3, Academic Freedom and Responsibility. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the principles of academic freedom specified in university policy.

XVIII. Other Policy Violations

A. *Bad Faith Complaints and False Information*

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Student Code of Conduct in the case of students and other University policies and standards, as applicable, for other persons.

B. *Other Sex-Based Misconduct*

This policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by policy 2.11, Nondiscrimination Policy.

XIX. Discretion in Application

A. *Interpretation*

The University retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the Parties.

The provisions of this Policy and the Hearing Procedures are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this Policy and the Hearing Procedures at any time, and for any reason. The University may apply Policy revisions to an active case provided that doing so is not clearly unreasonable.

B. *Outside Appointments, Dual Appointments, and Delegations*

The University retains discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer. The University also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

C. *Vendors, Contractors and Third Parties*

The University does business with various vendors, contractors, and other third-parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the University retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And the University retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

D. *Recordings*

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the University and is considered property of the University, subject to any right of access that a Party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the University is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any Party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

E. *Relationship With Criminal Process*

This policy sets forth the University's processes for responding to reports and Formal Complaints of Sexual Harassment. The University's processes are separate, distinct, and independent of any criminal processes. While the University may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the University will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

Cross Reference: Nondiscrimination (2.11); Academic Freedom and Responsibility (7.3); Faculty Code of Conduct (7.11); Tenure and Continued Employment (7.29); Student Code of Conduct (10.4); Discipline and Discharge (11.4); Title IX of the Education Amendments Act of 1972, 20 U.S.C. §§ 1681; 42 U.S.C. § 1981; 34 C.F.R. Part 106; Tex. Educ. Code §§ 51.251-.260, .281-.293; Tex. Fam. Code §§ 71.0021, 004

Responsible for Implementation: President

Contact for Revision: Title IX Coordinator

Forms: Sexual Misconduct Reporting Form, Sexual Misconduct Appeal of Investigation Findings Form, Responsible Employee - Title IX Reporting Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Awards Programs

Policy Number: 12.20

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

Date of last revision, if applicable: 10/28/2019

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

Purpose of Policy (what does it do): This policy currently covers the cash awards that may be paid to employees for recognition.

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: Consolidation of policy

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: The Service Awards policy combined with the University Awards Programs policy for clarity and simplicity. The major changes to the Service Awards policy prior to combining into the University Awards Programs policy relate to the removal of procedural information and specifics concerning the program and award formats.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Wyatt, Interim Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

University Awards Programs

Original Implementation: January 29, 2008
Last Revision: ~~October~~ *July 27~~XX~~28*, 2021~~9~~

Purpose

This policy establishes guidelines for recognizing employees for service to the university.

Definitions

Service awards *are recognitions given to employees with ten, twenty, thirty, forty, or fifty years of service to the university.*

The ***President's Award*** *is a special recognition of outstanding service by a staff employee.*

General

Human Resources (for staff) and the Faculty Service Award Committee appointed by the provost/executive vice president of academic affairs (for faculty) coordinate service awards to recognize employees for years of service to Stephen F. Austin State University. Service award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.

Department heads are notified of those employees who are eligible to receive service awards. Questions concerning an individual's eligibility should be directed to Human Resources for staff and to Academic Affairs for faculty.

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

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

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

Cross Reference: Regents -Scholar (7.24); Gifts, Prizes and Awards (3.18); ~~Salary Supplements, Stipends and~~ Additional Compensation (12.16); *Tex. Gov't Code § 2113.201; State Comptroller eXpendit, State Employees* ~~Service Awards (12.17)~~

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

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

Forms: Stipend Authorization Form

Board Committee Assignment: Academic and Student Affairs

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: 4/20/2021

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

Purpose of Policy (what does it do): Idenification card system to provide access to a variety of university 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: Texas State Bill No. 279 requires that institutions of higher education (1) must include on student identification cards, printed contact information for: (A) the National Suicide Prevention Lifeline; and (B) the Crisis Text Line; and (2) may have printed on the card the contact information for: (A) the campus police department; (B) the campus health clinic; and (C) a local suicide prevention hotline

Specific rationale for each substantive revision:

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 20, 2021~~ *July 27, 2021*

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for 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.

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. ~~s~~*Student identification cards must have printed on the card the contact information for: (A) the National Suicide Prevention Lifeline; and (B) the Crisis Text Line; and (2) may have printed on the card the contact information for: (A) the campus police department; (B) the campus health clinic; and (C) a local suicide prevention hotline, if available.*

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Wireless Networking

Policy Number: 14.11

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: Chief Information Officer

Purpose of Policy (what does it do): Stephen F. Austin State University's (SFA's) wireless local area network (LAN) enables wireless computing and provides reliable and secure network services in many locations 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:

Specific rationale for deletion of policy:

Additional Comments:

No Changes.

Reviewers:

Mike Coffee, Deputy Chief Information Officer
Brandon Stringfield, Chief Information Security Officer
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Wireless Networking

Original Implementation: February 3, 2005
Last Revision: July ~~24, 2018~~*27, 2021*

Purpose

Stephen F. Austin State University's (SFA's) wireless local area network (LAN) enables wireless computing and provides reliable and secure network services in many locations on campus. It is a complementary system to the campus wired network.

Scope

This policy applies to all uses of wireless LAN technologies at all physical locations of SFA, both inside buildings and in outdoor areas. It does not apply to cellular wireless technology.

All SFA wireless LAN policies will comply with university, federal, state, and local laws and regulations.

Responsibilities

Information Technology Services is responsible for implementing wireless LAN technology in compliance with campus network standards and also for resolving radio frequency interference issues. These responsibilities include, but are not limited to:

- being the primary provider of design, specification, installation, operation, maintenance, and management services for all wireless access points;
- managing all SFA-owned wireless equipment;
- servicing wireless access points, i.e., the service demarcation points, and the wired network to which they are attached; and
- identifying and authenticating all users connecting to the wireless LAN.

Individuals may not install or operate wireless access points on university-owned property, including residence halls and apartments.

Access

All SFA faculty, staff, and students are required to have a valid user identification and password to use the wireless LAN. Any employee of the university can sponsor a guest on the wireless network using the self-service application provided by Information Technology Services.

Security

All wireless access points and wireless client adapters will use a Service Set Identification provided by Information Technology Services to access any wireless LAN provided by SFA. SFA will encrypt all data.

Sanctions for Policy Violations

Applicable university discipline and/or discharge policies will be followed in imposing sanctions related to a violation of this policy, including limiting a user's access. In the event of an imposed restriction or termination of access to some or all university computers and systems, a user enrolled in courses or involved in computer-related work activities may be required to use alternative facilities. If such facilities are unavailable, the user bears the responsibility for failure to complete requirements for course work and/or job responsibilities.

Cross Reference: ~~Computer and Network Security~~*Information Security Management (14.1); Acceptable Use of Information Resources* (14.2); ~~Use of Electronic Information Resources (16.32); Computing Software Copyright (9.1);~~ Digital Millennium Copyright (9.3); Texas Information Resources Management Act, Tex. Gov't Code Ch. 2054; 1 Tex. Admin. Code §§ 202.70-.76; Tex. Penal Code Ch. 33.

Responsible for Implementation: ~~Vice President for University Affairs~~*Chief Information Officer*

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs

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

Benefits Proportional Audit

Contract Management Audit

Bursar's Office Cash Count

Update on Audit Plan

Recommendation:

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

ANNUAL AUDIT PLAN FOR 2021-22

Explanation:

According to the *Board Rules and Regulations*, the chief audit executive shall annually submit information on the annual audit plan, work schedule and staffing plan to the president for review and to the Board of Regents for their approval.

Recommendation:

Pending consideration and recommendation by the Finance and Audit Committee that the annual audit plan be approved as presented.

STEPHEN F. AUSTIN STATE UNIVERSITY FISCAL YEAR 2022 AUDIT PLAN - DRAFT		
PROJECT	**HIGH LEVEL DESCRIPTION**	**HOURS**
Audits		
Annual Audit Plan and Report	Prepare annual audit plan and report	40
Benefits Proportional by Method of Finance Audit	Review compliance required by regulations	140
Compliance Audits	Review compliance required by regulations	450
Construction Audit	Review controls and compliance required by regulations	250
Contract Management and Procurement Audit	Review compliance required by TEC 51.9337	200
Departmental and/or Operational Audits	Review controls and compliance required by regulations	800
Endowment Audit	Review controls and compliance required by regulations	400
External Audit Assistance	Provide assistance for state, federal, and other audits	200
Facilities Audit	Review compliance required by regulations	60
Grant Audit	Review compliance required by regulations	450
Safety and Security Audit	Review compliance required by TEC 51.217	350
Information Technology Audits and Projects	Perform TAC 202 audits and other audits and projects	500
Follow-Up Audits and Projects	Perform follow-up audits and projects	500
Other Activities		
Continuous Auditing	Perform regular auditing procedures	600
Fraud & Ethics Program Projects and Investigations	Facilitate university anonymous reporting system; Perform investigations and projects	350
Special Projects	Perform special projects	300
Committees, Meetings, and Events	Serve as advisory member of committees; prepare and attend meetings and events	400
Department Activities		
Annual Risk Assessment	Facilitate annual university risk assessment	100
Quality Assurance	Perform internal quality procedures and assessments, participate on assessment teams, and records management	250
Software Maintenance and Training	Audit software	80
Professional Development and Travel	Professional development, training, and travel	280
Staff Meetings	Regular staff meetings	400
General and Administrative	Administration (planning, purchasing, payroll, scheduling, reporting, etc.)	530
General and Administrative GA	Graduate Assistant help with administrative work	350
Total Allocated Hours		7,980

ADOPTION OF THE FISCAL YEAR 2021-22 INSTITUTIONAL OPERATING BUDGET

Explanation:

In accordance with Articles III and IX of the State of Texas General Appropriations Act for the 2022-2023 biennium, the administration submits the proposed fiscal year 2021-22 institutional operating budget that totals $262, 019,418. The proposed budget contains a five percent reduction in certain mandatory tuition and fee revenue from fiscal year 2021's actual mandatory tuition and fee revenue. The proposed budget also contains $14,911,596 support from the American Rescue Plan (HEERF III), $363,284 support from prior year VSIP Reinvestment Funds and $4,289,538 support from general institutional fund balance. A detailed Higher Education Fund (HEF) allocation is also presented in association with a capital schedule.

Recommendation:

The administration recommends approval of the 2021-22 annual operating budget that totals $262,019,418 and the associated HEF allocation as presented.

Stephen F. Austin State University

Proposed

Operating and Capital Budgets

Fiscal Year 2021-2022

Stephen F. Austin State University

2021-2022 Institutional Operating Budget

SUMMARY

In accordance with Articles III and IX of the State of Texas General Appropriations Act for the 2022-2023 biennium, the administration submits the proposed fiscal year 2021-22 institutional operating budget that totals $262,019,418. The proposed budget contains a five percent reduction in certain mandatory tuition and fee revenue from fiscal year 2021's actual mandatory tuition and fee revenue. The proposed budget also contains $14,911,596 support from the American Rescue Plan (HEERF III), $363,284 support from prior year VSIP Reinvestment Funds and $4,289,538 support from general institutional fund balance.

BUDGET SUMMARY

Stephen F. Austin State University
Budgeted Expenditures
Fiscal Year 2021-22

	Faculty Salaries	Exempt Salaries	Classified Wages	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operation & Maintenance	Travel	Capital Outlay	Total
Educational & General Funds	33,017,850	3,515,751	3,425,573	59,600	201,835	0	17,229,977	11,293,063			68,743,649
Designated Purpose Funds	4,943,125	14,593,212	9,396,908	903,035	498,299	10,050	10,225,615	47,355,677	59,383		87,985,304
Non-Pledged Auxiliary Funds		5,302,838	907,714	207,647	64,063	0	1,779,777	9,553,738	1,098,435		18,914,212
Pledged Auxiliary Funds		3,102,329	3,131,089	923,912	114,326	14,140	2,586,827	15,779,032	25,000		25,676,655
Current Restricted Funds		1,585,706	589,286	782,329	16,397	0	746,793	27,204,726	38,811		30,964,048
Higher Education Funds										7,744,606	7,744,606
Debt Service Funds								21,990,944			21,990,944
TOTALS	37,960,975	28,099,836	17,450,570	2,876,523	894,920	24,190	32,568,989	133,177,180	1,221,629	7,744,606	262,019,418

Stephen F. Austin State University
Budgeted Expenditures
Fiscal Year 2020-21

	Faculty Salaries	Exempt Salaries	Classified Wages	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operation & Maintenance	Travel	Capital Outlay	Total
Educational & General Funds	31,764,741	4,153,468	3,618,145	70,272	238,947		16,507,173	11,801,053			68,153,799
Designated Purpose Funds	13,007,018	15,603,160	10,514,460	1,869,510	614,157	17,500	11,975,408	34,694,814	234,101		88,530,128
Non-Pledged Auxiliary Funds		5,543,166	978,419	201,272	89,317		1,865,252	9,754,998	1,098,435		19,530,859
Pledged Auxiliary Funds		3,080,339	3,430,622	939,248	175,919	5,340	2,615,630	15,591,816	25,000		25,863,914
Current Restricted Funds		1,571,373	478,729	782,329	12,032		772,157	27,556,030	41,515		31,214,165
Higher Education Funds										7,101,412	7,101,412
Debt Service Funds								25,072,529			25,072,529
TOTALS	44,771,759	29,951,506	19,020,375	3,862,631	1,130,372	22,840	33,735,620	124,471,240	1,399,051	7,101,412	265,466,806

Stephen F. Austin State University

Budget Summary Fund Reconciliation

Fiscal Year 2021-22

	Education & General	Designated	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Higher Education Funds	Debt Service	Total
Budget Summary	68,743,649	87,985,304	18,914,212	25,676,655	30,964,048	7,744,606	21,990,944	262,019,418
Higher Education Funds	7,744,606							7,744,606
Debt Service	8,916,987	2,831,375		10,242,582				21,990,944
Total Budget	85,405,242	90,816,679	18,914,212	35,919,237	30,964,048	7,744,606	21,990,944	262,019,418

Stephen F. Austin State University
Capital and Higher Education Fund Schedule
Fiscal Year 2021-22

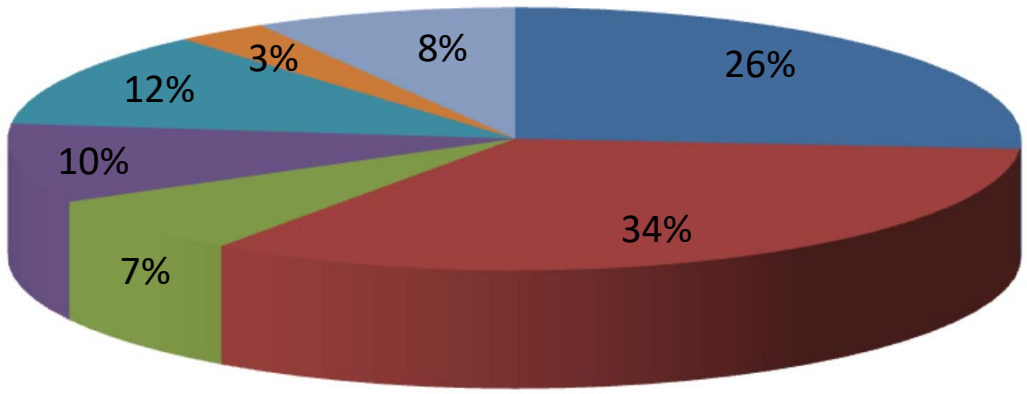
	HEF Appropriation	Fund Balance	Total
FY 2022 Higher Education Fund (HEF) Appropriation	**11,277,793**		
President's Innovation Fund		**363,284**	
Total Funds Available			**11,641,077**
Higher Education Fund Allocation			
Debt Service			
Debt Service Fine Arts	2,655,579		
Debt Service Energy Conservation Plan Phase 1	29,222		
Debt Service Energy Conservation Plan Phase 2	65,993		
Debt Service Energy Conservation Plan Phase 3	782,393		
Total Debt Service	**3,533,187**		**3,533,187**
Capital Outlay			
Cloud-Based Software	1,619,279		
SIS/ERP Hardware and Licensing	495,000		
Financial Aid/Scholarship Software	30,367		
Endpoint Management Solution	75,700		
Endpoint Protection Solution	108,150		
Firewall Annual Subscriptions	154,350		
Annual Infrastructure Refresh	250,000		
Dining Plan Software	15,000		
Internet Name Resolution Hardware	85,000		
SAN Storage	250,000		
Annual Campus Refresh Wireless	301,728		
Library Materials Budget	1,100,000		
HSEL Clinic Camera System		165,340	
Computer Replacement		60,000	
Writing Lab		20,000	
Musical Instruments		48,978	
Computer Replacements		27,000	
Fermentation Science Program		35,000	
Costume Collection Space Supplies	2,234	6,966	
CNC Router - Art Shop Equipment	12,000		
Petrographic Thin Section Laboratory Equipment	15,518		
HPE Pool Heat Exchanger	16,000		
Provost HEF Contingency	2,282		
Student Gathering Room Ferguson G71	25,000		
Graduate Athletic Training New Space Equipment	42,549		
Large Format Book Scanner	42,985		
Shelton Gym, Replace 4 AHUs	675,000		
Power Plant 2, Replace Roof	86,400		
Emergency Ops - Federal Signal SS2000D - Siren System	175,000		
Campus Safety Cameras and Operating Software	402,000		
E-Procurement Software	250,000		
Tree Replacement - Phased Approach	38,784		
Replace 25 Dumpsters	25,000		
Higher Education Fund Contingency	1,449,280		
Total Capital Outlay	**7,744,606**	**363,284**	**8,107,890**
Total Capital and Higher Education Fund Allocation	**11,277,793**	**363,284**	**11,641,077**

Stephen F. Austin State University
Schedule of Debt Service
For the Fiscal Year Ending August 31, 2022

Project	2004 Refunding Student Ctr	2015 Refunding Phase I	2015 Refunding Phase II & Rec Ctr	2016 STEM Center & Refunding 2008 and 2009 Issues	2019 A Projects			2019 B TAXABLE Dining Hall	2020 '10 Refunding Freshman Hall & Garage	Energy Savings Phase I	Energy Savings Phase 2	Energy Savings Phase 3 MuniLease	
Type of Debt	**Bond**	**Bond**	**Bond**	**Bond**	**B-ball Train Facil**	**Fine Arts**	**Res Hall**	**Bond**		**SECO Loan**	**SECO Loan**	**Purch**	**Total**
Year Issued	**13**	**15**	**15**	**16**	**19**	**19**	**19**	**19**		**12**	**12**	**14**	
If Bond, type of Bond	**Revenue**	**Revenue**	**Revenue**	**TRB**	**Revenue**	**Revenue**	**Revenue**	**Revenue**					
September 15, 2021													
Principal										55,127	128,833		183,960
Interest										3,317	3,153		6,470
October 15, 2021													
Principal	2,470,000	1,040,000	3,780,000	3,165,000	316,851	609,328	288,821	770,000	-				12,440,000
Interest	177,219	55,376	196,829	1,141,050	535,986	1,030,742	488,572	274,817	398,375				4,298,965
Fees													-
February 24, 2022													
Principal													-
Interest													-
April 15, 2022													
Principal												762,756	762,756
Interest	115,469	44,924	158,840	1,077,750	528,065	1,015,509	481,351	263,275	398,375			215,235	4,298,792
Fees													-
Total Requirements	2,762,688	1,140,299	4,135,670	5,383,800	1,380,901	2,655,579	1,258,745	1,308,092	796,750	58,444	131,986	977,991	21,990,944
Sources of Funds													
Muni Lease amts not drawn down used for DS													-
THECB TRB													-
E&G TRB				5,383,800									5,383,800
E&G HEF						2,655,579				29,222	65,993	782,393	3,533,187
Designated			1,450,474		1,380,901								2,831,375
Auxiliary - Housing		1,140,299	2,685,195				1,258,745	1,308,092	796,750	29,222	65,993	195,598	7,479,894
Auxiliary - UC	2,762,688												2,762,688
Total Sources of Funds	2,762,688	1,140,299	4,135,670	5,383,800	1,380,901	2,655,579	1,258,745	1,308,092	796,750	58,444	131,986	977,991	21,990,944

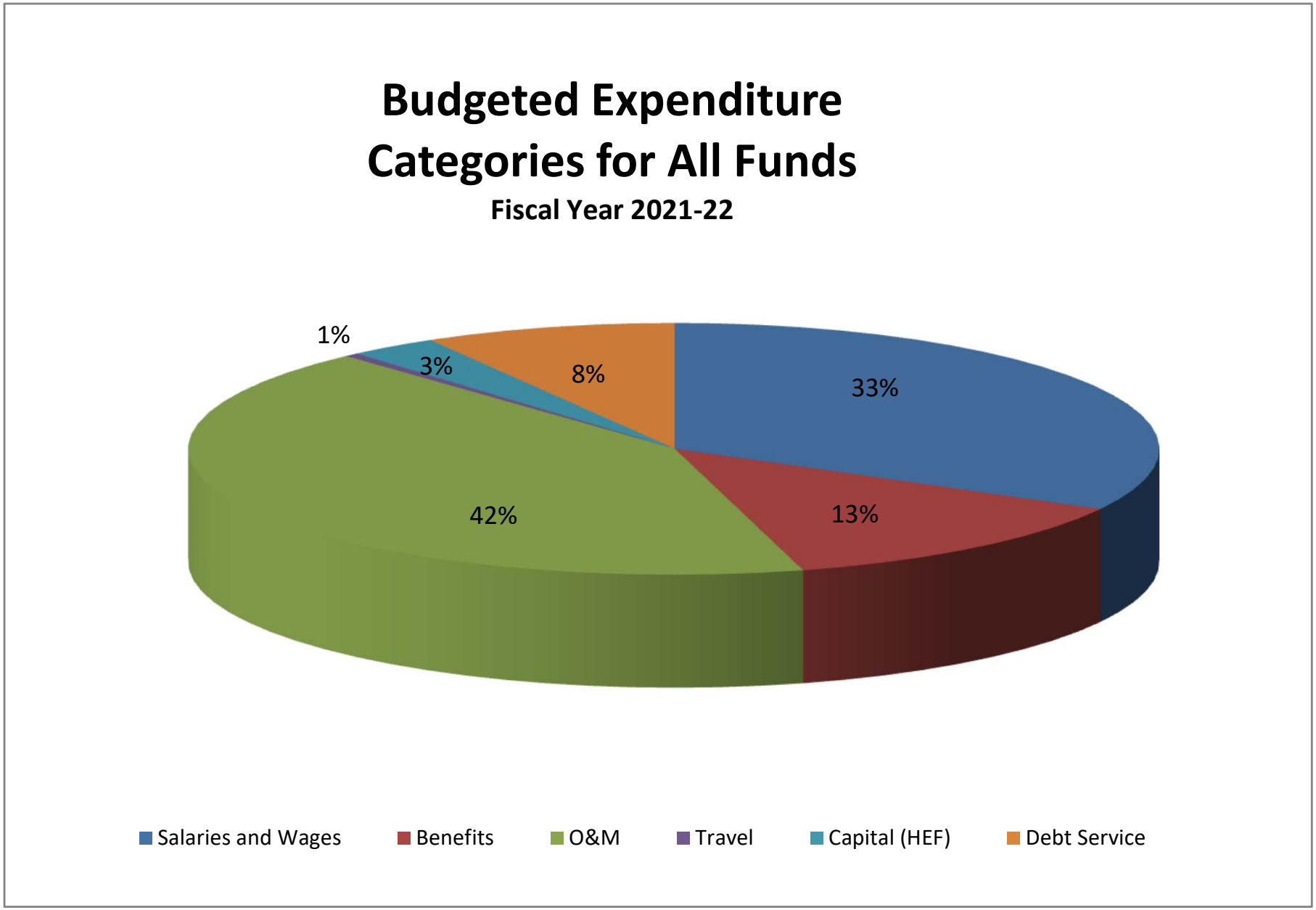
Comparison of Total Budgeted Expenditures by Fund

Fiscal Year 2021-22



E&G | Designated | Non Pledged Auxiliary | Pledged Auxiliary

Current Restricted | HEF | Debt Service


Budgeted Expenditure Categories for All Funds
Fiscal Year 2021-22
33%
13%
42%
1%
3%
8%
Salaries and Wages
Benefits
O&M
Travel
Capital (HEF)
Debt Service

Stephen F. Austin State University
Education and General Revenues and Expenditures
Fiscal Year 2021-22

EXPENDITURES

	2020-21		2021-22	
Estimated Expenditures:				
Institutional Support		24,456,100		23,216,209
Student Services		9,826,842		10,021,364
Resident Instruction:				
Faculty Salaries	31,418,858		32,653,713	
Departmental Operating Exp	12,139,762		12,120,137	
Instructional Administration	2,058,260	45,616,880	1,697,279	46,471,129
Library		1,111,302		1,100,000
Organized Activities		861,623		800,343
Organized Research		171,476		143,254
Physical Plant:				
Custodial Services	1,975,757	1,975,757	1,853,329	1,853,329
Special Items:				
Applied Poultry Studies	38,713		38,714	
Center for Applied Rsrch & Rural Innov	-		1,000,000	
Center for Applied Studies	377,523		377,523	
Center for East TX Studies	35,353		-	
Rural Nursing	270,370		270,370	
Soil Lab	41,047		41,048	
Stone Fort Museum	36,606	799,612	71,959	1,799,614
Total Estimated Expenditures		84,819,592		85,405,242

Stephen F. Austin State University
Education and General Revenues and Expenditures
Fiscal Year 2021-22

REVENUES

	2020-21		2021-22	
Estimated Revenues & Resources:				
State Appropriations:				
General Revenue	38,039,484		39,152,019	
Texas Grant Program	9,769,790		9,940,830	
Texas College Work Study	70,272		59,600	
Group Health Insurance	6,423,580		6,233,203	
FICA General Revenue	2,100,000		2,102,950	
TRS General Revenue	1,200,000		987,001	
ORP General Revenue	1,000,000		765,000	
Net General Revenue	58,603,126		59,240,603	
Higher Education Fund	11,277,793	69,880,919	11,277,793	70,518,396
Student Fees:				
Tuition	13,828,262		13,874,526	
Individual Instruction Fees	202,411	14,030,673	165,600	14,040,126
Organized Activities:				
Early Childhood Lab	750,000		678,720	
Soil Lab	40,000		50,000	
Beef Farm	35,000		35,000	
Swine Farm	8,000	833,000	8,000	771,720
Other Income and Transfers:				
Investment Income	75,000	75,000	75,000	75,000
Total Estimated Revenues & Resources		84,819,592		85,405,242

Stephen F. Austin State University
Budget Summary by Element of Cost
Fiscal Year 2021-22

E&G Fund	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	Capital Outlay	TOTAL
Institutional Support	0	1,695,961	182,359	59,600	22,773	5,693,923	8,916,987	0	6,644,606	23,216,209
Student Services	0	59,272	0	0	3,480	17,782	9,940,830	0	0	10,021,364
Resident Instruction	32,653,713	1,300,560	1,696,161	0	119,417	10,701,278	0	0	0	46,471,129
Library	0	0	0	0	0	0	0	0	1,100,000	1,100,000
Organized Activities	30,772	310,163	192,102	0	5,675	159,911	101,720	0	0	800,343
Organized Research	0	0	0	0	0	0	143,254	0	0	143,254
Physical Plant Operations	0	0	1,311,876	0	42,940	498,513	0	0	0	1,853,329
Special Items	333,365	149,795	43,075	0	7,550	158,570	1,107,259	0	0	1,799,614
TOTALS	33,017,850	3,515,751	3,425,573	59,600	201,835	17,229,977	20,210,050	0	7,744,606	85,405,242

Stephen F. Austin State University
Budget Summary
150 Institutional Support
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Advancement Services	0	98,332	69,200	0	2,045	0	50,260	0	0	0	219,837
Board of Regents	0	49,000	0	0	1,722	0	14,700	0	0	0	65,422
Controllers Office	0	11,690	0	0	424	0	3,507	0	0	0	15,621
Development	0	81,941	41,000	0	920	0	36,882	0	0	0	160,743
Director University Library	0	0	0	59,600	0	0	0	0	0	0	59,600
Finance & Admin Services	0	150,000	0	0	1,200	0	45,000	0	0	0	196,200
Institutional Effectiveness	0	44,930	0	0	488	0	13,479	0	0	0	58,897
Institutional Transfers	0	0	0	0	0	0	0	8,916,987	0	0	8,916,987
Insurance	0	0	0	0	0	0	5,130,426	0	0	0	5,130,426
Office of the President	0	134,080	33,787	0	1,240	0	50,360	0	0	0	219,467
Procurement Services	0	90,000	38,372	0	800	0	38,512	0	0	0	167,684
Provost & VP Academic Affairs	0	389,176	0	0	2,640	0	116,753	0	0	0	508,569
Safety and Risk Management	0	34,720	0	0	1,075	0	10,416	0	0	0	46,211
University Expenditures	0	0	0	0	0	0	0	0	0	6,644,606	6,644,606
VP Finance & Administration	0	419,179	0	0	7,100	0	125,754	0	0	0	552,033
VP for University Advancement	0	192,913	0	0	3,120	0	57,874	0	0	0	253,907
*TOTAL 150 Institutional Support	0	1,695,961	182,359	59,600	22,773	0	5,693,923	8,916,987	0	6,644,606	23,216,209

Stephen F. Austin State University
Budget Summary
152 Student Services
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Financial Aid	0	0	0	0	0	0	0	9,940,830	0	0	9,940,830
Financial Aid Operations	0	59,272	0	0	3,480	0	17,782	0	0	0	80,534
*TOTAL 152 Student Services	0	59,272	0	0	3,480	0	17,782	9,940,830	0	0	10,021,364

Stephen F. Austin State University
Resident Instruction
Fiscal Year 2021-22

Academic Unit	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	Capital Outlay	TOTAL
Academic Administration	664,328	626,792	500,204	0	33,167	537,116	0	0	0	2,361,607
College of Business	4,739,340	0	0	0	0	1,421,871	0	0	0	6,161,211
College of Education	6,479,419	177,813	361,412	0	18,365	2,103,520	0	0	0	9,140,529
College of Fine Arts	3,469,397	225,511	174,429	0	13,680	1,160,802	0	0	0	5,043,819
College of Forestry	1,286,090	67,321	28,838	0	6,005	439,673	0	0	0	1,827,927
College of Liberal & Applied Arts	7,732,173	60,662	304,954	0	27,300	2,429,254	0	0	0	10,554,343
College of Science & Mathematics	8,207,558	101,000	289,194	0	19,580	2,562,843	0	0	0	11,180,175
Other Instructional Departments	75,408	41,461	37,130	0	1,320	46,199	0	0	0	201,518
TOTALS	32,653,713	1,300,560	1,696,161	0	119,417	10,701,278	0	0	0	46,471,129

Stephen F. Austin State University
Budget Summary
160 Academic Administration
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Dean College of Business	179,188	210,767	37,358	0	7,460	0	128,194	0	0	0	562,967
Dean College of Education	0	0	90,150	0	1,920	0	27,045	0	0	0	119,115
Dean College of Fine Arts	80,000	3,974	0	0	72	0	25,192	0	0	0	109,238
Dean College of Forestry and Ag	61,564	208,610	2,165	0	5,675	0	81,420	0	0	0	359,434
Dean College of Sciences & Math	217,452	203,441	188,210	0	10,260	0	182,731	0	0	0	802,094
Dean Liberal and AAS	126,124	0	90,409	0	3,640	0	64,960	0	0	0	285,133
Graduate School	0	0	91,912	0	4,140	0	27,574	0	0	0	123,626
*TOTAL 160 Academic Administration	664,328	626,792	500,204	0	33,167	0	537,116	0	0	0	2,361,607

Stephen F. Austin State University
Budget Summary
180 College of Business
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Accounting	1,004,308	0	0	0	0	0	301,292	0	0	0	1,305,600
Bus Communication and Legal Studies	594,591	0	0	0	0	0	178,377	0	0	0	772,968
Economics and Finance	1,393,929	0	0	0	0	0	418,179	0	0	0	1,812,108
Mgt Mkg and Intl Business	1,746,512	0	0	0	0	0	524,023	0	0	0	2,270,535
*TOTAL 180 College of Business	4,739,340	0	0	0	0	0	1,421,871	0	0	0	6,161,211

Stephen F. Austin State University
Budget Summary
180 College of Education
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Aviation Program	85,000	0	0	0	0	0	25,500	0	0	0	110,500
COE Academic Services	133,094	0	86,000	0	4,100	0	65,728	0	0	0	288,922
COE Assessment and Accountability	133,094	55,764	28,693	0	2,880	0	65,265	0	0	0	285,696
Education Studies	2,350,470	52,049	111,189	0	5,965	0	754,113	0	0	0	3,273,786
Human Sciences	938,796	0	70,730	0	1,920	0	302,858	0	0	0	1,314,304
Human Services	1,516,483	70,000	64,800	0	1,820	0	495,385	0	0	0	2,148,488
Kinesiology and Health Science	1,322,482	0	0	0	1,680	0	394,671	0	0	0	1,718,833
*TOTAL 180 College of Education	6,479,419	177,813	361,412	0	18,365	0	2,103,520	0	0	0	9,140,529

Stephen F. Austin State University
Budget Summary
180 College of Fine Arts
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Art	1,168,476	51,548	39,523	0	5,000	0	377,864	0	0	0	1,642,411
Music	1,738,354	128,963	99,914	0	7,820	0	590,170	0	0	0	2,565,221
Theatre	562,567	45,000	34,992	0	860	0	192,768	0	0	0	836,187
*TOTAL 180 College of Fine Arts	3,469,397	225,511	174,429	0	13,680	0	1,160,802	0	0	0	5,043,819

Stephen F. Austin State University
Budget Summary
180 College of Forestry and Agriculture
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Agriculture	825,555	53,541	28,838	0	4,365	0	272,380	0	0	0	1,184,679
Forestry	460,535	13,780	0	0	1,640	0	167,293	0	0	0	643,248
*TOTAL 180 College of Forestry and Agriculture	1,286,090	67,321	28,838	0	6,005	0	439,673	0	0	0	1,827,927

Stephen F. Austin State University
Budget Summary
180 College of Liberal Arts and AAS
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Anthropology, Geography and Sociolo	671,882	60,662	0	0	6,000	0	219,763	0	0	0	958,307
English and Creative Writing	909,847	0	40,758	0	1,680	0	285,182	0	0	0	1,237,467
Government	1,043,284	0	0	0	1,920	0	312,901	0	0	0	1,358,105
History	1,109,912	0	38,467	0	1,260	0	344,514	0	0	0	1,494,153
Languages, Culture & Communication	1,097,651	0	42,537	0	5,780	0	342,056	0	0	0	1,488,024
Linguistics	154,261	0	0	0	0	0	46,278	0	0	0	200,539
Mass Communications	425,039	0	33,372	0	1,920	0	137,523	0	0	0	597,854
Military Science	0	0	40,365	0	3,120	0	12,110	0	0	0	55,595
Multidisciplinary Studies	425,603	0	36,132	0	580	0	138,521	0	0	0	600,836
Psychology	976,425	0	0	0	1,440	0	292,928	0	0	0	1,270,793
Social Work	918,269	0	73,323	0	3,600	0	297,478	0	0	0	1,292,670
*TOTAL 180 College of Liberal Arts and AAS	7,732,173	60,662	304,954	0	27,300	0	2,429,254	0	0	0	10,554,343

Stephen F. Austin State University
Budget Summary
180 College of Science & Math
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Biology	1,399,647	0	40,110	0	960	0	431,927	0	0	0	1,872,644
Chemistry	867,690	0	50,850	0	2,400	0	275,562	0	0	0	1,196,502
Computer Science	792,191	0	36,348	0	1,440	0	248,562	0	0	0	1,078,541
Geology	586,951	0	0	0	2,640	0	176,085	0	0	0	765,676
Math & Stats	1,749,529	0	0	0	2,400	0	524,859	0	0	0	2,276,788
Physics, Engineering and Astronomy	923,567	0	92,701	0	2,400	0	304,880	0	0	0	1,323,548
School of Nursing	1,887,983	101,000	69,185	0	7,340	0	600,968	0	0	0	2,666,476
*TOTAL 180 College of Science & Math	8,207,558	101,000	289,194	0	19,580	0	2,562,843	0	0	0	11,180,175

Stephen F. Austin State University
Budget Summary
156 Other Instructional Departments
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Equine Center	0	41,461	0	0	240	0	12,438	0	0	0	54,139
Pre Professional Programs	18,501	0	0	0	0	0	5,550	0	0	0	24,051
SFA Arboretum-Creech	0	0	37,130	0	1,080	0	11,139	0	0	0	49,349
School of Honors	56,907	0	0	0	0	0	17,072	0	0	0	73,979
*TOTAL 156 Other Instructional Departments	75,408	41,461	37,130	0	1,320	0	46,199	0	0	0	201,518

Stephen F. Austin State University
Budget Summary
154 Library
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Director University Library	0	0	0	0	0	0	0	0	0	1,100,000	1,100,000
*TOTAL 154 Library	0	0	0	0	0	0	0	0	0	1,100,000	1,100,000

Stephen F. Austin State University
Budget Summary
158 Organized Activities
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Beef Farms	0	44,498	0	0	120	0	13,349	5,656	0	0	63,623
Early Childhood Lab	0	265,665	192,102	0	5,555	0	137,330	78,068	0	0	678,720
Soil Lab	30,772	0	0	0	0	0	9,232	9,996	0	0	50,000
Swine Farm	0	0	0	0	0	0	0	8,000	0	0	8,000
*TOTAL 158 Organized Activities	30,772	310,163	192,102	0	5,675	0	159,911	101,720	0	0	800,343

Stephen F. Austin State University
Budget Summary
162 Organized Research
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Research & Sponsored Programs	0	0	0	0	0	0	0	143,254	0	0	143,254
*TOTAL 162 Organized Research	0	0	0	0	0	0	0	143,254	0	0	143,254

Stephen F. Austin State University
Budget Summary
164 Physical Plant
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Custodial Services	0	0	1,311,876	0	42,940	0	498,513	0	0	0	1,853,329
*TOTAL 164 Physical Plant											
	0	0	1,311,876	0	42,940	0	498,513	0	0	0	1,853,329

Stephen F. Austin State University
Budget Summary
166 Special Items
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Applied Poultry Studies	0	29,822	0	0	0	0	8,892	0	0	0	38,714
Center for Applied Studies	147,386	36,883	43,075	0	2,935	0	68,494	78,750	0	0	377,523
Ctr for Appl Research & Rural Inno	0	0	0	0	0	0	0	1,000,000	0	0	1,000,000
Rural Nursing	185,979	0	0	0	0	0	56,076	28,315	0	0	270,370
Soil Lab	0	31,296	0	0	169	0	9,389	194	0	0	41,048
Stone Fort Museum Spears	0	51,794	0	0	4,446	0	15,719	0	0	0	71,959
*TOTAL 166 Special Items	333,365	149,795	43,075	0	7,550	0	158,570	1,107,259	0	0	1,799,614

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
AARC	224,991	120,510			345,501
ASEP TEA Technology Fee				28,180	28,180
Academic Advising		237,450			237,450
Academic Affairs Support	363,284				363,284
Accounting	118,445			118,277	236,722
Administrative Support	37,380				37,380
Admissions	1,618,433	319,456		400,000	2,337,889
Agriculture	53,620			20,000	73,620
Agriculture Education				11,000	11,000
Anthropology, Geography, Sociol	48,553			49,421	97,974
Applied Poultry Studies	13,567				13,567
Art	160,290				160,290
Art Academy				1,500	1,500
Art Education				1,500	1,500
Arts Information Ofc				9,875	9,875
Athletic Facilities				11,500	11,500
Audit Services	475,794				475,794
Auto Liability	129,248				129,248
Axe Handle	63,120				63,120
Bands				200,000	200,000
Banner Project Management		409,308			409,308
Board of Regents	39,520			5,000	44,520
Building Maintenance		1,768,275			1,768,275
Bus Communication and Legal Studi	141,348			234,244	375,592
COE Academic Services	273,060	216,055			489,115
COE Assessment and Accountability	373,692				373,692
CPM Program				45,000	45,000
Campus Rec Equipment Replacement				97,587	97,587
Campus Recreation		200,000		2,804,151	3,004,151
Campus Recycling		5,000			5,000
Capital Campaign	123,980				123,980
Carpenters		-120			-120
Cattle Development				5,000	5,000

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Center for Teaching & Learning	37,982	173,371		840,747	1,052,101
Central Stores		129,736			129,736
Chemistry	111,096			100	111,196
Childrens Performing Arts				42,000	42,000
Choirs				76,500	76,500
Cnt for Career and Prof Dev	194,008			50,000	244,008
Cole Audiological Lab				320,000	320,000
Community Garden-Sprout				8,000	8,000
Computer Science				30,909	30,909
Controllers Office	918,146	239,997		227,656	1,385,800
Counseling Clinic				1,000	1,000
Counseling Services	378,358	53,882			432,240
Criminal Justice				300	300
Custodial O&M		-6,460			-6,460
Custodial Services		168,624			168,624
Custodial Services		98,254			98,254
DEXA				90	90
Dance Production				2,860	2,860
Dean College of Business	424,753	155,344			580,097
Dean College of Education	263,906				263,906
Dean College of Fine Arts	243,276	53,778			297,054
Dean College of Forestry and Ag	28,410			600	29,010
Dean College of Sciences & Math	119,701	66,889			186,590
Dean Liberal and AAS	180,131			0	180,131
Dean of Students	56,130				56,130
Development	487,942				487,942
Director University Library	1,755,237			4,250	1,759,487
Disability Services	401,174			100	401,274
Early Childhood Lab				20,000	20,000
Eco - 339 Note Packets				6,500	6,500
Economics and Finance	43,584				43,584
Education Studies	43,208			215,423	258,631
Educator Cert Application Fee				70,600	70,600

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Emergency Management Ops	4,250				4,250
Employee Blanket Bond Insurance	35,000				35,000
Employee Ed Asst Plan	250,000				250,000
Employee Wellness Program	57,640			3,200	60,840
English and Creative Writing	413,170				413,170
Env Sci Sales & Service				300	300
Environmental Science	247,413				247,413
Equine Center				34,500	34,500
Equine Riding Lesson Program				5,000	5,000
Finance & Admin Services		91,390			91,390
Financial Aid - Set Asides			331,888	6,482,767	6,814,655
Financial Aid - TPEG				1,990,222	1,990,222
Financial Aid ACA				81,000	81,000
Financial Aid Operations	799,124				799,124
Food Plots and Supp Feeding				100	100
Food Service ECHL				76,470	76,470
Forestry	826,203	54,020		88,241	968,464
Forestry GIS Lab				200	200
Freshman & Transfer Seminars	13,720				13,720
General Contingency	1,997,866	20,304		215,000	2,233,170
General Services		560,654			560,654
Geology	136,041			20,000	156,041
Government	129,343			95,211	224,554
Graduate Application Fee				70,000	70,000
Graduation Video Tapes				1,750	1,750
Grounds Care		-120			-120
Grounds Maintenance		694,243			694,243
Heifer Development				25,000	25,000
Heritage Research Center	105,699			900	106,599
History	53,950			42,400	96,350
Human Resources	690,588	53,780			744,368
Human Sciences				478,104	478,104
Human Services & Ed Leadership	121,028			132,070	253,098

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
IDC Revenues				165,000	165,000
ITS Academic Support	15,451	318,073		77,258	410,782
ITS Information Security		597,759			597,759
ITS Wepa Student Printing				10,000	10,000
Information Tech Svcs		3,187,478			3,187,478
Institutional Effectiveness	231,202				231,202
Institutional Memberships	70,000				70,000
Institutional Research	368,180				368,180
Institutional Transfers		1,380,901			1,380,901
Insurance	1,702,981				1,702,981
International Programs	231,601			75,107	306,708
International Student Applications				5,000	5,000
Investment Income Bank				100,000	100,000
Jack Camp				101,840	101,840
Jazz Ensemble				500	500
Jewelry				500	500
Keyboard Ensemble				5,000	5,000
Kinesiology & Health Science	113,225				113,225
LMB Sales				2,500	2,500
Languages, Culture & Communication	129,412				129,412
Marketing Campaign	870,792				870,792
Marketing Campaign - Website		281,937			281,937
Mass Communications	139,101				139,101
Math & Stats	378,766			217,129	595,895
Mgt Mkg and Intl Business	224,616			47,344	271,960
Mobile Suite Units				15,000	15,000
Music	686,643			115,929	802,572
Music Preparatory				75,500	75,500
Office of Diversity, Equity & Inclusion	5,000	201,933			206,933
Office of General Counsel	499,809				499,809
Office of Student Rights & Resp	154,550			2,000	156,550
Office of the President	200,513			30,000	230,513
Opera Singers				250	250

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Orchestra				25,100	25,100
Orientation Programs				402,000	402,000
Other Utilities O&M		548,874			548,874
Outside Investments				200,000	200,000
Parents Day				1,500	1,500
Physical Plant		915,590			915,590
Physics, Engineering and Astronomy				24,100	24,100
Planetarium				10,500	10,500
Post Office	66,152				66,152
Poultry Farm				180,000	180,000
Pre-Law Academy				34,000	34,000
Presidents Home	45,625				45,625
Pressbox Operations				90,000	90,000
Procurement Services	619,154	75,508			694,662
Property Deposit Scholarship				100,000	100,000
Property Services				20,000	20,000
Property and Casualty	550,000				550,000
Provost & VP Academic Affairs	13,398,534		1,857,030		15,255,564
Psychology	107,029			20,561	127,590
Purple Premium Cattle				25,200	25,200
Purple Promise				100,000	100,000
Quality Assurance System Fee				124,722	124,722
Quantity Foods Lab				22,000	22,000
RHA Agency				1,000	1,000
RHA Safety				1,000	1,000
Registrar	508,855			50,000	558,855
Research & Sponsored Programs	381,773				381,773
Research Enhancement				209,343	209,343
Risk Management	10,000				10,000
SFA Achievement Scholarship	200,000				200,000
SFA Press				160,000	160,000
SFA STEM Scholarships				200,000	200,000
SORM	310,000				310,000

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
STEM Center	271,981			250,000	521,981
Safety and Risk Management	172,467	193,886			366,353
School Psychology Assessment Cent				1,972	1,972
School of Honors	92,292				92,292
School of Nursing	284,487			1,000	285,487
Social Work	206,884			38,814	245,698
Soil Lab	20,112			10,000	30,112
Sound Recording				250	250
Speech Workbook				4,920	4,920
Speech and Hearing Clinic				25,000	25,000
Spirit Flags				100	100
Stone Fort Museum Spears	3,597			2,800	6,397
Student Publications		162,882			162,882
Student Success Center	37,673	20,286			57,959
Student Support Center		177,021			177,021
Sustainability				112,993	112,993
TX Rangers Scholarship	1,000				1,000
Telecommunication & Networking		1,873,256			1,873,256
Theatre	8,333			27,724	36,057
Title IX Compliance	284,365				284,365
Top 10 Scholarship	3,750,000				3,750,000
Tower Lease				66,000	66,000
Tuition Rebates	460,000				460,000
UA Divisional Vehicle				100	100
UPD Public Safety	50,000				50,000
UPD Training				1,000	1,000
Univ Mkt/Comm Promotional Items				1,000	1,000
Univ Res Hall Scholarship	500,000				500,000
University Expenditures	233,600				233,600
University Marketing Comm	995,733	253,697		2,500	1,251,930
University Partnerships	66,240				66,240
University Police Department	792,964				792,964

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
University Support	65,000				65,000
Utilities	524,825	1,640,143			2,164,968
VP Finance & Administration	349,329			330,000	679,329
VP Student Affairs	185,797				185,797
VP for University Advancement	73,990				73,990
VSIP - Staff Replacement Funds	714,185				714,185
VSIP - Provost	158,947				158,947
VSIP Annual Savings	2,148,520	200,731		25,247	2,374,497
VSIP Discretionary Reinvestment	465,891				465,891
Totals	50,963,578	17,913,575	2,188,918	19,750,608	90,816,679

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	223,270	37,700	0	6,240	0	78,291	0	0	0	345,501
ASEP TEA Technology Fee	0	0	0	0	0	0	0	28,180	0	0	28,180
Academic Advising	0	91,159	86,633	0	6,320	0	53,338	0	0	0	237,450
Academic Affairs Support	0	0	0	0	0	0	0	363,284	0	0	363,284
Accounting	148,340	0	38,881	0	1,400	0	46,499	1,602	0	0	236,722
Administrative Support	0	0	0	0	0	0	0	37,380	0	0	37,380
Admissions	0	597,196	815,945	32,000	25,220	0	424,240	443,288	0	0	2,337,888
Agriculture	0	0	39,492	0	2,280	0	11,848	20,000	0	0	73,620
Agriculture Education	0	0	0	0	0	0	0	11,000	0	0	11,000
Anthropology, Geography and Sociolo	39,537	0	36,333	0	1,320	0	20,784	0	0	0	97,974
Applied Poultry Studies	0	10,478	0	0	0	0	3,089	0	0	0	13,567
Art	116,152	0	6,299	0	1,104	0	36,735	0	0	0	160,290
Art Academy	0	0	0	0	0	0	0	1,500	0	0	1,500
Art Education	0	0	0	0	0	0	0	1,500	0	0	1,500
Arts Information Ofc	0	0	0	0	0	0	0	9,875	0	0	9,875
Athletic Facilities	0	0	0	0	0	0	0	11,500	0	0	11,500
Audit Services	0	288,579	0	0	2,557	0	71,574	107,664	5,420	0	475,794
Auto Liability	0	0	0	0	0	0	0	129,248	0	0	129,248
Axe Handle	0	48,000	0	0	720	0	14,400	0	0	0	63,120
Bands	57,490	0	0	20,000	0	0	17,247	105,263	0	0	200,000
Banner Project Management	0	229,303	0	0	2,480	0	68,791	108,734	0	0	409,308
Board of Regents	0	0	0	0	0	0	0	44,520	0	0	44,520
Building Maintenance	0	76,029	1,214,167	0	32,020	0	387,059	59,000	0	0	1,768,275
Bus Communication and Legal Studies	265,395	0	34,668	0	480	0	75,049	0	0	0	375,592
COE Academic Services	0	164,073	206,308	0	7,620	0	111,114	0	0	0	489,115
COE Assessment and Accountability	0	58,663	221,454	0	9,540	0	84,035	0	0	0	373,692
CPM Program	0	0	0	0	0	0	0	45,000	0	0	45,000
Campus Rec Equipment Replacement	0	0	0	0	0	0	0	97,587	0	0	97,587
Campus Recreation	0	488,857	201,864	390,881	12,480	0	207,216	1,702,853	0	0	3,004,151
Campus Recycling	0	0	0	0	0	0	0	5,000	0	0	5,000
Capital Campaign	0	0	0	0	0	0	0	123,980	0	0	123,980
Carpenters	0	0	0	0	0	0	0	-120	0	0	-120
Cattle Development	0	0	0	0	0	0	0	5,000	0	0	5,000
Center for Teaching and Learning	0	413,283	300,000	30,000	12,940	0	220,023	75,854	0	0	1,052,100
Central Stores	0	0	77,817	11,593	1,080	0	23,345	15,901	0	0	129,736
Chemistry	52,689	0	32,400	0	480	0	25,527	100	0	0	111,196
Childrens Performing Arts	0	5,978	0	0	238	0	1,793	33,991	0	0	42,000
Choirs	0	0	0	0	0	0	0	76,500	0	0	76,500
Cnt for Career and Prof Dev	0	143,714	0	15,440	1,740	0	43,114	40,000	0	0	244,008
Cole Audiological Lab	0	88,633	0	0	1,200	0	26,590	203,577	0	0	320,000
Community Garden-Sprout	0	0	0	0	0	0	0	8,000	0	0	8,000
Computer Science	24,727	0	0	0	0	0	6,182	0	0	0	30,909
Controllers Office	0	589,561	399,951	26,676	15,603	0	296,853	51,556	5,600	0	1,385,800
Counseling Clinic	0	0	0	0	0	0	0	1,000	0	0	1,000
Counseling Services	0	304,385	0	8,160	4,380	0	91,315	24,000	0	0	432,240
Criminal Justice	0	0	0	0	0	0	0	300	0	0	300
Custodial O&M	0	0	0	0	0	0	0	-6,460	0	0	-6,460
Custodial Services	0	0	46,001	79,997	2,860	0	13,800	25,966	0	0	168,624
Custodial Services	0	0	52,474	0	1,440	0	19,940	24,400	0	0	98,254
DEXA	0	0	0	0	0	0	0	90	0	0	90
Dance Production	0	0	0	0	0	0	0	2,860	0	0	2,860
Dean College of Business	172,022	69,679	193,712	0	14,060	0	130,624	0	0	0	580,097
Dean College of Education	0	170,051	32,400	0	720	0	60,735	0	0	0	263,906
Dean College of Fine Arts	0	106,901	117,130	0	5,813	0	67,210	0	0	0	297,054
Dean College of Forestry and Ag	0	0	21,115	0	960	0	6,335	600	0	0	29,010

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Dean College of Sciences & Math	0	101,851	36,341	0	6,940	0	41,458	0	0	0	186,590
Dean Liberal and AAS	0	51,940	83,099	0	4,580	0	40,512	0	0	0	180,131
Dean of Students	0	31,311	11,649	0	282	0	12,888	0	0	0	56,130
Development	0	340,171	0	0	3,640	0	102,051	42,080	0	0	487,942
Director University Library	92,735	906,983	323,064	0	35,620	0	396,835	4,250	0	0	1,759,487
Disability Services	0	178,486	89,078	27,558	8,980	0	80,269	16,903	0	0	401,274
Early Childhood Lab	0	0	0	0	0	0	0	20,000	0	0	20,000
Eco - 339 Note Packets	0	0	0	0	0	0	0	6,500	0	0	6,500
Economics and Finance	0	0	33,372	0	200	0	10,012	0	0	0	43,584
Education Studies	172,338	0	32,960	0	360	0	52,973	0	0	0	258,631
Educator Cert Application Fee	0	0	0	0	0	0	0	70,600	0	0	70,600
Emergency Management Ops	0	0	0	0	0	0	0	4,250	0	0	4,250
Employee Blanket Bond Insurance	0	0	0	0	0	0	0	35,000	0	0	35,000
Employee Ed Asst Plan	0	0	0	0	0	0	0	250,000	0	0	250,000
Employee Wellness Program	0	43,415	0	0	1,200	0	13,025	3,200	0	0	60,840
English and Creative Writing	317,823	0	0	0	0	0	95,347	0	0	0	413,170
Env Sci Sales & Service	0	0	0	0	0	0	0	300	0	0	300
Environmental Science	190,318	0	0	0	0	0	57,095	0	0	0	247,413
Equine Center	0	0	0	0	0	0	0	34,500	0	0	34,500
Equine Riding Lesson Program	0	0	0	0	0	0	0	5,000	0	0	5,000
Finance & Admin Services	0	70,300	0	0	0	0	21,090	0	0	0	91,390
Financial Aid	0	0	0	0	0	0	0	8,804,877	0	0	8,804,877
Financial Aid ACA	0	57,072	5,512	0	1,766	0	16,650	0	0	0	81,000
Financial Aid Operations	0	344,244	220,192	500	16,754	0	169,331	39,103	9,000	0	799,124
Food Plots and Supp Feeding	0	0	0	0	0	0	0	100	0	0	100
Food Service ECHL	0	0	0	0	0	0	0	76,470	0	0	76,470
Forestry	510,844	85,365	165,466	0	7,530	0	199,259	0	0	0	968,464
Forestry GIS Lab	0	0	0	0	0	0	0	200	0	0	200
Freshman & Transfer Seminars	10,000	0	0	0	720	0	3,000	0	0	0	13,720
General Contingency	0	0	0	0	0	0	0	2,233,170	0	0	2,233,170
General Services	0	68,646	316,242	0	11,260	0	115,466	49,040	0	0	560,654
Geology	64,000	0	38,385	0	2,940	0	30,716	20,000	0	0	156,041
Government	128,926	0	39,273	0	3,380	0	46,975	6,000	0	0	224,554
Graduate Application Fee	0	0	27,000	0	240	0	8,100	34,660	0	0	70,000
Graduation Video Tapes	0	0	0	0	0	0	0	1,750	0	0	1,750
Grounds Care	0	0	0	0	0	0	0	-120	0	0	-120
Grounds Maintenance	0	66,940	362,956	0	12,860	0	128,969	122,518	0	0	694,243
Heifer Development	0	0	0	0	0	0	0	25,000	0	0	25,000
Heritage Research Center	25,928	54,456	0	0	1,200	0	24,115	900	0	0	106,599
History	75,420	0	0	0	0	0	20,930	0	0	0	96,350
Human Resources	0	309,505	200,000	22,618	6,054	0	152,852	51,519	1,820	0	744,368
Human Sciences	382,483	0	0	0	0	0	95,621	0	0	0	478,104
Human Services	167,374	0	30,257	0	1,460	0	54,007	0	0	0	253,098
IDC Revenues	0	0	0	0	0	0	0	165,000	0	0	165,000
ITS Academic Support	0	133,889	161,390	0	6,520	0	88,583	20,400	0	0	410,782
ITS Information Security	0	336,274	46,556	0	8,200	0	114,849	91,880	0	0	597,759
ITS Wepa Student Printing	0	0	0	0	0	0	0	10,000	0	0	10,000
Information Tech Svcs	0	1,639,238	47,250	0	35,685	0	505,946	959,359	0	0	3,187,478
Institutional Effectiveness	0	100,989	75,603	0	1,632	0	52,978	0	0	0	231,202
Institutional Memberships	0	0	0	0	0	0	0	70,000	0	0	70,000
Institutional Research	0	278,969	0	0	5,520	0	83,691	0	0	0	368,180
Institutional Transfers	0	0	0	0	0	0	0	1,380,901	0	0	1,380,901
Insurance	0	0	0	0	0	0	1,702,981	0	0	0	1,702,981
International Programs	0	68,857	105,436	0	5,020	0	52,288	75,107	0	0	306,708
International Student Applications	0	0	0	0	0	0	0	5,000	0	0	5,000

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Investment Income Bank	0	0	0	0	0	0	0	100,000	0	0	100,000
Jack Camp	0	0	0	5,500	0	0	0	96,340	0	0	101,840
Jazz Ensemble	0	0	0	0	0	0	0	500	0	0	500
Jewelry	0	0	0	0	0	0	0	500	0	0	500
Keyboard Ensemble	0	0	0	0	0	0	0	5,000	0	0	5,000
Kinesiology and Health Science	0	0	85,742	0	1,760	0	25,723	0	0	0	113,225
LMB Sales	0	0	0	0	0	0	0	2,500	0	0	2,500
Languages, Culture & Communication	99,548	0	0	0	0	0	29,864	0	0	0	129,412
Marketing Campaign	0	145,000	0	0	0	0	43,500	682,292	0	0	870,792
Marketing Campaign - Website	0	47,123	167,598	0	2,800	0	64,416	0	0	0	281,937
Mass Communications	107,001	0	0	0	0	0	32,100	0	0	0	139,101
Math & Stats	390,984	0	71,493	0	3,360	0	130,058	0	0	0	595,895
Mgt Mkg and Intl Business	175,379	0	40,438	0	2,160	0	53,983	0	0	0	271,960
Mobile Suite Units	0	0	0	0	0	0	0	15,000	0	0	15,000
Music	603,840	0	6,299	0	3,524	0	178,809	10,100	0	0	802,572
Music Preparatory	0	10,000	26,227	6,000	0	0	10,868	22,405	0	0	75,500
Office of Diversity, Equity & Inclu	0	110,000	44,410	0	1,200	0	46,323	5,000	0	0	206,933
Office of General Counsel	0	386,400	0	0	2,218	0	95,920	9,171	6,100	0	499,809
Office of Student Rights & Resp	0	104,500	0	8,500	1,700	0	31,350	10,500	0	0	156,550
Office of the President	0	123,625	0	0	1,680	0	37,088	57,320	10,800	0	230,513
Opera Singers	0	0	0	0	0	0	0	250	0	0	250
Orchestra	0	0	0	0	0	0	0	25,100	0	0	25,100
Orientation Programs	0	121,760	37,525	51,200	2,460	0	47,786	141,269	0	0	402,000
Other Utilities O&M	0	51,500	47,295	0	1,800	0	29,639	418,640	0	0	548,874
Outside Investments	0	0	0	0	0	0	0	200,000	0	0	200,000
Parents Day	0	0	0	0	0	0	0	1,500	0	0	1,500
Physical Plant	0	552,994	107,422	11,433	9,420	0	198,125	36,196	0	0	915,590
Physics, Engineering and Astronomy	0	0	0	0	0	0	0	24,100	0	0	24,100
Planetarium	0	0	0	1,500	0	0	0	9,000	0	0	10,500
Post Office	0	0	50,332	0	720	0	15,100	0	0	0	66,152
Poultry Farm	29,388	0	0	0	575	0	8,816	141,221	0	0	180,000
Pre-Law Academy	0	0	0	0	0	0	0	34,000	0	0	34,000
Presidents Home	0	0	0	0	0	0	0	45,625	0	0	45,625
Pressbox Operations	0	0	0	0	0	0	0	90,000	0	0	90,000
Procurement Services	0	314,328	194,630	12,839	10,316	0	152,688	9,561	300	0	694,662
Property Deposit Scholarship	0	0	0	0	0	0	0	100,000	0	0	100,000
Property Services	0	0	0	3,000	0	0	0	17,000	0	0	20,000
Property and Casualty	0	0	0	0	0	0	0	550,000	0	0	550,000
Provost & VP Academic Affairs	0	63,786	57,796	0	2,920	0	36,475	15,094,587	0	0	15,255,564
Psychology	56,949	0	39,784	0	2,660	0	28,197	0	0	0	127,590
Purple Premium Cattle	0	0	0	0	0	0	0	25,200	0	0	25,200
Purple Promise	0	0	0	0	0	0	0	100,000	0	0	100,000
Quality Assurance System Fee	0	0	0	0	0	0	0	124,722	0	0	124,722
Quantity Foods Lab	0	0	0	0	0	0	0	22,000	0	0	22,000
RHA Agency	0	0	0	0	0	0	0	1,000	0	0	1,000
RHA Safety	0	0	0	0	0	0	0	1,000	0	0	1,000
Registrar	0	118,785	261,874	29,000	12,946	0	114,042	19,428	2,780	0	558,855
Research & Sponsored Programs	0	250,349	36,649	0	8,676	0	86,099	0	0	0	381,773
Research Enhancement	62,700	0	0	0	0	0	9,772	136,871	0	0	209,343
Risk Management	0	0	0	0	0	0	0	10,000	0	0	10,000
SFA Achievement Scholarship	0	0	0	0	0	0	0	200,000	0	0	200,000
SFA Press	0	42,065	0	0	0	0	12,620	105,315	0	0	160,000
SFA STEM Scholarships	0	0	0	0	0	0	0	200,000	0	0	200,000
SORM	0	0	0	0	0	0	0	310,000	0	0	310,000
STEM Center	0	205,611	0	0	4,687	0	61,683	250,000	0	0	521,981

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Safety and Risk Management	0	195,524	19,166	5,881	4,335	0	64,407	77,040	0	0	366,353
School Psychology Assessment Center	0	0	0	0	0	0	0	1,972	0	0	1,972
School of Honors	0	0	68,809	0	2,840	0	20,643	0	0	0	92,292
School of Nursing	121,888	55,000	41,025	0	1,200	0	65,374	1,000	0	0	285,487
Social Work	158,640	0	31,522	0	40	0	55,496	0	0	0	245,698
Soil Lab	0	16,851	0	0	91	0	5,055	8,115	0	0	30,112
Sound Recording	0	0	0	0	0	0	0	250	0	0	250
Speech Workbook	0	0	0	0	0	0	0	4,920	0	0	4,920
Speech and Hearing Clinic	0	0	0	0	0	0	0	25,000	0	0	25,000
Spirit Flags	0	0	0	0	0	0	0	100	0	0	100
Stone Fort Museum Spears	0	2,726	0	0	234	0	637	2,800	0	0	6,397
Student Publications	0	79,543	43,705	0	2,660	0	36,974	0	0	0	162,882
Student Success Center	0	43,968	0	0	800	0	13,191	0	0	0	57,959
Student Support Center	0	0	38,220	95,255	880	0	11,466	31,200	0	0	177,021
Sustainability	0	0	0	0	0	0	0	112,993	0	0	112,993
TX Rangers Scholarship	0	0	0	0	0	0	0	1,000	0	0	1,000
Telecommunication & Networking	0	534,654	362,784	0	17,460	0	269,231	689,127	0	0	1,873,256
Theatre	0	0	6,299	0	144	0	1,890	16,724	11,000	0	36,057
Title IX Compliance	0	182,800	0	0	960	0	54,840	45,765	0	0	284,365
Top 10 Scholarship	0	0	0	0	0	0	0	3,750,000	0	0	3,750,000
Tower Lease	0	0	0	0	0	0	0	66,000	0	0	66,000
Tuition Rebates	0	0	0	0	0	0	0	460,000	0	0	460,000
UA Divisional Vehicle	0	0	0	0	0	0	0	100	0	0	100
UPD Public Safety	0	0	0	0	0	0	0	50,000	0	0	50,000
UPD Training	0	0	0	0	0	0	0	1,000	0	0	1,000
Univ Mkt/Comm Promotional Items	0	0	0	0	0	0	0	1,000	0	0	1,000
Univ Res Hall Scholarship	0	0	0	0	0	0	0	500,000	0	0	500,000
University Expenditures	0	0	0	0	0	0	0	233,600	0	0	233,600
University Marketing Communications	0	551,151	204,773	7,504	15,920	0	226,806	239,213	6,563	0	1,251,930
University Partnerships	0	50,215	0	0	960	0	15,065	0	0	0	66,240
University Police Department	0	118,965	470,580	0	0	10,050	176,864	16,505	0	0	792,964
University Support	0	0	0	0	0	0	0	65,000	0	0	65,000
Utilities	0	0	0	0	0	0	0	2,164,968	0	0	2,164,968
VP Finance & Administration	0	45,423	57,850	0	2,454	0	30,982	542,620	0	0	679,329
VP Student Affairs	0	82,500	58,136	0	1,020	0	42,191	1,950	0	0	185,797
VP for University Advancement	0	0	54,700	0	2,880	0	16,410	0	0	0	73,990
VSIP - Finance & Admin	0	549,373	0	0	0	0	164,812	0	0	0	714,185
VSIP - Provost	122,267	0	0	0	0	0	36,680	0	0	0	158,947
VSIP Annual Savings	0	0	0	0	0	0	0	2,374,497	0	0	2,374,497
VSIP Discretionary Reinvestment	0	0	0	0	0	0	0	465,891	0	0	465,891
*TOTAL 190 Designated Programs	4,943,125	14,593,212	9,396,908	903,035	498,299	10,050	10,225,615	50,187,052	59,383	0	90,816,679

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Alumni Relations	277,587								277,587
Athletic Facilities		505,197							505,197
Athletic Misc. Exp. Schlp			91,792						91,792
Athletic Ticket Office								27,100	27,100
Athletic Training	452,933								452,933
Athletic Training Medical	280,000		20,000						300,000
Athletic Training Student Trainers	4,500		9,000						13,500
Athletics Director	5,625		45,000						50,625
Athletics Wellness Center		137,761							137,761
Bands	55,290		195,916						251,206
Baseball Operations	366,984			10,000					376,984
Baseball Recruiting	15,675								15,675
Baseball Scholarships	244,381								244,381
Baseball Travel	108,500								108,500
Beach Volleyball Operations	66,615								66,615
Beach Volleyball Recruiting	10,000								10,000
Beach Volleyball Scholarships	90,000								90,000
Beach Volleyball Travel	35,000								35,000
Cnt for Career and Prof Dev			22,997						22,997
Counseling Services			114,201						114,201
Dance Production			4,700						4,700
Evening Shuttle Service			50,000						50,000
Football Operations	1,080,560			100,000	444,000		15,000	61,000	1,700,560
Football Recruiting	75,000								75,000
Football Scholarships	1,525,353		294,528						1,819,881
Football Travel	185,000					30,000			215,000
Fraternity/Sorority Life			17,498						17,498
Gallery			36,456						36,456
Game Operations	407,991								407,991
General Contingency	12,463							8,000	20,463
Health Services	61,577		659,428					72,000	793,004
Homecoming			19,759					2,500	22,259
Intercollegiate Athletics	1,044,904	194,070				400,000		55,056	1,694,030
Involvement Center			20,622						20,622
Jack SORC			7,589						7,589
Lumberjack Culture Association			3,293						3,293
Mens Basketball Operations	589,250			90,000	231,000	181,000	15,000		1,106,250
Mens Basketball Recruiting	145,000								145,000
Mens Basketball Scholarships	221,593		43,298			39,000			303,891
Mens Basketball Travel	175,750								175,750
Mens Golf Operations	44,929								44,929
Mens Golf Recruiting	1,250								1,250
Mens Golf Scholarships	74,824		19,168						93,992

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Mens Golf Travel	35,800								35,800
Mens Track Operations	224,439								224,439
Mens Track Recruiting	7,362								7,362
Mens Track Scholarships	179,940		83,240						263,180
Mens Track Travel	114,073								114,073
Multicultural Affairs	89,132		146,292						235,426
Music			100,540						100,540
Orientation Programs			8,249						8,249
Pep Band			21,750						21,750
Physical Plant	43,000								43,000
Purple Haze			18,000						18,000
Road Bus	62,920							60,000	122,920
SAA Major Events			72,023					92,000	164,023
SAA Programming	8,400		35,951					2,500	46,851
SGA University Speaker Series			20,000						20,000
SORF			34,492						34,492
SSF Student Travel			36,410						36,410
Softball Operations	288,743								288,743
Softball Recruiting	8,075								8,075
Softball Scholarships	161,848		88,800						250,648
Softball Travel	62,500								62,500
Spirit Programs	4,676		231,048						235,723
Sports Clubs			48,995						48,995
Student Affairs Leadership			37,972						37,972
Student Athlete Initiatives	46,331								46,331
Student Awards			7,011						7,011
Student Senate			32,792						32,792
Tennis Operations	78,485								78,485
Tennis Recruiting	8,000								8,000
Tennis Scholarships	143,838		44,400						188,238
Tennis Travel	27,075								27,075
The Axes			11,961						11,961
Theatre			60,480						60,480
Title IX Compliance			49,193						49,193
Transportation	49,909		66,250					7,000	123,159
Twirl O Jacks			13,860						13,860
University Police Department			19,501						19,501
University Series	1,898	27,394	59,994					50,000	139,286
Veterans Resource Center			64,000						64,000
Volleyball Operations	230,806								230,806
Volleyball Recruiting	14,130								14,130
Volleyball Scholarships	215,705		78,024						293,729
Volleyball Travel	111,125								111,125

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Womens Basketball Operations	632,639		11,560	35,000					679,199
Womens Basketball Recruiting	41,000								41,000
Womens Basketball Scholarships	274,863		75,000						349,863
Womens Basketball Travel	92,500								92,500
Womens Bowling Operations	109,979								109,979
Womens Bowling Recruiting	4,500								4,500
Womens Bowling Scholarships	90,938		10,000						100,938
Womens Bowling Travel	77,900								77,900
Womens Golf Operations	96,099								96,099
Womens Golf Recruiting	4,000								4,000
Womens Golf Scholarships	81,992		12,000						93,992
Womens Golf Travel	32,000								32,000
Womens Soccer Operations	222,885								222,885
Womens Soccer Recruiting	9,000								9,000
Womens Soccer Scholarships	242,192		50,230						292,422
Womens Soccer Travel	50,000								50,000
Womens Track Operations	224,319								224,319
Womens Track Recruiting	8,075								8,075
Womens Track Scholarships	265,971		100,000						365,971
Womens Track Travel	159,775								159,775
TOTALS	12,597,371.00	864,422	3,425,263	235,000	675,000	650,000	30,000	437,156	18,914,212

Stephen F. Austin State University
Budget Summary
170 Non Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Alumni Relations	0	151,046	59,036	0	4,480	0	63,025	0	0	0	277,587
Athletic Facilities	0	6,800	74,956	15,000	2,158	0	22,483	383,800	0	0	505,197
Athletic Misc. Exp. Schlp	0	0	0	0	0	0	0	91,792	0	0	91,792
Athletic Ticket Office	0	0	14,000	0	0	0	2,100	11,000	0	0	27,100
Athletic Training	0	258,137	45,450	0	3,680	0	83,486	58,680	3,500	0	452,933
Athletic Training Medical	0	0	0	0	0	0	0	300,000	0	0	300,000
Athletic Training Student Trainers	0	0	0	0	0	0	0	13,500	0	0	13,500
Athletics Director	0	15,000	0	20,000	0	0	4,125	10,000	1,500	0	50,625
Athletics Wellness Center	0	92,300	0	0	438	0	25,383	19,640	0	0	137,761
Bands	0	0	36,500	2,000	840	0	10,950	135,516	65,400	0	251,206
Baseball Operations	0	167,901	0	0	3,160	0	46,173	159,750	0	0	376,984
Baseball Recruiting	0	0	0	0	0	0	0	5,000	10,675	0	15,675
Baseball Scholarships	0	0	0	0	0	0	0	244,381	0	0	244,381
Baseball Travel	0	0	0	0	0	0	0	35,000	73,500	0	108,500
Beach Volleyball Operations	0	45,000	0	0	240	0	12,375	9,000	0	0	66,615
Beach Volleyball Recruiting	0	0	0	0	0	0	0	10,000	0	0	10,000
Beach Volleyball Scholarships	0	0	0	0	0	0	0	90,000	0	0	90,000
Beach Volleyball Travel	0	0	0	0	0	0	0	0	35,000	0	35,000
Cnt for Career and Prof Dev	0	0	0	22,997	0	0	0	0	0	0	22,997
Counseling Services	0	85,070	0	0	240	0	25,521	3,370	0	0	114,201
Dance Production	0	0	0	0	0	0	0	4,700	0	0	4,700
Evening Shuttle Service	0	0	27,377	0	920	0	11,987	9,716	0	0	50,000
Football Operations	0	993,713	104,730	0	6,965	0	302,072	293,080	0	0	1,700,560
Football Recruiting	0	0	0	0	0	0	0	45,000	30,000	0	75,000
Football Scholarships	0	0	0	0	0	0	0	1,819,881	0	0	1,819,881
Football Travel	0	0	0	0	0	0	0	105,000	110,000	0	215,000
Fraternity/Sorority Life	0	7,025	0	0	0	0	0	10,473	0	0	17,498
Gallery	0	0	0	0	0	0	0	36,456	0	0	36,456
Game Operations	0	2,100	500	17,000	0	0	715	387,676	0	0	407,991
General Contingency	0	0	0	0	0	0	0	20,463	0	0	20,463
Health Services	0	203,056	173,971	0	3,680	0	162,551	249,747	0	0	793,005
Homecoming	0	0	0	0	0	0	0	22,259	0	0	22,259
Intercollegiate Athletics	0	1,025,238	174,515	26,663	11,779	0	329,334	120,002	6,500	0	1,694,030
Involvement Center	0	0	0	10,800	0	0	0	9,822	0	0	20,622
Jack SORC	0	0	0	0	0	0	0	7,589	0	0	7,589
Lumberjack Culture Assoc	0	0	0	0	0	0	0	3,293	0	0	3,293
Mens Basketball Operations	0	616,500	0	0	1,602	0	169,538	318,610	0	0	1,106,250
Mens Basketball Recruiting	0	0	0	0	0	0	0	95,000	50,000	0	145,000
Mens Basketball Scholarships	0	0	0	0	0	0	0	303,891	0	0	303,891
Mens Basketball Travel	0	0	0	0	0	0	0	72,000	103,750	0	175,750
Mens Golf Operations	0	28,697	0	0	960	0	7,892	7,380	0	0	44,929
Mens Golf Recruiting	0	0	0	0	0	0	0	750	500	0	1,250
Mens Golf Scholarships	0	0	0	0	0	0	0	93,992	0	0	93,992
Mens Golf Travel	0	0	0	0	0	0	0	2,000	33,800	0	35,800
Mens Track Operations	0	155,521	0	0	1,390	0	42,768	24,760	0	0	224,439
Mens Track Recruiting	0	0	0	0	0	0	0	1,500	5,862	0	7,362
Mens Track Scholarships	0	0	0	0	0	0	0	263,180	0	0	263,180
Mens Track Travel	0	0	0	0	0	0	0	36,200	77,873	0	114,073
Multicultural Affairs	0	117,627	0	17,092	2,400	0	35,288	63,019	0	0	235,426
Music	0	0	0	0	0	0	0	100,540	0	0	100,540
Orientation Programs	0	0	0	0	0	0	0	8,249	0	0	8,249
Pep Band	0	0	0	10,200	0	0	0	11,550	0	0	21,750
Physical Plant	0	0	0	0	0	0	0	43,000	0	0	43,000
Purple Haze	0	0	0	4,400	0	0	0	13,600	0	0	18,000
Road Bus	0	0	32,092	0	0	0	9,628	81,200	0	0	122,920

Stephen F. Austin State University
Budget Summary
170 Non Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
SAA Major Events	0	13,500	0	23,500	0	0	0	127,023	0	0	164,023
SAA Programming	0	0	0	3,500	0	0	0	43,351	0	0	46,851
SGA University Speaker Series	0	0	0	0	0	0	0	20,000	0	0	20,000
SORF	0	0	0	0	0	0	0	34,492	0	0	34,492
SSF Student Travel	0	0	0	0	0	0	0	36,410	0	0	36,410
Softball Operations	0	147,453	0	0	1,220	0	40,550	99,520	0	0	288,743
Softball Recruiting	0	0	0	0	0	0	0	3,500	4,575	0	8,075
Softball Scholarships	0	0	0	0	0	0	0	250,648	0	0	250,648
Softball Travel	0	0	0	0	0	0	0	32,000	30,500	0	62,500
Spirit Programs	0	61,418	28,788	10,000	1,800	0	27,062	106,656	0	0	235,724
Sports Clubs	0	0	0	0	0	0	0	48,995	0	0	48,995
Student Affairs Leadership	0	0	0	0	0	0	0	37,972	0	0	37,972
Student Athlete Initiatives	0	7,500	0	0	0	0	375	38,456	0	0	46,331
Student Awards	0	0	0	0	0	0	0	7,011	0	0	7,011
Student Senate	0	0	0	0	0	0	0	32,792	0	0	32,792
Tennis Operations	0	47,000	0	0	1,680	0	12,925	16,880	0	0	78,485
Tennis Recruiting	0	0	0	0	0	0	0	2,000	6,000	0	8,000
Tennis Scholarships	0	0	0	0	0	0	0	188,238	0	0	188,238
Tennis Travel	0	0	0	0	0	0	0	1,000	26,075	0	27,075
The Axes	0	0	0	0	0	0	0	11,961	0	0	11,961
Theatre	0	0	0	5,000	0	0	0	55,480	0	0	60,480
Title IX Compliance	0	0	0	9,225	0	0	0	39,968	0	0	49,193
Transportation	0	0	75,124	0	960	0	22,537	24,538	0	0	123,159
Twirl O Jacks	0	0	0	0	0	0	0	13,860	0	0	13,860
University Police Department	0	0	0	0	0	0	0	19,501	0	0	19,501
University Series	0	36,721	3,675	10,270	1,545	0	12,119	74,956	0	0	139,286
Veterans Resource Center	0	0	42,000	0	260	0	12,600	9,140	0	0	64,000
Volleyball Operations	0	166,618	0	0	4,460	0	45,820	13,908	0	0	230,806
Volleyball Recruiting	0	0	0	0	0	0	0	4,880	9,250	0	14,130
Volleyball Scholarships	0	0	0	0	0	0	0	293,729	0	0	293,729
Volleyball Travel	0	0	0	0	0	0	0	17,000	94,125	0	111,125
Womens Basketball Operations	0	444,911	0	0	2,897	0	122,351	109,040	0	0	679,199
Womens Basketball Recruiting	0	0	0	0	0	0	0	14,000	27,000	0	41,000
Womens Basketball Scholarships	0	0	0	0	0	0	0	349,863	0	0	349,863
Womens Basketball Travel	0	0	0	0	0	0	0	57,500	35,000	0	92,500
Womens Bowling Operations	0	53,768	15,000	0	1,200	0	18,911	21,100	0	0	109,979
Womens Bowling Recruiting	0	0	0	0	0	0	0	2,000	2,500	0	4,500
Womens Bowling Scholarships	0	0	0	0	0	0	0	100,938	0	0	100,938
Womens Bowling Travel	0	0	0	0	0	0	0	2,000	75,900	0	77,900
Womens Golf Operations	0	62,697	0	0	960	0	17,242	15,200	0	0	96,099
Womens Golf Recruiting	0	0	0	0	0	0	0	2,000	2,000	0	4,000
Womens Golf Scholarships	0	0	0	0	0	0	0	93,992	0	0	93,992
Womens Golf Travel	0	0	0	0	0	0	0	2,000	30,000	0	32,000
Womens Soccer Operations	0	135,000	0	0	760	0	37,125	50,000	0	0	222,885
Womens Soccer Recruiting	0	0	0	0	0	0	0	5,000	4,000	0	9,000
Womens Soccer Scholarships	0	0	0	0	0	0	0	292,422	0	0	292,422
Womens Soccer Travel	0	0	0	0	0	0	0	38,000	12,000	0	50,000
Womens Track Operations	0	155,521	0	0	1,390	0	42,768	24,640	0	0	224,319
Womens Track Recruiting	0	0	0	0	0	0	0	1,000	7,075	0	8,075
Womens Track Scholarships	0	0	0	0	0	0	0	365,971	0	0	365,971
Womens Track Travel	0	0	0	0	0	0	0	35,200	124,575	0	159,775
*TOTAL 170 Non Pledged Auxiliary	0	5,302,838	907,714	207,647	64,063	0	1,779,777	9,553,738	1,098,435	0	18,914,212

Stephen F. Austin State University
Budget Summary - Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Pledged Auxiliary	Parking Fees	Mail Services	Student Center Revenues	Food Service	Housing System	Bookstore Revenues	Other Income Transfers	TOTALS
AARC					26,980			26,980
Cnt for Career and Prof Dev					61,451			61,451
Commencement							180,000	180,000
Controllers Office					113,772			113,772
Dean of Students					241,857			241,857
Development					75,071		105,000	180,071
Dining Services				8,900,000				8,900,000
Emergency Management Ops					84,500			84,500
Garbage Crew					109,618			109,618
General Contingency					259,628			259,628
Grounds					80,000			80,000
PPD Housing Operations					2,836,867			2,836,867
ITS Public Safety					174,487			174,487
Information Tech Svcs					347,479			347,479
Institutional Transfers					5,006,382		5,236,200	10,242,582
Insurance			283,547			200,000		483,547
Office of Student Engagement					337,680			337,680
Office of the President					9,000			9,000
Other Utilities O&M					150,000			150,000
Parking Services	7,810		44,190					52,000
Post Office		145,000	9,343					154,343
Printing Services			186,572				25,000	211,572
RHA Programs					16,312			16,312
Residence Hall Scholarship					72,000			72,000
Residence Life Administration					631,606			631,606
Residence Life Operations					1,066,810		364,794	1,431,604
Student Affairs Programming					212,643			212,643
Student Center Administration			612,004	17,598				629,602
PPD Student Center Operations					415,521			415,521
Student Center Operations			104,616	90,384				195,000
Student Publications			38,324				57,875	96,199
Testing Services			126,877				90,000	216,877
Title IX Compliance			59,362		6,448			65,810
University Police Department	1,235,790		560,808		226,078			2,022,676
Utilities				738,513	2,177,919			2,916,432
VP Finance & Administration			8,365		701,642		482,138	1,192,145
VP Student Affairs					100,000			100,000
VP for University Advancement			10,000					10,000
VSIP Annual Savings					453,876			453,876
Veterans Resource Center			3,500					3,500
TOTALS	1,243,600	145,000	2,047,508	9,746,495	15,995,627	200,000	6,541,007	35,919,237

Stephen F. Austin State University
Budget Summary
172 Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	0	0	26,980	0	0	0	0	0	0	26,980
Cnt for Career and Prof Dev	0	47,270	0	0	0	0	14,181	0	0	0	61,451
Commencement	0	39,397	10,920	0	2,607	0	15,251	111,825	0	0	180,000
Controllers Office	0	85,996	0	0	1,977	0	25,799	0	0	0	113,772
Dean of Students	0	93,934	27,182	5,950	658	0	36,335	77,798	0	0	241,857
Development	0	0	0	33,000	0	0	0	122,071	25,000	0	180,071
Dining Services	0	0	0	0	0	0	0	8,900,000	0	0	8,900,000
Emergency Management Ops	0	65,000	0	0	0	0	19,500	0	0	0	84,500
Garbage Crew	0	0	75,737	0	1,160	0	22,721	10,000	0	0	109,618
General Contingency	0	0	0	0	0	0	0	259,628	0	0	259,628
Grounds	0	0	0	0	0	0	0	80,000	0	0	80,000
Housing Operations	0	50,000	1,179,585	300,000	40,040	0	467,242	800,000	0	0	2,836,867
ITS Public Safety	0	0	128,359	0	2,620	0	38,508	5,000	0	0	174,487
Information Tech Svcs	0	233,680	32,400	0	1,575	0	79,824	0	0	0	347,479
Institutional Transfers	0	0	0	0	0	0	0	10,242,582	0	0	10,242,582
Insurance	0	0	0	0	0	0	483,547	0	0	0	483,547
Office of Student Engagement	0	245,544	0	14,493	3,980	0	73,663	0	0	0	337,680
Office of the President	0	0	0	0	0	0	0	9,000	0	0	9,000
Other Utilities O&M	0	0	0	0	0	0	0	150,000	0	0	150,000
Parking Services	0	0	0	0	0	0	0	52,000	0	0	52,000
Post Office	0	0	63,002	34,000	3,760	0	18,901	34,680	0	0	154,343
Printing Services	0	0	38,563	20,000	1,440	0	11,569	175,000	0	0	246,572
Printing Services Rev/IDTs	0	0	0	0	0	0	0	-35,000	0	0	-35,000
RHA Programs	0	0	0	0	0	0	0	16,312	0	0	16,312
Residence Hall Scholarship	0	0	0	0	0	0	0	72,000	0	0	72,000
Residence Life Administration	0	0	0	0	0	0	0	636,606	0	0	636,606
Residence Life Operations	0	694,285	139,705	300,000	6,680	0	290,934	0	0	0	1,431,604
Residence Life Other Rev/IDT	0	0	0	0	0	0	0	-5,000	0	0	-5,000
SC Other Revenue/IDT	0	0	0	0	0	0	0	-20,000	0	0	-20,000
Student Affairs Programming	0	105,541	60,928	3,825	2,420	0	39,929	0	0	0	212,643
Student Center Administration	0	234,800	88,754	125,000	8,060	0	97,066	75,922	0	0	629,602
Student Center Operations	0	0	143,956	0	6,180	0	50,385	215,000	0	0	415,521
Student Center Operations	0	0	0	0	0	0	0	215,000	0	0	215,000
Student Publications	0	0	0	13,664	0	0	0	82,535	0	0	96,199
Testing Services	0	57,962	75,959	18,000	3,360	0	40,176	21,420	0	0	216,877
Title IX Compliance	0	50,000	0	0	960	0	14,850	0	0	0	65,810
University Police Department	0	216,110	1,038,529	29,000	18,120	14,140	473,350	233,427	0	0	2,022,676
Utilities	0	0	0	0	0	0	0	2,916,432	0	0	2,916,432
VP Finance & Administration	0	882,810	27,510	0	8,729	0	273,096	0	0	0	1,192,145
VP Student Affairs	0	0	0	0	0	0	0	100,000	0	0	100,000
VP for University Advancement	0	0	0	0	0	0	0	10,000	0	0	10,000
VSIP Annual Savings	0	0	0	0	0	0	0	453,876	0	0	453,876
Veterans Resource Center	0	0	0	0	0	0	0	3,500	0	0	3,500
*TOTAL 172 Pledged Auxiliary	0	3,102,329	3,131,089	923,912	114,326	14,140	2,586,827	26,021,614	25,000	0	35,919,237

Stephen F. Austin State University
Budget Summary - Restricted Funds
Fiscal Year 2021-22

Unit	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	TOTAL
Federal Financial Aid									
PELL FY2022							22,000,000		22,000,000
SEOG FY2022							512,170		512,170
TEACH GRANT							393,000		393,000
Work-Study FY2022				782,329					782,329
Total Financial Aid				782,329			22,905,170		23,687,499
Charter School		976,153	347,109			491,272	528,245	28,811	2,371,590
Gifts and Donations		609,553	242,177		16,397	255,521	3,771,311	10,000	4,904,959
Total Restricted Funds		1,585,706	589,286	782,329	16,397	746,793	27,204,726	38,811	30,964,048

Stephen F. Austin State University
Budget Summary
195 Gifts and Donations
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	0	0	0	0	0	0	1,500	0	0	1,500
Accounting	0	0	28,439	0	1,201	0	8,532	87,528	0	0	125,700
Advancement Services	0	18,668	0	0	195	0	5,600	0	0	0	24,463
Advertising Design	0	0	0	0	0	0	0	100	0	0	100
Agriculture	0	0	0	0	0	0	0	85,360	0	0	85,360
Alumni Affairs Scholarships	0	0	0	0	0	0	0	117,067	0	0	117,067
Alumni Relations	0	151,046	59,036	0	4,480	0	63,025	102,500	0	0	380,087
Anthropology, Geography and Sociolo	0	0	0	0	0	0	0	275	0	0	275
Art	0	0	0	0	0	0	0	41,940	0	0	41,940
Athletic Scholarships	0	0	0	0	0	0	0	3,415	0	0	3,415
Athletics Director	0	2,688	3,572	0	0	0	1,878	117,362	0	0	125,500
Bands	0	0	0	0	0	0	0	200	0	0	200
Baseball Operations	0	0	0	0	0	0	0	4,500	0	0	4,500
Biology	0	0	0	0	0	0	0	6,407	0	0	6,407
Bus Comm and Legal-McKenna	0	0	0	0	0	0	0	500	0	0	500
Bus Communication and Legal Studies	0	0	0	0	0	0	0	600	0	0	600
Center for Economic Education	0	0	0	0	0	0	0	7,224	0	0	7,224
Ceramics	0	0	0	0	0	0	0	2,200	0	0	2,200
Charter School	0	0	0	0	0	0	0	30,700	0	0	30,700
Chemistry	0	0	0	0	0	0	0	100	0	0	100
Choirs	0	0	0	0	0	0	0	5,450	0	0	5,450
Cinematography	0	0	0	0	0	0	0	10,000	0	0	10,000
CoFA Operations	0	0	0	0	0	0	0	17,184	0	0	17,184
College Development	0	0	0	0	0	0	0	21,000	0	0	21,000
Computer Science	0	0	0	0	0	0	0	6,200	0	0	6,200
Criminal Justice	0	0	0	0	0	0	0	400	0	0	400
Dean College of Business	0	0	32,541	0	479	0	9,763	121,917	0	0	164,700
Dean College of Education	0	0	0	0	0	0	0	73,857	0	0	73,857
Dean College of Fine Arts	0	0	0	0	0	0	0	27,000	10,000	0	37,000
Dean College of Forestry and Ag	0	0	0	0	0	0	0	4,300	0	0	4,300
Dean College of Sciences & Math	0	0	0	0	0	0	0	42,450	0	0	42,450
Dean of Students	0	0	0	0	0	0	0	26,000	0	0	26,000
Development	0	194,000	35,000	0	2,000	0	68,700	197,641	0	0	497,341
Development Scholarships	0	0	0	0	0	0	0	236,295	0	0	236,295
Director University Library	0	0	0	0	0	0	0	1,692	0	0	1,692
Disability Services	0	0	0	0	0	0	0	100	0	0	100
Early Childhood Lab	0	0	0	0	0	0	0	14,250	0	0	14,250
Economics and Finance	0	0	0	0	0	0	0	11,500	0	0	11,500
Ed Studies	0	0	0	0	0	0	0	587	0	0	587
Education Studies	0	0	0	0	0	0	0	1,562	0	0	1,562
English and Creative Writing	0	0	0	0	0	0	0	1,501	0	0	1,501
Financial Aid	0	0	0	0	0	0	0	238,917	0	0	238,917
Football Operations	0	0	0	0	0	0	0	12,500	0	0	12,500
Forestry	0	0	23,468	0	620	0	7,040	270,192	0	0	301,320
Forestry Y Weng	0	0	0	0	0	0	0	20,000	0	0	20,000
Gallery	0	0	10,043	0	0	0	3,013	18,000	0	0	31,056
Geology	0	0	0	0	0	0	0	11,719	0	0	11,719
Government	0	0	0	0	0	0	0	12,400	0	0	12,400
History	0	0	0	0	0	0	0	370	0	0	370
Human Sciences	0	0	0	0	0	0	0	11,675	0	0	11,675
Intercollegiate Athletics	0	0	0	0	0	0	0	7,500	0	0	7,500
Intramurals	0	0	0	0	0	0	0	1,500	0	0	1,500
June Irwin Scholarships	0	0	0	0	0	0	0	14,596	0	0	14,596
Kinesiology and Health Science	0	0	0	0	0	0	0	4,230	0	0	4,230
LAA Operations	0	0	0	0	0	0	0	3,086	0	0	3,086

Stephen F. Austin State University
Budget Summary
195 Gifts and Donations
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Languages, Culture & Communication	0	0	0	0	0	0	0	209	0	0	209
Mass Communications	0	0	0	0	0	0	0	986	0	0	986
Math & Stats	0	0	0	0	0	0	0	28,932	0	0	28,932
Medicinal Plant Center-Li	0	0	0	0	0	0	0	100	0	0	100
Mens Basketball Operations	0	146,566	0	0	398	0	43,970	20,810	0	0	211,744
Mens Golf Operations	0	0	0	0	0	0	0	13,655	0	0	13,655
Mens Track Operations	0	0	0	0	0	0	0	15,500	0	0	15,500
Mgt Mkg and Intl Business	0	0	0	0	0	0	0	16,942	0	0	16,942
Military Science	0	0	0	0	0	0	0	2,300	0	0	2,300
Multicultural Affairs	0	0	0	0	0	0	0	1,100	0	0	1,100
Multidisciplinary Studies	0	0	0	0	0	0	0	750	0	0	750
Music	0	0	0	0	0	0	0	14,785	0	0	14,785
Music Preparatory	0	0	0	0	0	0	0	850	0	0	850
Office of Diversity, Equity & Inclu	0	0	0	0	0	0	0	100	0	0	100
Office of the President	0	0	0	0	0	0	0	75	0	0	75
Opera Singers	0	0	0	0	0	0	0	450	0	0	450
Orchestra	0	0	0	0	0	0	0	550	0	0	550
Orientation Programs	0	0	0	0	0	0	0	11,500	0	0	11,500
Outside Scholarships	0	0	0	0	0	0	0	1,150	0	0	1,150
Physics, Engineering and Astronomy	0	0	0	0	0	0	0	7,028	0	0	7,028
Poultry Research Bray	0	0	0	0	0	0	0	100	0	0	100
Pre Professional Programs	0	0	0	0	0	0	0	250	0	0	250
Provost & VP Academic Affairs	0	0	0	0	0	0	0	1,000	0	0	1,000
Psychology	0	0	0	0	0	0	0	300	0	0	300
Registrar	0	0	0	0	0	0	0	5,000	0	0	5,000
Rural Nursing	0	0	0	0	0	0	0	25,000	0	0	25,000
SCM Operations	0	0	0	0	0	0	0	600	0	0	600
SFA Arboretum-Creech	0	56,496	50,078	0	6,840	0	31,973	134,981	0	0	280,368
SFA STEM Scholarships	0	0	0	0	0	0	0	2,278	0	0	2,278
ST Timber	0	0	0	0	0	0	0	100,000	0	0	100,000
STEM Center	0	0	0	0	0	0	0	22,550	0	0	22,550
School of Honors	0	0	0	0	0	0	0	7,204	0	0	7,204
School of Nursing	0	0	0	0	0	0	0	1,300	0	0	1,300
Soccer - Special Projects	0	0	0	0	0	0	0	5,000	0	0	5,000
Social Work	0	0	0	0	0	0	0	2,000	0	0	2,000
Softball Operations	0	0	0	0	0	0	0	6,500	0	0	6,500
Spirit Programs	0	0	0	0	0	0	0	145,888	0	0	145,888
Stone Fort Museum Spears	0	0	0	0	0	0	0	1,800	0	0	1,800
Student Affairs Leadership	0	0	0	0	0	0	0	1,000	0	0	1,000
Student Publications	0	0	0	0	0	0	0	12,803	0	0	12,803
Student Success Center	0	0	0	0	0	0	0	954,000	0	0	954,000
Tennis Operations	0	0	0	0	0	0	0	4,000	0	0	4,000
Theatre	0	0	0	0	0	0	0	65,500	0	0	65,500
Twirl O Jacks	0	0	0	0	0	0	0	1,186	0	0	1,186
VP Student Affairs	0	0	0	0	0	0	0	50,000	0	0	50,000
Veterans Resource Center	0	0	0	0	0	0	0	500	0	0	500
Volleyball Operations	0	0	0	0	0	0	0	3,750	0	0	3,750
Womens Basketball Operations	0	40,089	0	0	183	0	12,027	0	0	0	52,299
Womens Bowling Operations	0	0	0	0	0	0	0	5,000	0	0	5,000
Womens Soccer Operations	0	0	0	0	0	0	0	10,000	0	0	10,000
Womens Track Operations	0	0	0	0	0	0	0	7,000	0	0	7,000
*TOTAL 195 Gifts and Donations	0	609,553	242,177	0	16,397	0	255,521	3,771,311	10,000	0	4,904,959

PARKING FEE AND FINE RATES

Explanation:

Historically, parking fee and fines rate have been included in Policy 13.14, Parking Services Regulations. The fee and fine amounts have been extracted from the policy. The fees and fines structure is provided in the document that follows. There is no proposed change in parking or fine rates for fiscal year 2021.

Recommendation:

The administration recommends the parking fee and fine rates be approved as presented.

SECTION VIII: DRIVING AND PARKING OFFENSES
2021-2022 Parking Violations

Code	Violation Description	Fine
	General Violations	
A1	Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*	$40
A2	Parking backward in a parking space	$30
A3	Failing to display a valid parking permit	$40
A4	Not parking properly within the lines of a parking space	$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes	$30
A6	Displaying a permit assigned to another vehicle	$30
A7	Display two or more valid permits	$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)	$10
A9	Expired short-term parking	$30
	Flagrant Violations	
B1	Parking in a reserved parking space without displaying a proper permit *(plus tow fee if applicable)*	$40
B2	Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*	$40
B3	Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*	$40
B4	Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*	$40
B5	Parking in a fire lane *(plus tow fee if applicable)*	$75
B6	Parking in a tow-away zone *(plus tow fee if applicable)*	$40
B7	Parking in a loading zone or service driveway *(plus tow fee if applicable)*	$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*	$40

B9	Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*	$150
C1	Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*	$40
C2	Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*	$150
C3	Falsifying or altering vehicle registration information *(plus tow fee if applicable)*	$100
C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*	$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	$75
C9	Parking in violation of the direction of a traffic control officer	$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	$75
C12	Parking in a garage without payment (limited to once a semester)	$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

*** Rates will be posted in the Parking Services office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2021-2022 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit	**Description**	**Annual**		

AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	$435	NA	NA
	Semester Student Center Garage Permit	NA	$200	$200
M	Motorcycle Permit	$60		
B	Faculty/Staff Daily Permit	$3/Day	$3/Day	$3/Day
Student				
Permit Type	**Description**	**Sept 2019**	**Jan 2020**	**May 2020**
PG	Annual Student Center Garage Permit	$435	NA	NA
	Semester Student Center Garage Permit	$200	$200	$35
C	Commuter Permit	$112	$76	$37
H	Campus Resident Permit	$145	$99	$48
	Campus Resident Second Vehicle	$106	$69	$34
S	Commuter Daily Permit	$3/Day	$3/Day	$3/Day
K	Campus Resident Daily Permit	$3/Day	$3/Day	$3/Day
M	Motorcycle Permit	$60	$43	$22
Miscellaneous				
Permit Type	**Description**	**Sept 2019**	**Jan 2020**	**May 2020**
W	Fitness Permit	$ 20	$ 20	$20
CV	Contractor/Vendor Permit	$170	$114	$58
T	Trailer Permit	$ 50	$ 33	$17
RV	Occupied Recreational Vehicle**	$ 40		

DV	Qualifying Veteran Permit	$0		
*** Per night, after four (4) days*				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	$2.00
Each Hour Thereafter	$1.00
Maximum Daily Charge	$8
Lost Parking Ticket	$15

Short-Term Paid Parking Lot 21	
First Hour	$2.00
Each Hour Thereafter	$1.00
Fees	
Replacement Permit	$15
Bicycle Release Fee	$25
Lost/Stolen Replacement Permit	$25
Grad Assistant Upgrade	$10
Dual Credit Upgrade	$ 5

***Faculty/Staff or Other Government Agencies Annual Permit Fees**						
Salary $19,999.99 and Less	Salary $20,000 - $39,999.99	Salary $40,000 - $59,999.99	Salary $60,000 - $79,999.99	Salary $80,000 - $99,999.99	Salary $100,000 - $119,999.99	Salary $120,000 and above
$36	$60	$84	$108	$132	$156	$180

FS permits are prorated monthly.

ACKNOWLEDGE RECEIPT OF CONTRACT MONITORING REPORT

Explanation:

The 84th 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.

State law requires the university to identify contracts that require enhanced contract or performance monitoring and submit information on those contracts to the Board of Regents. The contract monitoring report as presented includes the following contracts:

J.T. Vaughn Construction, LLC
Compass Group USA, Inc. through its Chartwells Division
Aramark
Symmetry Sports, LLC
Kirksey Architects, Inc.
Kingham Dalton Wilson, Ltd.

Recommendation:

Acknowledge receipt of the contract monitoring report pending consideration by the finance and audit committee.

Stephen F. Austin State University
Board of Regents – Finance Committee
Texas Government Code Contract Reporting
July 26, 2021

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Texas Government Code Contract Reporting

The 84th 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.

Vendor contract: *J.T. Vaughn Construction, LLC*

Description of Contract: Culinary Café relocation and renovation

Vendor Awarded Contract: J.T. Vaughn Construction, LLC.

Procurement Method: Cooperative Contract-TCPN

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $1,139,573.00

Total Estimated Aggregate Amount: $1,139,573.00

Contract Period: 9/16/2020- 11/19/2021

Board Approved: July 2019

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

Vendor contract: *Compass Group USA, Inc. through its Chartwells Division*

Description of Contract: Provide the management and operation of the university food and beverage services (dining services) in accordance with RFP#DINING SERVICES MANAGEMENT opened 1/27/21.

Vendor Awarded Contract: *Compass Group USA, Inc. through its Chartwells Division*

Procurement Method: Request for Proposal

Department Responsible for Contract: Student Services/ Student Center

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $745,000.00

Total Estimated Aggregate Amount: $73,742,571.00

Contract Period: 7/1/2021-6/30/2028

Board Approved: April 2021 (Board Plan rates approved annually)

Director Certification: Completed

President Attestation: Completed

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Vendor contract: *Aramark*

Description of Contract: Food and beverage service for the University in accordance with RFP#DINING-01 opened 3/9/2001 with a contract term beginning September 1, 2001 and ending date of August 31, 2006 and thereafter, the term of the Agreement may be extended as mutually agreed upon. The original signed Contract term was 9/01/2001 through 8/31/2006. Based on renewal provision within original contract and RFP, the University entered into new agreement 9/1/2006 through 8/31/2021. Subsequent amendments for food service renovations and amendment of contract term expiration date from 8/31/21 to 6/30/21.

Vendor Awarded Contract: Aramark

Procurement Method: Request for Proposal

Department Responsible for Contract: Student Services/Student Center

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $9,308,940.00

Total Estimated Aggregate Amount: $149,772,574.39

Contract Period: 9/1/2006-6/30/2021

Board Approved: April 2006, April 2016, October 2019, January 2020
(Board Plan rates approved annually)

Director Certification: Completed

President Attestation: Completed

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Vendor contract: *Symmetry Sports, LLC*

Description of Contract: Athletic turf replacement at Homer Bryce Stadium

Vendor Awarded Contract: Symmetry Sports, LLC

Procurement Method: Cooperative Contract-The Interlocal Purchasing System (TIPS)

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $1,270,800.00

Total Estimated Aggregate Amount: $1,270,800.00

Contract Period: 6/01/2021- 11/30/2021

Board Approved: April 2021

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

Vendor contract: *Kirksey Architects, Inc.*

Description of Contract: Architectural services related to the design for the fine arts expansion, welcome center and student services one stop shop, and residence hall and dining hall in accordance with RFQ#AE-BLDG PROJECTS-2018 opened 9/06/2018 and Architect Agreement and Addenda. Addendum 1-Fine Arts in the amount of $2,518,500 for basic services, $65,800 for additional services and reimbursable expenses not to exceed $77,000. Addendum 1- Welcome Center and Student Support Services Once Stop Shop in the amount of $780,000 for basic services, $164,900 for additional services, and reimbursable expenses not to exceed $24,600. Addendum 1-Construct and Renovate Student Residential and Dining Facilities in the amount of $2,275,200 for basic services, $99,250 for additional services, and reimbursable expenses not to exceed $68,000. Subsequent Amendment No. 1 to Addendum 1-Residence Hall in the amount of $128,000 for redesign services. Subsequent Amendment No. 1-Welcome Center and Student Support Services One Stop Shop termination of project ($884,459). Subsequent Amendment No. 1 to Addendum 1-Fine Arts in the amount of $624,000 for redesign services. Subsequent Amendment No. 2-Fine Arts in the amount of $7,000 for additional services related to redesign. Subsequent Amendment No. 3-Fine Arts in the amount of $159,605 for additional services related to hydronic piping, increase in architect and engineering fee for increased construction cost, reallocation of reimbursable expenses to A-E fee, and required updates to contract documents for updated finishes and extended delivery date.

Vendor Awarded Contract: Kirksey Architects, Inc.

Procurement Method: Request for Qualifications

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $166,605.00

Total Estimated Aggregate Amount: $6,107,396.00

Contract Period: 3/5/2019- 10/31/2023

Board Approved: October 2018, October 2019

Director Certification: Completed

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255

Vendor contract: *Kingham Dalton Wilson, Ltd.*

Description of Contract: Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/23/21 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of $209,744. Subsequent Amendments for Basketball Practice Facility: Amendment No.1 effective 7/22/19 for phase 1 of the GMP in the amount of $1,369,388, Amendment No.2 effective 10/29/2019 for phase 2 of the GMP in the amount of $23,818,986. Subsequent amendment for Welcome Center and Student Support Services One Stop Shop-Amendment No. 1 to remove project in its entirety effective 2/27/2020. Subsequent Amendment No. 2 for preconstruction services in the amount of $113,928. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 3 for phase 1 of the GMP in the amount of $725,912. Subsequent amendment for Basketball Practice Facility-Amendment No. 4 for additional services added to Phase 2 GMP in the amount of $274,320. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 5 for additional services added to Phase 1 GMP in the amount of $71,336.63. Residence Hall project closed as of 08/31/20 in the amount of ($12,464.12). Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 6 for Phase II GMP in the amount of $41,159,676.37. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 7 for transferring an amount from Phase 1 GMP to Phase II GMP in the amount of $17,409.98.

Vendor Awarded Contract: Kingham Dalton Wilson, Ltd.

Procurement Method: Request for Proposal

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $41,159,676.37

Total Estimated Aggregate Amount: $67,730,736.88

Contract Period: 2/07/2019-8/31/2023

Board Approved: October 2018, May 2019, October 2019, January 2020

Director Certification: Completed

President Attestation: Completed
Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Summary of Contracts

Stephen F. Austin State University

Summary of Contracts

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

Finance Committee -July 26, 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
Culinary Café Relocation and Renovation-revised project cost based change proposals	J.T. Vaughn Construction, LLC	Cooperative Contract - TCPN	Physical Plant	None	$ 1,139,573.00	$ 1,139,573.00	9/16/2020 - 11/19/2021	July 2019
Provide the management and operation of the university food and beverage services (dining services) in accordance with RFP#DINING SERVICES MANAGEMENT opened 1/27/21.	Compass Group USA, Inc. through its Chartwells Division	Request for Proposal	Student Services/Student Center	None	$ 745,000.00	$ 73,742,571.00	7/01/2021 - 6/30/2028	April 2021
Food and beverage service for the University in accordance with RFP#DINING-01 opened 3/9/2001 with a contract term beginning September 1, 2001 and ending date of August 31, 2006 and thereafter, the term of the Agreement may be extended as mutually agreed upon. The original signed Contract term was 9/01/2001 through 8/31/2006. Based on renewal provision within original contract and RFP, the University entered into new agreement 9/1/2006 through 8/31/2021. Subsequent amendments for food service renovations and amendment of contract term expiration date from 8/31/2021 to 6/30/2021.	Aramark	Request for Proposal	Student Services/Student Center	None	$ 9,308,940.00	$ 149,772,574.39	9/1/2006-6/30/2021	April 2006, April 2016, October 2019, January 2020 (Board Plan rates approved annually)
Athletic turf replacement at Homer Bryce Stadium project-includes replacement of the Homer Bryce Stadium football field artificial turf and the Fletcher Garner track.	Symmetry Sports, LLC	Cooperative Contract-The Interlocal Purchasing System	Physical Plant	None	$ 1,270,800.00	$ 1,270,800.00	6/01/2021- 11/30/2021	April 2021
Architectural services related to the design for the fine arts expansion, welcome center and student services one stop shop, and residence hall and dining hall in accordance with RFQ#AE-BLDG PROJECTS-2018 opened 9/06/2018 and Architect Agreement and Addenda. Addendum 1-Fine Arts in the amount of $2,518,500 for basic services, $65,800 for additional services and reimbursable expenses not to exceed $77,000. Addendum 1-Welcome Center and Student Support Services One Stop Shop in the amount of $780,000 for basic services, $164,900 for additional services, and reimbursable expenses not to exceed $24,600. Addendum 1-Construct and Renovate Student Residential and Dining Facilities in the amount of $2,275,200 for basic services, $99,250 for additional services, and reimbursable expenses not to exceed $68,000. Subsequent Amendment No. 1 to Addendum 1-Residence Hall in the amount of $128,000 for redesign services. Subsequent Amendment No. 1-Welcome Center and Student Support Services One Stop Shop termination of project ($884,459). Subsequent Amendment No. 1 to Addendum 1-Fine Arts in the amount of $624,000 for redesign services. Subsequent Amendment No. 2-Fine Arts in the amount of $7,000 for additional services related to redesign. Subsequent Amendment No. 3-Fine Arts in the amount of $159,605 for additional services related to hydronic piping, increase in architect and engineering fee for increased construction cost, reallocation of reimbursable expenses to A-E fee, and required updates to contract documents for updated finishes and extended delivery date.	Kirksey Architects, Inc.	Request for Qualifications	Physical Plant	None	$ 166,605.00	$ 6,107,396.00	3/05/2019 - 10/31/2023	October 2018, October 2019

Stephen F. Austin State University

Summary of Contracts

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

Finance Committee -July 26, 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
Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/17/23 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of $209,744. Subsequent amendments for **Basketball Practice Facility**: Amendment No. 1 effective 7/22/19 for phase 1 of the GMP in the amount of $1,369,388, Amendment No. 2 effective 10/29/2019 for phase 2 of the GMP in the amount of $23,818,986. Subsequent amendment for **Welcome Center and Student Support Services One Stop Shop**-Amendment No. 1 to remove project in its entirety effective 2/27/2020. Subsequent Amendment No. 2 for preconstruction services in the amount of $113,928. Subsequent amendment for **Fine Arts Expansion Initiative**-Amendment No. 3 for phase 1 of the GMP in the amount of $725,912. Subsequent Amendment for **Basketball Practice Facility**-Amendment No. 4 for additional services added to Phase 2 GMP in the amount of $274,320. Subsequent amendment for **Fine Arts Expansion Initiative**-Amendment No. 5 for additional services added to Phase 1 GMP in the amount of $71,336.63. **Residence Hall** project closed as of 08/31/20 in the amount of ($12,464.12). Subsequent amendments for **Fine Arts Expansion Initiative**-Amendment No. 6 for Phase II of the GMP in the amount of $41,159,676.37. Amendment No. 7 for transferring an amount from Phase I GMP to Phase II GMP in the amount of $17,409.98.	Kingham Dalton Wilson, Ltd.	Request for Proposal	Physical Plant	None	$ 41,159,676.37	$ 67,730,736.88	2/07/19 -8/31/2023	October 2018, May 2019, October 2019, January 2020

CARLBERG MARKETING CONTRACT EXTENSION

Explanation:

The Carlberg agency is contracted for website development and has requested an extension of their fiscal year 2020 contract through December 31, 2021. An extension of the contract to May 31, 2021, was approved by the Board of Regents in October 2020, but the work is not yet complete. The contract amount through May 31, 2021 was $930,792. There is no increase to the contract amount.

Recommendation:

The administration recommends that the board approve this contract amendment extension for completion of fiscal year 2020 website work through December 31, 2021, with no increase in budget amount or additional funding.

OUTSOURCING OF INSURANCE MEDICAL BILLING

Explanation:

The university issued a request for proposals (RFP) seeking proposals for a medical billing company to provide billing services prescribed by a physician and provided to student athletes by credentialed licensed and certified SFA athletic trainers. The RFP also included an option to provide other medical billing services for the university as needed and mutually agreed. The respondent(s) were evaluated and ranked by a review committee. The committee recommends to award a contract with Vivature, Inc. and the percent of collections charge is 35% on all collectible bills. In addition, Vivature, Inc. will charge $12,000 annually as an administration charge and this charge will be deducted each month in the amount of $1,000 from collections.

Recommendation:

The administration recommends the selection of Vivature, Inc.to provide medical billing services through August 31, 2022 with the option to extend for four (4) additional one year periods at the option of SFA. The administration also recommends the president be authorized to sign purchase orders and any associated contract documents.

GRANT AWARDS

Explanation:

For fiscal year 2021, the multi-year grant award total is currently $105,526,586. Of this total, grant awards allocable to fiscal year 2021 are currently $32,641,737, an increase of $15,497,274 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 $15,497,274. The grant awards are detailed as presented.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Fiscal Year 2021 – *as of June 30, 2021*

Amounts allocable to FY21 (detailed in this report)	
Federal funds (direct and pass-through)	$ 15,226,744
State Funds (direct and pass-through)	$ 0
Private and Local Government	$ 270,530
TOTAL	**$ 15,497,274**
New awards, FY21 (detailed in this report, all project years)	**$ 369,092**
Cumulative amount allocable to FY21	**$ 32,641,437**
Cumulative award total FY21, all project years	**$105,526,586**

New, Additional, or Previously Unreported Awards for FY 2021

Federal Funds (direct and pass-throughs)

Title **** Summer 2021 Tunisia UGRAD Program***
Sponsor: International Research & Exchange Board (prime – US Department of State)
Award # FY21-TunisiaUGRAD
Award Term: May 10, 2021 to September 30, 2021
PI/PD: Ines Maxit, International Studies and Programs
Total Award: $98,562 **Amount Allocable to FY 2021**: $98,562
Award funds a 6-week in-person summer undergraduate program for international students from Tunisia.

Previously Described Awards:

CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Students
Erma Nieto-Brecht, Admissions
Total Award: $25,869,945 **Amount Allocable to FY 2021**: $7,672,384*

CARES ACT: Stephen F. Austin State University Higher Education Emergency Relief Institutional Aid
Dr. Danny Gallant, Finance and Administration
Total Award: $32,045,018 **Amount Allocable to FY 2021**: $7,455,798*

***Subtotal Federal Amounts Allocable to FY 2021 (this report)* = $15,226,744**
***Subtotal New Federal Awards (total award)* = $30,354,925**

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Private Entity and Local Government Awards

Title **** COVID-19 Outreach, City of Nacogdoches***
Sponsor: City of Nacogdoches
Award Term: May 10, 2021 to July 31, 2021
PI/PD: Dr. Tammy Harris, Nursing
Total Award: $225,000 **Amount Allocable to FY 2021**: $225,000
Funds student and faculty salaries for SFA to assist the City in its COVID outreach and vaccination efforts.

Title **** Post-release Monitoring of Alligator Snapping Turtles in Cypress/Sulphur River Drainages***
Sponsor: Northeast Texas Municipal Water District
Award Term: April 12, 2021 to August 31, 2021
PI/PD: Dr. Christopher Schalk, Forestry
Total Award: $19,230 **Amount Allocable to FY 2021**: $19,230
Research project includes funds for undergraduate students and a field technician to monitor repatriated alligator snapping turtles.

Title **** Technology Action Plan (TAP) for Nacogdoches County***
Sponsor: Local Partners (Government)
Award Term: May 19, 2021 to May 19, 2026
PI/PD: Dr. Stephen Cooper, School of Social Work
Total Award: $16,800 **Amount Allocable to FY 2021**: $16,800
Research project to develop a broadband technology action plan to address inadequacies in broadband infrastructure in the county which negatively impact telecommuting, online education from k-12 and higher education, and also telehealth services.

Title **** Bottlenose Dolphin Cognition – Anthropogenic Noise and Vocalizations***
Sponsor: Dolphin Quest
Award Term: March 20, 2021 to March 19, 2022
PI/PD: Dr. Jason Bruck, Biology
Total Award: $10,800 **Amount Allocable to FY 2021**: $7,000
Research project funds 2 graduate students from Dr. Bruck's previous university (Oklahoma State University) as they research acoustic signals and anthropogenic noise in dolphins.

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Title **** Gomesin: An Antimicrobial-peptide with Therapeutic Potential***
Sponsor: Texas Academy of Science
Award Term: March 11, 2021 to August 31, 2021
PI/PD: Dr. Lindsay Porter, Biology *on behalf of graduate student Jacklyn Thompson*
Total Award: $1,500 **Amount Allocable to FY 2021**: $1,500
Research funds for graduate student Jacklyn Thompson for her 2nd place award at the M.S. Student Research Proposal Competition at the Texas Academy of Science annual meeting. Ms. Thompson will use the funds to research potentially therapeutic molecules in spiders.

Previously Described Awards:

****The Effect of Single vs Accumulated Bouts of Tabata Exercise on Body Composition, Fitness and Resting Metabolic Rates***
Dr. James Rowe, Kinesiology & Health Science
Award Total: $1,000 **Amount allocable to FY 2021:** $1,000

***Subtotal Private and Local Amounts Allocable to FY2021 (this report)* = $270,530**
***Subtotal New Private and Local Awards (total award)* = $274,330**

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

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

STUDENT PUBLICATIONS QUASI-ENDOWMENT

Explanation:

Per university policy 3.17, Gifts, Loans, Endowments and Bequests, utilization of unrestricted gifts of any amount, as well as setting aside certain institutional funds to be maintained as quasi-endowments, shall be as directed by the Board of Regents. The Student Publications Office, within the Division of Student Affairs, has received funds in the form of payments for goods and services provided. Utilizing funds from this discretionary account, the Student Publications Office is requesting to move $25,000 to establish a quasi-endowment.

Recommendation:

The administration recommends that the $25,000 unrestricted funds received be used to establish a quasi-endowment under the name Dr. Baker Pattillo Memorial Stone Fort Yearbook Scholarship. Both the generated revenue and principal are to be used at the discretion of The Pine Log Scholarship Committee, with the approval of the Vice President for Student Affairs and/or other appropriate Executive/Vice President. Primarily. These funds will support scholarships awarded on a discretionary basis to students working on the Stone Fort yearbook staff.

TEXPOOL RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

Explanation:

The university uses TexPool as an investment entity for public fund investments. As a result of university administrative changes, a resolution is necessary to amend authorized institutional representatives. A resolution is presented that revises university authorized investment signatories.

Recommendation:

The administration recommends approval of the TexPool Resolution Amending Authorized Representatives.

TEXPOOL
AN INVESTMENT SERVICE FOR PUBLIC FUNDS

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Stephen F. Austin State University — Participant Name*

7 8 0 5 0 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Scott Gordon — Name; President — Title

9 3 6 4 6 8 2 2 0 1 — Phone; 9 3 6 4 6 8 2 2 0 2 — Fax; scott.gordon@sfasu.edu — Email

Signature

2. Danny R. Gallant — Name; Vice President of Finance and Administration — Title

9 3 6 4 6 8 2 3 5 0 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; dgallant@sfasu.edu — Email

Signature

3. Judith Kruwell — Name; Associate VP Financial and Administrative Services — Title

9 3 6 4 6 8 4 5 4 1 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; kruwelljf@sfasu.edu — Email

Signature

Form Continues on Next Page

TEXPOOL
AN INVESTMENT SERVICE FOR PUBLIC FUNDS

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Stephen F. Austin State University — Participant Name*

7 8 0 5 0 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Jessica Barrett — Name; Budget Director — Title

9 3 6 4 6 8 2 1 1 6 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; jkbarrett@sfasu.edu — Email

Signature

2. Michaelyn Greene — Name; Director of Administrative Services — Title

9 3 6 4 6 8 3 0 0 5 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; greenemf@sfasu.edu — Email

Signature

3. Kay Johnson — Name; Director of Procurement Services — Title

9 3 6 4 6 8 4 0 3 7 — Phone; 9 3 6 4 6 8 4 2 8 2 — Fax; johnsondk6@sfasu.edu — Email

Signature

Form Continues on Next Page

1. Resolution (continued)

4.

Name | Title

Phone | Fax | Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name | Title

Phone | Fax | Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 27 day of July, 2021.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant*

SIGNED	**ATTEST**
Signature*	Signature*
Karen G. Gantt	Jennifer Winston
Printed Name*	Printed Name*
Board of Regents Chair	Board of Regents Secretary
Title*	Title*

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002

1-866-TEXPOOL (839-7665) • TexPool.com
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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:

Auditing a Course Tuition and Fees 3.3

Central Stores 17.3

Computer Purchase and Replacement 17.4

External Bank Accounts 3.14

Financial Exigency 3.15

Physical Plant Charges 16.20

Post Bond Issuance Federal Tax Compliance 3.5

Procurement Training 17.25

Purchasing from Officers or Employees 17.21

Purchasing Ethics and Confidentiality 17.22

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Auditing a Course - Tuition and Fees

Policy Number: 3.3

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 establishes guidelines for tuition and fees related to auditing a course.

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:

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

Auditing a Course - Tuition and Fees

Original Implementation: October 18, 1980
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy establishes guidelines for tuition and fees related to auditing a course.

Definition~~s~~

Auditing a course allows a student to take a class without the benefit of a grade or credit for that course.

General

Tuition and fees for auditing a course shall be the same as tuition and fees paid by regularly enrolled students. Generally, financial aid (including exemptions and waivers) cannot be applied to the charges related to auditing a course, unless specifically allowed under the terms of a scholarship or grant.

Cross Reference: General Bulletin

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate Vice President for Financial and Administrative Services*~~Controller~~

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Central Stores

Policy Number: 17.3

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 establishes guidelines for university purchases from central stores and other activities related to using central stores' 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: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor updates

Reviewers:

John Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance Administration
Damon Derrick, General Counsel

Central Stores

Original Implementation: Unpublished
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes guidelines for university purchases from central stores and other activities related to using central stores' services.

Definition~~s~~

Central stores provides a supply of materials primarily to support maintenance activities. Additionally, a limited number of other items are provided to support instructional and administrative activities.

General

Purchases from central stores will be completed only upon presentation of a valid university account number, work order number, and authorized signature on the sales receipt. For information regarding orders, returns, delivery services, or stocking requests, please refer to the ~~central stores~~ *physical plant* website.

Special items stocked at the request of a department that are not sold after a reasonable time (one year) will be charged to the requesting department and disposal of the items will be the responsibility of the requesting department.

Cross Reference: Central Stores Procedures

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Computer Purchase and Replacement

Policy Number: 17.4

Is this policy new, being reviewed/revised, or deleted? 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 describes the purchase and replacement of university computers and workstations utilizing guidelines issued by the Texas Department of Information Resources (DIR).

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: The content of this policy is procedural in nature and it is recommended that the policy be removed and that the requirements from The General Approriations Act, Article IX, Section 9.04 be addressed in university procedure to be reviewed annually.

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Administration
Anthony Espioza, Chief Information Officer
Damon Derrick, General Counsel

~~Computer Purchase and Replacement~~

~~**Original Implementation:** January 30, 2007~~
~~**Last Revision:** July 24, 2018~~

~~Purpose~~

~~This policy describes the purchase and replacement of university computers and workstations utilizing guidelines issued by the Texas Department of Information Resources (DIR).~~

~~Definitions~~

~~Computer is defined as a desktop CPU (tower, small form factor, etc.) and is either a PC or a Macintosh (Mac).~~

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

~~Portable computer is defined as a laptop, notebook, or Surface Pro which is capable of running an enterprise operating system.~~

~~Tablet is defined as a complete computer contained entirely in a flat touch screen, normally operated by fingertip or stylus, does not run an enterprise operating system (e.g. iPad, Slate, etc.) and are excluded from this policy.~~

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

~~General~~

~~Base hardware configurations for computers, workstations, and portable computers will be established by the university, reviewed at least annually and published on the procurement website. The base hardware configurations will be the basis for a pre-approved brand and vendor selection after best value negotiations for both Macs and PCs. Pre-approved brands and vendors will be published on the procurement website.~~

~~Computer Purchases~~

~~All computers, workstations, and portable computers purchased by the university will meet the base hardware configurations established by the university and will follow guidelines and restrictions on the procurement website. New computer, workstation, or portable computer purchases that increase the total number of computers, workstations, or portable computers on campus will only be allowed for new positions, new programs, etc., or as otherwise approved by the chief information officer. Requests to increase the total number of computers, workstations or portable computers on campus must be approved prior to submission to Procurement and Property Services.~~

~~**Replacement Cycle**~~

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

~~All computer, workstation or portable computer replacements will be reviewed to ensure the replacements are warranted, support the mission and goals of the university, and efficiently utilize university funds. Where appropriate and feasible, alternative technology solutions may be utilized in lieu of a physical computer, workstation, or portable computer. If a computer is not capable of running the university supported operating system, the computer may be removed from the university network due to security concerns. Any exceptions require the approval of the chief information security officer.~~

~~Academic units may replace computers and workstations that are less than five years old or portable computers that are less than four years old if approved by the chief information officer, subject to the requirements of this policy.~~

~~When a new computer, workstation, or portable computer is received, the computer, workstation, or portable computer identified for replacement must be transferred to surplus unless approved as an exception by the chief information officer. Such transfers should take place within 30 days of the computer or workstation being taken out of service.~~

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

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

~~**Contact for Revision**: Director of Procurement and Property Services/HUB Coordinator; Chief Information Officer~~

~~**Forms:** None~~

~~**Board Committee Assignment:** Finance and Audit~~

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: External Bank Accounts

Policy Number: 3.14

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 establishes guidelines for opening external bank accounts using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number.

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:

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

External Bank Accounts

Original Implementation: July 13, 2006
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy establishes guidelines for opening external bank accounts using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number.

Definitions

An **external bank account** is any checking, savings, or investment account with any financial institution, including but not limited to banks, credit unions, savings and loans, or investment firms.

General

No individual, department, program, or organization, including a duly recognized and registered student organization, is authorized to open any checking, savings, or investment account using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number with any financial institution, including but not limited to banks, credit unions, savings and loans, or investment firms, without the prior, written approval of the *associate vice president of ~~-~~financial and administrative services*~~controller~~.

The owner of any external bank account approved under this policy must provide a copy of the current bank signature card to the *associate vice president of –financial and administrative services*~~controller~~. Additionally, the owner of any external bank account for a student organization shall adhere to the university's cash-handling procedures for student groups. University funds, including amounts received by student organizations through the student service fee allocation, may not be deposited in an external bank account.

Gifts made to the university must be deposited into the university's accounts maintained through the *associate vice president of financial and administrative services'*~~controller's~~ office in accordance with Gift Reporting (3.16), regardless if the money was initially solicited by the external organization.

In accordance with Student Organization Formation and Recognition (10.9), employees of SFA should not be authorized to sign on any student organization's external bank account. Student employees are exempted from this prohibition.

External bank accounts approved by the *associate vice president of financial and administrative services*~~controller~~ for student organizations may be subject to audit.

Cross Reference: Gift Reporting (3.16); Student Organization Formation and Recognition (10.9)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate Vice President Financial and Administrative Services* ~~Controller~~

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Financial Exigency

Policy Number: 3.15

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

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

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

Purpose of Policy (what does it do): This policy provides guidance relating to the termination of an appointment with tenure, or a probationary or special appointment before the end of the specified term, which may occur under extraordinary circumstances because of bona fide financial extigency.

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: No changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Financial Exigency

Original Implementation: October 18, 2011
Last Revision: ~~April 24, 2018~~*July 27, 2021*

Financial[GO1] *exigency is an imminent financial crisis that threatens the continuation of a strong academic program and that cannot be alleviated by less stringent means.*~~Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of bona fide financial exigency~~ (i.e., ~~an imminent financial crisis that threatens the continuation of a strong academic program and that cannot be alleviated by less stringent means~~). The responsibility for demonstrating the existence and extent of the financial exigency rests with the administration.

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of bona fide financial exigency. Before terminating an appointment because of financial exigency, the appropriate university administrator, with faculty participation, shall make every reasonable effort to place the faculty member concerned in another position within the university for which the individual is professionally qualified.

If the university, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments in the same academic unit except in circumstances where a serious distortion of the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure within the same academic unit, except in circumstances where a serious distortion of the academic program would otherwise result.

In each case of termination of an appointment with tenure because of financial exigency, the vacancy will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty (60) days in which to accept or decline.

A probationary faculty member whose appointment is terminated because of financial exigency shall be given appropriate notice as prescribed in policy 7.29, Tenure and Continued Employment. A tenured faculty member shall be given notice at least twelve months prior to termination of appointment.

A faculty member whose appointment is terminated because of financial exigency, and who alleges abridgement of constitutional guarantees or academic freedom, shall be afforded due process.

Cross Reference: Tenure and Continued Employment (7.29); Reduction in Force of ~~Non-Academic Employees~~*Staff and Non-Tenure Track Employees* (11.23)

Responsible for Implementation: President

Contact for Revision: Vice President for Finance and Administration; Provost and *Executive* Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Physical Plant Charges

Policy Number: 16.20

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 establishes guidelines for the types of physical plant activities that can be charges to requesting campus customer accounts.

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Physical Plant Charges

Original Implementation: December 7, 1987
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes guidelines for the types of physical plant activities that can be ~~charges~~ *charged* to requesting campus customer accounts.

Definition~~s~~

Educational and general buildings include those used for academic purposes such as classrooms, labs, and offices as well as library spaces and offices used for administrative institutional support.

General

Funding for repairs to campus buildings comes from several sources and the type and use of the building determines the source of funding. Maintenance of educational and general buildings and building equipment *(equipment that is essential to the building operations)* is the responsibility of the physical plant department and is paid from funds budgeted for that purpose. However, requested services may be charged to the appropriate campus customer account. These items include but are not limited to:

- Materials taken from stock not used in maintenance projects;
- Repair or replacement of equipment including appliances;
- Event services including set-up, standby, cleanup, equipment rental, and moving services;
- Paint and carpet requests when redecorating or outside the normal maintenance schedule;
- Materials, installation and labor for millwork;
- Vehicle rentals, repairs, and fuel;
- Requested modifications to facilities, interior or exterior;
- Re-coring locks and making new keys due to lost keys, lock changes, keys via department request;
- Call back expenses that are not caused by normal maintenance requirements;
- Requested items such as name plates, plaques and departmental directories including labor.

Maintenance and requested services for non-educational and general buildings and building equipment will be charged to the appropriate campus customer account.

All requests for cost estimates or work that require modification of space, building systems, or otherwise effect the built environment are subject to the guidelines set forth in the Request for Space Modification process. The physical plant performs and schedules project work within the parameters of the Request for Space Modification process.

Normal business hours of the physical plant are Monday through Friday 7 a.m. to 4 p.m. Please note that all work performed outside of these normal business hours may be subject to an overtime charge.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Post Bond Issuance Federal Tax Compliance

Policy Number: 3.5

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 identifies the compliance areas related to tax-exempt bond financing and affirms the university's intent to fulfill all requirements in these areas during the post-issuance period. It also identifies the Post-Issuance Bond Compliance Procedures as the authoritative resource for compliance activities.

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 the list of material events from being bulleted to being numbered to correspond with SEC list of required events.

Specific rationale for deletion of policy: N/A

Additional Comments:

Updated to include two additions to the exitsting list of material events for which issuers and borrowers are required to provide public notice.

Reviewers:

Judith Kruwell, Associate Vice President Financial and Administrative Services
Danny Gallant, Vice President Finance and Administration
Damon Derrick, General Counsel

Post Bond Issuance Federal Tax Compliance

Original Implementation: April 14, 2015
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy identifies the compliance areas related to tax-exempt bond financing and affirms the university's intent to fulfill all requirements in these areas during the post-issuance period. It also identifies the Post-Issuance Bond Compliance Procedures as the authoritative resource for compliance activities.

Definitions

Bond proceeds are paid to the university by the purchaser or underwriter of a new issue of tax-exempt obligations to finance a project for which the securities were issued.

Arbitrage is the investment gain made by investing the proceeds of tax-exempt bonds in taxable investments.

Private business use includes any trade or business activity, directly or indirectly, using bond-financed property which is carried on by any person or entity other than a governmental unit.

General

The Board of Regents (the "board") has issued and will issue from time to time bonds, notes or other tax-exempt obligations (collectively, the "bonds") on behalf of Stephen F. Austin State University (the "university"). The board is required by the terms of Section 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended ("code"), and the U.S. Treasury Regulations promulgated thereunder ("regulations"), to preserve the tax-exempt status of its bonds subsequent to their issuance.

Expenditure and Allocation of Bond Proceeds

Bond proceeds may only be used for eligible project costs in accordance with applicable federal and state laws and restrictions of the bond documents. The spending of bond proceeds and related investment earnings must be monitored to help ensure they are used for eligible project costs and qualified purposes.

Spending Requirements and Arbitrage Rebate

Restrictions exist as to the timing of the expenditure of bond proceeds. Generally, proceeds must be spent within three years of bond issuance, although there are several rebate exceptions if bond proceeds are spent promptly. If it appears that all proceeds will not be spent within a three-year period, bond counsel should be consulted.

Tax rules generally require borrowers of tax-exempt debt to calculate and pay, or "rebate", to the IRS any "arbitrage profit" earned on the investment of bond proceeds prior to their expenditure. The appropriate university staff, consultants(s), or other appropriate persons will maintain procedures to ensure the required arbitrage calculations are performed and the necessary (if any) IRS tax forms are filed.

Private Business Use

IRS tax rules limit private business use of a building financed with tax-exempt financing. To help ensure compliance with the limitation of private business use, the appropriate university staff will implement and monitor university procedures to comply with IRS rules regarding private business use of facilities financed with tax exempt bonds.

Records Retention

The university will retain all records relating to the investment and expenditure of the proceeds of the bonds and the use of any facilities financed or refinanced thereby for the period of time required by federal and state laws. If any portion of the bonds is refunded with the proceeds of another series of tax-exempt bonds, the university will also maintain such records for the period required by federal and state laws. Such records may be maintained in paper or electronic format and must be indexed. This policy supersedes any other documented retention policies in regards to records pertaining to tax-exempt bond issues. Guidelines and responsibility for records retention is detailed in the Post Issuance Bond Compliance Procedures.

Continuing Disclosure

The university will remain in compliance with the Security and Exchange Commission rule 15c2-12 which requires the filing of certain financial and operating information with the Electronic Municipal Market Access System (EMMA) which is maintained by the Municipal Securities Rulemaking Board (MSRB). This information is for the benefit of bondholders, and must be filed within 180 days of the close of the fiscal year. In addition to annual financial information, the university is required to file a Material Event Notice within ten business days of any of the following occurrences:

- *1.* Principal and interest payment delinquencies;
- *2.* Non-payment related defaults;
- *3.* Unscheduled draws on debt service reserves reflecting financial difficulties;
- *4.* Unscheduled draws on credit enhancements reflecting financial difficulties;
- *5.* Substitution of credit or liquidity providers, or their failure to perform;
- *6.* Adverse tax opinions, IRS notices, or material events affecting the tax status of the security;
- *7.* Modifications to rights of security holders, *if material*;
- ~~*1.* Release, substitution, or sale of property securing repayment of the securities, if material;~~
- *8.* Bond calls, if material, and tender offers;
- *9.* Defeasances;

10. Release, substitution, or sale of property securing repayment of the securities, if material;

- *11.* Rating changes;
- *12.* Bankruptcy, insolvency, receivership, or similar event;
- *13.* Merger, consolidation, or acquisition of the issuer, if material; and/or

14. Appointment of a successor or additional trustee or name change of a trustee, if material.

15. Incurrence of new material financial obligations (or agreements concerning covenants, events of default, remedies, property rights or similar terms) which could materially affect bondholders' interest.

16. Default, event of acceleration, termination event, modification of terms or similar eEvents occurring in connection with a financial obligation which reflect financial difficulties for the borrower.

The vice president for finance and administration is responsible for responding to inquiries by investors, rating agencies, and other outside parties relating to the status of projects, the financial condition of the university, and any other events that may affect investors.

Responsible Person

The vice president for finance and administration and/or designated staff will develop, maintain, and enforce procedures to ensure continuing compliance.

Cross Reference: I.R.C. §§ 103, 141-150; 17 C.F.R. § 240.15c2-12

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: Procurement Training

Policy Number: 17.25

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 addresses training requirements for employees and officers who are involved in the procurement process.

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:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Adminstration
Damon Derrick, General Counsel

Procurement Training

Original Implementation: July 16, 2013
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy addresses training requirements for *officers or* employees who are involved in the procurement process.

Definitions~~s~~

Centralized purchasing requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

General

Various sections of the state government code, education code, and human resources code, in addition to numerous sections of administrative rules, apply to purchases made by Stephen F. Austin State University. University policies and procedures apply additional requirements to purchases.

Because the university adheres to a policy of centralized purchasing, the procurement office is charged with ensuring that applicable laws, rules, policies and procedures are followed for each purchase. Employees are required to be aware of their limited delegated purchasing authority and that various laws, rules, policies and procedures may affect the processing of their requisition to a purchase order.

To ensure that employees *or officers* are knowledgeable about purchasing laws, rules, policies and procedures, mandatory training is required for~~ the following employees~~:

- employees having access in the university's financial system to enter requisitions;
- employees having access in the university's financial system to approve requisitions;
- officers and employees authorized to execute contracts, or exercise discretion in awarding contracts.

Training is required every two years.~~ All training is documented in the university's myTraining system.~~ Failure to complete training within 60 days of notification will result in all ordering for the department, including procurement cards, being shut down until the individual completes training. The *director of procurement and property services/HUB coordinator* ~~procurement director~~ may allow exceptions to the training timeframes for employees on FMLA leave, out of the country, or as

otherwise deemed appropriate.

Cross Reference: Delegated Purchasing Authority (17.5); Tex. Educ. Code § 51.9337

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: Purchasing Ethics, Confidentiality, and Purchases from Officers or Employees

Policy Number: 17.21

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 establishes requirements relating to purchases from officers or employees, identifies conflicts of interest related to the procurement process, and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.

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 in addition to blending content from Policy 17.22.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Purchas*ing*~~es~~ *~~Ethics, Confidentiality and Purchases~~* ~~from Officers or Employees~~

Original Implementation: Unpublished
Last Revision: July 2*7, 2021* ~~4, 2018~~

Purpose

This policy establishes requirements relating to purchases from officers or employees*, identifies conflicts of interest related to the procurement process, and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.*

Definition~~s~~

Financial interest is defined as:

- Owning or controlling, directly or indirectly, an interest of at least one percent in a contractor or business entity, including the right to share in profits, proceeds, or capital gains; or
- Reasonably foreseeing that a contract with the contractor or business entity could result in a financial benefit to the officer or employee.

Financial interest does not include a retirement plan, a blind trust, insurance coverage, or an ownership interest of less than one percent in a corporation.

Family Relationship *is defined as anyone within the second degree of affinity or third degree of consanguinity as specified in Nepotism (11.16). The definition is further expanded to include: any firm in which one of these family members is a partner or sole proprietor; any corporation in which any of those persons holds a 10% or more interest in stock or an investment of $25,000 or more either directly or indirectly; and any other individual living in the same household.*

Financial Relationship *indicates a partnership or other commercial relationship involving a joint venture between the employee and another person or entity. Examples are: research grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.*

Personal Relationship *indicates a relationship with a person or entity sufficiently close such that a reasonable person would believe that it would be difficult for the SFA employee to deal with the person as ~~he/ or she~~they would deal with a stranger.*

Commitments and Outside Activities *indicates any board on which the employee or officer serves in*

any organization other than SFA, including, but not limited to, for-profit business entities, 501(c)(3) organizations, etc.

General

Employees and officers are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.

For the purpose of protecting both the integrity and objectivity of its employees and officers in the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.

Purchases, including but not limited to procurement card, purchase order and *direct pay disbursements* ~~purchase voucher~~ from an SFA officer or employee are prohibited except as provided herein. In addition, purchases from any person or entity with whom the SFA officer or employee has a family, financial, or personal relationship must be disclosed and managed. ~~Reference Purchasing Ethics and Confidentiality (17.22).~~

Each employee and officer should understand that their primary responsibility is to accomplish the duties and responsibilities assigned to their position and will be required to annually disclose conflicts of interest, conflicts of commitment, and outside activities that could give rise to concerns regarding contracting practices including, but not limited to, procurement cards, purchase requisitions, purchase orders, bi-lateral contracts, or direct pay disbursements.

The university may not enter into a contract for the purchase of goods or services with any business entity with whom any of the following university employees have a financial interest:

- the president;
- general counsel;
- director of procurement and property services*/HUB coordinator*; or
- a family member related to an employee as described above within the second degree of affinity or consanguinity (*Reference* ~~See~~ Nepotism, 11.16)

~~*Contracts are strictly prohibited if certain officers or employees, or their family members, have a financial interest.*~~ *SFA employees and officers involved in any form of procurement or the procurement process may not:*

- *participate or work on a contract by taking action as an employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action knowing that any person or entity with whom the employee has a family, financial, or personal relationship has an actual or potential financial interest in the contract, including prospective employment;*
- *participate or work on a contract as noted above knowing that the employee has an actual or potential financial interest in the contract, including prospective employment;*
- *solicit or accept gifts or gratuities which might tend to influence purchasing decisions;*
- *be employed by, or agree to work for, a vendor or potential vendor;*
- *knowingly disclose confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of another person.*

~~Such relationships must be disclosed annually in accordance with Purchasing Ethics and Confidentiality (17.22).~~

Except as otherwise prohibited herein, the purchase of commodities from any SFA officer or employee is allowed only if the price is equal to or less than that which can be obtained from any other known and ethical source, regardless of the dollar amount. Solicitation documentation showing pricing from a minimum of two other sources is required for any purchase including, but not limited to, procurement card, purchase order, or *direct pay disbursements*~~purchase voucher~~. A proprietary purchase from an officer or employee may be acceptable, but only with approval from the *general counsel*. ~~director of procurement.~~

Except as otherwise prohibited herein, service contracts or agreements between employees and the university must be approved in advance by the director of procurement, *with the advice of* ~~and~~ the general counsel. The standard procedure is to submit an additional compensation form to human resources. Reference Salary Supplements, Stipends, and Additional Compensation policy (12.16).

~~*Employees and officers are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.*~~

~~*For the purpose of protecting both the integrity and objectivity of its employees and officers in the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.*~~

If not related to a particular transaction, university employees may accept from vendors and others: unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars; occasional business lunches or food and refreshments of insignificant value; and other items of nominal or minor value (i.e., a box of candy, fruitcake, etc.) that are merely tokens of appreciation. Reference Ethics (2.6) for the statutory definition of a "benefit." Reference Gifts, Prizes and Awards (3.18) regarding the giving of gifts, prizes and awards.

Required Disclosures

Written disclosure specific to the procurement must be signed by all parties involved in the procurement process for major contract awards of $1 million or more in value. All such written disclosures will be retained in the procurement and property services department. Reference Ethics (2.6) for specific information regarding the disclosure.

For any contract that requires approval by the Board of Regents and has a value of at least $1 million, the vendor must submit a disclosure of interested parties on a form prescribed by the Texas Ethics Commission. The procurement office shall submit a copy of the disclosure to the Texas Ethics Commission. This requirement does not apply to a sponsored research contract, interagency contract, a contract with a publicly traded business entity (including a wholly owned subsidiary of the business entity, or a contract with an electric or gas utility).

Specific disclosure is required by SFA employees and officers for consultant contracts in which there is a financial interest in the private consultant by an officer or employee, or by anyone related to the officer or employee within the second degree of affinity or consanguinity.

Each employee and officer must complete a disclosure once each year and shall update the disclosure during the year as needed to identify applicable changes. The information provided in the disclosure will be considered confidential information and will be released only to those individuals involved in applicable decisions and only as needed or required by law; i.e., procurement, accounts payable, department heads, ~~vice presidents~~members of cabinet, president, general counsel, etc. The disclosure shall, at a minimum, identify known conflicts of interest identifying family, financial, and personal relationships, conflicts of commitments, and outside activities. Reference Best Value Procurement (17.1), Nepotism (11.16), and Ethics (2.6) for specific information regarding the disclosure.

Violations

When an actual violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with the director of procurement and property services/HUB coordinator. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor

may be barred from receiving future contracts and/or have an existing contract canceled. Any employee or officer who knowingly violates laws, rules, or policies relating to contracting processes is subject to disciplinary action up to and including termination. Other penalties may apply depending on the severity of the action. Reference Ethics (2.6).

Purchasing professionals have the right under law to have any ethics question reviewed and decided by the Texas Ethics Commission. To learn whether a specific action violates the ethics rules, contact the Texas Ethics Commission, 201 East 14th St., 10th Floor, Austin, Texas 78701 or call them at 512-463-5800.

Cross Reference: ~~Salary Supplements, Stipends and~~ Additional Compensation (12.16); ~~Purchasing Ethics and Confidentiality (17.22);~~ Nepotism (11.16); ~~Tex. Gov't Code § 2261.252~~ *Ethics (2.6); Gifts, Prizes and Awards (3.18); Best Value Procurement (17.1); Tex. Educ. Code § 51.9337; Tex. Gov't Code §§ 573.021-.025, 2252.908, 2254.032, 2261.252, 2262.004; 2 CFR §§ 200.317-.326.*

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: *Exclusive Acquisition* ~~Sole Source/Product~~ Justification *Form; Employee Annual Conflict of Interest Disclosures*

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Procurement Ethics and Confidentiality

Policy Number: 17.22

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 identifies conflicts of interest related to the procurement process and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.

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 17.21.

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

~~Purchasing Ethics and Confidentiality~~

~~**Original Implementation:** Unpublished~~
~~**Last Revision:** July 24, 2018~~

~~Purpose~~

~~This policy identifies conflicts of interest related to the procurement process and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.~~

~~Definitions~~

~~**Family Relationship** is defined as anyone within the second degree of affinity or third degree of consanguinity as specified in Nepotism (11.16). The definition is further expanded to include: any firm in which one of these family members is a partner or sole proprietor; any corporation in which any of those persons holds a 10% or more interest in stock or an investment of $25,000 or more either directly or indirectly; and any other individual living in the same household.~~

~~**Financial Relationship** indicates a partnership or other commercial relationship involving a joint venture between the employee and another person or entity. Examples are: research grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.~~

~~**Personal Relationship** indicates a relationship with a person or entity sufficiently close such that a reasonable person would believe that it would be difficult for the SFA employee to deal with the person as he or she would deal with a stranger.~~

~~**Commitments and Outside Activities** indicates any board on which the employee or officer serves in any organization other than SFA, including, but not limited to, for-profit business entities, 501(c)(3) organizations, etc.~~

~~General~~

~~Employees and officers of Stephen F. Austin State University are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.~~

~~For the purpose of protecting both the integrity and objectivity of its employees and officers in~~

~~the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.~~

~~Each employee and officer should understand that their primary responsibility is to accomplish the duties and responsibilities assigned to their position and will be required to annually disclose conflicts of interest, conflicts of commitment, and outside activities that could give rise to concerns regarding contracting practices including, but not limited to, procurement cards, purchase requisitions, purchase orders, bi-lateral contracts, or purchase vouchers. Contracts are strictly prohibited if certain officers or employees, or their family members, have a financial interest. See Purchases from Officers or Employees (17.21). SFA employees and officers involved in any form of procurement or the procurement process may not:~~

- ~~participate or work on a contract by taking action as an employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action knowing that any person or entity with whom the employee has a family, financial, or personal relationship has an actual or potential financial interest in the contract, including prospective employment;~~
- ~~participate or work on a contract as noted above knowing that the employee has an actual or potential financial interest in the contract, including prospective employment;~~
- ~~solicit or accept gifts or gratuities which might tend to influence purchasing decisions;~~
- ~~be employed by, or agree to work for, a vendor or potential vendor;~~
- ~~knowingly disclose confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of another person.~~

~~Each employee and officer must complete a disclosure once each year and shall update the disclosure during the year as needed to identify applicable changes. The information provided in the disclosure will be considered confidential information and will be released only to those individuals involved in applicable decisions and only as needed or required by law; i.e., procurement, accounts payable, department heads, vice presidents, president, general counsel, etc. The disclosure shall, at a minimum, identify known conflicts of interest identifying family, financial, and personal relationships, conflicts of commitments, and outside activities.~~

~~If not related to a particular transaction, university employees may accept from vendors and others: unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars; occasional business lunches or food and refreshments of insignificant value; and other items of nominal or minor value (i.e., a box of candy, fruitcake, etc.) that are merely tokens of appreciation. Refer to Ethics (2.6) for the statutory definition of a "benefit." Refer to Gifts, Prizes and Awards (3.18) regarding the giving of gifts, prizes and awards.~~

~~Specific rules apply to purchases from SFA officers or employees. See Purchases From Officers or Employees (17.21).~~

~~Written disclosure specific to the procurement must be signed by all parties involved in the~~

~~procurement process for major contract awards of $1 million or more in value. All such written disclosures will be retained in procurement services. Reference Ethics (2.6) for specific information regarding the disclosure.~~

~~Specific disclosure is required by SFA employees for consultant contracts in which there is a financial interest in the private consultant by an officer or employee, or by anyone related to the officer or employee within the second degree of affinity or consanguinity. (See Nepotism 11.6) Reference Professional and Consultant Services (17.12) or Ethics (2.6) for specific information regarding the disclosure.~~

~~For any contract that requires approval by the Board of Regents before the contract may be signed and has a value of at least $1 million, the vendor must submit a disclosure of interested parties on a form prescribed by the Texas Ethics Commission. The procurement office shall submit a copy of the disclosure to the Texas Ethics Commission. This requirement does not apply to a sponsored research contract or an interagency contract.~~

~~When an actual violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with the director of procurement and property services. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled. Any employee or officer who knowingly violates laws, rules, or policies relating to contracting processes is subject to disciplinary action up to and including termination. Other penalties may apply depending on the severity of the action. See Ethics (2.6).~~

~~Purchasing professionals have the right under law to have any ethics question reviewed and decided by the Texas Ethics Commission. To learn whether a specific action violates the ethics rules, contact the Texas Ethics Commission, 201 East 14th St., 10th Floor, Austin, Texas 78701 or call them at 512-463-5800.~~

~~**Cross Reference:** Ethics (2.6), Professional and Consultant Services (17.12); Purchases From Officers or Employees (17.21); Gifts, Prizes and Awards (3.18); Nepotism (11.16); Tex. Educ. Code § 51.9337; Tex. Gov't Code §§ 573.021-.025, 2252.908, 2254.032, 2261.252, 2262.004; 2 CFR §§ 200.317-.326~~

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

~~**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator~~

~~**Forms:** Conflict of Interest, Outside Commitment and Activities~~

~~**Board Committee Assignment:** Finance and Audit~~

Building and Grounds Committee

CONSTRUCTION UPDATE

Stephen F. Austin State University

Board of Regents
Building and Grounds Committee

July 25, 2021 – July 27, 2021

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

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Project 1	Campus Space Realignment and Renovations
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Project 7	Steen Library Renovations Phase 1
Project 8	Music and Boynton Utility System Upgrade
Project 9	Education and General Roof Replacement and Repair
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July 25, 2021 - July 27, 2021

Construction Update

Project Profiles

Stephen F. Austin State University

Construction Project Summary

Presented to the Building and Grounds Committee of the Board of Regents

July 25, 2021 – July 27, 2021

Construction Projects In Progress - as of June 24, 2021 (Projects greater than or equal to $500,000)

No.	Project Title	Original Approval Date	Fund Source	Project Budget	Expenditures To Date	Encumbered	Total To Date	Budget Variance	% Complete	Complete Date
1	Campus Space Realignment and Renovation	Jul '18	HEF	$ 3,000,000	$ 4,260	$ -	$ 4,260	$ 2,995,740	0%	UNK
2	Fine Arts Expansion	Oct '18	Revenue Financing Bonds	$ 50,000,000	$ 8,027,180	$ 38,992,207	$ 47,019,387	$ 2,980,613	28%	Dec '22
3	Basketball Practice Facility	Oct '18	Revenue Financing Bonds	$ 29,232,845	$ 17,547,510	$ 11,518,935	$ 29,066,445	$ 166,400	90%	Sep '21
4	Student Resident Hall	Oct '18	Revenue Financing Bonds	$ 24,500,000	$ 1,134,006	$ 372,050	$ 1,506,056	$ 22,993,944	-	PAUSE
	Dining Facility			$ 15,000,000	$ 194,444	$ 1,071,957	$ 1,266,401	$ 13,733,599	-	PAUSE
5	Power Plant 1 Upgrade	Jul '19	HEF	$ 3,500,000	$ 1,441,484	$ 2,058,516	$ 3,500,000	$ -	91%	Aug '21
6	Culinary Café Relocation and Renovation	Jul '19	HEF	$ 1,500,000	$ 837,317	$ 535,921	$ 1,373,238	$ 126,762	70%	Oct '21
7	Steen Library Renovation Phase 1	Jul '19	HEF	$ 365,000	$ 331,827	$ -	$ 331,827	$ 33,173	100%	Jun '21
8	Music and Boynton Utility System Upgrade	Jul '20	HEF	$ 2,000,000	$ 763,210	$ 1,236,790	$ 2,000,000	$ -	17%	Dec '21
9	Education & General Roof Replacement & Repair	Jul '20	HEF	$ 600,000	$ 4,099	$ 422,223	$ 426,322	$ 173,678	43%	Jan '22
10	Artificial Turf Replacement at Homer Bryce Stadium	Apr '21	Donated Funds	$ 1,400,000	$ -	$ 1,270,800	$ 1,270,800	$ 129,200	20%	Oct '21
	Totals			**$ 131,097,845**	**$ 30,285,337**	**$ 57,479,399**	**$ 87,764,736**	**$ 43,333,109**		

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project # 1

Campus Space Realignment and Renovation

Project Team

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

Scope of Work

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

Project Details

Funding Source:	HEF
Project Approval:	Jul-2018
Project Budget:	$3,000,000

* An allocation of $1,500,000 for the Culinary Café Renovation approved in July 2019 reduced this project budget to from $4,500,000 to $3,000,000

Construction Details

Estimated Start:	Jul-2018
Percent Complete:	0%
Estimated Completion:	unknown
Guaranteed Max Price:	n/a

Project Update

- On hold, pending further administrative direction
- $115,000 allocated as a supplement the Library Phase 1 project, in July 2020

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
3,000,000	4,260	0	4,260	2,995,740

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project # 2

Fine Arts Expansion

Project Team

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

Scope of Work

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

Project Details

Funding Source:	Revenue Financing Bonds
Project Approval:	Oct-2018
Project Budget:	$50,000,000

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

Construction Details

Estimated Start:	Dec-2020
Percent Complete:	28%
Estimated Completion:	Dec-2022
Guaranteed Max Price:	$41,956,925

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

Project Update

- Foundation and retaining walls in progress
- Waterproofing specialist on board
- Interior of Griffith rebuild underway

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
50,000,000	8,027,180	38,992,207	47,019,387	2,980,613

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project # 3

Basketball Performance Center

Project Team

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

Scope of Work

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

Project Details

Funding Source:	Revenue Financing Bonds
Project Approval:	Oct-2018
Project Budget:	$29,232,845

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

Construction Details

Estimated Start:	Jul-2019
Percent Complete:	90%
Estimated Completion:	Sep-2021
Guaranteed Max Price:	$25,462,604

Phase I	Tunnel			$1,369,388
	Reduced by	($132,330)	on March 2020 to	$1,237,057
Phase II	Building Construction			$23,818,986
	Increased by	$406,560	on July 2020 to	$24,225,547
			Total GMP	$25,462,604

Project Update

- Exterior finish out (metal panels, window fins, plaza)
- Interior finish out (paint, tile, ceilings)
- Coordinating technology and FF&E integration

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
29,232,845	17,547,510	11,518,935	29,066,445	166,400

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project # 4

Student Residental and Dining Facilities

Project Team

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

Scope of Work

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

Project Details

Funding Source:	Revenue Financing Bonds	
Project Approval:	Oct-2018	
Project Budget:	$24,500,000	Student Residence Hall
	$15,000,000	Dining Facility

Construction Details

Estimated Start:	n/a
Percent Complete:	0%
Estimated Completion:	n/a
Guaranteed Max Price:	n/a

Project Update

- Both projects placed on hold during design, before construction

Cost Analysis

Student Residence Hall

Project Budget	Expenditures	Encumbered	Total to Date	Variance
24,500,000	1,134,006	372,050	1,506,056	22,993,944

Dining Facility

Project Budget	Expenditures	Encumbered	Total to Date	Variance
15,000,000	194,444	1,071,957	1,266,401	13,733,599

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project # 5

Power Plant 1 Upgrade

Project Team

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

Scope of Work

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

Project Details

Funding Source:	HEF
Project Approval:	Jul-2019
Project Budget:	$3,500,000

Construction Details

Estimated Start:	Oct-2020
Percent Complete:	90%
Estimated Completion:	Aug-2021
Guaranteed Max Price:	n/a

Project Update

- Last pipe connections on backorder / delivery delay
- Aikman Drive reopen postponed through July
- Phased/staggered project approach, will overlap with Music & Boynton

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
3,500,000	1,441,484	2,058,516	3,500,000	0

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project #6

Culinary Café Relocation & Renovation

Project Team

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

Scope of Work

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

Project Details

Funding Source:	HEF
Project Approval:	Jul-2019
Project Budget:	$1,500,000

Construction Details

Estimated Start:	Oct-2020
Percent Complete:	70%
Estimated Completion:	Oct-2021
Guaranteed Max Price:	n/a

Project Update

- Kitchen addition complete
- Main house ADA & Life Safety Upgrades underway
- On track for department use of kitchen, Fall 2021

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
1,500,000	837,317	535,921	1,373,238	126,762

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project #7

Steen Library Renovation Phase 1

Project Team

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

Scope of Work

This is Phase one of the Library Renovation which updated first floor finishes and integrated the Axe Handle Call center.

Project Details

Funding Source:	HEF
Project Approval:	Jul-2019
Project Budget:	$365,000

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

Construction Details

Estimated Start:	Sep-2019
Percent Complete:	70%
Estimated Completion:	Oct-2021
Guaranteed Max Price:	n/a

Project Update

- Project Complete

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
365,000	331,827	0	331,827	33,173

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project #8

Music & Boynton Upgrade

Project Team

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

Scope of Work

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

Project Details

Funding Source:	HEF
Project Approval:	Jul-2019
Project Budget:	$2,000,000

Construction Details

Estimated Start:	Oct-2020
Percent Complete:	17%
Estimated Completion:	Dec-2021
Guaranteed Max Price:	n/a

Project Update

- Preparing for site mobilization
- Contractor securing pricing and reserving materials

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
2,000,000	763,210	1,236,790	2,000,000	0

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project #9

Education and General Roof Replacement and Repair

Project Team

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

Scope of Work

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

Project Details

Funding Source:	HEF
Project Approval:	Jul-2020
Project Budget:	$600,000

Construction Details

Estimated Start:	Feb-2021
Percent Complete:	43%
Estimated Completion:	Jan-2022
Guaranteed Max Price:	n/a

Project Update

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

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
600,000	4,099	422,223	426,322	173,678

Construction Update

July 25, 2021 - July 27, 2021 **Project Profiles**

Project #10

Artificial Turf Replacement at Homer Bryce Stadium

Project Team

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

Scope of Work

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

Project Details

Funding Source:	Donated Funds
Project Approval:	Apr-2020
Project Budget:	$1,400,000

Construction Details

Estimated Start:	Jun-2021
Percent Complete:	20%
Estimated Completion:	Oct-2021
Guaranteed Max Price:	n/a

Project Update

- Football turf, asphalt and flex based have been removed
- Subgrade excavation and trenching of new drainage system
- New underlayment in process

Cost Analysis

Project Budget	Expenditures	Encumbered	Total to Date	Variance
1,400,000	0	1,270,800	1,270,800	129,200

SHELTON GYM AIR HANDLER REPLACEMENT

Explanation:

The air handling units at Shelton Gym were installed in 1977, are at the end of their useful life, and need to be replaced. The projected cost to replace the air handling units is $675,000.

Recommendation:

The administration recommends replacement of the air handling units at the Shelton Gym, at a cost of $675,000, using the higher education fund (HEF). The administration further recommends authorization of the president to sign associated contracts and purchase orders.

POWER PLANT 1 AND FINE ARTS EXPANSION UTILITY UPGRADES

Explanation:

At the July 2019 meeting, the regents approved the use of Higher Education Funds (HEF) in the amount of $3.5 million to upgrade Power Plant 1 and increase the plant capacity in support of the fine arts expansion project. This project included upgrading equipment in the power plant and adding hydronic piping to a location on East College, with the understanding that the fine arts project would pay to connect the newly extended lines in lieu of incurring costs to provide independent HVAC equipment in the expanded fine arts facility. In addition to the fine arts piping, the project included installation of valves to facilitate the future tie-in of the Boynton and Music Buildings in lieu of replacing failed standalone equipment.

The original project, which was estimated at $3.5 million by mechanical engineers, routed the underground utilities from Power Plant 1 along Aikman Drive into East College Street. During project development, the university's civil engineer recommended a change in the piping route to avoid city owned underground infrastructure that exists in East College Street. The new route took the piping directly between the Boynton and Music buildings to the location of a central mechanical enclosure.

Since this project brought the piping so close to Boynton and Music and piping tie-ins were already included in the previously approved $3.5 million HEF project, the decision was made to seek board approval to further increase the capacity in Power Plant 1 to facilitate the addition of both buildings. At the July 2020 meeting, the regents approved $2 million of HEF funding for the additional project increasing the capacity in the power plant, connecting the Boynton and Music buildings, and further facilitating the tie-in to the fine arts expansion.

To complete the piping of the fine arts building to the upgraded power plant, approval is being requested to use $1.1 million of available fine arts expansion project funds to extend the underground piping project and provide the final connection to the fine arts construction site.

In addition, administration seeks ratification of two contracts related to the $3.5 and $2.0 million projects, as purchase orders in excess of $1 million were issued and require ratification by the board. In October 2020, a purchase order was issued to purchase long lead-time equipment for these projects in

the amount of $1,592,394.19. Subsequently in January 2021 a change order was processed to add the construction supplemental work order for phase 2 of the Power Plant 1 project in the amount of $2,163,516.51. The administration used CORE Construction Services of TX, Inc., a firm that is on a cooperative contract, for purchase of equipment and phase 2 of the project for a total cost of $3,755,910.70.

To complete all phases of the work, the administration will continue to utilize CORE Construction Services of TX, Inc and the cost of the contract to complete all final phases of work is $2,474,620. Remaining funds in the Power Plant 1 expansion project of $339,400 and the second project remaining funds of $1,051,000 will fund the remaining phases of the $3.5 and $2.0 million projects. The administration requests approval to utilize $1.1 million of available funds in the fine arts expansion project to complete the upgrade.

Recommendation:

The administration recommends the regents ratify the purchase order issued for equipment in phase 1 and the change order for construction related to supplemental work order for phase 2 with CORE Construction Services of TX, Inc. for a total cost of $3,755,910.70. The administration further recommends that the contract of $2,474,620 with CORE Construction Services of TX, Inc. be approved and $1.1 million of available fine arts expansion project funds be used to support the utility plant expansion, extend the underground piping project and provide the final connection to the fine arts project site. The administration also recommends the president be authorized to sign the $2,474,620 contract with CORE Construction Services of TX, Inc.

FINE ARTS EXPANSION CERTIFICATION FOR TEXAS HIGHER EDUCATION COORDINATING BOARD REVIEW

Explanation:

The Texas Administrative Code Chapter 17, Subchapter C, Rule 17.21, requires higher education institutions to submit a review application to the Texas Higher Education Coordinating Board (THECB) for new construction of building and facilities and/or additions to buildings and facilities having an E&G project cost of $10,000,000 or greater.

The 2019 bond issue contains one Education & General (E&G) project, the fine arts expansion. The regents approved the sale of bonds to construct a fine arts expansion at the October 29, 2018 meeting, and approved the project budget for $50,000,000 at the October 28, 2019 meeting.

In addition to project budget approval, SFA is required to submit the following to the THECB: a completed project review application, a signed board of regents' certification form certifying that the regents approved the project, and a signed verification of compliance with applicable state and or federal requirements. Included with this action is a THECB certification form and other required form for project submission.

Recommendation:

The administration recommends the regents certify the Fine Arts Expansion Project has been approved and complies with all applicable state and or federal requirements.

Board of Regents Certification
Required for All Facilities Improvement Project Applications

Institution Name **Stephen F Austin State University**	
Project Name **Construct Addition and Renovate Griffith Fine Arts**	***ICPS Project ID No.*** 003624-19-001
Contact person/telephone/fax/e-mail **Jessica DeWitt, 936-468-4807, jdewitt@sfasu.edu**	

Resource Planning Rule §17.21 - A signed Board of Regents Certification form certifying that the institutions Board of Regents has approved the project dated no more than two years prior to the date the project application is submitted to the Coordinating Board for approval and that the project meets the criteria specified in §17.20 of the CB Rules (relating to Criteria for Approval of Projects).

CHECK APPLICABLE PROJECT CATEGORY:

- ☒ new construction
- ☒ major repair and rehabilitation of existing facilities
- ☐ auxiliary enterprise project being acquired, constructed, or renovated without the use of state general revenue funds
- ☐ gifts, purchase, or acquisition of real property
- ☐ intercollegiate athletic funded project
- ☐ project funded more than 50 percent with tuition revenue proceeds
- ☐ renovation/construction of leased space

Complete the following and submit with THECB Project Application. ***Projects to be considered by the Strategic Planning Committee and the Board are required to be submitted 80 days prior to the next Coordinating Board meeting.***

The Board of Regents hereby certify that:

☒ Yes ☐ No ☐ N/A	Board standards regarding space need are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding construction cost are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding efficiency (ratio of NASF to GSF) are met. (61.26%)
☒ Yes ☐ No ☐ N/A	Board standards regarding deferred maintenance are met, or the project will reduce campus deferred maintenance by an amount equal to no less than 50 percent of project costs.
☒ Yes ☐ No ☐ N/A	Board standards regarding critical deferred maintenance are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding classroom space usage efficiency are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding class lab space usage efficiency are met.
☒ Yes ☐ No ☐ N/A	The project is included in the institution's most recently submitted Campus Master Plan (MP1 or MP2.)
☐ Yes ☐ No ☒ N/A	The project is NOT INCLUDED in the institution's most recently submitted Campus Master Plan (MP1 or MP2), and is an opportunity or emergency that could not have been foreseen at the time the MP1 or MP2 was submitted.
☐ Yes ☐ No ☒ N/A	If the project includes the acquisition of real property, the acquisition is included in the institution's long-range campus master plan.
☐ Yes ☐ No ☒ N/A	If the project financing involves private gift and grant funds, these funds are either in-hand or the governing board has committed an alternative source of funds, should the primary source of funds not be forthcoming, or has agreed to forego the project.
☐ Yes ☐ No ☒ N/A	If the project will cause an increase in student fees, such increases have been executed in accordance with the applicable laws concerning approval by the student body
☐ Yes ☐ No ☒ N/A	If the project involves construction of a dormitory, bookstore, food service facility, or other facility for which privatization may be a viable alternative, the governing board has considered the feasibility of privatization of both construction and operation of the facility.
☒ Yes ☐ No ☐ N/A	The project will comply with the minimum flood plain management standards established by the Texas Commission on Environmental Quality and the Federal Emergency Management Administration (FEMA).
☒ Yes ☐ No ☐ N/A	The project will comply with Texas Government Code, Chapter 469 (Elimination of Architectural Barriers), regarding accessibility for persons with disabilities.
☒ Yes ☐ No ☐ N/A	The project will comply with Life Safety Standards adopted by the State Fire Marshal.
☒ Yes ☐ No ☐ N/A	The institution will comply with Section 447.004, Government Code, regarding energy efficiency and will provide a Certificate of Compliance to the State Energy Conservation Office prior to occupancy.
☐ Yes ☐ No ☒ N/A	If the project includes the acquisition of real property, appropriate consideration has been given to the effect of the acquisition on residential neighborhoods.
☒ Yes ☐ No ☐ N/A	This project will comply with current state guidelines requiring inclusion of a HUB Subcontracting Plan.
☒ Yes ☐ No ☐ N/A	This project will comply with all applicable state and federal laws.

I hereby certify that on _____, the Board of Regents approved this project as reflected in the project application and the Board authorized its submission for Coordinating Board consideration.

Type or print Name	*Type or print Title*

Signature _____ *Date* _____

Integrated Campus Planning System

Texas Higher Education Coordinating Board

printed/saved: 07/14/21 07:20 AM

Stephen F. Austin State University (003624)

General Project Information

MP Type:	MP1
Project Name:	Construct Addition and Renovate Griffith Fine Arts
Project ID:	003624-19-001
Project Status:	Sent to THECB
Last Updated:	07/14/2021 7:19 AM
Project Type:	Construction
Project Description:	The L.E. Griffith Fine Arts Building was originally constructed in 1958 and designed by Shirley Simons & Sons Architects. The limestone and brick building was later extensively remodeled by F&S Partners, Inc., which added new floors, a large balcony, new mechanical equipment, and included excavations underneath the building to enlarge storage space for props and scenery. As a result, the building contains approximately 77,000-square feet on three levels and includes a, 1,100-seat auditorium with balcony seating, a large stage, and fly-loft. In general, the building has been well maintained and is in serviceable condition given its age. Noticeable signs of wear and tear are evident given the understanding that building usage occurs during the day and evenings, and that performance spaces have been “made to fit”, or customized to address larger than expected numbers. Additionally, overcrowding of storage spaces exists throughout the building, especially in the lower floor level. Typical elements like sealant failure at brick joints, discolored ceiling tile, weathered door and window frames, poor lighting conditions, MEP systems nearing the end of their lifespan, and various worn finishes are expected, but could easily be addressed in future maintenance programs. Beyond superficial upgrades to the entire building, several major upgrades are recommended to ensure the entire facility can address all the needs of all the programs for years to come.
Project Need/Justification:	SFA has experienced growth in the number of students participating in the performing arts. This increase along with scheduled cultural events produced by both SFA and visiting performers has maxed out the one performing arts theatre on campus. A second theatre is needed to accommodate demand and better meet the requirements of the curriculum and student growth. In addition, the Griffith Fine Arts building was constructed in 1959 and thus is 50+ years old. Regular maintenance and small renovations over the years have kept it functional. It is in need of a general refreshing and a reconfiguration of the space. Some office space needs to be reconfigured to classroom and laboratory space to meet the needs of a dynamic and growing fine arts program. The renovation will include mechanical, electrical and plumbing as well as architectural.

Closing the Gaps' Goals

Which Closing the Gaps' goals will this project affect?

How does this project meet or not meet the specified goals?

Date of Governing Board Approval format	10/2018
Date requested for consideration by the Coordinating Board	7/2021

Institution Contact Information

Name: Dr. Danny Gallant

Phone: 936-468-2350
Fax: 936-468-7027
Title: VP of Finance & Administration
Email: dgallant@sfasu.edu

Approval Contact Information

Name: Dr. Scott Gordon
Phone: 936-468-2201
Fax: 936-468-2202
Title: President
Email: Scott.Gordon@sfasu.edu

Compliance Questions

An environmental assessment was performed? Yes

Will this acquisition break up a residential neighborhood? No
If yes, explain why the breakup is necessary and the steps taken to solicit neighborhood input.

Will eminent domain be exercised for this project? No
If yes, explain the steps taken to avoid eminent domain.

Project Specifics

Region:	
Is this project located on the main campus?	Yes
Address/Legal Description:	2222 ALUMNI DR.
City:	Nacogdoches
Zip:	75962
Building Number:	000109
Delivery Method	Construction Manager-At-Risk
Construction Type	Addition
Facility Type	Classroom, General
if Housing, Number of Beds:	0
If Parking, Number of Spaces:	0
Estimated Start Date	10/2019
Estimated Completion Date	12/2022
Indicate a dollar amount of deferred maintenance this project would address, if applicable:	$325,000
Construction Phase:	Construction

Project Space

	GSF	NASF	E&G	Date of Removal & Demolition (mm/dd/yyyy)
Addition	74,500	42,272	15,173	
New Construction	0	0	0	
R&R	63,355	41,670	35,279	
Amount of Space for Demolition	0	0	0	
Amount Removed from Inventory	0	0	0	
Amount Added to Inventory	74,500	42,271	15,173	
Clinical E&G Space to be Added	0	0	0	

Real Property

If this is a Real Property acquisition:

Type of Acquisition:

Number of Acres: 0

Real Estate Improvements	GSF	NASF	E & G NASF
	0	0	0

Costs and Fees

Total Building Costs

Building Cost (New Construction)	$23,173,230
Building Cost (Repair & Renovation)	$16,776,770
Site Acquisition	$0
Fixed Equipment	$750,000
Site Development	$1,500,000
Furniture & Moveable Equipment	$1,600,000
Construction Services	$150,000
Life Safety Compliancy	$0
Total Building Costs:	$43,950,000

Total Professional Services Fees

Architectural/Design Services	$4,000,000
Project Management(System)	$0
Project Management(Contract)	$0
Other Professional Fees	$275,000
Administrative Costs	$0
Property Acquisition Fees	$0
Total Professional Services Fees	$4,275,000

Additional Costs	
Demolition	$600,000
Eminent Domain	$0
Environmental Development	$175,000
Contingency	$1,000,000
Other Costs	$0
Total Additional Costs	$1,775,000
Total Project Costs	
Total Project Costs	$50,000,000

Financing

Funding	Source	Revenue Stream for Bonds	Amount
Bonds	Revenue Financing System Bonds	Higher Education Assistance Fund	$50,000,000
Total			$50,000,000

BASKETBALL PERFORMANCE CENTER CONSTRUCTION PROJECT CONTRACT RATIFICATION

Explanation:

The Basketball Performance Center Project was part of a $116 million bond issue in 2019. As part of the issue, the amount of the proceeds allocated to the project was $26 million.

The project included preconstruction costs in the amount of $54,699. The project contained an initial Phase 1 guaranteed maximum price (GMP) of $1,369,388, approved by the board of regents in May 2019, and a subsequent Phase 2 GMP of $23,818,986. At the January 28, 2020 meeting, the regents approved an increase to the project budget of $2.5 million for a total project budget of $28,500,000 that included donations support. At the February 2, 2021 meeting, the regents approved a project budget of $29,232,845, increased by $732,845 to incorporate investment earnings.

In April 2020, a preconstruction amendment was processed in the amount of $52,801 for increasing the preconstruction expenses to a total of $107,500.

In July 2020, a change order and contract amendment were executed that transferred $132,330.80 from the Phase 1 to Phase 2 GMP. Services were also added that increased the GMP by $274,230. This change was to design and construct loge boxes in the seating area. Subsequently, a total GMP of $25,462,604 was established by the construction manager at risk and reported in the regents' construction report.

The bond resolution approved by the regents at the October 2018 meeting allocated $26 million of the total bond issue to the Basketball Performance Center Project, and included language that stated, "the president was authorized to sign project-associated contracts and purchase orders that are $100,000 or greater." However, regardless of general contract authority provided by the regents, language was not submitted and approved for specific contracts that exceeded $1,000,000. The university seeks ratification of contract amendments of $23,818,986 and $274,230 and pre-construction amendments of $107,500. With the inclusion of the Phase 1 GMP of $1,369,388, the total contract is $25,570,104.

Recommendation:

The administration recommends the regents ratify the basketball performance center contract amendments of $23,818,986, $274,230 and $107,500, with Kingham Dalton Wilson (KDW). With the inclusion of the Phase 1 guaranteed maximum price amount of $1,369,388, the administration recommends a total contract approval with KDW of $25,570,104.

FINE ARTS EXPANSION PROJECT CONTRACT RATIFICATION

Explanation:

The Fine Arts Expansion Initiative Project was part of a $116 million bond issue in 2019. As part of the issue, the amount of the proceeds allocated to the project was $37 million.

The project included amended preconstruction costs in the amount of $100,829. The project contained Phase 1 guaranteed maximum price (GMP) of $725,912 and a subsequent change order to the GMP in the amount of $71,336.63 for a total revised Phase 1 GMP of $797,248.63. The project was amended for Phase 2 GMP of $41,159,676.37, for a total GMP of $41,956,925. At the October 28, 2019 meeting, the regents approved a project budget of $50,000,000.

In April 2021, a change order and contract amendment were executed that transferred $17,409.98 from the Phase 1 to Phase 2 GMP.

The bond resolution approved by the regents at the October 2018 meeting allocated $37 million of the total bond issue to the Fine Arts Expansion Initiative Project, and included language that stated, "the president was authorized to sign project-associated contracts and purchase orders that are $100,000 or greater." However, regardless of general contract authority provided by the regents, language was not submitted and approved for specific contracts with an amendment that exceeds 25 percent of the value of the original contract. The university seeks ratification of the total contract and specific amendments.

Recommendation:

The administration recommends the regents ratify the contract amendments with Kingham Dalton Wilson (KDW) for the fine arts expansion initiative project for a total guaranteed maximum price of $41,956,925.00 and total contract amount of $42,057,754.00.

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:

Energy Conservation 16.10
Firearms, Explosives and Ammunition 13.9
Fleet Management 16.11
Lease, Rental or Use of Off-Campus Facilities 16.15
Rental of University Vehicles 16.23

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Energy Conservation

Policy Number: 16.10

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 establishes that the university supports, and is committed to, the statewide energy conservation effort of the Texas governor's office, the General Appropriations Act and Government Code Section 447.004

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Energy Conservation

Original Implementation: December 4, 1987
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes that the university supports, and is committed to, the statewide energy conservation effort of the Texas governor's office, the General Appropriations Act and Government Code Section 447.004.

Definitions

Energy conservation is achieved by maintaining the efficient operation of all utilities and equipment through the operation of an automated energy management system, replacement of HVAC/Electrical equipment in a timely and ~~cost efficient~~*cost-efficient* manner, and a review of building operation, usage, and schedules.

General

The university's intent is to maintain efficient operation of all utilities and equipment, using appropriate operational schedules. It is the intent of the university to serve its academic and auxiliary needs with cooling and heating requirements based on approved operational schedules. The automation system is programmed to help achieve operational efficiency, and any system programming that changes system automation during normal operating periods must be approved by the director of the physical plant prior to changes being made.

The Physical Plant Department will coordinate all local utility power shortage problems with the local energy supplier. Institutional issues that arise from utility outages will be coordinated by the physical plant through the vice president for finance and administration.

Outside groups or individuals that use university facilities may be charged a utility usage fee to cover additional utility expenses. The amount of the fee will be determined by the Physical Plant Department and approved by the vice president for finance and administration.

Cross Reference: General Appropriations Act; Tex. Gov't Code § 447.004

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Firearms-explosives-and-ammunition

Policy Number: 13.9

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

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

Unit(s) Responsible for Policy Implementation: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Purpose of Policy (what does it do): Provides information and protocol for firearms, explosives and ammunition 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: N/A

Specific rationale for each substantive revision: n/a

Specific rationale for deletion of policy: N/A

Additional Comments:

Revisions made to comply with the new constitiutional carry legislation.

Reviewers:

John Fields, Chief of Police
Jeremy Higgins, Director Environmental Health, Safety, and Risk Management
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Firearms, Explosives and Ammunition

Original Implementation: Unpublished
Last Revision: ~~April 18~~*July 27*, 202*1*~~0~~

~~Firearms, ammunition, e~~*E*xplosive devices~~,~~ *and*~~or~~ illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president unless otherwise specified by this policy. Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for ~~university affairs~~*finance and administration* with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for ~~university~~ *finance and administration* ~~affairs~~ will review the request with the president, who will make the final decision. The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

A person who may lawfully carry a handgun under Texas law may carry a handgun in the parking lots, parking garages, sidewalks or walkways, and other grounds where a university-sponsored activity is not taking place, unless otherwise indicated by proper notice.

~~Notwithstanding the foregoing, a~~*A* person licensed in Texas to carry a handgun may carry a concealed handgun ~~on campus~~ in accordance with Texas Government Code Section 411.2031 and other applicable law, subject to the reasonable rules and regulations in Appendix 1. A license holder is responsible for knowing areas where carrying a handgun is prohibited where notice is not required to be posted. A license holder is not required to disclose whether that person has a license or is currently carrying a handgun to anyone except a magistrate or peace officer.

Cross Reference: Tex. Gov't Code § 411.2031; Tex. Penal Code §§ *30.05*-*.06*, 46.*02*-03~~-.035~~

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

Contact for Revision: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

Appendix 1

LOCATION/ ACTIVITY	POLICY	CROSS REFERENCE	UNIQUE ENVIRONMENT/SAFETY CONSIDERATIONS/OTHE
1. General Policies			
1.1 Campus Storage – General	No on-campus storage -for handguns will be provided; License holders may store handguns at the University Police Department (UPD) in accordance with UPD policies and procedures.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the
1.2 Campus Storage – Residential Facilities	License holders residing in campus housing may carry a concealed handgun into campus housing and may store his/her handgun in campus housing except during extended periods of absence, such as spring break and the periods between the fall and spring semesters. When storing a handgun in campus housing, he/she must store the handgun in his/her residential room, in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps. Handguns may never be stored in campus housing by non-resident persons or any person other than the residential room occupant. Residents may not store a handgun for any other resident or person.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

1.3 Campus Storage – Full-time Residential Staff	License holders who are employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secured area or resident-provided locked, secure container.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

2. Particular Locations/Activities as Gun-Free Zones			
2.1 Early Childhood Research Center, including fenced grounds, and surrounding premises such as walkways, driveways, and parking lots when used for school-sponsored or day care-sponsored activities	Concealed carry prohibited.	Tex. Penal § 46.03(a)(1); Tex. Educ. § 37.125~~;~~ ~~40 Tex. Admin. Code § 746.3707~~	The Charter School serves Kindergarten through 5th grade children -and is unique to most universities. It is located within Early Childhood Research Center (ECRC) Building with adjacent grounds. The Early Childhood Lab licensed day care center, serving infants, toddlers, and pre-K and is also located within the Building with adjacent grounds. significant excludable use of the building together with the inability segregate the excludable space renders it impracticable to parcel building into carry and non-zones.
2.2 The Human Services building (other than the Telecommunicati area), -Student Health Clinic, -3rd floor of Rusk Building.	Concealed carry prohibited.	Tex. Gov't §§ 411.172, 2031(d-1); Tex. Penal Code § 46.03 ~~5~~(~~b~~*a*)(~~4~~*11*)	The Human Services building numerous physical and mental clinics, -labs, -and -offices- for - and treatment of children and from- the -campus -and - located -in -various -rooms -on - floor of -the -building. These the Little Jacks, pre-school for children with communication difficulties (1st Floor), Human Neuroscience -Laboratory (1st Rehabilitative Services Career Planning Laboratory (1st Floor), Stanley -Speech -and -Hearing - (2nd Floor), Voice and Speech Laboratory (2nd Floor), Cole Laboratory (2nd Floor), Clinic (2nd Floor), School Assessment Center (2nd Floor), Skills Clinic, includes client populations with Autism (2nd- Office of Rehabilitative Services Floor), -Office- of -Disability- includes testing accommodations Floor), and Office of Assistance

			Rehabilitative Services (DARS)(3rd Floor). The building and uses are unique in the campus. Many of the services address issues related to the physical-psychological-emotional status of clientele representing populations across the developmental lifespan. Safety considerations are also paramount for the clientele and providers. The 3rd floor of the Rusk Building includes Counseling Services. The Student Health Clinic and Counseling Services on the 3rd Floor of the Rusk Building provide outpatient medical care and mental health counseling – services, respectively, to campus students. The significant excludable use of the Human Services building, the Student Health Clinic, and the 3rd -floor of the Rusk Building, - together with the inability to effectively segregate the excludable space - (other than the Telecommunications area of the Human Services building) renders it impracticable to parcel the building into carry and non-carry zones.

2.3 The 3rd Floor of the Rusk Building and Conference Room 301 in the Human Services building.	Concealed carry prohibited.	Tex. Gov't § 411.2031 (d-1); Tex. Penal § 46.03(a)(3)	The Texas Penal Code firearms –"on- the –premises –of- government court or office utilized the court." Formal hearings -and -grievance -actions - adjudicatory- activities -and -may- highly emotional and events as unique environments Justifying special safety considerations for participants. Counseling Services (see also 2.2) the Office of Student Rights Responsibilities engages in such activities and comprise substantial usage and space on the 3rd -floor the Rusk Building. The excludable use of the 3rd - together with the inability to effectively segregate the space renders it impracticable parcel the floor into carry and carry zones. Conference Room 301 the –Human- Services –Building –is location -used- for- both- student - employee disciplinary and hearings.
2.4 A location where a high school, collegiate, or professional sporting event is taking place as prohibited under section 46.03 ~~5~~(~~b~~*a*)(~~2~~*8*) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place.	Concealed carry prohibited.	Tex. Penal Code § 46.03 ~~5~~(~~b~~*a*)(~~2~~*8*)	Under the Texas Penal Code, a person commits an offense by carrying a handgun on the premises when a high school, collegiate, professional sporting or interscholastic event is taking place. Intramural and club sporting events are events of a similar nature and possess the same safety considerations as those provided for in the Penal Code.

2.5 Nonpublic, secure portions of the University Police Department	Concealed carry prohibited.	Tex. Gov't Code § 411.207(b)	A peace officer who is acting in the lawful discharge of the officer's official duties may temporarily disarm a license holder when a license holder enters a nonpublic, secure portion of a law enforcement facility.
2.6 Occasional, reasonable, temporary restrictions by the president for up to five (5) days, renewable in the president's discretion.	Concealed carry prohibited.	Tex. Gov't § 411.2031(d- Tex. Att'y Gen. Op. No. KP-0051(2015)	Specific, –occasional –occurrences – events will arise from time to time the –campus- environment – safety considerations. The prohibition of concealed carry by president –in –such- circumstances – both prudent and necessary and not violate the letter or spirit of law. Other temporary include- locations –where – carry is otherwise prohibited by (e.g. court hearings, polling locations).

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Fleet Management

Policy Number: 16.11

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 affirms that the university has adopted a Fleet Management Plan. The fleet of vehicles owned and operated by SFA shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase state use and efficiency, reduce maintenance, and reduce operating costs.

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Fleet Management

Original Implementation: January 30, 2001
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy affirms that the university has adopted a Fleet Management Plan. The fleet of vehicles owned and operated by *Stephen F. Austin State University (*SFA*)* shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase state use and efficiency, reduce maintenance, and reduce operating costs.

~~Definitions~~ *General*

The SFA manager of transportation shall serve as fleet manager and reporting official and shall be responsible for observation and implementation of agency fleet management policies and procedures. Responsibilities of the fleet manager include but are not limited to: vehicle purchasing, replacement, and disposal; vehicle maintenance and repair; and vehicle assignment and use. The Physical Plant Department transportation shop shall serve as the SFA motor pool and shall have responsibility for maintenance, repairs, records, and alternative fuel location for all campus vehicles. The fleet manager shall assign and meet with campus area coordinators to administer departmental vehicles and comply with reporting requirements of the state's Office of Vehicle Fleet Management (OVFM).

~~General~~

The fleet manager shall develop vehicle-replacement criteria and shall notify a department when one of its vehicles meets the replacement criteria. Requests for vehicle replacements are the responsibility of each department and shall be considered during the annual budget process begun on a date following the date of notice.

Mandatory fueling requirements for SFA vehicles include use of state retail fuel contracts, self-service or central fueling facilities, use of regular unleaded gasoline, and use of alternative fuels (where appropriate).

The number of vehicles in the SFA fleet is capped at state approved levels. Replacements are subject to the departmental vehicle-replacement schedule. Exceptions will be considered for legislatively-mandated program changes, federal program initiatives, or documented needs resulting from program growth or changes. The SFA president's approval is required for exceptions.

Fleet operations are subject to minimum-use criteria, vehicle operator training and driver certification requirements, vehicle disposal procedures, preventive maintenance and warranty tracking, safety and accident reporting procedures, and standardized safety inspection, and registration renewals.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges.

Cross Reference: Office of Vehicle Fleet Management Regulations; Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Lease, Rental or Use of Off-Campus Facilities

Policy Number: 16.15

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 governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

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:

Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Lease, Rental or Use of Off-Campus Facilities

Original Implementation: July 15, 2003
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

Stephen F. Austin State University *(SFA) is* ~~recognizes the significance of~~ diligen*t*~~ce~~ in its efforts to ensure the safety of employees and students when utilizing off-campus facilities for university-sponsored events. This policy governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

General

Private facilities providers are required to address fire safety requirements, meet the prevailing local fire code, and have been inspected for fire safety. In the absence of a local fire code, the Life Safety Code (NFPA 101, latest edition) shall be applied as the minimum standard for fire safety~~,~~ *and facilities* ~~*will be*~~ *made available to SFA safety inspectors upon request*. Off-campus facilities utilized for long-term leases must additionally meet ADA accessibility requirements. Contracts with private facilities providers should be secured for each university-sponsored event and long-term facilities lease, and each private facilities provider will be required to sign an Off-Campus Facilities Contract Addendum. Copies of long-term leases shall be provided to and maintained by the Procurement & Property Services Department. The originating department/office shall notify Procurement and Property Services of the address of the leased facilities and any property that will be transferred to the leased facilities, and Environmental Health, Safety and Risk Management for notification of university insurance carriers, as applicable. A copy of each facility contract and addendum will be maintained by the originating department/office in accordance with the university's records retention schedule or for a period of two years after the termination of the contract, whichever is later.

Pyrotechnics are not allowed on university-leased premises unless specifically approved in writing by the president. Additionally, items containing potentially sensitive, private or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the president. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such sensitive information.

Cross Reference: None

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Environmental Health, Safety, and Risk Management

Forms: Off-Campus Facilities Contract Addendum

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Rental of University Vehicles

Policy Number: 16.23

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 establishes guidelines for university vehicle rental. Vehicles that may be rented by university departments are available through the Physical Plant Department or the Parking and Traffic Office.

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 Branch, Interim Director of Physical Plant
Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Rental of University Vehicles

Original Implementation: June 1, 1984
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

This policy establishes guidelines for university vehicle rental. Vehicles that may be rented by university departments are available through the Physical Plant Department or the Parking and Traffic Office.

General

University motor vehicles may only be rented for official university business. Vehicles will be rented exclusively to university employees, departments, or organizations that have budgeted university funds. All vehicles, except road buses, are rented on a first-come, first-served basis. Those who rent university vehicles must act on behalf of their university department or organization and have a driver certificate issued by the University Police Department. Those who rent university vehicles are responsible for compliance with minimum occupancy requirements and other university policy and procedural requirements. Cancellations should be made as far in advance as possible.

Passengers in university vehicles will normally be university employees or students traveling on university business. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions. University employees or students may have authorized guest(s) such as spouses or children accompany them while the university employee or student is traveling on university business provided:

- the non-university passenger does not interfere with the university business of the trip or cause any additional expense to the university;
- the department sponsoring the trip has been advised in advance of the trip that non-university passengers will be traveling in university vehicles;
- if the non-university passenger is a minor child, the parent is responsible for the child's actions and is responsible for ensuring that the child follows all safety policies and regulations including wearing seat belts or child restraints;
- non-university passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-university passenger. Passengers should carry personal medical insurance coverage in case of

accident or emergency. The university does not assume liability for any passenger unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job, otherwise, personal medical insurance or applicable legal liability would apply. See the safety website for additional information.

University Road Buses

University-owned road buses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance. ~~Only university groups and departments whose trips have received prior approval from the department head and/or dean may reserve the bus.~~ A professional driver will be provided by the physical plant. The use of the bus is limited to those destinations that may be reached by hard-surfaced roads.

Application for the use of a university road bus shall be made to the director of physical plant or ~~his~~ *their* designee. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the director of physical plant~~. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the director of physical plant.~~ *Reservation and/or destination changes* ~~*maderequested within 24 hours of departure*~~ *may* ~~*be denied.*~~*not be able to be accommodated within 24 hours of departure.* A completed itinerary must be submitted to the transportation dispatcher at least 48 hours before departure. ~~Examples of an appropriate itinerary and a template are available on the physical plant website~~

The following priorities for use have been established:

- Athletic purposes will be given the first priority;
- Activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority;
- All other requests will then be considered. -Where feasible, the use of the buses will be approved on a first-come, first-served basis. If simultaneous requests are received, then distance to be traveled and the number of passengers will be considered in determining priority. In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

University Shuttle Buses

University-owned shuttle buses provide regular daily service on campus. Shuttle buses may be reserved for university business by university groups after hours and on weekends on a limited first-come, first-served basis. Every effort will be made to provide fair and equitable scheduling of the shuttle buses and to generate sufficient revenue to pay for their operation and maintenance.

Breakdowns and Accidents

All accidents involving a university vehicle must be reported immediately to the appropriate law enforcement agency and the Physical Plant Transportation Department. Instructions for proper reporting and handling of accidents and breakdowns will be provided at the time of vehicle pick up and may also be found on the Transportation Department's website.

In all cases in which a vehicle cannot be returned to the campus, the Physical Plant Transportation Department should be contacted during business hours or the University Police Department if during non-business hours. The manager of transportation must arrange all major repairs. Drivers involved in an accident ~~will be~~*will be* required to submit to a drug and alcohol screening in accordance with university policy on Drug and Alcohol Testing (11.6). Departments using fleet vehicles ~~will~~ *may* be charged for damages as the result of accidents or from abusive use.

The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident. The university's insurance covers a driver's liability if he/she is an approved university driver operating the vehicle in an official capacity.

Charges

Rates are established to generate revenue to pay for the operation and maintenance of the rental vehicles. In addition, all expenses, including meals and lodging for the professional driver(s) provided are the responsibility of the renting department. Refer to the physical plant website for current rates.

Fuel is furnished as part of the rental price of the vehicle if purchased on fuel cards provided at the time of the rental. Fuel purchases not using the provided fuel cards will be at the expense of the renting department. Any other purchases on the university fuel card are prohibited.

Special Provisions

- All drivers of buses must have a Class B-CDL license with a 'passengers' endorsement and submit to Department of Transportation physicals and drug baseline and random testing.
- All drivers must have a valid driver certificate issued by the University Police Department.

- Buses must carry at least 1/3 of their capacity.
- No alcoholic beverages will be allowed in state vehicles.
- In accordance with university policy on Smoking, Vaping, and Use of Tobacco Products (13.21), smoking, vaping, and the use of tobacco products are prohibited in vehicles owned or leased by the university.
- Texting while operating a vehicle owned or leased by the university is prohibited. Use of electronic devices while driving a vehicle owned or leased by the university is subject to the Physical Plant Department Procedures for Rental of University Vehicles. The procedures may be accessed from the Physical Plant Department ~~auto rental~~ website.
- Individuals may lose *the* privilege of using university vehicles if the vehicle(s) has been damaged during use or has been used in an unsafe or unauthorized manner.

~~15 and 12~~ *~~8 and 12~~* Passenger Vans

All drivers of ~~15~~ *eight~~8~~* and 12 passenger vans must be *licensed, SFA* certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. *For safety, current 15 passenger vans have been reduced to a lower number of passengers by removing a seat. The University will no longer purchase 15 passenger,* high gravity, *vans.* Drivers in a*n* ~~15~~ eight~~*8*~~ or 12 passenger van shall not drive over a maximum of 65 miles per hour speed limit.~~ and~~ *The driver and* all passengers must wear a seat belt as recommended by the State Office of Risk Management.

~~15~~ *~~8~~Eight* and 12 passenger vans with a short wheel base (140”) and higher center of gravity (Ford, Chevy, Dodge) are limited to ~~nine~~ *eight* passengers including the driver with ~~a maximum of 50 lbs. of cargo/luggage or eight passengers including the driver with~~ a maximum of 250 lbs. cargo/luggage. *Twelve* ~~12~~ passenger vans with a longer wheel base (170”) and a lower center of gravity (Freightliner Sprinters, etc.) may carry passengers and cargo loads in accordance with the manufacturer’s specifications. All passenger vans rented from a non-university fleet (Hertz, Enterprise, etc.) must follow the limitations specified in this policy.

Cargo and/or luggage inside the van must be stacked no higher than the top of the van seats and should be placed forward of the rear axle. All cargo is prohibited on the roof. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc. No trailer hitches may be installed on the vehicle. No towing of any kind is authorized.

Cross Reference: Drug and Alcohol Testing (11.6); Smoking, Vaping, and Use of Tobacco Products (13.21); Physical Plant Department Procedures for Rental of University Vehicles.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant; Director of Environmental Health, Safety and Risk Management

Forms: None

Board Committee Assignment: Building and Grounds

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

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

- Potential Naming Opportunities (2)

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 general counsel, chief audit executive, coordinator of board affairs/compliance, director of athletics, executive director for enrollment management, chief marketing communications officer, chief information officer, chief diversity officer, director of government relations, vice presidents and the president. (Texas Government Code, Section 551.074)

Stephen F. Austin State University
Board of Regents
Meeting 346
July 27, 2021

Stephen F. Austin State University
Board of Regents
Meeting 346
July 25-27, 2021

ROLL CALL

Regents

Karen Gantt, Chair
Tom Mason, Vice Chair
Jenn Winston, Secretary
David Alders
Robert Flores
Brigettee Henderson
Judy Olson
Laura Rectenwald
Nancy Windham
Spencer Coffey, Student Member

Administrators

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

ROTC Cadet Skinner

Cadet John Skinner is the proud son of Jack Allen Skinner. John is an East Texas native, growing up in Carthage, Texas. Throughout his high school career John participated in UIL through debate, while also being a member of the Carthage High School Technology Department.

Cadet Skinner is a Criminal Justice Major, maintains a 4.0 GPA, and hopes one day to move into law enforcement after his military service. John is also Smith Hutson Scholar and a TLL Temple Scholar. In the words, of Cadet Skinner, "The first semester of being in the Lumberjack Battalion broke me out of my shell, as well as forced me to go to physical and mental limits I didn't think were possible. I hope to branch Military Intelligence and commission in May of 2023 as a 2nd Lieutenant, being the second officer in the history of my family's military service."

Lt. Col. Attaway and the entire ROTC cadre members are extremely proud John is within their ranks!

SPECIAL RECOGNITION – ACADEMIC AFFAIRS

Distinguished Grant Award from the Office of Research and Graduate Studies

Dr. David Creech
Dr. Christopher Schalk

Professor Emeritus

David Campo	School of Music
Charles Gavin	School of Music
Andrew Parr	School of Music
Fred Allen	School of Music
Pauline Sampson	Human Services and Educational Leadership
Addison C. (Buddy) Himes	Fine Arts
Richard Jones	School of Theatre

SPECIAL RECOGNITION – FINANCE AND ADMINISTRATION

Service to SFA

Dannette Sales
Pam Corman

MINUTES OF APRIL 18-20, 2021 (343); MAY 7, 2021 (344); AND JUNE 14-15, 2021 (345) BOARD OF REGENTS MEETINGS

Explanation:

The minutes of the April 18-20, 2021 regular meeting of the Board of Regents (Meeting 343), May 7, 2021 special called meeting (Meeting 344), and June 14-15, 2021 special called meeting (Meeting 345) are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the April 18-20, 2021 (343), May 7, 2021 (344) and June 14-15, 2021 (345) meetings be approved as presented.

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas
April 18-20, 2021
Volume 343

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

Sunday, April 18, 2021

The meeting of the Board of Regents was called to order in open session at 1:10 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:	Mrs. Erma Brecht
	Dr. Steve Bullard
	Dr. Michara Delaney-Fields
	Mr. Anthony Espinoza
	Dr. Brandon Frye
	Dr. Danny Gallant
	Mr. Graham Garner
	Mr. Ryan Ivey
	Mrs. Jill Still

Other SFA administrators and staff were in attendance.

The board recessed to committee meetings. The Academic and Student Affairs Committee convened at 1:12 p.m.

Three food service providers: Compass Group USA, Inc., by and through its Chartwells Division; Sodexo Services of Texas Limited Partnership; and Aramark, provided presentations to the board for consideration of the dining services provider contract.

Chair Frailey called the meeting into executive session at 4:36 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
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)

The executive session ended at 6:21 p.m. The Board of Regents meeting returned to open session and recessed to Monday, April 19, at 8:30 a.m.

Monday, April 19, 2021

The regular meeting of the Board of Regents was called to order in open session at 8:32 a.m. on Monday, April 19, 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. Brandon Frye
Dr. Danny Gallant
Mr. Graham Garner
Mr. Ryan Ivey
Mrs. Jill Still

The President's Cabinet provided a report to the board covering the topics of Academic Affairs, Information Technology Services, Enrollment Management, Student Affairs, Diversity, University Marketing Communications, University Advancement, Athletics, and Financial Affairs.

The board recessed to committee meetings. The Academic and Student Affairs Committee convened at 11:00 a.m.

Dr. Michara DeLaney-Fields provided the annual Title IX Update Report and University Police Chief John Fields, provided the annual University Police Department Racial Profiling Report.

The board recessed the Academic and Student Affairs Committee and broke for lunch at 12:00p.m.

The Building and Grounds Committee meeting convened at 1:08 p.m.

Dr. Gallant presented the Construction Report to the board.

The board recessed the Building and Grounds Committee meeting and convened the Finance and Audit Committee convened at 1:25 p.m.

Dr. Gallant presented the Contract Monitoring Report.

The board recessed committee meetings and returned to a Committee of a Whole meeting at 1:58 p.m.

Regent Scott Coleman provided the Nominating Committee Report 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.

Karen Gantt, Chair
Tom Mason, Vice Chair
Jennifer Winston, Secretary

BOARD ORDER 21-40
Upon motion by Regent Coleman, seconded by Regent Olson, 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.

Karen Gantt, Chair
Tom Mason, Vice Chair
Jennifer Winston, Secretary

Chair Frailey called the meeting into executive session at 2:03 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
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)

The executive session ended at 4:32 p.m. The Board of Regents meeting returned to open session and recessed to Tuesday, April 20, at 8:30 a.m.

Tuesday, April 20, 2021

The meeting of the Board of Regents reconvened and was called to order in open session at 8:40 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. Brandon Frye
	Dr. Danny Gallant
	Mr. Graham Garner
	Mr. Ryan Ivey
	Mrs. Jill Still

Other SFA administrators and staff were in attendance.

Regent Winston offered the invocation and ROTC Cadet Evan McCord led the pledges to the flags.

INSTALLATION OF CHAIR

Chair Frailey thanked the university and regents for their support and encouragement during his term in office. Mr. Frailey acknowledged the chair-elect, Karen Gantt, who thanked Chair Frailey for his leadership and service. Chair Gantt presided over the remainder of the meeting.

RECOGNITIONS

President Gordon recognize Shirley Luna and Donna Parish for their efforts in creating the children's book *A Day at SFA*. The book was illustrated by student, Tristan Brewster.

Dr. Scott Gordon recognized Regent Robert Flores, Regent Laura Rectenwald, and Regent Nancy Windham for their appointment by the governor to the board for 2021 to 2027. President Gordon also recognize Student Regent Ireland Bramhall by presenting her with her student regent portrait and a commemorative plaque and axe as acknowledgement for her service on the board from 2020-2021.

Athletic Director, Ryan Ivey, recognized the Men's Indoor Track and Field team, the Ladyjack Volleyball Team, Ladyjack Soccer Team and the Ladyjack Basketball Team for their award winning seasons.

Dr. Steve Bullard recognized professors that were promoted to full professor as well as the individuals that were appointed as professor emeritus. The Regents Scholar for 2021-2022, Dr. Mark Ludorf was also introduced to the board. The student chapter of the Wildlife Society was presented to the board. Dr. Gary Wurtz was also recognized for his service to the College of Fine Arts, as the interim role of Dean. Heather Olson Beal, Chrissy Cross and Amanda Rudolph were recognized for their appointment to serve as co-editors of the Action in Teacher Education Journal. Dr. Keith Hubbard was presented to the board for his work with Talented Teachers in Training for Texas and a National Science Foundation grant. Kyle Ainsworth was recognized for his research project, the Lone Star Slavery Project.

In February, there was a major snow and ice storm that hit the SFA campus. President Gordon

recognized the many individuals from a variety of departments across the university that came together to help the students, clean-up the campus and repair the damage caused by the storm. President Gordon also recognized the efforts of the SACSCOC Reaffirmation Team and the university's recent SACS review for reaccreditation.

APPROVAL OF MINUTES

BOARD ORDER 21-41
Upon motion by Regent Frailey, seconded by Regent Mason, with all members voting aye, it was ordered that the minutes of Meeting 341, January 31 – February 2, 2021, regular meeting of the Board of Regents and minutes of Meeting 342, March 4, 2021, special called meeting of the Board of Regents be approved as presented.

PERSONNEL

President Gordon recognize Dr. Steve Bullard for his service to the university and congratulated him on his upcoming retirement scheduled for July 1, 2021.

BOARD ORDER 21-42
Upon motion by Regent Winston, seconded by Regent Alders, with all members voting aye, it was ordered that the following personnel items be approved.

STAFF APPOINTMENTS

The following staff appointments were 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

The following changes of status were approved.

OFFICE OF THE PRESIDENT

Scott Gordon, President. The Chair of the Board of Regents is authorized to negotiate and execute an amendment to the President Employment Agreement, upon review from legal form and sufficiency by the Office of the General Counsel.

RESIDENCE LIFE

Jamyia 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

The following faculty promotions were approved.

To Assistant Professor, effective fall semester 2021

Sharon Rice	Kinesiology and Health Science

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

FACULTY TENURE

The following faculty tenure were approved, 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

The following individual was approved as the 2021-2022 Regents Scholar.

Mark Ludorf	Professor of Psychology

VOLUNTARY SEPARATION INCENTIVE PROGRAM RETIREMENTS

The following Voluntary Separation Incentive Program retirements were approved.

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.

BOARD ORDER 21-43
Upon motion by Regent Coleman, seconded by Regent Olson, with all members voting aye, it was ordered that the following personnel item be approved.

ADMINISTRATOR EMERITUS

WHEREAS, the board members considered: 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.

THEREFORE, it was ordered that Steven Westbrook be granted the title of Vice President of University Affairs Administrator Emeritus, effective April 20, 2021.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

BOARD ORDER 21-44
Upon motion by Regent Henderson, seconded by Regent Mason, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

DINING SERVICES PROVIDER

WHEREAS, the board members considered: 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 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.

THEREFORE, it was ordered that the selection of Compass Group USA, Inc., by and through its Chartwells Division be selected as the dining services provider. The president is authorized to sign the contract(s). Should negotiations with the selected provider fail to produce an agreement, the administration is authorized to negotiate with Sodexo Services of Texas Limited Partnership.

BOARD ORDER 21-45
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.

CURRICULUM CHANGES FOR 2021-2022

WHEREAS, the board members considered: 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.

THEREFORE, it was ordered that the undergraduate and graduate curriculum changes as presented to be effective fall 2021 as presented as Appendix 1.

BOARD ORDER 21-46
Upon motion by Regent Henderson, seconded by Regent Winston, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

DIVERSITY AND INCLUSION STATEMENT

WHEREAS, the board members considered: 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.

THEREFORE, it was ordered that the diversity and inclusion statement be approved as presented effective April 20, 2021.

BOARD ORDER 21-47
Upon motion by Regent Henderson, seconded by Regent Olson, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 2:

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

BOARD ORDER 21-48
Upon motion by Regent Alders, seconded by Regent Coleman, with all members voting aye, it was ordered that the following buildings and grounds items be approved.

LANANA TRAILS TXDOT GRANT PROJECT

WHEREAS, the board members considered the following: 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.

THEREFORE, it was ordered that the LaNana Trails campus project at a cost of $1,811,274, with an institutional match of $362,255, using the Higher Education Fund, is approved. The president is authorized to sign any necessary contracts or purchase orders.

BOARD ORDER 21-49
Upon motion by Regent Alders, seconded by Regent Mason, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

HOMER BRYCE ARTIFICAL TURF REPLACEMENT

WHEREAS, the board members considered the following: 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.

THEREFORE, it was ordered that the 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 president is authorized to sign all

associated contracts.

BOARD ORDER 21-50
Upon motion by Regent Alders, seconded by Regent Olson, 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:

Security Systems 14.10
Solicitation on Campus 16.25

BOARD ORDER 21-57
Upon motion by Regent Alders, seconded by Regent Henderson, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF FAN OBSERVATION AREA

WHEREAS, the board members considered the following: In accordance with Board Rules and Regulations, and university policy 1.5, Naming Guidelines, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university. The board will consider the appropriate naming of the fan observation area in the Loddie Naymola Basketball Performance Center currently under construction at the corner of University Drive and East College Street on the campus of Stephen F. Austin State University.

THEREFORE, it was ordered that the fan observation area in the Loddie Naymola Basketball Performance Center as the Coach Harry and Tillie Miller Fan Observation Area contingent upon complete satisfaction of the executed agreement terms and conditions. It is further recommended that the following resolution be adopted:

WHEREAS, the late Harry Miller served as the head men's basketball coach from 1978 - 1988, compiling a record of 170 - 112, and finished his coaching career with a 534 - 374 record; and

WHEREAS, as coach of the Lumberjacks, the late Harry Miller guided the Lumberjacks to three conference titles along with postseason appearances in three different divisions; and

WHEREAS, the late Harry and the late Tillie Miller devoted their lives to making an impact on student-athletes and others associated with the men's basketball program through their generosity of their time and finances; and

WHEREAS, their sons and daughters-in-law, Bob and Ardan Miller, Tom and Patty Miller, and Gary and Dorota Miller have made a gift commitment to basketball in honor of their late parents, Harry and Tillie Miller;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for the late Harry and the late Tillie Miller by naming the fan observation area in the Loddie Naymola Basketball Performance Center the Coach Harry and Tillie Miller Fan

Observation Area.

BOARD ORDER 21-58
Upon motion by Regent Alders, seconded by Regent Mason, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF SPORTS MEDICINE OFFICES

WHEREAS, the board members considered the following: In accordance with Board Rules and Regulations, and university policy 1.5, Naming Guidelines, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university. The board will consider the appropriate naming of the sports medicine offices in the Loddie Naymola Basketball Performance Center currently under construction at the corner of University Drive and East College Street on the campus of Stephen F. Austin State University.

THEREFORE, it was ordered that the sports medicine offices in the Loddie Naymola Basketball Performance Center as the Dr. Robert and Ruth Carroll Sports Medicine Offices contingent upon complete satisfaction of the executed agreement terms and conditions. It is further recommended that the following resolution be adopted:

WHEREAS, the late Dr. Robert Carroll moved his family to Nacogdoches in 1972 to work in the Student Health Center at Stephen F. Austin State University; and

WHEREAS, the late Dr. Robert Carroll and Ruth Carroll are longstanding supporters of the women's basketball and sports medicine programs through season tickets, private contributions and volunteering their time and services; and

WHEREAS, the late Dr. Robert Carroll, through his generosity of time over the years provided medical support and services to the SFA Athletics Department and the women's basketball program; and

WHEREAS, in their loyal dedication to the university through their gifts of support and standards of excellence, they have set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for the late Dr. Robert Carroll and Ruth Carroll by naming the sports medicine offices in the Loddie Naymola Basketball Performance Center the Dr. Robert and Ruth Carroll Sports Medicine Offices.

BOARD ORDER 21-59
Upon motion by Regent Alders, seconded by Regent Frailey, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF LOBBY

WHEREAS, the board members considered the following: In accordance with Board Rules and Regulations, and university policy 1.5, Naming Guidelines, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university.

The board will consider the appropriate naming of the lobby in the Loddie Naymola Basketball Performance Center currently under construction at the corner of University Drive and East College Street on the campus of Stephen F. Austin State University.

THEREFORE, it was ordered that the lobby in the Loddie Naymola Basketball Performance Center as the Joe Max and Jane Green Lobby. It is further recommended that the following resolution be adopted:

WHEREAS, Joe Max is a 1960 graduate of SFA with a degree in business;

WHEREAS, Joe Max served on the SFA Board of Regents 2003 - 2009 and served as chair and secretary; and

WHEREAS, Jane has served on the Stephen F. Austin State University Foundation Board of Trustees since 2013, served as vice chair and currently serving as chair; and

WHEREAS, they were inducted into the Fredonia Society in 2010 for their generous cumulative giving to the university; and

WHEREAS, in their loyal dedication to the university through their gifts of support and standards of excellence, they have set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Joe Max and Jane Green by naming the lobby in the Loddie Naymola Basketball Performance Center the Joe Max and Jane Green Lobby.

BOARD ORDER 21-60
Upon motion by Regent Alders, seconded by Regent Coleman, with all members voting aye, it was ordered that the following buildings and grounds item be approved.

NAMING OF FOOTBALL FIELD

WHEREAS, the board members considered the following: In accordance with Board Rules and Regulations, and university policy 1.5, Naming Guidelines, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university. The board will consider the appropriate naming of the football field at the Homer Bryce Stadium on the campus of Stephen F. Austin State University.

THEREFORE, it was ordered that the football field as the Jimmy W. Murphy Field for the usable life of the field surface. It is further recommended that the following resolution be adopted:

WHEREAS, Jimmy is a 1956 graduate of SFA with a degree in education and received the Distinguished Alumni Award in 1987; and

WHEREAS, Jimmy played football for SFA, selected as captain of the team in 1955 and was inducted into the Lumberjack Athletic Hall of Fame in 1979; and

WHEREAS, Jimmy served on the SFA Board of Regents from 1995 - 2001 and served as chair,

vice chair and secretary; and

WHEREAS, Jimmy served as chair of SFA's first capital campaign, Share the Legacy, exceeding the campaign goal of $30M; and

WHEREAS, he was inducted into the Stephen F. Austin Society in 2015 for his generous cumulative giving to the football program and other areas; and

WHEREAS, in his loyal dedication to the university through his gifts of support and standards of excellence, he has set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for Jimmy by naming the football field the Jimmy W. Murphy Field.

FINANCE AND AUDIT COMMITTEE

BOARD ORDER 21-51
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.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

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

Payroll Expenditures Audit
Follow-up Audit
Spirit Programs Departmental Audit
Follow-up Audit of FY2020 Information Technology Audits
Risk Assessment
Update on Audit Plan

BOARD ORDER 21-52
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.

RATIFICATION OF NEW STUDENT HOUSING ALLOWANCE PROGRAM

WHEREAS, the board members considered the following: 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.

THEREFORE, it was ordered that five hundred New Student Housing Allowance at a level of $3,000 per semester be approved as presented.

BOARD ORDER 21-53
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.

SUMMER 2021 BUDGET

WHEREAS, the board members considered the following: 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.

THEREFORE, it was ordered that the fiscal year 2020-21 summer budget that totals $3,577,759 be approved as presented. Funding sources include budgeted summer reserve funds and designated support funds.

BOARD ORDER 21-54
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.

STEM RESEARCH AND LEARNING CENTER QUASI-ENDOWMENT

WHEREAS, the board members considered the following: 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.

THEREFORE, it was ordered 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.

BOARD ORDER 21-55
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.

GRANT AWARDS

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.

THEREFORE, it ordered that the additional fiscal year 2021 grant awards that total $11,296,183. The grant awards are detailed as presented in Appendix 3.

BOARD ORDER 21-56
Upon motion by Regent Mason, seconded by Regent Coleman, 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:

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

REPORTS

President, Dr. Scott Gordon

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 Chair, Dr. Andrew Lannen

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 President, Mr. Christopher Moore

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

Chair Gantt announced the appointment of the established Board of Regents Committees for 2021-2022:

EXECUTIVE AND LEGISLATIVE COMMITTEE
This committee is comprised of the board officers and shall serve as an advisory committee to 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.

Karen Gantt, Chair
Tom Mason, Vice Chair
Jennifer Winston, Secretary

ACADEMIC AND STUDENT AFFAIRS COMMITTEE
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; administrative matters not delegated to another committee.

Brigettee Henderson, Chair
Jennifer Winston
Laura Rectenwald
Student Regent
Karen Gantt, ex-officio

BUILDING AND GROUNDS COMMITTEE
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.

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

FINANCE AND AUDIT COMMITTEE
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.

Tom Mason, Chair
Robert Flores
Judy Olson
Karen Gantt, ex-officio

The meeting was adjourned by Chair Karen Gantt at 11:42 a.m.

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

Nelson Rusche College of Business	
College of Business, Dean's Office	MBA
James I. Perkins College of Education	
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.
College of Fine Arts	
Music	Music Production
Music	Sound Recording Technology
Music	Theory-Composition, Composition Thesis, MM
Music	Theory-Composition, Dual Thesis, MM
Music	Theory-Compsotion, Theory Thesis, MM
Arthur Temple College of Forestry & Agriculture	
Forestry	Forestry MF
Forestry	Resource Communications MS
College of Liberal & Applied Arts	
Anthropology, Geology, Sociology	Grad Cert in Sustainability
English & Creative Writing	Advanced Cert in English Pedagogy
Mass Communication	Mass Communication MA
College of Sciences & Mathematics	
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)

Nelson Rusche College of Business	
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
James I. Perkins College of Education	
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
College of Fine Arts	
Music	MUST 5318
Music	MUST 5319
Music	MUST 5360
Music	MUST 5365
Music	MUST 5370
Music	MUST 5391
Music	MUST 5392
Theatre	DRAM 5315
Arthur Temple College of Forestry & Agriculture	
Agriculure	AGRI6175
Environmental Science	ENVR6371
Forestry	FORS5391
Forestry	FORS6309
Forestry	GISC6364
College of Liberal & Applied Arts	
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
College of Sciences & Mathematics	
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)	
Nelson Rusche College of Business	
Accounting	Accounting, B.B.A.
Business Commuication & Legal Studies	Legal Studies Emphasis, Gen Bus
Business Commuication & Legal Studies	Bus Com & Corporate Ed, BBA
Business Commuication & 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
James I. Perkins College of Education	
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
College of Fine Arts	
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
Arthur Temple College of Forestry & Agriculture	
Agriculture	General Agriculture, Major
Agriculture	Agricultural Communication
Forestry	BSF
College of Liberal & Applied Arts	
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
College of Sciences & Mathematics	
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
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

UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021) Undergraduate Course Additions (Submitted for board approval April 2021)	
Nelson Rusche Collge 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
College of Sciences & Mathematics	
Biology	BIOL 3317
Biology	BIOL 3370
Chemistry and Biochemistry	CHEM 3336
Chemistry and Biochemistry	CHEM 4336
Physics Engineering	ENGR 4060
Physics Engineering	ENGR 4070

UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021) Undergraduate Course Modifications (Submitted for board approval April 2021)	
Nelson Rusche College of Business	
Bus Com & Legal Studies	BCOM 3347
James I. Perkins College of Education	
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
College of Fine Arts	
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
Arthur Temple College of Forestry & Agriculture	
Agriculture	HORT2220
Agriculture	HORT2120
Agriculture	AGRI 3361
College of Liberal & Applied Arts	
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
College of Sciences & Mathematics	
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

UNDERGRADUATE CURRICULUM CHANGES 2021/2022 (Effective Fall 2021) Undergraduate Course Deletions (Submitted for board approval April 2021)	
James I. Perkins College of Education	
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
Arthur Temple College of Forestry & Agriculture	
Forestry	SFA 401
College of Liberal & Applied Arts	
Mass Communication	MCOM 4345
College of Sciences & Mathematics	
Computer Science	CSCI 2341

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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 though 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: 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 guidelnes

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~~*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 000*0*-, 100*0*- and 200*0*-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	*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

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*~~O~~rganizations 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: 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: 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 Opearations Plan and committement to the safety and secuirty 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 preparednessactivities, 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-planwithin 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 examplewould 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 largescale 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 mayassist 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 asfor 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 activitiesand 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-takingbehaviors, 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 emergencymanagement 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 withall 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 programliaison.

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 duringan incident.

Pandemic and Public Health Issues

The university multi-hazard EOP should include policies and procedures to address pandemic andpublic 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 responseprotocols.

Emergency Operation Plan Annexes

The university’s EOP should include functional and situational annexes, which are detailed plansfor 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 andadapted 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 uponthe 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 otheralert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students and staff. Any faculty, staff or studentmay elect not to participate in an emergency alert system established under this section ofthe 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 tothe 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 physicalhealth 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: 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):

☒ 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:

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, 2018~~*20, 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* form*s* to process *a* request~~s~~ 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*. The~~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.

The~~se~~ *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 establish~~ing~~ 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 F*~~f~~orms *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~~*20, 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: 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~~*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: 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 Administratin

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 2*0, 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 an*~~adopts this~~ information security program (program) *that*~~o~~ address*es* 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.~~

Identify*ing* and Assess*ing* 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.

Design*ing* and Implement*ing* 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.*1*~~2~~); 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 Administratin

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.

<u>Group Health Insurance Plan</u>
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*~~h~~uman *R*~~r~~esources *and on the ERS website at 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*~~h~~uman *R*~~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*~~h~~uman *R*~~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 *H*~~h~~uman *R*~~r~~esources 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 expensive 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/TEXA$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/TEXA$AVER should be executed before the 20th of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. An employee may terminate an authorized reduction in salary by completing the proper forms in *H*~~h~~uman *R*~~r~~esources.

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity. Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed before the 20th of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed. Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in *H*~~h~~uman *R*~~r~~esources.

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: 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/).

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
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: 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 ~~18~~*20*, 202*1*~~0~~

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
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

Th*is policy establishes that the university will utilize*~~e~~ *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 Adminstration
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: 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: 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 web*page.*~~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* ~~payme~~*require a purchase voucher form*~~nts 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 n*~~N~~on-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
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: 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 Administratin

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~~ commit*ted*~~ment~~ 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 *UPD*~~DPS~~. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

Security Systems

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

***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, *UPD*~~DPS~~ will monitor the system for functionality at no cost to the installing department. Stand-alone security systems (those not monitored by *UPD*~~DPS~~) 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

P*rotection 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 *U~~niversity Police Department~~* ~~Department of Public Safety~~ with the appropriate authorization to

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

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

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

R*etention 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.~~2~~4) 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.~~2~~4)

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

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 responsbility, 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

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*.

S*tephen* F. A*ustin (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

Appendix 3

Report to the Board of Regents – April 2021
Grants[1] 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
TOTAL	**$ 11,296,183**
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*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

Appendix 3

Report to the Board of Regents – April 2021

Grants[1] awarded between January 1, 2021 and March 31, 2021

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

Appendix 3

Report to the Board of Regents – April 2021
Grants[1] awarded between January 1, 2021 and March 31, 2021

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

Appendix 3

Report to the Board of Regents – April 2021

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

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas
May 7, 2021
Volume 344

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APPENDICES

Appendix 1 – Policy 6.10, Course Add/Drop

Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
May 7, 2021
Austin Building, Room 307
Meeting 344

Friday, May 7, 2021

The meeting of the Board of Regents was called to order in open session at 11:02 a.m. by Chair Karen Gantt

PRESENT:

Board Members:	Mrs. Karen Gantt, Chair
	Mr. Tom Mason, Vice Chair*
	Mrs. Jennifer Winston, Secretary
	Mr. David Alders
	Mr. Robert Flores
	Mrs. Brigettee Henderson
	Mrs. Judy Olson*
	Mrs. Laura Rectenwald
	Ms. Nancy Windham
	Ms. Ireland Bramhall, Student Member

* Regents that joined the meeting via videoconference.

General Counsel:	Mr. Damon Derrick
Chief Audit Exec.:	Mrs. Gina Oglesbee
President:	Dr. Scott Gordon
Cabinet:	Ms. Erma Brecht
	Dr. Steve Bullard
	Mr. Anthony Espinoza
	Dr. Danny Gallant

Other SFA administrators and staff were in attendance.

Presentation and board action was taken on the following items.

BOARD ORDER 21-61
Upon motion by Regent Flores, seconded by Regent Henderson, with all members voting aye, it was ordered that the following item be approved.

UNIVERSITY TRAINING SYSTEM SOFTWARE CONTRACT

WHEREAS, the board members considered the following: The SFASU 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 Forced 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 SFASU 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, SFASU should enter into a contract with PeopleAdmin as soon as approval is obtained by the Board.

An analysis was done to compare the current SFASU annual expenditure for training and talent management software with the proposed single comprehensive system solution. Based on the proposal provided in the RFP by the current training platform vs. the cost of the PeopleAdmin solution, the analysis suggests there would be an annual increase in total software costs of approximately $6,800. However, the task force anticipates an increase in accuracy and efficiency by utilizing a single software solution for the combined human resource functions.

THEREFORE, it was ordered that 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 4.5 years, through November 2025, at a cost not to exceed $760,000. Higher Education Funds (HEF) will be used for the purchase. The president is authorized to sign the associated contracts and purchase orders.

BOARD ORDER 21-62
Upon motion by Regent Winston, seconded by Regent Alders, with all members voting aye, it was ordered that the following item be approved.

POLICY REVISION

The Board of Regents adopted the following policy revision as presented in Appendix 1:

Course Add/Drop 6.10

The meeting was adjourned by Chair Karen Gantt at 11:15 a.m.

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Course Add/Drop

Policy Number: 6.10

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: Updates to address new semester part-of-terms; clarification on dropping and adding.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Course Add/Drop

Original Implementation: April 27, 1986
Last Revision: ~~January 29, 2019~~*February 1, 2021*

Students may add courses through the ~~second class~~*second-class* day ~~during the summer semesters~~*of parts of term less than 16-weeks* and through the ~~fourth class~~*fourth-class* day ~~during the fall or spring semesters~~*of 16-week parts of term. For cases in which special permission is granted by the academic unit, students may add classes up to the official census date for the part of term in question. Students adding classes on or after the first day of classes may be required to pay certain late add/registration fees as noted on the SFA business office website.* ~~Academic unit chairs/directors will reconcile class schedules by the official reporting date.~~ Students may drop *a course or* ~~*(dropping from one or more but not all of their classes)* classes through five working days past mid-semester or mid-session as applicable~~*the last day to drop or withdraw*. ~~The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term. A student may not drop a course *or*~~ *withdraw from all courses until the fifth business day prior to the first day of final exams for the appropriate part of term.* ~~*(all classes in a semester)* after *this*these dates, unless withdrawing from the university.~~ *A student may not drop a course or withdraw from all classes after this date. For drops or withdrawals related to medical concerns,* ~~For *drops or* withdrawals related to medical concerns~~ see policy 6.24.

The following rules apply:

1. A *drop or* withdrawal ~~or course dropped by~~*on or before* the official reporting date *of the appropriate part of term* will not be recorded on a student's transcript.
2. After the official reporting date *and before the last day to drop or withdraw in a part of term*, a drop *will be noted as a "W6" or "W" grade and a* ~~or~~ withdrawal will be noted as a "W" grade on the student's official transcript. ~~Undergraduate~~
3. *S*~~s~~tudents who enrolled in a Texas public institution of higher education for the first time in the fall 2007 or thereafter may not drop more than six courses with a ~~"~~*"*W6" grade *during their undergraduate career*. This number includes any course dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law ~~(Education Code section 51.907)~~. After six ~~withdrawals~~*drops*, the student will receive the grade awarded for each attempted course.
2. ~~*The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term.*~~ *Students cannot drop or withdraw from a course in which they have already earned a final grade.*
3. ~~Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript~~

~~as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.~~

4. ~~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 toward the six course drop limit since the student is incurring an academic penalty.~~

Cross Reference: General Bulletin; Graduate Bulletin; Schedule of Classes; Tex. Educ. Code § 51.907; *19* Tex. Admin. Code § 4.9~~10~~; ~~Academic Integrity~~*Student Academic Dishonesty* (4.1); *Course Grades (5.5);* Military Service Activation (6.14); Student Medical Appeal (6.24)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Registrar

Forms: None

Board Committee Assignment: Academic and Student Affairs

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas
June 14-15, 2021
Volume 345

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BOARD OF REGENTS MEETING 345

Reports, planning session and Executive Session only. No Board Orders.

Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
The Woodlands Waterway Marriott
The Woodlands, Texas
June 14 and 15, 2021
Waterway Ballroom 6 and 7
Meeting 345

Monday, June 14, 2021

The meeting of the Board of Regents was called to order in open session at 9:00 a.m. by Chair Karen Gantt

PRESENT:

Board Members:	Mrs. Karen Gantt, Chair
	Mr. Tom Mason, Vice Chair
	Mrs. Jennifer Winston, Secretary
	Mr. David Alders
	Dr. Scott Coleman
	Mr. Robert Flores
	Mrs. Brigettee Henderson
	Mrs. Laura Rectenwald
	Ms. Nancy Windham
	Mr. Spencer Coffey, Student Member

Regent Judy Olson was unable to attend.

General Counsel:	Mr. Damon Derrick
Chief Audit Exec.:	Mrs. Gina Oglesbee
President:	Dr. Scott Gordon
Cabinet:	Mrs. Erma Brecht
	Dr. Michara DeLaney-Fields
	Mr. Anthony Espinoza
	Dr. Brandon Frye
	Dr. Danny Gallant
	Mr. Graham Garner
	Mr. Ryan Ivey
	Dr. Lorenzo Smith
	Mrs. Jill Still
	Dr. Charlotte Sullivan

Other SFA staff were in attendance.

Presentation and discussion lead by Association of Governing Board of Universities and Colleges representative, Thomas Hyatt.

Dr. DeLaney-Fields lead the Diversity Workshop and discussion.

Current status update reports were provided by cabinet members. Dr. Gallant shared the current status of the budget, followed by Mrs. Brecht providing a current update on enrollment. Dr. Frye provided the housing report and Dr. Smith shared the update on academics.

Chair Gantt recessed the meeting at 5:32 p.m. to Tuesday, June 15, at 9:00 a.m.

Tuesday, June 14, 2021

The meeting of the Board of Regents was called to order in open session at 9:04 a.m. by Chair Karen Gantt

PRESENT:

Board Members:	Mrs. Karen Gantt, Chair
	Mr. Tom Mason, Vice Chair
	Mrs. Jennifer Winston, Secretary
	Mr. David Alders
	Mr. Robert Flores
	Mrs. Brigettee Henderson
	Mrs. Laura Rectenwald
	Ms. Nancy Windham
	Mr. Spencer Coffey, Student Member

Regent Judy Olson was unable to attend.

General Counsel:	Mr. Damon Derrick
Chief Audit Exec.:	Mrs. Gina Oglesbee
President:	Dr. Scott Gordon
Cabinet:	Mrs. Erma Brecht
	Dr. Michara DeLaney-Fields
	Mr. Anthony Espinoza
	Dr. Brandon Frye
	Dr. Danny Gallant
	Mr. Graham Garner
	Mr. Ryan Ivey
	Dr. Lorenzo Smith
	Mrs. Jill Still
	Dr. Charlotte Sullivan

Other SFA staff were in attendance.

Mr. Garner led the group discussion of the overall/overarching conversation to prepare the group discussions. President Gordon lead the SFA Leadership discussion regarding the challenges the university is facing while also facilitating the group discussions concerning the university's ambitions, opportunities, and goals. The topics covered included enrollment strategies, visibility, identity, marketing, messaging, the Lumberjack Innovation Team, academic programs, program array, overall budget, construction projects, deferred maintenance, bond debt, auxiliaries and

housing. Dr. Smith led the discussion on a four-step consultation process to proactively and collaboratively address the challenges that the university is facing.

Chair Gantt called the meeting into executive session at 3:20 p.m. to consider the following items:

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the executive director for enrollment management, chief marketing communications officer, director of athletics, chief information officer, chief diversity officer, director of government relations, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 5:35 p.m. and the Board of Regents meeting returned to open session.

The meeting was adjourned by Chair Gantt at 5:38 p.m.

ELECTION OF CHIEF AUDIT EXECUTIVE FOR 2021-2022

Explanation:

The *Board Rules and Regulations* state that the chief audit executive serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the chief audit executive shall be designated in the appointing order.

Recommendation:

Pending recommendation of the executive committee.

ELECTION OF COORDINATOR OF BOARD AFFAIRS FOR 2021-2022

Explanation:

The *Board Rules and Regulations* state that the coordinator of board affairs serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the coordinator of board affairs/compliance shall be designated in the appointing order.

Recommendation:

Pending recommendation of the executive committee.

ELECTION OF GENERAL COUNSEL FOR 2021-2022

Explanation:

The *Board Rules and Regulations* state that the general counsel serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the general counsel shall be designated in the appointing order.

Recommendation:

Pending recommendation of the executive committee.

ELECTION OF PRESIDENT FOR 2021-2022

Explanation:

The *Board Rules and Regulations* state that the president serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the president's salary shall be designated in the appointing order.

Recommendation:

Pending recommendation of the executive committee.

BOARD OF REGENTS SELF-EVALUATION

Explanation:

The university's accrediting body - the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) - and the Board of Regents Rules and Regulations require that the Board of Regents conduct a self-evaluation of its responsibilities and expectations. This evaluation is to consider the principles of board governance, applicable state law, the Board rules, and the university's mission statement and strategic plan.

Recommendation:

Following discussion and evaluation, it is recommended that the Board of Regents adopt the completed Board Self-Evaluation as presented.

Stephen F. Austin State University
Board of Regents
Evaluation

The Board of Regents hereby conducts this self-evaluation of its responsibilities and expectations, with consideration given to 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 SFA strategic plan.

Orientation and Education

i. New members of the Board are provided an orientation session with university leadership and direct reports. This orientation provides an overview of each area of operations in advance of those members' first meeting and introduces the legal obligations of members of the Board. The Texas Higher Education Coordinating Board further provides an orientation session regarding legal obligations and best governance practices.

Current orientation content and process meets the needs of new Board members, and new Board members understand the legal obligations and expectations.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

ii. At the request of the chair, the Board may be provided a refresher training regarding their duties and responsibilities, including those duties required by law, and best practices in board governance. This includes, but is not limited to, the policy-making role of the Board, its fiduciary responsibilities in the management of funds, proper influence of external stakeholders, essential responsibilities, and accountability.

The Board is aware of its legal obligations and expectations. Current process for refresher training meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

Legal Responsibilities

i. The Board is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.

The Board effectively advocates for the university's independence and ability to manage its own affairs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

ii. The Board shall enhance the public image of each institution under its governance.

The Board actively and effectively enhances the public image of the university.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iii. The Board shall interpret the community to the campus and the campus to the community.

The Board actively and effectively manages and nurtures community-university relations.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iv. The Board shall nurture each institution under its governance to the end that each institution achieves its full potential within its role and mission.

The Board actively and effectively nurtures the university, enabling it to achieve its full potential within its stated role and mission.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

v. The Board shall insist on clarity of focus and mission of each institution under its governance.

The Board ensures the focus and mission of the university is clear to the university community.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

vi. The Board shall provide the policy direction for each institution of higher education under its management and control.

The Board actively and effectively provides policy direction for the university.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

Organization and Structure

i. Board Rules are reviewed and revised on an as-needed basis, usually due to a change in law or regulation.

The Board Rules are reviewed and revised in an appropriate manner.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

ii. Board Rules provide that regular quarterly meetings will take place, usually in January, April, July, and October. The annual meeting in April is required by law.

Current meeting structure meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iii. There are three elected officers of the Board: Chair, Vice Chair, and Secretary.

Current officer structure and duties meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iv. There are four standing committees of the Board: Executive, Academic and Student Affairs, Building and Grounds, and Finance and Audit. A nominating committee is selected by the Chair at the October meeting. Special committees may be appointed as necessary.

Current committee structure and duties meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

v. The Board elects four positions directly: President, General Counsel, Chief Audit Executive, and Coordinator of Board Affairs/Compliance. The Board Rules briefly describe the duties and responsibilities of each position. These positions are appointed on an annual basis and serve at the pleasure of the Board.

Current selection and evaluation process meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

vi. The Board Rules require the chair of the Board to ensure the Board is apprised of its duties and responsibilities provided under law, and assign which areas of the university each committee will oversee. University policy lists any items that require Board approval prior to the university taking action.

Board Rules and university policy effectively clarify the role and limits of the Board.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

vii. The Board Rules detail the authority, duties and responsibilities of the university president. The duties and responsibilities are also supplemented by university policy approved by the Board.

Board Rules and university policy effectively clarify the role and authority of the president.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

viii. By law, the Board must provide the policy direction for the university. The Board Rules state that the president "shall have discretionary powers broad enough to effectively administer the university within the policies and procedures as set forth" by the Board.

Board Rules and university policy effectively distinguish the roles between the Board and the president.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

ix. The format and content of the Board Report is described in the Board Rules. It must be submitted to all members of the Board and the secretary at least ten days in advance of a meeting.

Current board report structure and process meets the Board's needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

x. Most board action items must be first presented through one of the standing committees. Exceptions include personnel and gifts/donations. An item must have a majority vote of the committee to proceed to the full Board for consideration. A majority vote of the Board will result in the item passing. The Chair may vote whenever his/her vote would affect the result – to break or to cause a tie.

Current approval structure for action items meets the Board's needs and is sufficient to prevent undue influence by a minority of members or by external forces.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

xi. At each quarterly meeting, the Board approves the minutes from the prior meeting. These minutes are prepared by the coordinator of board affairs/compliance and organized by committee. They further contain a listing of any reports presented to the Board at the meeting, and any appendices accompanying each item.

Board minutes are clear and accurate, providing sufficient detail to capture the results of deliberations.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

xii. Board rules and SFA policy prohibit the approval of any 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. Members are required to self-disclose any potential direct or indirect pecuniary or substantial interests in matters pending before the Board. Information regarding known potential conflicts is maintained by SFA's procurement department.

Current safeguards and procedures are sufficient to identify and prevent conflicts of interest.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

xiii. The Board serves in a fiduciary role. The board receives an update from its financial managers and approves SFA's investment policy on an annual basis. A regent serves as an investment liaison officer to administration. The Board receives an update on outstanding construction projects and significant contracts every quarter.

Current practice keeps the Board informed of the financial health of SFA.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

SFA Strategic Plan

i. SFA's mission, as stated in SFA Envisioned, 2015-2023 Strategic Plan is as follows: "*Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in a global community.*" The Board acts to uphold this mission through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on the mission of SFA.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

ii. SFA Envisioned has the overarching goal of "Transformative Experiences for SFA Students." This goals states that SFA will be deeply committed to providing high impact, experiential learning for all SFA students; students will be engaged and empowered; and students will graduate with the marketable skills and qualities necessary to be leaders in their fields. The Board acts to support this overarching goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on the overarching goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iii. SFA Envisioned has the foundational goal of "Meaningful and Sustained Enrollment Growth." This goal states that SFA will expand its reach and increase enrollment, not merely for the sake of growth, but because it is committed to its responsibility to Texans. It further adds this will be accomplished through an appropriate mix of programs, delivery methods and locations. The Board acts to support this foundational goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on the foundational goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

iv. SFA Envisioned has a supporting goal to "Attract and Support a High-Quality Faculty and Staff". This goal contains two broad strategies: (1) provide salary support that reflects the importance of current faculty and staff and aids in recruitment of new faculty and staff; and (2) provide attractive quality-of-life support and incentives to current and new faculty and staff that reflect a professional environment. The Board acts to support this supporting goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on this supporting goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

v. SFA Envisioned has a supporting goal to "Foster Academic and Co-Curricular Innovation." This goal has already implemented several recommendations from working groups, including the Student Success Center, funds for classroom furniture and technology, re-branding of the Center for Career and Professional Development, introduction of the Lumberjack GROW program, and a marketing campaign aimed at the development of soft skills. Teams are currently reviewing recommendations regarding educator development opportunities and co-curricular programs. Other strategy teams include student mentoring and affordability. The Board acts to support this supporting goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on this supporting goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

vi. SFA Envisioned has a supporting goal to "Redefine University Culture." The goal focuses on increasing employee engagement in three areas: (1) leadership enhancement programs; (2) paradigm change from a culture of compliance to one of goal/value based initiatives; and (3) cultural construction and communication. The Board acts to support this supporting goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on this supporting goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

vii. SFA Envisioned has a supporting goal to "Increase Connections." This goal includes building relationships with a variety of constituents, including K-12, two-year institutions, local government, alumni, and corporate partners. The Board acts to support this supporting goal through its approval of personnel and initiatives, and evaluation of leadership.

The Board supports and maintains its focus on this supporting goal of SFA Envisioned.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

□ *Steps for Improvement:* _____

Evaluation

Considering the board self-evaluations are a SACSCOC requirement and a best practice, what improvements can be made to the self-evaluation processes?

_____
_____
_____

This evaluation of the Stephen F. Austin State University Board of Regents has been carefully considered and consisted of a critical assessment of Board structure and governance by all regents present on this, the ____ day of July, 2021.

_____
Chair, Board of Regents

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.

AARC

Kristin Bangston, Program Director, at an annual salary of $46,350 for 100-percent time, effective 8/2/2021.

Ashley Chandler, Program Director, at an annual salary of $45,000 for 100-percent time, effective 7/12/2021.

ATHLETICS

Austin Cox, Athletic Team Operations Coordinator, at an annual salary of $35,568 for 100-percent time, effective 5/26/2021.

Robert Hansen, Head Coach for Cross Country. 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.

Dalonte Hill, Men's Basketball Assistant Coach, at an annual salary of $134,000 for 100-percent time, effective 6/15/2021.

Anthony Jasick, Men's Basketball Assistant Head Coach, at an annual salary of $90,000 for 100-percent time, effective 6/1/2021.

Erin Mills, Women's Basketball Assistant Coach, at an annual salary of $70,000 for 100-percent time, effective 4/26/2021.

Tanner Smith, Men's Basketball Assistant Coach, at an annual salary of $85,000 for 100-percent time, effective 7/9/2021.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

April Place, Career Coordinator, at an annual salary of $36,000 for 100-percent time, effective 7/12/2021.

Destini Walker, Career Coordinator, at an annual salary of $36,000 for 100-percent time, effective 7/12/2021.

CHARTER SCHOOL

Keeli Sanderson, Teacher, at a 10-month salary of $39,500 for 100-percent time, effective 9/1/2021.

Kelsey Moore, Teacher, at a 10-month salary of $39,000 for 100-percent time, effective 9/1/2021.

DEVELOPMENT OFFICE

Gerald Hook, Development Officer III, at an annual salary of $80,000 for 100-percent time, effective 6/14/2021.

Marc Lishewski, Development Officer III, at an annual salary of $82,954 for 100-percent time, effective 6/14/2021.

EARLY CHILDHOOD LAB

Crystal Adams, Director, at an annual salary of $65,100 for 100-percent time, effective 6/21/2021.

INFORMATION TECHNOLOGY SERVICES

Erik Herrera, Programmer Analyst I, at an annual salary of $41,000 for 100-percent time, effective 6/14/2021.

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

Nathan Hendrix, Director, at an annual salary of $62,000 for 100-percent time, effective 6/21/2021.

TITLE IX

Kacee Garner, Compliance Specialist, at an annual salary of $52,000 for 100-percent time, 8/9/2021.

FACULTY APPOINTMENTS

Explanation:

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

Recommendation:

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

RUSCHE COLLEGE OF BUSINESS

Antoine Busby, PhD (University of Texas), Assistant Professor of Management and Marketing at an academic salary of $113,000 for 100-percent time, effective 9/1/2021.

Amy Mehaffey, PhD (Texas A&M University), Lecturer of Management and Marketing at an academic salary of $65,000 for 100-percent time, effective 9/1/2021.

PERKINS COLLEGE OF EDUCATION

Beverly Jackson, MED (Texas Tech University), Clinical Instructor of Education Studies at an annual salary of $60,000 for 100-percent time, effective 5/1/2021. (Grant funded)

James Williams, MBA (Westers University), Clinical Instructor/Program Director of Human Sciences at an annual salary of $85,000 for 100-percent time, effective 6/1/2021.

COLLEGE OF FINE ARTS

Daniel Brecht-Haddad, PhD (Kansas State University), Associate Professor/Associate Director of Bands and Director of Lumberjack Marching Band at an academic 11-month salary of $75,000, for 100-percent time, effective 8/1/2021.

COLLEGE OF LIBERAL AND APPLIED ARTS

Christina Collins, MSW (Baylor University), Assistant Professor of Social Work at an academic salary of $62,000 for 100-percent time, effective 9/1/2021.

COLLEGE OF SCIENCES AND MATHEMATICS

Megan Anthony, MSN (Lubbock Christian University), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Cassie Barr, MSN (University of Texas), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Yesenia Cabral, MSN (Capella University), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Brian Church, MS (Central Michigan University), Assistant Professor of Mathematics and Statistics, at an academic salary of $60,000 for 100-percent time, effective 9/1/2021.

Vinh Dang, PhD (Brigham Young University), Assistant Professor of Mathematics and Statistics at an academic salary of $60,000 for 100-percent time, effective 9/1/2021.

Sherrie Fontenot, MS Nursing Education (University of Texas - Tyler), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Jacob Pratscher, MS (Northern Illinois University), Assistant Professor of Mathematics and Statistics, at an academic salary of $60,000 for 100-percent time, effective 9/1/2021.

Casie Rogers, MSN Healthcare Administration (University of Texas – Tyler), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Tammye Willis, MSN (Southern University), Clinical Instructor of Nursing, at an academic salary of $55,000 for 100-percent time, effective 9/1/2021.

Melinda Wurtz, MA (Stephen F. Austin State University), Clinical Instructor of JacksTeach in STEM Center at an academic 11-month salary of $60,000 for 100-percent time, effective 7/1/2021.

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.

ATHLETICS

Timothy Bleil, from Secretary at an annual salary of $25,000, 100-percent time, to Athletics Team Operations Coordinator at an annual salary of $40,000, 100-percent time, effective 6/1/2021.

CAMPUS LIVING, DINING AND AUXILIARY ENTERPRISES

Carrie Charley, from Director of Auxiliary Services with Student Center Administration at an annual salary of $115,000, 100-percent time, to Executive Director of Campus Living, Dinning and Auxiliary Enterprises at an annual salary of $115,000, 100-percent time, effective 7/1/2021.

CENTER FOR TEACHING AND LEARNING

Javier Franco, from Program Director with the AARC at an annual salary of $45,000, 100-percent time, to Learning Experience Design Specialist I, at an annual salary of $49,000, 100-percent time, effective 6/7/2021.

EARLY CHILDHOOD LAB

Jada Weston, from Office Substitute Teacher, at an annual salary of $25,000, 100-percent time, to Lead Teacher, at an annual salary of $36,000, 100-percent time, effective 6/1/2021.

EDUCATION STUDIES

Christina Pigg, from Visiting Lecturer, at an academic salary of $55,000, 100-percent time, to Lecturer, at an academic salary of $55,000, 100-percent time, effective 9/1/2021.

Christina Sinclair, from Associate Dean with COE Assessment and Accountability at an annual salary of $113,043 100-percent time, to Interim Chair at an annual salary of $113,043, for 100-percent time, with a $1,500.00 monthly stipend for 2-months, effective 7/1/2021.

Information Technology Services

Justin Mlinar, Programmer/Analyst I, at an annual salary of $41,000, 100-percent time, to Programmer/Analyst II, at an annual salary of $48,000, 100-percent time, effective 6/1/2021.

Robert Williams, from Programmer/Analyst I, at an annual salary of $41,000, 100-percent time, to Programmer/Analyst III, at an annual salary of $56,243, 100-percent time, effective 6/1/2021.

Physical Plant

John Branch, from Associate Director at an annual salary of $85,925, 100-percent time, to Interim Director at annual salary of $85,925 for 100-percent time, with a $2,006.25 monthly stipend for 5-months, effective 4/21/2021.

Matthew Roming, from Senior Safety Officer with Safety and Risk Management, at an annual salary of $55,400, 100-percent time, to Operations Analyst, at an annual salary of $55,400, 100-percent time, effective 7/19/2021.

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 2 months, effective 6/1/2021. Effective 7/1/2021, Hollie Smith from Assistant Dean of Students at an annual salary of $85,224, 100-percent time, to Executive Director at annual salary of $92,041 for 100-percent time.

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 1 month, effective 6/1/2021.

RESIDENCE LIFE

Jamyia 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 2-months, for 100-percent time, effective 5/8/2021. Effective 7/1/2021, Jamyia Barrett from Hall Director at an annual salary of $35,568, 100-percent time, to Area Coordinator at an annual salary of $45,000, 100-percent time.

Robert Carpenter, from Hall Director at an annual salary of $35,568, 100-percent time, to Area Coordinator at an annual salary of $45,000, 100-percent time, effective 7/1/2021.

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 5/8/2021. Effective 7/1/2021, Jamaica Ethington from Hall Director at an annual salary of $35,568, 100-percent time, to Area Coordinator at an annual salary of $45,000, 100-percent time.

Donna Hammond, from Assistant Director at an annual salary of $55,000, 100-percent time, to Associate Director at an annual salary of $57,750, 100-percent time, effective 7/1/2021.

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 5/8/2021. Effective 7/1/2021, Christopher Ruth from Hall Director at an annual salary of $35,568, 100-percent time, to Area Coordinator at an annual salary of $45,000, 100-percent time.

TITLE IX

Rachel Pierce, from Police Officer II with University Police Department, at an annual salary of $39,975, 100-percent time, to Compliance Specialist for Title IX Compliance, at annual salary of $50,000 for 100-percent time, effective 6/1/2021.

Melissa Turner, from Compliance Specialist with Title IX at an annual salary of $48,410, 100-percent time, to Interim Title IX Coordinator at an annual salary of $48,410, 100-percent time, with a $1,500 stipend for 2 months effective 8/1/2021.

Michael Walker, from Associate Professor of Psychology at an academic 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 2 months, effective 6/1/2021. Effective 8/1/2021, Michael Walker, to serve as Interim Chair of Human Services and Educational Leadership for the Summer with a salary of $7,222 for 1 month and a 1-month stipend of $1,000. Effective 9/1/2021, Michael Walker, from Associate Professor of Psychology at an academic salary of $65,000, 100-percent time, to Interim Chair of Human Services and Educational Leadership with an academic salary of $65,000, 100-percent time, with a $1,000 monthly stipend for 12 months.

FACUTLY PROMOTIONS

Explanation:
Promotions are initiated at the departmental level by one of the following methods: a faculty member applies 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 Professor Emeritus, effective July, 2021

Fred Allen	School of Music
David Campo	School of Music
Charles Gavin	School of Music
Addison C. (Buddy) Himes	Fine Arts
Richard Jones	School of Theatre
Andrew Parr	School of Music
Pauline Sampson	Educational Leadership

FACULTY 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 immediately.

Scott Gordon	Biology
Lorenzo Smith	Physics and Astronomy

RETIREMENTS

Explanation:

Retirements include the listing of personnel that have selected to retire from SFA.

Recommendation:

It is recommended by the administration that the following retirements be approved as presented.

HEALTH SERVICES
Merry Anne Bright, Registered Nurse, 16 years of service to SFA, effective 5/31/2021.

Julia Farrell, Head Nurse, 26 years of service to SFA, effective 5/31/2021.

HUMAN SERVICES
Frankie Jo Clark, Clinical Instructor, 6 years of service to SFA, effective 7/31/2021.

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.

ANTHROPOLOGY, GEOGRAPHY AND SOCIOLOGY
Robert Szafran, Professor, 38 years of service to SFA, effective 8/31/2021.

ACADEMIC AFFAIRS
Steven Bullard, Provost and Vice President for Academic Affairs, 12 years of service to SFA, effective 6/30/2021.

BUSINESS COMMUNICATION AND LEGAL STUDIES
Marsha Bayless, Chair and Professor, 32 years of service to SFA, effective 8/31/2021.

CENTER FOR TEACHING AND LEARNING
Joan Taylor, Administrative Assistant, 14 years of service to SFA, effective 5/31/2021.

COLLEGE OF EDUCATION STUDENT SERVICE AND ADVISING CENTER
Lisa Stone, Director of Advising, 38 years of service to SFA, effective 8/31/2021

COLLEGE OF FINE ARTS
Addison Himes, Dean, 13 years of service to SFA, effective 5/31/2021.

COMPUTER SCIENCE
Deborah Dunn, Chair and Professor, 27 years of service to SFA, effective 5/31/2021.

Elizabeth Hutchison, Lecturer, 27 years of service to SFA, effective 5/31/2021.

CONTROLLERS OFFICE
Pamela Corman, Bursar, 26 years of service to SFA, effective 8/31/2021.

Dannette Sales, Controller, 17 years of service to SFA, effective 8/31/2021.

COUNSELING SERVICES
Jill Milem, Director, 29 years of service to SFA, effective 8/31/2021.

DISABILITY SERVICES
Ethel Gallant, Disability Services Accommodation Coordinator, 22 years of service to SFA, effective 8/31/2021.

EDUCATION STUDIES
Glen McCuller, Professor, 28 years of service to SFA, effective 8/31/2021.

ELEMENTARY EDUCATION
Susan Casey, Associate Professor, 9 years of service to SFA, effective 5/31/2021.

Steven Josephen, Assistant Professor, 24 years of service to SFA, effective 5/31/2021.

Kimberly Welsh, Professor, 15 years of service to SFA, effective 5/31/2021.

ENGLISH AND CREATIVE WRITING
Deborah Bush, Lecturer, 34 years of service to SFA, effective 8/31/2021.

Rebecca Crain, Administrative Assistant, 25 years of service to SFA, effective 5/31/2021.

FINANCIAL AID OPERATIONS
Adela Espinosa, Financial Aid Specialist II, 13 years of service to SFA, effective 5/31/2021.

Brendan Walsh, Accountant II, 32 years of service to SFA, effective 8/31/2021.

GENERAL SERVICES
John Mucklery, Detail Person I, 29 years of service to SFA, effective 8/31/2021.

HISTORY
Troy Davis, Chair and Professor, 26 years of service to SFA, effective 9/30/2021.

HOUSING OPERATIONS
Rena Coats, Custodial Foreperson I, 13 years of service to SFA, effective 8/31/2021.

Kenneth Langham, Building Operator II, 17 years of service to SFA, effective 5/31/2021.

David Moore, Building Operator I, 20 years of service to SFA, effective 5/31/2021.

KINESIOLOGY AND HEALTH SCIENCE
Patricia Berthot, Lecturer, 13 years of service to SFA, effective 5/31/2021.

David Pistole, Equipment Room Manager I, 23 years of service to SFA, effective 5/31/2021.

LIBRARY
Pamela Brown Williams, Library Assistant II, 22 years of service to SFA, effective 8/31/2021.

MANAGEMENT MARKETING AND INTERNATIONAL BUSINESS
Joe Ballenger, Associate Professor, 40 years of service to SFA, effective 5/31/2021.

Cathy Henderson, Lecturer, 33 years of service to SFA, effective 5/31/2021.

Elton Scifres, Professor, 28 years of service to SFA, effective 8/31/2021.

MASS COMMUNICATIONS
Alan Greule, Associate Professor, 32 years of service to SFA, effective 8/31/2021.

PHYSICAL PLANT
Howard Smith, Building Trades Technician III, 5 years of service to SFA, effective 8/31/2021.

PHYSICS, ENGINEERING AND ASTRONOMY
Ali Piran, Lecturer/Lab Coordinator, 34 years of service to SFA, effective 7/31/2021.

PROCUREMENT
Debra Turnham, Senior Receiving Assistant, 31 years of service to SFA, effective 5/31/2021.

REGISTRAR
Lynda Langham, Registrar, 23 years of service to SFA, effective 8/31/2021.

RESEARCH AND GRADUATE STUDIES
Pauline Sampson, Dean, 17 years of service to SFA, effective 8/31/2021.

RESIDENCE LIFE OPERATIONS
Carla Chumley, Assistant Director, 32 years of service to SFA, effective 6/30/2021.

SCHOOL OF ACCOUNTANCY
Esther Bunn, Lecturer, 14 years of service to SFA, effective 8/31/2021.

SCHOOL OF MUSIC
David Campo, Professor/Bands Director, 17 years of service to SFA, effective 6/30/2021.

Charles Gavin, Professor, 37 years of service to SFA, effective 8/31/2021.

Andrew Parr, Equipment Room Manager I, 37 years of service to SFA, effective 5/31/2021.

SCHOOL OF NURSING
Susan Ballard, Assistant Professor, 13 years of service to SFA, effective 5/31/2021.

Regina Brown, Clinical Instructor, 15 years of service to SFA, effective 5/31/2021.

Karen Migl, Associate Professor, 30 years of service to SFA, effective 8/31/2021.

Rose Powell, Associate Professor, 15 years of service to SFA, effective 5/31/2021.

Dorothy Selman, Clinical Instructor, 17 years of service to SFA, effective 5/31/2021.

SCHOOL OF SOCIAL WORK
Sam Copeland, Professor/Director, 22 years of service to SFA, effective 7/31/2021.

Peter Simbi, Professor, 19 years of service to SFA, effective 5/31/2021.

SCHOOL OF THEATRE
Richard Jones, Professor, 20 years of service to SFA, effective 8/31/2021.

TELECOMMUNICATIONS AND NETWORKING
Robert Henderson, Technical Support Specialist II, 7 years of service to SFA, effective 7/31/2021.

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 H. Bullard Ph.D., retired Provost and Vice President for Academic Affairs, be considered for emeritus status.

Dr. Bullard started his career with Stephen F. Austin State University in 2009 as a Dean of the Arthur Temple College of Forestry and Agriculture. Dr. Bullard has served as the Henry M. Rockwell Chair in Forestry since 2015. He assumed the role of Provost and Vice President of Academic Affairs in 2016.

Dr. Bullard has a steadfast 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 Bullard be granted the title of Provost and Vice President of Academic Affairs Administrator Emeritus, effective July 27, 2021.

CURRICULUM VITAE

1. **Name:** Steven H. (Steve) Bullard

2. **Address and Contact Information:**

P.O. Box 6079, SFA Station
Stephen F. Austin State University
Nacogdoches, TX 75962-6079
(936) 468-2707 (Office)
(936) 468-4077 (Fax)
(936) 553-1841 (Cell)
bullardsh@sfasu.edu

3. **Current Position:**
Provost and Vice President of Academic Affairs; and
Henry M. Rockwell Chair in Forestry, Stephen F. Austin State University

4. **Degrees, with Field, Institution, and Date:**

B.S., Forestry, Mississippi State University, 1977

M.S., Forest Management-Economics, Mississippi State University, 1980

Ph.D., Forest Management-Economics, Virginia Tech University, 1983

5. **Experience:**

April 2016-Present: Provost and Vice President of Academic Affairs, Stephen F. Austin State University

July 2015-April 2016: Interim Provost and Vice President of Academic Affairs, Stephen F. Austin State University

March 2015-Present: Henry M. Rockwell Chair in Forestry, Arthur Temple College of Forestry and Agriculture, Stephen F. Austin State University

July 2009-April 2016: Dean, Arthur Temple College of Forestry and Agriculture, Stephen F. Austin State University

November 2004-June 2009: Professor and Chair, Department of Forestry, University of Kentucky

July 2003-October 2004: Interim Department Head, Department of Forestry, Mississippi State University

January 2002-January 2003: Interim Department Head, Department of Forest Products, Mississippi State University

July 2001-October 2004: Director, Institute of Furniture Manufacturing and Management, Mississippi Forest and Wildlife Research Center

April 1999-July 2002: Sharp Professor of Forest Economics, Mississippi State University. Forester, Mississippi Forest and Wildlife Research Center

July 1994-April 1999: Professor of Forest Economics, Mississippi State University. Forester, Mississippi Forest and Wildlife Research Center

July 1988-June 1994: Associate Professor of Forest Economics, Mississippi State University. Associate Forester, Mississippi Agricultural and Forestry Experiment Station

August 1983-June 1988: Assistant Professor of Forest Economics, Mississippi State University. Assistant Forester, Mississippi Agricultural and Forestry Experiment Station

6. Extramurally Funded Projects:

USDI National Park Service, "Sharing Knowledge and Perspectives Gained through Time: Partnering to Develop Indigenous Curricula and Strengthen Indigenous Interpretive Programming," $41,084, May 13, 2013 to September 30, 2016 (with Theresa Coble as the original Principal Investigator and Judy Abbott as Co-PI, with Zoeann Stinchcomb, Pat Stephens Williams, and Carol Wright as co-investigators)

USDA National Institute of Food and Agriculture, "50th Anniversary Video: McIntire-Stennis Cooperative Forestry Research Program," $15,000, August 15, 2011 to August 14, 2012

USDA Forest Service, Wood Education Resource Center, "Long-lived Wood Products: Carbon and Competitive Advantages for Hardwood Mills," $79,566, June 1, 2009 to June 30, 2010 (with Jeffrey Stringer as Principal Investigator and Bobby Ammerman, Terry Conners, and Carroll Fackler as Co-investigators)

USDA Forest Service, Southern Research Station, "Collaborative Efforts in Southern Forestry Recruiting," $10,000, December 1, 2008 to November 30, 2009 (with Laura Lhotka as Co-investigator); $2,000 also provided by the National Association of University Forest Resources Programs in 2009

Hewlett Packard Corporation, "Reviving Traditional Forestry with HP Technology at the University of Kentucky," $57,000 hardware, $6,720 software, and $20,000 unrestricted gift ($83,720 total award), Hewlett Packard Technology for Teaching Competitive Grant Initiative, May 2008 - May 2010, Principal Investigator (with Laura Lhotka, Tamara Cushing, Songlin Fei, John Lhotka, and Darryl Cremeans)

Mississippi Development Authority, "Analysis of the Microeconomic Environment and Labor Needs for Development of the Forest Products Cluster in Mississippi," $149,000, May 2002 to October 2002 (serving as Senior Advisor, John E. Gunter, MSU Department of Forestry and W. Duane Motsenbocker, MSU Extension Service, Principal Investigators)

USDA Forest Service, Northeastern Forest Experiment Station, "Lean Manufacturing in Furniture and Supplying Industries - Applications for Increased International Competitiveness," $49,000 Cooperative Agreement, April 1, 2002 to March 31, 2004 (with Philip H. Steele and Steven L. Hunter, MSU Department of Forest Products and W. Duane Motsenbocker, MSU Extension Service)

Delaney Development Foundation, "Forest Management Methods and Applications," $25,000 provided in 2001, $22,500 provided in 2002 and $20,000 provided in 2003 (with Andrew W. Ezell and Thomas A. Monaghan, MSU Department of Forestry)

USDA Forest Service, Southern Forest Experiment Station, "Effects, Methods, and Associated Expenses for Monitoring Best Management Practices Compliance in the Southern U.S.," $26,000 Cooperative Agreement, October 1, 2001 to September 30, 2002 (with Stephen C. Grado, MSU Department of Forestry)

Mississippi Department of Environmental Quality, "Economic Advantages of Mississippi's BMPs for Landowners, Loggers, and Forestry Professionals," October 1, 2000 to September 30, 2002, $107,750 contract (with Stephen C. Grado, MSU Department of Forestry)

Mississippi Forestry Commission, "Behavior and Attitudes of Nonindustrial, Private Landowners Concerning Reforestation of Harvested Timberlands in Mississippi," July 1, 1999 to June 30, 2000, $50,000 Cooperative Agreement (with John E. Gunter, MSU Department of Forestry, and M. Larry Doolittle, MSU Social Science Research Center)

USDA Forest Service, Southern Research Station, "Estate Taxation Impacts on Nonindustrial Private Timberlands," $41,750 Cooperative Agreement, July 1, 1998-December 31, 1999

U.S. Army Corps of Engineers, "Nonstructural Economic Evaluation for the Yazoo Backwater Area of Mississippi," December 1997-September 1998, $23,500 contract (with John Lee and Lynn Reinschmiedt, MSU Department of Agricultural Economics)

Delta Research Foundation, "Critique of Considerations in the Pricing of Flowage Easements: A Case Study of Nonstructural Flood Control in the Big Sunflower River Basin," January 1998-June 1998, $11,500 contract (with John Lee and Lynn Reinschmiedt, MSU Department of Agricultural Economics)

USDA Forest Service, Southern Forest Inventory and Analysis Unit, "RPA Data Analysis for the 1997 Renewable Resources Planning Act Assessment," $12,000 Cooperative Agreement, September 1, 1995-September 30, 1996

USDA Forest Service, Southeastern Forest Experiment Station, "Estimating Hardwood Sawmill Conversion Efficiency," July 1, 1991-June 30, 1993, $11,735 contract (with P.H. Steele, Mississippi Forest Products Utilization Laboratory)

USDA Forest Service, Southeastern Forest Experiment Station, "Characterizing Hardwood Sawing Machines," July 1, 1990-December 31, 1990, $11,135 contract (with P.H. Steele, Mississippi Forest Products Utilization Laboratory)

Mississippi Forest Products Utilization Laboratory, "Economics of the Furniture Industry in Mississippi," $175,272 (1988-1989), $145,272 (1989-1990), $145,272 (1990-1991), $131,616 (1991-1992), $134,515 (1992-1993), $134,515 (1993-1994)

USDA Forest Service, State and Private Forestry, "Economics of Public Assistance for Private Nonindustrial Timber Sales in Mississippi," $20,000 Grant, September 1, 1986-August 31, 1987

7. Graduate Students Supervised:

Mississippi State University

William S. Arrington, M.S., 1987
Doyes Holland, M.F., 1987
Ray A. Newbold, Ph.D., 1988
Darnel E. Stone, M.F., 1988
*E. Matthew Boyd, M.S., 1990
William Conrad, M.S., 1990
*Michael Wade, M.S., 1990
*Mark A. Glaeser, M.S., 1991

* Eric J. Todd, M.S., 1991
*Tony El-Radi, M.S., 1992
*David Kimbrough, M.S., 1992
Matthew Pelligrine, M.S., 1992
*Joanne Faulkner, M.S., 1994
Ken Booker, M.S./M.B.A., 1994
Hazanal Arifin, M.S., 1994
*Zamir Hussain, M.S., 1994
Charles Coker, M.S./M.B.A., 1995
*John J. Curry, M.S./M.B.A., 1996
*Steven J. Goodson, M.S., 1996
*Joshua O. Idassi, Ph.D., 1996
Phillip Smith, M.S., 1996
*Gregory C. Braswell, M.S., 1998
*Tamara L. Cushing, M.S., 1999
*Andrew J. Hartsell, M.S., 1999
Venkatarao Nagubadi, Ph.D., 1999
Timothy T. Carley, M.S., 1999
*Clay B. Landrum, M.S., 2001
W. Rhett Rogers, M.S., 2001
Chaiwat Kongsom, Ph.D., 2001
*Tyler M. Walton, M.S., 2002
Paul F. Stiglbauer, M.S., 2002
*Don H. Thompson, Ph.D., 2003
*Zi Wan, Ph.D., 2004
Donan Boggess, Ph.D., 2005

University of Kentucky
Andrea Schuhmann, M.S., 2008

Stephen F. Austin State University
Gary Burns, Ph.D.
Rene Valdez, M.S.

*Served as major professor

8. Teaching, Mississippi State University:

Forest Valuation, FO 4622/6622, Spring 1984

Forest Resource Economics, FO 4113/6113, Fall 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, Spring 1999, 2000, 2001

Advanced Forest Economics, FO 8143, Fall 1984, 1986, 1988, 1990, 1993, 1995, 1997, Spring 2000

Special Problems, FO 7001, 7003 Advanced Forest Economics and Advanced Forest Management, Fall 1985; FO 7003 Advanced Forest Economics, Fall 1992, Spring 1993, Spring 2001

Graduate Seminar, FO 8611, on "Presenting Results," October 1992, 1993, 1995-2000, January 1999, 2000

Directed Individual Study, FP 9003, Summer Session 2003

9. Publications:

* Bullard, S. H., and S. Fuller. 2019. Monetizing forest-based ecosystem services: A typology of 'workable vehicles' to reward the private landowner who conserves the public interest. Journal of Forestry (in review).

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* Li, S., P. Wang, Z. Su, and S. Bullard. 2016. Endocidal regulation of secondary metabolites in the producing organism. Nature, Scientific Reports 6:29315:1-17, DOI:10.1038/srep29315.

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* Bullard, S.H. 2015. Forestry curricula for the 21st century – maintaining rigor, communicating relevance, building relationships. Journal of Forestry 113(6): 552-556.

* Sample, V.A., R.P. Bixler, M.H. McDonough, S.H. Bullard, and M.M. Snieckus. 2015. The promise and performance of forestry education in the United States: Results of a survey of forestry employers, graduates, and educators. Journal of Forestry 113(6): 528-537.

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* Zhang, Y., H. Li, M.W. McBroom, and S.H. Bullard. 2013. A spatial analysis of the forestry industries in East Texas. Annals of GIS http://dx.doi.org/10.1080/19475683.2013.806357

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Bullard, S.H., G.H. Weaver, and W.W.S. van Hees. 1984. Mississippi's softwood timber potential: Private nonindustrial influences. Miss. Ag. and For. Exp. Stn. Info. Bull. 56, Mississippi State, MS, 6 p.

* Bullard, S.H., and W.D. Klemperer. 1984. A case for heuristic optimization methods in forestry. Resource Management and Optimization 3(2):139-147.

Bullard, S.H., and W.D. Klemperer. 1984. Thinning optimization in mixed-species forests. In: Proc. 1983 SAF National Convention, Portland, OR, pp. 525-529.

* Weaver, G.H., and S.H. Bullard. 1983. Mississippi's severance tax and forest resource development program. Journal of Forestry 81(10):663-665.

Bullard, S.H. 1983. Mixed-hardwood thinning optimization. Ph.D. Diss., Univ. Microfilms Int., Order No. 8405927, 178 p.

Weaver, G.H., and S.H. Bullard. 1982. Mississippi timber removals - A ten year presentation. Miss. Ag. and For. Exp. Stn. Bull. 19, Mississippi State, MS, 19 p.

Bullard, S.H., G.H. Weaver, and W.W.S. van Hees. 1981. Stand age analysis of timber on Mississippi's private nonindustrial forests. Miss. Ag. and For. Exp. Stn. Bull. 896, Mississippi State, MS, 11 p.

Bullard, S.H., and G.H. Weaver. 1981. Timber severance taxes in Mississippi. Mississippi Business Review 42(12):3-5.

Bullard, S.H., and G.H. Weaver. 1980. Outlook for timber from Mississippi's private nonindustrial forests. Tree Talk 3:10, 12.

Published Abstracts and Summaries:

Greene, J., T. Cushing, S. Bullard, and T. Beauvais. 2003. Effect of the federal estate tax on NIPF landowners. In: Proc. Global Initiatives and Public Policies Conference, Atlanta, GA, p. 287.

Bullard, S.H. 1985. A brief rationale for publicly funded forestry research. Journal of the Mississippi Academy of Sciences 30:12.

Bullard, S.H. 1985. Summary: Evaluating returns to research in timber-harvesting technology. In: USDA For. Ser. Gen. Tech. Rep. NC-104, p. 78.

* Indicates a refereed journal

Videos Produced:

The McIntire-Stennis Cooperative Forestry Research Program: The Driving Force of Sustainable Forestry. Produced at Stephen F. Austin State University in 2012, under contract to the USDA National Institute of Food and Agriculture.

10. Presentations at Professional Meetings:

* Date:	1983
Title:	"Southern Pine Regeneration Methods: Economic Considerations"
Forum:	Forestry and Harvesting Training Center Workshop on Regeneration of Southern Pines, Gulf Park, MS
* Date:	1983
Title:	"Thinning Optimization in Mixed-Species Forests"
Forum:	Society of American Foresters Annual Meeting, Working Group on Systems Analysis, Portland, OR
* Date:	1983
Title:	"Economic Returns from Forestry Investments"
Forum:	Forest Management Workshop, Greene County, MS
* Date:	1985
Title:	"A Brief Rationale for Publicly Funded Forestry Research"
Forum:	Mississippi Academy of Sciences Annual Meeting, Jackson, MS
Date:	1985
Title:	"Estimating Economically Optimal Thinning Regimes in Mixed-Species Timber Stands"
Forum:	International Union of Forestry Research Organizations, Conference on Thinning Problems, Moscow, USSR

* Date:	1985
Title:	"External Factors Shaping the 2010 Forester: Continuing Education from an Academic Point of View"
Forum:	National Association of Professional Forestry Schools and Colleges, Southern Forestry Symposium, Atlanta, GA

* Date:	1986
Title:	"Rates of Return on Silvicultural Practices"
Forum:	Annual Meeting, Southern Weed Science Society, Nashville, TN

* Date:	1986
Title:	"Forest Valuation and Investment Analysis"
Forum:	Weyerhaeuser Company Seminar, Philadelphia, MS

* Date:	1986
Title:	"Timber Prices and Forestry Investment"
Forum:	Jackson Area Absentee Forest Landowners Association Quarterly Meeting, Jackson, MS

Date:	1986
Title:	"State Cost-Share Programs for Nonindustrial Private Forestry"
Forum:	Society of American Foresters Annual Meeting, Working Group on Private Nonindustrial Forestry, Birmingham, AL

* Date:	1986
Title:	"Benefits from Technical Change in Growing Timber in the South"
Forum:	Southern Economics Association Annual Meeting, New Orleans, LA

* Date:	1986
Title:	"Forestry Investments"
Forum:	Mississippi SAF Capitol Chapter Meeting, Jackson, MS

Date:	1987
Title:	"Basic Mathematical Programming Applications to Weed Control in Forestry"
Forum:	Southern Weed Science Society Annual Meeting, Orlando, FL

* Date:	1987
Title:	"Economics of Natural Stands Versus Plantations"
Forum:	Mississippi Association of Consulting Foresters Annual Meeting, Jackson, MS

Date: 1988
Title: "Impact of New Technology on Timber Harvesting Costs: Evaluation Methods and Literature"
Forum: American Society of Agricultural Engineers International Summer Meeting, Rapid City, SD

Date: 1989
Title: "The U.S. Household Furniture Industry: Adapting to Changing Times"
Forum: Southern Forest Economics Workshop, San Antonio, TX

* Date: 1989
Title: "Furniture Markets for Forest Products"
Forum: Mississippi Forestry Association Annual Meeting, Jackson, MS

* Date: 1989
Title: "Furniture Production and Forest Resources of Southwest Mississippi"
Forum: Southwest Mississippi Resource Conservation and Development Area, Economic Development Meeting, Wesson, MS

* Date: 1990
Title: "Emerging Trends in Raw Materials Use in U.S. Household Furniture Industries"
Forum: Forest Products Research Society Annual Meeting, Salt Lake City, UT

Date: 1991
Title: "A Spatial Equilibrium Analysis of the Upholstered Household Furniture Industry in North America"
Forum: International Symposium on Systems Analysis, Charleston, SC

Date: 1991
Title: "Relative Performance of Hardwood Sawing Machines"
Forum: XIXth Annual Symposium, Hardwood Research Council, Mississippi State, MS

Date: 1992
Title: "A Break-Even Study on In-woods Merchandising Opportunities for Hardwoods in the Alabama-Mississippi-Tennessee Region"
Forum: Southern Forest Economics Workshop, Mobile, AL

Date: 1992
Title: "In-woods Merchandising of Hardwoods in Alabama, Mississippi, and Tennessee"
Forum: Forest Products Research Society, Mid-South Section Meeting, Jackson, MS

* Date: 1992
Title: "The U.S. Upholstered Furniture Industry: A Synthesis of Findings from Econometrics and Operations Research"
Forum: Operations Research Society of America National Convention, Orlando, FL

Date: 1992
Title: "Kerf and Sawing Variation Values of Hardwood Sawing Machines"
Forum: Forest Products Research Society Annual Meeting, Charleston, SC

Date: 1992
Title: "Input Substitution, Economies of Scale, and Productivity Growth in the Upholstered Furniture Industry: Implications for Regional Economic Policy"
Forum: Southern Economics Association Annual Convention, Washington, DC

Date: 1992
Title: "Performance of Edger and Trimmer Operations in Hardwood Sawmills"
Forum: Forest Products Research Society Annual Meeting, Charleston, SC

Date: 1993
Title: "Hardwood Resources and Utilization Trends"
Forum: Southern Forest Products Association Convention, Atlanta, GA

Date: 1993
Title: "CONVERT: A Program to Evaluate Hardwood Sawmill Conversion Efficiency"
Forum: Forest Products Society Annual Convention, Tampa, FL

Date: 1993
Title: "Hardwood Sawmill Efficiency Evaluation"
Forum: Hardwood Manufacturers Association Convention, Mobile, AL

Date: 1993
Title: "Indexes of Concentration in U.S. Forest Products Industries"
Forum: Southern Economics Association Annual Convention, New Orleans, LA

* Date:	1994
Title:	"User-friendly Software for Analyzing Capital Equipment Purchase"
Forum:	Conference on Increasing Productivity and Reducing Costs with Computer Technology, Memphis, TN
Date:	1995
Title:	"Partnerships As a Potential Means of Increasing the Production of Hardwood Timber on NIPF Lands in North Mississippi"
Forum:	Southern Forest Economics Workshop, New Orleans, LA
* Date:	1995
Title:	"Are Quality Hardwoods Vanishing?"
Forum:	Furniture Quality Conference, Mississippi State, MS
* Date:	1995
Title:	"Hardwood Timber Availability and Demand in North Mississippi"
Forum:	Mississippi Society of American Foresters Annual Meeting, Tupelo, MS
* Date:	1995
Title:	"Supply and Demand Issues Affecting Mississippi Timberland Owners"
Forum:	Mississippi Forestry Association Annual Meeting, Jackson, MS
* Date:	1995
Title:	"The Bottomline for Timberland Investments"
Forum:	Neshoba County Forestry Association Quarterly Meeting, Philadelphia, MS
* Date:	1996
Title:	"Supply and Demand Issues"
Forum:	Rankin County Forestry Association Quarterly Meeting, Brandon, MS
* Date:	1996
Title:	"Supply and Demand Issues Affecting Nonindustrial Timberland Owners"
Forum:	Oktibbeha County Forestry Association Annual Banquet, Starkville, MS

Date: 1996
Title: "A Comparative Cost Assessment for Upholstered Furniture Manufacturing in the Southern U.S."
Forum: Southern Forest Economics Workshop, Gatlinburg, TN

* Date: 1996
Title: "Investment Outlook for Timberland Owners"
Forum: Hinds County Forestry Association Quarterly Meeting, Jackson, MS

* Date: 1996
Title: "Timber Markets and What to Expect in the Future"
Forum: Tri-County Forestry Field Day (Grenada, Carroll, and Montgomery Counties), Winona, MS

* Date: 1996
Title: "Stand-level Economic Impacts of RCW Management Guidelines and Best Management Practices"
Forum: Mississippi Society of American Foresters Annual Meeting, Vicksburg, MS

* Date: 1996
Title: "Forest Regeneration - It Pays"
Forum: Northwest Mississippi Legislative Expo, Grenada, MS

* Date: 1996
Title: "Financial Returns from Forestry Investments"
Forum: American Cyanamid Corporation Seminar, Camden, AR

* Date: 1996
Title: "Financial Returns from Silvicultural Practices"
Forum: American Cyanamid Corporation Seminar, Grenada, MS

* Date: 1997
Title: "Supply and Demand Fundamentals"
Forum: Appalachian Society of American Foresters Annual Meeting, Williamsburg, VA

* Date: 1997
Title: "Supply and Demand Issues in U.S. Timber Markets"
Forum: Appalachian Technical Division and Southeastern Technical Division, American Pulpwood Association Joint Fall Meeting, Lynchburg, VA

* Date: 1998
Title: "Economics of CRP Pine Plantations"

Forum: Workshop sponsored by the Lowndes County Forestry Association, Columbus, MS

* Date: 1998
Title: "New Prices and Technologies - Implications for Forest Management on NIPF Lands in the South"
Forum: Intensive Forest Management Conference, Raymond, MS

* Date: 1998
Title: "Economics and Private Property Rights in Forestry"
Forum: Tennessee Forestry Association Annual Meeting, Nashville, TN

* Date: 1998
Title: "Economic Impacts of Forestry Restrictions"
Forum: Tennessee-Tombigbee Economic Development Authority Annual Conference, Point Clear, AL

Date: 1998
Title: "The Effects of Federal Estate Taxes on Nonindustrial Private Landowners"
Forum: Society of American Foresters Annual Meeting, Working Group on Policy, Economics, and Law, Traverse City, MI

* Date: 1998
Title: "Forestry Investments for Private Landowners"
Forum: Holmes County Forestry Association Annual Field Day, Lexington, MS

* Date: 1998
Title: "Present and Future Resource Economics"
Forum: Curve Sawing Workshop, Mississippi State, MS

* Date: 1998
Title: "Intensive Forest Management"
Forum: Mississippi Forestry Association Annual Meeting, Biloxi, MS

* Date: 1998
Title: "Economic Issues in Forest Herbicide Application"
Forum: Forest Herbicides Workshop, Mississippi State, MS

* Date: 1999
Title: "Forestry Investments"
Forum: Mississippi Farm Bureau Federation Winter Commodity Conference, Jackson, MS

* Date: 1999

Title: "New Prices and Technologies: Their Impact on Timberland Investments"
Forum: Forest Products Society Student Chapter, Mississippi State, MS

Date: 1999
Title: "What Can We Learn From Students?"
Forum: Faculty Convocation, Mississippi State, MS

* Date: 1999
Title: "Forestry Investments for Nonindustrial Private Landowners"
Forum: Marshall County Forestry Association Quarterly Meeting, Holly Springs, MS

Date: 1999
Title: "Effects of Federal Estate Taxes on Nonindustrial Private Forest Landowners in Mississippi"
Forum: Southern Forest Economics Workshop, Biloxi, MS

* Date: 1999
Title: "Pole Timber Availability in Southern States"
Forum: American Wood Preservers Association Annual Convention, Ft. Lauderdale, FL

* Date: 1999
Title: "Outlook For Timber Prices"
Forum: Clay County Forestry Association Quarterly Meeting, West Point, MS

* Date: 1999
Title: "Major Issues in the Strategic Outlook for Wood-based Industries"
Forum: Anderson-Tully Company Strategic Planning Session, Raymond, MS

* Date: 1999
Title: "Timber Markets in the Coming Decade"
Forum: Calhoun County Forestry Association Annual Meeting, Pittsboro, MS

* Date: 2000
Title: "Timber Supply and Demand in the Roaring 2000s"
Forum: Appalachian Society of American Foresters Annual Meeting, Roanoke, VA

* Date: 2000
Title: "New Prices and Technologies: Implications for NIPF Landowners"

Forum: Newton County Forestry Association Annual Meeting, Newton, MS

* Date: 2000
Title: "Forestry in the Roaring 2000s: Changes, Challenges, and Opportunities"
Forum: Mississippi Society of American Foresters Annual Meeting, Biloxi, MS

* Date: 2000
Title: "Pine Plantation Management: Economics of Fertilization, Competition Control, and Pruning"
Forum: Marshall County Forestry Association Quarterly Meeting, Holly Springs, MS

* Date: 2000
Title: "Timber Markets and Private Nonindustrial Landowners"
Forum: Jasper County Forestry Association Annual Meeting, Bay Springs, MS

Date: 2000
Title: "History of the McIntire-Stennis Cooperative Forestry Research Program"
Forum: Poster Session, Society of American Foresters, Washington, DC

Date: 2001
Title: "Factors Affecting Mississippi's NIPF Landowner's Reforestation Decisions"
Forum: Global Initiatives and Public Policies Conference, Atlanta, GA

Date: 2001
Title: "Effect of the Federal Estate Tax on Rural Land Holdings in the U.S."
Forum: Global Initiatives and Public Policies Conference, Atlanta, GA

Date: 2001
Title: "FORVAL-Online: A Web-based Forestry Investment Tool"
Forum: Southern Forest Economics Workshop, Atlanta, GA

Date: 2001
Title: "Preliminary Study of the Impact of Initial Oak Seedling Survival on Investment Returns"
Forum: Southern Forest Economics Workshop, Atlanta, GA

* Date: 2001

Title: "Timber Price Expectations for Private Landowners in Mississippi"
Forum: Chickasaw County Forestry Association Annual Meeting, Houston, MS

* Date: 2002
Title: "Engineered Wood Products and Their Potential Impact on Private Forest Landowners in Mississippi"
Forum: Neshoba County Forestry Association Annual Meeting, Philadelphia, MS

* Date: 2002
Title: "Engineered Wood Products and Their Potential Impact on Private Forest Landowners in Mississippi"
Forum: Mississippi Forestry Association Annual Meeting, Jackson, MS

* Date: 2002
Title: "Engineered Wood Products and Their Potential Impact on Private Forest Landowners"
Forum: South Carolina Forestry Association Annual Meeting, Hilton Head Island, SC

Date: 2002
Title: "Perceived Values from Forestry Best Management Practices in Mississippi"
Forum: Forestry Best Management Practices Research Symposium, Atlanta, GA

Date: 2002
Title: "Economic Advantages of Mississippi's Forestry Best Management Practices"
Forum: Southeastern Association of Resource Conservation and Development Councils, Myrtle Beach, SC

* Date: 2004
Title: "Innovate, Emigrate, or Evaporate: Competitive Strategies for U.S. Firms in the Upholstered Household Furniture Industry"
Forum: 35th Annual SAF/SFRC Symposium, Gainesville, FL

Date: 2004
Title: "Competitive Strategy, Competitive Forces, and Business Level Performance in the U.S. Upholstered, Wood Household Furniture Industry"
Forum: Forest Products Society Annual Convention, Grand Rapids, MI

Date: 2004

Title: "History and Evaluation of the McIntire-Stennis Cooperative Forestry Research Program"
Forum: Canadian Institute of Forestry/Society of American Foresters Annual Meeting, Edmonton, Alberta, Canada

* Date: 2005
Title: "Partnerships Between the UK Department of Forestry and the Kentucky Woodland Owners Association"
Forum: Kentucky Woodland Owners Association Annual Meeting, Mammoth Cave, KY

* Date: 2005
Title: "Forestry Issues, Implications and Solutions"
Forum: Kentucky Forest Industries Association Annual Meeting, Lexington, KY

* Date: 2007
Title: "The Process of Revising the Undergraduate Forestry Curriculum at the University of Kentucky"
Forum: Southern Forestry Leadership Conference, Fernandina Beach, FL

* Date: 2007
Title: Economic Incentives for Silviculture in the Cumberlands: Current and Potential Roles in Forest Conservation
Forum: Scientific Foundations of Conservation Planning in the Cumberland Plateau and Mountains, Knoxville, TN

* Date: 2008
Title: Economic Incentives for Forest Landowners to Conserve the Public Interest
Forum: Board of Directors Meeting, Tennessee Chapter of The Nature Conservancy, Nashville, TN

* Date: 2008
Title: Economic Incentives for Forest Landowners to Conserve the Public Interest
Forum: Alliance for the Cumberlands Annual Conference, Crossville, TN

* Date: 2008
Title: Monetizing Ecosystem Services: Can We Leverage Our Efforts?
Forum: National Association of University Forest Resources Programs Annual Meeting, Washington, DC

* Date: 2008
Title: Economic Incentives for Forest Landowners to Conserve the Public Interest

Forum: Mountain Association for Community Economic Development and the Kentucky Natural Lands Trust, Berea, KY

* Date: 2008
Title: Partnering for Effective Geospatial Solutions
Forum: Mapping and Monitoring Land Resource Change: Bridging the Geospatial Divide for Decision Making, Lexington, KY

* Date: 2008
Title: Monetizing Ecosystem Services: Partnering and Priorities
Forum: Cooperative State Research, Education, and Extension Service Ecosystem Services Working Group Seminar, Washington, DC

* Date: 2008
Title: Forecast for Forestry in the South
Forum: Tennessee Forestry Association Annual Meeting, Nashville, TN

* Date: 2008
Title: Current Forestry Issues and Legislative Initiatives
Forum: Kentucky Farm Bureau Annual Conference

* Date: 2009
Title: NAUFRP, the New Green Economy, and Developing Leaders for the 21st Century
Forum: American Forest and Paper Association National Dean's Tour, Amelia Island, FL

* Date: 2009
Title: Economic Incentives for Forest-based Ecosystem Services in Texas
Forum: Texas Forestry Association Annual Meeting, Nacogdoches, TX

* Date: 2012
Title: McIntire-Stennis, The Driving Force of Sustainable Forestry
Forum: Mississippi Society of American Foresters Annual Meeting, Tupelo, MS

* Date: 2012
Title: McIntire-Stennis, The Driving Force of Sustainable Forestry
Forum: Texas Forestry Association Annual Meeting, Nacogdoches, TX

* Date: 2013
Title: Forests of the Future
Forum: Biennial Meeting, Southern Region, National Association of University Forest Resources Programs and the Southern Group of State Foresters, Savannah, GA

* Date:	2013
Title:	Developing a Logic Model for a National Program to Achieve and Sustain High Levels of Workforce Diversity in Forestry, Wildlife, and Related Natural Resources Disciplines
Forum:	National Conference on The Future of Diversity in Our Disciplines and Careers: Natural Resources and the Environment, Blacksburg, VA

* Date:	2013
Title:	Why Care About Healthy and Resilient Forests?
Forum:	Annual Meeting, Texas Forest Landowners Council, Nacogdoches, TX

* Date:	2013
Title:	"Research Priorities for Forestry Challenges in the 21st Century"
Forum:	National Conference, Sustainable Forestry Initiative, San Antonio, TX

* Date:	2013
Title:	Forestry Education, Past and Present
Forum:	Society of American Foresters Annual Meeting, Session on Education and Communication – Adapting to Change, North Charleston, SC

* Date:	2013
Title:	Leader Lab 2.0 – Leadership Techniques for Career Advancement
Forum:	Society of American Foresters Annual Meeting, Facilitated Panel Discussion, North Charleston, SC

Date:	2013
Title:	Who is Responsible for the McIntire-Stennis Cooperative Forestry Research Program?
Forum:	Society of American Foresters Annual Meeting, History Session, North Charleston, SC

* Date:	2013
Title:	A Logic Model for Enhancing Diversity in Natural Resources Professions
Forum:	Society of American Foresters Annual Meeting, Session on Education and Research at 1890 Land-grant Universities, North Charleston, SC

* Date:	2014
Title:	Endocides to Control Giant Salvinia
Forum:	Red River Valley Association Annual Meeting, Bossier City, LA

* Date:	2014
Title:	McIntire-Stennis at 50: Past, Present, and Future
Forum:	Conference for Administrative-Technical Representatives of the McIntire-Stennis Cooperative Forestry Research Programs, Washington, DC

* Date:	2014
Title:	The Role of Universities in Regional Economic Development–An Example from Stephen F. Austin State University
Forum:	Agriculture, Forestry, and Rural Economic Development Conference, Many, LA

Date:	2014
Title:	Producing 'Society-ready' Foresters in the Bachelor of Science in Forestry Degree Program at Stephen F. Austin State University
Forum:	Texas Society of American Foresters Annual Meeting, Athens, TX

* Date:	2014
Title:	Curricula – Key Findings Comparing Forestry, Natural Resources, and Environmental Science/Studies
Forum:	North American Summit on Forestry and Forest Science Education, Berkeley, CA

* Date:	2014
Title:	Where We've Been and Where We're Going: Trends that Impact Woodland Ownership in East Texas.
Forum:	Woodland Owners' Workshop, Diboll, TX

* Date:	2014
Title:	Curricula – Key Findings and Recommendations
Forum:	Society of American Foresters Annual Meeting, Session on Forestry Education and Partnerships, Salt Lake City, UT

* Date:	2014
Title:	Producing Society-ready Foresters
Forum:	Society of American Foresters Annual Meeting, Session on Communicating in Science, Salt Lake City, UT

Date:	2014
Title:	Best Practices for Enhancing Communication Skills of Forestry Majors in U.S. Institutions of Higher Learning
Forum:	Poster Session, Society of American Foresters Annual Meeting, Salt Lake City, UT

Date:	2014

Title: Curriculum Revision at Stephen F. Austin State University
Forum: Poster Session, Society of American Foresters Annual Meeting, Salt Lake City, UT

Date: 2015
Title: The Promise and Performance of Forestry Education in the United States: Results of a Survey of Forestry Employers, Graduates, and Educators
Forum: National Association of University Forest Resources Programs, Baton Rouge, LA

* Date: 2016
Title: Producing Society-ready College Graduates: The Infinite Impact of Rigor, Relevance, and Relationships
Forum: Forest Products Society National Conference, Mississippi State, MS

* Date: 2018
Title: Field of Study Curricula in Texas
Forum: Higher Education Leadership Conference, Austin, TX

* Indicates presentation made as sole or senior author

11. Membership in Scientific, Professional, and Honor Societies:

Texas Council of Chief Academic Officers, 2015-Present
President, 2018-Present

Sustainable Forestry Initiative, Board of Directors, 2015-2018

National Association of University Forest Resources Programs, 2005-2016
President-elect, 2011-12
President, 2013-14
Immediate Past President, 2015-16

Society of American Foresters, 1976-1978, 1980-Present
Elected Fellow, 2010

Mississippi Society of American Foresters, 1983-2004
Secretary, Loblolly Chapter, 1986
Vice-Chair, Loblolly Chapter, 1987
Chair, Loblolly Chapter, 1988
Chair, Forest Science Committee, Mississippi SAF, 1986-1987
Moderator, Technical Session, Mississippi SAF Annual Meeting, 1993
Speaker, Technical Session, Mississippi SAF Annual Meeting, 1995, 1996

Treasurer, Mississippi SAF, 1996
Secretary, Mississippi SAF, 1997
Chair, Nominating Committee, Mississippi SAF, 1997
Keynote Speaker, Mississippi SAF Annual Meeting, 2000
Speaker, Mississippi SAF Annual Meeting, 2012

Faculty Advisor, Mississippi State University Student Chapter, Society of American Foresters, 1985-1989

Kentucky-Tennessee Society of American Foresters, 2004-2009

Texas Society of American Foresters, 2009-Present

Kentucky Chapter, The Wildlife Society, 2005-2009

Mississippi Registered Forester No. 1217

Forest Products Society, 2002-Present
Trustee, Mid-South Section, 2003-2004
Chair, Furniture and Hardwood Veneer/Plywood Technical Interest Group, 2003-2006

Mississippi Forestry Association, 1983-2004
Member, Government Affairs Committee, 1984-1989, 1993
Chair, State FFA Forestry Contest Committee, 1985-1986
Board Member, 1996-1997
Director at Large, Board of Directors, 2004

Kentucky Woodland Owners Association, 2004-2009
Member, Woodland Property Tax Committee

Kentucky Forest Industries Association, 2004-2009
Associate Member

Texas Forestry Association, 2009-Present
Ex Officio Member, Executive Committee, 2009-2015
Member, Board of Directors, 2009-2015

Southern Forest Economics Workers, 1983-2004
Member, SOFEW Steering Committee, 1994-2004
Chair, Annual Meeting Planning Committee, 1999
Chair, MSU SOFEW Committee, 1999-2001

Forest Resources Systems Institute, 1985-1987
Member, Research and Development Committee, 1986-1987

Forest Landowners Association, 1998-2016

Mississippi Academy of Sciences, 1984-1985

Technical Committee, Interregional Project 6, National and Regional Research Planning, Evaluation, Analysis, and Coordination, 1985-1987

Council on Forest Engineering, 1986-1988

Xi Sigma Pi, 1984-2004

Hardwood Research Council, 1988-1998
Co-chair of Program Planning, HRC National Symposium, 1991

12. Awards and Recognition:

Alumni Fellow, College of Forest Resources, Mississippi State University, 2016

Henry M. Rockwell Chair in Forestry, Arthur Temple College of Forestry and Agriculture, Stephen F. Austin State University, 2015-Present

Resolution and Commendation Plaque for Serving as President, 2013-2014, National Association of University Forest Resources Programs, 2014

W.D. Hagenstein Communicator of the Year Award ($500 Stipend plus Convention Registration and $500 Travel), Society of American Foresters, 2013

Fellow, Society of American Foresters, Elected 2010

Regional Innovator Award, Southern Growth Policies Board, 2004, presented by Governors Bob Riley of Alabama, Brad Henry of Oklahoma, and Mike Huckabee of Arkansas

Associate Editor, Southern Journal of Applied Forestry, 2000-2002

Sharp Professorship ($5,000 per year), MSU College of Forest Resources, 1999-2002

Service Award ($1,000), MSU College of Forest Resources, 1999

Outstanding Forestry Faculty Member Award, presented by the Student Chapter, Society of American Foresters, Mississippi State University, 1999

John Grisham Master Teacher Award ($7,500), Mississippi State University, 1998

Outstanding Faculty Member of the Month for MSU, presented by the Golden Key Society, Mississippi State University, January 1998

Outstanding Professor Award for the College of Forest Resources, presented by the Mortar Board Society, Mississippi State University, 1996

Associate Editor, Canadian Journal of Forest Research, 1994-1996

Selected for Leadership Development Course, Sponsored by USDA Cooperative State Research Service and State Agricultural Experiment Station Committee on Organization and Policy, 1991-1992

Outstanding Young Forester, Mississippi Society of American Foresters, 1987

Associate Editor, Forest Science, 1987-1992, Certificate of Appreciation for Outstanding Service, 1992

Advising Award, MSU Student Chapter, Society of American Foresters, 1987

Society of American Foresters, National Membership Awards, 1986-1989

13. Participation in Professional and Scientific Meetings:

Society of American Foresters Annual Meetings: Cincinnati, OH, 1982; Portland, OR, 1983; Fort Collins, CO, 1985; Birmingham, AL, 1986; Rochester, NY, 1988; Spokane, WA, 1989; Memphis, TN, 1997; Buffalo, NY, 2003; Pittsburgh, PA, 2006; Portland, OR, 2007; Reno, NV, 2008; Orlando, FL, 2009; Albuquerque, NM, 2010; Honolulu, HI, 2011; Spokane, WA, 2012; North Charleston, SC, 2013; Salt Lake City, UT, 2014; Baton Rouge, LA, 2015

Mississippi Society of American Foresters Annual Meetings: Columbus, 1984; Jackson, 1986; Tupelo, 1987; Vicksburg, 1988; Laurel, 1989; Biloxi, 1992; Mississippi State, 1993; Tupelo, 1995; Vicksburg, 1996; Biloxi, 2000; Vicksburg, 2004; Tupelo, 2012

Mississippi SAF Loblolly Chapter Meetings: February, April, June, August, October 1984; February, October 1985; February, April, September, December 1986; February, April, September, December 1987; February, April, September, December 1988; February, April, August 1989; February 1992; February, April 1993; February 1994; February 1995; April 2002; October 2003

Mississippi SAF Loblolly Chapter Foresters Field Tours: October 2, 1984; September 29, 1987

Mississippi SAF Northeast Chapter, Norbord Facility Tour, August 6, 1996

Mississippi SAF 4-Lakes Chapter, Old Cove Tour, October 16, 1997

Mississippi Forestry Association Annual Meetings: Jackson, 1983, 1985-1989, 1995, 2004; Biloxi, 1998; Philadelphia, 2003

Texas Society of American Foresters Annual Meetings: Marksville, LA, 2010; Nacogdoches, TX, 2013; Athens, TX, 2014; Texarkana, TX, 2015

Southern Forest Economics Workers Annual Meetings: Mobile, AL, 1983; Memphis, TN, 1984; Athens, GA, 1985; New Orleans, LA, 1986; San Antonio, TX, 1989; Mobile, AL, 1992; New Orleans, LA, 1995; Gatlinburg, TN, 1996; Williamsburg, VA, 1998; Biloxi, MS, 1999; Lexington, KY, 2000; Atlanta, GA, 2001; St. Augustine, FL, 2004

IR-6 Technical Committee Meetings: Washington, DC, November 1983; Atlanta, GA, February 1985; Washington, DC, January 1986; Atlanta, GA, January 1987

Speaker, R.W. McKay Forest Management Workshop, Greene County, MS, 1983

Speaker, Forestry and Harvesting Training Center Workshop on Regeneration of Southern Pines, Gulf Park, MS, 1983

Economic Symposium, Jackson, MS, Sponsored by Deposit Guaranty National Bank, 1984

Speaker, Mid-Mississippi Agriculture and Forestry Show, Kosciusko, MS, 1984

Professional Enrichment Workshop: Personal Computing for University Faculty, MSU Campus, Spring 1984

Tour of Mississippi Forestry Commission Operations, June 4-7, 1984

Workshop for Southern Forestry School Professors, “Low-Cost Management Alternatives for Nonindustrial Private Forest Lands in the South,” Crossett, AR, June 18-21, 1984

Research Evaluation Workshop, Sponsored by the USDA Forest Service and the University of Minnesota, St. Paul, MN, August 20-21, 1984

Speaker, Mississippi Academy of Sciences Annual Meeting, Agricultural and Plant Sciences Division, Jackson, MS, February 1985

Speaker, Workshop on Economic Considerations in Hardwood Management, MSU Campus, March 26-28, 1985

Computer Symposium and Software Fair, sponsored by Forest Resources Systems Institute and Forest Products Research Society, Louisville, KY, April 22-24, 1985

IUFRO Workshop on Research Management and Evaluation, Colorado State University, Ft. Collins, CO, July 25-26, 1985

Moderator, SAF Loblolly Chapter Conference, "Forestry in Today's Economy: What Lies Ahead?", October 1, 1985

Symposium on Systems Analysis in Forest Resources, sponsored by Society of American Foresters Working Group on Systems Analysis, Athens, GA, December 9-11, 1985

Speaker, Southern Weed Science Society Annual Meeting, Nashville, TN, January 20-22, 1986

Moderator, Southern Forest Economics Workers Annual Meeting, New Orleans, LA, April 16-18, 1986

Speaker, Weyerhaeuser Company Seminar on Forest Valuation and Investment Analysis, Philadelphia, MS, May 7, 1986

Speaker, Workshop on Forest Valuation and Economic Analysis, MSU Campus, May 19-21, 1986

Statistical Analysis System's Workshop on Operations Research, Cary, NC, May 28-30, 1986

Speaker, Jackson Area Absentee Forest Landowners Association Quarterly Meeting, August 26, 1986

Council on Forest Engineering Annual Meeting, Mobile, AL, December 1986

Speaker, Southern Economics Association Annual Meeting, New Orleans, LA, November 25-26, 1986

Speaker, Mississippi SAF Capitol Chapter Meeting, Jackson, MS, December 1986

Technical Conference on the South's Fourth Forest - Alternatives for the Future, Atlanta, GA, January 1987

"Agricultural Research Planning and Evaluation," National Symposium, Atlanta, GA, January 28-30, 1987

Speaker, Mississippi Association of Consulting Foresters Annual Meeting, Jackson, MS, April 2, 1987

"Effective Writing Techniques for Foresters," Workshop sponsored by Georgia Center for Continuing Education, Athens, GA, April 6-8, 1987

"Forest Taxation: Adapting in an Era of Change," National Symposium, Atlanta, GA, May 20-22, 1987

Moderator, Southern Forest Biomass Workshop, Biloxi, MS, June 8-11, 1987

"Hardwood Lumber Manufacturing and Marketing," Workshop sponsored by the National Hardwood Lumber Association, Memphis, TN, August 24-28, 1987

"Eastern Hardwoods - An Emerging Forestry Frontier," Forestry Forum, School of Forestry and Wildlife Resources, Virginia Polytechnic Institute and State University, Blacksburg, VA, April 21-22, 1988

"Hardwood Supply - Feast and Famine," Hardwood Research Council Symposium, Cashiers, NC, May 16-17, 1988

Speaker, Mississippi Forestry Association Annual Meeting, Jackson, MS, October 26, 1989

Speaker, Southwest Mississippi Economic Development Meeting, Southwest Resource Conservation and Development Area, Wesson, MS, November 3, 1989

Southern Hardwood Research Working Group Meeting, Stoneville, MS, February 15, 1990

Speaker, Forest Products Research Society Annual Meeting, Salt Lake City, UT, June 27, 1990

Governor's Conference on International Competitiveness in Furniture Production and Marketing, Tupelo, MS, November 13, 1990

Moderator, XIXth Annual Symposium, Hardwood Research Council, Mississippi State, MS, March 11-12, 1991

Speaker, Tree Seed Short Course, Mississippi State University, August 13-14, 1991

"Preparing for Leadership," Conference sponsored by USDA Cooperative State Research Service and the Experiment Station Committee on Organization and Policy, Indianapolis, IN, September 28-October 4, 1991

Speaker and Moderator, Forestry and Forest Products Session, Operations Research Society of America National Convention, Orlando, FL, April 26-27, 1992

National Research Initiative Workshop, Mississippi State, MS, October 1992

Forest Resource Assessment and Modeling Workshop, Memphis, TN, May 10, 1993

Phase III of "Preparing for Leadership" Conference sponsored by USDA Cooperative State Research Service and the Experiment Station Committee on Organization and Policy, Washington, DC, June 2-4, 1993

Speaker, Forest Products Society Annual Meeting, Clearwater, FL, June 22, 1993

Moderator, Technical Session of the Mississippi Society of American Foresters Annual Meeting, Mississippi State, MS, September 15, 1993

Speaker, Southern Economics Association Annual Convention, New Orleans, LA, November 21-23, 1993

Speaker, Forest Valuation and Economic Analysis Workshop, Mississippi State, MS, February 1-2, 1994

Speaker, Economic Considerations in Hardwood Management Workshop, Mississippi State, MS, March 21-24, 1994

Speaker, Conference on Increasing Productivity and Reducing Costs with Computer Technology, Memphis, TN, November 15-16, 1994

Speaker, Forestry Practices and Principles Workshop, Mississippi State, MS, February 13-14, 1995

Moderator, Southern Forest Economics Workers Annual Meeting, New Orleans, LA, April 17-19, 1995

Speaker, Conference on Furniture Quality, Mississippi State, MS, May 17-18, 1995

Speaker, Mississippi Society of American Foresters Annual Meeting, Tupelo, MS, July 26-27, 1995

Speaker, Mississippi Forestry Association Annual Meeting, Jackson, MS, October 10, 1995

Speaker, Neshoba County Forestry Association Annual Meeting, Philadelphia, MS, November 4, 1995

"Growing Trees in a Greener World: Industrial Forestry in the 21st Century," LSU Forestry Symposium, Baton Rouge, LA, January 10-11, 1996

"Leadership Development," Two-day Conference for Newly Elected Leaders of the Mississippi Society of American Foresters, Roosevelt State Park, Morton, MS, January 24-25, 1996

Speaker, Rankin County Forestry Association Quarterly Meeting, Brandon, MS, March 7, 1996

Speaker, Oktibbeha County Forestry Association Annual Banquet, Starkville, MS, March 26, 1996

Speaker, Hinds County Forestry Association Quarterly Meeting, Jackson, MS, May 2, 1996

Speaker, Tri-County Forestry Field Day (Grenada, Carroll, and Montgomery Counties), Winona, MS, June 25, 1996

Speaker, 1996 Mississippi Society of American Foresters Annual Meeting, Vicksburg, MS, July 23-25, 1996

Speaker, Northwest Mississippi Legislative Expo, Grenada, MS, October 16, 1996

Speaker, American Cyanamid Corporation Seminar on Forestry Investments, Camden, AR, November 18, 1996

Speaker, American Cyanamid Corporation Seminar on Forestry Investments, Grenada, MS, November 19, 1996

Speaker, Appalachian Society of American Foresters Annual Meeting, Williamsburg, VA, January 28-30, 1997

Speaker, Joint Fall Meeting, Appalachian Technical Division and Southeastern Technical Division, American Pulpwood Association, Lynchburg, VA, September 22-23, 1997

Speaker, Workshop on Managing CRP Pine Plantations, MSU Extension Service and Lowndes County Forestry Association, Columbus, MS, January 13, 1998

Moderator, Southern Forest Economics Workers Annual Meeting, Williamsburg, VA, March 25-27, 1998

Speaker, Intensive Forest Management Conference, Raymond, MS, May 5-6, 1998

"Swedish-American Business Congress," Jackson, MS, May 11-12, 1998

Speaker, Tennessee Forestry Association Annual Meeting, Nashville, TN, August 4, 1998

Speaker, Tennessee-Tombigbee Economic Development Authority Annual Meeting, Point Clear, AL, September 2-3, 1998

Speaker, Holmes County Forestry Association Annual Field Day, Lexington, MS, September 26, 1998

Speaker, Evaluating Your Forestry Investments, Mississippi State, MS, September 28, 1998

Speaker, Curve Sawing Conference, Mississippi State, MS, October 6, 1998

Speaker, Mississippi Forestry Association Annual Meeting, Biloxi, MS, October 28, 1998

"Foresters Practicing Forestry," Southeastern Society of American Foresters Annual Meeting, Panama City, FL, November 1-3, 1998

Speaker, Forest Herbicides Workshop, Mississippi State, MS, December 8, 1998

Speaker, Mississippi Farm Bureau Federation Winter Commodity Conference, Jackson, MS, January 27, 1999

Speaker, MSU Faculty Convocation, Mississippi State, MS, February 16, 1999

Speaker, Marshall County Forestry Association Quarterly Meeting, Holly Springs, MS, March 18, 1999

Moderator, Southern Forest Economics Workers Annual Meeting, Biloxi, MS, April 18-20, 1999

Southern Hardwood Research Group Annual Meeting, Noxubee National Wildlife Refuge, Winston County, MS, May 13, 1999

Speaker, American Wood Preservers Association Annual Meeting, Ft. Lauderdale, FL, May 16-18, 1999

Lower Yazoo River Working Group Meeting, Vicksburg, MS, June 22, 1999

Speaker, "Practical Tools for Evaluating Forestry Investments" Workshop, Columbia, SC, June 24-25, 1999

Speaker, "Evaluating Your Forestry Investments" Workshop, Jackson, MS, October 7-8, 1999

Speaker, Clay County Forestry Association Quarterly Meeting, West Point, MS, October 14, 1999

Speaker, Anderson-Tully Company Strategic Planning Meeting, October 22, 1999

Speaker, Calhoun County Forestry Association Annual Meeting, Pittsboro, MS, November 9, 1999

Speaker, Appalachian Society of American Foresters Annual Meeting, Roanoke, VA, January 26-28, 2000

Speaker, Newton County Forestry Association Annual Meeting, Newton, MS, February 17, 2000

Keynote Speaker, Mississippi Society of American Foresters Annual Meeting, Biloxi, MS, February 23-25, 2000

Moderator, Southern Forest Economics Workers Annual Meeting, Lexington, KY, March 26-28, 2000

Speaker, "Forestry Practices and Principles" Workshop, Mississippi State, MS, April 4-5, 2000

Speaker, "Practical Tools for Evaluating Forestry Investments" Workshop, Raymond, MS, May 23-24, 2000

Speaker, Marshall County Forestry Association Quarterly Meeting, Holly Springs, MS, July 20, 2000

Speaker, Jasper County Forestry Association Annual Meeting, Bay Springs, MS, September 12, 2000

"Introduction to ArcView GIS" Workshop, Mississippi State, MS, October 30-31, 2000

"Electronic Retailing: Selling on the Internet" Workshop, Mississippi State, MS, November 9, 2000

Speaker, "Law and Economics: A Guide for Foresters" Workshop by the Appalachian Society of American Foresters, Charlotte, NC, January 24, 2001

Tour of Manufacturing Facilities of McKechnie Corporation, Nicholasville, KY, and Summit Polymers, Inc., Mt. Sterling, KY, February 26, 2001

"Global Initiatives and Public Policies: First International Conference on Private Forestry in the 21st Century," Atlanta, GA, March 25-27, 2001

Tour of Mississippi Lignite Mining Company Facilities, Ackerman, MS, May 2, 2001

Speaker, "Law and Economics: A Guide for Foresters" Workshop Sponsored by Clemson University Extension, Charleston, SC, June 12, 2001

Speaker, Chickasaw County Forestry Association Annual Meeting, Houston, MS, June 26, 2001

Speaker, "Practical Tools for Evaluating Forestry Investments" Workshop, El Dorado, AR, July 24-25, 2001

Tour of Coffman Stairs Corporation, Marion, VA, August 9, 2001

Tour of Coastal Lumber Company, Elkins, WV, August 10, 2001

Tour of Furniture Research Facilities and Technical Assistance Programs Conducted for Brazilian Furniture Manufacturers, Department of Forest Products, Mississippi State, MS, August 20, 2001

"Lean Manufacturing" Conference, Sponsored by MSU Extension Service Food and Fiber Center and FWRC Forest Products Laboratory, Mississippi State, MS, September 11-12, 2001

"Lean Manufacturing" Workshop, MSU Extension Service, Tupelo Manufacturing Company, Inc., Tupelo, MS, September 21, 2001

"Governor's Conference on High Technology," Sponsored by the Communication Technology Organization of Mississippi, Jackson, MS, November 1, 2001

Speaker, "Forest Products Program and Activities," Mississippi Lumber Manufacturers Association Meeting, Jackson, MS, February 7, 2002

Tour of Airline Manufacturing, Columbus, MS, with Forestry Officials from Romania, April 25, 2002

"Mississippi Alternative Fuels Conference," Mississippi State, MS; Moderator of Case Studies Session, May 1, 2002

Society of Wood Science and Technology Annual Meeting, Madison, WI, June 23, 2002

Forest Products Society Annual Convention, Madison, WI, June 23-26, 2002

Wood Magic Mobile Unit, One-day Presentation, Waynesboro, MS, July 19, 2002

Speaker, Neshoba County Forestry Association Annual Meeting, Philadelphia, MS, August 12, 2002

Meeting of the Southeastern Lumber Manufacturers' Marketing and Treating Committee, Atlanta, GA, October 9, 2002

Mid-South Section Meeting, Forest Products Society, Biloxi, MS, October 17, 2002

Speaker, Mississippi Forestry Association Annual Meeting, Jackson, MS, October 23, 2002

Speaker, South Carolina Forestry Association Annual Meeting, Hilton Head Island, SC, November 7, 2002

Tour of Henredon Manufacturing, Morganton, NC, November 13, 2002

Tour of Catawba Valley Community College's Furniture Training Program Facilities, Hickory, NC, November 13, 2002

Speaker and Participant, Technical Advisory Visit, USDA Forest Service Research Work Unit NE-4803, High Point, NC, November 14, 2002

Tour of Advanced Wood Processing Laboratory, Georgia Institute of Technology, Atlanta, GA, November 15, 2002

Speaker, Starkville Rotary Club, November 25, 2002

Speaker, "Emerging Forest Products Markets," Southeast Mississippi and West Alabama Economic Development Conference, Waynesboro, MS, March 27, 2003

Homefurnishings Market, High Point, NC, April 5-6, 2003; Presentation to the Furniture Foundation Board, April 6, 2003

Tour Facilitator, Delphi Manufacturing, Clinton, MS, April 22, 2003

"Lean Manufacturing" Conference, Sponsored by MSU Extension Service Food and Fiber Center and FWRC Forest Products Laboratory, Mississippi State, MS, April 23-24, 2003

Tour of Forest Products Operations, Weyerhaeuser Company, Columbus, MS, May 1, 2003

"Recently Appointed Administrators Workshop," Lincoln, NE, June 2-5, 2003

Tour of Production Facilities of La-Z-Boy Corporation (Newton, MS and Leland, MS), Ashley Corporation (Ecru, MS) and Rose Hill Company (Okolona, MS), July 2003

Renewable Oil International Field Day, Mills Farms, Russellville, AL, July 22, 2003

Tour of Barge Forest Products Timberlands, Macon, MS, October 16, 2003

"Ethics in Forestry," Practices and Principles Workshops: Mississippi State, MS, April 4, 2001; Noxubee County, MS, October 16, 2003

"Ethics for the Forestry Professional," MSU-Extension Service Seminar: October 16, 2003; Online Version November 2005 and December 2007

Annual Meeting, Mississippi Association of County Agricultural Agents, Mississippi State, MS, November 17, 2003

Speaker, President's Forum on the Furniture Industry in Mississippi, Mississippi State, MS, January 23, 2004

"Fast to Market," Upholstery Design and Management Conference, Greensboro, NC, February 19, 2004

Winter Commodities Conference, Mississippi Farm Bureau Federation, Jackson, MS, March 8, 2004

Speaker, "The Future of Forest Products: It's All About Innovation," 35th Annual SAF/SFRC Spring Symposium, Gainesville, FL, April 21-22, 2004

"Globally Positioning the South," Annual meeting of the Southern Growth Policies Board, Oklahoma City, OK, June 13-14, 2004

Speaker, Summer Commodities Conference, Mississippi Farm Bureau Federation, Jackson, MS, July 9, 2004

Kentucky Chapter of the Wildlife Society Annual Meetings: Pineville, KY, March 2005; Buchanan, TN, March 2-3, 2006

Kentucky Forest Industries Association Conferences: Speaker, Lexington, KY, April 8, 2005; Attended, Lexington, KY, April 7, 2006; Speaker, Covington, KY, April 4, 2008

Speaker, Kentucky Woodland Owners Association Conferences: Mammoth Cave, KY, April 15, 2005; Pine Mountain State Park, April 19, 2008; General Butler State Park, March 21, 2009

Southern Forest Research Partnership Meetings: Auburn, AL, April 26-27, 2005; Asheville, NC, October 3-4, 2005; Gainesville, FL, April 18-19, 2006; Lexington, KY, November 2-3, 2006; Clemson, SC, April 12-13, 2007; Columbus, MS, October 11-12, 2007; Knoxville, TN, April 3, 2008; Atlanta, GA, August 8, 2008; Amelia Island, FL, May 27, 2009; Hot Springs, AR, September 27, 2010

Leadership Workshop, Louisville, KY, August 10, 2005

Southern Forestry Leadership Tours: Knoxville, TN, August 23-24, 2005; Fernandina Beach, FL, November 5-7, 2007; Facilitator, Hot Springs, AR, September 28, 2010; Huntsville, AL, January 8-10, 2013

Supervision Workshop, Louisville, KY, September 13, 2005

Governor's Summit on Forestry, Harrodsburg, KY, October 19-20, 2005

Annual Meeting of The American Chestnut Foundation, Lexington, KY, October 28-30, 2005

Moderator, Technical Session of the Kentucky-Tennessee Society of American Foresters Annual Meeting, Prestonsburg, KY, January 26, 2006

Speaker, "One Acre at a Time," Kentucky Woodland Owners Association Seminar, Lexington, KY, January 30, 2006

6th Biennial Conference on University Education in Natural Resources, East Lansing, MI, March 4-6, 2006

"Helping the Wood Products Industry Profit from the Next 10 Years," Conference Sponsored by the USDA Forest Service, Wood Education Resource Center, Princeton, WV, April 11-12, 2006

Forest Landowners Association Annual Meetings: San Antonio, TX, April 26-27, 2006; Charleston, SC, May 8, 2007; Chicago, IL, April 10, 2008

Southern Region Conference on Technology Transfer and Extension in Natural Resources, Hot Springs, AR, August 2-4, 2006

Kentucky-Tennessee Society of American Foresters Annual Meeting, Jackson, TN, January 25-26, 2007

Eastern Kentucky Society of American Foresters Meeting, Danville, KY, April 25, 2007

Southern Regional Extension Forestry Unit Leaders Meetings: Athens, GA, February 22-23, 2006; San Antonio, TX, April 25, 2006; Athens, GA, February 6-8, 2007

National Association of University Forest Resources Programs Conferences: Pittsburgh, PA, 2006; Washington, DC, March 5-7, 2007; Portland, OR, October 22-23, 2007; Washington, DC, March 3-5, 2008; Reno, NV, November 4-5, 2008; Washington, DC, February 23-25, 2009; Orlando, FL, September 29-30, 2009; Washington, DC, March 1-3, 2010; Washington, DC, March 1-2, 2010; Albuquerque, NM, October 26-27, 2010; Washington, DC, March 7-9, 2011; Honolulu, HI, November 1-2, 2011; Washington, DC, March 5-7, 2012; Spokane, WA, October 23-24, 2012; Washington, DC, March 4-6, 2013; North Charleston, SC, October 22-23, 2013; Washington, DC, March 2-4, 2014; Salt Lake City, UT, October 7-8, 2014; Washington, DC, March 2-3, 2015; Baton Rouge, LA, November 3, 2015, Washington, DC, March 7-10, 2016

National Association of University Forest Resources Programs Team Visits with USDA National Program Leaders and Other Agency and Organization Leaders, Washington, DC: May 27, 2008; December 8, 2009; March 2-3, 2010; December 8, 2010; March 9, 2011; June 27, 2012; March 7-8, 2013; March 4, 2014; March 3, 2015; March 8, 2016

National Association of University Forest Resources Programs, Southern Region Meetings: San Antonio, TX, April 26, 2006; Charleston, SC, May 8, 2007; Chicago, IL, April 9, 2008; Amelia Island, FL, May 27, 2009; Biloxi, MS, June 2010; Albuquerque, NM, October 27, 2010; Honolulu, HI, November

2, 2011; Spokane, WA, October 24, 2012; Savannah, GA, June 3-4, 2013; North Charleston, SC, October 23, 2013; New Orleans, LA, June 4, 2014; Salt Lake City, UT, 2014

National Sawmill Exposition, Columbia, SC, May 18-19, 2007

Forest Products Society 61st International Convention, Knoxville, TN, June 10-13, 2007

Speaker, Bell-Knox Local Forestry Organization, Pineville, KY, July 30, 2007

Speaker, Southern Forestry Leadership Conference, Fernandina Beach, FL, November 5-7, 2007

Speaker, Scientific Foundations of Conservation Planning in the Cumberland Plateau and Mountains, Knoxville, TN, November 13-14, 2007

Speaker, Board of Directors Meeting, Tennessee Chapter of The Nature Conservancy, Nashville, TN, February 15, 2008

Moderator, Kentucky Woodlots: Capture the Value Conference, Somerset, KY, February 20, 2008

Speaker, Alliance for the Cumberlands Annual Conference, Crossville, TN, February 25, 2008

Speaker, National Association of University Forest Resources Programs Annual Meeting, Washington, DC, March 3-5, 2008

Speaker, Mountain Association for Community Economic Development and the Kentucky Natural Lands Trust, Berea, KY, March 18, 2008

Workshop to Address Enrollment Numbers, Quality, and Diversity in Undergraduate Forestry Programs in the Southern U.S., Knoxville, TN, March 27, 2008

Speaker, Mapping and Monitoring Land Resource Change: Bridging the Geospatial Divide for Decision Making, Conference Sponsored by the Tracy Farmer Center for the Environment, University of Kentucky, Lexington, KY, May 20, 2008

Speaker, Ecosystem Services Working Group, Cooperative State Research, Education, and Extension Service, Washington, DC, May 27, 2008

"Working with Conflict and Colleagues," Half-day Workshop for Department Chairs and Unit Directors, University of Kentucky, Lexington, KY, August 18, 2008

Speaker, Tennessee Forestry Association Annual Meeting, Nashville, TN, October 2, 2008

"Facilitating and Rewarding Faculty Engagement in Teaching, Research, and Service," 3rd Annual Kentucky Engagement Conference, Lexington, KY, November 19, 2008

Speaker, Kentucky Farm Bureau Annual Conference, Louisville, KY, December 4, 2008

Moderator, Invasive Species Conference, Lexington, KY, December 12-13, 2008

Speaker, American Forest and Paper Association National Deans' Tour, Amelia Island, FL, January 16, 2009

"Forestry Environmental Issues," Texas Forestry Association Conference, Nacogdoches, TX, August 14, 2009

Speaker, Lufkin-Nacogdoches Chapter Meeting, Society of American Foresters, October 13, 2009

Speaker, Facultad Ciencias Forestales, Universidad Nacional de Misiones, Eldorado, Argentina, November 4, 2009; Second visit to Eldorado to finalize MOU, November 10, 2010

Tour and Joint Discussion with Park Director and Researchers, Iguazu National Park, Iguazu, Brazil, November 6, 2009; Second visit to Iguazu National Park, Iguazu, Brazil, November 11, 2010.

East Texas Economic Development Summit, Nacogdoches, TX, November 12, 2009

Speaker, Texas Agriculture Lifetime Leaders Meeting, Broaddus, TX: January 21, 2010; January 19, 2012; January 23, 2014

Speaker, East Texas Geospatial Conference, Nacogdoches, TX, January 28, 2010

Texas Forestry Association Annual Meetings: Speaker, Nacogdoches, TX, October 21, 2009; Moderator, Nacogdoches, TX, October 20-22, 2010; Galveston, TX, October 19-20, 2011; Speaker, Nacogdoches, TX, October 17, 2012; Alumni Breakfast Speaker, Lake Conroe, TX, October 9, 2013; Alumni Breakfast Speaker, Lufkin, TX, October 22, 2014

Lone Star Legislative Summits: Nacogdoches, TX, February 18, 2010; Nacogdoches, TX, April 12-13, 2018

8th Biennial Conference on University Education in Natural Resources, Blacksburg, VA, March 25-27, 2010

Tri-State Society of American Foresters Meeting, Marksville, LA, April 13-15, 2010

Southern Group of State Foresters Annual Meeting, Biloxi, MS, June 9-10, 2010

Speaker, Lone Star Regional Native Plant Conference, Stephen F. Austin State University, Nacogdoches, TX, June 4, 2010

Steering Committee Meeting, National Strategies for Improving Undergraduate Forestry Education, Knoxville, TN, July 19-22, 2010

Texas Forestry Council Quarterly Meetings: College Station, December 1, 2009; Lufkin, March 9, 2010; Nacogdoches, April 27, 2010; College Station, August 10, 2010; Tyler, November 30, 2010

"Forestry Issues and Opportunities," Texas Forestry Association Conference, Nacogdoches, TX, August 13, 2010

Speaker, Rotary International Weekly Meeting, Nacogdoches, TX, October 6, 2010

Texas Chapter of The Wildlife Society Annual Meeting, San Antonio, TX, February 17-18, 2011

Panelist, Texas Society of American Foresters/Texas Association of Consulting Foresters Annual Meeting, Lufkin, TX, April 13, 2011

Speaker, National Association of University Forest Resources Programs General Membership Meetings: Honolulu, HI, November 2, 2011; Spokane, WA, October 24, 2012

9th Biennial Conference on University Education in Natural Resources, Fort Collins, CO, March 22-24, 2012

Speaker, Mississippi Society of American Foresters Annual Meeting, Tupelo, MS, April 11, 2012

Speaker, Stephen F. Austin State University Faculty Retreat on Leadership and Teambuilding: Alazan, TX, September 22, 2012; Nacogdoches, TX, August 24, 2019

Moderator, Annual TREEmendous Celebration of the Texas Forestry Museum: October 4, 2012; October 3, 2013

Speaker, Lufkin/Nacogdoches Chapter Meeting, Society of American Foresters, Nacogdoches, TX, February 28, 2013

Speaker, Texas Society of American Foresters Annual Meeting, Nacogdoches, TX, April 4, 2013; Athens, TX, April 9, 2014

Speaker, Southern Region of the National Association of University Forest Resources Programs Biennial Meeting with the Southern Group of State Foresters, Savannah, GA, June 3-4, 2013

Speaker, Conference on the Future of Diversity in Our Disciplines and Careers: Natural Resources and the Environment, Blacksburg, VA, June 19-21, 2013

Speaker, Texas Forest Landowners Council Annual Meeting, Nacogdoches, TX, August 9, 2013

Speaker, Sustainable Forestry Initiative National Conference, San Antonio, TX, September 18, 2013

Speaker, SFASU Chapter, National Society of Collegiate Scholars Induction Ceremony, Nacogdoches, TX, September 26, 2013

Speaker, Arthur Temple College of Forestry and Agriculture Chapter, Xi Sigma Pi Induction Ceremony, Nacogdoches, TX, November 14, 2013

Speaker, Red River Valley Association Annual Meeting, Bossier City, LA, February 20, 2014

Panelist, Conference for Administrative-Technical Representatives of the McIntire-Stennis Cooperative Forestry Research Program, Washington, DC, March 5, 2014

Workshop Leader, 10th Biennial Conference on University Education in Natural Resources, Auburn, AL, March 13-15, 2014

Speaker, Agriculture, Forestry and Rural Economic Development Conference, Many, LA, March 20, 2014

Session Chair, Workgroup Facilitator, and Speaker, North American Summit on Forestry and Forest Science Education, University of California Berkeley, Berkeley, CA, May 7-9, 2014

Speaker, Woodland Owners' Workshop, Diboll, TX, August 14, 2014

Speaker, Texas Agriculture Council, Nacogdoches, TX, September 30, 2014

International Union of Forest Research Organizations World Congress, Representing the National Association of University Forest Resources Programs as President, Salt Lake City, UT, October 5-11, 2014

Speaker and Poster Presenter, Society of American Foresters Annual Convention, Salt Lake City, UT, October 9-11, 2014

Panelist, Authors and Publishing Issues, Center for Digital Scholarship, Stephen F. Austin State University, Nacogdoches, TX, October 17, 2014

National Alliance of Forest Owners Annual Meeting, Tuscaloosa, AL, November 11-13, 2014

Sustainable Forestry Initiative Annual Conference, Board of Directors Meetings and General Membership Conferences: Olympic Valley, CA, October 6-8, 2015; Clearwater, FL, September 26-27, 2016

Speaker, National Association of University Forest Resources Programs, Baton Rouge, LA, November 3, 2015

Program Sponsor, Global Citizenship Series: Europe in the Transatlantic Context, Sugar Land, TX, November 19, 2015; Europe and Global Citizenship, The Woodlands, TX, November 20, 2015

Southern Association of Colleges and Schools Commission on Colleges Annual Meetings: Houston, TX, December 5-8, 2015; Atlanta, GA, December 3-6, 2016; Dallas, TX, December 2-5, 2017; New Orleans, LA, December 8-10, 2018

Association of Chief Academic Officers of the Southern States Annual Meeting, Houston, TX, December 6, 2015

Speaker, Nacogdoches Rotary Club, Nacogdoches, TX, January 13, 2016

American Association of State Colleges and Universities: Winter Conference, Austin, TX, February 4-6, 2016; Summer Conference, Denver, CO, July 21-13, 2016; Winter Conference, San Diego, CA, February 2-4, 2017; Winter Conference, San Antonio, TX, February 7-9, 2018

"Texas Affordable Baccalaureate – Launching Affordable Degree Programs," Symposium of the Texas Higher Education Coordinating Board, Austin, TX, February 17-19, 2016

Moderator, Lone Star Legislative Summit, "Educating 21st Century Texans," Nacogdoches, TX, March 3, 2016

Education Advisory Board Academic Affairs Forum, Washington, DC, March 10-11, 2016

Keynote Speaker, Nacogdoches Opportunity for Better Learning Experiences (NOBLE) Scholars Banquet, Nacogdoches, TX, March 28, 2016

Texas Council of Chief Academic Officers Quarterly Meetings and Annual Retreats, Austin, TX, 2015-Present

Texas Higher Education Coordinating Board Quarterly Meetings, Austin, TX, 2015-Present

Keynote Speaker, Gilbert I. (Buddy) Low Excellence in Education Awards Gala, Beaumont Foundation, San Augustine, TX, May 19, 2016

Panelist, 60x30TX Regional Workshop, Co-sponsored by Stephen F. Austin State University and the Texas Higher Education Coordinating Board, Nacogdoches, TX, May 31, 2016

Speaker, Nacogdoches Chamber of Commerce Annual Retreat, July 28, 2016

Speaker, Alumni Fellow Address to Faculty and Students, College of Forest Resources, Mississippi State, MS, November 4, 2016

Keynote Speaker, Forest Products Society Annual Conference, Mississippi State, MS, June 27-28, 2017

Panelist and Speaker, Field of Study Curricula, Higher Education Leadership Conference, Austin, TX, November 30, 2018

Coordinator and Speaker, Texas Council of Chief Academic Officers Annual Retreat, Austin, TX, January 22-23, 2019

Revised: July 1, 2021

STEPHEN F. AUSTIN STATE UNIVERSITY

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Memo

Date: March 31, 2021

To: Dr. Scott Gordon, President, SFASU

From: Dr. Hans Williams, Dean, ATCOFA

Subject: Emeritus Professor of Forestry nomination for Dr. Steve Bullard

I am writing to nominate Dr. Steve Bullard, Provost/VPAA and Rockwell Chair of Forestry for the recognition of Emeritus Professor of Forestry. We were informed that Dr. Bullard plans to retire from SFA effective July 1, 2021.

Dr. Bullard arrived at SFA in July 2009 to serve as ATCOFA dean and professor of forestry. He served in this position until 2015 at which time he began his service to SFA as interim provost/VPAA and Rockwell Chair of Forestry. His record of leadership and service to the college as dean and professor of forestry is exemplary. His initiatives include leading a long overdue curriculum review of the forestry program. The processes he assisted in developing to conduct the review have been published in peer-reviewed journals and emulated by other U. S. forestry programs. Several significant forestry curriculum changes resulting from review include moving forestry field station to the sophomore year, increasing internship opportunities, weaving enhancing communication skills throughout the curriculum and changing the introductory forestry course from a technical focus to a careers and professional competencies focus. I believe the latter curriculum change can be credited with improving student retention in our forestry program.

As an effort to increase funding to support faculty, students and college initiatives, Dr. Bullard established the “Lumberjack Legacy Forest Program” in cooperation with the SFA Office of Development. We continue to promote this program and currently are in negotiations with several landowners to add forestlands to our holdings.

Dr. Bullard continued to engage in scholarly work while serving as an administrator. I believe his professional publications have the highest citation record when compared with any faculty member at the university as reported by the library’s “Scholars Works” program. He is currently co-authoring a forestry economics textbook that will be made available as an OER.

During his time as ATCOFA dean, Dr. Bullard served as president of the National Association of University Forest Resources Programs (NAUFRP). As a leader of NAUFRP, he coordinated the development of a video commemorating the 50th anniversary of the McIntire-Stennis Cooperative Forestry Research Program. He was awarded the 2013 W. D. Hagenstein Communicator of the Year Award by the Society of American Foresters for this significant accomplishment.

Additional details regarding Dr. Bullard's achievements during his tenure at SFA are presented in the accompanying copy of his curriculum vitae. Dr. Bullard is deserving of the recognition of Emeritus Professor of Forestry for his outstanding service to SFA, ATCOFA and the forestry profession.

Please do not hesitate to contact me, if further information is required regarding Dr. Bullard's qualifications.

Thank you for considering this nomination.

Hans M. Williams

Dr. Hans Williams, Dean
Professor of Forestry

Academic and Student Affairs Committee

LOW PRODUCING PROGRAMS REPORT

Explanation:

The Texas Higher Education Coordinating Board (THECB) defines a low-producing program (LPP) as follows: 25 graduates in 5 years for bachelor's programs; 15 graduates in 5 years for master's programs; 10 graduates in 5 years for doctoral programs. The most recent THECB review of LPPs identifies 6 such programs at SFA:

Program	Graduates Over 5-Year Periods*		
	AY 19	AY 20	AY 21
Forestry Ph.D.	8	7	6
Philosophy BA	15	11	9
Liberal Studies BA	21	20	20
Economics BA	12	8	7
Public Administration BA/BS	21	17	16
School Mathematics Teaching MS	8	9	5

*This refers to the number of graduates in a 5-year span ending with the AY listed (e.g. AY 19 includes all graduates for the following years: 2014-15, 2015-16, 2016-17, 2017-18, 2018-19).

The THECB requires one of three actions to be taken by the institution for its LPPs: (1) close the program; (2) consolidate the program with another program (if a similar program is available); (3) retain the program, but with a plan to increase enrollment. SFA is required to report on its LPPs to the THECB by August, 31, 2021.

Recommendation:

The administration recommends that the Board of Regents adopt the following actions for the above Low Producing Programs:

Doctorate of Philosophy in Forestry—retain
Bachelor of Arts in Philosophy—retain
Bachelor of Arts in Liberal Studies—retain
Bachelor of Arts in Economics—retain
Bachelor of Arts/Bachelor of Science in Public Administration—consolidate with the BA/BS in Political Science
Master of Science in School Mathematics Teaching—close

Doctor of Philosophy in Forestry

Low Producing Program 2021

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
Forestry	**Ph.D.**	03.0501.00	8	7	6

Request

The faculty and staff in the Forestry program request to **continue** the program.

Rationale for request

According to the U.S. Forest Service's 2021 State and Private Forestry Fact Sheet for Texas, the state has 62 million acres of forest land, approximately 12 million acres of which are commercial forestland located in East Texas. The Texas Forest Products Global Assessment placed the value of U.S. wood products exports for 2020 at $7.4 billion. The U.S. Forest Service estimates forest-based employment in Texas to be 67,000 jobs. The U.S. Bureau of Labor Statistics' *Occupational Outlook Handbook* projects the job outlook for foresters to be growing at 5% to 2029, faster than average compared to other occupations.

SFASU is strategically located to enable its students to thrive among this valuable sector of the state economy. The Arthur Temple College of Forestry and Agriculture serves as a center of excellence in teaching, research, and outreach for the sustainable management of forest ecosystems. The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions, and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.

PHD students serving as teaching assistants and research supervisors are critical cooperators with faculty in maintaining the high quality of the BSF and MS programs. For example, the undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty and central administration at SFASU*." The PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan. The faculty are leaders at the state-level and

national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* after completing their degree requirements. All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers and researchers at higher education institutions, and environmental consulting firms.

The Arthur Temple College of Forestry and Agriculture (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 5000-level MS courses selected to support the research agenda of the student. The faculty require additional work and have higher expectations for the PHD students when compared to the MS students in the same 5000-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 5000 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities and equipment for all forestry programs at SFASU. These MS 5000 level courses are being taught anyway, and adding a few more students into the 6000 level section does not result in additional teaching load or cost. Furthermore, PHD students enrolled in 6000 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

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

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

Plan to Achieve Minimum Standard of Degrees Awarded

1. SFASU and the THECB have approved the request to reduce the number of required dissertation research hours from 30 to 6. This has reduced the cost of the program substantially to students and bring SFA in line with requirements of other PHD programs in the nation.
2. Increase the marketing of our PHD program to increase enrollment. This will happen through enhancements to our web site, social media outlets, marketing brochures, and outreach.

    - Marketing will occur through professional meetings like the national and regional meetings of professional organizations like the Society of American Foresters, National Association of Interpretation, and the Wildlife Society.
    - Announcements for doctoral graduate assistantship will be sent all of the universities in the National Association of University Forest Resource Programs (NAUFRP) for broader dissemination.
3. The faculty have decided to eliminate the one-year residency requirement for students making the program more flexible for non-traditional students and those not able to relocate to Nacogdoches for a year. Often students are conducting research in other parts of the country and this gives them greater opportunities in the future.
4. Currently SFA's doctoral graduate assistantships are the lowest of all of the southeastern NAUFRP PHD programs. Both outside reviewers for the forestry program's most recent Texas Higher Education Coordinating Board Program Review commented that SFA's PHD program is the least competitive forestry PHD given the low assistantships, increasing tuition and fees, and lack of tuition and fee waivers that other universities routinely offer. ATCOFA and SFA have worked to address these challenges by:
    - Repurposing the TLL Temple Endowed Chair in Forestry to the TLL Temple Professorship and endowing 3 PhD assistantships funded at the $25,000 per year level along with a scholarship;
    - Repurposing ST Microelectronics timber sale revenues to fund additional PhD assistantships;
    - Extending the LEAP program to reduce graduate RA/TA tuition to $80 per SCH; while not a full tuition waiver, this significantly reduces the financial burden for attending SFA and increases the competitiveness of the PhD program at SFA;
    - Awarding scholarships to PhD students as well.

Merits of Continuing Program if target is not attainable

- The PHD in Forestry at SFASU is the *only program in the state* that produces educators and researchers that will teach and make significant contributions to knowledge for future generations about the scientific methods, ecological functions, and economic values of sustainable forest management. PHD students are an integral part of our teaching, research and outreach effort.
- The undergraduate forestry program (BSF degree) has continuously maintained accreditation by the Society of American Foresters (SAF) since 1965. Recently, SAF accreditation was reaffirmed to 2021. The SAF accreditation visiting team recognized the student-centered, experiential, rigorous, and comprehensive nature of our nationally respected BSF program "*held in high esteem by students, employers, alumni, faculty, and central administration at SFASU*."
- PHD students at SFASU receive national and international exposure due to the professional involvement and acclaimed expertise of their faculty mentors. Faculty members are engaged in teaching, research and outreach in Argentina, Netherlands, China, and Taiwan.

- Forestry faculty are leaders at the state-level and national-level in professional societies such as the SAF, Wildlife Society, National Association of Interpretation, and the Association of Fire Ecology. This exposure can translate into *meaningful employment opportunities* for students after completing their degree requirements.
- All PHD students who are actively seeking a job find employment soon after degree completion as forest resource researchers and managers for state and federal agencies (e.g. USFS, USFWS, TP&W), teachers, and researchers at higher education institutions, and environmental consulting firms.
- The (ATCOFA) operates the PHD program at *minimal additional cost* to the university in faculty and facilities. In consultation with their research faculty advisor and committee, PHD students enroll in 36 SCH of 5000-level MS courses selected to support the research agenda of the student. The faculty require additional work and have higher expectations for the PHD students when compared to the MS students in the same 5000-level course. PHD students share office and laboratory equipment and space with the MS students. The use of the enhanced MS 5000 level courses, selected to support the specific research agenda of the PHD students in the program, results in the efficient use of faculty, facilities, and equipment for all forestry programs at SFASU. Furthermore, PHD students enrolled in 6000 level sections of the classes already being taught to the MS students results in significantly greater formula funding from the state.

Stephen F. Austin State University

Low Producing Programs, Philosophy BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Philosophy	**BA**	38010100	15	11	9

Request

The faculty and staff in the BA in Philosophy request to **continue** the program because it has recently undergone dramatic restructuring. Courses for this program also serve another existing degree program, the BA in Medical Humanities. All Philosophy faculty teach general education courses in the core curriculum for the required Language/Philosophy/Culture component area, and there is little additional cost associated with maintaining the BA in Philosophy.

The Rationale for Continuing the Philosophy BA

- The Division of Multidisciplinary Programs launched a completely re-imagined Philosophy BA with a track in Philosophy and Religious Studies in Fall 2020. These changes will increase enrollment in upper-level Philosophy courses and increase numbers in our Philosophy major over time. Indeed, as of June 1, 2021, we currently have 16 declared Philosophy majors with a projected 9 new students to enroll in fall. (See Table 1 below.)
- If we were to eliminate the Philosophy major, there would be no change in required faculty, supplies, courses, etc. because our faculty teach a large amount of classes that serve the core curriculum. There will be no net savings gained by eliminating the Philosophy major. The major itself does not need any additional faculty to continue the program, nor will any faculty be eliminated if the major is discontinued.
- Philosophy courses contribute to the BA and BS in Medical Humanities, a program launched in Fall 2019 with 7 declared majors now.
- The instructional cost per credit hour for Philosophy courses in 2019-20 was only $125, whereas it was $179 for Engineering courses, and $186 for Accounting courses. Therefore, Philosophy is a cost-efficient program to run.
- A full 98.5% of courses taught by Philosophy faculty are in service of other majors. Most of these semester credit hours (SCHs) are core curriculum courses required for the Languages/Cultures/Philosophy component of the Texas core curriculum. In the 2021-21 AY, Philosophy faculty taught 1,748 SCHs, almost all of which were not for the Philosophy major but for the core. It would not only be the SCHs taught for the major that would be lost without Philosophy faculty, but almost all of the SCHs generated by the unit. Far from saving the university money, eliminating the Philosophy faculty would end up losing money for the university.

- In sum, the university would experience no net gain by eliminating the Philosophy BA and would lose the opportunity for growth in two unique, new programs. The university would also lose all of the credit-hour production from the Languages/Cultures/Philosophy courses taught in the core curriculum. We simply need more time for these changes to net gains in graduation numbers.

Table 1: Data for Philosophy Majors: Degrees Awarded, Number of Majors

Philosophy	# majors	# graduates	5-yr average	#graduates over last 5 years
AY 2016-17	9	2	3.2	16
AY 2017-18	4	4	3.4	17
AY 2018-19	8	0	3	15
AY 2019-20	6	2	2.2	11
AY 2020-21	15	1	1.8	9

Table 2: Upper-level course enrollment

Philosophy	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
PHIL 2316	16				14					
PHIL 3311		9								
PHIL 3323							10			
PHIL 3333		11								
PHIL 3350										12
PHIL 2321		17			12					
PHIL 3360										11
PHIL 3363				6				7		
PHIL 3380			9				15			
PHIL 4300										
PHILL 4322	14			15				12		
PHIL 4380										
PHIL 4390-Gender in Anime						11			8	
PHIL 4390-Classical PHIL									12	
RELS 3300				10				17		

<u>Degrees Awarded/Enrollment in Upper-Level Courses</u>

The Philosophy BA program's number of majors has remained stagnant over the past five years. Five-year graduation rates have declined from 17 in AY 2017-18 to 9 in AY 2020-21, and as such we have not met the benchmark of 25 graduates over 5 years. Although this reflects a national trend in the discipline, over the past four years the Philosophy faculty have undertaken

initiatives to reverse this trend through curricular innovation. In Spring 2016, after consultation with representatives of local religious ministries, the division adopted and publicized a specialized track within the Liberal Studies BA, a customizable major. The new track focused on Philosophy and Religious Studies. By fall 2019, seven students were pursuing this track within the major. Over the same years, enrollment has grown in RELS 3300, Introduction to Religious Studies, from 9 to 17 students. This class is taught by a Philosophy professor and incorporates philosophical teachings. Moreover, PHIL 2321, Philosophy of Religion, has enrolled 12-17 students while PHIL 3380, Science vs. Religion, grew from 9 to 15 students over two years. Growth in this class supports our forecast that Religious Studies will grow at SFA in the upcoming years as part of the Philosophy BA.

Mindful of these trends, the Division of Multidisciplinary Programs implemented a major overhaul of curriculum for the Philosophy BA to incorporate a focus on Religious Studies. Effective Fall 2020, the Philosophy program features two tracks: one traditional Philosophy track, and one interdisciplinary track in Philosophy and Religious Studies. The tracks share 50% of the same curriculum. A new course approved for the core curriculum, PHIL 1304: Introduction to World Religions, promises to be a popular offering that will attract new students to the major. In fact, 27 students enrolled in the class in its first semester offered, spring 2021. The new religion-focused track is designed for students interested in seminary or working for religious-based organizations and promises to bring in new students to SFA. According to the Texas Workforce Commission, employment for religious activities and education directors is projected to increase by 14%. According to the Bureau of Labor Statistics, Texas ranks in the top ten states to employ religious workers. Both sources suggest a significant number of Philosophy and religious studies students continue for further education and often pursue employment at colleges and universities.

Table 3: Courses Instructed/Approved as Small Classes (last five fall terms; for courses specifically designated in the discipline/department)

Program Name	Degree	Term	Course ID	Course Title	Credit Hours	Number Enrolled
Philosophy	BA	Spring 2017	PHI 311	Modern Philosophy	3	9
		Fall 2017	PHI 380	Science vs Religion	3	9
		Spring 2018	PHI 363	Symbolic Logic	3	6
		Fall 2018	PHI 223	Intro to Ethics (special section/linked course)	3	8
		Spring 2020	PHI 363	Symbolic Logic	3	6
		Fall 2020	PHIL 4390	Gender in Anime	3	8

Small Classes Discussion

Although the Philosophy major falls below the minimum number of graduates per THECB standards, relatively few courses are offered each year as small classes (which by state definition is less than 10 students in an undergraduate section). Fall 2018's PHI 223 Intro to

Ethics was a special and experimental linked course designed to service Social Work majors. Linked courses are notoriously difficult to successfully execute; however, we decided to run the course out of a sense of professional obligation as opposed to opening this section to the general student population. PHIL 3363, Symbolic Logic, has been routinely run as a short course and will need further examination. The faculty will seriously consider the future of this class and how to increase enrollment in this, an essential element of a traditional Philosophy degree. No Philosophy courses were run short in spring 2021.

Table 4: Course Credit Hours (SCH) Produced in Discipline by Percentage of Majors/Non-Majors in Department (last five academic years – per OIR)

Program Name	Degree	SCH Type	Academic Year (total numbers)				
			2016-17	2017-18	2018-19	2019-20	2020-21
Philosophy	BA	Majors	129	129	112	171	177
		Non-Major	3228	3927	3852	3516	2925

Program Name	Degree	SCH Type	Academic Year (percentage)				
			2016-17	2017-18	2018-19	2019-20	2020-21
Philosophy	BA	Majors	3.84	3.18	2.83	4.64	5.7
		Non-Major	96.16	96.82	97.18	95.36	94.29

Course Credit Hours Discussion

The overwhelming majority of SCHs generated through Philosophy are by non-majors. Approximately only 5% of SCHs generated were from upper-level classes, which are largely, but not exclusively, populated by majors. The faculty needed to service the remaining 95% of the division's SCH production will remain the same whether or not the Philosophy major is retained. Notably, 2020-21 numbers do not include summer courses scheduled to begin in late June.

The university needs the Philosophy faculty regardless of whether or not the major is continued. Significantly, as is the case with all upper-level Philosophy courses, none of the courses offered as short courses are offered exclusively for Philosophy majors and/or minors, but may serve as upper-level electives for any student. Eliminating the Philosophy major would not change the faculty, supplies, or courses offered because the majority of classes would still be offered. There would be no net savings gained by the elimination of the major. No additional faculty are needed to continue the program.

Faculty Discussion

The umber of full-time tenured faculty in the program is 4 tenured faculty. Additional faculty delivering the program comprise just 1 lecturer. Occasionally, adjunct faculty may be used, but not on a regular basis. If the program is eliminated, the number of faculty will not be reduced.

We have a total of 4 tenured/tenured track faculty and one lecturer who teach courses for the Philosophy program. Faculty members also service MEHU 3300, Introduction to Medical Humanities, as well as our new core curriculum course, PHIL 1304, Introduction to World Religions, in the upcoming years. If we were to eliminate the Philosophy major, there will be no change in required faculty, supplies, courses, etc. because of amount of general core courses serviced. The Philosophy faculty teach approximately 55 courses a year. All of these courses are open to non-majors and 93% of these courses serve the core curriculum. There will be no net savings gained by eliminating the Philosophy major nor will any faculty be eliminated if the major is discontinued.

The Division of Multidisciplinary Programs has the faculty needed to meet the needs of the Philosophy program. We do not anticipate needing any additional faculty at this time unless the university enrollment grows thereby increasing the demand for Philosophy service courses.

Plan to Achieve Minimum Standard of Degrees Awarded

We have already taken major steps to reinvigorate the Philosophy BA and enrollment in upper-level courses. Recent initiatives include but are not limited to the following:

- Repeating our request to incorporate the word “Philosophy” into the division name. Because Philosophy is housed in “Multidisciplinary Programs,” we very often hear, “I didn’t know you had a Philosophy major.” Students cannot find our program. Faculty are located in a different building than the main division office, a fact that only exacerbates our marginalized status. Renaming the division should be a top priority to address program growth.
- Working with Marketing to promote a new track in Philosophy and Religious Studies.
- Post-COVID, we will be able to host innovative activities such as reading groups, Pre-Seminary Day, and social gatherings to promote our program.

Because all curricular changes took effect Fall 2019 or will take effect in Fall 2020, we will be watching enrollment and graduation numbers closely in the upcoming semesters, anticipating a wave of growth. In addition to the above initiatives, we will also undertake the following actions:

- Actively promoting and publicizing the new Philosophy and Religious Studies track of the Philosophy BA.
- Seeking connections with 2-year institutions to recruit students for the Philosophy BA with its new track.

- Capitalizing on new core curriculum course Introduction to World Religions as an opportunity to recruit majors.
- As our programs rely on interdisciplinary collaboration and innovation, regularly liaising with colleagues across campus whose teaching and research interests align with our program.

Merits of Continuing Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- Philosophy courses teach the fundamentals of critical thinking, logic, and ethical reasoning in a unique way. The study of Philosophy enhances the individual's ability to approach complex questions including those brought about by the COVID-19 pandemic. According to the American Philosophical Association (2019), Philosophy majors routinely outperform their peers on graduate school admissions tests such as the LSAT and MCAT.
- Our Philosophy graduates perform well in graduate programs including Philosophy Ph.D. and seminary programs.
- The Philosophy major does not cost the university very much additional resources because the same faculty are needed to maintain the high service course load for the department.
- Philosophy faculty and upper-level courses are integral to the university and College of Liberal and Applied Arts' mission to create innovative, interdisciplinary, niche programs.

Stephen F. Austin State University

Low Producing Programs Report, Liberal Studies BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Liberal Studies	**BA**	38010100	21	20	20

Request to Continue the BA in Liberal Studies

The faculty and staff in this program request to **continue** the program. Our headcount has risen from 12 in spring 2017 to 30 in spring 2021.

Rationale for Continuing the BA in Liberal Studies

The BA in Liberal Studies fills an important niche at SFASU. This degree's flexible structure has attracted transfer students who would have lost transfer hours in other degrees. Much like the BS in general studies, Liberal Studies is particularly attractive to student athletes and adult learners (SCND—*Some College No Degree*), a population with tremendous growth potential. The degree's operating costs are virtually nil. All courses hail from departments outside the Division of Multidisciplinary Programs. All courses used toward the degree would run regardless of LSTU's existence. The capstone course, LBAS 3198, is taught as an unpaid overload by the division director. But the most compelling reason for program continuation is that with a headcount of 30 as of spring 2021 and with 7 students poised to graduate between fall 2020 and summer 2021, we will meet our goal of an average of 5 graduates per year.

Table 1: Data for Liberal Studies Majors: Degrees Awarded, Number of Majors

Liberal Studies	# majors	# graduates	5-yr average	#graduates over last 5 years
FY 17	12	4	4	27
FY 18	20	5	5	20
FY 19	24	4	4	20
FY 20	22	3	3	21
FY 21	30	7*	4.6*	23*

*projected

Degrees Awarded Discussion

Our current growth in headcount from 12 in 2017 to 30 in 2021 puts us on track to meet the benchmark of 5 graduates per year or 25 over a 5-year period. This year we will graduate 7 students. Moreover, the degree is the most economical of any on campus. Its only required

course, LBAS 3198, is taught for free by the division director as an independent study during long semesters. Students design their own major pulling from courses across campus, courses that would run regardless of ours. Over the past year, the division director has advised many returning adult learners and transfer students who would have otherwise not attended SFA. The flexibility of the Liberal Studies program allows these students to maximize previously earned course credits in a way other majors do not. This major is essential to SFA's ability to attract SCND students.

Course Credit Hours Discussion

Because Liberal Studies students design their major by integrating existing fields of study, this program does not generate SCHs. LBAS 3198, the capstone class, is taught as independent study unpaid by the division director.

Faculty Discussion

Number of full-time tenured faculty in the program: 0.
Additional faculty delivering the program): 0 lecturers; 0 adjunct faculty

If the program is eliminated, will the number of faculty be reduced? **No**

There are no faculty associated with this major, as the program is interdisciplinary and draws from courses taught by faculty housed in other programs.

Are additional faculty required to continue the program? **No**

The major is comprised of courses from other academic units since it is a customized program.

Plan to Increase Liberal Studies Graduates to at Least 15 over a 5 Year Period

- Promote the BA in Liberal Studies (along with the BS in General Studies) as an ideal degree for the returning, adult learner or transfer student. The flexibility of the "design your own major" program is an ideal fit for these populations.
- Continue to liaise with admissions, other departments, and athletics to bring in students who truly need this degree to maximize previous credits

Merits of Continuing the Liberal Studies Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- The program costs nothing to run. All courses hail from other departments.
- The unique capstone class is ideal for students wishing to pursue graduate work.

- We would lose transfer and returning students who are able to maximize previous credits due to this degree's flexible structure.

Stephen F. Austin State University

Low Producing Programs Report for Economics BA

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
Economics	**BA**	45060100	12	8	7

Request

The faculty and staff in this program request to **continue** the program.

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

Rationale for request

In the space provided below each table, briefly discuss the data presented in the table to provide support for your request for the program.

The following is an excerpt from previously submitted (in May 2017 and April 2018) requests to continue the BA program (emphasis added):

> The BA in Economics program [at SFA] was discontinued in 1971, when a BBA in Business Economics degree was proposed and approved to take its place. At the time, a program in Political Economy that led to a BA degree was available to students at SFA, so the elimination of the BA in Economics still allowed some students to pursue the study of economics without a business degree.
> In 1999, the Department of Economics and Finance petitioned to reinstate the BA in Economics program to complement the BBA in Economics. **The request was approved by the THECB with the noted understanding that the new program can be implemented without requiring new faculty, equipment, facilities, library resources, etc.**

Table 1: Degrees Awarded (last five academic years)

Program Name	Degree	Academic Year					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Economics	BA	0	1	2	1	1	+1	+100%

Program Name	Degree	Academic Year					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Business Economics	BBA	12	11	18	5	11	-1	-8%

Degrees Awarded Discussion

The two programs in economics – the Economics major leading to a BA and the Business Economics major leading to a BBA – are identical in terms of economics courses that a student must complete. See the following table listing the requirements for each degree side-by-side:

BBA	BA
ECON 2301	ECON 2301
ECON 2302	ECON 2302
ECON 3331	ECON 3331
ECON 3339*	ECON 3339*
ECON 3351	ECON 3351
ECON 3353	ECON 3353
12 hours of advanced ECON electives	12 hours of advanced ECON electives

* ECON 3339 requires completion of two prerequisites – MGMT 2372 and MATH 1342 – both of which are included in the BBA Foundation; they are also required for the BA degree.

In other words, the BA degree has ***no additional requirements*** beyond those for the BBA. Put differently, elimination of the BA degree will bring about no cost savings as no courses or faculty lines will be reduced or eliminated.

Therefore, it is more appropriate to combine the total number of degrees awarded for these programs, as in Table 1A below. Clearly, the five-year total exceeds the minimum threshold of 25 degrees awarded in a five-year period.

Table 1A: Combined Degree Totals for the BBA and the BA

Program Name	Degrees	Academic Year					
		2016	2017	2018	2019	2020	Five Year Total
Business Economics, Economics	BBA, BA	12	12	20	6	12	62

Table 2: Majors Enrolled (last five fall terms)

Program Name	Degree	Fall Term					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Economics	BA	13	9	6	9	5	42	-62%

Program Name	Degree	Fall Term					Five Year Change	
		2016	2017	2018	2019	2020	Number	Percent
Business Economics	BBA	67	69	60	71	56	323	-16%

Majors Enrolled Discussion

There is quite a bit of variation in percentage terms in the number of BA majors, but this is entirely due to the relative small absolute numbers. The BBA enrollment is quite stable at a healthy size hovering around 65 majors in any given year.

Table 3: Courses Instructed/Approved as Small Classes (last five fall terms; for courses specifically designated in the discipline/department)

No small classes were reported during this period.

Table 4: Course Credit Hours (SCH) Produced in Discipline by Percentage of Majors/Non-Majors in Department (last five academic years)

Program Name	Degree	SCH Type	Academic Year					Five Year Change
			2016	2017	2018	2019	2020	Percent
Economics	BA	Majors	27%	25%	26%	28%	27%	No change
		Non-Majors	73%	75%	74%	72%	73%	No change

Note: Business Economics BBA program uses the same course discipline group as Economics BA

Course Credit Hours Discussion

The proportion of semester credit hours (SCH) in Economics that are attributed to other majors (other than Economics, BA or BBA) has always been high for the following reasons:

- Our Principles of Economics courses (ECON 2301 and ECON 2302) are included in the University Core Curriculum and are taken by many majors to satisfy the Social and Behavioral Sciences requirement.
    - In particular, we often have dual-enrolled high school students register for these courses, many of whom will pursue various majors (often not at SFA).
- The above Principles of Economics courses along with Applied Statistical Analysis (ECON 3339) are also part of the Business Foundation curriculum – i.e., required part of the BBA degree that all business majors complete. Given the recent growth in enrollments in the Rusche COB majors, SCH produced by these courses will continue to grow.

Additionally, eliminating the BA in Economics program will not allow a reduction in the number of courses, sections, or frequency of scheduling classes; it will only eliminate the SCH currently generated by BA Economics majors.

Faculty Discussion

Number of full-time tenured faculty in the program. 6*
Additional faculty delivering the program. 0

* No faculty are dedicated to the program. The figure listed are tenured department faculty with economics credentials who generally teach courses with the ECON prefix.

If the program is eliminated, will the number of faculty be reduced? Yes/No
Briefly explain why or why not.

As stated above, the BBA in Economics will continue, which requires the delivery of all current courses.

Are additional faculty required to continue the program? Yes/No
The current economics faculty is sufficient to effectively deliver all of the courses in the curriculum.

Plan for the degree program to achieve the minimum standard for the degree awarded

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

The benefits of continuing the degree are two-fold:

- The department is able to provide an opportunity for students to major in economics without necessitating that they complete a business degree. While there are only a handful of students graduating each year with this option, it is clear that there is student demand for the BA in Economics.
- The BA in Economics requires no additional resources, and no cost savings can be realized if the program were to be discontinued.

Meanwhile, economics students and faculty engage in a great deal of work that is routinely recognized as exemplary and which raises the profile of the department, our majors, and the university. Over the past two years:

- Economics majors and faculty participated in the Economics Scholars Program conference at the Federal Reserve Bank of Dallas.
- Dr. Ryan Phelps was named Undergraduate Mentor of the Year at the Undergraduate Research Conference (URC).
- Dr. Mark Scanlan was recognized for his use of the Federal Reserve's FREDCAST tool in his experiential learning activities.
- The Economics Reading Group was named SFA Student Organization of the Year.
- Research conducted by economics majors and that led by economics faculty consistently gets recognized as top scholarship at the URC.

As one final point, it should be noted that the faculty in the department place a great degree of value and importance on providing non-BBA students at SFA with an opportunity to major in economics; they do it even though this creates a substantial amount of additional work. For example, the BA needs to be assessed separately from all other programs in the college because it does not fall under the umbrella of BBA assessment. This, in turn, means that faculty must develop separate assessment instruments, collect data, report results, and review outcomes for each of the following: core curriculum assessment, SACS requirements, internal program review, and AACSB accreditation. And, to reiterate, this is done while using no additional resources beyond those already required by other existing programs – i.e., faculty are willing to dedicate additional time and effort to these tasks because of what it means for our students.

Stephen F. Austin State University

Low Producing Programs Report, Public Administration BA/BS

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			AY 19	AY 20	AY 21
Public Administration	**BA/BS**	44.0401.00	21	17	16

Request

- The faculty and staff in the Public Administration BA/BS request to **continue** the program because it has undergone restructuring and outreach to community colleges. Courses for this program also serve another existing degree programs, such as Criminal Justice and Health Science. All Public Administration faculty teach general education courses in the core curriculum for the required Political Science component area. **However**, if the program cannot be continued, the staff and faculty prefer the program be **consolidated** into the Political Science program.

The Rationale for Continuing/Consolidating the Public Administration Program

- If we were to eliminate the Public Administration major, there would be no change in required faculty, supplies, courses, etc. because our faculty teach a large number of classes that serve the core curriculum in Political Science, and also teach the graduate courses in the Master of Public Administration, which has an enrollment of over 50 majors. Therefore, there will be no net savings gained by eliminating the undergraduate Public Administration major. The major itself does not need any additional faculty to continue the program, nor will any faculty be eliminated if the major is discontinued.
- The undergraduate Public Administration courses contribute to the BA and BS in other programs such as Health Science, Criminal Justice, and Political Science.
- In sum, the university would experience no net gain by eliminating the Public Administration program. The university would also lose all of the credit-hour production from the undergraduate Public Administration courses taught. As has been stated earlier, it should rather be consolidated with Political Science. (Table 1. Below shows the enrollment for the various semesters since Fall 2016.)

Table 1: Upper-level course enrollment 2016-2021

Public Administration	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
PADM 3300	32		30		30		27		31	
PADM 3305	23		25		21		22		20	
PADM 3310	27		11		22		26		22	
PADM 4300		24		17		19		14		18
PADM 4305		19		19		20		13		13
PADM 4310								17		24
PADM 4315		21		12		19		20		33
PADM 4320						15				16

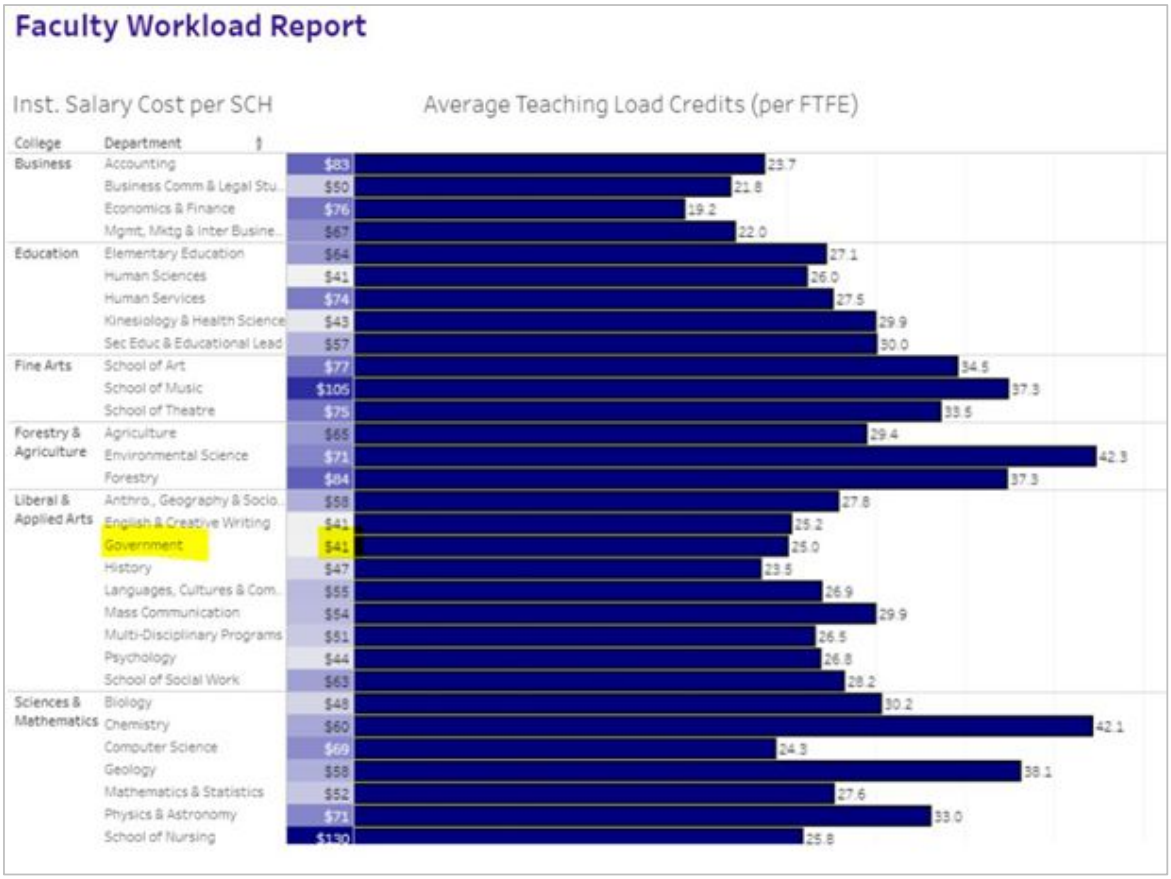
Stable Program with Positive Enrollment Trend

Since Fall of 2015, despite the decrease in the number of undergraduate degrees awarded in Public Administration, undergraduate enrollment in Public Administration courses has a positive 3-year enrollment trend rate of +4.3%.

Additionally, the ethnicity headcount shows 41.18% whites and 58.82% non-whites (Blacks, Hispanic, Other). This demonstrates the importance of the Public Administration program in contributing to the state 60x30TX initiatives to meet the graduation needs of underserved populations.

Instructional Faculty Cost Per SCH

The Government academic unit as a whole supports multiple programs and has a very efficient average instructional salary cost per semester credit hour of $41.00, less than half the cost of some programs at SFA.



Academic Program Semester Credit Hours

According to the ten-year longitudinal trend shown in the SFA Office of Institutional Research visualizations for course discipline SCH generation, the BA and BS in Public Administration have remained stable over the past five years. Unlike other programs, the BA and BS in Public Administration appear to have increased SCH generation from the 2019-2020 academic year to the 2020-2021 academic year. This is impressive considering the adverse impact the COVID-19 pandemic had on student enrollment and attempted SCH in other areas.

https://public.tableau.com/app/profile/sfa.office.of.institutional.research/viz/SemesterCreditHours_15708093006420/SCHTrends

Faculty Discussion

The number of full-time tenured faculty in the program is 2 tenured faculty. Additional faculty delivering the program comprise just 1 adjunct. If the program is eliminated, the number of faculty will not be reduced.

We have a total of 3 tenured faculty and one 1 adjunct who teach courses for the Public Administration program, but one of the tenured faculty members serves as the department chair and so only teaches part-time for the PBA programs. Faculty members also service Public Administration graduate courses, as well as Political Science core curriculum courses, GOVT 2305 and 2306. If we were to eliminate the Public Administration major, there will be no change in required faculty, supplies, courses, etc. because of amount of general core courses serviced. The Public Administration faculty teach approximately 20 courses a year. All of these courses are open to non-majors. There will be no net savings gained by eliminating the Public Administration major nor will any faculty be eliminated if the major is discontinued completely, so we are asking that it should be **consolidated** into the Political Science BA/BS instead.

The Department of Government Programs has the faculty needed to meet the needs of the Public Administration program. We do not anticipate needing any additional faculty at this time unless the university enrollment grows, thereby increasing the demand for Public Administration courses.

Plan to Achieve Minimum Standard of Degrees Awarded

- Actively promoting and publicizing Public Administration through the Office of Admissions Outreach recruiting ambassadors.
- Seeking connections with 2-year institutions to recruit students for the Public Administration program
- Public Administration relies on interdisciplinary collaboration and innovation, regularly liaising with colleagues across campus whose teaching and research interests align with our program, such as the BAAS, BSW, BA in Liberal Studies, and BSGS.

Merits of Continuing/Consolidating the Program

In the case that we do not meet the necessary 5-year graduation average, the program has merit for continuing based on several reasons:

- Public Administration courses teach the fundamentals of critical thinking, problem solving, and professional ethics in a unique way. The study of Public Administration enhances the individual's ability to approach complex questions related to municipal and state government, public health administration, and the administration of non-profit organizations.
- Our Public Administration graduates perform well in graduate programs (MPA), as well as working in the public sector.
- The Public Administration major does not cost the university very much additional resources because the same faculty are needed to maintain the high service course load for the department's core curriculum government courses and for the MPA.
- Public Administration faculty and courses are integral to the university and College of Liberal and Applied Arts' mission.

Stephen F. Austin State University

Low Producing Programs Report for the School Mathematics Teaching, MS

Program Name	Degree	Program CIP Code	Low Producing 3 Years in a Row		
			FY 2019	FY 2020	FY 2021
School Mathematics Teaching	**MS**	13.1311.00	8	9	5

Request

The faculty and staff in the School Mathematics Teaching, MS program request to **close** it.

Currently, there is only 1 student enrolled in the School Mathematics Teaching MS. The program used to receive grant funding, but no longer does, negatively impacting its enrollment. The Department of Mathematics and Statistics maintains the M.S. in Mathematical Sciences, with mathematics and statistics concentrations, and is in the process of launching a new 18-hour graduate certificate in teaching mathematics at Lone Star College Kingwood's Atascocita Center, near Humble, Texas (provided this receives Board of Regents approval). In addition, students may also utilize the M.S. in Natural and Applied Sciences should they prefer an interdisciplinary mathematics and education option. As the School Mathematics Teaching MS is no longer a viable program, the department has opted to concentrate its resources on its other graduate initiatives. A teach-out plan will be developed for the one remaining student, who will be able to graduate with the MS in School Mathematics Teaching; no new students will be admitted to the program.

CURRICULUM CHANGES

Explanation:

Changes in curriculum originate in the departments based on changing demands of the discipline and student and program needs. Per SFA policy 5.7—Curriculum Review, Modifications, and Approvals—curriculum changes are reviewed by the appropriate department curriculum committee and department chair, the appropriate college curriculum committee(s) and appropriate dean, the university undergraduate or graduate curriculum committee, the Deans Council, 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 and the Southern Association of Colleges and Schools Commission on Colleges as appropriate.

In accordance with policy, the following new courses/programs are proposed for board approval:

- Graduate Certificate in Dual Credit and Early College Mathematics Teaching (18 hours)
- MATH 5311 Analysis of Functions (new course for the Graduate Certificate in Mathematics)
- MATH 5312 Abstract Algebra for Educators (new course for the Graduate Certificate in Mathematics)

The new Mathematics certificate is designed to attract high school mathematics teachers requiring preparation to teach dual credit/lower division college mathematics courses. It can be stacked with an additional 18 hours of graduate mathematics courses to comprise a master's degree. It will be offered face-to-face on SFA's main campus and livestreamed synchronously to students at a distance, beginning in the Fall 2021 term.

- Bachelor of Science in Aviation (120 hours)
- AVSC 1300 Introduction to Aviation (new course for B.S. in Aviation)
- AVSC 2311 Aviation Meteorology (new course for B.S. in Aviation)
- AVSC 2340 Instrument Ground (new course for B.S. in Aviation)
- AVSC 2341 Instrument Flight (new course for B.S. in Aviation)
- AVSC 2350 Commercial Ground (new course for B.S. in Aviation)
- AVSC 2355 Aerodynamics and Performance (new course for B.S. in Aviation)
- AVSC 2370 Aviation Safety (new course for B.S. in Aviation)

- AVSC 2380 Aviation Physiology (new course for B.S. in Aviation)
- AVSC 3225 Multi-Engine Ground (new course for B.S. in Aviation)
- AVSC 3226 Multi-Engine Flight (new course for B.S. in Aviation)
- AVSC 3237 Certified Flight Instructor Flight (new course for B.S. in Aviation)
- AVSC 3304 Commercial Flight (new course for B.S. in Aviation)
- AVSC 3335 Global Navigation and International Flight Planning (new course for B.S. in Aviation)
- AVSC 3336 Certified Flight Instructor Ground (new course for B.S. in Aviation)
- AVSC 3360 Human Factors of Flight (new course for B.S. in Aviation)
- AVSC 4301 Aviation Law (new course for B.S. in Aviation)
- AVSC 4314 Capstone Directed Research Project (new course for B.S. in Aviation)
- AVSC 4316 Airline Operations and Management (new course for B.S. in Aviation)
- AVSC 4371 Advanced Aircraft Systems and Performance (new course for B.S. in Aviation)

The B.S. in Aviation is designed to meet all requirement for Part 141 Certification from the Federal Aviation Administration, and will qualify students for their Private Pilot License (PPL), Commercial Pilot License (CPL), Instrument Rating, and Airline Transport Pilot Certificate (restricted ATP). It will be offered at SFA's main campus and the Nacogdoches County Airport, beginning in the Fall 2022 term.

Recommendation:

The administration recommends that the Board of Regents approve the above listed curriculum changes.

AGREEMENT BETWEEN STEPHEN F. AUSTIN STATE UNIVERSITY AND JAMES I. PERKINS COLLEGE OF EDUCATION, SCHOOL OF HUMAN SCIENCES, CONSTRUCTION MANAGEMENT ADVISORY COMMITTEE

Explanation:

The Stephen F. Austin State University James I. Perkins College of Education requests approval to finalize the Agreement between Stephen F. Austin State University, the School of Human Sciences, and the Construction Management Advisory Committee that would establish the Executive Advisory Committee as a support group of the university. The agreement is included as presented.

The purpose of this group is to support the program and activities of the School of Human Sciences Construction Management, including the following activities:

a. Serve as a conduit between Construction Management and the Construction Management community;
b. Offer advice and support for the initiatives of Construction Management;
c. Support and executive fundraising activities for the benefit of Construction Management; and
d. To perform those functions that Construction Management cannot provide itself.

Recommendation:

It is recommended by the Administration that the Board approve the James I. Perkins College of Education, School of Human Sciences, Construction Management Advisory Committee as a support group of the university and that the President be authorized to sign the agreement included as presented.

AGREEMENT BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY
AND
SCHOOL OF HUMAN SCIENCES
CONSTRUCTION MANAGEMENT ADVISORY COMMITTEE

This agreement is made and entered into as of July 27, 2021, between Stephen F. Austin State University for the benefit of its School of Human Sciences, hereinafter referred to as the School, in the James I. Perkins College of Education, hereinafter referred to as the College, and the School of Human Sciences Construction Management Advisory Committee, hereinafter referred to as the CMAC.

Whereas, the School is part of the university as a whole and the university Board of Regents formally adopts this agreement in accordance with its policies and state law;

Whereas, the CMAC, an independent association which exists solely for the support of the university and its School's program in construction management, hereinafter referred to as Program, adopts this agreement with its Bylaws;

Whereas, the CMAC was created to provide guidance, support, and raise funds in furtherance of the Program Facilitator's excellence goals with regard to the Program and not to compete or overlap with the mission and purpose of other School related and university recognized support organizations; and

Whereas, the School and the CMAC provide and make available certain services and benefits to each other and work together to promote the activities and opportunities for the School, university and East Texas;

Now, therefore, in consideration of the covenants, promises, terms and provisions herein contained, the parties mutually agree to the following:

GENERAL PROVISIONS
ARTICLE 1

1. To the extent allowed by state law, this agreement shall remain in full force and effect until terminated by either party or suspended by a subsequent agreement. While every effort will be made to provide 60 days written notice for termination of this agreement by either party, Stephen F. Austin State University in accordance with its policy and state law may terminate this agreement at anytime.
2. This agreement is solely between the parties and cannot be assigned to another party without written approval from the non-assigning party.
3. This agreement in entered into in Nacogdoches County and proper venue shall be in Nacogdoches County, Texas.
4. This agreement is subject to and shall be construed under the laws of the State of Texas including Chapter 2255 of the Texas Government Code. The invalidity or illegality of any provision in this agreement shall not affect other terms or conditions of the agreement.
5. This agreement contains the entire agreement of the parties and no change or modification of this agreement is binding unless in writing and signed by the parties.

ARTICLE II

CMAC agrees to provide the following services:

1. Serve as a conduit between the Program and the Program community; offer advice and support for the initiatives of the Program; create a thought provoking, problem solving environment that will enable students to launch their careers in all fields of construction management;
2. Support and execute fund-raising activities for the benefit of the Program, within any guidelines or limitations imposed by the university, College, School, and state or federal law, if any; and
3. Seek to perform those functions that the Program cannot provide itself.

ARTICLE III

The School will provide the following:

1. To the extent available and allowable, reasonable space such as meeting rooms and opportunities to host approved events in the School for the CMAC to carry out its obligations;
2. To the extent available and allowable, Program staff may assist in formulating CMAC communication materials, using staff time, computers, copy machines and telephones, but only to the extent that the content and costs are approved by the Program Facilitator. Extraordinary use of university, College, and School staff time, equipment and materials will not be permitted;
3. Work with the university's Office of Development to generate receipts, maintain donor gift histories, and provide the CMAC with annual gift reports;
4. The Program hereby expressly recognizes that the president, vice-presidents, advancement officers, deans, faculty members, and staff members may reasonably assist from time to time in the development programs or may be needed or helpful in coordinating those CMAC activities with the operations of the Program. No monetary or pecuniary enrichment will be made to any officer or employee of the university by CMAC or its donors. Conduct of employees is governed by the university and when conflicts arise, university policies shall govern the conduct of its employees. The Program Facilitator shall serve in an ex-officio capacity on the CMAC Board;
5. Assistance in research and investigation of individuals, foundations, businesses and corporations best qualified as prospective donors and/or supporters; and
6. Assistance in the coordination of follow-up activities after each solicitation and fundraising event.

ARTICLE IV

The Executive Committee members of CMAC assure the Program that the activities of the CMAC will always be in support of the objectives, goals and priorities of the School and Program, as communicated to it by the Program Facilitator. CMAC will only raise funds in the name of the university. The Program will provide a complete financial report to the CMAC on the allocation

and use of resources made available through the CMAC.

ARTICLE V

Because the CMAC will only raise money in the name of the university, the moneys will be deposited in university accounts, invested through the university investment program, and governed in accordance with university policy, or as authorized by the university may be deposited in the SFASU Foundation, invested through the SFASU Foundation investment program and governed in accordance with SFASU Foundation and university policy.

ARTICLE VI

Disbursement from CMAC accounts will be supervised by the Program Facilitator and will be made only for expenditures consistent with the explicit purposes for which the accounts were established and the restrictions of the donors. Full documentation will be required for each disbursement. The university/College/School/Program reserves the right to accept or deny any gift or donation within its sole discretion.

ARTICLE VII

The allocation and budgeting of unrestricted funds is to be determined by the Program Facilitator. Resources raised by other support organizations and for which the Program may serve as a trustee of funds shall be allocated by the restrictions of the donor and by the support organization. Restricted gifts shall be allocated by the restrictions of the donor and by the Program Facilitator.

The allocation, expenditure, and transfer of all resources raised by the CMAC will be reported to the executive committee members of the CMAC regularly by the Program Facilitator. The Program Facilitator will assure that all expenditures, irrespective of the allocation process, are consistent with state law and the charter of the CMAC. When in conflict, State law shall always supersede.

Agreed to this the _____ day of _____, 2021.

EXECUTIVE ADVISORY COMMITTEE

By: _____
Chair of the CMAC

STEPHEN F. AUSTIN STATE UNIVERSITY

By: _____
Program Facilitator

By: _____
Interim Director, School of Human Sciences

By: _____
Dean, James I. Perkins College of Education

By: _____
Provost & Executive Vice President for Academic Affairs

By: _____
President

ARAMARK UNAMORTIZED BUYBACK PAYOUT AND RATIFICATION OF AMENDMENT

Explanation:

The university's agreement with Aramark to provide food service on campus contained a provision for a financial commitment to support multiple infrastructure investments over the term of the agreement. Previous amendments to the agreement were approved by the board of regents increasing Aramark's financial commitment for food service program renovations. The Aramark agreement was recently amended to expire on June 30, 2021. There is a provision in the agreement, which "if terminated by either party, for any reason whatsoever, prior to the complete amortization of the Aggregate New Financial Commitment, the University will reimburse (or, upon the mutual written agreement of both parties, will cause its successor food service contractor to reimburse) Contractor for the unamortized balance as of the date of termination by the University or Contractor." The unamortized buyback amount as of June 30, 2021 is $4,259,565 and is due within 90 days. The successor food contractor selected in the April 2021 board meeting, Compass Group USA, Inc. through its Chartwells Division, will reimburse SFA for the amount of this buyback as this is a provision in the new agreement.

Recommendation:

The administration recommends that the president be authorized to sign purchase orders and any associated contract documents related to the $4,259,565 unamortized buyback and ratify the amendment for changing contract expiration from August 31, 2021 to June 30, 2021.

HOLIDAY SCHEDULE FOR 2021-2022

Explanation:

Fourteen holidays are allowed by the state for 2021-2022. The following schedule will allow SFA to be closed for three working days at Thanksgiving, seven working days during Christmas, Martin Luther King, Jr Day, five working days during Spring Break, Memorial Day, Juneteenth and Independence Day, totaling 19 days.

Employees will be required to take one day paid leave on November 24, two days of paid leave on December 30 and 31, and two days of paid leave on March 10 and 11.

Campus buildings will have reduced utility usage (heating, cooling, etc.) for five days during Thanksgiving week, 11 days during the Christmas break, and nine days during Spring Break, including weekends, which will result in significant energy savings.

November 24-26	Thanksgiving Break
December 23-January 1	Christmas Break
January 17	Martin Luther King, Jr. Day
March 7-11	Spring Break
May 30	Memorial Day
June 20	Juneteenth
July 4	Independence Day

Offices scheduled to be open: Admissions, Financial Aid, Registrar, Business, Residence Life and UPD

Recommendation:

The administration recommends approval of the holiday schedule for 2021-2022 as presented.

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:

Access to University Records 2.1
Distance Education Faculty Competencies and Compensation 7.9
Employee Training 11.11
Graduate Admission 6.17
Graduate Assistantships 6.12
Hazing 10.3
Illicit Drugs and Alcohol Abuse 13.11
Information Security Incident Response and Reporting 14.14
Nondiscrimination 2.11
Out-of-State Electronic Fee 3.24
Parking Services Regulations 13.14
Radioactive or Radiation-Producing Materials or Equipment 13.17
Records Management 2.9
Salary Supplements, Stipends and Additional Compensation 12.16
Service Awards 12.17
Social Media 15.11
State Publications 2.14
Student Code of Conduct 10.4
Student Employment 10.6
Telecommuting Arrangements for Staff Employees 11.27
Title IX 2.13
University Awards Programs 12.20
University ID Card 14.13
Wireless Networking 14.11

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Access to University Records

Policy Number: 2.1

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: General Counsel

Purpose of Policy (what does it do): This policy details the university's compliance with the Public Information Act

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No substantive revisions

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Damon Derrick, General Counsel

Access to University Records

Original Implementation: 1975
Last Revision: July ~~24~~*27*, 20*21*~~18~~

Access to documents or records in the custody or control of Stephen F. Austin State University is determined by the provisions of state law. In general, the records of the university are open to public inspection during normal business hours, upon written request. However, various exceptions to the public's right to examine university documents exist under law. These include, but are not limited to, information in personnel files, the disclosure of which would clearly be an unwarranted invasion of privacy; documents relating to litigation or settlement negotiations; information relating to the possible purchase of real property; student records; interagency or intra-agency memoranda or letters not available by law except in the context of litigation; and rare books or original manuscripts held for the purpose of research.

The Office of the General Counsel has been designated by the Board of Regents as the public information coordinator responsible for processing public information requests. Requests for public information by outside entities and vendors ~~are to be immediately referred~~*must be made* to the Office of the General Counsel. The requests must be in writing and may be submitted by mail, fax, e-mail or ~~in person~~*hand delivery*. The requestor must include enough description and detail about the information requested to enable the university to accurately identify and locate the information requested. The requestor must also cooperate with the university's reasonable efforts to clarify the type or amount of information requested. The university may charge for copies of public information in accordance with the fee schedule set out in 1 Tex. Admin. Code § 70.3.

Requests by student organizations that are for organizational use only should be submitted to the Office of Student Affairs Programs. Requests for alumni information should be submitted to the Alumni Association.

This policy does not prevent either students or employees from examining university records applying to themselves.

Cross Reference: Public Information Act, Tex. Gov't Code Ch. 552; 1 Tex. Admin. Code § 70.3

Responsible for Implementation: General Counsel

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Distance Education Faculty Compentencies and Compensation

Policy Number: 7.9

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

Date of last revision, if applicable: 7/26/2016

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

Purpose of Policy (what does it do): Provides guidelines for faculty qualifiation and compensation regarding distance education.

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

Distance Education Faculty Competencies and Compensation

Original Implementation: August 1, 2000
Last Revision: July ~~26, 2016~~*27, 2021*

Instructional modality for delivery of curriculum should be driven by student need, program need, and market demand. The decision to offer a fully online course should be a collaborative process among program faculty and the appropriate academic unit head.

Qualified faculty may be compensated for work in online education. Eligibility for compensation requires that the instructor be currently certified by the Center for Teaching and Learning (CTL) as an online instructor and that the course by recognized by CTL as a fully online course. The provost and *executive* vice president for academic affairs, after receiving recommendations from the Distance Education Committee, will set the amount of stipends for the development and/or delivery of online courses.

- Faculty members who develop a new fully online course may be eligible for a course development stipend.
- With adequate justification for the need, faculty members who substantially redevelop an approved existing online course may be eligible for a course redevelopment stipend.
- Faculty members who teach an online course may be eligible for a course delivery stipend.

Faculty are expected to engage in best practices for curriculum by maintaining and updating content in courses they are teaching to reflect current knowledge in the field.

The Texas Higher Education Coordinating Board definition for fully distance learning courses will be utilized to determine instructional modality. Only asynchronous, fully distance learning courses are eligible for stipends. Other distance education modalities are not eligible for an online delivery stipend under this policy.

The CTL will assess the instructional design elements of a course for online delivery. The content and quality of online courses are the responsibilities of the academic unit.

Faculty who obtained online or distance education certification prior to employment at Stephen F. Austin State University (SFA) may be granted SFA certification by demonstrating competency in online course development and delivery.

Cross Reference: 19 Tex. Admin. Code § 4.257(9)(A)

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

Contact for Revision: Provost and *Executive* Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Training

Policy Number: 11.11

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

Date of last revision, if applicable: 02/020/21

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

Purpose of Policy (what does it do): 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.

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

Employee Training *and Development*

Original Implementation: January 28, 2003
Last Revision: ~~February 2,~~ July *27*~~1~~, 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, *and additional development opportunities*. 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. *Training and developmental opportunities are considered important to the enhancement of employment. Employees may receive a reasonable amount of time to attend training and professional development activities. Employees are not required to use paid leave in order to participate in approved training or developmental opportunities during normal work hours.*

Employee Training *Program*~~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.

~~4. Tuition reimbursement as part of a training program is available only in accordance with policy 12.5, Lumberjack Education Assistance Program.~~

3.

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*that* 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*regarding* In-Service Training Programs,~~
- ~~monitor and track employee training activities including required compliance training, and~~
- ~~maintain university training records and files.~~

Professional Development Organizations

Employees may participate in organizations with a primary purpose of providing professional development opportunities for faculty and staff that are authorized by the university. Participation in these organizations may include attendance at meetings (e.g. scheduled meetings, committee meetings, or meetings open to all members called outside of the regularly scheduled meetings), organization-sponsored events, workshops, training, or personal and/or professional growth opportunities that occur during an employee's work hours.

Employees may obtain approval to participate in professional development organizations with written approval of the immediate supervisor. Employees remain responsible for all assigned duties and approval may be rescinded in the supervisor's lawful discretion.

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Admission

Policy Number: 6.17

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): Details the requirements for students to enroll in SFA Graduate School.

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: This policy was revised to remove an obstacle for admission to graduate school for our SFA seniors because there is a shortened time frame between semesters. This allows the proof of degree posted on their transcripts to occur during the first semester of their graduate studies.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor word revisions and to remove obstacles for admission.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tim Bisping (chair), Judy Abbott, Kyle Ainsworth, Sarah Drake, Herbert Midgley, Don Gooch, Joyce Johnston, Mikhail Kouliavtsev, Chris Talbot, Eric Torres

Graduate Admission

Original Implementation: April 18, 2020
Last Revision: ~~None~~ *July 27, 2021*

Admission Requirements

Stephen F. Austin State University (SFA) encourages qualified students to apply for admission to Graduate Studies by using the electronic version of the ~~Texas Common Application~~*ApplyTexas application.*, which is available at www.applytexas.org.

Evaluation of transcripts is done by the Office of Research and Graduate Studies and the departments. All new and returning graduate applicants for admission are required to submit a nonrefundable application fee. Applicants for clear admission to SFA will be required to meet or exceed an overall GPA of 2.5. Applicants must have proof of bachelor's degree from a recognized accredited college/university as indicated on an official transcript. *However, SFA seniors with at least 110 semester credit hours and a 3.0 GPA may apply and be considered for graduate admission. SFA seniors must receive proof of a bachelor's degree within the first semester or part of term of their graduate academic program to continue graduate studies.*

Admission to Graduate Studies is under the discretion of the Dean of Research and Graduate Studies and the programs. Admission to the university does not automatically guarantee admission to a particular college, school, or program. An applicant admitted to a graduate program must enroll within one year of admission. When a graduate student, new or returning, does not register for courses in one year, that student must re-apply to the program to continue studies. *Further rules and requirements regarding graduate admission may be found in the Graduate Bulletin.*

Admission Criteria

All students seeking admission to a graduate program should consult criteria directly with the graduate program advisor of the department in which they wish to study for specific additional requirements. Each department has the authority to set admission standards higher than the general criteria set by the university. Some graduate programs have higher GPA standards and require additional documentation such as the Graduate Record Examination, the Graduate Management Admission Test, essays, and letters of recommendations or resumes.

Transfer Credits

The university accepts transfer credits from accredited institutions as determined appropriate by the major department's~~'~~ program. Any course accepted by transfer will carry credit but no ~~gradepoint~~*grade point* value. Moreover, to transfer credit, the student must have earned a grade of B or better on the course.

Degree Plan

Following admission to a graduate degree program, a student must confer with the graduate advisor in the major department. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department. Hours earned in an SFA certificate program can be considered for a graduate degree program.

Resident Status

The student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident. A non-resident teaching assistant employed at least half-time in a position which relates to her or his degree program shall be entitled to pay the tuition and fees of a resident student. A non-resident student holding a competitive scholarship of at least $1,000 for the academic year awarded by a scholarship committee of SFA qualifies for resident tuition and fees.

Meningitis Vaccination

State law requires all entering or re-entering students to provide evidence of vaccination against bacterial meningitis or the appropriate documentation for exemption. ~~A s~~*S*tudents ~~is~~ *are* exempt if ~~she/he is~~*they are* 22 years old or older by the first day of the semester in which ~~she/he~~*they* intend~~s~~ to enroll or if ~~she/he is~~*they are* enrolled in online or distance-education courses only.

Cross Reference: General Bulletin; Graduate Bulletin; Course Grades (5.5)

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

Contact for Revision: Dean of Research and Graduate Studies

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Assistantships

Policy Number: 6.12

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): Describes the types of graduate assistantships and eligibility requirements.

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

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

☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added new type of Graduate Assistantship

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Graduate Assistantships

Original Implementation: Unpublished
Last Revision: ~~April 18, 2020~~*July 27, 2021*

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

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

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

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

Graduate Teaching Fellow – *A Graduate Teaching Fellow (GTF) provides instruction to students in a specific course or laboratory with mentorship from a faculty member. The GTF is an advanced graduate student who has completed a minimum of 18 graduate semester credit hours in the subject area and has at least one semester experience as a GTA. The GTF will have completed their work as a GTA with good student evaluation ratings.*

To be eligible for a GA, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for approximately 320 hours per semester or twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. GA work times and schedules are determined by the needs of the academic unit or department. The academic unit or department head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

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

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

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of research and graduate studies. Appointment as a GA requires a clear background check and is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. All GAs must also complete an online GA Orientation module within their first month of employment. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student normally may receive an assistantship for no more than four long semesters and two full summers.

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Research and Graduate Studies

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

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Hazing

Policy Number: 10.3

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): To provide guidance for any incidents of hazing

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: Edits to include "peace officer, or law enforcement agency" as determined by changes to the law in SB 36. Update division name change from "University Affairs" to "Student Affairs" and "Dean of Student Affairs" to "Dean of Students" -Minor formatting updates

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

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

Hazing

Original Implementation: August 25, 1987
Last Revision: July ~~21, 2020~~*27, 2021*

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Definitions

Hazing: Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of activity which involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity which involves consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental of physical health of the student;
4. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code; or
5. involves coercing the student to consume drugs or alcoholic beverage or liquor in any amount that would lead a reasonable person to believe the student is intoxicated.

Organization: Any fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group, or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

Immunity: Any person who voluntarily reports a specific hazing incident involving a student or prospective student to the dean of student~~ affairs~~*s* or appropriate university official*, a peace officer or law enforcement agency* may be immune from civil or criminal liability if the person:

1. Reports the incident before being contacted by the institution or before an investigation of the incident is underway.

2. Cooperates in good faith throughout the investigation, as determined by the dean of student ~~affairs~~s.~~.~~

A person will not be granted immunity if reporting their own act of hazing, or reports in bad faith or with malice.

Committing an Offense: The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;
2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;
4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the university's student conduct authority, *a peace officer, or law enforcement agency*.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent: It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Penalties:

Student Code of Conduct Violation
Individual: Each individual committing an offense is subject to university penalties ranging from probation to expulsion.

Organization: Organizations committing an offense may be placed on university probation and are subject to withdrawal of university recognition.

Criminal
Individual: Penalties relative to criminal prosecution range from a fine of $2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student.

Organization: The organization may be penalized with a fine of up to $10,000 or double the expenses involved due to the injury, damages or loss.

Reporting of Sanctioned Organizations

A report will be posted on the university's website that includes information regarding each disciplinary action taken against an organization under this policy or related external convictions for hazing against the organization during the three years preceding the date on which the report is issued or updated.

This report will include:

- the name of the organization disciplined or convicted;
- the date on which the incident occurred;
- the date on which the university's investigation into the incident, if any, was initiated;
- a general description of the incident,
- the violations of the university's code of conduct or the criminal charges, as applicable;
- the findings of the institution or court; and
- any sanctions imposed by the institution, or any fines imposed by the court, on the organization; and
- the date on which the university's disciplinary process was resolved or on which the conviction became final.

This report will be updated to include information regarding each disciplinary process or conviction not later than the 30th day after the date on which the disciplinary process was resolved or the conviction became final, as applicable.

Notice of Policy to Students

A summary of the provisions of this policy will be published in the General Bulletin section of the university's website. Electronic links to this policy, and to the report outlined above, will be posted on the Student Affairs website and included in an e-mail to all enrolled students that will be distributed at least 14 days before the start of each fall and spring semester.

Cross Reference: Student Code of Conduct (10.4); Tex. Educ. Code §§ 37.151-.157, 51.936

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

Contact for Revision: Dean of Students~~ 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: Illicit Drugs and Alcohol Abuse

Policy Number: 13.11

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

Date of last revision, if applicable: 10/28/2019

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): To be in compliance with state and federal law regarding the possession, consumption and distribution of alcoholic beverages and/or illicit drugs.

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: Removal of conduct sanctioning guidelines under the "students" section to prevent student conduct authority confusion. To better align this policy with the Student Code of Conduct Policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Nathan Hendrix, Director of Student Rights and Respnosibilities
Brandon Frye, Vice President of Student Affairs
Damon Derrick, General Counsel

Illicit Drugs and Alcohol Abuse

Original Implementation: September 1, 1986
Last Revision: ~~October 28, 2019~~*July 27, 2021*

It is the declared policy of the United States government to create a drug-free America. As a part of that policy, the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707, was adopted. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989, 20 U.S.C. § 1011i, which amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. University policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents of Stephen F. Austin State University in compliance with state and federal law.

Definitions

1. Controlled substance means a controlled substance in schedules I through V of the Schedules of controlled substances, 21 U.S.C. § 812. Examples include, but are not limited to: heroin, marijuana, mescaline, peyote and cocaine. This definition does not include medication prescribed by a physician.
2. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
4. Federal agency means an agency as that term is defined in 5 U.S.C. § 551(1).

Standards of Conduct

It is the university's policy that all members of the university community and guests are required to comply with federal, state and local laws regarding the possession, consumption and distribution of alcoholic beverages. All employees (full-time and part-time faculty, staff and students) are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Alcoholic beverages will be permitted at authorized events on university controlled property only as allowed under university policy. The unauthorized use of intoxicating beverages on university-controlled property or at university-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events is prohibited. Alcoholic beverages are not permitted in university residence halls. Alcoholic beverages are permitted in the areas of university owned facilities that are designated as the private residence of full-time live-in employees of legal age.

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be.

Health Risks

ALCOHOL ABUSE

Alcohol is a primary and continuous depressant of the central nervous system. Impairment of judgment and of recently learned, complex and finely tuned skills begins to occur at blood alcohol concentrations as low as 0.025 percent. These impairments are followed by the loss of more primitive skills and functions, such as gross motor control and orientation at concentrations in excess of 0.05 percent. Alcohol in moderate doses impairs nearly every aspect of information processing, including the ability to abstract and conceptualize, the ability to use large numbers of situational cues presented simultaneously, and the cognitive ability to determine meaning from incoming information. Alcohol consumption can therefore promote action on impulse without
full appreciation of, or concern about, the potential negative consequences of such action. Chronic long-term effects of heavy drinking over a period of years can result in brain damage; cancer of the mouth, esophagus or stomach; heart disease; liver damage resulting in cirrhosis, alcoholic hepatitis, and cancer of the liver; peptic ulcer disease; and possible damage of the adrenal and pituitary glands. Prolonged, excessive drinking can shorten life span by 10 to 12 years.

ILLICIT DRUGS

Illicit drugs include narcotics, such as heroin or morphine; depressants, such as barbiturates, quaaludes, or valium; stimulants, such as cocaine or "crack"; hallucinogens, such as PCP, LSD or mescaline; cannabis, such as marijuana or hashish; inhalants, such as nitrous oxide, amyl nitrite (poppers) or various hydrocarbon solvents; and designer drugs, such as α-methylfentanyl (China White), methamphetamine (Meth/Crank/Speed), 3,4-methylenedioxy-methamphetamine (MDMA/Ecstasy) or meperidine (Demerol).

Narcotics. Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance may develop rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as human immunodeficiency virus (HIV), endocarditis (inflammation of the lining of the heart) and hepatitis.

Depressants. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but a somewhat larger dose can cause slurred speech, ataxia or unstable gait, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Stimulants. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils; elevated blood pressure, heart and respiratory rate; and increased body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose with long-term use eroding the nasal septum. The injection of cocaine with unsterile equipment can cause human immunodeficiency virus (HIV), hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Overdoses occur easily.

Hallucinogens. Include a diverse group of drugs that alter perception (awareness of surrounding objects and conditions), thoughts, and feelings. They cause hallucinations, or sensations and images that seem real though they are not. Hallucinogens can be found in some plants and mushrooms (or their extracts) or can be human-made. Common hallucinogens include the following: ayahuasca, DMT, *D-lysergic acid diethylamide* (LSD), peyote (mescaline), and *4-phosphoryloxy-N,N-dimethyltryptamine* (psilocybin). Some hallucinogens also cause users to feel out of control or disconnected from their body and environment. Phencyclidine (PCP) users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens, and senses are dulled. Speech is blocked and incoherent. Chronic PCP users report persistent memory problems and speech difficulties. Mood disorders, such as depression, anxiety and violent behavior, may also occur. In late stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart failure, lung problems and/or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline and psilocybin cause perceptual distortions (mixed senses, such as "seeing" sounds or "hearing" colors) and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have adverse psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Inhalants. The chemicals in most inhalants are rapidly absorbed in the lungs and exert their central nervous system effects within seconds, producing an altered mental state for about five to fifteen minutes. Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite can cause rapid pulse, headaches, and involuntary passing of urine and feces. Inhalation of toluene as well as other hydrocarbons has been associated with kidney and liver damage, peripheral nerve problems, convulsions, encephalopathy (organic brain damage) and other central nervous system disorders. Sudden death associated with both glue sniffing and especially the inhalation of aerosols containing halogenated hydrocarbons (Freon) has been reported and is thought to be secondary to cardiac arrhythmias (abnormal electrical

conduction patterns in the heart).

Marijuana. The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short-term memory. Also decreased are visual perception and psychomotor skills, which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased vital lung capacity and an increased risk of lung cancer. Tolerance and psychological dependence develop with marijuana.

Other Illegal Drugs. Designer drugs are synthetic chemical modifications of older drugs of abuse that are designed and manufactured in covert laboratories and sold at great profit for recreational use. These drugs can be several hundred to several thousand times stronger than the drugs they are designed to imitate. Designer drugs similar to opiates include fentanyl, demerol, and "china white." The narcotic analogs of designer drugs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pain. Flunitrazepam (Rohypnol) is a benzodiazepine chemically similar to prescription sedatives such as Valium and Xanax but much more powerful and has been used to commit sexual assaults due to its ability to sedate and incapacitate unsuspecting victims. Similarly, Gamma-hydroxybutyrate (GHB) is a depressant and is sometimes used as a date rape drug.

Synthetic cannabinoids are part of a group of drugs called new psychoactive substances (NPS). NPS are unregulated mind-altering substances that have become newly available on the market and are intended to produce the same effects as illegal drugs. Synthetic cannabinoids are marketed under a wide variety of specific brand names, including K2, Spice, Joker, Black Mamba, Kush, and Kronic. Synthetic cannabinoids are not safe and may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, more dangerous or even life-threatening. Synthetic cathinones, more commonly known as "bath salts," are human-made stimulants and are include in the group of NPS. Common effects of synthetic cathinones included elevated heart rate, blood pressure, and chest pain. Other effects include delirium, dehydration, breakdown of skeletal muscle tissue, and kidney failure. Intoxication from synthetic cathinones can result in death.

University Penalties

STUDENTS

~~Any student who is determined, through the regular disciplinary procedures of the university, to have violated the policy on the use of illicit drugs will be suspended from the university for no more than two years and no less than the remainder of the current semester. This includes suspension for possession of illegal drugs and the potential for expulsion for the sale or distribution on campus. At~~

~~the discretion of the vice president for university affairs or his/her designee, a student suspended under this policy may, under certain conditions, remain enrolled at the university on disciplinary probation. These conditions can include substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.~~

~~University sanctions imposed for alcohol possession or consumption can include progressive levels of probation leading to suspension for multiple offenses, attendance at an alcohol education class offered by the university, community service, substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.~~*Students who are found responsible or accept responsibility for alcohol and/or drug violations will be sanctioned through the Student Code of Conduct (10.4) process. Potential sanctions include, but are not limited to, disciplinary reprimand, disciplinary probation (e.g. restrictions on university activities, access to certain university facilities and resources), educational requirements (e.g. required completion of an appropriate rehabilitation program), suspension, and/or expulsion* and referral for criminal prosecution, as those terms are defined in the Student Code of Conduct (10.4).

EMPLOYEES

All employees (full-time and part-time faculty, staff and students) are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Observance of the policy regarding alcoholic beverages and illegal drugs is a condition of employment for all university employees. An employee violating this policy shall be subject to employment discipline up to and including termination, or shall be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program, such as the Employee Assistance Program of the university.

Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his/her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate vice president and the dean of research and graduate studies. On behalf of the university, the dean of research and graduate studies will notify the federal agency grantor or contractor of the conviction within ten days of the university's receipt of notice from the employee or of receipt of other actual notice.

Good Faith Effort

Stephen F. Austin State University shall make a good faith effort to maintain a drug-free workplace by implementing and enforcing this policy. The university shall also comply with United States Department of Transportation regulations regarding drug testing of drivers with a commercial driver's license.

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment not more than 20 years, and a minimum fine of $1,000,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $4,000,000 (for an individual) or $20,000,000 (if other than an individual
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed $10,000	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than $5,000 plus costs of investigation and prosecution
Operation of a common carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed $250,000

Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Criminal Justice State Jail facility for a term of not more than two years or less 180 days, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed $10,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000

Possession of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000	Confinement in jail for a term of not more than 2 years or less than 30 days, or confinement in TDCJ for a term of not more than 10 years or less than 2 years and a fine of not more than $10,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than $2,000, possible loss of driver's license and license surcharge up to $2,000 per year for three years.	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than ten years or less than two years and a fine of not more than $10,000
Public intoxication		A fine not to exceed $500
Purchase or consumption or possession of alcohol by a minor	Fine of not more than $500	For a subsequent offense a fine of not less than $250 nor more than $2000
Sale of alcohol or furnishing alcohol to a minor	Fine of up to $4,000 and/or up to 1 year in jail	Both
Purchase of alcohol or furnishing alcohol to a minor at a gathering involving abuse of alcohol, including binge drinking or coercion	In addition to any other penalty, community service for not less than 20 hours, attendance at an alcohol awareness program, and suspension of driver's license for 180 days.	In addition to any other penalty, community service for not more than 40 hours, attendance at an alcohol awareness or driving awareness program, and suspension of driver's license for 180 days.
Driving under the influence of alcohol by a minor	Fine of not more than $500 and community service related to education about or prevention of misuse of alcohol.	A fine of not less than $500 or more than $2,000, confinement in jail not to exceed 180 days and/or both; community service related to education about or prevention of misuse of alcohol.

Limited Immunity When Requesting Medical Assistance

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor: (1) requests emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance; and (3) if

the minor requested emergency medical assistance for the possible alcohol overdose of another person, the minor remained on the scene until medical assistance arrives and cooperated with medical assistance and law enforcement personnel.

This immunity shall also apply to the imposition of any university sanction.

Limited Immunity When Reporting Sexual Assault

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor reports the sexual assault of the minor or another person, or is the victim of a sexual assault reported by another person, to: (1) a health care provider treating the victim of sexual assault; (2) an employee of a law enforcement agency, including the University Police Department; or (3) the Title IX Coordinator or other university employee responsible for responding to reports of sexual assault. The alleviation of sanctions will not apply to any student found to be responsible for committing a sexual assault.

This immunity shall also apply to the imposition of any university sanction.

Counseling, Treatment and Rehabilitation

STUDENTS

Stephen F. Austin State University, through the counseling services office, provides individual and group counseling, including counseling for alcohol/other drug prevention and intervention, which is available to all students. Services include assistance in abstaining from the use of chemical substances, early intervention when chemical abuse is detected, and referral to community resources for inpatient/outpatient services not available on campus. Medical counseling and printed information on chemical dependency are available through the Student Health Clinic. Students may seek individual counseling or request printed information at either campus location.

Prevention/Education.
Consistent with the overall objective of this policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus, prevention and education initiatives are designed to: increase awareness of the students, faculty, and staff concerning the psychological and health risks associated with chemical use; provide information to students regarding a variety of wellness issues which promote successful college adjustment; and, orient students, faculty and staff to the services available on campus and locally for treatment options. The Lumberjacks Care Peer Educator program (Student Wellness Action Team) offer presentations to student groups on a variety of topics including alcohol and substance abuse, adult children of alcoholics, assertiveness skills, stress and time management, self-esteem and related issues. Public programing occurs throughout the year across campus including but not limited to, wellness fairs, campus events, passive tabling, and Residence life programs. In addition, student groups,

departments, or individual courses, may request private trainings addressing the risk of substance abuse and other wellness programing by contacting the Lumberjacks Care office.

On request, Counseling Services provides presentations on a variety of topics including healthy stress management techniques, maintaining personal wellness, and other mental health related topics, which include information designed to increase awareness of the psychological and health risks associated with chemical use.

Referral/Assessment.
Any SFA student requiring information about, or assistance with, a chemical abuse problem may be referred to counseling services. A student may initiate a self- referral by contacting the counseling office; university faculty and staff may initiate a student referral. Participation by a student is voluntary, except when mandated by the student conduct authority. A counselor conducts an assessment interview on the student's initial visit and provides the student with details regarding confidentiality and record keeping requirements. The counselor informs the student of alternatives and makes recommendations based on the student's needs.

Campus Support System.
Counseling services can assist students in accessing support systems on campus, including providing group counseling support as needed. Support groups function under guidelines established by counseling services.

Community Referral.
Services for chemical dependency are available in the Nacogdoches community and include: private practitioners offering individual counseling or intellectual/psychological assessment and agencies (such as the Alcohol and Drug Abuse Council) which provide a variety of services such as individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient or outpatient treatment.

EMPLOYEES

University employees with supervisory responsibilities should be cognizant of employee behavior related to unacceptable job performance which may result from drug or alcohol abuse. Any decision to initiate employee counseling or a referral to human resources should be based on the employee's unacceptable job performance (which may include violations of this policy). Employee counseling, referral and related record keeping should be conducted with the degree of care and confidentiality appropriate to such personnel matters. Services for employees with a chemical dependency are available in the community, including private practitioners offering individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient/outpatient treatment at various health care facilities.

Review and Assessment

It is the intent of Stephen F. Austin State University to continue to strive for a drug-free campus and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse. To this end, SFA will provide written notice to each student and employee a copy of this policy. Students will receive written notice according to the following schedule:

- On the first business day following the 12th class day of each long semester
- On the first business day following the 8th class day following mid-term in each long semester
- On the first business day following the 2nd class day of Maymester
- On the first business day following the 4th class day of Summer I and II semesters

Employees will receive written notice no later than October 31st of each year, and all new employees will be notified during new employee orientation.

In addition, the university will conduct a biennial review of the program implemented to provide a learning and working environment free of drug and alcohol use. The purposes of the biennial review will be to: 1) determine the effectiveness of the program and implement needed changes; and 2) ensure that the sanctions included in the program are consistently enforced. The university's dean of student affairs will be responsible for initiating the biennial review. The results of this review will be released in July of even numbered years.

Cross Reference: Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707; Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. § 1011i, 34 C.F.R. §§ 86.1-.411; 21 U.S.C. §§ 812, 841-865; 5 U.S.C. § 551(1); General Appropriations Act; Texas Gov't Code § 2113.012; OMB Circular A-21; Tex. Transp. Code § 708.102; Tex. Alco. Bev. Code §§ 106.01-.15; Tex. Penal Code §§ 12.01-.49, 49.01-.12; State of Texas Travel Allowance Guide; Faculty Code of Conduct (7.11); Student Code of Conduct (10.4); Drug and Alcohol Testing (11.6); Discipline and Discharge (11.4); Alcohol Service (13.7)

Responsible for Implementation: President

Contact for Revision: Director of Human Resources, Dean of 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: Information Security Incident Response and Reporting

Policy Number: 14.14

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: Chief Information Officer

Purpose of Policy (what does it do): This policy governs the actions required for reporting or responding to information security incidents involving Stephen F. Austin State University (SFA) information and/or information technology resources to ensure effective and consistent reporting and handling of such events.

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:

No changes.

Reviewers:

Mike Coffe, Deputy Chief Information Officer
Brandon Stringfield, Chief Information Security Officer
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Information Security Incident Response and Reporting

Original Implementation: July 24, 2018
Last Revision: ~~None~~*July 27, 2021*

This policy governs the actions required for reporting or responding to information security incidents involving Stephen F. Austin State University (SFA) information and/or information technology resources to ensure effective and consistent reporting and handling of such events.

Scope
This policy applies to all who are granted access to SFA information resources, including, but not limited to, faculty, staff, students, alumni, vendors, contractors and visitors.

Definitions
Chief Information Security Officer (CISO) - Staff member responsible for providing and administering the overall information security program for the university.

Data Custodian – An SFA employee who is responsible for day-to-day maintenance of SFA Information Resources. In some instances this may be assigned to a third-party vendor.

Data Owner – The manager or agent responsible for the business function supported by the information resource or the individual upon whom the responsibility rests for carrying out the program using the information resource.

Incident Response Team (IRT) – The group of individuals who determine if a security incident is reportable to state authorities. The members include the chief information officer (CIO), chief information security officer (CISO), general counsel, and the chief audit executive. Other individual(s) may be included as the IRT deems necessary. A team member may assign a designee to serve on the IRT.

Information Resources - The procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information. This may include, but not limited to, any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing websites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, mobile devices, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (e.g., embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and hosted services.

Information Security Administrator (ISA) - A staff member who, in close cooperation with the information security office, provides assistance with the implementation and administration of information security initiatives and data owner security needs.

Information Security Incident – An event which results in unauthorized access, loss, disclosure, modification, disruption or destruction of information resources, whether accidental or deliberate.

Response Planning Team (RPT) - The group that plans and implements notification of affected individuals when an information security incident occurs. Members include the CIO, CISO, chief audit executive, general counsel, and other individual(s) the RPT deems necessary. A team member may assign a designee to serve on the RPT.

Responsibilities

Data Owner

- Participates in the IRT

Chief Audit Executive

- Participates in the IRT
- Participates in the RPT

Executive Director, University Marketing and Communications

- Participates in the RPT

Chief Information Officer

- Participates in the IRT
- Participates in the RPT

Chief Information Security Officer

- Participates in the IRT
- Participates in the RPT

General Counsel

- Participates in the IRT
- Participates in the RPT

Incident Response Team

- Determines when a reportable incident has occurred, and determines individuals involved and who should be notified.
- Determines course of action in response to an information security incident.
- A designee of the IRT will notify the appropriate division head of the information security incident.

Response Planning Team

- Plans and implements notifications when an incident has occurred, including what information is provided and how the incident will be communicated.
- Drafts pertinent communications to affected individuals.

Procedures

Information Security Incident Monitoring

The CISO will aggregate information security incident data and share it on a regular basis with SFA's executive oversight compliance committee and CIO. If criminal activity is suspected, the CISO will notify the University Police Department. This data may include number and type(s) of security incidents and other information.

Reporting Security Incidents

Any member of the SFA community who suspects the occurrence of a security incident must report incidents through the following channels:

1. All suspected information security events must be reported directly to the CISO or information security office as quickly as possible by phone, e-mail, or in person. If the CISO or a representative of the information security office cannot be reached, the CIO must be contacted.
2. For suspected security incidents occurring in areas with departmental IT support, suspected incidents must also be reported to the departmental IT support staff or ISA.
3. Any attempt to interfere with, prevent, obstruct, retaliate for or dissuade the reporting of an information security incident, critical security concern, policy violation, or information resource vulnerability is strictly prohibited and may be cause for disciplinary action.

Information Security Incident Investigation and Identification

1. Upon notification of a potential information security incident, the CISO shall promptly assess and gather information to determine the impacted data, systems and business processes. When applicable, the data owner will be required to complete and submit a statement describing the stored or processed data and submit it to the CISO. The CISO may also require copies of files.
2. The IRT will determine whether an actual information security incident has occurred and provide input on whether the incident warrants notification to affected individuals.
3. If a security incident is confirmed, the following individuals shall be notified: unit or department head, and dean (if in an academic area).

Information Security Incident Containment

1. In some cases, action will be necessary to limit the magnitude and scope of the information security incident.
2. Should any action be necessary which has a likelihood of having a substantial impact on business processes, the unit or department head or data owner, CIO and data custodians will be notified in advance.
3. Reasonable efforts will be made by Information Technology Services to minimize the impact.
4. In rare cases it may be necessary to take action without receiving input from individuals who manage the affected information resources.

Information Security Incident Responsive Actions

1. The affected unit is responsible for taking action to identify and either eliminate or mitigate the vulnerabilities resulting in the security incident.
2. The CISO will provide recommendations to the affected unit and coordinate any remaining efforts needed to eliminate or mitigate the vulnerabilities.

Information Security Incident Notification

1. The CISO will notify state and federal entities as required by law.
2. If a decision has been made to notify individuals affected by the information security incident, the RPT will develop and implement a data breach notification process.
3. Individuals will be notified as expediently as possible without unreasonable delay. Note that the creation and dissemination of the communications may be assigned outside of the RPT.
4. Any media inquiries regarding the information security incident are to be directed to the executive director, University Marketing and Communications.

Information Security Incident Follow-up

1. The CISO will develop a security incident report summarizing the information security incident and outlining recommended actions.
2. The security incident report will be amended to include the responsible unit head's action plan and action plan progress and will be shared with the RPT.

Compliance

All users of SFA information technology resources are required to comply with this policy. SFA reserves the right to deny, limit, restrict, or extend privileges and access to its information technology accounts and systems.

Cross Reference: 1 Tex. Admin. Code Ch. 202; Information Security Management (14.1)

Responsible for Implementation: Chief Information Officer

Contact for Revision: Chief Information Security Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Nondiscrimination

Policy Number: 2.11

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): This policy perscribes the university's commitment to nondiscrimination; details the procedure for investigating and adjudicating a discrimination 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: Addition of informal complaint process for employee related complaints and other revisions to streamline the findings and appeal process.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Wyatt, Interim Director of Human Resources
Damon Derrick, General Counsel

Nondiscrimination

Original Implementation: September 1990/February 2, 1982
Last Revision: July ~~21~~*27*, 202~~0~~*1*

I. Purpose

This Policy affirms Stephen F. Austin State University's commitment to providing an educational and working environment free of unlawful discrimination or harassment to all members of the University community. This Policy applies to visitors, applicants for admission to or employment with the University, students, and employees of the university who allege discrimination by University employees, students, visitors, or contractors.

II. Definitions

The following are categories of conduct that are prohibited by this Policy ("Prohibited Conduct") and may result in disciplinary action when committed by University employees or students.

Complaint means a signed document or a communication submitted electronically from an account assigned to Complainant alleging discrimination under this Policy.

Complainant means a person who submits a written complaint alleging discrimination under this Policy. As there may be more than one Complainant in an unlawful discrimination case, the term Complainant as used herein shall refer to one or more Complainants. In the event of a third-party charge, the university may serve as the Complainant**.**

Discrimination means conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, or veteran status.

Harassment is a form of discrimination defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, or veteran status when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment.

The totality of the circumstances will be considered in determining whether a hostile environment exists. Relevant factors in determining whether the conduct has created a hostile environment include but are not limited to the type, frequency, and severity of the conduct, whether the conduct is physically threatening or humiliating, and the relationship between the individuals.

Other Sexual Harassment as used in this Policy means*:* ~~unwelcome, sex-based verbal or physical conduct that~~:

1. in the employment context, *an unwelcome sexual advance, a request for a sexual favor, or any other verbal or physical conduct of a sexual nature if:*
   i. *submission to the advance, request, or conduct is made a term or condition of an individual's employment, either explicitly or implicitly;*
   ii. *submission to or rejection of the advance, request, or conduct by an individual is used as the basis for a decision affecting the individual's employment;*
   iii. *the advance, request, or conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or*
   ~~i.~~*iv.* *the advance, request, or conduct has the purpose of effect of creating* ~~unreasonably interferes with a person's work performance or creates~~ an intimidating, hostile, or offensive work environment~~; or~~.

2. in the education context, *unwelcome, sex-based verbal or physical conduct that* is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

Other Sexual Harassment does not include allegations of sex discrimination or harassment which rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX.

Other Unprofessional/Inappropriate Conduct means behavior or conduct that is unprofessional and/or inappropriate for the educational and/or working environment, but does not rise to the level of Sexual Harassment or other form of Prohibited Conduct outlined above.

Respondent means the person alleged to be responsible for the prohibited discrimination or harassment alleged in a complaint. The term "Respondent" may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for the procedures and policies in those areas covered in a complaint.

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this Policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this Policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this Policy.

III. General

It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, and

veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this Policy is subject to disciplinary action up to and including termination. A student that violates this Policy is subject to disciplinary action up to and including expulsion.

The President or designee will be responsible for overseeing this Policy and for ensuring compliance with EEO laws. The Human Resources Director or designee will regularly review all personnel policies and procedures to ensure compliance with EEO laws and present any recommendations for changes to the President or designee. All employment related documents will be maintained in accordance with the University's Texas State Record Retention Schedule.

For employee-related complaints, the Human Resources Director or designee will be responsible for maintaining records of all formal complaints and the results of such complaints. For student-related complaints, the dean for student affairs or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

IV. Scope

This Policy applies to Prohibited Conduct in all University education programs and activities and to all participants in such education programs and activities, including administrators, faculty, staff, students, volunteers, contractors, and guests. This Policy covers Prohibited Conduct that occurs on campus, in connection with an official University program or activity (regardless of location), and to off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities or when the University, in its sole discretion, has an identifiable interest in the off-campus conduct.

All allegations of sex discrimination which rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX, are handled exclusively pursuant to the procedures outlined in that Policy. All other acts of Discrimination—including acts of sex discrimination which do not rise to the level of Sexual Harassment occurring within the University's Education Programs and Activities as defined by policy 2.13, Title IX—are handled pursuant to this Policy.

V. Reporting

A person who believes that he or she has been subjected to any type of Prohibited Conduct should report the incident to any University official, administrator, or supervisor. Students are encouraged to report such incidents to the Dean of Student Affairs. Employees and visitors are encouraged to report to the Director of Human Resources. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination to the alleged offender. Any allegations of sex-based discrimination may also be directed to the attention of the Title IX Coordinator. Allegations of disability-based discrimination may also be directed to the ADA Coordinator but will be investigated in accordance with this Policy.

VI. Mandatory Reporting Requirement of Sexual Harassment for University Employees

Under Texas law, all University employees, with the exception of Confidential Employees, who:

1. in the course and scope of their employment[1]

2. witnesses or receives information regarding an incident that the employee reasonably believes constitutes Sexual Harassment,[2] Sexual Assault, Dating Violence, or Stalking, which

3. is alleged to have been committed by or against a person who was a student enrolled at or an employee of the University at the time of the incident

must promptly report the incident to the University's Title IX Coordinator, within 48 hours.

Writing required. The University's online reporting form is the preferred method of communicating incidents promptly, so that a record is made of the time and all factual details disclosed in the initial report. A written memo is also acceptable if it can be delivered to a Coordinator promptly after the employee's duty to report arises.

Report Contents. The employee's report must include all information concerning the incident known to the employee which is relevant to an investigation under this Policy, including whether the subject of the report has expressed a desire for an institutional response to the incident or made a request for confidentiality in reporting the incident.

Confidentiality. Unless waived in writing by the affected individual, the identity of an alleged victim of an incident reported pursuant to this mandatory reporting requirement may be disclosed only to (a) employees of the University who are necessary to conduct an investigation of the report or any related hearings and (b) a law enforcement officer when appropriate.

Exceptions. The mandatory reporting requirement does not apply to:

1. Individuals who are themselves the victims of the Sexual Harassment, Sexual Assault, Dating Violence, or Stalking;

2. Instances when an employee receives information about Sexual Harassment, Sexual Assault, Dating Violence, or Stalking at a public awareness event sponsored by the University; or

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[1] "Course and Scope of Employment" means an employee performing duties in the furtherance of the institution's interests.

[2] For the purposes of Texas's mandatory reporting requirement only, "Sexual Harassment" means: unwelcome, sex-based verbal or physical conduct that (a) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or (b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

3. Employees designated as Confidential Employees.

Consequences of Non-Compliance. An employee who fails to make a required report will be terminated following an investigation and any required process under the applicable personnel policy.[3]

Immunity. An employee or student who, in good faith reports or assists in the investigation of a report under this Policy, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident, will not be subject to disciplinary action that are reasonably related to the incident. This immunity does not apply to a person who perpetrates or assists in the perpetration of the incident reported under this ~~policy~~ *Policy* or who commits a criminal offense pursuant to Texas Education Code § 51.255(a).

VII. Referral Responsibility

Every supervisor, administrator, department head, and University official is responsible for promptly reporting incidents of Prohibited Conduct that come to his or her attention to the appropriate University official. Student-to-student complaints should be reported to the Dean of Student Affairs. All other complaints should be reported to the Director of Human Resources. Any allegations of sex-based discrimination may also be directed to the attention of the Title IX Coordinator and allegations of disability- based discrimination may also be referred to the ADA Coordinator but will be investigated in accordance with this Policy. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know.

VIII. Supportive Measures

The University will, to the extent practicable based on the circumstances and the University's resources, provide the Complainant with support and resources to restore or preserve equal access to the University's education programs and activities and/or employment. Such measures are designed to protect the safety of all parties implicated by a report or to deter Prohibited Conduct. Supportive measures may include, but are not limited to: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

IX. Complaint Procedures

A. *Written Complaint*

A Complaint alleging discrimination or harassment must be submitted in writing. The Complaint must contain the following information:

[3] Employees who fail to make a mandatory report under this provision may also be subject to criminal prosecution pursuant to Texas Education Code section 51.255(a).

- Name of the Complainant;
- Contact information, including address, telephone number, email address;
- Name of person(s) directly responsible for alleged violations(s);
- Date(s) and place(s) of alleged violation(s);
- Nature of alleged violation(s) as defined in this Policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents pertaining to the alleged violation(s);
- Names and contact information (if known) of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Complainant's signature and date of filing;
- Any other relevant information.

In some cases, the Equal Employment Opportunity Commission (EEOC) requires that a written complaint should be filed within 180 calendar days of the occurrence of the alleged violation. Depending on the circumstances, the university may accept and investigate a complaint even if filed after 180 calendar days.

If a pattern of harassment appears to exist but no Complainant files charges, the University may file a third-party charge against an individual. Such charges will be handled with as much care and control as any other complaint so as to avoid acting on rumor or unjustified accusation.

B. *Informal Complaint Process for Employee (including student-employee) and Third-Party Related Complaints*

The informal complaint process is not a prerequisite to the formal investigative process and participation is entirely voluntary. Deciding not to participate will not be held against either Complainant or Respondent(s).

Following the receipt of a written complaint, Human Resources will contact Complainant and Respondent(s) and schedule initial investigatory interviews. Human Resources will assess the complaint to determine whether informal processing is appropriate, and whether resolution of the complaint can be achieved through informal measures, such as conflict resolution or educational opportunities. If Human Resources determines that informal resolution is appropriate, and Complainant and Respondent(s) agree to participate, Human Resources will initiate informal resolution procedures. Informal processing is appropriate when the parties desire to resolve the situation cooperatively. Informal complaints may also be appropriate for responding to anonymous reports or third-party reports.

Human Resources will facilitate a meeting or provide guidance to discuss the allegations in an attempt to arrive at an action plan to address the issue. Resolution of informal complaints may include discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to ensure that the resolution has been implemented effectively. Informal complaint resolution could encompass a full range of possible appropriate outcomes

including, but not limited to, coaching a person on how to directly address a situation which is causing a problem; mediating an agreement between the parties; separating the parties if practicable; referring the parties to targeted educational and training programs; or working with appropriate administrators to provide remedies acceptable to the Complainant.

At the successful conclusion of the informal complaint process, Human Resources will send a written notification of the outcome and the understanding between the parties. If the dispute is not settled during the informal stage, then the matter will advance to the formal complaint process.

At anytime during the informal complaint process, Complainant, Respondent(s), or Human Resources can stop the process and advance the complaint to a formal complaint. If the complaint does not allege a policy violation, the complaint will not proceed to a formal complaint.

C. Formal Investigative Process for Employee (including student employee) and Third-Party Related Complaints

An impartial administrator from within the division where the complaint was filed, but not within the unit involved, will investigate the Complaint. The university reserves the right to appoint an external investigator or investigator from a different division in its sole discretion. The investigation shall normally be conducted within ~~20~~ *30* business days from when the investigator is appointed. Case complexity will vary and the resolution of the Complaint will depend on case circumstances; however, the investigation will conclude under normal circumstances within ~~20 business days or 60~~ *30* business days ~~for complaints of sexual harassment~~. It is incumbent upon the investigator to document a reasonable justification for extending an investigation beyond ~~20 business days, or 60~~ *30* business days ~~for complaints of sexual harassment~~.

The investigator will interview ~~the~~ Complainant and persons who are considered to have pertinent factual information related to the ~~complaint~~*Complaint*. The investigator will also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including, but not limited to, the context of that conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature. The investigator conducting the investigation may also consult with appropriate management personnel, including the Director of Human Resources, the ADA Coordinator, the Title IX Coordinator, and/or the general counsel for advice and guidance as applicable.

The University reserves the right to take such action as may be reasonably appropriate upon receipt of a ~~complaint~~ *Complaint* to protect ~~the~~ Complainant or *the* university community pending outcome of the investigation, including interim suspension with pay of an employee.

1. Notification of the Respondent*(s)*: After investigating the allegations, the investigator will meet with ~~the~~ Respondent*(s)*, provide them with a copy of the ~~complaint~~*Complaint*, and give them an opportunity to respond. ~~The~~ Respondent*(s)* may, but is not required to, submit a written response to the allegations in the time prescribed by the investigator.

2. Report of Findings and Recommendations: The investigator is responsible for preparing a report responding to each allegation *subject to this Policy* that ~~the~~ Complainant has made. This report should describe the investigator's findings and conclusions to each allegation. *There are two possible findings based on a preponderance of the evidence standard: (1) Substantiated: there is sufficient evidence that it is more likely than not that the Policy has been violated, based on the evidence reviewed; or (2) Unsubstantiated: there is insufficient evidence to prove or disprove that the Policy has been violated, based on the evidence reviewed.* The report should also include a brief overview of the investigative process including the category and number of individuals interviewed, timelines, and a summary of each allegation. Finally, the report should contain the investigator's recommendations*, if any,* for resolution of the matter. This report should be addressed to the appropriate ~~vice President (or President if the complaint concerns a unit reporting directly to the President, or Chair of the Board of Regents if the complaint concerns an employee reporting directly to the Board of Regents or a member of the Board of Regents)~~*supervisor* with copies provided to the general counsel, the Director of Human Resources, and the Title IX or ADA Coordinator, as applicable.

The ~~Vice President/President~~*supervisor* shall review the findings and recommendations of the investigator and take such action deemed appropriate. Such action shall be communicated in a letter to ~~the~~ Complainant and Respondent*(s)* with copies to the general counsel, Director of Human Resources, and the Title IX or ADA Coordinator, as applicable, within ~~five~~ *ten* (~~5~~*10*) business days of receipt from the investigator.

3. Appeal Process*:* ~~If the decision of the Vice President/President is not satisfactory to the Complainant or Respondent, that individual has five (5) business days in which to request a formal hearing of the discrimination complaint review board ("review board"). The request must be put in writing to the Vice President/President issuing the decision. If the Vice President/President concludes that the charges are serious enough to require termination or suspension, the faculty or staff member may be placed on a leave of absence with pay, pending a hearing by the review board and final determination.~~

~~4. Discrimination Review Board: A review board of three individuals will be selected from a panel of 20 pre-selected faculty members and 20 pre-selected staff members to be appointed by the President. If the Respondent is a faculty member, the review board will be composed of at least two faculty members. If the Respondent is a staff member, the review board will be composed of at least two staff members. The Complainant will select one member and the Respondent will select one member from the applicable panel. The two selected members will choose the third person from the panel. None of the review board members shall be from the department of the Respondent or the Complainant (if applicable), and at least one member should be from a different department than the other two members. These three individuals will comprise the review board and will elect a chair from among them. The University President may remove any selected review board member if substantial proof of bias exists.~~

~~The chair of the review board is responsible for coordinating the hearing. The Complainant, the Respondent, and the University all have the right to be advised by counsel, but lawyers will not be allowed to conduct or participate in the hearing. At least five (5) business days~~

~~prior to the scheduled review committee hearing, each side shall submit a list of its witnesses and four copies of its evidence to the chair. The list of witnesses should contain a short description of the testimony each witness is expected to provide. A list of witnesses and copy of the evidence will be provided to each party. All materials presented must be maintained in a confidential manner by all parties involved.~~

~~The investigator will apprise the review board of the charges and will present the investigation report, evidence and findings. The Complainant and Respondent will have an opportunity to respond to the charges and present evidence. Each party may make a five (5) minute opening statement prior to presentation of the evidence. The review board will determine whether a Policy violation has occurred by a preponderance of the evidence standard. Cross examination of witnesses is allowed by all parties. Each party may make a five (5) minute closing statement. The review board is permitted to question the parties and/or witnesses at any time during the proceeding.~~

~~The chair of the review board will conduct a fair hearing before the Complainant and the Respondent and shall allow relevant witnesses and evidence from both parties. The hearing shall be closed to the public. The General Counsel and/or the Director of Human Resources may be consulted in procedural matters and may be present at meetings. All information presented in the hearing is confidential to the extent allowed by law and restricted to only those who have an absolute need to know. The review board will normally have five (5) business days after the completion of the hearing to summarize its findings and make a written recommendation to the President.~~

~~5. Review by the President: The President may accept, reject, or modify the decision of the review board and will have access to all evidence, both parties, and witnesses as deemed appropriate. In all instances except those that involve the revocation of tenure or termination with an unexpired appointment extending beyond the date of the proposed dismissal, the decision of the President is final. In cases that involve the revocation of tenure or termination with an unexpired appointment extending beyond the date of the proposed dismissal, termination proceedings shall commence under University policy 7.29. Such termination proceedings shall not reconsider whether discrimination occurred, but rather determine if good cause exists for dismissal. Pending termination proceedings, a faculty member may be suspended and removed from the university or assigned to other duties with pay at the President's discretion. Final disposition of the case will be communicated to the Respondent and the Complainant.~~*A Complainant or Respondent may request a review of the findings and conclusions by the appropriate vice president (or President is the complaint concerns a vice president, or Chair of the Board of Regents if the complaint concerns an employee reporting directly to the Board of Regents or a member of the Board of Regents). A request for review must be submitted to the reviewing official within five (5) business days from the date of the supervisor's notification. The appeal process is not a re-investigation of the original complaint, but is an opportunity for the appealing party to request a review based on one or more of the following grounds for appeal: (1) a procedural error on the part of the investigator that unfairly and materially affected the outcome of the case; or (2) material evidence has been discovered that was not reasonably available at the time of the investigation. A complete request for review will include the basis for the request and how*

this affected the investigator's determination in the case. Incomplete requests will not be considered. The decision of the reviewing official regarding the finding and determination is final.

~~C~~*D. Sanctions for University Employees*

1. University-imposed: University sanctions for violations of this Policy may include any disciplinary action, up to and including termination of employment for faculty or staff. Such activities may be viewed as constituting a violation of the Faculty Code of Conduct policy (7.11) and grounds for termination under the Tenure and Continued Employment policy (7.29), and a major work rule violation under the Discipline and Discharge policy (11.4).

2. Civil: Unlawful discrimination is illegal under state and federal law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the Office of Civil Rights of the Department of Education may result in civil lawsuits against any person guilty of unlawful discrimination.

3. False Charges: False charges may result in disciplinary action against ~~the~~ Complainant by the university or civil charges against ~~the~~ Complainant by ~~the~~ Respondent*(s)*. An unsubstantiated charge is not considered "false" unless it is found to be made with the knowledge of it being false.

~~D~~*E. Investigative Process for Student-to-Student Complaints*

The Dean for Student Affairs, or their appointee, shall investigate student to student complaints and follow the timeframes described in the preceding guidelines for employees. If student discipline is recommended, policy 10.4, Student Code of Conduct will guide the proceedings. Informal and formal disposition procedures are outlined within the policy; and it contains full due process procedures.

Disciplinary action for student-to-student related complaints may range from sensitivity counseling to suspension or expulsion. False charges may also result in disciplinary action. An unsubstantiated charge is not considered "false" unless it is found to be made with knowledge of it being false.

X. Retaliation

A supervisor or employee commits an unlawful employment practice if the supervisor or employee retaliates or discriminates against a person, who (a) opposes a discriminatory or harassing practice, (b) makes or files a complaint alleging employment discrimination or harassment, (c) or testifies, assists, or participates in any manner in an investigation, proceeding, or hearing. Any employee who retaliates against another employee violates the University's policies and procedures and may be subject to disciplinary action up to and including termination. Instances of alleged retaliation shall be investigated pursuant to the procedures of this Policy. A student violates this Policy if the student retaliates or discriminates against a person. A student that violates this Policy is subject to disciplinary action up to and including expulsion.

The investigator will be responsible for monitoring the circumstances surrounding the complaint to insure the situation has been remedied.

XI. Training

The University is required by the Texas Labor Code 21.010 to provide EEO training to each new employee, including student employees on policies regarding discrimination, including sexual harassment, no later than 30 days after the date of hire. In addition, supplemental EEO training is required every two years. All employees will receive a copy of this Policy within 30 days of employment. A signed statement verifying training is required to be maintained in the employee's personnel file.

Additional training shall be provided in accordance with applicable law.

Cross Reference: Faculty Code of Conduct (7.11); Tenure and Continued Employment (7.29); Discipline and Discharge (11.4); Student Code of Conduct (10.4); Title IX (2.13); Civil Rights Act of 1964, 42 U.S.C. § 2000e, e-2, e-3; 42 U.S.C. § 1981; 20 U.S.C. § 1684; 42 U.S.C. § 12101; 29 U.S.C. § 623; 29 U.S.C. § 794; 29 U.S.C. § 206(d); 8 U.S.C.§ 1101; Tex. Lab. Code Ch. 21; Tex. Penal Code § 39.03

Responsible for Implementation: President

Contact for Revision: Director of Human Resources~~, 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: Out-of-State Electronic Fee

Policy Number: 3.24

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

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Provost and Executive 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
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

Out-of-State Electronic Fee

Original Implementation: April 20, 2004
Last Revision: ~~April 24, 2018~~ *July 27, 2021*

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

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

Cross Reference: 19 Tex. Admin. Code § 4.264

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

Contact for Revision: Director of the Center for Teaching and Learning

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Parking Services Regulation

Policy Number: 13.14

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

Date of last revision, if applicable: 6/8/2021

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

Purpose of Policy (what does it do): SFASU parking regulations are intended to regulate and control parking and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

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:

Formatting updates and minor changes

Reviewers:

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

Parking ~~Services Regulations~~*and Traffic*

Original Implementation: September 1, 1961
Last Revision: July ~~21~~*27*, 202*1*~~0~~

~~SECTION I: GENERAL PROVISIONS~~

Purpose:

The Texas Education Code provides that the governing board of each state institution of higher education may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of the Texas Education Code and the governance of the institution, provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control. ~~Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking Regulations* are promulgated to regulate and control parking and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses.~~

The Board of Regents will approve the establishment of parking fees and any changes thereto. However, the board hereby delegates to the chief of police the authority to adopt rules and regulations that govern the operation and parking of vehicles on property owned or under the control of the university, including but not limited to limiting the rate of speed, assigning parking spaces and designating parking areas and their use, prohibiting parking as it deems necessary, removing vehicles parked in violation of university policy and procedure or law at the expense of the violator, and instituting a system of registration for vehicle identification.

These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

The rules and regulations will be reviewed on at least an annual basis, and include review by the office of the general counsel.

~~SECTION I: GENERAL PROVISIONS~~

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

~~statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.~~

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

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

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

D. The~~se~~ regulations are in effect at all times on university property including semester breaks, holidays, weekends, and intersessions.

Administration and Enforcement of the~~se~~ Regulations:

A. **Parking *Services*:** The Parking Services division of the SFA University Police Department (UPD) is authorized to enforce the~~se~~ regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for parking services violations; establishing requirements for the submission of appeals; the processing of appeals from parking services citations; and for management of parking lots and garages. *University Parking Services enforcement officers are authorized to write university parking citations.* ~~The Parking Services department supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.~~

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

~~The Board of Regents of Stephen F. Austin State University is authorized to employ campus~~

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

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

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

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

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

~~E. **Appeals:** Any person receiving a citation may appeal. Appeals must be submitted online through mySFA and must be received within ten (10) calendar days of the date the citation was issued. Forms for submitting second appeals to the appropriate boards are available at the Parking Services office during regular business hours and on-line at http://www.sfasu.edu/parking. Boots and impoundments may be appealed in this same manner.~~
~~The director of parking services, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:~~

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

~~**Voided** means the ticket issued was not valid.~~

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

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

~~Appeal Board Hearing:~~

~~To appeal to a hearing board, the appellant must submit their appeal in writing to Parking Services within ten (10) days of the appeal officer's decision. Parking Services will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.~~

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

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

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

> ~~**Excused** means the ticket and its resulting fine are excused.~~
>
> ~~**Upheld** means that the decision of the appeals officer was upheld and any resulting fine must be paid.~~

~~All decisions of these boards are final.~~

~~Appellant's Rights~~

~~Appellants shall have the right:~~

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

~~Rules of Procedure~~

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

~~**Findings and Sanctions**~~

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

~~The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.~~

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

Authority: Parking Services and UPD are authorized to enforce the~~se~~ regulations:

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

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

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

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

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

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

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

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

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

J. With approval of the vice president for ~~university affairs~~*finance and administration*, UPD and Parking Services may authorize an alternative method for the payment of fines that is consistent with the university's mission such as community service hours or the collection of food for area foodbanks.

~~4. **Proof:** The issuance of a citation reflecting the existence of any parking services control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking Services Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.~~

~~5. **Responsibility:**~~

~~A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through the Parking Services department by that person.~~

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

Collection Methods: The university may arrange for collection of debts due to the university pursuant to the~~se~~ regulations in the following manner and as specified elsewhere in the~~se~~ regulations:

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

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

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

Appeals: *The rules and regulations established by Parking Services will provide a procedure for appeal of a citation.*

~~SECTION II: DEFINITIONS~~

~~**COMMUTER:** SFA students without a SFA housing assignment.~~

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

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

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

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

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

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

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

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

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

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

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

~~**PARKING:** Stephen F. Austin State University Parking Services.~~

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

~~**PARKING PERMIT:** Permit issued by Parking Services that authorizes parking on university property.~~

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

~~**PERMIT REQUIREMENTS:** a permit is required at all times on campus, with the exception of~~

~~university sponsored or hosted events, and/or activities coordinated through Parking Services, and official university holidays.~~

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

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

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

~~**SFA:** Stephen F. Austin State University~~

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

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

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

~~**UNIVERSITY:** Stephen F. Austin State University~~

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

~~**UPD:** Stephen F. Austin State University Police Department, which includes the University Police Department, Parking Services; and Emergency Management.~~

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

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

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

~~SECTION III: TRAFFIC REGULATIONS~~

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

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

   ~~Street parking is prohibited except where signs indicate parking is permitted. The absence of "No Parking" signs does not imply that parking is allowed.~~

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

3. ~~**Temporary Restrictions:** The director of Parking Services, Chief of Police or their designee is authorized to temporarily implement restrictions that govern parking relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.~~

4. ~~**Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.~~

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

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

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

~~UPD.~~

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

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

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

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

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

    B. ~~Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day of the game. Vehicles inside this area after the specified time may be towed at the owner's expense.~~

    C. ~~Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non-SFA park patrons ONLY. SFA faculty, staff and students are not allowed to park vehicles in Pecan Park patron spaces.~~

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

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

13. ~~**Parking Designations:** Parking areas are designated by signs and/or color coding on a map~~

~~obtained online at the Parking Services website at http://www.sfasu.edu/parking/. These signs and maps indicate the type of permit for which the area is reserved. Parking along Aikman Drive is reserved for employees that are issued AA permits assigned to that lot.~~

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

~~Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime.~~

~~SECTION IV: PARKING REGULATIONS~~

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

~~A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Permit purchase is through an online permit application for the next academic year beginning April 1. Permits will be mailed to the address provided by applicant on the first business day in August. All permits purchased after August 1 can be picked up at the Parking Services office. Only the permit purchaser, with a picture ID, may pick up a permit at the Parking Services office.~~

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

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

~~Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the chief of police or the director of Parking Services or their designee.~~
~~Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned~~

~~permit is legible, then the replacement permit will be issued for $15. Otherwise, the regular fee will be charged. If the customer's permit designation changes from Housing to Commuter, and the person has already purchased the Housing permit, there is no fee for changing the permit to a Commuter in the middle of the academic year.~~

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

~~Damaged parking permits should be replaced immediately through the Parking Services office.~~

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

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

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

~~**Manner of Parking:** No person shall:~~

~~Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of Parking Services or chief of police or their designee.~~

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

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

~~Double park a vehicle.~~

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

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

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

~~Park a vehicle in a no parking zone~~

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

~~Park in a space with a barricade or remove a barricade, except as specifically authorized by Parking Services or UPD.~~

~~Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by Parking Services.~~

~~Park or store a vehicle during May and summer semesters I and II without explicit permission from the director of parking.~~

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

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

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

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

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

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

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

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

~~**Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor's statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.~~
~~**Expectant Mother Permit**: Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking Services. Application for this permit must be accompanied by a doctor's statement indicating the need for closer parking and/or in the third trimester of pregnancy.~~

~~**Health Clinic Parking:**~~
~~Spaces designated as "Clinic Parking" in Lot 10 are for university health clinic patients only. Citations received in clinic spaces while a patient in the clinic should be turned in to the health clinic for validation.~~

~~**Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of Parking Services. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from the Parking Services office or the Information Booth on Griffith Blvd during normal business hours. Visitor permits can be obtained at the University Police Department after 5 pm and on weekends. Visitors are required to show a valid driver's license to obtain a visitor permit.~~

~~**Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.~~

~~**Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.~~

~~**Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the UPD. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24 hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three days.~~

~~**Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.~~

~~**Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.~~

~~**Special Events:** Any university department hosting an event on campus may request event parking.~~

~~**Student Center Parking Garage:** The individual department is responsible for notifying Parking Services within 48 hours of the event with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is $3 per day per permit. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).~~

~~**Camps:** Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. These passes will be provided, based upon minimizing impact upon normal university operations, for a specific lot and can be commuter, resident, or faculty/staff spaces at a cost of $3 per day. Permits must be ordered with a minimum of 48-hour notice.~~

~~SECTION V: PARKING PERMITS~~

1. ~~**Issuance of Permits:** The director of Parking Services may issue a parking permit to any person or company desiring to park on university property. The director of Parking Services shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.~~

   ~~A parking permit will be issued upon application online through the mySFA parking portal. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. Permits may be transferred to any vehicle registered on the parking account of the original permit purchaser. Ownership of all permits remains with the university and is not transferable.~~

   ~~The director of Parking Services may issue special permits for events to the host department. Parking areas are subject to closure by the director of Parking Services for special events, construction or other special circumstances. The director of Parking Services may establish fees for special circumstance parking, including event parking.~~

   ~~**Bicycles:** The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at UPD. Information is located on the UPD section of the website at http://www.sfasu.edu/upd/. UPD will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.~~

   ~~A. Every person operating a bicycle on university property must give the right- of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.~~

   ~~B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.~~

   ~~C. Bicycles parked in violation may be impounded and removed by the University Police Department and a $25 fee charged for release.~~

2. ~~**Classes of Permits and Eligibility:**~~

   ~~A. **Faculty/Staff:**~~

   ~~**Class "AA"**~~
   ~~Eligibility: SFA faculty and staff as designated by the president and vice presidents. Price: Refer to Appendix A for rates~~
   ~~Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).~~

~~**Class "F"**~~
~~Eligibility: SFA faculty and staff, un-affiliated ARAMARK, unaffiliated programs, and Barnes & Noble employees~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).~~

~~**Class "PG"** – Student Center Garage Permits~~
~~Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Student Center Parking Garage or in any Commuter space.~~

~~**Class "M"**~~
~~Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates Where: valid in any area designated for motorcycle parking.~~

~~**Class "B"** – Faculty/Staff Class "B" Daily Surface Permit~~
~~Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.~~

~~B. **Student**~~
~~**Class "PG"** – Student Center Garage Permits~~
~~Eligibility: SFA students Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Student Center Parking Garage or any Commuter space.~~

~~**Class "C"** – Commuter Student Surface Permit~~
~~Eligibility: SFA students not living in university housing~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in any Commuter space.~~

~~**Class "H"** – Resident Student Permit~~
~~Eligibility: SFA students with a current SFA housing assignment Price: Refer to Appendix A for rates~~
~~Where: valid for parking in the Resident or Commuter spaces.~~

~~**Class "M"**~~
~~Eligibility: SFA Students~~

~~Price: Refer to Appendix A for rates~~
~~Where: valid in any area designated for motorcycle parking.~~

~~**Class "S"** – Commuter Student Daily Surface Permit~~
~~Eligibility: SFA students without an SFA housing assignment~~
~~Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space~~

~~**Class "K"** – Resident Housing Student Daily Surface Permit~~
~~Eligibility: SFA students with an SFA housing assignment~~
~~Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus.~~

~~C. **Other**~~
~~**Class "W"** – Activities Permit~~
~~Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit. Students, faculty, and staff are not eligible for an activities permit.~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.~~

~~**Class "CV"** – Contractor/Vendor Parking Permit~~
~~Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.~~
~~Price: Refer to Appendix A for rates~~
~~Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.~~

~~**Class "RT"** – Retired Faculty/Staff Parking Permit~~
~~Eligibility: Any SFA retiree who does not receive compensation for employment from SFA~~
~~Price: No charge~~
~~Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.~~

~~**Class "DV"** – Qualifying Veterans Permit~~
~~Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.~~
~~Price: No charge~~
~~Where: Valid for parking in any space the person would otherwise qualify for this permit~~

~~only. This permit exempts fees only.~~

~~**Graduate Assistant Upgrade:**~~
~~Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester or approved by the department head for non-academic areas.~~
~~Price: $10 per semester~~
~~Where: upgraded parking to Faculty/Staff spaces in assigned lots~~

~~**Dual Credit Student Upgrade:**~~
~~Eligibility: Dual credit high school students~~
~~Price: $5 per semester~~
~~Where: upgraded parking to Faculty/Staff spaces in assigned lots.~~

~~D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.~~

~~E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.~~

~~Permit holders are required to remove and surrender their permit:~~

~~i. In the case of a decal permit when there is a change in ownership of the vehicle~~
~~ii. When a replacement permit has been issued~~
~~iii. Upon revocation of the permit~~

~~F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.~~

~~G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See Appendix A: Parking Fees Table for specific permit fees.~~

~~H. **Lost/Stolen Permits:** A permit holder shall immediately report to Parking Services any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see Appendix A: Parking Fees Table). Any permit recovered after such a report has been filed must be returned to Parking Services immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.~~

~~I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale~~

~~of parking permits is prohibited and will be considered a false or fictitious permit.~~

~~J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. Parking Services is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.~~

~~K.~~

~~**L.** SECTION VI: SPECIAL SERVICES~~

~~M.~~

~~N. **Escort Services:** UPD and Parking Services offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at UPD or by telephone at 936-468-2608. UPD also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call UPD at 936-468-2608.~~

~~O.~~

~~P. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by UPD as time permits. UPD does not change flats, push cars or perform other automotive service.~~

~~Q.~~

~~R. **Special Events:** Parking Services employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. Parking Services offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:~~

~~S. Available parking spaces~~

~~T. Expected attendance~~

~~U. Costs that may be incurred by department sponsoring event~~

~~V. Expected/potential impact on regular users of the area~~

~~W. Logistical ability of Parking Services to manage event~~

~~X. Whether or not the event is university or non-university sponsored~~

~~Y.~~

~~SECTION VII: ENFORCEMENT~~

~~1. **Parking and Traffic Citations:**~~

A. Issuance: Any person violating these regulations may receive a citation.

B. Parking Services Authority: University Parking Services enforcement officers are authorized to write university parking citations.

C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.

D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:
Stephen F. Austin State University c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to Parking Services within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance online through the mySFA portal. Any citation that is not a warning must be appealed as described in these regulations.

5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. **Vehicle Immobilization or Impoundment:** Parking Services or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

~~A. the person and/or vehicle has accumulated three (3) or more past due parking citations~~

~~All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.~~

~~If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.~~

~~Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).~~

~~Violators who believe the Parking Services records are incorrect, or have any questions regarding any of the citations, should contact Parking Services within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.~~

~~B. the person and/or vehicle is parked in violation of the terms of a conditional release~~

~~C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate~~

~~D. the driver is illegally using an ADA permit assigned to another individual~~

~~E. the driver is in possession of a lost, stolen, altered or unauthorized permit~~

~~Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full and an appropriate permit must be purchased prior to the release of the vehicle.~~

~~The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are jointly and severally responsible for any booting, towing or storage fees.~~

~~No vehicle may be towed without the express approval of the Chief of Police, the director of Parking Services, or their designee.~~

~~The immobilization device is the property of SFASU, Parking Services and UPD. Any attempt to tamper with or remove the immobilization device shall make the offender liable for~~

~~destruction of state property and criminal charges may be filed with the University Police Department.~~

~~Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.~~

~~7. **Suspension of Parking Privileges:**~~

~~Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.~~

~~All violations involving registration of vehicles operated on the properties of the university are violations of the law and SFA Parking Services Regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.~~

~~Violation of suspension of parking privileges may result in removal of the vehicle by tow-away.~~

~~Driving and parking privileges may be suspended by Parking Services, UPD or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.~~

~~If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.~~

~~A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the permit issued to the Parking Services office immediately.~~

~~8. **No Excuse:**~~

~~The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.~~

~~SECTION VIII: DRIVING AND PARKING OFFENSES~~
~~2019-2020 Parking Violations~~

~~Code~~	~~Violation Description~~	~~Fine~~
	~~General Violations~~	
~~A1~~	~~Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*~~	~~$40~~
~~A2~~	~~Parking backward in a parking space~~	~~$30~~
~~A3~~	~~Failing to display a valid parking permit~~	~~$40~~
~~A4~~	~~Not parking properly within the lines of a parking space~~	~~$30~~
~~A5~~	~~Parking in a space designated "20 minute only" for more than 20 minutes~~	~~$30~~
~~A6~~	~~Displaying a permit assigned to another vehicle~~	~~$30~~
~~A7~~	~~Display two or more valid permits~~	~~$30~~
~~A8~~	~~Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)~~	~~$10~~
~~A9~~	~~Expired short-term parking~~	~~$30~~
	~~Flagrant Violations~~	
~~B1~~	~~Parking in a reserved parking space without displaying a proper permit *(plus tow fee, if applicable)*~~	~~$40~~
~~B2~~	~~Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*~~	~~$40~~
~~B3~~	~~Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*~~	~~$40~~
~~B4~~	~~Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*~~	~~$40~~
~~B5~~	~~Parking in a fire lane *(plus tow fee if applicable)*~~	~~$75~~
~~B6~~	~~Parking in a tow-away zone *(plus tow fee if applicable)*~~	~~$40~~
~~B7~~	~~Parking in a loading zone or service driveway *(plus tow fee if applicable)*~~	~~$40~~

~~B8~~	~~Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*~~	~~$40~~
~~B9~~	~~Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*~~	~~$150~~
~~C1~~	~~Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*~~	~~$40~~
~~C2~~	~~Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*~~	~~$150~~
~~C3~~	~~Falsifying or altering vehicle registration information *(plus tow fee if applicable)*~~	~~$100~~
~~C4~~	~~Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*~~	~~$150~~
~~C5~~	~~Having a vehicle towed from campus~~	~~**~~
~~C6~~	~~Citation with move~~	~~$40~~
~~C7~~	~~Vehicle moved to another location on campus~~	~~**~~
~~C8~~	~~Vehicle has been wheel locked~~	~~$75~~
~~C9~~	~~Parking in violation of the direction of a traffic control officer~~	~~$40~~
~~C10~~	~~Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)~~	~~$150~~
~~C11~~	~~Improper exit from a university parking garage (plus maximum daily fee due)~~	~~$75~~
~~C12~~	~~Parking in a garage without payment (limited to once a semester)~~	~~$15~~

~~**Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.**~~
~~*** Rates will be posted in the Parking Services office after competitive bid process.*~~

~~APPENDIX A: PARKING FEES TABLE~~

~~**2019-2020 SFA Parking Permits**~~
~~**Permit Sales Rate Chart**~~

~~**Faculty and Staff**~~				
~~**Permit**~~	~~**Description**~~	~~**Annual**~~		
~~AA~~	~~Faculty/Staff AA Permit~~	~~*see below~~		
~~F~~	~~Faculty/Staff Assigned Lot Permit~~	~~*see below~~		
~~PG~~	~~Annual Student Center Garage Permit~~	~~$435~~	~~NA~~	~~NA~~
	~~Semester Student Center Garage Permit~~	~~NA~~	~~$200~~	~~$200~~
~~M~~	~~Motorcycle Permit~~	~~$60~~		
~~B~~	~~Faculty/Staff Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~**Student**~~				
~~**Permit Type**~~	~~**Description**~~	~~**Sept 2019**~~	~~**Jan 2020**~~	~~**May 2020**~~
~~PG~~	~~Annual Student Center Garage Permit~~	~~$435~~	~~NA~~	~~NA~~
	~~Semester Student Center Garage Permit~~	~~$200~~	~~$200~~	~~$35~~
~~C~~	~~Commuter Permit~~	~~$112~~	~~$76~~	~~$37~~
~~H~~	~~Campus Resident Permit~~	~~$145~~	~~$99~~	~~$48~~
	~~Campus Resident Second Vehicle~~	~~$106~~	~~$69~~	~~$34~~
~~S~~	~~Commuter Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~K~~	~~Campus Resident Daily Permit~~	~~$3/Day~~	~~$3/Day~~	~~$3/Day~~
~~M~~	~~Motorcycle Permit~~	~~$60~~	~~$43~~	~~$22~~
~~**Miscellaneous**~~				
~~**Permit Type**~~	~~**Description**~~	~~**Sept 2019**~~	~~**Jan 2020**~~	~~**May 2020**~~
~~W~~	~~Fitness Permit~~	~~$ 20~~	~~$ 20~~	~~$20~~
~~CV~~	~~Contractor/Vendor Permit~~	~~$170~~	~~$114~~	~~$58~~

~~T~~	~~Trailer Permit~~	~~$ 50~~	~~$ 33~~	~~$17~~
~~RV~~	~~Occupied Recreational Vehicle**~~	~~$ 40~~		
~~DV~~	~~Qualifying Veteran Permit~~	~~$0~~		
~~*** Per night, after four (4) days~~				

~~**Student Center Garage Hourly Parking**~~	
~~0-30 Minutes~~	~~No Charge~~
~~First Hour~~	~~$2.00~~
~~Each Hour Thereafter~~	~~$1.00~~
~~Maximum Daily Charge~~	~~$8~~
~~Lost Parking Ticket~~	~~$15~~

~~**Short-Term Paid Parking Lot 21**~~	
~~First Hour~~	~~$2.00~~
~~Each Hour Thereafter~~	~~$1.00~~
~~**Fees**~~	
~~Replacement Permit~~	~~$15~~
~~Bicycle Release Fee~~	~~$25~~
~~Lost/Stolen Replacement Permit~~	~~$25~~
~~Grad Assistant Upgrade~~	~~$10~~
~~Dual Credit Upgrade~~	~~$ 5~~

~~***Faculty/Staff or Other Government Agencies Annual Permit Fees**~~						
~~Salary $19,999.99 and Less~~	~~Salary $20,000 - $39,999.99~~	~~Salary $40,000 - $59,999.99~~	~~Salary $60,000 - $79,999.99~~	~~Salary $80,000 - $99,999.99~~	~~Salary $100,000 - $119,999.99~~	~~Salary $120,000 and above~~
~~$36~~	~~$60~~	~~$84~~	~~$108~~	~~$132~~	~~$156~~	~~$180~~

~~*FS permits are prorated monthly.*~~

Cross Reference: Parking ~~and Traffic~~*Services* Regulations ~~and Information~~; Tex. Educ. Code §§

51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

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

Contact for Revision: Chief of Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Radioactive or Radiation-Producing Materials or Equipment

Policy Number: 13.17

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 ensures that all university activities, operations, and procedures involving the use of radioactive materials or radiation-producing equipment are performed in such a way as to protect the users, faculty, staff, students, and the general public from exposure. It also identifies the SFA Radiation Safety Manual as the authoritative resource for procedures ensuring compliance with this 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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor updates

Reviewers:

Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Radioactive or Radiation-Producing Materials or Equipment

Original Implementation: September 1, 1974
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

This policy ensures that all university activities, operations, and procedures involving the use of radioactive materials or radiation-producing equipment are performed in such a way as to protect the users, faculty, staff, students, and the general public from exposure. It also identifies the SFA Radiation Safety Manual as the authoritative resource for procedures ensuring compliance with this policy.

Definitions

Radiation-producing equipment includes, but is not limited to: diffraction x-ray, fluorescence, bone densitometers, *medical x-ray,* industrial x-ray, atomic absorption, and lasers.

General

The radiation safety program at Stephen F. Austin State University is regulated by the Texas Department of State Health Services and requires all university employees and students who receive, possess, use, transfer, or acquire any radioactive material or radiation-producing equipment to comply with the regulations detailed in the Texas Administrative Code § 289 and the Texas Health & Safety Code Ch. 401 (Texas Radiation Control Act).

SFA employees and students must also comply with the procedures described in the SFA Radiation Safety Manual, which contains the general procedures adopted by the university for the safe use of radioactive materials and radiation-producing equipment in teaching and research, and can be found on the Department of Environmental Health, Safety, and Risk Management (EHSRM) website.

Authorization for the use of any licensed or registered radiation source or equipment is conditional upon complete compliance with federal and state regulations, license conditions, training requirements, and with the policies and procedures promulgated by the EHSRM department. Authorized radiation users and their locations must be designated on the radiation license and registrations issued by the Texas Department of State Health Services.

Responsibilities

The Department of Environmental Health, Safety, and Risk Management is responsible for the radiation safety program at SFA, and the radiation safety officer (RSO) is responsible for the daily implementation of the radiation safety program in accordance with license/registration conditions and regulatory requirements. Duties of the RSO include:

- oversee the purchase, receipt, storage, use, and disposal of radioactive or radiation-producing materials or equipment;
- ensure the most current legal requirements are identified and evaluated for compliance;
- establish, coordinate, and adhere to the radiation safety procedures outlined in the university's radiation safety manual, to comply with regulatory requirements;
- inspect university laboratories and work areas where radioactive materials or radiation-producing equipment are used for regulatory compliance and worker protection, or in response to a notice of a possible violation (in carrying out this duty, the RSO or designated representative shall have the authority to enter any university building, structure, room, office, or laboratory without any need to give prior notice to department supervisors and staff);
- serve as the official university contact for federal and state regulatory agencies including but not limited to United States Nuclear Regulatory Commission (NRC) and Texas Department of State Health Services (TDSHS) regarding radiation safety compliance and to communicate compliance requirements to university officials.

University employees and students must:

- comply with all license and registration requirements, regulations, programs, and procedures specified by the RSO and the EHSRM department;
- attend all required radiation safety training courses and use all required protective equipment, engineering controls, and safety precautions described in the radiation safety manual;
- handle all radioactive sources, radiation-producing equipment, and radioactive waste in accordance with the radiation safety manual and applicable state regulations;
- report all spills to the authorized user who is responsible for containment and clean-up actions in responding to spills and emergencies;
- notify the RSO of all incidents involving radioactive materials and radiation-producing equipment and report non-compliance issues or concerns.

University departments are responsible for the payment of fees associated with state licenses, registrations, and the disposal of radioactive waste and/or equipment containing radiation sources.

Cross Reference: Tex. Health & Safety Code Ch. 401; 25 Tex. Admin. Code § 289; ~~Purchase Requisition~~*Best Value Procurement* (17.1~~9~~); Radiation Safety Manual

Responsible for Implementation: Vice President for Finance and Administration

Contact *f*~~F~~or Revision: Radiation Safety Officer, Department of Environmental Health, Safety, and Risk Management

Forms: Statement of Training and Agreement with Policies and Procedures; Leak-Test and

Inventory Record. All forms may be obtained from the radiation safety officer.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Records Management

Policy Number: 2.9

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Establishes guidlines that SFA will adhere to state code regarding record retention/disposal and handling of state publications.

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: Combined policy 2.14 with 2.9; updated the policy purpose and definitions; updated wording for clarification.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Records Management

Original Implementation: February, 1975
Last Revisions: July ~~21, 2020~~*27, 2021*

Purpose

This policy establishes the guidelines whereby Stephen F. Austin State University will adhere to state code regarding record retention/disposal and the handling of state publications.

Definitions

*A **record** is any written, photographic, machine-readable, or other recorded information created or received by or on behalf of the university that documents activities in the conduct of state business or use of public resources. The term does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, an extra copy of recorded information preserved only for reference, or a stock of publications or blank forms.*

*A **state publication** is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency and is publicly distributed by or for the agency. The term does not include information the distribution of which is limited to contractors with or grantees of the agency, persons within the agency or within other government agencies, or members of the public under a request made under the open records law.*

General

Stephen F. Austin State University ~~The university~~ adheres to state regulations for the management of its records. ~~All university records, regardless of medium (including print or electronic), created or received in connection with the normal course of business are considered state records. Extra copies maintained for reference only are not subject to the university records retention schedule.~~ The retention schedule lists the university's records series and identifies legal, audit, archival and/or retention requirements. Statutory confidentiality requirements must be maintained.

Certain inactive records are retained to meet legal and fiscal requirements, future administrative needs, or historical significance.

~~*Stephen F. Austin State U*~~*The university is also required to deposit or make accessible copies of all state publications to*~~*that have not been exempted from the State Publications Depository Program.*~~ ~~*T*~~*the Texas State Publications Depository Program*~~*(TSPDP)*~~*, which collects and*

maintains state publications in a centralized location.

Records Management

~~Unit heads must manage u~~*U*niversity records *will be managed* according to the following guidelines:

1. University records are the property of the university.
2. University records must not be destroyed without the approval of the unit head in accordance with the retention schedule.
3. A record may be destroyed prior to its retention period on the retention schedule only with the special consent of the Records Management Division of the Texas State Library and Archives Commission and, if the record possesses fiscal or financial value, with the concurrent consent of the State Auditor.
4. Records with archival value listed on the retention schedule must be transferred to the East Texas Research Center. For records determined to have archival value, but not listed as such on the schedule, contact the university ~~records management officer~~*archivist*.
5. Administrative officers will consult with the general counsel on any question of compliance with the Texas Public Information Act.
6. ~~SFA's Records Management Program is overseen by the East Texas Research Center located in the R.W. Steen Library.~~
7. Each administrative office will designate an individual as the records management coordinator for their office and provide this person's contact information to the university records manager. Each office's records management coordinator will consult with the university records manager regarding implementation of the records management program to include the following:
   A. Evaluate and inventory records at least once a year to ensure that records are retained in accordance with the SFA records retention schedule.
   B. Dispose of obsolete records with no archival value according to the retention schedule.
   C. List all records on the SFA approved Records Disposition Log before destruction and forward the log to the university records manager.

State Publications

The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.

The university should send a publication if it meets the following three criteria:

- *It is information published on paper or microform, audio or videotape, vinyl or compact*

discs, or film.

- *It is produced at the total or partial expense of a college or university or is published under its authority.*
- *It is distributed outside of the university on request or in multiple copies.*

These criteria also apply to a publication that the university has sponsored or purchased for distribution as well as one that results from a consultant contract with a research firm or other private entity.

Cross Reference: Tex. Gov't Code §§ 441.180-.205; 13 Tex. Admin. Code Ch. 6, *13 Tex. Admin. Code Ch. 3*

Responsible for Implementation: President

Contact for Revision: SFA Records Management Officer; General Counsel

Forms: Records Inventory Worksheet (RMD 103); Records Disposition Log; Request to Dispose of Records not listed in Records Retention Schedule (RMD 102); ~~and~~ Records Retention Schedule (SLR 105)*; SFA Publications Deposit Form*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Salary Supplements, Stipends and Additional Compensation

Policy Number: 12.16

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 establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds.

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

~~Salary Supplements, Stipends and~~ Additional Compensation

Original Implementation: April 13, 1988
Last Revision: July ~~24, 2018~~27, *2021*

Purpose

This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for non-exempt employees or to compensatory time for exempt employees. See Overtime and Compensatory Time (12.14).

Additional requirements for compensation from externally sponsored research and sponsored projects (grants) are detailed in Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

Definitions

Institutional Base Salary (IBS) means payment for the regularly assigned duties and responsibilities associated with an employee's primary assignment.

~~**Salary Supplement** means a payment that temporarily augments the IBS. When the special assignment ends, the salary reverts to the IBS. A salary supplement increases the IBS for the purpose of calculating the maximum amount an employee may receive in additional compensation.~~

Additional Compensation *means payment for any of the three forms of additional compensation defined below; stipend, additional services, or salary supplement.*

Stipend means a lump-sum payment in addition to the IBS that provides recognition or ~~incentives~~*incentive* to employees as established in university policy. A stipend does not increase the IBS for the purpose of calculating the maximum amount an employee may receive in *total* additional compensation and is not counted as additional *services* compensation.

Additional ~~**compensation** means a~~***services*** *are services performed for* payment in addition to the IBS for work that is clearly in addition to regularly assigned duties and requires the employee to perform work outside of normal working hours or during vacation or compensatory time, as appropriate. Additional *services* compensation does not affect the IBS. Additional *services* compensation is subject to a cap equal to 25 percent of the 9- or 12- month IBS~~. The cap applies to all sources~~, *regardless of the funding source* of funds. Additional *services* compensation is included in all benefit calculations except health insurance and longevity.

Salary Supplement means a payment that temporarily augments the IBS. When the special assignment ends, the salary reverts to the IBS. A salary supplement increases the IBS for the purpose of calculating the maximum amount an employee may receive in additional compensation.

General

Each faculty and staff member (employee) is accountable to the university for 100 percent of the duties and responsibilities associated with the employee's ~~basic~~*primary* appointment. The ~~primary~~ obligation of university employees is the full and complete execution of all assigned duties and responsibilities.

State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility. *Primary appointments shall not exceed 100 percent full time equivalency (FTE).*

~~Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of institutional base salary (IBS) may be paid.~~

~~Compensation in excess of institutional base salary is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels and is expressly conditioned on availability of funds.~~

Without exception, all payments to university employees will be made through payroll services. Salary supplement, stipend, and additional ~~compensation~~*services* payment requests must be submitted and paid before the close of the fiscal year in which the services were performed~~.~~ *or recognition/incentive awarded.* Payments for *any form of* additional compensation using grant funds must be requested and approved within the appropriate grant funding period.

~~The activities listed below are considered additional responsibilities for which an employee may receive extra compensation:~~

- ~~special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;~~
- ~~intra-university consulting or other special services conducted for a university department or area other than the employee's department;~~
- ~~services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including incidental activities on grants [see Compensation~~

~~from Grants, Contracts and Other Sponsored Agreements (12.1)];~~

- ~~increases in teaching load (overload) approved by the provost/vice president for academic affairs; and~~

- ~~duties performed by an employee not under contract at the time the duties must be performed (except for start dates that are outside of the academic year), or those that are not considered in the base salary.~~

The base salary period for a full-time faculty appointment is the academic year (normally September 1 through the following May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., weekends, holidays, semester breaks, are not included in the base salary period.

On occasion, regular university activities for which faculty are responsible are scheduled outside the base period and are assumed to be included in the institutional base pay, and therefore are not eligible for ~~extra~~*additional* compensation (examples include Showcase Saturday and Freshman Orientation).

Additionally, the university may employ faculty members during the summer months for specific teaching, research, or grant assignments for which they are paid a salary.

Any individual who is dually employed (rather than grant funded) with the university and with another state or federal agency must obtain prior written approval from the president and Board of Regents before entering into any activity for which compensation in excess of IBS is to be requested or paid. See Dual Employment (11.7).

There are three types of ~~compensation in excess of IBS: salary supplements; stipends; and~~ additional compensation*: stipends; additional services, and salary supplements. For specific examples of each type contact Human Resources*.

~~Salary supplements paid for interim appointments and endowed positions are approved either directly by the Board of Regents or indirectly through board policy and must be reviewed and approved annually. Salary supplements for overload assignments do not require board approval. Salary supplements for performing the duties of a direct report are generally not allowed.~~

~~Supplements appear on the regular monthly payroll check and are included in all benefit calculations except health insurance and longevity. Salary supplements are requested on the Electronic Personnel Action Form (EPAF) or the EPAF Origination Request Form and cannot be paid from grant funds.~~

Stipends~~Examples of salary supplements may include compensation for: interim appointments;~~

~~faculty course overloads; and endowed positions.~~

Stipends may be approved either directly by the Board of Regents or indirectly through board policy or by the appropriate vice president or president.
~~Stipends are requested on the Stipend Authorization form and~~*Stipends* are paid on the monthly payroll but are not included in benefits calculations. Stipends can be paid from designated, auxiliary, and gift accounts. Stipends cannot be paid from state appropriated funds or grant funds.

Additional Services

Compensation in excess of institutional base salary for additional services is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels and is expressly conditioned on availability of funds.

~~Stipends cannot be paid from state appropriated funds or grant funds. Examples of stipends may include: the Regents Professors Award [Regents Professor (7.24)]; the President's Staff Award; teaching excellence awards; compensation for online courses not paid for by sponsored agreements [Distance Education Faculty Competencies and Compensation (7.9)]; payments for off-campus teaching assignments [Off-Campus Credit Courses (5.13)]; incentive payments; and musical or theatrical performances at university-sponsored events.~~

Requests for additional ~~compensation~~*services payments* must be submitted in writing before work is started~~ on the Authorization for Additional Compensation Services form~~, and must be approved for payment after services are rendered~~ on the Authorization for Additional Compensation Payment form.~~. Consequences for late submission of forms may result in a delayed payment to the employee. ~~Additionally, the appropriate vice president will be notified of the individual(s) failure to follow university policies and procedures.~~

Departments that want to have a non-exempt employee perform additional ~~compensation work~~*services* for them must complete the authorization request form and include a time report with the payment request form. A description of the extra work and documentation of the additional ~~compensation~~*services* shall be maintained by the department chair, division director or other primary administrator who initiated the request for additional ~~compensation~~*services payment. At no time can the rate of pay for additional services exceed the non-exempt employee's normal rate of pay*.

Department chairs, division directors, and all deans shall analyze carefully the total professional commitments, including outside consulting of ~~the employee~~*employees* requesting additional ~~compensation.~~*services payment(s)*. Additional ~~compensation~~*services payments* should be approved only if the employee's and the department's general functions will not be adversely affected.

If allowed by a sponsor, additional ~~compensation~~*services payment(s)* may be paid from grant funds. The ~~Authorization for Additional Compensation Services form~~*request* must be ~~routed with the ORGS Additional Compensation Verification form to~~*approved by* the Office of Research and Graduate Studies for verification of sponsor approval [see Compensation from Grants, Contracts, and Other Sponsored Agreements (12.1)].

~~Examples of additional compensation may include: interdepartmental consulting or short-term, incidental activities on grants; casual, seasonal work; and teaching SFA 101. At no time can the rate of pay for additional compensation exceed the employee's normal rate of pay.~~

Additional ~~compensation is~~*services payments are* subject to the maximum salary limits described below:

Maximum Salary for 12-month Employees:

Employees on 12-month fiscal year (FY) appointments may receive up to 25 percent of their current IBS in additional ~~compensation~~*services payments* (see example below).

12-month employee example: A 12-month employee with an annual base salary of $60,000 may earn additional ~~compensation~~*services payments* up to $15,000 for a maximum salary of $75,000 in a fiscal year.

$60,000 × 0.25 = $15,000 maximum additional ~~compensation~~*services payments*

$60,000 + $15,000 = $75,000 maximum 12-month compensation

Maximum Salary for 9-month Faculty Members:

Faculty members on 9-month academic year (AY) appointments may receive up to 25 percent of their current IBS in additional ~~compensation~~*services payments* (plus summer salary, see (3) below).

9-month faculty example: A faculty member with a 9-month AY base salary of $45,000 may earn additional ~~compensation~~*services payments* during the nine-month appointment of up to $11,250, for a maximum nine-month salary of $56,250.

$45,000 × 0.25 = $11,250 maximum ~~in~~ additional ~~compensation~~*services payments*

$45,000 + $11,250 = $56,250 maximum 9-month compensation

Maximum Summer Salary for Faculty Members:

Summer Teaching Assignments - The maximum summer salary for teaching assignments is summarized in university policy, Faculty Compensation (12.6). See also Summer Teaching Appointments (7.28).

Summer faculty example: A faculty member with a 9-month AY base salary of $45,000 that earns $15,000 in summer salary (equal to 3/9th) may earn additional ~~compensation~~*services payments* during the 3-month summer of up to $3,750, for a maximum salary of $18,750 in a summer, provided that the additional ~~compensation is~~*services payments are* earned for work that is clearly in addition to regularly assigned duties and is performed outside of normal working hours or during vacation or compensatory time, as appropriate.

$45,000/9 mo. × 3 = $15,000 maximum summer salary (3/9th).

$15,000 × 0.25 = $3,750 maximum ~~in~~ additional ~~compensation~~*services payments*

$15,000 + $3,750 = $18,750 maximum summer compensation

The maximum summer salary paid from grants may be further limited based on the source of funds. See Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

Salary Supplements

Salary supplements paid for interim appointments and endowed positions are approved either directly by the Board of Regents or indirectly through board policy and must be reviewed and approved annually. Salary supplements for overload assignments do not require board approval. Salary supplements for performing the duties of a direct report are generally not allowed.

Supplements appear on the regular monthly payroll check and are included in all benefit calculations except health insurance and longevity. Salary supplements are requested on the Electronic Personnel Action Form (EPAF) or the EPAF Origination Request Form and cannot be paid from grant funds. *Examples of salary supplements may include compensation for interim appointments, faculty course overloads, and endowed positions.*

Cross Reference: Summer Teaching Appointments (7.28); Off-~~campus~~*Campus* Credit Courses (5.13); Regents ~~Professor~~ *Scholar* (7.24); Grants and Contracts Administration (8.3); Distance Education Faculty Competencies and Compensation (7.9); Compensation from Grants, Contracts

and Other Sponsored Agreements (12.1); ~~Dual Employment (11.7);~~ *Outside Employment (11.19);* Overtime and Compensatory Time (12.14); Fair Labor Standards (11.14); Faculty Compensation (12.6); Fair Labor Standards Act, 29 U.S.C. § 201 et. seq.; 2 CFR § 200.430; Uniform Grant Management Standards for the State of Texas; Texas Government Code §§ 605, 658.001-.007, 659

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate* Vice President for Finance and Administration ~~(Director of Human Resources, Controller)~~

Forms: Electronic Personnel Action Form (~~Available~~*available* online through ~~MySFA~~*mySFA* under ~~myServices~~*Resources*); EPAF Origination Request Form available on the Department of Human Resources website; Stipend Authorization *form*; Authorization for Additional ~~Compensation~~ Services *form*; Additional Compensation Verification form available on the ORGS website; Authorization for Additional ~~Compensation~~*Services* Payment *form*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Service Awards

Policy Number: 12.17

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 establishes guidelines for recognizing employees for service to 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:

Specific rationale for deletion of policy: Service Awards can be combined with University Awards Programs as it is one of the awards programs to which the policy applies. It can be effectively combined with the University Awards Programs policy for clarity and simplicity. The major changes to this policy prior to combining into the University Awards Programs policy relate to the removal of procedural information and specifics concerning the program and award formats.

Additional Comments:

Reviewers:

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

~~Service Awards~~

~~**Original Implementation:** October 4, 1984~~
~~**Last Revision:** July 24, 2018~~

~~**Purpose**~~

~~This policy establishes guidelines for recognizing employees for service to the university.~~

~~**Definitions**~~

~~**Service awards** are pins and certificates of appreciation awarded to employees with ten, twenty, thirty, forty, or fifty years of service to the university.~~

~~The **President's Award** is a special recognition of outstanding service by a staff employee that includes a plaque and cash award.~~

~~**General**~~

~~Human resources (for non-academic employees) and the Faculty Service Award Committee appointed by the provost/vice president for academic affairs (for faculty) coordinate annual service award programs to recognize employees for years of service to Stephen F. Austin State University. Award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.~~

~~Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual's eligibility should be directed to human resources for staff and to the provost/vice president for academic affairs for faculty. Arrangements for the staff recognition ceremony are carried out by human resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the provost/vice president for academic affairs.~~

~~In conjunction with the staff service award program each year, two exempt and two non-exempt staff employees are selected from nominated staff employees to receive the President's Award in recognition for outstanding service to the university.~~

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

~~**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~~

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Social Media

Policy Number: 15.11

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

Date of last revision, if applicable: July 24, 2018

Unit(s) Responsible for Policy Implementation: Chief Marketing Communications Officer

Purpose of Policy (what does it do): The purpose of the social media policy is to offer guidance to Stephen F. Austin State University employees, organizations and stakeholders in making appropriate decisions with social media management and communication on behalf of the university or for university-affiliated accounts.

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: Clarification of social media definition. Terms of Use and Deletion policies updated. The Identity Standards Manual has been linked to foster proper branding and messaging. Additions: account best practices, confidentiality, authorization and approvals, employee use of social media, and security and intellectual property.

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

Graham Garner, Chief Marketing Communications Officer
Damon Derrick, General Counsel

Social Media

Original Implementation: July 28, 2015
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Overview
This policy is designed to help Stephen F. Austin State University employees and organizations in making appropriate decisions when creating/managing social media accounts and developing social media initiatives on behalf of the university. It also provides guidelines to advise employees who indicate an institutional affiliation on their personal social media profiles. This document provides general considerations, but it does not provide guidance on planning, content or performance measurements.

Social media is a broad term used to describe internet-based platforms and applications designed for online social interaction. It fosters interaction among individuals who participate in social networking via the use of virtual communities and networks. Any website, online application or platform that enables its users to interact with it and its visitors falls into the definition of social media.

Social media platforms include Facebook, Twitter, Instagram and LinkedIn, among many others. These platforms are an important communication *and marketing* tool for the university and can provide vital information and engagement opportunities to prospective and current students, alumni and other stakeholders.

Accounts must be owned and maintained by ~~SFA~~*university* employees and avoid the use of a personal or person-specific email address. More than one employee must have login information or administrator access to accounts. Account access must be provided to University Marketing Communications with contact information of all university social media account managers. Information must include the existence, creation or deactivation of any and all university-affiliated social media accounts.

Student workers can be helpful content creators, but must not be owners of any official university account.

Terms of use and deletion policy
~~Stephen F. Austin State University~~*SFAUniversity*-managed online communities are intended to inform users of *university*~~SFA~~-related news and events, and to foster discussion and a sense of community among users. ~~*Employees*~~ *Users may* ~~We encourage you to~~ share ~~your~~*their* opinions and comment freely about the topics ~~we~~*the university* posts.~~,~~ ~~*SFA*~~*The university*~~but~~ asks that ~~you provide~~ comments ~~that~~ are respectful and professional.

Do not delete or hide comments because of disagreement or in reaction to a commenter who reacted negatively.

~~If we become aware of posts that are in violation of the terms of service of the social media site, or that are off-topic, represent advertisements or spam, promote or endorse political campaigns or candidates, violate the law, constitute or encourage illegal activity, violate an intellectual property right, infringe upon someone's rights, or contain obscenities or threats, we reserve the right to remove them. Our~~*SFA* social pages exist to serve those affiliated with ~~Stephen F. Austin State U~~*the u*niversity. *All social media accounts affiliated with ~~SFA~~the university must adhere to guidelines available in the Identity Standards ~~m~~Manual, developed by the Division of University Marketing Communications. The manual is approved by, and may be modified by, the university president.*

~~All employees acting within the scope of their employment are expected to adhere to the same standards of conduct online as they would in the workplace. Social media usage is governed by the same policies that govern other electronic communications, as well as applicable state and federal laws, and NCAA rules and regulations. Any content and/or online activity created by a poster or site moderator that violates these laws and regulations is strictly prohibited and will be removed in accordance with this policy.~~

~~All official Stephen F. Austin State University accounts on social media platforms must publish and consistently enforce the Terms of Use and Deletion policy shown below. For example, Facebook accounts should include this information in the "general information" section of the "Page Info" area; YouTube accounts should post the policy in the "about" section.~~

~~Terms of Use and Deletion Policy~~

~~Records Retention~~

*Social media ~~C~~c*ommunications (messages, ~~posts, photographs, videos and other formats~~*etc.*) ~~submitted or received using social media tools are considered public records and are subject to the~~*that fall within the* Texas State Records Retention Schedule requirements *are considered public records and are subject to the Texas State Records Retention Schedule requirements*. Social media communications are included ~~as~~ *in* the record series titled "Social Networking Communications" in the SFA Records Retention Schedule.

Suspension of Records Disposition (Legal Holds): A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission, or in the approved records retention schedule of the agency, until the completion of the action and the resolution of all issues that arise from the action, or until the expiration of the retention period, whichever is later (Texas Government Code Section 441.187).

Social media content that is not a duplicate record, transitory, or retained elsewhere must be captured by the administrator and maintained for the full retention period of the appropriate record series. The program area will be responsible for selecting the method of record archiving and purging, subject to the approval of the appropriate records management coordinator.

Expectations and ~~A~~account best practices:

Continually maintain university-affiliated social media accounts and deactivate or delete dormant social media accounts.
Departments, offices and organizations are responsible for creating content and should make posts on a regular basis, which may be multiple times a day, daily, weekly or a few times per month. It is likely that an account that posts less frequently than monthly will be deemed dormant. A minimum of one post per week is advised.

~~***Deactivate or delete dormant social media accounts that use the SFA name and/or logo.***~~

~~*Accounts must be owned and maintained by SFA employees and avoid the use of a personal or person-specific email address. More than one employee must have login information or administrator access to accounts. Account access must be provided to University Marketing Communications with contact information of all university social media account managers. Information must include the existence, creation or deactivation of any and all university-affiliated social media accounts.*~~

~~*Student workers can be helpful content creators, but must not be owners of any official university account.*~~

Confidentiality
Confidential information should never be disclosed, unless consent has been given and the information is shared accurately.

Care should be exercised with photographs taken on campus or during official ~~SFA~~university events when posted in a public domain. Be mindful of what the image(s) might reveal (e.g., in the background). Ensure that anyone prominently featured in the photograph has given their express consent to the photo being posted online. Photographs of minors must have parental/guardian consent. ~~Verbal consent is valid.~~

Authorization and approvals
Obtain permission from both departmental supervisors and University Marketing Communications before making any significant announcement (e.g., campus closure, crisis communication, emergency notifications, etc.) on behalf of the university. Best practice is to wait until an announcement is first shared on the university's main accounts before distributing (sharing) the information.

Follow the university's ~~Identity Standards manual~~Identity Standards Manual to ensure university logo usage compliance. Use current logos only. ~~Logos can be accessed here.~~

Employee use of social media
All employees acting within the scope of their employment are expected to adhere to the same standards of conduct online as they would in the workplace. Social media usage is governed by the same policies that govern other electronic communications, as well as applicable state and federal laws, and NCAA rules and regulations. Any content and/or online activity created by a poster or site

moderator that violates these laws and regulations is strictly prohibited and will be removed in accordance with this policy.

Professional use of social media
Social media allows university representatives and employees to communicate and network with internal and external audiences. The university recognizes that some employees use various social media platforms as part of their assigned work duties.

While participating in any of the university's social media activities, faculty and staff must be mindful that they are representing the university and must follow appropriate guidelines.

Personal use of social media
~~*The guidelines outlined under the professional use of social media, above, also apply to personal use.*~~

The university allows the occasional use of social media channels during the working day, but this must not interfere with job commitments and duties.

When posting in a personal capacity, an individual may still be identified as an employee of the university even if this is not stated on their account, so they ~~must~~should be mindful of their audience and what is being posted in a public domain.

Security
Employees must familiarize themselves with the terms of use, privacy policy and other policies of social media platforms and networks they use. They must ensure they have protected themselves and colleagues by setting the appropriate levels of security in ~~personal and~~ professional accounts on social media sites and networks. Employees must be up-to-date on all social media and networking trainings. Employees can find required trainings in their mySFA account.

Intellectual property
Use of copyrighted or trademarked material without permission in digital content may be illegal and may expose the university to financial liability. Divisions, offices and departments are responsible for obtaining clearance for use of intellectual property rights (e.g., music and photos). They also are responsible for bearing all costs associated with such clearance of rights, including any costs that may arise if the necessary clearance(s) is/are not obtained, such as legal and settlement costs.

Use good judgment
Employee actions and statements can affect others at ~~SFA~~the university and the university as a whole. Posts on social media can be replicated quickly, be taken out of context, and will remain public for an indeterminate amount of time.

Assistance
Those who need assistance on a matter related to social media may contact the Division of University Marketing Communications.

Cross Reference: Tex. Gov't Code § 441.187; Identity Standards Manual; Records Retention Schedule

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

Contact for Revision: ~~Executive Director of Marketing Communications~~*Chief Marketing Commutations Officer*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: State Publications

Policy Number: 2.14

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

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): Provides direction for collecting and maintaining state publications, as required by the Texas State Publications Depository Program

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: Combined with policy 2.9.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

~~State Publications~~

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

~~The Texas State Publications Depository Program (TSPDP) collects and maintains state publications in a centralized location. All public universities must forward their publications to the TSPDP.~~

~~Definition of Qualifying Publications~~

~~A state publication is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed by or for the agency. Public universities are required to deposit or make accessible copies of all state publications that have not been exempted from the State Publications Depository Program.~~

~~The Publications Liaison~~

~~The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty (30) days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.~~

~~**Cross Reference:** 13 Tex. Admin. Code Ch. 3~~

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

~~**Contact for Revision:** Director of Library~~

~~**Forms:** None~~

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Code of Conduct

Policy Number: 10.4

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): Provide students with expectations of behavior and outline the standards and processes for adjudicating violations to the Code of Conduct.

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: Includes the addition of term "violations" when referring to conduct and edits to the SFA Way definition. Update division name. Addition of "dean of students" and "dean of students office" to definitions. Removal of Section 25 - It was addressed in previous jurisdiction section and is not considered a violation.

Specific rationale for deletion of policy: n/a

Additional Comments:

Reviewers:

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

Student Code of Conduct

Original Implementation: January 19, 1988
Last Revision: July ~~21, 2020~~*27, 2021*

General Policy

Choosing to join the *Stephen F. Austin (*SFA*) State University* community obligates one to adhere to a code ~~of civilized behavior~~*of behavior* that embraces academic and personal integrity; respect for the dignity, rights and property of others; and an intolerance of bigotry. In keeping with this obligation, students and student organizations are expected to *comply with* ~~conform to~~ the standards outlined in the Student Code of Conduct.

The SFA Way

~~Additionally, at SFA, The~~*The SFA* community holds itself to a standard called The SFA Way. At its basis, The SFA Way encourages the entire university community to "strive for personal excellence in everything we do." *The SFA Way* ~~While the Student Code of Conduct articulates the minimum expectations of those in the community, the university~~ encourages students to *follow the* ~~"hold themselves and others accountable" to the higher standards of The SFA Way root~~ principles *of*~~:~~ Respect, Caring, Responsibility, Unity, and Integrity.

This document is organized into the following sections:

Article I: Definitions
Article II: Proscribed Conduct*/Violations*
Article III: Procedures
Article IV: Non-Discrimination, Interpretation and Revision

ARTICLE I: DEFINITIONS

1. The term "university" means Stephen F. Austin State University.
2. The term "student" includes all persons enrolled at the university. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but have *or are expected to have* a continuing relationship with the university, or participate in university sponsored activities prior to enrollment, are considered "students;" as are persons who are living in university residence halls, although not enrolled. *For the purposes of this regulation, "student" may also include an organization.*
3. The "vice president for ~~university affairs~~*student affairs*" is the person designated by the university president to be responsible for the administration of the Student Code of Conduct.
4. The term "student conduct administrator" means a university official authorized by the vice president for ~~university affairs~~*student affairs* ~~or designee to impose sanctions upon any student found to have violated the Student Code of Conduct.~~*to administer the student code of conduct and to recommend sanctions to the dean of students.*
5. The term "student conduct ~~authority~~*hearing board*" means ~~any person or persons authorized by the vice president for university affairs~~*student affairs* ~~or designee to determine whether a student~~

~~has violated the Student Code of Conduct.~~ *individuals who serve upon request to adjudicate student conduct hearings, and to recommend sanctions to the dean of students.*

6. *The term "dean of students" means the individual further designated by the vice president for student affairs with responsibility for administering the Student Code of Conduct. For the purposes of this policy, "dean of students" may refer to that individual's designee.*

~~5.~~*7.The term "Dean of Students Office" means the department designated by the vice president for student affairs for administering the Student Code of Conduct. The Office of Student Rights and Responsibilities is included within the Dean of Students Office*

~~6.~~*8.*The term "complainant" means an individual who is alleged to have been impacted by a violation of this policy.

~~7.~~*9.*The term "respondent" means a student *or organization* accused of violating this Student Code of Conduct.

~~8.~~*10.* The term "reporting party" means an individual who submits a report alleging a violation of this Student Code of Conduct. The reporting party and complainant may or may not be the same person.

~~9.~~*11.* The term "responding party" means a student against whom an allegation of prohibited behavior is directed.

12. The term "due process" means a respondent has or will be given notice of the accusation and an opportunity for a hearing.

~~10.~~*13.*The term, "university-recognized medium" refers to means of communicating with students. In most cases, this will mean a student's official SFA email address.

~~11. The term "student conduct hearing" means a meeting between the student conduct authority and a respondent to determine, through a sharing of information, whether a student has violated the Student Code of Conduct.~~

~~12. The term "administrative hearing" means a hearing with a student conduct authority to determine whether a student has violated the Student Code of Conduct.~~

~~13.~~*14.*The term "advisor" means an individual accompanying a respondent or a complainant in a student conduct hearing. An advisor may not participate in the hearing in any capacity other than providing advice and support to the student they are accompanying. A student may select anyone to serve as their advisor but may only have one advisor present during the course of a hearing (informal or formal). If the chosen advisor is an attorney, the student must inform the student conduct administrator in advance to allow for the university's attorney to also be present.

~~14.~~*15.*The term "outcome" means the end result after a hearing (informal or formal).

~~15.~~*16.*The term "appeal" means the review by the designated appellate authority of the full record of a disciplinary hearing and the sanction imposed by a student conduct administrator or hearing board to determine the adequacy of the procedures used and the fairness of the sanctioning. The appeal may or may not include a meeting with the respondent and/or complainant.

~~16.~~*17.*The term "appellate authority" means a person or persons authorized by the vice president for ~~university affairs~~*student affairs* or designee to consider an appeal regarding ~~a student conduct authority's outcome as to whether a student has violated the Student Code of Conduct~~ *the outcome of the student conduct process*~~.~~

~~17.~~*18.*The term "faculty member" means a person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

~~18.~~*19.*The term "university official" includes a person employed by the university while in the act

of performing assigned responsibilities.

~~19.~~*20.* The term "member of the university community" includes any person who is a student, faculty member, or other person employed by the university. A person's status in a particular situation shall be determined by the student conduct administrator.

~~20.~~*21.* The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

~~21.~~*22.* The term "organization" means any number of students who meet as a group, whether as a registered student organization or as an unaffiliated student organization, on campus or at a recognized university event.

~~22.~~*23.* The term "policy" means the written regulations of the university as found in, but not limited to, the university web page and online policy manuals.

~~23.~~*24.* The term "shall" is used in the imperative sense.

~~24.~~*25.* The term "may" is used in the permissive sense.

ARTICLE II: ~~PROSCRIBED CONDUCT~~/*VIOLATIONS*

A. Jurisdiction of the Student Code of Conduct

This Student Code of Conduct shall apply to conduct that occurs on university premises, at university sponsored activities, in electronic communities/instructional sites that exist because of or are associated with the university and ~~to~~ off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. The Student Code of Conduct shall apply to a student's conduct even if a student withdraws from school while a disciplinary matter is pending. The vice president for ~~university affairs~~*student affairs* or designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, at their sole discretion. Student conduct that may be the result of psychological issues may be reviewed under policy 10.13 (Students Displaying Serious Psychological Problems). Student conduct that may be defined as sex-based misconduct may be reviewed under university policy 2.13 (Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct).

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. **Dishonesty -** Acts of dishonesty, including but not limited to, the following:
    a. Cheating or plagiarism as defined in university policy 4.1 (Student Academic Dishonesty), or other forms of academic dishonesty or breach of integrity such as but not limited to the distribution or selling of lecture notes, handouts, readers or other instructor-provided materials without permission.
    b. Furnishing false information to any university official, faculty member, or office.
    c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

d. Fraud as defined in university policy 2.7 (Fraud).

2. **Alcohol -** Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by university policies 13.7, Alcohol Service, and 13.11, Illicit Drugs and Alcohol Abuse), is prohibited on university premises and university-sponsored events. Students are expected to comply with all state and local laws, as well as all Residence Life regulations regarding the presence of alcohol in the residence halls (see also, Residence Life Community Guidelines) including, but not limited to:
    a. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
    b. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
    c. Being found in a state of public intoxication or drunkenness is prohibited.
    d. Possession of common containers (e.g. kegs, trash cans, etc.) on campus is prohibited.
    e. Operating a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol is prohibited.
    f. Violating any provision of the Code of Student Conduct while under the influence of alcohol is prohibited.

3. **Illegal Drugs -** The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited.
    a. Abusing legally obtained drugs by failing to take the drug as directed.
    ~~g.~~*b.* Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled substances, drug paraphernalia or dangerous drug is also prohibited. (See also, policy 13.11, Illicit Drugs and Alcohol Abuse)

~~3.~~*4.* **Harassment -** Any conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the university. This provision shall not be used to discipline students for speech protected by the First Amendment.

~~4.~~*5.* **Harm to Person -** Actions which cause or may cause injury, create conditions that cause injury, or which cause a reasonable apprehension of physical injury is prohibited.

~~5.~~*6.* **Disruptive Behavior -** Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

~~6.~~*7.* **Animal Cruelty -** Prohibited conduct includes:
    a. Intentionally, knowingly, or recklessly torturing, causing serious bodily injury to

an animal, or killing an animal.

b. Failing to provide necessary food, water or care for an animal in the person's custody.
c. Abandoning an animal in the person's custody.
d. Transporting or confining an animal in a manner that may cause seriously bodily injury to any animal without the owner's consent.
e. Causing one animal to fight with another animal or overworking an animal in a manner that may cause serious bodily injury is prohibited.

~~7.~~*8.* **Damage to Property** — Intentionally ~~, knowingly,~~ or recklessly causing damage to property or actions that may cause such damage is prohibited. Examples include removal of window restrictors or security screens; dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs; and/or unauthorized application of graffiti to property.

~~8.~~*9.* **Damage to Fire Safety Equipment -** Any tampering, removal, and/or damage to fire and safety equipment on university property (e.g., residence halls, student center, campus recreation center and all academic buildings, etc.). Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. (See also, Texas Penal Code Section 42.06)

~~9.~~*10.* **Complicity –** being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that misconduct is prohibited.

~~10.~~*11.* **Guest Responsibility -** Students are accountable for violations their guests may commit while visiting them or the university community.

~~11.~~*12.* **Abuse of the Student Conduct Process -** Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

~~a. Failing to participate in a hearing or investigation.~~

~~b.~~*a.* Colluding with or intimidating witnesses.

b. Providing false or incomplete information that may mislead an investigation/hearing or intentionally omitting relevant information from an investigation or hearing.

~~c. Retaliation -~~ Retaliation against any individual for filing a complaint or alleging misconduct.

~~d.~~*c.*

~~12.~~*13.* **Failure to Comply -** Students and student organizations are expected to comply with reasonable and lawful requests of university officials in the performance of their duties. University officials include, but are not limited to, faculty, staff, and university police officers. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness upon reasonable notice. A failure to comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may constitute failure to comply.

~~13.~~*14.* **Misuse of Computing Resources -** Failure to comply with university regulations and policies, license agreements, and contracts governing network, software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect your password or use of your account; breach of computer security, harmful access, or invasion of privacy are

prohibited. Misuse and/or other abuse of computer facilities and resources are also prohibited (See also, policy 9.3, Digital Millennium Copyright and policy 9.2, Reproduction of Copyrighted Works by Educators and Librarians).

~~14.~~*15.* **Misuse of Keys/Access Cards -** No person may use or possess any university key or access card without proper authorization. No student is allowed to have a university key duplicated without prior permission from faculty or staff with authority to provide that permission.

~~15.~~*1.* ~~**Retaliation** - Retaliation against any individual for filing a complaint or alleging misconduct.~~

16. **Theft -** Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
17. **Gambling -** Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and university policy.
18. **Unauthorized Entry or Use -** Unauthorized entry into, presence in, or use of university facilities equipment or property is prohibited.
19. **Traffic Obstruction -** Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised activities.
20. **Reckless Operation -** Driving in a manner that recklessly endangers the health and/or safety of oneself or others on campus. Driving includes, but is not limited to, vehicles, bicycles, skateboards, scooters, and other mobile devises.
21. **Weapons -** No illegal weapons are allowed on the premise or at university-sponsored events. (see also, policy 13.9 Firearms, Explosives and Ammunition)
22. **Sex-Based Misconduct -** Due to the intersectionality of misconduct between potential violations of policy 10.4, Student Code of Conduct and the Sex- and Gender-Based Discrimination, Violence, Harassment, and Misconduct policy 2.13, all incidents that allege sex-based discrimination must first undergo assessment, and potential investigation, by the university's Title IX office. If the potential violation is determined not to rise to the level of a policy 2.13 violation, or when deemed appropriate, information may be sent to investigation or sanctioning under policy 10.4, Student Code of Conduct. Misconduct under policy 2.13 includes, but is not limited to: program inequity, domestic/dating violence, sexual assault, stalking, and sexual harassment.
23. **Violation of University Policies -** Violation of any official university policy, rule, or regulation is prohibited. Such rules include, but are not limited to, Residence Life Community Guidelines, Athletics Student Athlete Handbook, Campus Recreation Center Policies and Procedures, ~~Greek~~ *Fraternity and Sorority* Life policies and procedures, and university Parking Services Regulations.
24. ~~**Off-Campus** - The university reserves the right to investigate and adjudicate violations that may occur off university premises. The university may take action in situations occurring off university premises involving:~~
    - ~~a. Student misconduct demonstrating flagrant disregard for any person or persons.~~
    - ~~b. When a student or student organization behavior is judged to threaten the health, safety, and/or property of any individual or group.~~
    - ~~c. Any other activity which adversely affects the university community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-~~

~~affiliated activities.~~

~~25.~~*24.* **Violation of Law -** Violation(s) of any federal, state, or local law including, but not limited to:

a. Arson
b. Robbery
c. Burglary, and
d. Trespassing

C. Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for ~~university affairs~~*student affairs* or designee.

Findings and sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

ARTICLE III: PROCEDURES

A. Introduction

The following rules of procedure in student disciplinary matters are adopted to ensure that the university will fulfill the requirements of procedural due process in student disciplinary proceedings, outlined in the Student Code of Conduct (10.4) and Residence Life Community Guidelines, both of which are updated annually. Disciplinary procedures within the university shall be definite and determinable as outlined in the Student Code of Conduct (10.4) and the Residence Life Community Guidelines.

These rules of procedure shall be followed in any disciplinary proceeding, subject to the authority of the Board of Regents and the authority delegated to the president of the university to exercise jurisdiction over disciplinary matters of the university. Cases involving sex-based misconduct, including, but not limited to, sexual violence, domestic/dating violence, and/or stalking may be investigated according to university policy 2.13 (Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct.

~~B. Overview of the Process~~

~~When a complaint is received, the respondent will be contacted through a university recognized medium. The student will be provided with a notice to appear for an administrative hearing (informal or formal) with the student conduct authority. Once a decision has been rendered, if the student desires, they may appeal the decision rendered to the dean of student affairs~~*dean of students* ~~or designee. The decision of the dean of student affairs~~*dean of students* ~~or designee shall be final.~~

~~C.~~*B.* **Filing the Complaint**

Any member of the university community may file a complaint against a student alleging a violation of the Student Code of Conduct. Complaints may be submitted to the Office of Student Rights and Responsibilities. Anonymous complaints may be made, however, electing to remain anonymous may significantly limit the university's ability to investigate, collect evidence, or take effective action.

~~D.~~*C.* **Filing a False or Frivolous Complaint**

Knowingly filing a false or frivolous complaint to intentionally mislead a university official is expressly forbidden. A frivolous complaint is one that is made in retribution for another student filing a complaint and can be demonstrated as lacking merit. Violators may face charges up to suspension or expulsion. The university is the sole party who may file charges of a false or frivolous complaint.

~~E.~~*D.* **Notice of Allegations**

Upon receiving a report of an alleged violation of the Student Code of Conduct, the student conduct administrator will review the report and, if needed, conduct an initial investigation. If there is sufficient evidence to indicate that a violation may have occurred, a notice of allegations will be sent to the respondent *through a university-recognized medium*, including the alleged incident date*(s)* and instructions to ~~appear in person at a designated location within five (5) business days to begin the student conduct process.~~*attend an Educational Conference with a student conduct administrator. If at any time during the course of the conduct process the dean of students determines that either charges are not warranted or that insufficient evidence exists to continue, then the charges may be withdrawn, and the respondent will be so notified via email.* ~~The official means of contacting the student will be through university email. Failure to respond may lead to the case being heard in absentia (without the student being present) and holds placed on the student's account. Holds will remain in place until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed. Appeals to student conduct findings or sanctions heard in absentia must be filed within five (5) business days of the student conduct authority or hearing board's outcome.~~

When an incident has or can be reasonably determined to disrupt the university environment, or occurs at the beginning or end of a semester, the student may be contacted to begin the process immediately. In addition to notices by email, attempts may be made to contact the student by phone or in-person contact by a university employee. This expedited contact is intended to preserve the university living/learning environment and can offer a student found responsible of an infraction options that may be time-limited or time-based, such as withdrawing prior to financial penalties or beginning a suspension period in a timely manner. Failure by a student to have current contact information on file will not invalidate the notices.

~~F.~~*E.* **Immediate Response**

The university reserves the right to take action as may be reasonably appropriate, upon receipt of a complaint, to protect the complainant or university community pending the final outcome of these procedures. Some actions may include, but not limited to, housing reassignments, class schedule changes, restrictions from entering certain buildings and/or participation in certain

events. These actions will be handled on a case-by-case basis.

~~G. Investigation~~

~~The student conduct administrator or designee, will begin an investigation of the case as an impartial party, not as a representative of the complainant. The investigator may interview the reporting party and any other persons who may have pertinent factual information about the case. The investigator will meet with the respondent and provide the student access to the written complaint. The respondent may choose to respond verbally or in writing within a specified time. If the respondent accepts responsibility for the allegations, the case shall be resolved through an administrative hearing or other remediation as deemed appropriate.~~

~~H.~~*F*. Burden of Proof

The burden of proof is by a preponderance of the evidence, defined as evidence which leads a reasonable person to conclude something is more probable than not. The rules of evidence do not apply in any hearing nor are the proceedings to be conducted as judicial trials, however, care shall be taken to comply with the intent of the procedural safeguards provided by these guidelines.

~~I.~~*G.* ~~Administrative Hearing (Informal)~~*Educational Conference*

~~Administrative hearings are conducted with a single-member student conduct authority who will review the initial report, meet with the respondent, render a decision, and determine sanctions as deemed appropriate. The ability to present witnesses may be limited in this format. If the student conduct authority is unable to render a decision, or if the details of the case make a formal hearing more suitable, the case may be referred to the hearing board. Otherwise, a student must request an appeal to the dean of student affairs~~*dean of students* ~~or designee within five (5) business days or the outcome becomes final.~~

Once a respondent has been charged with an alleged violation of the Student Code of Conduct, the first step in the process is an Educational Conference. The Educational Conference is not a hearing. The purpose of the Educational Conference is for a student conduct administrator to review with the respondent the allegations and charges, the Student Code of Conduct, the hearing options, the conduct process, possible sanctions, and to answer questions. During the Educational Conference the respondent will be given the opportunity to accept responsibility or not accept responsibility for the charges.

If the respondent accepts responsibility for the charge(s), then the respondent will be asked to sign the Educational Conference Form indicating that individual's acceptance of responsibility and that the individual is waiving that individual's right to a hearing. They will then receive an email documenting the respondent's acceptance of responsibility and assigned sanctions within ten (10) business days from the Office of Student Rights and Responsibilities.

If the respondent does not accept responsibility for the charge(s), then the respondent will be asked to sign an Educational Conference Form indicating that the respondent ~~*he or she*~~ *does not accept responsibility for the charge(s) and would like the case to be referred to a Student Conduct Hearing. The Office of Student Rights and Responsibilities will schedule the hearing providing the respondent with a minimum of five (5) business days' notice.*

If the respondent fails to attend an Educational Conference or complete the Educational Conference Form, the case will be referred to a Student Conduct Hearing

~~J.~~*H.* **~~Hearing Board (Formal)~~*Student Conduct Hearing Board***

A ~~multi-member~~*Student Conduct Hearing* ~~b~~*B*oard composed of ~~three university members~~*at least* ~~(~~two faculty/staff and one student ~~)~~ who will serve ~~as the student conduct authority~~ upon request to adjudicate alleged violations*, and to recommend sanctions if applicable*. The faculty/staff members will be selected from a pool of appointees from the vice president for ~~university affairs~~*student affairs* or designee. The student will be a representative of the general student population with input from the student government association president. ~~The respondent will be advised of the board members and have one business day to challenge a board member's participation based on known facts that would impact impartiality or conflict of interest.~~

~~K.~~*I.*Notice of Hearing

The student conduct administrator will provide notice of the hearing transmitted through a university- recognized medium. The notice will set forth the date, time, and place of the hearing. The respondent will be informed that an advisor may be present during the hearing. The student must notify the student conduct administrator if an attorney will serve as an advisor to allow the university's attorney to also be present. Failure by the respondent to access notifications transmitted through a university-recognized medium shall not invalidate the notice. The notice shall be given at least five (5) business days prior to the hearing, unless a shorter or longer time is granted for good cause. Any request for continuance shall be made in writing to the student conduct administrator, who has the authority to reschedule the hearing if it is determined the request is timely and for good cause.

Failure to appear will lead to the case being heard in absentia (without the student being present) ~~and holds placed on the student's account. Holds will remain in place until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed.~~

~~L.~~*J.*Role of Chair During Formal Hearing

The chair manages the hearing board *during the student conduct hearing.* ~~and ensures it is conducted in a manner consistent with truth and justice~~. Each person in attendance is expected to exhibit proper dignity, courtesy, and respect. The chair may dismiss any person from the hearing who interferes, obstructs, or fails to abide by the rulings of the chair. Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chair, whose ruling shall be final unless the chair presents the question to the committee, in which by majority vote shall be final. The chair may also seek guidance from general counsel prior to or during the hearing on procedural issues.

~~M. Role of Student Conduct Administrator During Formal Hearing~~

~~In serving both the hearing board and the respondent, the role of the student conduct administrator is impartial and supportive in nature and there is no involvement in the final deliberations of the board. The student conduct administrator shall provide a summary of the case and may also be~~

~~called to testify about outcomes of previous cases.~~

~~N.~~*K.* Order of Proceedings During Formal Hearing

The hearing board chair will preside at the hearing, determine the presence or absence of the respondent, verify the alleged misconduct, determine the presence of an advisor, and explain any additional procedures to be employed during the hearing. The hearing will be recorded in either voice or video format. The student conduct administrator will begin the process by presenting a general overview of the case, the types of evidence to be used, and the findings of any investigation prior to the hearing. However, the student conduct administrator is not a part of the hearing board and serves to provide the board and the respondent with assistance in obtaining the information necessary until the hearing has been concluded.

The respondent may choose to make opening remarks after the student conduct administrator gives the overview or wait until the conduct in question is presented. The respondent's advisor may advise the respondent, but may not participate in the hearing, for example by questioning witnesses or addressing the board. The hearing board and the respondent may call and cross-examine witnesses and present evidence. The respondent may, but is not required to, testify. Any person testifying, including the respondent, shall be subject to cross-examination.

The respondent will be afforded an opportunity to obtain necessary witnesses and/or provide additional evidence. The student conduct administrator cannot compel other students to appear at a hearing but may assist students being called as witnesses with class absence notifications when necessary. The student conduct administrator will make available any necessary documents and evidence within the university's control, to the extent allowed by law. Depending on the nature of the evidence, it may be made available to the respondent but not released.

The hearing is meant to be an exchange of information and a presentation of facts by witnesses having direct knowledge of the alleged infraction. The hearing board chair may limit the number or disallow completely, character witnesses that have no knowledge of the alleged incident. Witnesses are called beginning with who the board request. Following, the respondent may call witnesses or present additional evidence relevant to the conduct in question.

After all witnesses and evidence has been presented, the respondent may make a closing statement. ~~The chair may then call on the student conduct administrator for a range of sanctions for the alleged infraction. At this time, the student conduct administrator, respondent, and advisor is excused and the recording stopped for deliberations. The hearing board analyzes all information provided, determines the facts of the case, and renders a finding and/or appropriate sanction, if necessary. The outcome shall be delivered to the student conduct administrator within 3 business days where an outcome letter will be prepared.~~

*The Student Conduct Hearing Board will then convene in closed session to determine if the respondent is responsible or not responsible for the alleged violations of the Student Code of Conduct. If a finding of responsible is made for any of the alleged violations, the Student Conduct Hearing board will determine recommended sanctions. Determination and recommendation of sanctions are outlined in~~*on* *Section O. Sanctions.*

The outcome of the Student Conduct Hearing will be sent to the respondent through a university-recognized medium within ten (10) business days following the close of the hearing. This time may be extended for deliberations when necessary and the student shall be notified of any such extensions. The decision letter shall contain a decision on each charge, any findings of fact and any applicable ~~The~~*sanctions. The* respondent may appeal ~~the decision~~*a finding of responsible* within five (5) business days as outlined in ~~the appeal section of these procedures~~*Section L. Appeal Procedures*.

Hearings are closed to the public and all information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

~~O.~~*L.* Appeal Procedures

Students have one level of appeal for every student conduct case. The final appellate authority shall be the vice president for ~~university affairs~~*student affairs* or designee. There shall be two grounds for appeal, the finding of responsibility or the sanction received.

Appeal of the Findings of Responsibility

The respondent may appeal the finding of responsibility to the ~~dean of student affairs~~*dean of students* or designee. The student must submit a signed and dated written appeal to the Office of the ~~Dean of Student Affairs~~*Dean of S*~~s~~*tudents* no later than 5 p.m. the day of the deadline. The written appeal must contain: the respondent's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the respondent wishes to have considered.

Appeal of the Sanction

The respondent may accept the finding of responsibility but appeal the sanction to the vice president for ~~university affairs~~*student affairs* or designee. The signed and dated written appeal must be submitted to the Office of the ~~Dean of Student Affairs~~*Dean of* ~~s~~*Students* no later than 5 p.m. the day of the deadline. The written appeal must contain: the respondent's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the respondent wishes to have considered.

~~P.~~*M.* Confidentiality and Records

All hearings and records (written, electronic, audio or video recording, etc.) pertaining to hearings will be considered education records and treated as designated by law. Student conduct records are kept for two years beyond a student's final enrollment at the university. Records for cases when a student has been expelled are held permanently.

Disciplinary actions which result in extended separation from the university and prevent enrollment will be noted on the academic transcript. Information will include the specific sanction (suspension, expulsion, or debarment) along with the effective dates of the sanction. A student must request in writing that the notation be removed upon completion of the sanction. Written requests must include the student's name and identification number, and must be submitted to the

Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities will verify a student's eligibility for the transcript notation to be removed and will notify the Registrar's Office for removal.

There will be no disclosure of file contents outside of the university without the written permission of the student, unless required or allowed by law. Disclosure within the university is limited to those employees having legitimate need of the information to conduct university business. ~~Incident reports are not released to protect the privacy rights of all involved parties.~~ A student may make a written request for a personal copy of their incident report and receive a redacted copy. Disclosure to victims of violent crimes, nonforcible sex offenses or other offenses with reporting requirements will be handled according to law. All hearings are closed to the public.

~~Q.~~*N.* Rights of Students in Disciplinary Proceedings

The rights outlined below will be accorded to any student for an alleged violation of the student code of conduct. Both the respondent and complainant shall have the same rights unless additional rights are provided to either party according to law.

a. to be present at the hearing;
b. to meet with the student conduct administrator to discuss the disciplinary process;
c. to submit a written account of the alleged incident;
d. to be advised of the date, time and location of the disciplinary hearing, and to request rescheduling (a continuance) for good cause;
e. to be present at the hearing and to be accompanied by an advisor of the student's choosing during the hearing process, although the advisor will not be permitted to speak for the student during the hearing;
f. to testify at the hearing;
g. to decline to testify, with knowledge that all relevant evidence will be considered and the alleged violation adjudicated;
h. to hear or examine evidence presented against the respondent;
i. to have and cross-examine witnesses, as specified in this policy;
j. to make any statement in mitigation or explanation of the conduct in question;
k. to be informed in writing of the finding and any sanction imposed to the extent allowed by law;
l. to appeal the finding and/or sanction to the proper authority;
m. to waive rights to a hearing as outlined in these procedures.

***O.* Sanctions**

The student conduct administrator/student conduct hearing board will recommend sanctions to the dean of students, who will make a final determination of sanctions. Recommended sanctions may be adopted, modified, or rejected. Where the student conduct hearing board's or conduct administrator's recommended sanctions are not adopted by the dean of students, the dean of students shall provide the respondent with the reasons for not adopting the recommendations in writing.

Disciplinary Reprimand: *a written disciplinary sanction notifying a student that the behavior*

did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.~~is a written warning.~~
~~**Conduct Probation**: is for a specified period of time and a second offense may result in disciplinary probation or suspension.~~

Disciplinary Probation: *a written disciplinary sanction notifying a student that their behavior is in serious violation of university standards. Any additional violations occurring during a probationary period may result in more serious sanctions. In addition, restrictions may be placed on a student's activities. Restrictions that may be imposed during a probationary period may include, but are not limited to, restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the university on athletic teams, or in other leadership positions; (c) have access to university housing facilities or other areas on campus; (d) have use of university resources and/or equipment; and/or (e) have contact with specified person(s). When on disciplinary probation a student is not in good standing*~~is for a specified period of time and may carry other conditions to be met (e.g., restriction of participation in extracurricular activities, holding student office, or joining campus organizations).~~

Educational Requirements*: a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling*

Special Action: is a sanction designed to enhance the educational intent of the disciplinary process. Examples of sanctions include, but are not limited to, the requirement of a special program (the cost of this program will be paid by the student), restitution, community service, counseling referrals, and restrictions or removal from academic courses, university housing, or extracurricular activities.

Suspension of an Individual: is a bar from attending the university for a specific period of time and begins at the date and time specified by ~~the student conduct authority considering the case~~*the dean of students*. A suspension also carries with it the following conditions:

a. Student must remain off the campus during the period of suspension, except when summoned by a university official or when an appointment with an official has been arranged in advance.
b. Student may not live or board in university facilities.

Suspension of a Student Organization: is a bar from university recognition for a specified period of time as outlined in university policy 10.9 (Student Organization Formation and Recognition).
Student organizations are required to cease all activity during the specified period. Special Actions may also be attached to the suspension to enhance the educational intent of the disciplinary process. Suspended student organizations must submit a new application as an organization at the end of the suspension period.

Expulsion: is a permanent bar from attending the university whereby a student is not eligible for readmission to the university and begins at the date and time specified by the ~~student conduct authority~~*dean of students*~~ considering the case~~. An expelled student's status will carry the following conditions:

a. Student must remain off campus, except when summoned by a university official or when an appointment with an official has been arranged in advance.
b. Student may not live or board in university facilities.

Debarment: is equivalent to suspension from the university applied to persons not currently registered at the time the sanction is imposed.

Interim Suspension: The ~~student conduct authority~~*dean of students* may~~, with the approval of the vice president for university affairs~~*student affairs*~~ or designee,~~ suspend a student for an interim period pending disciplinary proceedings when there is evidence that the continued presence of a student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions. The interim suspension may take effect immediately without prior notice to the student. However, the ~~student conduct authority~~*dean of students* shall provide notice to the student at a feasible time.

The ~~student conduct authority~~*dean of students* shall inform the student of their right to a hearing to be held within five (5) business days from the effective date of the interim suspension. If the student desires, a preliminary hearing shall be held on the following issues only:

A. the reliability of the information concerning the student's conduct, including the matter of his/her identity;
B. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions.

If the ~~student conduct authority~~*dean of students* finds that the alleged violation is unreliable or that the respondent has been misidentified, the case may be dismissed. If the student ~~conduct authority~~*dean of students* finds that allowing the respondent to remain on campus poses no threat or disruption, the student may be allowed to remain on campus pending the completion of the hearing.

~~R.~~*P.* **Status during Appeal**

In cases of suspension or expulsion when an appeal is filed, a student may request the Office of the ~~Dean of Student Affairs~~*Dean of ~~s~~Students* in writing for permission to continue to reside on campus and/or attend classes pending the ruling of the appeal. The ~~student conduct authority~~*dean of students* may permit this request, given that such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of the university community.

Q. Hold of Student's Records

The university may place a hold on the records or registration of any student who fails to respond

to a university conduct ~~disciplinary~~ notice, resolve a student conduct issue, or fulfill any sanctions issued by the dean of students.

ARTICLE IV: NON-DISCRIMINATION, INTERPRETATION AND REVISION

Decisions rendered according to this policy will be made based on observations of a student's conduct, actions and statements and not on the basis of a student's race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

Any question of interpretation or application of the Student Code of Conduct shall be referred to the vice president for ~~university affairs~~*student affairs* or designee for final determination.

The Student Code of Conduct shall be reviewed annually under the direction of the vice president for ~~university affairs~~*student affairs* or designee.

Cross Reference: Tex. Educ. Code §§ 51.9315, .9364; Fraud (2.7); Discrimination Complaints (2.11); Sex and Gender-Based Discrimination, Violence, Harassment, and Misconduct (2.13); Student Academic Dishonesty (4.1); Reproduction of Copyrighted Works by Educators and Librarians (9.2); Digital Millennium Copyright (9.3); Hazing (10.3); Student Organization Formation and Recognition (10.9); Students Displaying Serious Psychological Problems (10.13); Annual Disclosure of Crime Statistics (13.3); Illicit Drugs and Alcohol Abuse (13.11); Firearms Explosives and Ammunition (13.9); Acceptable Use of Information Resources (14.2); Residence Life Community Guidelines

Responsible for Implementation: Vice President for ~~University Affairs~~*Student A~~a~~ffairs*

Contact for Revision: ~~Dean of Student Affairs~~*Dean of S~~s~~tudents*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Employment

Policy Number: 10.6

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 outlines the requirements for hiring students employed in student assistant positions and/or college work-study student assistant positions.

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

Student Employment

Original Implementation: June 18, 1987
Last Revision: July ~~24, 2018~~*27, 2021*

Purpose

This policy outlines the requirements for hiring students employed in student assistant positions and/or college work-study student assistant positions.

Definitions

College work-study (CWS) is a federal or state funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* determines the student's eligibility for CWS employment in accordance with established federal guidelines.

General

Students seeking ~~on-campus~~ employment *through the university* may view ~~on-line~~ jobs ~~at https://~~*on the SFA* careers~~.sfasu.edu~~ *website*. Students must apply online and the hiring department will ~~arrange an interview.~~*contact qualifying candidate(s).*

All students employed by the university are required to complete new paperwork and ~~trainings provided by human resources~~*training as part of new hire orientation* before their first day of employment. If students have not worked on campus previously, they should also attend training provided by the Center for Career and Professional Development. It is the employing department's responsibility to ensure that all new student employees report to human resources for paperwork processing and, if applicable, complete training at the Center for Career and Professional Development before they begin work. Once the necessary employment forms and ~~trainings~~*training* have been completed, the student may be authorized to work on campus *by human resources*.

Student Assistant Employment

The ~~hiring~~*employing* department will complete an electronic personnel action form (EPAF) to set up the student's job ~~assignments. Rate~~*assignment after receiving approval from human resources. Pay rate* changes~~ and new~~, *funding* account *changes and additional* assignments must also be completed on an EPAF. ~~Terminations from~~*Termination of* employment with the university and the ending of a job assignment are also documented through completion of the proper EPAF *created by the employing department*.

Student assistants may not exceed 115 total working hours per month (approximately 26.5 hours per week~~).~~*) for all assignments combined.* This limitation applies to all semesters and includes summers and holidays. Exceptions must be reviewed and approved by human resources. Total working hours are any hours worked and owed compensation as defined by the Fair Labor Standards Act (FLSA). Total working hours may not exceed forty (40) hours in one week.

To be eligible for ~~on-campus~~ employment during the fall or spring semesters as a student assistant, a student must ~~carry~~*be enrolled in* six (6) or more semester hours. It is the employing department's responsibility to ensure that student assistants are enrolled for the required number of semester hours. ~~SFA student~~*Student* assistants enrolled ~~for 1-5 academic~~ *in less than six (6) semester* hours must be approved by the dean of ~~student affairs, as indicated~~*students* on the ~~Departmental Approval to Work While Enrolled for Fewer Than 6 Hours~~*related* form. This form may be found on the ~~student employment page of the~~ human resources website. During the summer, student assistants must be enrolled ~~for~~*in* three (3) or more *semester* hours ~~of coursework~~ or be registered for courses in the upcoming fall semester to be eligible for ~~student assistant~~ summer employment.

Departments should contact human resources if they have questions concerning an appropriate pay rate. Students should be paid no less than minimum wage and no more than $15.00 per hour. If a department wants to set up an internal pay structure for their department, they may contact human resources for assistance.

Job vacancies ~~requiring services of SFA~~ *for* students ~~should~~*must* be posted ~~at https://~~*on the SFA* careers~~.sfasu.edu~~ *website* for ~~at least~~*a minimum of* three *calendar* days before the employing department recommends appointment of a candidate to fill the opening~~.~~*, unless a waiver has been approved.* In order to be considered ~~an applicant~~ for a student *assistant* position, students must apply online. It is the employing department's responsibility to notify human resources immediately when the job is filled~~.~~ *by creating a hiring proposal and sending an email to close the posting.* A department may request to waive the requirement of posting a student *assistant* position in unique circumstances by contacting the director of human resources in writing. Approval of such exception is authorized by the director of human resources or their designee.

College Work Study Employment

Departments that are allocated CWS funds should be aware of the following procedures:

Students working in ~~college work-study~~*CWS* positions must obtain authorization from the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* each semester they intend to work.

To be eligible for the CWS program, the student must first complete the Free Application for Federal Student Aid (FAFSA) by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the financial aid *and scholarships* office will make the award accordingly.

The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, ~~he/she~~*they* must request that the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships* review ~~his/her~~*their* file for eligibility. Students in the CWS positions~~,~~ who are enrolled in less than six *semester* hours in the summer~~,~~ must have a FAFSA on file for the ~~proceeding~~*preceding* academic year in order to be awarded summer work~~-~~-study. These students must complete a Summer Work~~-~~-Study form in the Office of ~~Student~~ Financial ~~Assistance. These students~~*Aid and Scholarships and they* must also meet the ~~Office of Student Financial Assistance~~ satisfactory academic progress policy. *See Satisfactory Academic Progress for Financial Aid Recipients (6.16).*

Before beginning employment, each student must present ~~to the employing department~~ a copy of their current year award notification from their ~~MySFA~~*mySFA* account *to the employing department*. This notification will indicate the maximum amount of money the student may earn during a given semester(s) of employment by the university on a ~~college work-study~~*CWS* account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department's responsibility to control the hours worked by the CWS ~~personnel~~*employee* to be ~~absolutely~~ certain that the student does not earn more than the amount of money ~~allowed~~*allotted* from CWS funds. The student must accept the work-study award before ~~he/she~~*they* can accept a work-study position.

Federal regulation specifies that work-study students cannot work during their regularly scheduled class hours. It is the responsibility of the employing department to ensure that working hours do not conflict with a student's class time. This can be determined by comparing the time clock entries with the student's class schedule. If after review by the Office of ~~Student~~ Financial ~~Assistance~~A*id and* S*cholarships* it is determined that a student has worked during regularly scheduled class hours, wages for those hours cannot be paid from ~~college work-study~~*CWS* funds but will have to be paid by the employing department.

Once the student has earned the total amount of ~~his/her~~*their* CWS award, the department must prohibit the student from being paid from their CWS account. At that time, the department may choose to either pay the student ~~worker~~ out of their departmental account as a "student ~~assistant~~*worker*" or terminate the ~~student employee~~*student's employment*. If terminated, the department must complete an EPAF to make this change.

It is recommended that departments do not employ CWS students on their CWS funds and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

A fall award notification allows the student to work from August through December. A spring award notification allows the student to work from January through May. A summer award notification allows the student to work from May through August. The division between the summer sessions is determined by the university's summer calendar. Exact dates vary from year to year and are determined by the Office of ~~Student~~ Financial ~~Assistance~~*Aid and Scholarships*.

Student assistants may not hold any other position such as a graduate assistantship or temporary casual employment at the same time they are employed as a student assistant or work study assistant.

International Student Employees

International students working on campus must provide sufficient documentation validating work authorization. Federal regulations limit international student employees to 20 hours per week while classes are in session (fall and spring semesters). *Summer employment may not exceed 115 total working hours per month (approximately 26.5 hours per week). Exceptions must be reviewed and approved by human resources.* International students will not be allowed to work until they have a social security number. Questions about documentation and identification requirements may be answered by human resources.

Graduate Assistantships

Employment authorization and processing of graduate assistants goes through the human resources office and the *research and* graduate *studies* office.

Nepotism

University policy regarding nepotism applies to student employment. See Nepotism (11.16).

Cross Reference: *Satisfactory Academic Progress for Financial Aid Recipients (6.16);* Nepotism (11.16); Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359; 42 U.S.C. §§ 1087-51 – 1087-58; 8 C.F.R. § 214.2(f); 34 C.F.R. § 675.20(c)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Departmental Approval to Work While Enrolled for Fewer than 6 Hours (online),~~ Form I-9~~ Form, I-20~~, Form~~, I-94,~~ W-4 ~~Form~~ (human resources~~).~~*)*

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Telecommuting Arrangements for Staff Employees

Policy Number: 11.27

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

Date of last revision, if applicable: 7/21/2020

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

Purpose of Policy (what does it do): Establish guidelines and expectation for utilizing remote working arrangements.

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

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

☒ Internal Review ☐ Other, please explain: .

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Location clarification for telecommuting.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Telecommuting Arrangements for Staff Employees

Original Implementation: January 29, 2019
Last Revision: July ~~21~~*27*, 202~~0~~*1*

Purpose

The purpose of this policy is to establish guidelines and expectations for utilizing short-term and long-term remote working and telecommuting options for staff employees at Stephen F. Austin State University (SFA).

Definitions

Telecommuting is an authorized work arrangement that involves an employee routinely working one or more days per week at a location that is not the regularly assigned work location. Telecommuting requires a formal agreement approved by the department head and president or designee.

Remote Working is the occasional, non-routine, short-term (up to five consecutive business days) performance of an employee's job duties at a location away from the employee's regular work location, most often the employee's home. Verbal or written approval by department head is required.

Regularly Assigned Work Location is a worksite on the university campus or on property under control of the university where an employee usually and customarily reports to work.

General

The university normally requires that work be performed on university property or property controlled by the university. In order to promote general work efficiencies, the university may permit or direct employees to work at alternate work locations when doing so serves the best interest of the university and is approved in advance as outlined in this policy. Remote working or telecommuting arrangements may be implemented as a means of supporting business continuity plans and supporting the hiring and retention of a highly competent workforce.

A remote working or telecommuting arrangement is considered a privilege and not an entitlement. All remote working arrangements must be approved by the department head, and telecommuting arrangements require a formal agreement approved by the department head and president or designee.

Telecommuting agreements are subject to termination at any time due to performance concerns, employee discipline, a change in policy, law, or the needs of the university as interpreted by the department head, division head, or president. Telecommuting agreements do not constitute an employment contract and end upon the employee's separation of employment.

Telecommuting does not alter a staff employee's relationship with the university, including responsibilities, salary, benefits, leave, nor expected hours of work.

Eligibility

To be eligible for remote working or telecommuting, an employee must:

a. Hold a position that, in the judgement of the department head and the division head, may be performed effectively from a remote location.
~~a.~~*b.* *Maintain a remote location and perform the work in the State of Texas, unless approved by the vice president for finance and administration.*
~~b.~~*c.* Be able to maintain confidentiality of information at a remote location.
~~c.~~*d.* Provide a remote workplace at which SFA equipment and work--related materials will be safe and where required job duties can be performed.
~~d.~~*e.* Utilize appropriate secure equipment and software as prescribed by university information technology services, utilizing VPN to access category 2 or higher data.
~~e.~~*f.* Have the ability to perform job responsibilities with minimal supervision.
~~f.~~*g.* Have and maintain satisfactory performance in the judgement of the department head, as reflected in performance reviews or evaluations.

Positions ineligible for telecommuting are those that:

a. Require regular face-to-face contact with members of the SFA community or the public; or
b. Require routine access to information or materials only available at the regular work location.

Work Schedule and Hours

Telecommuting employees will work hours that comply with SFA policy 12.24, Working Hours and Holidays. Nonexempt telecommuting employees must maintain a 40-hour work week and will not be allowed to work in excess of 40 hours without prior approval from the department head. Exempt telecommuting employees must work the number of hours necessary to complete the requirements of the job, but no less than 40 hours per week. Telecommuting employees are not eligible to claim or earn state compensatory time unless it is approved in compliance with Texas Government Code, 659.018(b). Telecommuting employees must comply with all SFA policies and procedures.

Telecommuting employees must travel to campus to attend meetings and events as assigned by the department head.

Agreement and Approvals Required

A Staff Telecommuting Request and Agreement must be completed and signed by the employee, the department head, human resources, and the president or designee.

Termination of Agreement

The university reserves the right to terminate the agreement with ten (10) business days' notice if the university determines that the telecommuting arrangement no longer is in the best interest of the university. The university also reserves the right to terminate without a notice period for any violations

of university policy, a violation of the conditions of the agreement, or when there is a relevant change in university policy or law.

When the agreement is terminated, the employee must promptly return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other university property in the employee's possession or control.

The university shall not be held responsible for costs, damages, or losses associated with this agreement.

Cross Reference: Tex. Gov't Code §§ 658.010, 659.018(b); Overtime and Compensatory Time (12.14); Working Hours and Holidays (12.24); Acceptable Use of Information Resources (14.2).

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Human Resources

Forms: The Staff Telecommuting Request and Agreement form is available on the Employee tab of mySFA.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Title IX

Policy Number: 2.13

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

Date of last revision, if applicable: 7/21/2020

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Addresses prohibition of sexual misconduct and other sex based offenses related to Title IX and VAWA regulaitons.

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for <u>each</u> substantive revision: Minor revisions

Specific rationale for deletion of policy:

Additional Comments:

Updated the "Statement of Nondiscrimination". Corrected wording in the defintion of "rape" to match FBI UCR defintion. Updated section V. Reporting Sexual Harassment, to include a fourth exception to mandatory reporting for UPD officers when a victim selects to use a pseudonym since SB 1371 passed. Updated link for filing appeal.

Reviewers:

Michael Walker, Interim Title IX Coordinator
Michara DeLaney-Fields, Chief Diversity Officer
Damon Derrick, General Counsel

Title IX

Original Implementation: July 27, 2015
Last Revision: July 27~~1~~, 2021~~0~~

I. Policy Statement

A. *Statement of Nondiscrimination*

Stephen F. Austin State University (the "University") is committed to providing an educational and employment environment free of unlawful sex discrimination. Consistent with Stephen F. Austin State University's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), the University prohibits Sexual Harassment that occurs within its Education Programs and Activities.

As further defined below, for purposes of this Policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty members, staff, students, contractors, guests, and other members of the University community who commit Sexual Harassment are subject to the full range of University discipline.

II. Scope

This Policy applies to Sexual Harassment, as defined below, that occurs within the University's Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the University Community.

III. Definitions

A. **"Sexual Harassment"** for purposes of this Policy is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

B. **"Quid Pro Quo Sexual Harassment"** occurs when an employee or student of the University conditions the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

C. **"Hostile Environment Sexual Harassment"** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities.

D. **"Sexual Assault"** includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.[1]

1. **"Rape"** is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is *penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim*~~the slightest penetration of the vagina or penis by the sexual organ of the other person~~. Attempted Rape is included.

2. **"Sodomy"** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

3. **"Sexual Assault with an Object"** is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

4. **"Fondling"** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5. **"Incest"** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.

6. **"Statutory Rape"** is sexual intercourse with a person who is under the statutory age of consent as defined by Texas law.

E. **"Domestic (Family) Violence"** is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws

[1] The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a). When applicable, we have included the state law definition. In any criminal action brought by law enforcement, the state law definition will apply.

of Texas[2], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.

F. **"Dating Violence"** [3] is violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such a relationship will be determined based on a consideration of the following factors:

   - The length of the relationship;
   - The type of relationship; and
   - The frequency of interaction between the persons involved in the relationship.

G. **"Stalking"** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

1. *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action,

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[2] Family Violence is defined by the Texas Family Code Section 71.004 as:

(1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or Sexual Assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or Sexual Assault, but does not include defensive measures to protect oneself;

(2) abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or

(3) Dating violence, as that term is defined by Section 71.0021.

[3] Dating violence is defined by the Family Code, Section 71.0021 as:

(a) an act, other than a defensive measure to protect oneself, by an actor that:

(1) is committed against a victim:

(A) with whom the actor has or has had a dating relationship; or

(B) because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and

(2) is intended to result in physical harm, bodily injury, assault, or Sexual Assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or Sexual Assault.

(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

(1) the length of the relationship;

(2) the nature of the relationship; and

(3) the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of that person, their family members including someone with whom the person is dating or interferes with that person's property.

2. *Reasonable Person* means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others, or suffer substantial emotional distress.

3. *Substantial Emotional Distress:* Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

H. **"Consent"** is a voluntary, ongoing, mutual understanding among all participants that clearly indicates a willingness, through words or clear unambiguous actions, and demonstrates a knowing, intentional agreement to engage in each instance and stage of sexual activity. Knowledge of consent is the responsibility of each person involved in every instance of sexual activity and consent can be withdrawn at any time. A person who is Incapacitated is not capable of giving Consent.

The following list provides examples of when Consent has not been obtained or is not effective:

- Consent is not effective when any participant in the sexual activity is unsure if a knowing, intentional, voluntary agreement to engage in each act of sexual activity has been demonstrated.

- Consent is not effective if one person knew or reasonably should have known that another person involved was incapacitated.

- Consent to one act does not imply consent to another; past consent does not imply future consent.

- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

- Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

- Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) Intimidation,[4] (d) Coercion, (e) Incapacitation or (f) any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual activity.

[4] *Intimidation* means intentional behavior that would cause a reasonable person to fear injury or harm.

- A current or previous dating or sexual relationship or manner of dress does not, by itself, constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly demonstrates a willingness to engage in each instance of sexual activity.

I. **"Incapacitated"** refers to a state of being that prevents an individual from having the mental ability, emotional stability, or maturity to provide consent at the time the alleged behavior occurs. Incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability or medical condition.

> Alcohol and drugs can impair judgment and decision-making capacity, including the ability to rationally consider the consequences of one's actions. The effects of alcohol and drug consumption often occur along a continuum. For example, inhibition to euphoria and memory impairment, and to disorientation and incapacitation. Incapacitation due to alcohol or drug use is a state beyond "mere" intoxication or even being drunk. Indicators of incapacitation may include inability to communicate, lack of control over physical movements, and/or lack of awareness of circumstances. An incapacitated person can also experience a blackout state during which they appear to give consent but do not have conscious awareness or the capacity to consent.

J. **"Coercion"** is the use of pressure and/or other oppressive behavior, including expressed or implied threats of physical harm, or severe and/or pervasive emotional intimidation which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amounts to coercion if they wrongfully limit the other's ability to freely choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or other substance that impairs the person's ability to give consent.

K. **"Retaliation"** is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Retaliation is prohibited and is considered a stand-alone policy violation without regard to any finding of responsibility for violation of this policy.

L. **"Complainant"** means the individual(s) who is alleged to have been impacted by a violation of this Policy.[5]

[5] A Complainant and Respondent are each individually a "Party" and collectively the "Parties" with respect to a Formal Complaint filed under this Policy.

M. **"Respondent"** means the individual(s) who is alleged to have violated this Policy.

N. **"Formal Complaint"** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment in accordance with this Policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's education programs and activities. A "document filed by a Complainant" means a document or electronic submission (such as the reporting form) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

O. **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University's Education Programs and Activities without unreasonably burdening another Party, including measures designed to protect the safety of all parties implicated by a report or the University's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

P. **"Education Programs and Activities"** refers to all the operations of the University, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. Additionally, the term applies to all activity that occurs on campus or on other property owned or occupied by the University. It also includes off-campus locations, events, or circumstances over which the University exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the University. It also includes off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities or when the University, in its sole discretion, has an identifiable interest in the off-campus conduct.

IV. Understanding Hostile Environment Sexual Harassment

In determining whether a Hostile Environment exists, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from

the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The University encourages members of the University Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Sexual Harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
- Unwelcome kissing, hugging, or massaging;
- Sexual innuendos, jokes, or humor;
- Displaying sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- E-mail and Internet use that violates this policy;
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
- Sending sexually explicit emails, text messages, or social media posts;
- Commenting on a person's dress in a sexual manner;
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; or
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

V. Reporting Sexual Harassment

A. *Title IX Coordinator*

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours, to the following individuals:

Reporting options and online reporting forms can be found at the following website: www.sfasu.edu/lumberjacks-care. In addition, a link to reporting information will be maintained on the university home page.

Contact information for the Title IX Coordinator and Deputy Title IX coordinators is outlined below. This information is subject to change and the most updated contact information for the Title IX coordinator and deputy coordinators can be found at www.sfasu.edu/lumberjacks-care.

Title IX Coordinator	McKibben Education Building, Suite 304 titleix@sfasu.edu | (936) 468-8292
Deputy Title IX Coordinator for Faculty, Staff, and Third Parties, Director of Human Resources	Austin Building, Suite 201 titleixemployees@sfasu.edu | (936) 468-2304
Deputy Title IX Coordinator for Athletics Senior Woman Administrator, SFA Intercollegiate Athletics	SFA Athletic Fieldhouse titleixathletics@sfasu.edu | (936) 468-3751
Deputy Title IX Coordinator for the SFA Charter School CEO/Principal SFA Charter School	2428 Raguet Street titleixcharter@sfasu.edu | (936) 468-5899

B. *Mandatory Reporting Requirement for University Employees*

Under Texas law, all University employees, with the exception of Confidential Employees, who:

1. in the course and scope of their employment[6]

2. witnesses or receives information regarding an incident that the employee reasonably believes constitutes Sexual Harassment,[7] Sexual Assault, Dating Violence, or Stalking, which

3. is alleged to have been committed by or against a person who was a student enrolled at or an employee of the University at the time of the incident

must promptly report within 48 hours the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator.

Writing required. The University's online reporting form is the preferred method of communicating incidents promptly, so that a record is made of the time and all factual details disclosed in the initial report. A written memo is also acceptable if it can be delivered to a Coordinator promptly after the employee's duty to report arises.

Report Contents. The employee's report must include all information concerning the incident known to the employee which is relevant to an investigation under this Policy, including whether the subject of the report has expressed a desire for an institutional response to the incident or made a request for confidentiality in reporting the incident.

Confidentiality. Unless waived in writing by the affected individual, the identity of an alleged victim of an incident reported pursuant to this mandatory reporting requirement may be disclosed only to

[6] "Course and Scope of Employment" means an employee performing duties in the furtherance of the institution's interests.

[7] For the purposes of Texas's mandatory reporting requirement only, "Sexual Harassment" means: means unwelcome, sex-based verbal or physical conduct that (a) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or (b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the University's educational programs or activities.

(a) employees of the University who are necessary to conduct an investigation of the report or any related hearings and (b) a law enforcement officer.

Exceptions. The mandatory reporting requirement does not apply to:

1. Individuals who are themselves the victims of the Sexual Harassment, Sexual Assault, Dating Violence, or Stalking incident that is being reported;

2. Instances when an employee receives information about Sexual Harassment, Sexual Assault, Dating Violence, or Stalking at a public awareness event sponsored by the University; or

3. Employees designated as Confidential Employees.

~~3.~~4. *A campus peace officer employed by the university who receives information regarding an incident involving sexual assault, domestic violence, dating violence, or stalking from an alleged victim who chooses to complete a pseudonym form described in Texas Code of Criminal Procedure. -University Police Officers must report limited information to the Title IX Coordinator, including the type of incident, general location and date of alleged incident. The report may not include the victim 's name, phone number, address, or other information that may directly or indirectly reveal the victim 's identity.*

Consequences of Non-Compliance. An employee who fails to make a required report will be terminated following an investigation and any required process under the applicable personnel policy.[8]

Immunity. An employee who, in good faith reports or assists in the investigation of a report under this Policy, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident, will not be subject to disciplinary action for violations of the administrative policies of Stephen F. Austin State University that are reasonably related to the incident. This immunity does not apply to a person who perpetrates or assists in the perpetration of the incident reported under this policy or who commits a criminal offense pursuant to Texas Education Code § 51.255(a).

C. *Confidential Employees*

The University believes it is critical to provide community members who may be experiencing Sexual Harassment information about available institutional resources to empower those individuals to make informed decisions about their rights and options. Members of the University community may speak to officially designated Confidential Employees[9] about Sexual Harassment, Sexual

[8] Employees who fail to make a mandatory report under this provision may also be subject to criminal prosecution pursuant to Texas Education Code section 51.255(a).

[9] Under Texas law, a "Confidential Employee" is an employee (1) designated by the University as a person with whom students may speak confidentially concerning Sexual Harassment, Sexual Assault, Dating Violence, or Stalking or (2) receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law.

Assault, Dating Violence, or Stalking without the conversation triggering a mandatory report of incident details.

The University has designated the following Confidential Resources:

SFA Counseling Services
(936) 468-2401 | counseling@sfasu.edu

SFA Human Services Counseling Clinic
(936) 468-1041 | SFACounselingClinic@sfasu.edu

SFA Student Health Clinic
(936) 468-4008 | healthservices@sfasu.edu

Family Crisis Center of East Texas
(936) 468-7233 Campus Office
(800) 828-7233 (24 hour crisis line)

SFA University Police
(936) 468-2608 | updemail@sfasu.edu

A Confidential Employee is not required to report any information that would violate an individual's expectation of privacy, such as the name or other identifying information of an individual who has experienced or allegedly engaged in Sexual Harassment.

This provision does not affect any employee's duty to report incidents of sexual misconduct as required by other law.

D. *Reports to Law Enforcement*

Victims of a crime have the right to choose whether to report the crime to law enforcement, to be assisted by the University in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. The University encourages anyone who believes they experienced or witnessed a crime to make a report to the Stephen F. Austin State University Police Department ("UPD"), if the assault occurred on campus, or to local law enforcement, for crimes occurring off campus.

Reports of criminal offenses occurring on campus, including but not limited to sexual assault, dating violence, domestic violence, and stalking may also be made to UPD at 936-468-2608 (non-emergency) or 911 (emergency) or to the City of Nacogdoches Police Department 936-559-2607 (non-emergency) or 911 (emergency) or to other local law enforcement authorities. Regardless of where the incident occurred, UPD can assist in making a report to the appropriate law enforcement agency. Individuals are not required to report all criminal violations to law enforcement, but the University strongly encourages reporting criminal violations to the police. The Title IX Coordinator and deputy Title IX coordinators can assist individuals in contacting these law enforcement agencies as well as the confidential resources outlined in Section 6.1 C of this policy. Employees and students with protective or restraining orders relevant to a report are encouraged to provide a copy to the University Police Department.

If a report of a policy violation is made to UPD, officers will advise the complainant or reporting party of their right to file a report under this policy. To the extent allowed by law and university policy, UPD shall also notify the Title IX Coordinator of the report, and provide the Title IX Coordinator, or the individual investigating the reported policy violation, access to any related university law enforcement records, so long as doing so does not compromise any criminal investigation.

E. *Medical Treatment and Preservation of Evidence*

In cases of sexual assault, and for one's safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Being examined as soon as possible, ideally within 120 hours, is important for evidence collection, which may be used to support prosecution should the Complainant decide to pursue criminal charges.

F. *Anonymous Reports*

Anyone, not designated as a responsible employee, can make an anonymous report by submitting information through the Online Reporting Form found at http://www.sfasu.edu/lumberjacks-care

VI. Preliminary Assessment

Upon receipt of a report, the Title IX Coordinator will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this Policy, and/or could not constitute Sexual Harassment, even if investigated, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other University offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

VII. Contacting the Complainant

If a report is not closed as a result of the preliminary assessment and the Complainant's identity is known, the Title IX Coordinator or their designee will promptly contact the Complainant to discuss the following:

- the availability of Supportive Measures with or without filing a Formal Complaint;
- the Complainant's wishes with respect to such Supportive Measures;
- the process for filing and pursuing a Formal Complaint;

- the importance of going to a hospital for treatment and preservation of evidence as soon as practicable after the incident, if applicable;
- the right to report the incident to the institution and to receive a prompt and equitable resolution of the report;
- the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement; and
- information about resources that are available on campus and in the community.

VIII. Supportive Measures

Generally. Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek support of University-identified resources. The Title IX Coordinator or their designee is available to provide information about the University's policy and procedure and to provide assistance. A list of University identified resources is located at the following link: http://www.sfasu.edu/lumberjacks-care

Complainant. The Title IX Coordinator or their designee will offer and make available Supportive Measures to the Complainant upon receipt of a report of Sexual Harassment regardless of whether the Complainant elects to file a Formal Complaint.

Respondent. The Title IX Coordinator or their designee will notify the Respondent of the availability of Supportive Measures contemporaneously with the Respondent being notified of a Formal Complaint. Once a Formal Complaint has been initiated, the University will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

All Parties. The University will, to the greatest extent practicable, ensure that each Party or other person who reports an incident of Sexual Harassment is offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident. In addition, all Parties are allowed to drop a course in which both Parties are enrolled without any academic penalty.

Confidentiality. The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

IX. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the University's education programs and activities on an temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator

must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the University may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process.

For all other Respondents, including independent contractors and guests, the University retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

X. Formal Complaint

A. *Filing a Formal Complaint*

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the University investigate and adjudicate a report of Sexual Harassment in accordance with this Policy. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the University's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified above. No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the University if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. Factors the Title IX Coordinator may consider include (but are not limited to):

1. the seriousness of the alleged incident, including (a) whether a weapon was involved in the incident, (b) whether multiple assailants were involved in the incident, and (c) whether the incident is poses a risk of recurrence;

2. whether the institution has received other reports of Sexual Harassment committed by the Respondent;

3. whether the alleged incident poses a risk of harm to others; and

4. any other factors the University determines relevant.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the University will commence an investigation and proceed to adjudicate the matter. If the University elects to proceed as a Complainant, the University will inform the alleged victim of the incident of that decision. In all cases where a Formal Complaint is filed, the Complainant will be treated as a Party, irrespective of the Party's level of participation.

B. *Consolidation of Formal Complaints*

The University may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

C. *Dismissal Prior to Commencement of Investigation*

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of this Policy (*i.e.*, because the alleged conduct did not occur in the University's Education Programs and Activities).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

D. *Notice of Formal Complaint*

Within five days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of or hyperlink to this Policy;
- Sufficient details known at the time so that the Parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice;
- Notifying the Complainant and Respondent of their right to inspect and review evidence;
- Notifying the Complainant and Respondent of the University's prohibitions on retaliation and false statements; and
- Information about resources that are available on campus and in the community.

Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated.

E. *Presumption of Non-Responsibility*

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

XI. Investigation

A. *Commencement and Timing*

After the written notice of Formal Complaint is transmitted to the Parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the University and not with the Parties. The investigation will culminate in a written investigation report that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the University strives to complete each investigation within 60 calendar days of the transmittal of the written notice of Formal Complaint.

B. *Equal Opportunity*

During the investigation, the investigator will provide an equal opportunity for the Parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a Party's opportunity to present testimonial and other evidence that the Party believes is relevant to resolution of the allegations in the Formal Complaint. A Party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. *Documentation of Investigation*

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. *Access to the Evidence*

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each Party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the University may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a Party or some other source. The parties will have ten calendar days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

E. *Investigation Report*

After the period for the parties to provide any written response has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each Party and their advisor, in either electronic or hard copy form.

XII. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each Party a notice advising the Party of the two different adjudication processes specified below. The notice will explain that the hearing process is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each Party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in in lieu of the hearing process. Parties are urged to carefully review this Policy, consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each Party will have three calendar days from transmittal of the notice specified below to return the signed written consent form to the Title IX Coordinator. If either Party does not timely return the signed written consent, that Party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

XIII. Adjudication

A. *Hearing Process*

The process for adjudicating Formal Complaints is the hearing process specified in this Section. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to Informal Resolution.

1. Hearing Panel

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing panel which will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing panel is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator. The hearing panel is composed of three people selected from a pool of trained panelists, one of whom will serve as the hearing panel chair. Neither the investigator nor the Title IX Coordinator may serve on the hearing panel. Panelists whose relationship with a party in an investigation causes a conflict of interest shall be excluded from the panel. The hearing panel is responsible for conducting a live hearing for alleged violations of this policy and for making a determination of responsibility and, when appropriate, apply sanctions. Hearing panelists shall complete ongoing training regarding the issues contained in this policy.

2. Hearing Notice and Response to the Investigation Report

After the hearing panel is appointed by the Title IX Coordinator, the hearing panel chair will promptly transmit written notice to the parties notifying the parties of the hearing panel's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; and setting a date and time for the hearing. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten calendar days from the date of transmittal of the written notice.

A Party's written response to the investigation report must include:

- To the extent the Party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- A list of any witnesses that the Party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing panel chair;
- A list of any witnesses that the Party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the Party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the Party at the pre-hearing conference and hearing;
- If the Party does not have an advisor who will accompany the Party at the hearing, a request that the University provide an advisor for purposes of conducting questioning.

A Party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. Pre-Hearing Conference

Prior to the hearing, the hearing chair will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary University personnel, if any, together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing chair's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing chair will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing chair's discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing chair will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing chair immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The University will not issue a notice of attendance to any witness who is not an employee or a student.

5. Hearing

After the pre-hearing conference, the hearing panel will convene and conduct a hearing. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing panel, the parties, the advisors, witnesses, and other necessary University personnel together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio. The hearing may, in the hearing chair's discretion, be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the rulings from the hearing chair will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each Party to address the hearing panel directly and to respond to questions posed by the hearing chair;
- Opportunity for each Party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other Party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each Party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing chair and a reason for the ruling provided;
- Opportunity for each Party to submit evidence that the Party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each Party to make a brief closing argument.

Except as otherwise permitted by the hearing chair, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing panel, the Title IX Coordinator, and other necessary University personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them.

While a Party has the right to attend and participate in the hearing with an advisor, a Party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section, the hearing chair will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing chair will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rational for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply.

6. Subjection to Questioning

In the event that any Party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the Parties' advisors, the statements of that Party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing panel in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing panel may consider the testimony of any Party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither Party requested attendance of the witness at the hearing.

In applying this Section, the hearing panel will not draw an inference about the determination regarding responsibility based solely on a Party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. Deliberation and Determination

After the hearing is complete, the hearing panel will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing panel will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or otherwise. The hearing panel will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies

In the event the hearing panel determines that the Respondent is responsible for violating this policy, the hearing chair will, prior to issuing a written decision, consult with an appropriate University official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing chair will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

If a student is found responsible for Sexual Harassment and the sanction imposed makes the student ineligible to reenroll in the University (i.e., suspension or expulsion), the University will include a notation on the student's transcript. The student may request the removal of a transcript notation imposed under this Policy if:

- the student becomes eligible to reenroll at the University; or
- the University determines that good cause exists to remove the notation.

If the University receives an appropriate request by another postsecondary educational institution, the University will provide to the requesting institution information relating to the University's determination that the student violated this Policy.

9. Written Decision

After reaching a determination and consulting with the appropriate University official and Title IX Coordinator as required above, the hearing chair will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the University upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate University official;
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the University's process and grounds for appeal.

The hearing chair's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the University strives to issue the hearing chair's written determination within 15 business days of the conclusion of the hearing.

B. *Administrative Adjudication*

In lieu of the hearing process, the Parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator. At any time prior to the issuance of the administrative officer's determination, a Party has the right to withdraw from administrative adjudication and request a live hearing.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer who does not need to be an employee of the University. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator.

The administrative officer will promptly send written notice to the Parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten calendar days from the date of transmittal of the written notice specified in this paragraph.

A Party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the Parties' written responses, the administrative officer will meet separately with each party to provide the Party with an opportunity make any oral argument or commentary the Party wishes to make and for the administrative officer to ask questions concerning the Party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each Party, the administrative officer will objectively revaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the Parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (*i.e.*, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any University official and the Title IX Coordinator and will prepare and transmit a written decision which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the University strives to issue the administrative officer's written determination within twenty-one calendar days of the transmittal of the initiating written notice.

XIV. Dismissal During Investigation or Adjudication

The University may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XV. Appeal

A. *Grounds for Appeal*

Either Party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

1. A procedural irregularity affected the outcome;

2. There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;

3. The Title IX Coordinator, investigator, hearing panel, or administrative officer had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

B. *Deadline to File Appeal*

A Party must file an appeal within seven calendar days of the date they receive notice of dismissal or determination appealed from or, if the other Party appeals, within three calendar days of the other Party appealing, whichever is later. All parties will be provided a link to the appeal form upon notification of the findings in their case. The appeal must be submitted in writing *and* ~~by the online appeal form found *h.*~~
~~The appeal~~ must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing Party believes the appeal should be granted, and articulate what specific relief the

appealing Party seeks. *Appeals should be submitted using the online appeal form which can be found on the Lumberjacks Care webpage at http://www.sfasu.edu/lumberjacks-care.*

C. *Resolution of Appeal*

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other Party that an appeal has been filed and that the other Party may submit a written opposition to the appeal within seven calendar days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale. The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no Party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within 21 calendar days of an appeal being filed.

XVI. Informal Resolution

The University may, in the Title IX Coordinator's discretion, facilitate an Informal Resolution in accordance with the protocol outlined below.

A. *Guiding Principles*

Generally, informal resolution involves a structured, supervised interaction between the Parties and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent and/or other affected community members to accept responsibility and repair harm (to the extent possible). Informal resolution may not include an investigation, hearing, or disciplinary action against a Respondent (including transcript notations), but may include imposing appropriate and reasonable remedies as agreed to by the Parties. All informal resolutions are facilitated by a trained administrator or outside expert.

B. *Availability of Informal Resolution*

Informal resolution is available in matters in which the Title IX Coordinator, in the Title IX Coordinator's discretion, determines it is appropriate. Factors the University will consider when

determining whether a report of Prohibited Conduct is suitable for Alternative Resolution include, but are not limited to:

- the nature and severity of the conduct, including whether the use of force or a weapon was involved;
- the Respondent's prior known disciplinary or criminal conduct, including whether the University has received other reports of Prohibited Conduct committed by the Respondent;
- whether the alleged incident poses a risk of harm to other individuals or the community;
- the dynamics of power or control commonly associated with the alleged conduct or the nature of the parties' relationship;
- whether multiple parties are affected or involved;
- any admissions of responsibility by the Respondent; and
- any other factor deemed relevant by the Title IX Coordinator or their designee in the interest of overall campus safety or safety of the parties involved.

Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

C. *Informal Resolution Process*

At any time after the parties are provided written notice of the Formal Complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the Parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the Parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University official, or a suitable third-Party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a Party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each Party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence. The University will not pressure or compel any individual to engage in mediation, to directly confront the other, or to participate in any particular form of informal resolution. Individuals may be accompanied by an adviser or support person at any meetings related to the informal resolution process.

If the Parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a Party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either Party or to the University. Notwithstanding the forgoing if the form of informal resolution is Administrative Adjudication, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process, all other forms of informal resolution pursuant to this Section are not subject to appeal.

D. *Termination of Informal Resolution*

A Party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

E. *Deadlines for Informal Resolution*

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within 21 calendar days. If an informal resolution process does not result in a resolution within 21 calendar days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

XVII. Other Investigation and Adjudication Considerations

A. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing, the advisor will play a passive role and is not permitted to communicate on behalf of a Party, insist that communication flow through the advisor, or communicate with the University about the matter without the Party being included in the communication. In the event a Party's advisor of choice engages in material violation of the

parameters specified in this policy, the University may preclude the advisor from further participation, in which case the Party may select a new advisor of their choice.

In the event a Party is not able to secure an advisor to attend the and requests the University to provide an advisor, the University will provide the Party an advisor, without fee or charge, who will conduct questioning on behalf of the Party at the hearing. The University will have sole discretion to select the advisor it provides. The advisor the University provides may be, but is not required to be, an attorney.

The University will provide an advisor to any Party upon receipt of a request to the Title IX Coordinator or their designee. The University will provide an advisor for any Party at a hearing for the purpose of cross-examining a Party or witness.

B. *Conflicts of Interest, Bias, and Procedural Complaints*

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any Party who believes one or more of these University officials has a material conflict of interest or material bias must raise the concern promptly so that the University may evaluate the concern and find a substitute, if appropriate. The failure of a Party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal.

C. *Objections Generally*

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the University may evaluate the matter and address it, if appropriate.

D. *Treatment Records and Other Privileged Information*

During the investigation and adjudication processes, the investigator and adjudicator are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party; or
- information or records protected from disclosure by any other legally-recognized privilege, such as the attorney-client privilege

unless the University has obtained the Party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, may consider any such records or information otherwise covered by this Policy if the Party holding the privilege affirmatively discloses the records or information to support their allegation or defense.

E. *Sexual History*

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

F. *Student Withdrawal or Graduation Pending Disciplinary Charges*

If a student withdraws or graduates from the University pending an investigation of a complaint of Sexual Misconduct under this Policy, the University will expedite the disciplinary process as necessary to accommodate both the Complainant and the Respondent's interest in a speedy resolution and continue the investigation with or without the participation of the Respondent.

G. *Academic Freedom*

The University will construe and apply this Policy consistent with the principles of academic freedom specified in policy 7.3, Academic Freedom and Responsibility. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the principles of academic freedom specified in university policy.

XVIII. Other Policy Violations

A. *Bad Faith Complaints and False Information*

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Student Code of Conduct in the case of students and other University policies and standards, as applicable, for other persons.

B. *Other Sex-Based Misconduct*

This policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by policy 2.11, Nondiscrimination Policy.

XIX. Discretion in Application

A. *Interpretation*

The University retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the Parties.

The provisions of this Policy and the Hearing Procedures are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this Policy and the Hearing Procedures at any time, and for any reason. The University may apply Policy revisions to an active case provided that doing so is not clearly unreasonable.

B. *Outside Appointments, Dual Appointments, and Delegations*

The University retains discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer. The University also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

C. *Vendors, Contractors and Third Parties*

The University does business with various vendors, contractors, and other third-parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the University retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And the University retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

D. *Recordings*

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the University and is considered property of the University, subject to any right of access that a Party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the University is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any Party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

E. *Relationship With Criminal Process*

This policy sets forth the University's processes for responding to reports and Formal Complaints of Sexual Harassment. The University's processes are separate, distinct, and independent of any criminal processes. While the University may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the University will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

Cross Reference: Nondiscrimination (2.11); Academic Freedom and Responsibility (7.3); Faculty Code of Conduct (7.11); Tenure and Continued Employment (7.29); Student Code of Conduct (10.4); Discipline and Discharge (11.4); Title IX of the Education Amendments Act of 1972, 20 U.S.C. §§ 1681; 42 U.S.C. § 1981; 34 C.F.R. Part 106; Tex. Educ. Code §§ 51.251-.260, .281-.293; Tex. Fam. Code §§ 71.0021, 004

Responsible for Implementation: President

Contact for Revision: Title IX Coordinator

Forms: Sexual Misconduct Reporting Form, Sexual Misconduct Appeal of Investigation Findings Form, Responsible Employee - Title IX Reporting Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Awards Programs

Policy Number: 12.20

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

Date of last revision, if applicable: 10/28/2019

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

Purpose of Policy (what does it do): This policy currently covers the cash awards that may be paid to employees for recognition.

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: Consolidation of policy

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: The Service Awards policy combined with the University Awards Programs policy for clarity and simplicity. The major changes to the Service Awards policy prior to combining into the University Awards Programs policy relate to the removal of procedural information and specifics concerning the program and award formats.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Wyatt, Interim Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

University Awards Programs

Original Implementation: January 29, 2008
Last Revision: ~~October~~ *July 27~~XX~~28*, 2021~~9~~

Purpose

This policy establishes guidelines for recognizing employees for service to the university.

Definitions

Service awards *are recognitions given to employees with ten, twenty, thirty, forty, or fifty years of service to the university.*

The ***President's Award*** *is a special recognition of outstanding service by a staff employee.*

General

Human Resources (for staff) and the Faculty Service Award Committee appointed by the provost/executive vice president of academic affairs (for faculty) coordinate service awards to recognize employees for years of service to Stephen F. Austin State University. Service award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.

Department heads are notified of those employees who are eligible to receive service awards. Questions concerning an individual's eligibility should be directed to Human Resources for staff and to Academic Affairs for faculty.

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

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

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

Cross Reference: Regents -Scholar (7.24); Gifts, Prizes and Awards (3.18); ~~Salary Supplements, Stipends and~~ Additional Compensation (12.16); *Tex. Gov't Code § 2113.201; State Comptroller eXpendit, State Employees* ~~Service Awards (12.17)~~

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

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

Forms: Stipend Authorization Form

Board Committee Assignment: Academic and Student Affairs

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: 4/20/2021

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

Purpose of Policy (what does it do): Idenification card system to provide access to a variety of university 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: Texas State Bill No. 279 requires that institutions of higher education (1) must include on student identification cards, printed contact information for: (A) the National Suicide Prevention Lifeline; and (B) the Crisis Text Line; and (2) may have printed on the card the contact information for: (A) the campus police department; (B) the campus health clinic; and (C) a local suicide prevention hotline

Specific rationale for each substantive revision:

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 20, 2021~~ *July 27, 2021*

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for 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.

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. ~~s~~*Student identification cards must have printed on the card the contact information for: (A) the National Suicide Prevention Lifeline; and (B) the Crisis Text Line; and (2) may have printed on the card the contact information for: (A) the campus police department; (B) the campus health clinic; and (C) a local suicide prevention hotline, if available.*

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

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Wireless Networking

Policy Number: 14.11

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: Chief Information Officer

Purpose of Policy (what does it do): Stephen F. Austin State University's (SFA's) wireless local area network (LAN) enables wireless computing and provides reliable and secure network services in many locations 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:

Specific rationale for deletion of policy:

Additional Comments:

No Changes.

Reviewers:

Mike Coffee, Deputy Chief Information Officer
Brandon Stringfield, Chief Information Security Officer
Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Wireless Networking

Original Implementation: February 3, 2005
Last Revision: July ~~24, 2018~~*27, 2021*

Purpose

Stephen F. Austin State University's (SFA's) wireless local area network (LAN) enables wireless computing and provides reliable and secure network services in many locations on campus. It is a complementary system to the campus wired network.

Scope

This policy applies to all uses of wireless LAN technologies at all physical locations of SFA, both inside buildings and in outdoor areas. It does not apply to cellular wireless technology.

All SFA wireless LAN policies will comply with university, federal, state, and local laws and regulations.

Responsibilities

Information Technology Services is responsible for implementing wireless LAN technology in compliance with campus network standards and also for resolving radio frequency interference issues. These responsibilities include, but are not limited to:

- being the primary provider of design, specification, installation, operation, maintenance, and management services for all wireless access points;
- managing all SFA-owned wireless equipment;
- servicing wireless access points, i.e., the service demarcation points, and the wired network to which they are attached; and
- identifying and authenticating all users connecting to the wireless LAN.

Individuals may not install or operate wireless access points on university-owned property, including residence halls and apartments.

Access

All SFA faculty, staff, and students are required to have a valid user identification and password to use the wireless LAN. Any employee of the university can sponsor a guest on the wireless network using the self-service application provided by Information Technology Services.

Security

All wireless access points and wireless client adapters will use a Service Set Identification provided by Information Technology Services to access any wireless LAN provided by SFA. SFA will encrypt all data.

Sanctions for Policy Violations

Applicable university discipline and/or discharge policies will be followed in imposing sanctions related to a violation of this policy, including limiting a user's access. In the event of an imposed restriction or termination of access to some or all university computers and systems, a user enrolled in courses or involved in computer-related work activities may be required to use alternative facilities. If such facilities are unavailable, the user bears the responsibility for failure to complete requirements for course work and/or job responsibilities.

Cross Reference: ~~Computer and Network Security~~*Information Security Management (14.1); Acceptable Use of Information Resources* (14.2); ~~Use of Electronic Information Resources (16.32); Computing Software Copyright (9.1);~~ Digital Millennium Copyright (9.3); Texas Information Resources Management Act, Tex. Gov't Code Ch. 2054; 1 Tex. Admin. Code §§ 202.70-.76; Tex. Penal Code Ch. 33.

Responsible for Implementation: ~~Vice President for University Affairs~~*Chief Information Officer*

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs

Building and Grounds Committee

SHELTON GYM AIR HANDLER REPLACEMENT

Explanation:

The air handling units at Shelton Gym were installed in 1977, are at the end of their useful life, and need to be replaced. The projected cost to replace the air handling units is $675,000.

Recommendation:

The administration recommends replacement of the air handling units at the Shelton Gym, at a cost of $675,000, using the higher education fund (HEF). The administration further recommends authorization of the president to sign associated contracts and purchase orders.

POWER PLANT 1 AND FINE ARTS EXPANSION UTILITY UPGRADES

Explanation:

At the July 2019 meeting, the regents approved the use of Higher Education Funds (HEF) in the amount of $3.5 million to upgrade Power Plant 1 and increase the plant capacity in support of the fine arts expansion project. This project included upgrading equipment in the power plant and adding hydronic piping to a location on East College, with the understanding that the fine arts project would pay to connect the newly extended lines in lieu of incurring costs to provide independent HVAC equipment in the expanded fine arts facility. In addition to the fine arts piping, the project included installation of valves to facilitate the future tie-in of the Boynton and Music Buildings in lieu of replacing failed standalone equipment.

The original project, which was estimated at $3.5 million by mechanical engineers, routed the underground utilities from Power Plant 1 along Aikman Drive into East College Street. During project development, the university's civil engineer recommended a change in the piping route to avoid city owned underground infrastructure that exists in East College Street. The new route took the piping directly between the Boynton and Music buildings to the location of a central mechanical enclosure.

Since this project brought the piping so close to Boynton and Music and piping tie-ins were already included in the previously approved $3.5 million HEF project, the decision was made to seek board approval to further increase the capacity in Power Plant 1 to facilitate the addition of both buildings. At the July 2020 meeting, the regents approved $2 million of HEF funding for the additional project increasing the capacity in the power plant, connecting the Boynton and Music buildings, and further facilitating the tie-in to the fine arts expansion.

To complete the piping of the fine arts building to the upgraded power plant, approval is being requested to use $1.1 million of available fine arts expansion project funds to extend the underground piping project and provide the final connection to the fine arts construction site.

In addition, administration seeks ratification of two contracts related to the $3.5 and $2.0 million projects, as purchase orders in excess of $1 million were issued and require ratification by the board. In October 2020, a purchase order was issued to purchase long lead-time equipment for these projects in

the amount of $1,592,394.19. Subsequently in January 2021 a change order was processed to add the construction supplemental work order for phase 2 of the Power Plant 1 project in the amount of $2,163,516.51. The administration used CORE Construction Services of TX, Inc., a firm that is on a cooperative contract, for purchase of equipment and phase 2 of the project for a total cost of $3,755,910.70.

To complete all phases of the work, the administration will continue to utilize CORE Construction Services of TX, Inc and the cost of the contract to complete all final phases of work is $2,474,620. Remaining funds in the Power Plant 1 expansion project of $339,400 and the second project remaining funds of $1,051,000 will fund the remaining phases of the $3.5 and $2.0 million projects. The administration requests approval to utilize $1.1 million of available funds in the fine arts expansion project to complete the upgrade.

Recommendation:

The administration recommends the regents ratify the purchase order issued for equipment in phase 1 and the change order for construction related to supplemental work order for phase 2 with CORE Construction Services of TX, Inc. for a total cost of $3,755,910.70. The administration further recommends that the contract of $2,474,620 with CORE Construction Services of TX, Inc. be approved and $1.1 million of available fine arts expansion project funds be used to support the utility plant expansion, extend the underground piping project and provide the final connection to the fine arts project site. The administration also recommends the president be authorized to sign the $2,474,620 contract with CORE Construction Services of TX, Inc.

FINE ARTS EXPANSION CERTIFICATION FOR TEXAS HIGHER EDUCATION COORDINATING BOARD REVIEW

Explanation:

The Texas Administrative Code Chapter 17, Subchapter C, Rule 17.21, requires higher education institutions to submit a review application to the Texas Higher Education Coordinating Board (THECB) for new construction of building and facilities and/or additions to buildings and facilities having an E&G project cost of $10,000,000 or greater.

The 2019 bond issue contains one Education & General (E&G) project, the fine arts expansion. The regents approved the sale of bonds to construct a fine arts expansion at the October 29, 2018 meeting, and approved the project budget for $50,000,000 at the October 28, 2019 meeting.

In addition to project budget approval, SFA is required to submit the following to the THECB: a completed project review application, a signed board of regents' certification form certifying that the regents approved the project, and a signed verification of compliance with applicable state and or federal requirements. Included with this action is a THECB certification form and other required form for project submission.

Recommendation:

The administration recommends the regents certify the Fine Arts Expansion Project has been approved and complies with all applicable state and or federal requirements.

Board of Regents Certification
Required for All Facilities Improvement Project Applications

Institution Name	
Stephen F Austin State University	
Project Name	***ICPS Project ID No.***
Construct Addition and Renovate Griffith Fine Arts	003624-19-001
Contact person/telephone/fax/e-mail	
Jessica DeWitt, 936-468-4807, jdewitt@sfasu.edu	

Resource Planning Rule §17.21 - A signed Board of Regents Certification form certifying that the institutions Board of Regents has approved the project dated no more than two years prior to the date the project application is submitted to the Coordinating Board for approval and that the project meets the criteria specified in §17.20 of the CB Rules (relating to Criteria for Approval of Projects).

CHECK APPLICABLE PROJECT CATEGORY:

- ☒ new construction
- ☒ major repair and rehabilitation of existing facilities
- ☐ auxiliary enterprise project being acquired, constructed, or renovated without the use of state general revenue funds
- ☐ gifts, purchase, or acquisition of real property
- ☐ intercollegiate athletic funded project
- ☐ project funded more than 50 percent with tuition revenue proceeds
- ☐ renovation/construction of leased space

Complete the following and submit with THECB Project Application. ***Projects to be considered by the Strategic Planning Committee and the Board are required to be submitted 80 days prior to the next Coordinating Board meeting.***

The Board of Regents hereby certify that:

☒ Yes ☐ No ☐ N/A	Board standards regarding space need are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding construction cost are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding efficiency (ratio of NASF to GSF) are met. (61.26%)
☒ Yes ☐ No ☐ N/A	Board standards regarding deferred maintenance are met, or the project will reduce campus deferred maintenance by an amount equal to no less than 50 percent of project costs.
☒ Yes ☐ No ☐ N/A	Board standards regarding critical deferred maintenance are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding classroom space usage efficiency are met.
☒ Yes ☐ No ☐ N/A	Board standards regarding class lab space usage efficiency are met.
☒ Yes ☐ No ☐ N/A	The project is included in the institution's most recently submitted Campus Master Plan (MP1 or MP2.)
☐ Yes ☐ No ☒ N/A	The project is NOT INCLUDED in the institution's most recently submitted Campus Master Plan (MP1 or MP2), and is an opportunity or emergency that could not have been foreseen at the time the MP1 or MP2 was submitted.
☐ Yes ☐ No ☒ N/A	If the project includes the acquisition of real property, the acquisition is included in the institution's long-range campus master plan.
☐ Yes ☐ No ☒ N/A	If the project financing involves private gift and grant funds, these funds are either in-hand or the governing board has committed an alternative source of funds, should the primary source of funds not be forthcoming, or has agreed to forego the project.
☐ Yes ☐ No ☒ N/A	If the project will cause an increase in student fees, such increases have been executed in accordance with the applicable laws concerning approval by the student body
☐ Yes ☐ No ☒ N/A	If the project involves construction of a dormitory, bookstore, food service facility, or other facility for which privatization may be a viable alternative, the governing board has considered the feasibility of privatization of both construction and operation of the facility.
☒ Yes ☐ No ☐ N/A	The project will comply with the minimum flood plain management standards established by the Texas Commission on Environmental Quality and the Federal Emergency Management Administration (FEMA).
☒ Yes ☐ No ☐ N/A	The project will comply with Texas Government Code, Chapter 469 (Elimination of Architectural Barriers), regarding accessibility for persons with disabilities.
☒ Yes ☐ No ☐ N/A	The project will comply with Life Safety Standards adopted by the State Fire Marshal.
☒ Yes ☐ No ☐ N/A	The institution will comply with Section 447.004, Government Code, regarding energy efficiency and will provide a Certificate of Compliance to the State Energy Conservation Office prior to occupancy.
☐ Yes ☐ No ☒ N/A	If the project includes the acquisition of real property, appropriate consideration has been given to the effect of the acquisition on residential neighborhoods.
☒ Yes ☐ No ☐ N/A	This project will comply with current state guidelines requiring inclusion of a HUB Subcontracting Plan.
☒ Yes ☐ No ☐ N/A	This project will comply with all applicable state and federal laws.

I hereby certify that on _____, the Board of Regents approved this project as reflected in the project application and the Board authorized its submission for Coordinating Board consideration.

Type or print Name	*Type or print Title*

Signature _____ *Date* _____

Integrated Campus Planning System

Texas Higher Education Coordinating Board

printed/saved: 07/14/21 07:20 AM

Stephen F. Austin State University (003624)

General Project Information

MP Type:	MP1
Project Name:	Construct Addition and Renovate Griffith Fine Arts
Project ID:	003624-19-001
Project Status:	Sent to THECB
Last Updated:	07/14/2021 7:19 AM
Project Type:	Construction
Project Description:	The L.E. Griffith Fine Arts Building was originally constructed in 1958 and designed by Shirley Simons & Sons Architects. The limestone and brick building was later extensively remodeled by F&S Partners, Inc., which added new floors, a large balcony, new mechanical equipment, and included excavations underneath the building to enlarge storage space for props and scenery. As a result, the building contains approximately 77,000-square feet on three levels and includes a, 1,100-seat auditorium with balcony seating, a large stage, and fly-loft. In general, the building has been well maintained and is in serviceable condition given its age. Noticeable signs of wear and tear are evident given the understanding that building usage occurs during the day and evenings, and that performance spaces have been “made to fit”, or customized to address larger than expected numbers. Additionally, overcrowding of storage spaces exists throughout the building, especially in the lower floor level. Typical elements like sealant failure at brick joints, discolored ceiling tile, weathered door and window frames, poor lighting conditions, MEP systems nearing the end of their lifespan, and various worn finishes are expected, but could easily be addressed in future maintenance programs. Beyond superficial upgrades to the entire building, several major upgrades are recommended to ensure the entire facility can address all the needs of all the programs for years to come.
Project Need/Justification:	SFA has experienced growth in the number of students participating in the performing arts. This increase along with scheduled cultural events produced by both SFA and visiting performers has maxed out the one performing arts theatre on campus. A second theatre is needed to accommodate demand and better meet the requirements of the curriculum and student growth. In addition, the Griffith Fine Arts building was constructed in 1959 and thus is 50+ years old. Regular maintenance and small renovations over the years have kept it functional. It is in need of a general refreshing and a reconfiguration of the space. Some office space needs to be reconfigured to classroom and laboratory space to meet the needs of a dynamic and growing fine arts program. The renovation will include mechanical, electrical and plumbing as well as architectural.

Closing the Gaps' Goals

Which Closing the Gaps' goals will this project affect?

How does this project meet or not meet the specified goals?

Date of Governing Board Approval format	10/2018
Date requested for consideration by the Coordinating Board	7/2021

Institution Contact Information

Name: Dr. Danny Gallant

Phone: 936-468-2350
Fax: 936-468-7027
Title: VP of Finance & Administration
Email: dgallant@sfasu.edu

Approval Contact Information

Name: Dr. Scott Gordon
Phone: 936-468-2201
Fax: 936-468-2202
Title: President
Email: Scott.Gordon@sfasu.edu

Compliance Questions

An environmental assessment was performed? Yes

Will this acquisition break up a residential neighborhood? No
If yes, explain why the breakup is necessary and the steps taken to solicit neighborhood input.

Will eminent domain be exercised for this project? No
If yes, explain the steps taken to avoid eminent domain.

Project Specifics

Region:	
Is this project located on the main campus?	Yes
Address/Legal Description:	2222 ALUMNI DR.
City:	Nacogdoches
Zip:	75962
Building Number:	000109
Delivery Method	Construction Manager-At-Risk
Construction Type	Addition
Facility Type	Classroom, General
if Housing, Number of Beds:	0
If Parking, Number of Spaces:	0
Estimated Start Date	10/2019
Estimated Completion Date	12/2022
Indicate a dollar amount of deferred maintenance this project would address, if applicable:	$325,000
Construction Phase:	Construction

Project Space

	GSF	NASF	E&G	Date of Removal & Demolition (mm/dd/yyyy)
Addition	74,500	42,272	15,173	
New Construction	0	0	0	
R&R	63,355	41,670	35,279	
Amount of Space for Demolition	0	0	0	
Amount Removed from Inventory	0	0	0	
Amount Added to Inventory	74,500	42,271	15,173	
Clinical E&G Space to be Added	0	0	0	

Real Property

If this is a Real Property acquisition:

Type of Acquisition:

Number of Acres: 0

Real Estate Improvements	GSF	NASF	E & G NASF
	0	0	0

Costs and Fees

Total Building Costs

Building Cost (New Construction)	$23,173,230
Building Cost (Repair & Renovation)	$16,776,770
Site Acquisition	$0
Fixed Equipment	$750,000
Site Development	$1,500,000
Furniture & Moveable Equipment	$1,600,000
Construction Services	$150,000
Life Safety Compliancy	$0
Total Building Costs:	$43,950,000

Total Professional Services Fees

Architectural/Design Services	$4,000,000
Project Management(System)	$0
Project Management(Contract)	$0
Other Professional Fees	$275,000
Administrative Costs	$0
Property Acquisition Fees	$0
Total Professional Services Fees	$4,275,000

Additional Costs	
Demolition	$600,000
Eminent Domain	$0
Environmental Development	$175,000
Contingency	$1,000,000
Other Costs	$0
Total Additional Costs	$1,775,000
Total Project Costs	
Total Project Costs	$50,000,000

Financing

Funding	Source	Revenue Stream for Bonds	Amount
Bonds	Revenue Financing System Bonds	Higher Education Assistance Fund	$50,000,000
Total			$50,000,000

BASKETBALL PERFORMANCE CENTER CONSTRUCTION PROJECT CONTRACT RATIFICATION

Explanation:

The Basketball Performance Center Project was part of a $116 million bond issue in 2019. As part of the issue, the amount of the proceeds allocated to the project was $26 million.

The project included preconstruction costs in the amount of $54,699. The project contained an initial Phase 1 guaranteed maximum price (GMP) of $1,369,388, approved by the board of regents in May 2019, and a subsequent Phase 2 GMP of $23,818,986. At the January 28, 2020 meeting, the regents approved an increase to the project budget of $2.5 million for a total project budget of $28,500,000 that included donations support. At the February 2, 2021 meeting, the regents approved a project budget of $29,232,845, increased by $732,845 to incorporate investment earnings.

In April 2020, a preconstruction amendment was processed in the amount of $52,801 for increasing the preconstruction expenses to a total of $107,500.

In July 2020, a change order and contract amendment were executed that transferred $132,330.80 from the Phase 1 to Phase 2 GMP. Services were also added that increased the GMP by $274,230. This change was to design and construct loge boxes in the seating area. Subsequently, a total GMP of $25,462,604 was established by the construction manager at risk and reported in the regents' construction report.

The bond resolution approved by the regents at the October 2018 meeting allocated $26 million of the total bond issue to the Basketball Performance Center Project, and included language that stated, "the president was authorized to sign project-associated contracts and purchase orders that are $100,000 or greater." However, regardless of general contract authority provided by the regents, language was not submitted and approved for specific contracts that exceeded $1,000,000. The university seeks ratification of contract amendments of $23,818,986 and $274,230 and pre-construction amendments of $107,500. With the inclusion of the Phase 1 GMP of $1,369,388, the total contract is $25,570,104.

Recommendation:

The administration recommends the regents ratify the basketball performance center contract amendments of $23,818,986, $274,230 and $107,500, with Kingham Dalton Wilson (KDW). With the inclusion of the Phase 1 guaranteed maximum price amount of $1,369,388, the administration recommends a total contract approval with KDW of $25,570,104.

FINE ARTS EXPANSION PROJECT CONTRACT RATIFICATION

Explanation:

The Fine Arts Expansion Initiative Project was part of a $116 million bond issue in 2019. As part of the issue, the amount of the proceeds allocated to the project was $37 million.

The project included amended preconstruction costs in the amount of $100,829. The project contained Phase 1 guaranteed maximum price (GMP) of $725,912 and a subsequent change order to the GMP in the amount of $71,336.63 for a total revised Phase 1 GMP of $797,248.63. The project was amended for Phase 2 GMP of $41,159,676.37, for a total GMP of $41,956,925. At the October 28, 2019 meeting, the regents approved a project budget of $50,000,000.

In April 2021, a change order and contract amendment were executed that transferred $17,409.98 from the Phase 1 to Phase 2 GMP.

The bond resolution approved by the regents at the October 2018 meeting allocated $37 million of the total bond issue to the Fine Arts Expansion Initiative Project, and included language that stated, "the president was authorized to sign project-associated contracts and purchase orders that are $100,000 or greater." However, regardless of general contract authority provided by the regents, language was not submitted and approved for specific contracts with an amendment that exceeds 25 percent of the value of the original contract. The university seeks ratification of the total contract and specific amendments.

Recommendation:

The administration recommends the regents ratify the contract amendments with Kingham Dalton Wilson (KDW) for the fine arts expansion initiative project for a total guaranteed maximum price of $41,956,925.00 and total contract amount of $42,057,754.00.

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:

Energy Conservation 16.10
Firearms, Explosives and Ammunition 13.9
Fleet Management 16.11
Lease, Rental or Use of Off-Campus Facilities 16.15
Rental of University Vehicles 16.23

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Energy Conservation

Policy Number: 16.10

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 establishes that the university supports, and is committed to, the statewide energy conservation effort of the Texas governor's office, the General Appropriations Act and Government Code Section 447.004

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Energy Conservation

Original Implementation: December 4, 1987
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes that the university supports, and is committed to, the statewide energy conservation effort of the Texas governor's office, the General Appropriations Act and Government Code Section 447.004.

Definition~~s~~

Energy conservation is achieved by maintaining the efficient operation of all utilities and equipment through the operation of an automated energy management system, replacement of HVAC/Electrical equipment in a timely and ~~cost efficient~~*cost-efficient* manner, and a review of building operation, usage, and schedules.

General

The university's intent is to maintain efficient operation of all utilities and equipment, using appropriate operational schedules. It is the intent of the university to serve its academic and auxiliary needs with cooling and heating requirements based on approved operational schedules. The automation system is programmed to help achieve operational efficiency, and any system programming that changes system automation during normal operating periods must be approved by the director of the physical plant prior to changes being made.

The Physical Plant Department will coordinate all local utility power shortage problems with the local energy supplier. Institutional issues that arise from utility outages will be coordinated by the physical plant through the vice president for finance and administration.

Outside groups or individuals that use university facilities may be charged a utility usage fee to cover additional utility expenses. The amount of the fee will be determined by the Physical Plant Department and approved by the vice president for finance and administration.

Cross Reference: General Appropriations Act; Tex. Gov't Code § 447.004

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Firearms-explosives-and-ammunition

Policy Number: 13.9

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

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

Unit(s) Responsible for Policy Implementation: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Purpose of Policy (what does it do): Provides information and protocol for firearms, explosives and ammunition 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: N/A

Specific rationale for each substantive revision: n/a

Specific rationale for deletion of policy: N/A

Additional Comments:

Revisions made to comply with the new constitiutional carry legislation.

Reviewers:

John Fields, Chief of Police
Jeremy Higgins, Director Environmental Health, Safety, and Risk Management
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Firearms, Explosives and Ammunition

Original Implementation: Unpublished
Last Revision: ~~April 18~~*July 27*, 202*1*~~0~~

~~Firearms, ammunition, e~~*E*xplosive devices~~,~~ *and*~~or~~ illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president unless otherwise specified by this policy. Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for ~~university affairs~~*finance and administration* with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for ~~university~~ *finance and administration* ~~affairs~~ will review the request with the president, who will make the final decision. The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

A person who may lawfully carry a handgun under Texas law may carry a handgun in the parking lots, parking garages, sidewalks or walkways, and other grounds where a university-sponsored activity is not taking place, unless otherwise indicated by proper notice.

~~Notwithstanding the foregoing, a~~*A* person licensed in Texas to carry a handgun may carry a concealed handgun ~~on campus~~ in accordance with Texas Government Code Section 411.2031 and other applicable law, subject to the reasonable rules and regulations in Appendix 1. A license holder is responsible for knowing areas where carrying a handgun is prohibited where notice is not required to be posted. A license holder is not required to disclose whether that person has a license or is currently carrying a handgun to anyone except a magistrate or peace officer.

Cross Reference: Tex. Gov't Code § 411.2031; Tex. Penal Code §§ *30.05*-*.06*, 46.*02*-03~~-.035~~

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

Contact for Revision: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

Appendix 1

LOCATION/ ACTIVITY	POLICY	CROSS REFERENCE	UNIQUE ENVIRONMENT/SAFETY CONSIDERATIONS/OTHE
1. General Policies			
1.1 Campus Storage – General	No on-campus storage -for handguns will be provided; License holders may store handguns at the University Police Department (UPD) in accordance with UPD policies and procedures.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the
1.2 Campus Storage – Residential Facilities	License holders residing in campus housing may carry a concealed handgun into campus housing and may store his/her handgun in campus housing except during extended periods of absence, such as spring break and the periods between the fall and spring semesters. When storing a handgun in campus housing, he/she must store the handgun in his/her residential room, in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps. Handguns may never be stored in campus housing by non-resident persons or any person other than the residential room occupant. Residents may not store a handgun for any other resident or person.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

1.3 Campus Storage – Full-time Residential Staff	License holders who are employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secured area or resident-provided locked, secure container.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

2. Particular Locations/Activities as Gun-Free Zones			
2.1 Early Childhood Research Center, including fenced grounds, and surrounding premises such as walkways, driveways, and parking lots when used for school-sponsored or day care-sponsored activities	Concealed carry prohibited.	Tex. Penal § 46.03(a)(1); Tex. Educ. § 37.125~~;~~ ~~40 Tex. Admin. Code § 746.3707~~	The Charter School serves Kindergarten through 5th grade children -and is unique to most universities. It is located within Early Childhood Research Center (ECRC) Building with adjacent grounds. The Early Childhood Lab licensed day care center, serving infants, toddlers, and pre-K and is also located within the Building with adjacent grounds. significant excludable use of the building together with the inability segregate the excludable space renders it impracticable to parcel building into carry and non-zones.
2.2 The Human Services building (other than the Telecommunicati area), -Student Health Clinic, -3rd floor of Rusk Building.	Concealed carry prohibited.	Tex. Gov't §§ 411.172, 2031(d-1); Tex. Penal Code § 46.03 ~~5~~(~~b~~*a*)(~~4~~*11*)	The Human Services building numerous physical and mental clinics, -labs, -and -offices- for - and treatment of children and from- the -campus -and - located -in -various -rooms -on - floor of -the -building. These the Little Jacks, pre-school for children with communication difficulties (1st Floor), Human Neuroscience -Laboratory (1st Rehabilitative Services Career Planning Laboratory (1st Floor), Stanley -Speech -and -Hearing - (2nd Floor), Voice and Speech Laboratory (2nd Floor), Cole Laboratory (2nd Floor), Clinic (2nd Floor), School Assessment Center (2nd Floor), Skills Clinic, includes client populations with Autism (2nd- Office of Rehabilitative Services Floor), -Office- of -Disability- includes testing accommodations Floor), and Office of Assistance

			Rehabilitative Services (DARS)(3rd Floor). The building and uses are unique in the campus. Many of the services address issues related to the physical-psychological-emotional status of clientele representing populations across the developmental lifespan. Safety considerations are also paramount for the clientele and providers. The 3rd floor of the Rusk Building includes Counseling Services. The Student Health Clinic and Counseling Services on the 3rd Floor of the Rusk Building provide outpatient medical care and mental health counseling – services, respectively, to campus students. The significant excludable use of the Human Services building, the Student Health Clinic, and the 3rd -floor of the Rusk Building, - together with the inability to effectively segregate the excludable space - (other than the Telecommunications area of the Human Services building) renders it impracticable to parcel the building into carry and non-carry zones.

2.3 The 3rd Floor of the Rusk Building and Conference Room 301 in the Human Services building.	Concealed carry prohibited.	Tex. Gov't § 411.2031 (d-1); Tex. Penal § 46.03(a)(3)	The Texas Penal Code firearms –"on- the –premises –of- government court or office utilized the court." Formal hearings -and -grievance -actions - adjudicatory- activities -and -may- highly emotional and events as unique environments Justifying special safety considerations for participants. Counseling Services (see also 2.2) the Office of Student Rights Responsibilities engages in such activities and comprise substantial usage and space on the 3rd -floor the Rusk Building. The excludable use of the 3rd - together with the inability to effectively segregate the space renders it impracticable parcel the floor into carry and carry zones. Conference Room 301 the –Human- Services –Building –is location -used- for- both- student - employee disciplinary and hearings.
2.4 A location where a high school, collegiate, or professional sporting event is taking place as prohibited under section 46.03 ~~5~~(~~b~~*a*)(~~2~~*8*) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place.	Concealed carry prohibited.	Tex. Penal Code § 46.03 ~~5~~(~~b~~*a*)(~~2~~*8*)	Under the Texas Penal Code, a person commits an offense by carrying a handgun on the premises when a high school, collegiate, professional sporting or interscholastic event is taking place. Intramural and club sporting events are events of a similar nature and possess the same safety considerations as those provided for in the Penal Code.

2.5 Nonpublic, secure portions of the University Police Department	Concealed carry prohibited.	Tex. Gov't Code § 411.207(b)	A peace officer who is acting in the lawful discharge of the officer's official duties may temporarily disarm a license holder when a license holder enters a nonpublic, secure portion of a law enforcement facility.
2.6 Occasional, reasonable, temporary restrictions by the president for up to five (5) days, renewable in the president's discretion.	Concealed carry prohibited.	Tex. Gov't § 411.2031(d- Tex. Att'y Gen. Op. No. KP-0051(2015)	Specific, –occasional –occurrences – events will arise from time to time the –campus- environment – safety considerations. The prohibition of concealed carry by president –in –such- circumstances – both prudent and necessary and not violate the letter or spirit of law. Other temporary include- locations –where – carry is otherwise prohibited by (e.g. court hearings, polling locations).

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Fleet Management

Policy Number: 16.11

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 affirms that the university has adopted a Fleet Management Plan. The fleet of vehicles owned and operated by SFA shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase state use and efficiency, reduce maintenance, and reduce operating costs.

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Fleet Management

Original Implementation: January 30, 2001
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy affirms that the university has adopted a Fleet Management Plan. The fleet of vehicles owned and operated by *Stephen F. Austin State University (*SFA*)* shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase state use and efficiency, reduce maintenance, and reduce operating costs.

~~Definitions~~ *General*

The SFA manager of transportation shall serve as fleet manager and reporting official and shall be responsible for observation and implementation of agency fleet management policies and procedures. Responsibilities of the fleet manager include but are not limited to: vehicle purchasing, replacement, and disposal; vehicle maintenance and repair; and vehicle assignment and use. The Physical Plant Department transportation shop shall serve as the SFA motor pool and shall have responsibility for maintenance, repairs, records, and alternative fuel location for all campus vehicles. The fleet manager shall assign and meet with campus area coordinators to administer departmental vehicles and comply with reporting requirements of the state's Office of Vehicle Fleet Management (OVFM).

~~General~~

The fleet manager shall develop vehicle-replacement criteria and shall notify a department when one of its vehicles meets the replacement criteria. Requests for vehicle replacements are the responsibility of each department and shall be considered during the annual budget process begun on a date following the date of notice.

Mandatory fueling requirements for SFA vehicles include use of state retail fuel contracts, self-service or central fueling facilities, use of regular unleaded gasoline, and use of alternative fuels (where appropriate).

The number of vehicles in the SFA fleet is capped at state approved levels. Replacements are subject to the departmental vehicle-replacement schedule. Exceptions will be considered for legislatively-mandated program changes, federal program initiatives, or documented needs resulting from program growth or changes. The SFA president's approval is required for exceptions.

Fleet operations are subject to minimum-use criteria, vehicle operator training and driver certification requirements, vehicle disposal procedures, preventive maintenance and warranty tracking, safety and accident reporting procedures, and standardized safety inspection, and registration renewals.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges.

Cross Reference: Office of Vehicle Fleet Management Regulations; Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Lease, Rental or Use of Off-Campus Facilities

Policy Number: 16.15

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 governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

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:

Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Lease, Rental or Use of Off-Campus Facilities

Original Implementation: July 15, 2003
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

Stephen F. Austin State University *(SFA) is* ~~recognizes the significance of~~ diligen*t*~~ce~~ in its efforts to ensure the safety of employees and students when utilizing off-campus facilities for university-sponsored events. This policy governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

General

Private facilities providers are required to address fire safety requirements, meet the prevailing local fire code, and have been inspected for fire safety. In the absence of a local fire code, the Life Safety Code (NFPA 101, latest edition) shall be applied as the minimum standard for fire safety~~,~~ *and facilities* ~~*will be*~~ *made available to SFA safety inspectors upon request*. Off-campus facilities utilized for long-term leases must additionally meet ADA accessibility requirements. Contracts with private facilities providers should be secured for each university-sponsored event and long-term facilities lease, and each private facilities provider will be required to sign an Off-Campus Facilities Contract Addendum. Copies of long-term leases shall be provided to and maintained by the Procurement & Property Services Department. The originating department/office shall notify Procurement and Property Services of the address of the leased facilities and any property that will be transferred to the leased facilities, and Environmental Health, Safety and Risk Management for notification of university insurance carriers, as applicable. A copy of each facility contract and addendum will be maintained by the originating department/office in accordance with the university's records retention schedule or for a period of two years after the termination of the contract, whichever is later.

Pyrotechnics are not allowed on university-leased premises unless specifically approved in writing by the president. Additionally, items containing potentially sensitive, private or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the president. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such sensitive information.

Cross Reference: None

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Environmental Health, Safety, and Risk Management

Forms: Off-Campus Facilities Contract Addendum

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Rental of University Vehicles

Policy Number: 16.23

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 establishes guidelines for university vehicle rental. Vehicles that may be rented by university departments are available through the Physical Plant Department or the Parking and Traffic Office.

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 Branch, Interim Director of Physical Plant
Jeremy Higgins, Environmental Health, Safety and Risk Management Director
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Rental of University Vehicles

Original Implementation: June 1, 1984
Last Revision: ~~July 24, 2018~~ *July 27, 2021*

Purpose

This policy establishes guidelines for university vehicle rental. Vehicles that may be rented by university departments are available through the Physical Plant Department or the Parking and Traffic Office.

General

University motor vehicles may only be rented for official university business. Vehicles will be rented exclusively to university employees, departments, or organizations that have budgeted university funds. All vehicles, except road buses, are rented on a first-come, first-served basis. Those who rent university vehicles must act on behalf of their university department or organization and have a driver certificate issued by the University Police Department. Those who rent university vehicles are responsible for compliance with minimum occupancy requirements and other university policy and procedural requirements. Cancellations should be made as far in advance as possible.

Passengers in university vehicles will normally be university employees or students traveling on university business. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions. University employees or students may have authorized guest(s) such as spouses or children accompany them while the university employee or student is traveling on university business provided:

- the non-university passenger does not interfere with the university business of the trip or cause any additional expense to the university;
- the department sponsoring the trip has been advised in advance of the trip that non-university passengers will be traveling in university vehicles;
- if the non-university passenger is a minor child, the parent is responsible for the child's actions and is responsible for ensuring that the child follows all safety policies and regulations including wearing seat belts or child restraints;
- non-university passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-university passenger. Passengers should carry personal medical insurance coverage in case of

accident or emergency. The university does not assume liability for any passenger unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job, otherwise, personal medical insurance or applicable legal liability would apply. See the safety website for additional information.

University Road Buses

University-owned road buses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance. ~~Only university groups and departments whose trips have received prior approval from the department head and/or dean may reserve the bus.~~ A professional driver will be provided by the physical plant. The use of the bus is limited to those destinations that may be reached by hard-surfaced roads.

Application for the use of a university road bus shall be made to the director of physical plant or ~~his~~ *their* designee. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the director of physical plant~~. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the director of physical plant.~~ *Reservation and/or destination changes* ~~*maderequested within 24 hours of departure*~~ *may* ~~*be denied.*~~*not be able to be accommodated within 24 hours of departure.* A completed itinerary must be submitted to the transportation dispatcher at least 48 hours before departure. ~~Examples of an appropriate itinerary and a template are available on the physical plant website~~

The following priorities for use have been established:

- Athletic purposes will be given the first priority;
- Activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority;
- All other requests will then be considered. -Where feasible, the use of the buses will be approved on a first-come, first-served basis. If simultaneous requests are received, then distance to be traveled and the number of passengers will be considered in determining priority. In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

University Shuttle Buses

University-owned shuttle buses provide regular daily service on campus. Shuttle buses may be reserved for university business by university groups after hours and on weekends on a limited first-come, first-served basis. Every effort will be made to provide fair and equitable scheduling of the shuttle buses and to generate sufficient revenue to pay for their operation and maintenance.

Breakdowns and Accidents

All accidents involving a university vehicle must be reported immediately to the appropriate law enforcement agency and the Physical Plant Transportation Department. Instructions for proper reporting and handling of accidents and breakdowns will be provided at the time of vehicle pick up and may also be found on the Transportation Department's website.

In all cases in which a vehicle cannot be returned to the campus, the Physical Plant Transportation Department should be contacted during business hours or the University Police Department if during non-business hours. The manager of transportation must arrange all major repairs. Drivers involved in an accident ~~will be~~*will be* required to submit to a drug and alcohol screening in accordance with university policy on Drug and Alcohol Testing (11.6). Departments using fleet vehicles ~~will~~ *may* be charged for damages as the result of accidents or from abusive use.

The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident. The university's insurance covers a driver's liability if he/she is an approved university driver operating the vehicle in an official capacity.

Charges

Rates are established to generate revenue to pay for the operation and maintenance of the rental vehicles. In addition, all expenses, including meals and lodging for the professional driver(s) provided are the responsibility of the renting department. Refer to the physical plant website for current rates.

Fuel is furnished as part of the rental price of the vehicle if purchased on fuel cards provided at the time of the rental. Fuel purchases not using the provided fuel cards will be at the expense of the renting department. Any other purchases on the university fuel card are prohibited.

Special Provisions

- All drivers of buses must have a Class B-CDL license with a 'passengers' endorsement and submit to Department of Transportation physicals and drug baseline and random testing.
- All drivers must have a valid driver certificate issued by the University Police Department.

- Buses must carry at least 1/3 of their capacity.
- No alcoholic beverages will be allowed in state vehicles.
- In accordance with university policy on Smoking, Vaping, and Use of Tobacco Products (13.21), smoking, vaping, and the use of tobacco products are prohibited in vehicles owned or leased by the university.
- Texting while operating a vehicle owned or leased by the university is prohibited. Use of electronic devices while driving a vehicle owned or leased by the university is subject to the Physical Plant Department Procedures for Rental of University Vehicles. The procedures may be accessed from the Physical Plant Department ~~auto rental~~ website.
- Individuals may lose *the* privilege of using university vehicles if the vehicle(s) has been damaged during use or has been used in an unsafe or unauthorized manner.

~~15 and 12~~ *~~8 and 12~~* Passenger Vans

All drivers of ~~15~~ *eight~~8~~* and 12 passenger vans must be *licensed, SFA* certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. *For safety, current 15 passenger vans have been reduced to a lower number of passengers by removing a seat. The University will no longer purchase 15 passenger,* high gravity, *vans.* Drivers in a*n* ~~15~~ eight~~*8*~~ or 12 passenger van shall not drive over a maximum of 65 miles per hour speed limit.~~ and~~ *The driver and* all passengers must wear a seat belt as recommended by the State Office of Risk Management.

~~15~~ *~~8~~Eight* and 12 passenger vans with a short wheel base (140”) and higher center of gravity (Ford, Chevy, Dodge) are limited to ~~nine~~ *eight* passengers including the driver with ~~a maximum of 50 lbs. of cargo/luggage or eight passengers including the driver with~~ a maximum of 250 lbs. cargo/luggage. *Twelve* ~~12~~ passenger vans with a longer wheel base (170”) and a lower center of gravity (Freightliner Sprinters, etc.) may carry passengers and cargo loads in accordance with the manufacturer’s specifications. All passenger vans rented from a non-university fleet (Hertz, Enterprise, etc.) must follow the limitations specified in this policy.

Cargo and/or luggage inside the van must be stacked no higher than the top of the van seats and should be placed forward of the rear axle. All cargo is prohibited on the roof. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc. No trailer hitches may be installed on the vehicle. No towing of any kind is authorized.

Cross Reference: Drug and Alcohol Testing (11.6); Smoking, Vaping, and Use of Tobacco Products (13.21); Physical Plant Department Procedures for Rental of University Vehicles.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant; Director of Environmental Health, Safety and Risk Management

Forms: None

Board Committee Assignment: Building and Grounds

Naming Opportunity – Pending Executive Session

Naming Opportunity – Pending Executive Session

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

Benefits Proportional Audit

Contract Management Audit

Bursar's Office Cash Count

Update on Audit Plan

Recommendation:

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

ANNUAL AUDIT PLAN FOR 2021-22

Explanation:

According to the *Board Rules and Regulations*, the chief audit executive shall annually submit information on the annual audit plan, work schedule and staffing plan to the president for review and to the Board of Regents for their approval.

Recommendation:

Pending consideration and recommendation by the Finance and Audit Committee that the annual audit plan be approved as presented.

STEPHEN F. AUSTIN STATE UNIVERSITY FISCAL YEAR 2022 AUDIT PLAN - DRAFT		
PROJECT	**HIGH LEVEL DESCRIPTION**	**HOURS**
Audits		
Annual Audit Plan and Report	Prepare annual audit plan and report	40
Benefits Proportional by Method of Finance Audit	Review compliance required by regulations	140
Compliance Audits	Review compliance required by regulations	450
Construction Audit	Review controls and compliance required by regulations	250
Contract Management and Procurement Audit	Review compliance required by TEC 51.9337	200
Departmental and/or Operational Audits	Review controls and compliance required by regulations	800
Endowment Audit	Review controls and compliance required by regulations	400
External Audit Assistance	Provide assistance for state, federal, and other audits	200
Facilities Audit	Review compliance required by regulations	60
Grant Audit	Review compliance required by regulations	450
Safety and Security Audit	Review compliance required by TEC 51.217	350
Information Technology Audits and Projects	Perform TAC 202 audits and other audits and projects	500
Follow-Up Audits and Projects	Perform follow-up audits and projects	500
Other Activities		
Continuous Auditing	Perform regular auditing procedures	600
Fraud & Ethics Program Projects and Investigations	Facilitate university anonymous reporting system; Perform investigations and projects	350
Special Projects	Perform special projects	300
Committees, Meetings, and Events	Serve as advisory member of committees; prepare and attend meetings and events	400
Department Activities		
Annual Risk Assessment	Facilitate annual university risk assessment	100
Quality Assurance	Perform internal quality procedures and assessments, participate on assessment teams, and records management	250
Software Maintenance and Training	Audit software	80
Professional Development and Travel	Professional development, training, and travel	280
Staff Meetings	Regular staff meetings	400
General and Administrative	Administration (planning, purchasing, payroll, scheduling, reporting, etc.)	530
General and Administrative GA	Graduate Assistant help with administrative work	350
Total Allocated Hours		7,980

ADOPTION OF THE FISCAL YEAR 2021-22 INSTITUTIONAL OPERATING BUDGET

Explanation:

In accordance with Articles III and IX of the State of Texas General Appropriations Act for the 2022-2023 biennium, the administration submits the proposed fiscal year 2021-22 institutional operating budget that totals $262, 019,418. The proposed budget contains a five percent reduction in certain mandatory tuition and fee revenue from fiscal year 2021's actual mandatory tuition and fee revenue. The proposed budget also contains $14,911,596 support from the American Rescue Plan (HEERF III), $363,284 support from prior year VSIP Reinvestment Funds and $4,289,538 support from general institutional fund balance. A detailed Higher Education Fund (HEF) allocation is also presented in association with a capital schedule.

Recommendation:

The administration recommends approval of the 2021-22 annual operating budget that totals $262,019,418 and the associated HEF allocation as presented.

Stephen F. Austin State University

Proposed

Operating and Capital Budgets

Fiscal Year 2021-2022

Stephen F. Austin State University

2021-2022 Institutional Operating Budget

SUMMARY

In accordance with Articles III and IX of the State of Texas General Appropriations Act for the 2022-2023 biennium, the administration submits the proposed fiscal year 2021-22 institutional operating budget that totals $262,019,418. The proposed budget contains a five percent reduction in certain mandatory tuition and fee revenue from fiscal year 2021's actual mandatory tuition and fee revenue. The proposed budget also contains $14,911,596 support from the American Rescue Plan (HEERF III), $363,284 support from prior year VSIP Reinvestment Funds and $4,289,538 support from general institutional fund balance.

BUDGET SUMMARY

Stephen F. Austin State University
Budgeted Expenditures
Fiscal Year 2021-22

	Faculty Salaries	Exempt Salaries	Classified Wages	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operation & Maintenance	Travel	Capital Outlay	Total
Educational & General Funds	33,017,850	3,515,751	3,425,573	59,600	201,835	0	17,229,977	11,293,063			68,743,649
Designated Purpose Funds	4,943,125	14,593,212	9,396,908	903,035	498,299	10,050	10,225,615	47,355,677	59,383		87,985,304
Non-Pledged Auxiliary Funds		5,302,838	907,714	207,647	64,063	0	1,779,777	9,553,738	1,098,435		18,914,212
Pledged Auxiliary Funds		3,102,329	3,131,089	923,912	114,326	14,140	2,586,827	15,779,032	25,000		25,676,655
Current Restricted Funds		1,585,706	589,286	782,329	16,397	0	746,793	27,204,726	38,811		30,964,048
Higher Education Funds										7,744,606	7,744,606
Debt Service Funds								21,990,944			21,990,944
TOTALS	37,960,975	28,099,836	17,450,570	2,876,523	894,920	24,190	32,568,989	133,177,180	1,221,629	7,744,606	262,019,418

Stephen F. Austin State University
Budgeted Expenditures
Fiscal Year 2020-21

	Faculty Salaries	Exempt Salaries	Classified Wages	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operation & Maintenance	Travel	Capital Outlay	Total
Educational & General Funds	31,764,741	4,153,468	3,618,145	70,272	238,947		16,507,173	11,801,053			68,153,799
Designated Purpose Funds	13,007,018	15,603,160	10,514,460	1,869,510	614,157	17,500	11,975,408	34,694,814	234,101		88,530,128
Non-Pledged Auxiliary Funds		5,543,166	978,419	201,272	89,317		1,865,252	9,754,998	1,098,435		19,530,859
Pledged Auxiliary Funds		3,080,339	3,430,622	939,248	175,919	5,340	2,615,630	15,591,816	25,000		25,863,914
Current Restricted Funds		1,571,373	478,729	782,329	12,032		772,157	27,556,030	41,515		31,214,165
Higher Education Funds										7,101,412	7,101,412
Debt Service Funds								25,072,529			25,072,529
TOTALS	44,771,759	29,951,506	19,020,375	3,862,631	1,130,372	22,840	33,735,620	124,471,240	1,399,051	7,101,412	265,466,806

Stephen F. Austin State University

Budget Summary Fund Reconciliation

Fiscal Year 2021-22

	Education & General	Designated	Non-Pledged Auxiliary	Pledged Auxiliary	Restricted	Higher Education Funds	Debt Service	Total
Budget Summary	68,743,649	87,985,304	18,914,212	25,676,655	30,964,048	7,744,606	21,990,944	262,019,418
Higher Education Funds	7,744,606							7,744,606
Debt Service	8,916,987	2,831,375		10,242,582				21,990,944
Total Budget	85,405,242	90,816,679	18,914,212	35,919,237	30,964,048	7,744,606	21,990,944	262,019,418

Stephen F. Austin State University
Capital and Higher Education Fund Schedule
Fiscal Year 2021-22

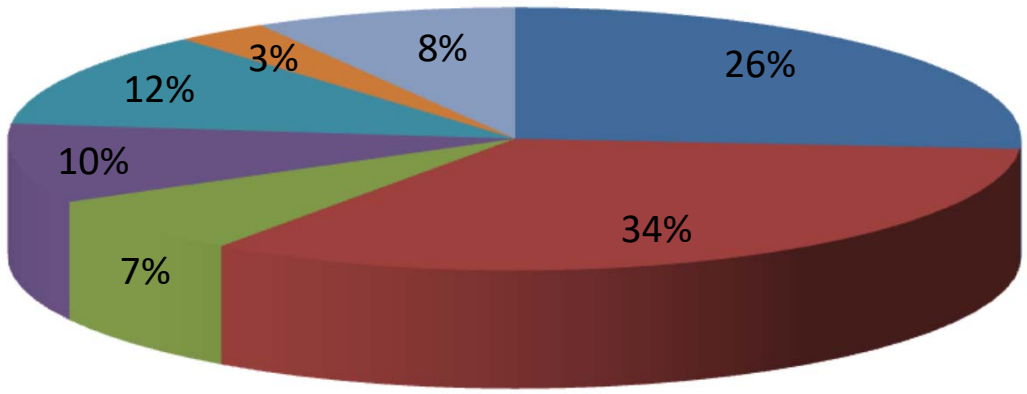
	HEF Appropriation	Fund Balance	Total
FY 2022 Higher Education Fund (HEF) Appropriation	**11,277,793**		
President's Innovation Fund		**363,284**	
Total Funds Available			**11,641,077**
Higher Education Fund Allocation			
Debt Service			
Debt Service Fine Arts	2,655,579		
Debt Service Energy Conservation Plan Phase 1	29,222		
Debt Service Energy Conservation Plan Phase 2	65,993		
Debt Service Energy Conservation Plan Phase 3	782,393		
Total Debt Service	**3,533,187**		**3,533,187**
Capital Outlay			
Cloud-Based Software	1,619,279		
SIS/ERP Hardware and Licensing	495,000		
Financial Aid/Scholarship Software	30,367		
Endpoint Management Solution	75,700		
Endpoint Protection Solution	108,150		
Firewall Annual Subscriptions	154,350		
Annual Infrastructure Refresh	250,000		
Dining Plan Software	15,000		
Internet Name Resolution Hardware	85,000		
SAN Storage	250,000		
Annual Campus Refresh Wireless	301,728		
Library Materials Budget	1,100,000		
HSEL Clinic Camera System		165,340	
Computer Replacement		60,000	
Writing Lab		20,000	
Musical Instruments		48,978	
Computer Replacements		27,000	
Fermentation Science Program		35,000	
Costume Collection Space Supplies	2,234	6,966	
CNC Router - Art Shop Equipment	12,000		
Petrographic Thin Section Laboratory Equipment	15,518		
HPE Pool Heat Exchanger	16,000		
Provost HEF Contingency	2,282		
Student Gathering Room Ferguson G71	25,000		
Graduate Athletic Training New Space Equipment	42,549		
Large Format Book Scanner	42,985		
Shelton Gym, Replace 4 AHUs	675,000		
Power Plant 2, Replace Roof	86,400		
Emergency Ops - Federal Signal SS2000D - Siren System	175,000		
Campus Safety Cameras and Operating Software	402,000		
E-Procurement Software	250,000		
Tree Replacement - Phased Approach	38,784		
Replace 25 Dumpsters	25,000		
Higher Education Fund Contingency	1,449,280		
Total Capital Outlay	**7,744,606**	**363,284**	**8,107,890**
Total Capital and Higher Education Fund Allocation	**11,277,793**	**363,284**	**11,641,077**

Stephen F. Austin State University
Schedule of Debt Service
For the Fiscal Year Ending August 31, 2022

Project	2004 Refunding Student Ctr	2015 Refunding Phase I	2015 Refunding Phase II & Rec Ctr	2016 STEM Center & Refunding 2008 and 2009 Issues	2019 A Projects			2019 B TAXABLE Dining Hall	2020 '10 Refunding Freshman Hall & Garage	Energy Savings Phase I	Energy Savings Phase 2	Energy Savings Phase 3 MuniLease	
Type of Debt	**Bond**	**Bond**	**Bond**	**Bond**	**B-ball Train Facil**	**Fine Arts**	**Res Hall**	**Bond**		**SECO Loan**	**SECO Loan**	**Purch**	**Total**
Year Issued	**13**	**15**	**15**	**16**	**19**	**19**	**19**	**19**		**12**	**12**	**14**	
If Bond, type of Bond	**Revenue**	**Revenue**	**Revenue**	**TRB**	**Revenue**	**Revenue**	**Revenue**	**Revenue**					
September 15, 2021													
Principal										55,127	128,833		183,960
Interest										3,317	3,153		6,470
October 15, 2021													
Principal	2,470,000	1,040,000	3,780,000	3,165,000	316,851	609,328	288,821	770,000	-				12,440,000
Interest	177,219	55,376	196,829	1,141,050	535,986	1,030,742	488,572	274,817	398,375				4,298,965
Fees													-
February 24, 2022													
Principal													-
Interest													-
April 15, 2022													
Principal												762,756	762,756
Interest	115,469	44,924	158,840	1,077,750	528,065	1,015,509	481,351	263,275	398,375			215,235	4,298,792
Fees													-
Total Requirements	2,762,688	1,140,299	4,135,670	5,383,800	1,380,901	2,655,579	1,258,745	1,308,092	796,750	58,444	131,986	977,991	21,990,944
Sources of Funds													
Muni Lease amts not drawn down used for DS													-
THECB TRB													-
E&G TRB				5,383,800									5,383,800
E&G HEF						2,655,579				29,222	65,993	782,393	3,533,187
Designated			1,450,474		1,380,901								2,831,375
Auxiliary - Housing		1,140,299	2,685,195				1,258,745	1,308,092	796,750	29,222	65,993	195,598	7,479,894
Auxiliary - UC	2,762,688												2,762,688
Total Sources of Funds	2,762,688	1,140,299	4,135,670	5,383,800	1,380,901	2,655,579	1,258,745	1,308,092	796,750	58,444	131,986	977,991	21,990,944

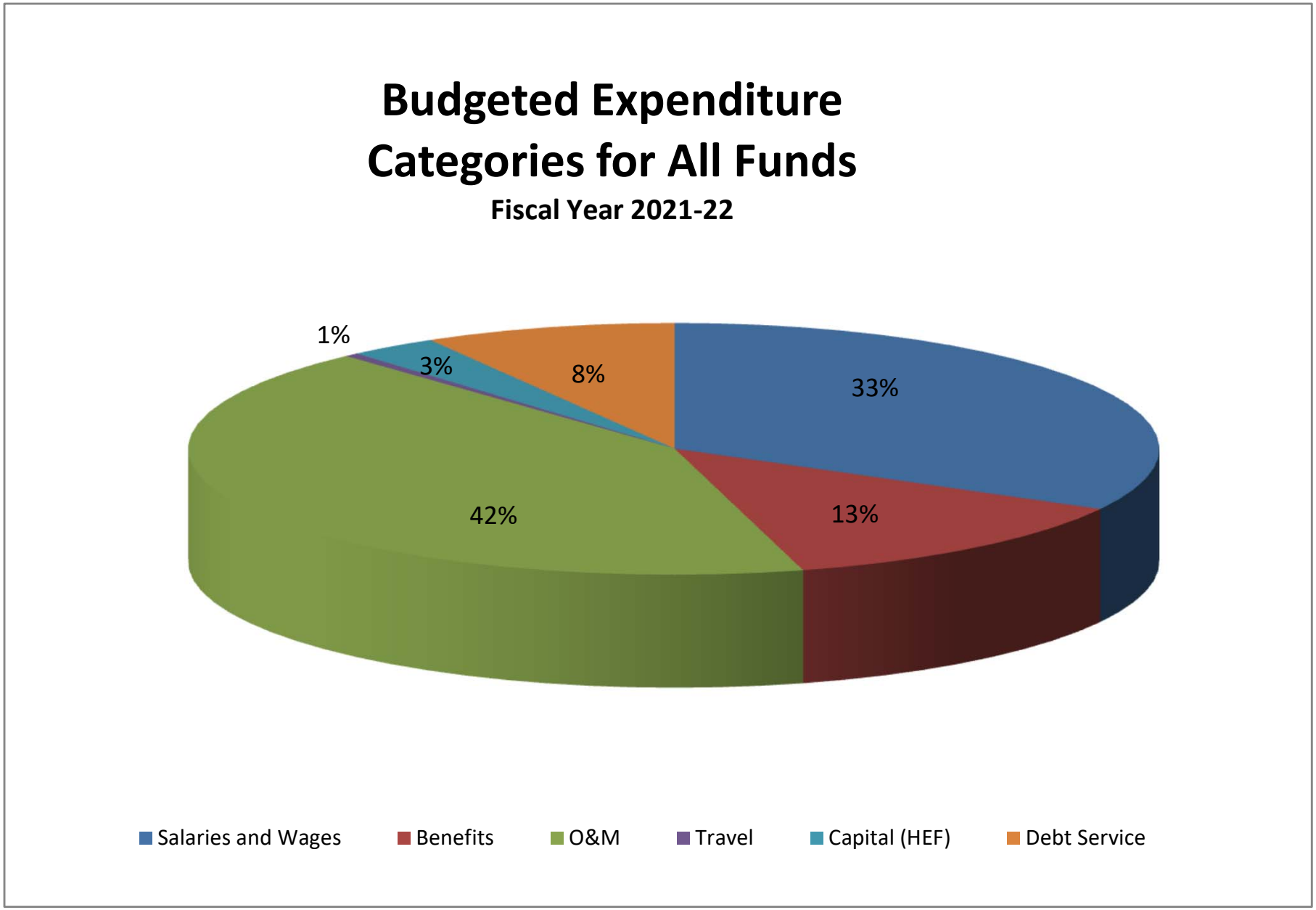
Comparison of Total Budgeted Expenditures by Fund

Fiscal Year 2021-22



E&G | Designated | Non Pledged Auxiliary | Pledged Auxiliary

Current Restricted | HEF | Debt Service


Budgeted Expenditure Categories for All Funds
Fiscal Year 2021-22
33%
13%
42%
1%
3%
8%
Salaries and Wages
Benefits
O&M
Travel
Capital (HEF)
Debt Service

Stephen F. Austin State University
Education and General Revenues and Expenditures
Fiscal Year 2021-22

EXPENDITURES

	2020-21		2021-22	
Estimated Expenditures:				
Institutional Support		24,456,100		23,216,209
Student Services		9,826,842		10,021,364
Resident Instruction:				
Faculty Salaries	31,418,858		32,653,713	
Departmental Operating Exp	12,139,762		12,120,137	
Instructional Administration	2,058,260	45,616,880	1,697,279	46,471,129
Library		1,111,302		1,100,000
Organized Activities		861,623		800,343
Organized Research		171,476		143,254
Physical Plant:				
Custodial Services	1,975,757	1,975,757	1,853,329	1,853,329
Special Items:				
Applied Poultry Studies	38,713		38,714	
Center for Applied Rsrch & Rural Innov	-		1,000,000	
Center for Applied Studies	377,523		377,523	
Center for East TX Studies	35,353		-	
Rural Nursing	270,370		270,370	
Soil Lab	41,047		41,048	
Stone Fort Museum	36,606	799,612	71,959	1,799,614
Total Estimated Expenditures		84,819,592		85,405,242

Stephen F. Austin State University
Education and General Revenues and Expenditures
Fiscal Year 2021-22

REVENUES

	2020-21		2021-22	
Estimated Revenues & Resources:				
State Appropriations:				
General Revenue	38,039,484		39,152,019	
Texas Grant Program	9,769,790		9,940,830	
Texas College Work Study	70,272		59,600	
Group Health Insurance	6,423,580		6,233,203	
FICA General Revenue	2,100,000		2,102,950	
TRS General Revenue	1,200,000		987,001	
ORP General Revenue	1,000,000		765,000	
Net General Revenue	58,603,126		59,240,603	
Higher Education Fund	11,277,793	69,880,919	11,277,793	70,518,396
Student Fees:				
Tuition	13,828,262		13,874,526	
Individual Instruction Fees	202,411	14,030,673	165,600	14,040,126
Organized Activities:				
Early Childhood Lab	750,000		678,720	
Soil Lab	40,000		50,000	
Beef Farm	35,000		35,000	
Swine Farm	8,000	833,000	8,000	771,720
Other Income and Transfers:				
Investment Income	75,000	75,000	75,000	75,000
Total Estimated Revenues & Resources		84,819,592		85,405,242

Stephen F. Austin State University
Budget Summary by Element of Cost
Fiscal Year 2021-22

E&G Fund	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	Capital Outlay	TOTAL
Institutional Support	0	1,695,961	182,359	59,600	22,773	5,693,923	8,916,987	0	6,644,606	23,216,209
Student Services	0	59,272	0	0	3,480	17,782	9,940,830	0	0	10,021,364
Resident Instruction	32,653,713	1,300,560	1,696,161	0	119,417	10,701,278	0	0	0	46,471,129
Library	0	0	0	0	0	0	0	0	1,100,000	1,100,000
Organized Activities	30,772	310,163	192,102	0	5,675	159,911	101,720	0	0	800,343
Organized Research	0	0	0	0	0	0	143,254	0	0	143,254
Physical Plant Operations	0	0	1,311,876	0	42,940	498,513	0	0	0	1,853,329
Special Items	333,365	149,795	43,075	0	7,550	158,570	1,107,259	0	0	1,799,614
TOTALS	33,017,850	3,515,751	3,425,573	59,600	201,835	17,229,977	20,210,050	0	7,744,606	85,405,242

Stephen F. Austin State University
Budget Summary
150 Institutional Support
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Advancement Services	0	98,332	69,200	0	2,045	0	50,260	0	0	0	219,837
Board of Regents	0	49,000	0	0	1,722	0	14,700	0	0	0	65,422
Controllers Office	0	11,690	0	0	424	0	3,507	0	0	0	15,621
Development	0	81,941	41,000	0	920	0	36,882	0	0	0	160,743
Director University Library	0	0	0	59,600	0	0	0	0	0	0	59,600
Finance & Admin Services	0	150,000	0	0	1,200	0	45,000	0	0	0	196,200
Institutional Effectiveness	0	44,930	0	0	488	0	13,479	0	0	0	58,897
Institutional Transfers	0	0	0	0	0	0	0	8,916,987	0	0	8,916,987
Insurance	0	0	0	0	0	0	5,130,426	0	0	0	5,130,426
Office of the President	0	134,080	33,787	0	1,240	0	50,360	0	0	0	219,467
Procurement Services	0	90,000	38,372	0	800	0	38,512	0	0	0	167,684
Provost & VP Academic Affairs	0	389,176	0	0	2,640	0	116,753	0	0	0	508,569
Safety and Risk Management	0	34,720	0	0	1,075	0	10,416	0	0	0	46,211
University Expenditures	0	0	0	0	0	0	0	0	0	6,644,606	6,644,606
VP Finance & Administration	0	419,179	0	0	7,100	0	125,754	0	0	0	552,033
VP for University Advancement	0	192,913	0	0	3,120	0	57,874	0	0	0	253,907
*TOTAL 150 Institutional Support	0	1,695,961	182,359	59,600	22,773	0	5,693,923	8,916,987	0	6,644,606	23,216,209

Stephen F. Austin State University
Budget Summary
152 Student Services
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Financial Aid	0	0	0	0	0	0	0	9,940,830	0	0	9,940,830
Financial Aid Operations	0	59,272	0	0	3,480	0	17,782	0	0	0	80,534
*TOTAL 152 Student Services	0	59,272	0	0	3,480	0	17,782	9,940,830	0	0	10,021,364

Stephen F. Austin State University
Resident Instruction
Fiscal Year 2021-22

Academic Unit	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	Capital Outlay	TOTAL
Academic Administration	664,328	626,792	500,204	0	33,167	537,116	0	0	0	2,361,607
College of Business	4,739,340	0	0	0	0	1,421,871	0	0	0	6,161,211
College of Education	6,479,419	177,813	361,412	0	18,365	2,103,520	0	0	0	9,140,529
College of Fine Arts	3,469,397	225,511	174,429	0	13,680	1,160,802	0	0	0	5,043,819
College of Forestry	1,286,090	67,321	28,838	0	6,005	439,673	0	0	0	1,827,927
College of Liberal & Applied Arts	7,732,173	60,662	304,954	0	27,300	2,429,254	0	0	0	10,554,343
College of Science & Mathematics	8,207,558	101,000	289,194	0	19,580	2,562,843	0	0	0	11,180,175
Other Instructional Departments	75,408	41,461	37,130	0	1,320	46,199	0	0	0	201,518
TOTALS	32,653,713	1,300,560	1,696,161	0	119,417	10,701,278	0	0	0	46,471,129

Stephen F. Austin State University
Budget Summary
160 Academic Administration
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Dean College of Business	179,188	210,767	37,358	0	7,460	0	128,194	0	0	0	562,967
Dean College of Education	0	0	90,150	0	1,920	0	27,045	0	0	0	119,115
Dean College of Fine Arts	80,000	3,974	0	0	72	0	25,192	0	0	0	109,238
Dean College of Forestry and Ag	61,564	208,610	2,165	0	5,675	0	81,420	0	0	0	359,434
Dean College of Sciences & Math	217,452	203,441	188,210	0	10,260	0	182,731	0	0	0	802,094
Dean Liberal and AAS	126,124	0	90,409	0	3,640	0	64,960	0	0	0	285,133
Graduate School	0	0	91,912	0	4,140	0	27,574	0	0	0	123,626
*TOTAL 160 Academic Administration	664,328	626,792	500,204	0	33,167	0	537,116	0	0	0	2,361,607

Stephen F. Austin State University
Budget Summary
180 College of Business
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Accounting	1,004,308	0	0	0	0	0	301,292	0	0	0	1,305,600
Bus Communication and Legal Studies	594,591	0	0	0	0	0	178,377	0	0	0	772,968
Economics and Finance	1,393,929	0	0	0	0	0	418,179	0	0	0	1,812,108
Mgt Mkg and Intl Business	1,746,512	0	0	0	0	0	524,023	0	0	0	2,270,535
*TOTAL 180 College of Business	4,739,340	0	0	0	0	0	1,421,871	0	0	0	6,161,211

Stephen F. Austin State University
Budget Summary
180 College of Education
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Aviation Program	85,000	0	0	0	0	0	25,500	0	0	0	110,500
COE Academic Services	133,094	0	86,000	0	4,100	0	65,728	0	0	0	288,922
COE Assessment and Accountability	133,094	55,764	28,693	0	2,880	0	65,265	0	0	0	285,696
Education Studies	2,350,470	52,049	111,189	0	5,965	0	754,113	0	0	0	3,273,786
Human Sciences	938,796	0	70,730	0	1,920	0	302,858	0	0	0	1,314,304
Human Services	1,516,483	70,000	64,800	0	1,820	0	495,385	0	0	0	2,148,488
Kinesiology and Health Science	1,322,482	0	0	0	1,680	0	394,671	0	0	0	1,718,833
*TOTAL 180 College of Education	6,479,419	177,813	361,412	0	18,365	0	2,103,520	0	0	0	9,140,529

Stephen F. Austin State University
Budget Summary
180 College of Fine Arts
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Art	1,168,476	51,548	39,523	0	5,000	0	377,864	0	0	0	1,642,411
Music	1,738,354	128,963	99,914	0	7,820	0	590,170	0	0	0	2,565,221
Theatre	562,567	45,000	34,992	0	860	0	192,768	0	0	0	836,187
*TOTAL 180 College of Fine Arts	3,469,397	225,511	174,429	0	13,680	0	1,160,802	0	0	0	5,043,819

Stephen F. Austin State University
Budget Summary
180 College of Forestry and Agriculture
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Agriculture	825,555	53,541	28,838	0	4,365	0	272,380	0	0	0	1,184,679
Forestry	460,535	13,780	0	0	1,640	0	167,293	0	0	0	643,248
*TOTAL 180 College of Forestry and Agriculture	1,286,090	67,321	28,838	0	6,005	0	439,673	0	0	0	1,827,927

Stephen F. Austin State University
Budget Summary
180 College of Liberal Arts and AAS
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Anthropology, Geography and Sociolo	671,882	60,662	0	0	6,000	0	219,763	0	0	0	958,307
English and Creative Writing	909,847	0	40,758	0	1,680	0	285,182	0	0	0	1,237,467
Government	1,043,284	0	0	0	1,920	0	312,901	0	0	0	1,358,105
History	1,109,912	0	38,467	0	1,260	0	344,514	0	0	0	1,494,153
Languages, Culture & Communication	1,097,651	0	42,537	0	5,780	0	342,056	0	0	0	1,488,024
Linguistics	154,261	0	0	0	0	0	46,278	0	0	0	200,539
Mass Communications	425,039	0	33,372	0	1,920	0	137,523	0	0	0	597,854
Military Science	0	0	40,365	0	3,120	0	12,110	0	0	0	55,595
Multidisciplinary Studies	425,603	0	36,132	0	580	0	138,521	0	0	0	600,836
Psychology	976,425	0	0	0	1,440	0	292,928	0	0	0	1,270,793
Social Work	918,269	0	73,323	0	3,600	0	297,478	0	0	0	1,292,670
*TOTAL 180 College of Liberal Arts and AAS	7,732,173	60,662	304,954	0	27,300	0	2,429,254	0	0	0	10,554,343

Stephen F. Austin State University
Budget Summary
180 College of Science & Math
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Biology	1,399,647	0	40,110	0	960	0	431,927	0	0	0	1,872,644
Chemistry	867,690	0	50,850	0	2,400	0	275,562	0	0	0	1,196,502
Computer Science	792,191	0	36,348	0	1,440	0	248,562	0	0	0	1,078,541
Geology	586,951	0	0	0	2,640	0	176,085	0	0	0	765,676
Math & Stats	1,749,529	0	0	0	2,400	0	524,859	0	0	0	2,276,788
Physics, Engineering and Astronomy	923,567	0	92,701	0	2,400	0	304,880	0	0	0	1,323,548
School of Nursing	1,887,983	101,000	69,185	0	7,340	0	600,968	0	0	0	2,666,476
*TOTAL 180 College of Science & Math	8,207,558	101,000	289,194	0	19,580	0	2,562,843	0	0	0	11,180,175

Stephen F. Austin State University
Budget Summary
156 Other Instructional Departments
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Equine Center	0	41,461	0	0	240	0	12,438	0	0	0	54,139
Pre Professional Programs	18,501	0	0	0	0	0	5,550	0	0	0	24,051
SFA Arboretum-Creech	0	0	37,130	0	1,080	0	11,139	0	0	0	49,349
School of Honors	56,907	0	0	0	0	0	17,072	0	0	0	73,979
*TOTAL 156 Other Instructional Departments	75,408	41,461	37,130	0	1,320	0	46,199	0	0	0	201,518

Stephen F. Austin State University
Budget Summary
154 Library
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Director University Library	0	0	0	0	0	0	0	0	0	1,100,000	1,100,000
*TOTAL 154 Library	0	0	0	0	0	0	0	0	0	1,100,000	1,100,000

Stephen F. Austin State University
Budget Summary
158 Organized Activities
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Beef Farms	0	44,498	0	0	120	0	13,349	5,656	0	0	63,623
Early Childhood Lab	0	265,665	192,102	0	5,555	0	137,330	78,068	0	0	678,720
Soil Lab	30,772	0	0	0	0	0	9,232	9,996	0	0	50,000
Swine Farm	0	0	0	0	0	0	0	8,000	0	0	8,000
*TOTAL 158 Organized Activities	30,772	310,163	192,102	0	5,675	0	159,911	101,720	0	0	800,343

Stephen F. Austin State University
Budget Summary
162 Organized Research
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Research & Sponsored Programs	0	0	0	0	0	0	0	143,254	0	0	143,254
*TOTAL 162 Organized Research	0	0	0	0	0	0	0	143,254	0	0	143,254

Stephen F. Austin State University
Budget Summary
164 Physical Plant
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Custodial Services	0	0	1,311,876	0	42,940	0	498,513	0	0	0	1,853,329
*TOTAL 164 Physical Plant											
	0	0	1,311,876	0	42,940	0	498,513	0	0	0	1,853,329

Stephen F. Austin State University
Budget Summary
166 Special Items
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Applied Poultry Studies	0	29,822	0	0	0	0	8,892	0	0	0	38,714
Center for Applied Studies	147,386	36,883	43,075	0	2,935	0	68,494	78,750	0	0	377,523
Ctr for Appl Research & Rural Inno	0	0	0	0	0	0	0	1,000,000	0	0	1,000,000
Rural Nursing	185,979	0	0	0	0	0	56,076	28,315	0	0	270,370
Soil Lab	0	31,296	0	0	169	0	9,389	194	0	0	41,048
Stone Fort Museum Spears	0	51,794	0	0	4,446	0	15,719	0	0	0	71,959
*TOTAL 166 Special Items	333,365	149,795	43,075	0	7,550	0	158,570	1,107,259	0	0	1,799,614

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
AARC	224,991	120,510			345,501
ASEP TEA Technology Fee				28,180	28,180
Academic Advising		237,450			237,450
Academic Affairs Support	363,284				363,284
Accounting	118,445			118,277	236,722
Administrative Support	37,380				37,380
Admissions	1,618,433	319,456		400,000	2,337,889
Agriculture	53,620			20,000	73,620
Agriculture Education				11,000	11,000
Anthropology, Geography, Sociol	48,553			49,421	97,974
Applied Poultry Studies	13,567				13,567
Art	160,290				160,290
Art Academy				1,500	1,500
Art Education				1,500	1,500
Arts Information Ofc				9,875	9,875
Athletic Facilities				11,500	11,500
Audit Services	475,794				475,794
Auto Liability	129,248				129,248
Axe Handle	63,120				63,120
Bands				200,000	200,000
Banner Project Management		409,308			409,308
Board of Regents	39,520			5,000	44,520
Building Maintenance		1,768,275			1,768,275
Bus Communication and Legal Studi	141,348			234,244	375,592
COE Academic Services	273,060	216,055			489,115
COE Assessment and Accountability	373,692				373,692
CPM Program				45,000	45,000
Campus Rec Equipment Replacement				97,587	97,587
Campus Recreation		200,000		2,804,151	3,004,151
Campus Recycling		5,000			5,000
Capital Campaign	123,980				123,980
Carpenters		-120			-120
Cattle Development				5,000	5,000

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Center for Teaching & Learning	37,982	173,371		840,747	1,052,101
Central Stores		129,736			129,736
Chemistry	111,096			100	111,196
Childrens Performing Arts				42,000	42,000
Choirs				76,500	76,500
Cnt for Career and Prof Dev	194,008			50,000	244,008
Cole Audiological Lab				320,000	320,000
Community Garden-Sprout				8,000	8,000
Computer Science				30,909	30,909
Controllers Office	918,146	239,997		227,656	1,385,800
Counseling Clinic				1,000	1,000
Counseling Services	378,358	53,882			432,240
Criminal Justice				300	300
Custodial O&M		-6,460			-6,460
Custodial Services		168,624			168,624
Custodial Services		98,254			98,254
DEXA				90	90
Dance Production				2,860	2,860
Dean College of Business	424,753	155,344			580,097
Dean College of Education	263,906				263,906
Dean College of Fine Arts	243,276	53,778			297,054
Dean College of Forestry and Ag	28,410			600	29,010
Dean College of Sciences & Math	119,701	66,889			186,590
Dean Liberal and AAS	180,131			0	180,131
Dean of Students	56,130				56,130
Development	487,942				487,942
Director University Library	1,755,237			4,250	1,759,487
Disability Services	401,174			100	401,274
Early Childhood Lab				20,000	20,000
Eco - 339 Note Packets				6,500	6,500
Economics and Finance	43,584				43,584
Education Studies	43,208			215,423	258,631
Educator Cert Application Fee				70,600	70,600

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Emergency Management Ops	4,250				4,250
Employee Blanket Bond Insurance	35,000				35,000
Employee Ed Asst Plan	250,000				250,000
Employee Wellness Program	57,640			3,200	60,840
English and Creative Writing	413,170				413,170
Env Sci Sales & Service				300	300
Environmental Science	247,413				247,413
Equine Center				34,500	34,500
Equine Riding Lesson Program				5,000	5,000
Finance & Admin Services		91,390			91,390
Financial Aid - Set Asides			331,888	6,482,767	6,814,655
Financial Aid - TPEG				1,990,222	1,990,222
Financial Aid ACA				81,000	81,000
Financial Aid Operations	799,124				799,124
Food Plots and Supp Feeding				100	100
Food Service ECHL				76,470	76,470
Forestry	826,203	54,020		88,241	968,464
Forestry GIS Lab				200	200
Freshman & Transfer Seminars	13,720				13,720
General Contingency	1,997,866	20,304		215,000	2,233,170
General Services		560,654			560,654
Geology	136,041			20,000	156,041
Government	129,343			95,211	224,554
Graduate Application Fee				70,000	70,000
Graduation Video Tapes				1,750	1,750
Grounds Care		-120			-120
Grounds Maintenance		694,243			694,243
Heifer Development				25,000	25,000
Heritage Research Center	105,699			900	106,599
History	53,950			42,400	96,350
Human Resources	690,588	53,780			744,368
Human Sciences				478,104	478,104
Human Services & Ed Leadership	121,028			132,070	253,098

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
IDC Revenues				165,000	165,000
ITS Academic Support	15,451	318,073		77,258	410,782
ITS Information Security		597,759			597,759
ITS Wepa Student Printing				10,000	10,000
Information Tech Svcs		3,187,478			3,187,478
Institutional Effectiveness	231,202				231,202
Institutional Memberships	70,000				70,000
Institutional Research	368,180				368,180
Institutional Transfers		1,380,901			1,380,901
Insurance	1,702,981				1,702,981
International Programs	231,601			75,107	306,708
International Student Applications				5,000	5,000
Investment Income Bank				100,000	100,000
Jack Camp				101,840	101,840
Jazz Ensemble				500	500
Jewelry				500	500
Keyboard Ensemble				5,000	5,000
Kinesiology & Health Science	113,225				113,225
LMB Sales				2,500	2,500
Languages, Culture & Communication	129,412				129,412
Marketing Campaign	870,792				870,792
Marketing Campaign - Website		281,937			281,937
Mass Communications	139,101				139,101
Math & Stats	378,766			217,129	595,895
Mgt Mkg and Intl Business	224,616			47,344	271,960
Mobile Suite Units				15,000	15,000
Music	686,643			115,929	802,572
Music Preparatory				75,500	75,500
Office of Diversity, Equity & Inclusion	5,000	201,933			206,933
Office of General Counsel	499,809				499,809
Office of Student Rights & Resp	154,550			2,000	156,550
Office of the President	200,513			30,000	230,513
Opera Singers				250	250

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
Orchestra				25,100	25,100
Orientation Programs				402,000	402,000
Other Utilities O&M		548,874			548,874
Outside Investments				200,000	200,000
Parents Day				1,500	1,500
Physical Plant		915,590			915,590
Physics, Engineering and Astronomy				24,100	24,100
Planetarium				10,500	10,500
Post Office	66,152				66,152
Poultry Farm				180,000	180,000
Pre-Law Academy				34,000	34,000
Presidents Home	45,625				45,625
Pressbox Operations				90,000	90,000
Procurement Services	619,154	75,508			694,662
Property Deposit Scholarship				100,000	100,000
Property Services				20,000	20,000
Property and Casualty	550,000				550,000
Provost & VP Academic Affairs	13,398,534		1,857,030		15,255,564
Psychology	107,029			20,561	127,590
Purple Premium Cattle				25,200	25,200
Purple Promise				100,000	100,000
Quality Assurance System Fee				124,722	124,722
Quantity Foods Lab				22,000	22,000
RHA Agency				1,000	1,000
RHA Safety				1,000	1,000
Registrar	508,855			50,000	558,855
Research & Sponsored Programs	381,773				381,773
Research Enhancement				209,343	209,343
Risk Management	10,000				10,000
SFA Achievement Scholarship	200,000				200,000
SFA Press				160,000	160,000
SFA STEM Scholarships				200,000	200,000
SORM	310,000				310,000

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
STEM Center	271,981			250,000	521,981
Safety and Risk Management	172,467	193,886			366,353
School Psychology Assessment Cent				1,972	1,972
School of Honors	92,292				92,292
School of Nursing	284,487			1,000	285,487
Social Work	206,884			38,814	245,698
Soil Lab	20,112			10,000	30,112
Sound Recording				250	250
Speech Workbook				4,920	4,920
Speech and Hearing Clinic				25,000	25,000
Spirit Flags				100	100
Stone Fort Museum Spears	3,597			2,800	6,397
Student Publications		162,882			162,882
Student Success Center	37,673	20,286			57,959
Student Support Center		177,021			177,021
Sustainability				112,993	112,993
TX Rangers Scholarship	1,000				1,000
Telecommunication & Networking		1,873,256			1,873,256
Theatre	8,333			27,724	36,057
Title IX Compliance	284,365				284,365
Top 10 Scholarship	3,750,000				3,750,000
Tower Lease				66,000	66,000
Tuition Rebates	460,000				460,000
UA Divisional Vehicle				100	100
UPD Public Safety	50,000				50,000
UPD Training				1,000	1,000
Univ Mkt/Comm Promotional Items				1,000	1,000
Univ Res Hall Scholarship	500,000				500,000
University Expenditures	233,600				233,600
University Marketing Comm	995,733	253,697		2,500	1,251,930
University Partnerships	66,240				66,240
University Police Department	792,964				792,964

Stephen F. Austin State University
Budget Summary - Designated Funds
Fiscal Year 2021-22

Source and Application of Funds

Department	Designated Tuition	University Services Fee	Differential Tuition	Other Income	TOTALS
University Support	65,000				65,000
Utilities	524,825	1,640,143			2,164,968
VP Finance & Administration	349,329			330,000	679,329
VP Student Affairs	185,797				185,797
VP for University Advancement	73,990				73,990
VSIP - Staff Replacement Funds	714,185				714,185
VSIP - Provost	158,947				158,947
VSIP Annual Savings	2,148,520	200,731		25,247	2,374,497
VSIP Discretionary Reinvestment	465,891				465,891
Totals	50,963,578	17,913,575	2,188,918	19,750,608	90,816,679

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	223,270	37,700	0	6,240	0	78,291	0	0	0	345,501
ASEP TEA Technology Fee	0	0	0	0	0	0	0	28,180	0	0	28,180
Academic Advising	0	91,159	86,633	0	6,320	0	53,338	0	0	0	237,450
Academic Affairs Support	0	0	0	0	0	0	0	363,284	0	0	363,284
Accounting	148,340	0	38,881	0	1,400	0	46,499	1,602	0	0	236,722
Administrative Support	0	0	0	0	0	0	0	37,380	0	0	37,380
Admissions	0	597,196	815,945	32,000	25,220	0	424,240	443,288	0	0	2,337,888
Agriculture	0	0	39,492	0	2,280	0	11,848	20,000	0	0	73,620
Agriculture Education	0	0	0	0	0	0	0	11,000	0	0	11,000
Anthropology, Geography and Sociolo	39,537	0	36,333	0	1,320	0	20,784	0	0	0	97,974
Applied Poultry Studies	0	10,478	0	0	0	0	3,089	0	0	0	13,567
Art	116,152	0	6,299	0	1,104	0	36,735	0	0	0	160,290
Art Academy	0	0	0	0	0	0	0	1,500	0	0	1,500
Art Education	0	0	0	0	0	0	0	1,500	0	0	1,500
Arts Information Ofc	0	0	0	0	0	0	0	9,875	0	0	9,875
Athletic Facilities	0	0	0	0	0	0	0	11,500	0	0	11,500
Audit Services	0	288,579	0	0	2,557	0	71,574	107,664	5,420	0	475,794
Auto Liability	0	0	0	0	0	0	0	129,248	0	0	129,248
Axe Handle	0	48,000	0	0	720	0	14,400	0	0	0	63,120
Bands	57,490	0	0	20,000	0	0	17,247	105,263	0	0	200,000
Banner Project Management	0	229,303	0	0	2,480	0	68,791	108,734	0	0	409,308
Board of Regents	0	0	0	0	0	0	0	44,520	0	0	44,520
Building Maintenance	0	76,029	1,214,167	0	32,020	0	387,059	59,000	0	0	1,768,275
Bus Communication and Legal Studies	265,395	0	34,668	0	480	0	75,049	0	0	0	375,592
COE Academic Services	0	164,073	206,308	0	7,620	0	111,114	0	0	0	489,115
COE Assessment and Accountability	0	58,663	221,454	0	9,540	0	84,035	0	0	0	373,692
CPM Program	0	0	0	0	0	0	0	45,000	0	0	45,000
Campus Rec Equipment Replacement	0	0	0	0	0	0	0	97,587	0	0	97,587
Campus Recreation	0	488,857	201,864	390,881	12,480	0	207,216	1,702,853	0	0	3,004,151
Campus Recycling	0	0	0	0	0	0	0	5,000	0	0	5,000
Capital Campaign	0	0	0	0	0	0	0	123,980	0	0	123,980
Carpenters	0	0	0	0	0	0	0	-120	0	0	-120
Cattle Development	0	0	0	0	0	0	0	5,000	0	0	5,000
Center for Teaching and Learning	0	413,283	300,000	30,000	12,940	0	220,023	75,854	0	0	1,052,100
Central Stores	0	0	77,817	11,593	1,080	0	23,345	15,901	0	0	129,736
Chemistry	52,689	0	32,400	0	480	0	25,527	100	0	0	111,196
Childrens Performing Arts	0	5,978	0	0	238	0	1,793	33,991	0	0	42,000
Choirs	0	0	0	0	0	0	0	76,500	0	0	76,500
Cnt for Career and Prof Dev	0	143,714	0	15,440	1,740	0	43,114	40,000	0	0	244,008
Cole Audiological Lab	0	88,633	0	0	1,200	0	26,590	203,577	0	0	320,000
Community Garden-Sprout	0	0	0	0	0	0	0	8,000	0	0	8,000
Computer Science	24,727	0	0	0	0	0	6,182	0	0	0	30,909
Controllers Office	0	589,561	399,951	26,676	15,603	0	296,853	51,556	5,600	0	1,385,800
Counseling Clinic	0	0	0	0	0	0	0	1,000	0	0	1,000
Counseling Services	0	304,385	0	8,160	4,380	0	91,315	24,000	0	0	432,240
Criminal Justice	0	0	0	0	0	0	0	300	0	0	300
Custodial O&M	0	0	0	0	0	0	0	-6,460	0	0	-6,460
Custodial Services	0	0	46,001	79,997	2,860	0	13,800	25,966	0	0	168,624
Custodial Services	0	0	52,474	0	1,440	0	19,940	24,400	0	0	98,254
DEXA	0	0	0	0	0	0	0	90	0	0	90
Dance Production	0	0	0	0	0	0	0	2,860	0	0	2,860
Dean College of Business	172,022	69,679	193,712	0	14,060	0	130,624	0	0	0	580,097
Dean College of Education	0	170,051	32,400	0	720	0	60,735	0	0	0	263,906
Dean College of Fine Arts	0	106,901	117,130	0	5,813	0	67,210	0	0	0	297,054
Dean College of Forestry and Ag	0	0	21,115	0	960	0	6,335	600	0	0	29,010

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Dean College of Sciences & Math	0	101,851	36,341	0	6,940	0	41,458	0	0	0	186,590
Dean Liberal and AAS	0	51,940	83,099	0	4,580	0	40,512	0	0	0	180,131
Dean of Students	0	31,311	11,649	0	282	0	12,888	0	0	0	56,130
Development	0	340,171	0	0	3,640	0	102,051	42,080	0	0	487,942
Director University Library	92,735	906,983	323,064	0	35,620	0	396,835	4,250	0	0	1,759,487
Disability Services	0	178,486	89,078	27,558	8,980	0	80,269	16,903	0	0	401,274
Early Childhood Lab	0	0	0	0	0	0	0	20,000	0	0	20,000
Eco - 339 Note Packets	0	0	0	0	0	0	0	6,500	0	0	6,500
Economics and Finance	0	0	33,372	0	200	0	10,012	0	0	0	43,584
Education Studies	172,338	0	32,960	0	360	0	52,973	0	0	0	258,631
Educator Cert Application Fee	0	0	0	0	0	0	0	70,600	0	0	70,600
Emergency Management Ops	0	0	0	0	0	0	0	4,250	0	0	4,250
Employee Blanket Bond Insurance	0	0	0	0	0	0	0	35,000	0	0	35,000
Employee Ed Asst Plan	0	0	0	0	0	0	0	250,000	0	0	250,000
Employee Wellness Program	0	43,415	0	0	1,200	0	13,025	3,200	0	0	60,840
English and Creative Writing	317,823	0	0	0	0	0	95,347	0	0	0	413,170
Env Sci Sales & Service	0	0	0	0	0	0	0	300	0	0	300
Environmental Science	190,318	0	0	0	0	0	57,095	0	0	0	247,413
Equine Center	0	0	0	0	0	0	0	34,500	0	0	34,500
Equine Riding Lesson Program	0	0	0	0	0	0	0	5,000	0	0	5,000
Finance & Admin Services	0	70,300	0	0	0	0	21,090	0	0	0	91,390
Financial Aid	0	0	0	0	0	0	0	8,804,877	0	0	8,804,877
Financial Aid ACA	0	57,072	5,512	0	1,766	0	16,650	0	0	0	81,000
Financial Aid Operations	0	344,244	220,192	500	16,754	0	169,331	39,103	9,000	0	799,124
Food Plots and Supp Feeding	0	0	0	0	0	0	0	100	0	0	100
Food Service ECHL	0	0	0	0	0	0	0	76,470	0	0	76,470
Forestry	510,844	85,365	165,466	0	7,530	0	199,259	0	0	0	968,464
Forestry GIS Lab	0	0	0	0	0	0	0	200	0	0	200
Freshman & Transfer Seminars	10,000	0	0	0	720	0	3,000	0	0	0	13,720
General Contingency	0	0	0	0	0	0	0	2,233,170	0	0	2,233,170
General Services	0	68,646	316,242	0	11,260	0	115,466	49,040	0	0	560,654
Geology	64,000	0	38,385	0	2,940	0	30,716	20,000	0	0	156,041
Government	128,926	0	39,273	0	3,380	0	46,975	6,000	0	0	224,554
Graduate Application Fee	0	0	27,000	0	240	0	8,100	34,660	0	0	70,000
Graduation Video Tapes	0	0	0	0	0	0	0	1,750	0	0	1,750
Grounds Care	0	0	0	0	0	0	0	-120	0	0	-120
Grounds Maintenance	0	66,940	362,956	0	12,860	0	128,969	122,518	0	0	694,243
Heifer Development	0	0	0	0	0	0	0	25,000	0	0	25,000
Heritage Research Center	25,928	54,456	0	0	1,200	0	24,115	900	0	0	106,599
History	75,420	0	0	0	0	0	20,930	0	0	0	96,350
Human Resources	0	309,505	200,000	22,618	6,054	0	152,852	51,519	1,820	0	744,368
Human Sciences	382,483	0	0	0	0	0	95,621	0	0	0	478,104
Human Services	167,374	0	30,257	0	1,460	0	54,007	0	0	0	253,098
IDC Revenues	0	0	0	0	0	0	0	165,000	0	0	165,000
ITS Academic Support	0	133,889	161,390	0	6,520	0	88,583	20,400	0	0	410,782
ITS Information Security	0	336,274	46,556	0	8,200	0	114,849	91,880	0	0	597,759
ITS Wepa Student Printing	0	0	0	0	0	0	0	10,000	0	0	10,000
Information Tech Svcs	0	1,639,238	47,250	0	35,685	0	505,946	959,359	0	0	3,187,478
Institutional Effectiveness	0	100,989	75,603	0	1,632	0	52,978	0	0	0	231,202
Institutional Memberships	0	0	0	0	0	0	0	70,000	0	0	70,000
Institutional Research	0	278,969	0	0	5,520	0	83,691	0	0	0	368,180
Institutional Transfers	0	0	0	0	0	0	0	1,380,901	0	0	1,380,901
Insurance	0	0	0	0	0	0	1,702,981	0	0	0	1,702,981
International Programs	0	68,857	105,436	0	5,020	0	52,288	75,107	0	0	306,708
International Student Applications	0	0	0	0	0	0	0	5,000	0	0	5,000

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Investment Income Bank	0	0	0	0	0	0	0	100,000	0	0	100,000
Jack Camp	0	0	0	5,500	0	0	0	96,340	0	0	101,840
Jazz Ensemble	0	0	0	0	0	0	0	500	0	0	500
Jewelry	0	0	0	0	0	0	0	500	0	0	500
Keyboard Ensemble	0	0	0	0	0	0	0	5,000	0	0	5,000
Kinesiology and Health Science	0	0	85,742	0	1,760	0	25,723	0	0	0	113,225
LMB Sales	0	0	0	0	0	0	0	2,500	0	0	2,500
Languages, Culture & Communication	99,548	0	0	0	0	0	29,864	0	0	0	129,412
Marketing Campaign	0	145,000	0	0	0	0	43,500	682,292	0	0	870,792
Marketing Campaign - Website	0	47,123	167,598	0	2,800	0	64,416	0	0	0	281,937
Mass Communications	107,001	0	0	0	0	0	32,100	0	0	0	139,101
Math & Stats	390,984	0	71,493	0	3,360	0	130,058	0	0	0	595,895
Mgt Mkg and Intl Business	175,379	0	40,438	0	2,160	0	53,983	0	0	0	271,960
Mobile Suite Units	0	0	0	0	0	0	0	15,000	0	0	15,000
Music	603,840	0	6,299	0	3,524	0	178,809	10,100	0	0	802,572
Music Preparatory	0	10,000	26,227	6,000	0	0	10,868	22,405	0	0	75,500
Office of Diversity, Equity & Inclu	0	110,000	44,410	0	1,200	0	46,323	5,000	0	0	206,933
Office of General Counsel	0	386,400	0	0	2,218	0	95,920	9,171	6,100	0	499,809
Office of Student Rights & Resp	0	104,500	0	8,500	1,700	0	31,350	10,500	0	0	156,550
Office of the President	0	123,625	0	0	1,680	0	37,088	57,320	10,800	0	230,513
Opera Singers	0	0	0	0	0	0	0	250	0	0	250
Orchestra	0	0	0	0	0	0	0	25,100	0	0	25,100
Orientation Programs	0	121,760	37,525	51,200	2,460	0	47,786	141,269	0	0	402,000
Other Utilities O&M	0	51,500	47,295	0	1,800	0	29,639	418,640	0	0	548,874
Outside Investments	0	0	0	0	0	0	0	200,000	0	0	200,000
Parents Day	0	0	0	0	0	0	0	1,500	0	0	1,500
Physical Plant	0	552,994	107,422	11,433	9,420	0	198,125	36,196	0	0	915,590
Physics, Engineering and Astronomy	0	0	0	0	0	0	0	24,100	0	0	24,100
Planetarium	0	0	0	1,500	0	0	0	9,000	0	0	10,500
Post Office	0	0	50,332	0	720	0	15,100	0	0	0	66,152
Poultry Farm	29,388	0	0	0	575	0	8,816	141,221	0	0	180,000
Pre-Law Academy	0	0	0	0	0	0	0	34,000	0	0	34,000
Presidents Home	0	0	0	0	0	0	0	45,625	0	0	45,625
Pressbox Operations	0	0	0	0	0	0	0	90,000	0	0	90,000
Procurement Services	0	314,328	194,630	12,839	10,316	0	152,688	9,561	300	0	694,662
Property Deposit Scholarship	0	0	0	0	0	0	0	100,000	0	0	100,000
Property Services	0	0	0	3,000	0	0	0	17,000	0	0	20,000
Property and Casualty	0	0	0	0	0	0	0	550,000	0	0	550,000
Provost & VP Academic Affairs	0	63,786	57,796	0	2,920	0	36,475	15,094,587	0	0	15,255,564
Psychology	56,949	0	39,784	0	2,660	0	28,197	0	0	0	127,590
Purple Premium Cattle	0	0	0	0	0	0	0	25,200	0	0	25,200
Purple Promise	0	0	0	0	0	0	0	100,000	0	0	100,000
Quality Assurance System Fee	0	0	0	0	0	0	0	124,722	0	0	124,722
Quantity Foods Lab	0	0	0	0	0	0	0	22,000	0	0	22,000
RHA Agency	0	0	0	0	0	0	0	1,000	0	0	1,000
RHA Safety	0	0	0	0	0	0	0	1,000	0	0	1,000
Registrar	0	118,785	261,874	29,000	12,946	0	114,042	19,428	2,780	0	558,855
Research & Sponsored Programs	0	250,349	36,649	0	8,676	0	86,099	0	0	0	381,773
Research Enhancement	62,700	0	0	0	0	0	9,772	136,871	0	0	209,343
Risk Management	0	0	0	0	0	0	0	10,000	0	0	10,000
SFA Achievement Scholarship	0	0	0	0	0	0	0	200,000	0	0	200,000
SFA Press	0	42,065	0	0	0	0	12,620	105,315	0	0	160,000
SFA STEM Scholarships	0	0	0	0	0	0	0	200,000	0	0	200,000
SORM	0	0	0	0	0	0	0	310,000	0	0	310,000
STEM Center	0	205,611	0	0	4,687	0	61,683	250,000	0	0	521,981

Stephen F. Austin State University
Budget Summary
190 Designated Programs
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Safety and Risk Management	0	195,524	19,166	5,881	4,335	0	64,407	77,040	0	0	366,353
School Psychology Assessment Center	0	0	0	0	0	0	0	1,972	0	0	1,972
School of Honors	0	0	68,809	0	2,840	0	20,643	0	0	0	92,292
School of Nursing	121,888	55,000	41,025	0	1,200	0	65,374	1,000	0	0	285,487
Social Work	158,640	0	31,522	0	40	0	55,496	0	0	0	245,698
Soil Lab	0	16,851	0	0	91	0	5,055	8,115	0	0	30,112
Sound Recording	0	0	0	0	0	0	0	250	0	0	250
Speech Workbook	0	0	0	0	0	0	0	4,920	0	0	4,920
Speech and Hearing Clinic	0	0	0	0	0	0	0	25,000	0	0	25,000
Spirit Flags	0	0	0	0	0	0	0	100	0	0	100
Stone Fort Museum Spears	0	2,726	0	0	234	0	637	2,800	0	0	6,397
Student Publications	0	79,543	43,705	0	2,660	0	36,974	0	0	0	162,882
Student Success Center	0	43,968	0	0	800	0	13,191	0	0	0	57,959
Student Support Center	0	0	38,220	95,255	880	0	11,466	31,200	0	0	177,021
Sustainability	0	0	0	0	0	0	0	112,993	0	0	112,993
TX Rangers Scholarship	0	0	0	0	0	0	0	1,000	0	0	1,000
Telecommunication & Networking	0	534,654	362,784	0	17,460	0	269,231	689,127	0	0	1,873,256
Theatre	0	0	6,299	0	144	0	1,890	16,724	11,000	0	36,057
Title IX Compliance	0	182,800	0	0	960	0	54,840	45,765	0	0	284,365
Top 10 Scholarship	0	0	0	0	0	0	0	3,750,000	0	0	3,750,000
Tower Lease	0	0	0	0	0	0	0	66,000	0	0	66,000
Tuition Rebates	0	0	0	0	0	0	0	460,000	0	0	460,000
UA Divisional Vehicle	0	0	0	0	0	0	0	100	0	0	100
UPD Public Safety	0	0	0	0	0	0	0	50,000	0	0	50,000
UPD Training	0	0	0	0	0	0	0	1,000	0	0	1,000
Univ Mkt/Comm Promotional Items	0	0	0	0	0	0	0	1,000	0	0	1,000
Univ Res Hall Scholarship	0	0	0	0	0	0	0	500,000	0	0	500,000
University Expenditures	0	0	0	0	0	0	0	233,600	0	0	233,600
University Marketing Communications	0	551,151	204,773	7,504	15,920	0	226,806	239,213	6,563	0	1,251,930
University Partnerships	0	50,215	0	0	960	0	15,065	0	0	0	66,240
University Police Department	0	118,965	470,580	0	0	10,050	176,864	16,505	0	0	792,964
University Support	0	0	0	0	0	0	0	65,000	0	0	65,000
Utilities	0	0	0	0	0	0	0	2,164,968	0	0	2,164,968
VP Finance & Administration	0	45,423	57,850	0	2,454	0	30,982	542,620	0	0	679,329
VP Student Affairs	0	82,500	58,136	0	1,020	0	42,191	1,950	0	0	185,797
VP for University Advancement	0	0	54,700	0	2,880	0	16,410	0	0	0	73,990
VSIP - Finance & Admin	0	549,373	0	0	0	0	164,812	0	0	0	714,185
VSIP - Provost	122,267	0	0	0	0	0	36,680	0	0	0	158,947
VSIP Annual Savings	0	0	0	0	0	0	0	2,374,497	0	0	2,374,497
VSIP Discretionary Reinvestment	0	0	0	0	0	0	0	465,891	0	0	465,891
*TOTAL 190 Designated Programs	4,943,125	14,593,212	9,396,908	903,035	498,299	10,050	10,225,615	50,187,052	59,383	0	90,816,679

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Alumni Relations	277,587								277,587
Athletic Facilities		505,197							505,197
Athletic Misc. Exp. Schlp			91,792						91,792
Athletic Ticket Office								27,100	27,100
Athletic Training	452,933								452,933
Athletic Training Medical	280,000		20,000						300,000
Athletic Training Student Trainers	4,500		9,000						13,500
Athletics Director	5,625		45,000						50,625
Athletics Wellness Center		137,761							137,761
Bands	55,290		195,916						251,206
Baseball Operations	366,984			10,000					376,984
Baseball Recruiting	15,675								15,675
Baseball Scholarships	244,381								244,381
Baseball Travel	108,500								108,500
Beach Volleyball Operations	66,615								66,615
Beach Volleyball Recruiting	10,000								10,000
Beach Volleyball Scholarships	90,000								90,000
Beach Volleyball Travel	35,000								35,000
Cnt for Career and Prof Dev			22,997						22,997
Counseling Services			114,201						114,201
Dance Production			4,700						4,700
Evening Shuttle Service			50,000						50,000
Football Operations	1,080,560			100,000	444,000		15,000	61,000	1,700,560
Football Recruiting	75,000								75,000
Football Scholarships	1,525,353		294,528						1,819,881
Football Travel	185,000					30,000			215,000
Fraternity/Sorority Life			17,498						17,498
Gallery			36,456						36,456
Game Operations	407,991								407,991
General Contingency	12,463							8,000	20,463
Health Services	61,577		659,428					72,000	793,004
Homecoming			19,759					2,500	22,259
Intercollegiate Athletics	1,044,904	194,070				400,000		55,056	1,694,030
Involvement Center			20,622						20,622
Jack SORC			7,589						7,589
Lumberjack Culture Association			3,293						3,293
Mens Basketball Operations	589,250			90,000	231,000	181,000	15,000		1,106,250
Mens Basketball Recruiting	145,000								145,000
Mens Basketball Scholarships	221,593		43,298			39,000			303,891
Mens Basketball Travel	175,750								175,750
Mens Golf Operations	44,929								44,929
Mens Golf Recruiting	1,250								1,250
Mens Golf Scholarships	74,824		19,168						93,992

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Mens Golf Travel	35,800								35,800
Mens Track Operations	224,439								224,439
Mens Track Recruiting	7,362								7,362
Mens Track Scholarships	179,940		83,240						263,180
Mens Track Travel	114,073								114,073
Multicultural Affairs	89,132		146,292						235,426
Music			100,540						100,540
Orientation Programs			8,249						8,249
Pep Band			21,750						21,750
Physical Plant	43,000								43,000
Purple Haze			18,000						18,000
Road Bus	62,920							60,000	122,920
SAA Major Events			72,023					92,000	164,023
SAA Programming	8,400		35,951					2,500	46,851
SGA University Speaker Series			20,000						20,000
SORF			34,492						34,492
SSF Student Travel			36,410						36,410
Softball Operations	288,743								288,743
Softball Recruiting	8,075								8,075
Softball Scholarships	161,848		88,800						250,648
Softball Travel	62,500								62,500
Spirit Programs	4,676		231,048						235,723
Sports Clubs			48,995						48,995
Student Affairs Leadership			37,972						37,972
Student Athlete Initiatives	46,331								46,331
Student Awards			7,011						7,011
Student Senate			32,792						32,792
Tennis Operations	78,485								78,485
Tennis Recruiting	8,000								8,000
Tennis Scholarships	143,838		44,400						188,238
Tennis Travel	27,075								27,075
The Axes			11,961						11,961
Theatre			60,480						60,480
Title IX Compliance			49,193						49,193
Transportation	49,909		66,250					7,000	123,159
Twirl O Jacks			13,860						13,860
University Police Department			19,501						19,501
University Series	1,898	27,394	59,994					50,000	139,286
Veterans Resource Center			64,000						64,000
Volleyball Operations	230,806								230,806
Volleyball Recruiting	14,130								14,130
Volleyball Scholarships	215,705		78,024						293,729
Volleyball Travel	111,125								111,125

Stephen F. Austin State University
Budget Summary - Non-Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Non-Pledged Auxiliary	Designated Tuition	University Services Fee	Student Service Fee	Ticket Sales	Game Guarantees	NCAA Revenue	Concessions	Other Income Transfers	TOTALS
Womens Basketball Operations	632,639		11,560	35,000					679,199
Womens Basketball Recruiting	41,000								41,000
Womens Basketball Scholarships	274,863		75,000						349,863
Womens Basketball Travel	92,500								92,500
Womens Bowling Operations	109,979								109,979
Womens Bowling Recruiting	4,500								4,500
Womens Bowling Scholarships	90,938		10,000						100,938
Womens Bowling Travel	77,900								77,900
Womens Golf Operations	96,099								96,099
Womens Golf Recruiting	4,000								4,000
Womens Golf Scholarships	81,992		12,000						93,992
Womens Golf Travel	32,000								32,000
Womens Soccer Operations	222,885								222,885
Womens Soccer Recruiting	9,000								9,000
Womens Soccer Scholarships	242,192		50,230						292,422
Womens Soccer Travel	50,000								50,000
Womens Track Operations	224,319								224,319
Womens Track Recruiting	8,075								8,075
Womens Track Scholarships	265,971		100,000						365,971
Womens Track Travel	159,775								159,775
TOTALS	12,597,371.00	864,422	3,425,263	235,000	675,000	650,000	30,000	437,156	18,914,212

Stephen F. Austin State University
Budget Summary
170 Non Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Alumni Relations	0	151,046	59,036	0	4,480	0	63,025	0	0	0	277,587
Athletic Facilities	0	6,800	74,956	15,000	2,158	0	22,483	383,800	0	0	505,197
Athletic Misc. Exp. Schlp	0	0	0	0	0	0	0	91,792	0	0	91,792
Athletic Ticket Office	0	0	14,000	0	0	0	2,100	11,000	0	0	27,100
Athletic Training	0	258,137	45,450	0	3,680	0	83,486	58,680	3,500	0	452,933
Athletic Training Medical	0	0	0	0	0	0	0	300,000	0	0	300,000
Athletic Training Student Trainers	0	0	0	0	0	0	0	13,500	0	0	13,500
Athletics Director	0	15,000	0	20,000	0	0	4,125	10,000	1,500	0	50,625
Athletics Wellness Center	0	92,300	0	0	438	0	25,383	19,640	0	0	137,761
Bands	0	0	36,500	2,000	840	0	10,950	135,516	65,400	0	251,206
Baseball Operations	0	167,901	0	0	3,160	0	46,173	159,750	0	0	376,984
Baseball Recruiting	0	0	0	0	0	0	0	5,000	10,675	0	15,675
Baseball Scholarships	0	0	0	0	0	0	0	244,381	0	0	244,381
Baseball Travel	0	0	0	0	0	0	0	35,000	73,500	0	108,500
Beach Volleyball Operations	0	45,000	0	0	240	0	12,375	9,000	0	0	66,615
Beach Volleyball Recruiting	0	0	0	0	0	0	0	10,000	0	0	10,000
Beach Volleyball Scholarships	0	0	0	0	0	0	0	90,000	0	0	90,000
Beach Volleyball Travel	0	0	0	0	0	0	0	0	35,000	0	35,000
Cnt for Career and Prof Dev	0	0	0	22,997	0	0	0	0	0	0	22,997
Counseling Services	0	85,070	0	0	240	0	25,521	3,370	0	0	114,201
Dance Production	0	0	0	0	0	0	0	4,700	0	0	4,700
Evening Shuttle Service	0	0	27,377	0	920	0	11,987	9,716	0	0	50,000
Football Operations	0	993,713	104,730	0	6,965	0	302,072	293,080	0	0	1,700,560
Football Recruiting	0	0	0	0	0	0	0	45,000	30,000	0	75,000
Football Scholarships	0	0	0	0	0	0	0	1,819,881	0	0	1,819,881
Football Travel	0	0	0	0	0	0	0	105,000	110,000	0	215,000
Fraternity/Sorority Life	0	7,025	0	0	0	0	0	10,473	0	0	17,498
Gallery	0	0	0	0	0	0	0	36,456	0	0	36,456
Game Operations	0	2,100	500	17,000	0	0	715	387,676	0	0	407,991
General Contingency	0	0	0	0	0	0	0	20,463	0	0	20,463
Health Services	0	203,056	173,971	0	3,680	0	162,551	249,747	0	0	793,005
Homecoming	0	0	0	0	0	0	0	22,259	0	0	22,259
Intercollegiate Athletics	0	1,025,238	174,515	26,663	11,779	0	329,334	120,002	6,500	0	1,694,030
Involvement Center	0	0	0	10,800	0	0	0	9,822	0	0	20,622
Jack SORC	0	0	0	0	0	0	0	7,589	0	0	7,589
Lumberjack Culture Assoc	0	0	0	0	0	0	0	3,293	0	0	3,293
Mens Basketball Operations	0	616,500	0	0	1,602	0	169,538	318,610	0	0	1,106,250
Mens Basketball Recruiting	0	0	0	0	0	0	0	95,000	50,000	0	145,000
Mens Basketball Scholarships	0	0	0	0	0	0	0	303,891	0	0	303,891
Mens Basketball Travel	0	0	0	0	0	0	0	72,000	103,750	0	175,750
Mens Golf Operations	0	28,697	0	0	960	0	7,892	7,380	0	0	44,929
Mens Golf Recruiting	0	0	0	0	0	0	0	750	500	0	1,250
Mens Golf Scholarships	0	0	0	0	0	0	0	93,992	0	0	93,992
Mens Golf Travel	0	0	0	0	0	0	0	2,000	33,800	0	35,800
Mens Track Operations	0	155,521	0	0	1,390	0	42,768	24,760	0	0	224,439
Mens Track Recruiting	0	0	0	0	0	0	0	1,500	5,862	0	7,362
Mens Track Scholarships	0	0	0	0	0	0	0	263,180	0	0	263,180
Mens Track Travel	0	0	0	0	0	0	0	36,200	77,873	0	114,073
Multicultural Affairs	0	117,627	0	17,092	2,400	0	35,288	63,019	0	0	235,426
Music	0	0	0	0	0	0	0	100,540	0	0	100,540
Orientation Programs	0	0	0	0	0	0	0	8,249	0	0	8,249
Pep Band	0	0	0	10,200	0	0	0	11,550	0	0	21,750
Physical Plant	0	0	0	0	0	0	0	43,000	0	0	43,000
Purple Haze	0	0	0	4,400	0	0	0	13,600	0	0	18,000
Road Bus	0	0	32,092	0	0	0	9,628	81,200	0	0	122,920

Stephen F. Austin State University
Budget Summary
170 Non Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
SAA Major Events	0	13,500	0	23,500	0	0	0	127,023	0	0	164,023
SAA Programming	0	0	0	3,500	0	0	0	43,351	0	0	46,851
SGA University Speaker Series	0	0	0	0	0	0	0	20,000	0	0	20,000
SORF	0	0	0	0	0	0	0	34,492	0	0	34,492
SSF Student Travel	0	0	0	0	0	0	0	36,410	0	0	36,410
Softball Operations	0	147,453	0	0	1,220	0	40,550	99,520	0	0	288,743
Softball Recruiting	0	0	0	0	0	0	0	3,500	4,575	0	8,075
Softball Scholarships	0	0	0	0	0	0	0	250,648	0	0	250,648
Softball Travel	0	0	0	0	0	0	0	32,000	30,500	0	62,500
Spirit Programs	0	61,418	28,788	10,000	1,800	0	27,062	106,656	0	0	235,724
Sports Clubs	0	0	0	0	0	0	0	48,995	0	0	48,995
Student Affairs Leadership	0	0	0	0	0	0	0	37,972	0	0	37,972
Student Athlete Initiatives	0	7,500	0	0	0	0	375	38,456	0	0	46,331
Student Awards	0	0	0	0	0	0	0	7,011	0	0	7,011
Student Senate	0	0	0	0	0	0	0	32,792	0	0	32,792
Tennis Operations	0	47,000	0	0	1,680	0	12,925	16,880	0	0	78,485
Tennis Recruiting	0	0	0	0	0	0	0	2,000	6,000	0	8,000
Tennis Scholarships	0	0	0	0	0	0	0	188,238	0	0	188,238
Tennis Travel	0	0	0	0	0	0	0	1,000	26,075	0	27,075
The Axes	0	0	0	0	0	0	0	11,961	0	0	11,961
Theatre	0	0	0	5,000	0	0	0	55,480	0	0	60,480
Title IX Compliance	0	0	0	9,225	0	0	0	39,968	0	0	49,193
Transportation	0	0	75,124	0	960	0	22,537	24,538	0	0	123,159
Twirl O Jacks	0	0	0	0	0	0	0	13,860	0	0	13,860
University Police Department	0	0	0	0	0	0	0	19,501	0	0	19,501
University Series	0	36,721	3,675	10,270	1,545	0	12,119	74,956	0	0	139,286
Veterans Resource Center	0	0	42,000	0	260	0	12,600	9,140	0	0	64,000
Volleyball Operations	0	166,618	0	0	4,460	0	45,820	13,908	0	0	230,806
Volleyball Recruiting	0	0	0	0	0	0	0	4,880	9,250	0	14,130
Volleyball Scholarships	0	0	0	0	0	0	0	293,729	0	0	293,729
Volleyball Travel	0	0	0	0	0	0	0	17,000	94,125	0	111,125
Womens Basketball Operations	0	444,911	0	0	2,897	0	122,351	109,040	0	0	679,199
Womens Basketball Recruiting	0	0	0	0	0	0	0	14,000	27,000	0	41,000
Womens Basketball Scholarships	0	0	0	0	0	0	0	349,863	0	0	349,863
Womens Basketball Travel	0	0	0	0	0	0	0	57,500	35,000	0	92,500
Womens Bowling Operations	0	53,768	15,000	0	1,200	0	18,911	21,100	0	0	109,979
Womens Bowling Recruiting	0	0	0	0	0	0	0	2,000	2,500	0	4,500
Womens Bowling Scholarships	0	0	0	0	0	0	0	100,938	0	0	100,938
Womens Bowling Travel	0	0	0	0	0	0	0	2,000	75,900	0	77,900
Womens Golf Operations	0	62,697	0	0	960	0	17,242	15,200	0	0	96,099
Womens Golf Recruiting	0	0	0	0	0	0	0	2,000	2,000	0	4,000
Womens Golf Scholarships	0	0	0	0	0	0	0	93,992	0	0	93,992
Womens Golf Travel	0	0	0	0	0	0	0	2,000	30,000	0	32,000
Womens Soccer Operations	0	135,000	0	0	760	0	37,125	50,000	0	0	222,885
Womens Soccer Recruiting	0	0	0	0	0	0	0	5,000	4,000	0	9,000
Womens Soccer Scholarships	0	0	0	0	0	0	0	292,422	0	0	292,422
Womens Soccer Travel	0	0	0	0	0	0	0	38,000	12,000	0	50,000
Womens Track Operations	0	155,521	0	0	1,390	0	42,768	24,640	0	0	224,319
Womens Track Recruiting	0	0	0	0	0	0	0	1,000	7,075	0	8,075
Womens Track Scholarships	0	0	0	0	0	0	0	365,971	0	0	365,971
Womens Track Travel	0	0	0	0	0	0	0	35,200	124,575	0	159,775
*TOTAL 170 Non Pledged Auxiliary	0	5,302,838	907,714	207,647	64,063	0	1,779,777	9,553,738	1,098,435	0	18,914,212

Stephen F. Austin State University
Budget Summary - Pledged Auxiliary Funds
Fiscal Year 2021-22

Source and Application of Funds

Pledged Auxiliary	Parking Fees	Mail Services	Student Center Revenues	Food Service	Housing System	Bookstore Revenues	Other Income Transfers	TOTALS
AARC					26,980			26,980
Cnt for Career and Prof Dev					61,451			61,451
Commencement							180,000	180,000
Controllers Office					113,772			113,772
Dean of Students					241,857			241,857
Development					75,071		105,000	180,071
Dining Services				8,900,000				8,900,000
Emergency Management Ops					84,500			84,500
Garbage Crew					109,618			109,618
General Contingency					259,628			259,628
Grounds					80,000			80,000
PPD Housing Operations					2,836,867			2,836,867
ITS Public Safety					174,487			174,487
Information Tech Svcs					347,479			347,479
Institutional Transfers					5,006,382		5,236,200	10,242,582
Insurance			283,547			200,000		483,547
Office of Student Engagement					337,680			337,680
Office of the President					9,000			9,000
Other Utilities O&M					150,000			150,000
Parking Services	7,810		44,190					52,000
Post Office		145,000	9,343					154,343
Printing Services			186,572				25,000	211,572
RHA Programs					16,312			16,312
Residence Hall Scholarship					72,000			72,000
Residence Life Administration					631,606			631,606
Residence Life Operations					1,066,810		364,794	1,431,604
Student Affairs Programming					212,643			212,643
Student Center Administration			612,004	17,598				629,602
PPD Student Center Operations					415,521			415,521
Student Center Operations			104,616	90,384				195,000
Student Publications			38,324				57,875	96,199
Testing Services			126,877				90,000	216,877
Title IX Compliance			59,362		6,448			65,810
University Police Department	1,235,790		560,808		226,078			2,022,676
Utilities				738,513	2,177,919			2,916,432
VP Finance & Administration			8,365		701,642		482,138	1,192,145
VP Student Affairs					100,000			100,000
VP for University Advancement			10,000					10,000
VSIP Annual Savings					453,876			453,876
Veterans Resource Center			3,500					3,500
TOTALS	1,243,600	145,000	2,047,508	9,746,495	15,995,627	200,000	6,541,007	35,919,237

Stephen F. Austin State University
Budget Summary
172 Pledged Auxiliary
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	0	0	26,980	0	0	0	0	0	0	26,980
Cnt for Career and Prof Dev	0	47,270	0	0	0	0	14,181	0	0	0	61,451
Commencement	0	39,397	10,920	0	2,607	0	15,251	111,825	0	0	180,000
Controllers Office	0	85,996	0	0	1,977	0	25,799	0	0	0	113,772
Dean of Students	0	93,934	27,182	5,950	658	0	36,335	77,798	0	0	241,857
Development	0	0	0	33,000	0	0	0	122,071	25,000	0	180,071
Dining Services	0	0	0	0	0	0	0	8,900,000	0	0	8,900,000
Emergency Management Ops	0	65,000	0	0	0	0	19,500	0	0	0	84,500
Garbage Crew	0	0	75,737	0	1,160	0	22,721	10,000	0	0	109,618
General Contingency	0	0	0	0	0	0	0	259,628	0	0	259,628
Grounds	0	0	0	0	0	0	0	80,000	0	0	80,000
Housing Operations	0	50,000	1,179,585	300,000	40,040	0	467,242	800,000	0	0	2,836,867
ITS Public Safety	0	0	128,359	0	2,620	0	38,508	5,000	0	0	174,487
Information Tech Svcs	0	233,680	32,400	0	1,575	0	79,824	0	0	0	347,479
Institutional Transfers	0	0	0	0	0	0	0	10,242,582	0	0	10,242,582
Insurance	0	0	0	0	0	0	483,547	0	0	0	483,547
Office of Student Engagement	0	245,544	0	14,493	3,980	0	73,663	0	0	0	337,680
Office of the President	0	0	0	0	0	0	0	9,000	0	0	9,000
Other Utilities O&M	0	0	0	0	0	0	0	150,000	0	0	150,000
Parking Services	0	0	0	0	0	0	0	52,000	0	0	52,000
Post Office	0	0	63,002	34,000	3,760	0	18,901	34,680	0	0	154,343
Printing Services	0	0	38,563	20,000	1,440	0	11,569	175,000	0	0	246,572
Printing Services Rev/IDTs	0	0	0	0	0	0	0	-35,000	0	0	-35,000
RHA Programs	0	0	0	0	0	0	0	16,312	0	0	16,312
Residence Hall Scholarship	0	0	0	0	0	0	0	72,000	0	0	72,000
Residence Life Administration	0	0	0	0	0	0	0	636,606	0	0	636,606
Residence Life Operations	0	694,285	139,705	300,000	6,680	0	290,934	0	0	0	1,431,604
Residence Life Other Rev/IDT	0	0	0	0	0	0	0	-5,000	0	0	-5,000
SC Other Revenue/IDT	0	0	0	0	0	0	0	-20,000	0	0	-20,000
Student Affairs Programming	0	105,541	60,928	3,825	2,420	0	39,929	0	0	0	212,643
Student Center Administration	0	234,800	88,754	125,000	8,060	0	97,066	75,922	0	0	629,602
Student Center Operations	0	0	143,956	0	6,180	0	50,385	215,000	0	0	415,521
Student Center Operations	0	0	0	0	0	0	0	215,000	0	0	215,000
Student Publications	0	0	0	13,664	0	0	0	82,535	0	0	96,199
Testing Services	0	57,962	75,959	18,000	3,360	0	40,176	21,420	0	0	216,877
Title IX Compliance	0	50,000	0	0	960	0	14,850	0	0	0	65,810
University Police Department	0	216,110	1,038,529	29,000	18,120	14,140	473,350	233,427	0	0	2,022,676
Utilities	0	0	0	0	0	0	0	2,916,432	0	0	2,916,432
VP Finance & Administration	0	882,810	27,510	0	8,729	0	273,096	0	0	0	1,192,145
VP Student Affairs	0	0	0	0	0	0	0	100,000	0	0	100,000
VP for University Advancement	0	0	0	0	0	0	0	10,000	0	0	10,000
VSIP Annual Savings	0	0	0	0	0	0	0	453,876	0	0	453,876
Veterans Resource Center	0	0	0	0	0	0	0	3,500	0	0	3,500
*TOTAL 172 Pledged Auxiliary	0	3,102,329	3,131,089	923,912	114,326	14,140	2,586,827	26,021,614	25,000	0	35,919,237

Stephen F. Austin State University
Budget Summary - Restricted Funds
Fiscal Year 2021-22

Unit	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Benefits	Operations & Maintenance	Travel	TOTAL
Federal Financial Aid									
PELL FY2022							22,000,000		22,000,000
SEOG FY2022							512,170		512,170
TEACH GRANT							393,000		393,000
Work-Study FY2022				782,329					782,329
Total Financial Aid				782,329			22,905,170		23,687,499
Charter School		976,153	347,109			491,272	528,245	28,811	2,371,590
Gifts and Donations		609,553	242,177		16,397	255,521	3,771,311	10,000	4,904,959
Total Restricted Funds		1,585,706	589,286	782,329	16,397	746,793	27,204,726	38,811	30,964,048

Stephen F. Austin State University
Budget Summary
195 Gifts and Donations
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
AARC	0	0	0	0	0	0	0	1,500	0	0	1,500
Accounting	0	0	28,439	0	1,201	0	8,532	87,528	0	0	125,700
Advancement Services	0	18,668	0	0	195	0	5,600	0	0	0	24,463
Advertising Design	0	0	0	0	0	0	0	100	0	0	100
Agriculture	0	0	0	0	0	0	0	85,360	0	0	85,360
Alumni Affairs Scholarships	0	0	0	0	0	0	0	117,067	0	0	117,067
Alumni Relations	0	151,046	59,036	0	4,480	0	63,025	102,500	0	0	380,087
Anthropology, Geography and Sociolo	0	0	0	0	0	0	0	275	0	0	275
Art	0	0	0	0	0	0	0	41,940	0	0	41,940
Athletic Scholarships	0	0	0	0	0	0	0	3,415	0	0	3,415
Athletics Director	0	2,688	3,572	0	0	0	1,878	117,362	0	0	125,500
Bands	0	0	0	0	0	0	0	200	0	0	200
Baseball Operations	0	0	0	0	0	0	0	4,500	0	0	4,500
Biology	0	0	0	0	0	0	0	6,407	0	0	6,407
Bus Comm and Legal-McKenna	0	0	0	0	0	0	0	500	0	0	500
Bus Communication and Legal Studies	0	0	0	0	0	0	0	600	0	0	600
Center for Economic Education	0	0	0	0	0	0	0	7,224	0	0	7,224
Ceramics	0	0	0	0	0	0	0	2,200	0	0	2,200
Charter School	0	0	0	0	0	0	0	30,700	0	0	30,700
Chemistry	0	0	0	0	0	0	0	100	0	0	100
Choirs	0	0	0	0	0	0	0	5,450	0	0	5,450
Cinematography	0	0	0	0	0	0	0	10,000	0	0	10,000
CoFA Operations	0	0	0	0	0	0	0	17,184	0	0	17,184
College Development	0	0	0	0	0	0	0	21,000	0	0	21,000
Computer Science	0	0	0	0	0	0	0	6,200	0	0	6,200
Criminal Justice	0	0	0	0	0	0	0	400	0	0	400
Dean College of Business	0	0	32,541	0	479	0	9,763	121,917	0	0	164,700
Dean College of Education	0	0	0	0	0	0	0	73,857	0	0	73,857
Dean College of Fine Arts	0	0	0	0	0	0	0	27,000	10,000	0	37,000
Dean College of Forestry and Ag	0	0	0	0	0	0	0	4,300	0	0	4,300
Dean College of Sciences & Math	0	0	0	0	0	0	0	42,450	0	0	42,450
Dean of Students	0	0	0	0	0	0	0	26,000	0	0	26,000
Development	0	194,000	35,000	0	2,000	0	68,700	197,641	0	0	497,341
Development Scholarships	0	0	0	0	0	0	0	236,295	0	0	236,295
Director University Library	0	0	0	0	0	0	0	1,692	0	0	1,692
Disability Services	0	0	0	0	0	0	0	100	0	0	100
Early Childhood Lab	0	0	0	0	0	0	0	14,250	0	0	14,250
Economics and Finance	0	0	0	0	0	0	0	11,500	0	0	11,500
Ed Studies	0	0	0	0	0	0	0	587	0	0	587
Education Studies	0	0	0	0	0	0	0	1,562	0	0	1,562
English and Creative Writing	0	0	0	0	0	0	0	1,501	0	0	1,501
Financial Aid	0	0	0	0	0	0	0	238,917	0	0	238,917
Football Operations	0	0	0	0	0	0	0	12,500	0	0	12,500
Forestry	0	0	23,468	0	620	0	7,040	270,192	0	0	301,320
Forestry Y Weng	0	0	0	0	0	0	0	20,000	0	0	20,000
Gallery	0	0	10,043	0	0	0	3,013	18,000	0	0	31,056
Geology	0	0	0	0	0	0	0	11,719	0	0	11,719
Government	0	0	0	0	0	0	0	12,400	0	0	12,400
History	0	0	0	0	0	0	0	370	0	0	370
Human Sciences	0	0	0	0	0	0	0	11,675	0	0	11,675
Intercollegiate Athletics	0	0	0	0	0	0	0	7,500	0	0	7,500
Intramurals	0	0	0	0	0	0	0	1,500	0	0	1,500
June Irwin Scholarships	0	0	0	0	0	0	0	14,596	0	0	14,596
Kinesiology and Health Science	0	0	0	0	0	0	0	4,230	0	0	4,230
LAA Operations	0	0	0	0	0	0	0	3,086	0	0	3,086

Stephen F. Austin State University
Budget Summary
195 Gifts and Donations
FY2022

Department	Faculty Regular	Exempt Salaries	Non-Exempt Salaries	Student Wages	Longevity	Hazard Duty Pay	Benefits	Operations & Maintenance	Travel	Capital Outlay	Total
Languages, Culture & Communication	0	0	0	0	0	0	0	209	0	0	209
Mass Communications	0	0	0	0	0	0	0	986	0	0	986
Math & Stats	0	0	0	0	0	0	0	28,932	0	0	28,932
Medicinal Plant Center-Li	0	0	0	0	0	0	0	100	0	0	100
Mens Basketball Operations	0	146,566	0	0	398	0	43,970	20,810	0	0	211,744
Mens Golf Operations	0	0	0	0	0	0	0	13,655	0	0	13,655
Mens Track Operations	0	0	0	0	0	0	0	15,500	0	0	15,500
Mgt Mkg and Intl Business	0	0	0	0	0	0	0	16,942	0	0	16,942
Military Science	0	0	0	0	0	0	0	2,300	0	0	2,300
Multicultural Affairs	0	0	0	0	0	0	0	1,100	0	0	1,100
Multidisciplinary Studies	0	0	0	0	0	0	0	750	0	0	750
Music	0	0	0	0	0	0	0	14,785	0	0	14,785
Music Preparatory	0	0	0	0	0	0	0	850	0	0	850
Office of Diversity, Equity & Inclu	0	0	0	0	0	0	0	100	0	0	100
Office of the President	0	0	0	0	0	0	0	75	0	0	75
Opera Singers	0	0	0	0	0	0	0	450	0	0	450
Orchestra	0	0	0	0	0	0	0	550	0	0	550
Orientation Programs	0	0	0	0	0	0	0	11,500	0	0	11,500
Outside Scholarships	0	0	0	0	0	0	0	1,150	0	0	1,150
Physics, Engineering and Astronomy	0	0	0	0	0	0	0	7,028	0	0	7,028
Poultry Research Bray	0	0	0	0	0	0	0	100	0	0	100
Pre Professional Programs	0	0	0	0	0	0	0	250	0	0	250
Provost & VP Academic Affairs	0	0	0	0	0	0	0	1,000	0	0	1,000
Psychology	0	0	0	0	0	0	0	300	0	0	300
Registrar	0	0	0	0	0	0	0	5,000	0	0	5,000
Rural Nursing	0	0	0	0	0	0	0	25,000	0	0	25,000
SCM Operations	0	0	0	0	0	0	0	600	0	0	600
SFA Arboretum-Creech	0	56,496	50,078	0	6,840	0	31,973	134,981	0	0	280,368
SFA STEM Scholarships	0	0	0	0	0	0	0	2,278	0	0	2,278
ST Timber	0	0	0	0	0	0	0	100,000	0	0	100,000
STEM Center	0	0	0	0	0	0	0	22,550	0	0	22,550
School of Honors	0	0	0	0	0	0	0	7,204	0	0	7,204
School of Nursing	0	0	0	0	0	0	0	1,300	0	0	1,300
Soccer - Special Projects	0	0	0	0	0	0	0	5,000	0	0	5,000
Social Work	0	0	0	0	0	0	0	2,000	0	0	2,000
Softball Operations	0	0	0	0	0	0	0	6,500	0	0	6,500
Spirit Programs	0	0	0	0	0	0	0	145,888	0	0	145,888
Stone Fort Museum Spears	0	0	0	0	0	0	0	1,800	0	0	1,800
Student Affairs Leadership	0	0	0	0	0	0	0	1,000	0	0	1,000
Student Publications	0	0	0	0	0	0	0	12,803	0	0	12,803
Student Success Center	0	0	0	0	0	0	0	954,000	0	0	954,000
Tennis Operations	0	0	0	0	0	0	0	4,000	0	0	4,000
Theatre	0	0	0	0	0	0	0	65,500	0	0	65,500
Twirl O Jacks	0	0	0	0	0	0	0	1,186	0	0	1,186
VP Student Affairs	0	0	0	0	0	0	0	50,000	0	0	50,000
Veterans Resource Center	0	0	0	0	0	0	0	500	0	0	500
Volleyball Operations	0	0	0	0	0	0	0	3,750	0	0	3,750
Womens Basketball Operations	0	40,089	0	0	183	0	12,027	0	0	0	52,299
Womens Bowling Operations	0	0	0	0	0	0	0	5,000	0	0	5,000
Womens Soccer Operations	0	0	0	0	0	0	0	10,000	0	0	10,000
Womens Track Operations	0	0	0	0	0	0	0	7,000	0	0	7,000
*TOTAL 195 Gifts and Donations	0	609,553	242,177	0	16,397	0	255,521	3,771,311	10,000	0	4,904,959

PARKING FEE AND FINE RATES

Explanation:

Historically, parking fee and fines rate have been included in Policy 13.14, Parking Services Regulations. The fee and fine amounts have been extracted from the policy. The fees and fines structure is provided in the document that follows. There is no proposed change in parking or fine rates for fiscal year 2021.

Recommendation:

The administration recommends the parking fee and fine rates be approved as presented.

SECTION VIII: DRIVING AND PARKING OFFENSES
2021-2022 Parking Violations

Code	Violation Description	Fine
	General Violations	
A1	Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*	$40
A2	Parking backward in a parking space	$30
A3	Failing to display a valid parking permit	$40
A4	Not parking properly within the lines of a parking space	$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes	$30
A6	Displaying a permit assigned to another vehicle	$30
A7	Display two or more valid permits	$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)	$10
A9	Expired short-term parking	$30
	Flagrant Violations	
B1	Parking in a reserved parking space without displaying a proper permit *(plus tow fee if applicable)*	$40
B2	Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*	$40
B3	Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*	$40
B4	Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*	$40
B5	Parking in a fire lane *(plus tow fee if applicable)*	$75
B6	Parking in a tow-away zone *(plus tow fee if applicable)*	$40
B7	Parking in a loading zone or service driveway *(plus tow fee if applicable)*	$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*	$40

B9	Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*	$150
C1	Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*	$40
C2	Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*	$150
C3	Falsifying or altering vehicle registration information *(plus tow fee if applicable)*	$100
C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*	$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	$75
C9	Parking in violation of the direction of a traffic control officer	$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	$75
C12	Parking in a garage without payment (limited to once a semester)	$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.
*** Rates will be posted in the Parking Services office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2021-2022 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit	**Description**	**Annual**		

AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	$435	NA	NA
	Semester Student Center Garage Permit	NA	$200	$200
M	Motorcycle Permit	$60		
B	Faculty/Staff Daily Permit	$3/Day	$3/Day	$3/Day
Student				
Permit Type	**Description**	**Sept 2019**	**Jan 2020**	**May 2020**
PG	Annual Student Center Garage Permit	$435	NA	NA
	Semester Student Center Garage Permit	$200	$200	$35
C	Commuter Permit	$112	$76	$37
H	Campus Resident Permit	$145	$99	$48
	Campus Resident Second Vehicle	$106	$69	$34
S	Commuter Daily Permit	$3/Day	$3/Day	$3/Day
K	Campus Resident Daily Permit	$3/Day	$3/Day	$3/Day
M	Motorcycle Permit	$60	$43	$22
Miscellaneous				
Permit Type	**Description**	**Sept 2019**	**Jan 2020**	**May 2020**
W	Fitness Permit	$ 20	$ 20	$20
CV	Contractor/Vendor Permit	$170	$114	$58
T	Trailer Permit	$ 50	$ 33	$17
RV	Occupied Recreational Vehicle**	$ 40		

DV	Qualifying Veteran Permit	$0		
*** Per night, after four (4) days*				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	$2.00
Each Hour Thereafter	$1.00
Maximum Daily Charge	$8
Lost Parking Ticket	$15

Short-Term Paid Parking Lot 21	
First Hour	$2.00
Each Hour Thereafter	$1.00
Fees	
Replacement Permit	$15
Bicycle Release Fee	$25
Lost/Stolen Replacement Permit	$25
Grad Assistant Upgrade	$10
Dual Credit Upgrade	$ 5

*Faculty/Staff or Other Government Agencies Annual Permit Fees						
Salary $19,999.99 and Less	Salary $20,000 - $39,999.99	Salary $40,000 - $59,999.99	Salary $60,000 - $79,999.99	Salary $80,000 - $99,999.99	Salary $100,000 - $119,999.99	Salary $120,000 and above
$36	$60	$84	$108	$132	$156	$180

FS permits are prorated monthly.

ACKNOWLEDGE RECEIPT OF CONTRACT MONITORING REPORT

Explanation:

The 84th 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.

State law requires the university to identify contracts that require enhanced contract or performance monitoring and submit information on those contracts to the Board of Regents. The contract monitoring report as presented includes the following contracts:

J.T. Vaughn Construction, LLC
Compass Group USA, Inc. through its Chartwells Division
Aramark
Symmetry Sports, LLC
Kirksey Architects, Inc.
Kingham Dalton Wilson, Ltd.

Recommendation:

Acknowledge receipt of the contract monitoring report pending consideration by the finance and audit committee.

Stephen F. Austin State University
Board of Regents – Finance Committee
Texas Government Code Contract Reporting
July 26, 2021

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Texas Government Code Contract Reporting

The 84th 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.

Vendor contract: *J.T. Vaughn Construction, LLC*

Description of Contract: Culinary Café relocation and renovation

Vendor Awarded Contract: J.T. Vaughn Construction, LLC.

Procurement Method: Cooperative Contract-TCPN

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $1,139,573.00

Total Estimated Aggregate Amount: $1,139,573.00

Contract Period: 9/16/2020- 11/19/2021

Board Approved: July 2019

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

Vendor contract: *Compass Group USA, Inc. through its Chartwells Division*

Description of Contract: Provide the management and operation of the university food and beverage services (dining services) in accordance with RFP#DINING SERVICES MANAGEMENT opened 1/27/21.

Vendor Awarded Contract: *Compass Group USA, Inc. through its Chartwells Division*

Procurement Method: Request for Proposal

Department Responsible for Contract: Student Services/ Student Center

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $745,000.00

Total Estimated Aggregate Amount: $73,742,571.00

Contract Period: 7/1/2021-6/30/2028

Board Approved: April 2021 (Board Plan rates approved annually)

Director Certification: Completed

President Attestation: Completed

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Vendor contract: *Aramark*

Description of Contract: Food and beverage service for the University in accordance with RFP#DINING-01 opened 3/9/2001 with a contract term beginning September 1, 2001 and ending date of August 31, 2006 and thereafter, the term of the Agreement may be extended as mutually agreed upon. The original signed Contract term was 9/01/2001 through 8/31/2006. Based on renewal provision within original contract and RFP, the University entered into new agreement 9/1/2006 through 8/31/2021. Subsequent amendments for food service renovations and amendment of contract term expiration date from 8/31/21 to 6/30/21.

Vendor Awarded Contract: Aramark

Procurement Method: Request for Proposal

Department Responsible for Contract: Student Services/Student Center

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $9,308,940.00

Total Estimated Aggregate Amount: $149,772,574.39

Contract Period: 9/1/2006-6/30/2021

Board Approved: April 2006, April 2016, October 2019, January 2020
(Board Plan rates approved annually)

Director Certification: Completed

President Attestation: Completed

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Vendor contract: *Symmetry Sports, LLC*

Description of Contract: Athletic turf replacement at Homer Bryce Stadium

Vendor Awarded Contract: Symmetry Sports, LLC

Procurement Method: Cooperative Contract-The Interlocal Purchasing System (TIPS)

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $1,270,800.00

Total Estimated Aggregate Amount: $1,270,800.00

Contract Period: 6/01/2021- 11/30/2021

Board Approved: April 2021

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

Vendor contract: *Kirksey Architects, Inc.*

Description of Contract: Architectural services related to the design for the fine arts expansion, welcome center and student services one stop shop, and residence hall and dining hall in accordance with RFQ#AE-BLDG PROJECTS-2018 opened 9/06/2018 and Architect Agreement and Addenda. Addendum 1-Fine Arts in the amount of $2,518,500 for basic services, $65,800 for additional services and reimbursable expenses not to exceed $77,000. Addendum 1- Welcome Center and Student Support Services Once Stop Shop in the amount of $780,000 for basic services, $164,900 for additional services, and reimbursable expenses not to exceed $24,600. Addendum 1-Construct and Renovate Student Residential and Dining Facilities in the amount of $2,275,200 for basic services, $99,250 for additional services, and reimbursable expenses not to exceed $68,000. Subsequent Amendment No. 1 to Addendum 1-Residence Hall in the amount of $128,000 for redesign services. Subsequent Amendment No. 1-Welcome Center and Student Support Services One Stop Shop termination of project ($884,459). Subsequent Amendment No. 1 to Addendum 1-Fine Arts in the amount of $624,000 for redesign services. Subsequent Amendment No. 2-Fine Arts in the amount of $7,000 for additional services related to redesign. Subsequent Amendment No. 3-Fine Arts in the amount of $159,605 for additional services related to hydronic piping, increase in architect and engineering fee for increased construction cost, reallocation of reimbursable expenses to A-E fee, and required updates to contract documents for updated finishes and extended delivery date.

Vendor Awarded Contract: Kirksey Architects, Inc.

Procurement Method: Request for Qualifications

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $166,605.00

Total Estimated Aggregate Amount: $6,107,396.00

Contract Period: 3/5/2019- 10/31/2023

Board Approved: October 2018, October 2019

Director Certification: Completed

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255

Vendor contract: *Kingham Dalton Wilson, Ltd.*

Description of Contract: Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/23/21 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of $209,744. Subsequent Amendments for Basketball Practice Facility: Amendment No.1 effective 7/22/19 for phase 1 of the GMP in the amount of $1,369,388, Amendment No.2 effective 10/29/2019 for phase 2 of the GMP in the amount of $23,818,986. Subsequent amendment for Welcome Center and Student Support Services One Stop Shop-Amendment No. 1 to remove project in its entirety effective 2/27/2020. Subsequent Amendment No. 2 for preconstruction services in the amount of $113,928. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 3 for phase 1 of the GMP in the amount of $725,912. Subsequent amendment for Basketball Practice Facility-Amendment No. 4 for additional services added to Phase 2 GMP in the amount of $274,320. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 5 for additional services added to Phase 1 GMP in the amount of $71,336.63. Residence Hall project closed as of 08/31/20 in the amount of ($12,464.12). Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 6 for Phase II GMP in the amount of $41,159,676.37. Subsequent amendment for Fine Arts Expansion Initiative-Amendment No. 7 for transferring an amount from Phase 1 GMP to Phase II GMP in the amount of $17,409.98.

Vendor Awarded Contract: Kingham Dalton Wilson, Ltd.

Procurement Method: Request for Proposal

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: $41,159,676.37

Total Estimated Aggregate Amount: $67,730,736.88

Contract Period: 2/07/2019-8/31/2023

Board Approved: October 2018, May 2019, October 2019, January 2020

Director Certification: Completed

President Attestation: Completed
Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255, GAA Article IX, Section 7.12

Summary of Contracts

Stephen F. Austin State University

Summary of Contracts

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

Finance Committee -July 26, 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
Culinary Café Relocation and Renovation-revised project cost based change proposals	J.T. Vaughn Construction, LLC	Cooperative Contract - TCPN	Physical Plant	None	$ 1,139,573.00	$ 1,139,573.00	9/16/2020 - 11/19/2021	July 2019
Provide the management and operation of the university food and beverage services (dining services) in accordance with RFP#DINING SERVICES MANAGEMENT opened 1/27/21.	Compass Group USA, Inc. through its Chartwells Division	Request for Proposal	Student Services/Student Center	None	$ 745,000.00	$ 73,742,571.00	7/01/2021 - 6/30/2028	April 2021
Food and beverage service for the University in accordance with RFP#DINING-01 opened 3/9/2001 with a contract term beginning September 1, 2001 and ending date of August 31, 2006 and thereafter, the term of the Agreement may be extended as mutually agreed upon. The original signed Contract term was 9/01/2001 through 8/31/2006. Based on renewal provision within original contract and RFP, the University entered into new agreement 9/1/2006 through 8/31/2021. Subsequent amendments for food service renovations and amendment of contract term expiration date from 8/31/2021 to 6/30/2021.	Aramark	Request for Proposal	Student Services/Student Center	None	$ 9,308,940.00	$ 149,772,574.39	9/1/2006-6/30/2021	April 2006, April 2016, October 2019, January 2020 (Board Plan rates approved annually)
Athletic turf replacement at Homer Bryce Stadium project-includes replacement of the Homer Bryce Stadium football field artificial turf and the Fletcher Garner track.	Symmetry Sports, LLC	Cooperative Contract-The Interlocal Purchasing System	Physical Plant	None	$ 1,270,800.00	$ 1,270,800.00	6/01/2021- 11/30/2021	April 2021
Architectural services related to the design for the fine arts expansion, welcome center and student services one stop shop, and residence hall and dining hall in accordance with RFQ#AE-BLDG PROJECTS-2018 opened 9/06/2018 and Architect Agreement and Addenda. Addendum 1-Fine Arts in the amount of $2,518,500 for basic services, $65,800 for additional services and reimbursable expenses not to exceed $77,000. Addendum 1-Welcome Center and Student Support Services One Stop Shop in the amount of $780,000 for basic services, $164,900 for additional services, and reimbursable expenses not to exceed $24,600. Addendum 1-Construct and Renovate Student Residential and Dining Facilities in the amount of $2,275,200 for basic services, $99,250 for additional services, and reimbursable expenses not to exceed $68,000. Subsequent Amendment No. 1 to Addendum 1-Residence Hall in the amount of $128,000 for redesign services. Subsequent Amendment No. 1-Welcome Center and Student Support Services One Stop Shop termination of project ($884,459). Subsequent Amendment No. 1 to Addendum 1-Fine Arts in the amount of $624,000 for redesign services. Subsequent Amendment No. 2-Fine Arts in the amount of $7,000 for additional services related to redesign. Subsequent Amendment No. 3-Fine Arts in the amount of $159,605 for additional services related to hydronic piping, increase in architect and engineering fee for increased construction cost, reallocation of reimbursable expenses to A-E fee, and required updates to contract documents for updated finishes and extended delivery date.	Kirksey Architects, Inc.	Request for Qualifications	Physical Plant	None	$ 166,605.00	$ 6,107,396.00	3/05/2019 - 10/31/2023	October 2018, October 2019

Stephen F. Austin State University

Summary of Contracts

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

Finance Committee -July 26, 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
Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/17/23 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of $209,744. Subsequent amendments for **Basketball Practice Facility**: Amendment No. 1 effective 7/22/19 for phase 1 of the GMP in the amount of $1,369,388, Amendment No. 2 effective 10/29/2019 for phase 2 of the GMP in the amount of $23,818,986. Subsequent amendment for **Welcome Center and Student Support Services One Stop Shop**-Amendment No. 1 to remove project in its entirety effective 2/27/2020. Subsequent Amendment No. 2 for preconstruction services in the amount of $113,928. Subsequent amendment for **Fine Arts Expansion Initiative**-Amendment No. 3 for phase 1 of the GMP in the amount of $725,912. Subsequent Amendment for **Basketball Practice Facility**-Amendment No. 4 for additional services added to Phase 2 GMP in the amount of $274,320. Subsequent amendment for **Fine Arts Expansion Initiative**-Amendment No. 5 for additional services added to Phase 1 GMP in the amount of $71,336.63. **Residence Hall** project closed as of 08/31/20 in the amount of ($12,464.12). Subsequent amendments for **Fine Arts Expansion Initiative**-Amendment No. 6 for Phase II of the GMP in the amount of $41,159,676.37. Amendment No. 7 for transferring an amount from Phase I GMP to Phase II GMP in the amount of $17,409.98.	Kingham Dalton Wilson, Ltd.	Request for Proposal	Physical Plant	None	$ 41,159,676.37	$ 67,730,736.88	2/07/19 -8/31/2023	October 2018, May 2019, October 2019, January 2020

CARLBERG MARKETING CONTRACT EXTENSION

Explanation:

The Carlberg agency is contracted for website development and has requested an extension of their fiscal year 2020 contract through December 31, 2021. An extension of the contract to May 31, 2021, was approved by the Board of Regents in October 2020, but the work is not yet complete. The contract amount through May 31, 2021 was $930,792. There is no increase to the contract amount.

Recommendation:

The administration recommends that the board approve this contract amendment extension for completion of fiscal year 2020 website work through December 31, 2021, with no increase in budget amount or additional funding.

OUTSOURCING OF INSURANCE MEDICAL BILLING

Explanation:

The university issued a request for proposals (RFP) seeking proposals for a medical billing company to provide billing services prescribed by a physician and provided to student athletes by credentialed licensed and certified SFA athletic trainers. The RFP also included an option to provide other medical billing services for the university as needed and mutually agreed. The respondent(s) were evaluated and ranked by a review committee. The committee recommends to award a contract with Vivature, Inc. and the percent of collections charge is 35% on all collectible bills. In addition, Vivature, Inc. will charge $12,000 annually as an administration charge and this charge will be deducted each month in the amount of $1,000 from collections.

Recommendation:

The administration recommends the selection of Vivature, Inc.to provide medical billing services through August 31, 2022 with the option to extend for four (4) additional one year periods at the option of SFA. The administration also recommends the president be authorized to sign purchase orders and any associated contract documents.

GRANT AWARDS

Explanation:

For fiscal year 2021, the multi-year grant award total is currently $105,526,586. Of this total, grant awards allocable to fiscal year 2021 are currently $32,641,737, an increase of $15,497,274 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 $15,497,274. The grant awards are detailed as presented.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Fiscal Year 2021 – *as of June 30, 2021*

Amounts allocable to FY21 (detailed in this report)	
Federal funds (direct and pass-through)	$ 15,226,744
State Funds (direct and pass-through)	$ 0
Private and Local Government	$ 270,530
TOTAL	**$ 15,497,274**
New awards, FY21 (detailed in this report, all project years)	**$ 369,092**
Cumulative amount allocable to FY21	**$ 32,641,437**
Cumulative award total FY21, all project years	**$105,526,586**

New, Additional, or Previously Unreported Awards for FY 2021

Federal Funds (direct and pass-throughs)

Title **** Summer 2021 Tunisia UGRAD Program***
Sponsor: International Research & Exchange Board (prime – US Department of State)
Award # FY21-TunisiaUGRAD
Award Term: May 10, 2021 to September 30, 2021
PI/PD: Ines Maxit, International Studies and Programs
Total Award: $98,562 **Amount Allocable to FY 2021**: $98,562
Award funds a 6-week in-person summer undergraduate program for international students from Tunisia.

Previously Described Awards:

CARES Act: Stephen F. Austin State University Higher Education Emergency Relief – Students
Erma Nieto-Brecht, Admissions
Total Award: $25,869,945 **Amount Allocable to FY 2021**: $7,672,384*

CARES ACT: Stephen F. Austin State University Higher Education Emergency Relief Institutional Aid
Dr. Danny Gallant, Finance and Administration
Total Award: $32,045,018 **Amount Allocable to FY 2021**: $7,455,798*

***Subtotal Federal Amounts Allocable to FY 2021 (this report)* = $15,226,744**
***Subtotal New Federal Awards (total award)* = $30,354,925**

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Private Entity and Local Government Awards

Title **** COVID-19 Outreach, City of Nacogdoches***
Sponsor: City of Nacogdoches
Award Term: May 10, 2021 to July 31, 2021
PI/PD: Dr. Tammy Harris, Nursing
Total Award: $225,000 **Amount Allocable to FY 2021**: $225,000
Funds student and faculty salaries for SFA to assist the City in its COVID outreach and vaccination efforts.

Title **** Post-release Monitoring of Alligator Snapping Turtles in Cypress/Sulphur River Drainages***
Sponsor: Northeast Texas Municipal Water District
Award Term: April 12, 2021 to August 31, 2021
PI/PD: Dr. Christopher Schalk, Forestry
Total Award: $19,230 **Amount Allocable to FY 2021**: $19,230
Research project includes funds for undergraduate students and a field technician to monitor repatriated alligator snapping turtles.

Title **** Technology Action Plan (TAP) for Nacogdoches County***
Sponsor: Local Partners (Government)
Award Term: May 19, 2021 to May 19, 2026
PI/PD: Dr. Stephen Cooper, School of Social Work
Total Award: $16,800 **Amount Allocable to FY 2021**: $16,800
Research project to develop a broadband technology action plan to address inadequacies in broadband infrastructure in the county which negatively impact telecommuting, online education from k-12 and higher education, and also telehealth services.

Title **** Bottlenose Dolphin Cognition – Anthropogenic Noise and Vocalizations***
Sponsor: Dolphin Quest
Award Term: March 20, 2021 to March 19, 2022
PI/PD: Dr. Jason Bruck, Biology
Total Award: $10,800 **Amount Allocable to FY 2021**: $7,000
Research project funds 2 graduate students from Dr. Bruck's previous university (Oklahoma State University) as they research acoustic signals and anthropogenic noise in dolphins.

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

Report to the Board of Regents – July 2021
Grants[1] awarded between April 1, 2021 and June 30, 2021

Title **** Gomesin: An Antimicrobial-peptide with Therapeutic Potential***
Sponsor: Texas Academy of Science
Award Term: March 11, 2021 to August 31, 2021
PI/PD: Dr. Lindsay Porter, Biology *on behalf of graduate student Jacklyn Thompson*
Total Award: $1,500 **Amount Allocable to FY 2021**: $1,500
Research funds for graduate student Jacklyn Thompson for her 2nd place award at the M.S. Student Research Proposal Competition at the Texas Academy of Science annual meeting. Ms. Thompson will use the funds to research potentially therapeutic molecules in spiders.

Previously Described Awards:

****The Effect of Single vs Accumulated Bouts of Tabata Exercise on Body Composition, Fitness and Resting Metabolic Rates***
Dr. James Rowe, Kinesiology & Health Science
Award Total: $1,000 **Amount allocable to FY 2021:** $1,000

***Subtotal Private and Local Amounts Allocable to FY2021 (this report)* = $270,530**
***Subtotal New Private and Local Awards (total award)* = $274,330**

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

**New awards or additional funds added to a current award*
[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Graduate Studies.

STUDENT PUBLICATIONS QUASI-ENDOWMENT

Explanation:

Per university policy 3.17, Gifts, Loans, Endowments and Bequests, utilization of unrestricted gifts of any amount, as well as setting aside certain institutional funds to be maintained as quasi-endowments, shall be as directed by the Board of Regents. The Student Publications Office, within the Division of Student Affairs, has received funds in the form of payments for goods and services provided. Utilizing funds from this discretionary account, the Student Publications Office is requesting to move $25,000 to establish a quasi-endowment.

Recommendation:

The administration recommends that the $25,000 unrestricted funds received be used to establish a quasi-endowment under the name Dr. Baker Pattillo Memorial Stone Fort Yearbook Scholarship. Both the generated revenue and principal are to be used at the discretion of The Pine Log Scholarship Committee, with the approval of the Vice President for Student Affairs and/or other appropriate Executive/Vice President. Primarily. These funds will support scholarships awarded on a discretionary basis to students working on the Stone Fort yearbook staff.

TEXPOOL RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

Explanation:

The university uses TexPool as an investment entity for public fund investments. As a result of university administrative changes, a resolution is necessary to amend authorized institutional representatives. A resolution is presented that revises university authorized investment signatories.

Recommendation:

The administration recommends approval of the TexPool Resolution Amending Authorized Representatives.

TEXPOOL
AN INVESTMENT SERVICE FOR PUBLIC FUNDS

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Stephen F. Austin State University
Participant Name*

7 8 0 5 0
Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Scott Gordon
Name

President
Title

9 3 6 4 6 8 2 2 0 1
Phone

9 3 6 4 6 8 2 2 0 2
Fax

scott.gordon@sfasu.edu
Email

Signature

2. Danny R. Gallant
Name

Vice President of Finance and Administration
Title

9 3 6 4 6 8 2 3 5 0
Phone

9 3 6 4 6 8 7 0 2 7
Fax

dgallant@sfasu.edu
Email

Signature

3. Judith Kruwell
Name

Associate VP Financial and Administrative Services
Title

9 3 6 4 6 8 4 5 4 1
Phone

9 3 6 4 6 8 7 0 2 7
Fax

kruwelljf@sfasu.edu
Email

Signature

Form Continues on Next Page

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Stephen F. Austin State University — Participant Name*

7 8 0 5 0 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Jessica Barrett — Name; Budget Director — Title

9 3 6 4 6 8 2 1 1 6 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; jkbarrett@sfasu.edu — Email

Signature

2. Michaelyn Greene — Name; Director of Administrative Services — Title

9 3 6 4 6 8 3 0 0 5 — Phone; 9 3 6 4 6 8 7 0 2 7 — Fax; greenemf@sfasu.edu — Email

Signature

3. Kay Johnson — Name; Director of Procurement Services — Title

9 3 6 4 6 8 4 0 3 7 — Phone; 9 3 6 4 6 8 4 2 8 2 — Fax; johnsondk6@sfasu.edu — Email

Signature

Form Continues on Next Page

1. Resolution (continued)

4.

Name | Title

Phone | Fax | Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name | Title

Phone | Fax | Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 27 day of July, 2021.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant*

SIGNED	ATTEST
Signature*	Signature*
Karen G. Gantt	Jennifer Winston
Printed Name*	Printed Name*
Board of Regents Chair	Board of Regents Secretary
Title*	Title*

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002

1-866-TEXPOOL (839-7665) • TexPool.com
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G45340-17 (3/20)

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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:

Auditing a Course Tuition and Fees 3.3

Central Stores 17.3

Computer Purchase and Replacement 17.4

External Bank Accounts 3.14

Financial Exigency 3.15

Physical Plant Charges 16.20

Post Bond Issuance Federal Tax Compliance 3.5

Procurement Training 17.25

Purchasing from Officers or Employees 17.21

Purchasing Ethics and Confidentiality 17.22

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Auditing a Course - Tuition and Fees

Policy Number: 3.3

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 establishes guidelines for tuition and fees related to auditing a course.

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:

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

Auditing a Course - Tuition and Fees

Original Implementation: October 18, 1980
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy establishes guidelines for tuition and fees related to auditing a course.

Definition~~s~~

Auditing a course allows a student to take a class without the benefit of a grade or credit for that course.

General

Tuition and fees for auditing a course shall be the same as tuition and fees paid by regularly enrolled students. Generally, financial aid (including exemptions and waivers) cannot be applied to the charges related to auditing a course, unless specifically allowed under the terms of a scholarship or grant.

Cross Reference: General Bulletin

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate Vice President for Financial and Administrative Services*~~Controller~~

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Central Stores

Policy Number: 17.3

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 establishes guidelines for university purchases from central stores and other activities related to using central stores' 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: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor updates

Reviewers:

John Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance Administration
Damon Derrick, General Counsel

Central Stores

Original Implementation: Unpublished
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes guidelines for university purchases from central stores and other activities related to using central stores' services.

Definition~~s~~

Central stores provides a supply of materials primarily to support maintenance activities. Additionally, a limited number of other items are provided to support instructional and administrative activities.

General

Purchases from central stores will be completed only upon presentation of a valid university account number, work order number, and authorized signature on the sales receipt. For information regarding orders, returns, delivery services, or stocking requests, please refer to the ~~central stores~~ *physical plant* website.

Special items stocked at the request of a department that are not sold after a reasonable time (one year) will be charged to the requesting department and disposal of the items will be the responsibility of the requesting department.

Cross Reference: Central Stores Procedures

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Computer Purchase and Replacement

Policy Number: 17.4

Is this policy new, being reviewed/revised, or deleted? 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 describes the purchase and replacement of university computers and workstations utilizing guidelines issued by the Texas Department of Information Resources (DIR).

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: The content of this policy is procedural in nature and it is recommended that the policy be removed and that the requirements from The General Approriations Act, Article IX, Section 9.04 be addressed in university procedure to be reviewed annually.

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Administration
Anthony Espioza, Chief Information Officer
Damon Derrick, General Counsel

~~Computer Purchase and Replacement~~

~~**Original Implementation:** January 30, 2007~~
~~**Last Revision:** July 24, 2018~~

~~Purpose~~

~~This policy describes the purchase and replacement of university computers and workstations utilizing guidelines issued by the Texas Department of Information Resources (DIR).~~

~~Definitions~~

~~Computer is defined as a desktop CPU (tower, small form factor, etc.) and is either a PC or a Macintosh (Mac).~~

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

~~Portable computer is defined as a laptop, notebook, or Surface Pro which is capable of running an enterprise operating system.~~

~~Tablet is defined as a complete computer contained entirely in a flat touch screen, normally operated by fingertip or stylus, does not run an enterprise operating system (e.g. iPad, Slate, etc.) and are excluded from this policy.~~

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

~~General~~

~~Base hardware configurations for computers, workstations, and portable computers will be established by the university, reviewed at least annually and published on the procurement website. The base hardware configurations will be the basis for a pre-approved brand and vendor selection after best value negotiations for both Macs and PCs. Pre-approved brands and vendors will be published on the procurement website.~~

~~Computer Purchases~~

~~All computers, workstations, and portable computers purchased by the university will meet the base hardware configurations established by the university and will follow guidelines and restrictions on the procurement website. New computer, workstation, or portable computer purchases that increase the total number of computers, workstations, or portable computers on campus will only be allowed for new positions, new programs, etc., or as otherwise approved by the chief information officer. Requests to increase the total number of computers, workstations or portable computers on campus must be approved prior to submission to Procurement and Property Services.~~

~~**Replacement Cycle**~~

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

~~All computer, workstation or portable computer replacements will be reviewed to ensure the replacements are warranted, support the mission and goals of the university, and efficiently utilize university funds. Where appropriate and feasible, alternative technology solutions may be utilized in lieu of a physical computer, workstation, or portable computer. If a computer is not capable of running the university supported operating system, the computer may be removed from the university network due to security concerns. Any exceptions require the approval of the chief information security officer.~~

~~Academic units may replace computers and workstations that are less than five years old or portable computers that are less than four years old if approved by the chief information officer, subject to the requirements of this policy.~~

~~When a new computer, workstation, or portable computer is received, the computer, workstation, or portable computer identified for replacement must be transferred to surplus unless approved as an exception by the chief information officer. Such transfers should take place within 30 days of the computer or workstation being taken out of service.~~

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

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

~~**Contact for Revision**: Director of Procurement and Property Services/HUB Coordinator; Chief Information Officer~~

~~**Forms:** None~~

~~**Board Committee Assignment:** Finance and Audit~~

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: External Bank Accounts

Policy Number: 3.14

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 establishes guidelines for opening external bank accounts using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number.

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:

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

External Bank Accounts

Original Implementation: July 13, 2006
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy establishes guidelines for opening external bank accounts using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number.

Definitions

An **external bank account** is any checking, savings, or investment account with any financial institution, including but not limited to banks, credit unions, savings and loans, or investment firms.

General

No individual, department, program, or organization, including a duly recognized and registered student organization, is authorized to open any checking, savings, or investment account using the name of Stephen F. Austin State University (SFA) or its taxpayer identification number with any financial institution, including but not limited to banks, credit unions, savings and loans, or investment firms, without the prior, written approval of the *associate vice president of ~~-~~financial and administrative services*~~controller~~.

The owner of any external bank account approved under this policy must provide a copy of the current bank signature card to the *associate vice president of –financial and administrative services*~~controller~~. Additionally, the owner of any external bank account for a student organization shall adhere to the university's cash-handling procedures for student groups. University funds, including amounts received by student organizations through the student service fee allocation, may not be deposited in an external bank account.

Gifts made to the university must be deposited into the university's accounts maintained through the *associate vice president of financial and administrative services'*~~controller's~~ office in accordance with Gift Reporting (3.16), regardless if the money was initially solicited by the external organization.

In accordance with Student Organization Formation and Recognition (10.9), employees of SFA should not be authorized to sign on any student organization's external bank account. Student employees are exempted from this prohibition.

External bank accounts approved by the *associate vice president of financial and administrative services*~~controller~~ for student organizations may be subject to audit.

Cross Reference: Gift Reporting (3.16); Student Organization Formation and Recognition (10.9)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Associate Vice President Financial and Administrative Services* ~~Controller~~

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Financial Exigency

Policy Number: 3.15

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

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

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

Purpose of Policy (what does it do): This policy provides guidance relating to the termination of an appointment with tenure, or a probationary or special appointment before the end of the specified term, which may occur under extraordinary circumstances because of bona fide financial extigency.

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: No changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Financial Exigency

Original Implementation: October 18, 2011
Last Revision: ~~April 24, 2018~~*July 27, 2021*

Financial[GO1] *exigency is an imminent financial crisis that threatens the continuation of a strong academic program and that cannot be alleviated by less stringent means.*~~Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of bona fide financial exigency~~ (i.e., ~~an imminent financial crisis that threatens the continuation of a strong academic program and that cannot be alleviated by less stringent means~~). The responsibility for demonstrating the existence and extent of the financial exigency rests with the administration.

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of bona fide financial exigency. Before terminating an appointment because of financial exigency, the appropriate university administrator, with faculty participation, shall make every reasonable effort to place the faculty member concerned in another position within the university for which the individual is professionally qualified.

If the university, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments in the same academic unit except in circumstances where a serious distortion of the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure within the same academic unit, except in circumstances where a serious distortion of the academic program would otherwise result.

In each case of termination of an appointment with tenure because of financial exigency, the vacancy will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty (60) days in which to accept or decline.

A probationary faculty member whose appointment is terminated because of financial exigency shall be given appropriate notice as prescribed in policy 7.29, Tenure and Continued Employment. A tenured faculty member shall be given notice at least twelve months prior to termination of appointment.

A faculty member whose appointment is terminated because of financial exigency, and who alleges abridgement of constitutional guarantees or academic freedom, shall be afforded due process.

Cross Reference: Tenure and Continued Employment (7.29); Reduction in Force of ~~Non-Academic Employees~~*Staff and Non-Tenure Track Employees* (11.23)

Responsible for Implementation: President

Contact for Revision: Vice President for Finance and Administration; Provost and *Executive* Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Physical Plant Charges

Policy Number: 16.20

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 establishes guidelines for the types of physical plant activities that can be charges to requesting campus customer accounts.

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 Branch, Interim Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Physical Plant Charges

Original Implementation: December 7, 1987
Last Revision: ~~July 24, 2018~~*July 27, 2021*

Purpose

This policy establishes guidelines for the types of physical plant activities that can be ~~charges~~ *charged* to requesting campus customer accounts.

Definition~~s~~

Educational and general buildings include those used for academic purposes such as classrooms, labs, and offices as well as library spaces and offices used for administrative institutional support.

General

Funding for repairs to campus buildings comes from several sources and the type and use of the building determines the source of funding. Maintenance of educational and general buildings and building equipment *(equipment that is essential to the building operations)* is the responsibility of the physical plant department and is paid from funds budgeted for that purpose. However, requested services may be charged to the appropriate campus customer account. These items include but are not limited to:

- Materials taken from stock not used in maintenance projects;
- Repair or replacement of equipment including appliances;
- Event services including set-up, standby, cleanup, equipment rental, and moving services;
- Paint and carpet requests when redecorating or outside the normal maintenance schedule;
- Materials, installation and labor for millwork;
- Vehicle rentals, repairs, and fuel;
- Requested modifications to facilities, interior or exterior;
- Re-coring locks and making new keys due to lost keys, lock changes, keys via department request;
- Call back expenses that are not caused by normal maintenance requirements;
- Requested items such as name plates, plaques and departmental directories including labor.

Maintenance and requested services for non-educational and general buildings and building equipment will be charged to the appropriate campus customer account.

All requests for cost estimates or work that require modification of space, building systems, or otherwise effect the built environment are subject to the guidelines set forth in the Request for Space Modification process. The physical plant performs and schedules project work within the parameters of the Request for Space Modification process.

Normal business hours of the physical plant are Monday through Friday 7 a.m. to 4 p.m. Please note that all work performed outside of these normal business hours may be subject to an overtime charge.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Post Bond Issuance Federal Tax Compliance

Policy Number: 3.5

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 identifies the compliance areas related to tax-exempt bond financing and affirms the university's intent to fulfill all requirements in these areas during the post-issuance period. It also identifies the Post-Issuance Bond Compliance Procedures as the authoritative resource for compliance activities.

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 the list of material events from being bulleted to being numbered to correspond with SEC list of required events.

Specific rationale for deletion of policy: N/A

Additional Comments:

Updated to include two additions to the exitsting list of material events for which issuers and borrowers are required to provide public notice.

Reviewers:

Judith Kruwell, Associate Vice President Financial and Administrative Services
Danny Gallant, Vice President Finance and Administration
Damon Derrick, General Counsel

Post Bond Issuance Federal Tax Compliance

Original Implementation: April 14, 2015
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy identifies the compliance areas related to tax-exempt bond financing and affirms the university's intent to fulfill all requirements in these areas during the post-issuance period. It also identifies the Post-Issuance Bond Compliance Procedures as the authoritative resource for compliance activities.

Definitions

Bond proceeds are paid to the university by the purchaser or underwriter of a new issue of tax-exempt obligations to finance a project for which the securities were issued.

Arbitrage is the investment gain made by investing the proceeds of tax-exempt bonds in taxable investments.

Private business use includes any trade or business activity, directly or indirectly, using bond-financed property which is carried on by any person or entity other than a governmental unit.

General

The Board of Regents (the "board") has issued and will issue from time to time bonds, notes or other tax-exempt obligations (collectively, the "bonds") on behalf of Stephen F. Austin State University (the "university"). The board is required by the terms of Section 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended ("code"), and the U.S. Treasury Regulations promulgated thereunder ("regulations"), to preserve the tax-exempt status of its bonds subsequent to their issuance.

Expenditure and Allocation of Bond Proceeds

Bond proceeds may only be used for eligible project costs in accordance with applicable federal and state laws and restrictions of the bond documents. The spending of bond proceeds and related investment earnings must be monitored to help ensure they are used for eligible project costs and qualified purposes.

Spending Requirements and Arbitrage Rebate

Restrictions exist as to the timing of the expenditure of bond proceeds. Generally, proceeds must be spent within three years of bond issuance, although there are several rebate exceptions if bond proceeds are spent promptly. If it appears that all proceeds will not be spent within a three-year period, bond counsel should be consulted.

Tax rules generally require borrowers of tax-exempt debt to calculate and pay, or "rebate", to the IRS any "arbitrage profit" earned on the investment of bond proceeds prior to their expenditure. The appropriate university staff, consultants(s), or other appropriate persons will maintain procedures to ensure the required arbitrage calculations are performed and the necessary (if any) IRS tax forms are filed.

Private Business Use

IRS tax rules limit private business use of a building financed with tax-exempt financing. To help ensure compliance with the limitation of private business use, the appropriate university staff will implement and monitor university procedures to comply with IRS rules regarding private business use of facilities financed with tax exempt bonds.

Records Retention

The university will retain all records relating to the investment and expenditure of the proceeds of the bonds and the use of any facilities financed or refinanced thereby for the period of time required by federal and state laws. If any portion of the bonds is refunded with the proceeds of another series of tax-exempt bonds, the university will also maintain such records for the period required by federal and state laws. Such records may be maintained in paper or electronic format and must be indexed. This policy supersedes any other documented retention policies in regards to records pertaining to tax-exempt bond issues. Guidelines and responsibility for records retention is detailed in the Post Issuance Bond Compliance Procedures.

Continuing Disclosure

The university will remain in compliance with the Security and Exchange Commission rule 15c2-12 which requires the filing of certain financial and operating information with the Electronic Municipal Market Access System (EMMA) which is maintained by the Municipal Securities Rulemaking Board (MSRB). This information is for the benefit of bondholders, and must be filed within 180 days of the close of the fiscal year. In addition to annual financial information, the university is required to file a Material Event Notice within ten business days of any of the following occurrences:

- *1.* Principal and interest payment delinquencies;
- *2.* Non-payment related defaults;
- *3.* Unscheduled draws on debt service reserves reflecting financial difficulties;
- *4.* Unscheduled draws on credit enhancements reflecting financial difficulties;
- *5.* Substitution of credit or liquidity providers, or their failure to perform;
- *6.* Adverse tax opinions, IRS notices, or material events affecting the tax status of the security;
- *7.* Modifications to rights of security holders, *if material*;
- ~~*1.* Release, substitution, or sale of property securing repayment of the securities, if material;~~
- *8.* Bond calls, if material, and tender offers;
- *9.* Defeasances;

10. Release, substitution, or sale of property securing repayment of the securities, if material;

- *11.* Rating changes;
- *12.* Bankruptcy, insolvency, receivership, or similar event;
- *13.* Merger, consolidation, or acquisition of the issuer, if material; and/or

14. Appointment of a successor or additional trustee or name change of a trustee, if material.

15. Incurrence of new material financial obligations (or agreements concerning covenants, events of default, remedies, property rights or similar terms) which could materially affect bondholders' interest.

16. Default, event of acceleration, termination event, modification of terms or similar eEvents occurring in connection with a financial obligation which reflect financial difficulties for the borrower.

The vice president for finance and administration is responsible for responding to inquiries by investors, rating agencies, and other outside parties relating to the status of projects, the financial condition of the university, and any other events that may affect investors.

Responsible Person

The vice president for finance and administration and/or designated staff will develop, maintain, and enforce procedures to ensure continuing compliance.

Cross Reference: I.R.C. §§ 103, 141-150; 17 C.F.R. § 240.15c2-12

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: Procurement Training

Policy Number: 17.25

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 addresses training requirements for employees and officers who are involved in the procurement process.

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:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Adminstration
Damon Derrick, General Counsel

Procurement Training

Original Implementation: July 16, 2013
Last Revision: July 2*7, 2021*~~4, 2018~~

Purpose

This policy addresses training requirements for *officers or* employees who are involved in the procurement process.

Definition~~s~~

Centralized purchasing requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

General

Various sections of the state government code, education code, and human resources code, in addition to numerous sections of administrative rules, apply to purchases made by Stephen F. Austin State University. University policies and procedures apply additional requirements to purchases.

Because the university adheres to a policy of centralized purchasing, the procurement office is charged with ensuring that applicable laws, rules, policies and procedures are followed for each purchase. Employees are required to be aware of their limited delegated purchasing authority and that various laws, rules, policies and procedures may affect the processing of their requisition to a purchase order.

To ensure that employees *or officers* are knowledgeable about purchasing laws, rules, policies and procedures, mandatory training is required for~~ the following employees~~:

- employees having access in the university's financial system to enter requisitions;
- employees having access in the university's financial system to approve requisitions;
- officers and employees authorized to execute contracts, or exercise discretion in awarding contracts.

Training is required every two years.~~ All training is documented in the university's myTraining system.~~ Failure to complete training within 60 days of notification will result in all ordering for the department, including procurement cards, being shut down until the individual completes training. The *director of procurement and property services/HUB coordinator* ~~procurement director~~ may allow exceptions to the training timeframes for employees on FMLA leave, out of the country, or as

otherwise deemed appropriate.

Cross Reference: Delegated Purchasing Authority (17.5); Tex. Educ. Code § 51.9337

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: Purchasing Ethics, Confidentiality, and Purchases from Officers or Employees

Policy Number: 17.21

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 establishes requirements relating to purchases from officers or employees, identifies conflicts of interest related to the procurement process, and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.

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 in addition to blending content from Policy 17.22.

Reviewers:

Kay Johnson, Director of Procurement and Property Services/HUB Coordinator
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Purchas*ing*~~es~~ *~~Ethics, Confidentiality and Purchases~~* ~~from Officers or Employees~~

Original Implementation: Unpublished
Last Revision: July 2*7, 2021* ~~4, 2018~~

Purpose

This policy establishes requirements relating to purchases from officers or employees*, identifies conflicts of interest related to the procurement process, and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.*

Definition~~s~~

Financial interest is defined as:

- Owning or controlling, directly or indirectly, an interest of at least one percent in a contractor or business entity, including the right to share in profits, proceeds, or capital gains; or
- Reasonably foreseeing that a contract with the contractor or business entity could result in a financial benefit to the officer or employee.

Financial interest does not include a retirement plan, a blind trust, insurance coverage, or an ownership interest of less than one percent in a corporation.

Family Relationship *is defined as anyone within the second degree of affinity or third degree of consanguinity as specified in Nepotism (11.16). The definition is further expanded to include: any firm in which one of these family members is a partner or sole proprietor; any corporation in which any of those persons holds a 10% or more interest in stock or an investment of $25,000 or more either directly or indirectly; and any other individual living in the same household.*

Financial Relationship *indicates a partnership or other commercial relationship involving a joint venture between the employee and another person or entity. Examples are: research grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.*

Personal Relationship *indicates a relationship with a person or entity sufficiently close such that a reasonable person would believe that it would be difficult for the SFA employee to deal with the person as ~~he/ or she~~they would deal with a stranger.*

Commitments and Outside Activities *indicates any board on which the employee or officer serves in*

any organization other than SFA, including, but not limited to, for-profit business entities, 501(c)(3) organizations, etc.

General

Employees and officers are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.

For the purpose of protecting both the integrity and objectivity of its employees and officers in the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.

Purchases, including but not limited to procurement card, purchase order and *direct pay disbursements* ~~purchase voucher~~ from an SFA officer or employee are prohibited except as provided herein. In addition, purchases from any person or entity with whom the SFA officer or employee has a family, financial, or personal relationship must be disclosed and managed. ~~Reference Purchasing Ethics and Confidentiality (17.22).~~

Each employee and officer should understand that their primary responsibility is to accomplish the duties and responsibilities assigned to their position and will be required to annually disclose conflicts of interest, conflicts of commitment, and outside activities that could give rise to concerns regarding contracting practices including, but not limited to, procurement cards, purchase requisitions, purchase orders, bi-lateral contracts, or direct pay disbursements.

The university may not enter into a contract for the purchase of goods or services with any business entity with whom any of the following university employees have a financial interest:

- the president;
- general counsel;
- director of procurement and property services*/HUB coordinator*; or
- a family member related to an employee as described above within the second degree of affinity or consanguinity (*Reference* ~~See~~ Nepotism, 11.16)

~~*Contracts are strictly prohibited if certain officers or employees, or their family members, have a financial interest.*~~ *SFA employees and officers involved in any form of procurement or the procurement process may not:*

- *participate or work on a contract by taking action as an employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action knowing that any person or entity with whom the employee has a family, financial, or personal relationship has an actual or potential financial interest in the contract, including prospective employment;*
- *participate or work on a contract as noted above knowing that the employee has an actual or potential financial interest in the contract, including prospective employment;*
- *solicit or accept gifts or gratuities which might tend to influence purchasing decisions;*
- *be employed by, or agree to work for, a vendor or potential vendor;*
- *knowingly disclose confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of another person.*

~~Such relationships must be disclosed annually in accordance with Purchasing Ethics and Confidentiality (17.22).~~

Except as otherwise prohibited herein, the purchase of commodities from any SFA officer or employee is allowed only if the price is equal to or less than that which can be obtained from any other known and ethical source, regardless of the dollar amount. Solicitation documentation showing pricing from a minimum of two other sources is required for any purchase including, but not limited to, procurement card, purchase order, or *direct pay disbursements*~~purchase voucher~~. A proprietary purchase from an officer or employee may be acceptable, but only with approval from the *general counsel*. ~~director of procurement.~~

Except as otherwise prohibited herein, service contracts or agreements between employees and the university must be approved in advance by the director of procurement, *with the advice of* ~~and~~ the general counsel. The standard procedure is to submit an additional compensation form to human resources. Reference Salary Supplements, Stipends, and Additional Compensation policy (12.16).

~~*Employees and officers are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.*~~

~~*For the purpose of protecting both the integrity and objectivity of its employees and officers in the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.*~~

If not related to a particular transaction, university employees may accept from vendors and others: unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars; occasional business lunches or food and refreshments of insignificant value; and other items of nominal or minor value (i.e., a box of candy, fruitcake, etc.) that are merely tokens of appreciation. Reference Ethics (2.6) for the statutory definition of a "benefit." Reference Gifts, Prizes and Awards (3.18) regarding the giving of gifts, prizes and awards.

Required Disclosures

Written disclosure specific to the procurement must be signed by all parties involved in the procurement process for major contract awards of $1 million or more in value. All such written disclosures will be retained in the procurement and property services department. Reference Ethics (2.6) for specific information regarding the disclosure.

For any contract that requires approval by the Board of Regents and has a value of at least $1 million, the vendor must submit a disclosure of interested parties on a form prescribed by the Texas Ethics Commission. The procurement office shall submit a copy of the disclosure to the Texas Ethics Commission. This requirement does not apply to a sponsored research contract, interagency contract, a contract with a publicly traded business entity (including a wholly owned subsidiary of the business entity, or a contract with an electric or gas utility).

Specific disclosure is required by SFA employees and officers for consultant contracts in which there is a financial interest in the private consultant by an officer or employee, or by anyone related to the officer or employee within the second degree of affinity or consanguinity.

Each employee and officer must complete a disclosure once each year and shall update the disclosure during the year as needed to identify applicable changes. The information provided in the disclosure will be considered confidential information and will be released only to those individuals involved in applicable decisions and only as needed or required by law; i.e., procurement, accounts payable, department heads, ~~vice presidents~~members of cabinet, president, general counsel, etc. The disclosure shall, at a minimum, identify known conflicts of interest identifying family, financial, and personal relationships, conflicts of commitments, and outside activities. Reference Best Value Procurement (17.1), Nepotism (11.16), and Ethics (2.6) for specific information regarding the disclosure.

Violations

When an actual violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with the director of procurement and property services/HUB coordinator. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor

may be barred from receiving future contracts and/or have an existing contract canceled. Any employee or officer who knowingly violates laws, rules, or policies relating to contracting processes is subject to disciplinary action up to and including termination. Other penalties may apply depending on the severity of the action. Reference Ethics (2.6).

Purchasing professionals have the right under law to have any ethics question reviewed and decided by the Texas Ethics Commission. To learn whether a specific action violates the ethics rules, contact the Texas Ethics Commission, 201 East 14th St., 10th Floor, Austin, Texas 78701 or call them at 512-463-5800.

Cross Reference: ~~Salary Supplements, Stipends and~~ Additional Compensation (12.16); ~~Purchasing Ethics and Confidentiality (17.22);~~ Nepotism (11.16); ~~Tex. Gov't Code § 2261.252~~ *Ethics (2.6); Gifts, Prizes and Awards (3.18); Best Value Procurement (17.1); Tex. Educ. Code § 51.9337; Tex. Gov't Code §§ 573.021-.025, 2252.908, 2254.032, 2261.252, 2262.004; 2 CFR §§ 200.317-.326.*

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: *Exclusive Acquisition* ~~Sole Source/Product~~ Justification *Form; Employee Annual Conflict of Interest Disclosures*

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Procurement Ethics and Confidentiality

Policy Number: 17.22

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 identifies conflicts of interest related to the procurement process and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.

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 17.21.

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

~~Purchasing Ethics and Confidentiality~~

~~**Original Implementation:** Unpublished~~
~~**Last Revision:** July 24, 2018~~

~~Purpose~~

~~This policy identifies conflicts of interest related to the procurement process and establishes guidelines to protect the integrity and objectivity of employees involved in the purchasing process.~~

~~Definitions~~

~~**Family Relationship** is defined as anyone within the second degree of affinity or third degree of consanguinity as specified in Nepotism (11.16). The definition is further expanded to include: any firm in which one of these family members is a partner or sole proprietor; any corporation in which any of those persons holds a 10% or more interest in stock or an investment of $25,000 or more either directly or indirectly; and any other individual living in the same household.~~

~~**Financial Relationship** indicates a partnership or other commercial relationship involving a joint venture between the employee and another person or entity. Examples are: research grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.~~

~~**Personal Relationship** indicates a relationship with a person or entity sufficiently close such that a reasonable person would believe that it would be difficult for the SFA employee to deal with the person as he or she would deal with a stranger.~~

~~**Commitments and Outside Activities** indicates any board on which the employee or officer serves in any organization other than SFA, including, but not limited to, for-profit business entities, 501(c)(3) organizations, etc.~~

~~General~~

~~Employees and officers of Stephen F. Austin State University are expected to maintain high personal standards in the conduct of daily business on behalf of the university, in addition to complying with all federal, state, and local laws and university policies. Credibility and public confidence are vital throughout the purchasing and contracting process. If any involved party displays a lack of honesty, integrity, or openness, the entire program is injured. Even a perception of impropriety can destroy public confidence and therefore be as harmful as the conduct itself.~~

~~For the purpose of protecting both the integrity and objectivity of its employees and officers in~~

~~the performance of their university obligations, it is the policy of the university that conflicts of interest should be avoided where possible or otherwise disclosed and managed.~~

~~Each employee and officer should understand that their primary responsibility is to accomplish the duties and responsibilities assigned to their position and will be required to annually disclose conflicts of interest, conflicts of commitment, and outside activities that could give rise to concerns regarding contracting practices including, but not limited to, procurement cards, purchase requisitions, purchase orders, bi-lateral contracts, or purchase vouchers. Contracts are strictly prohibited if certain officers or employees, or their family members, have a financial interest. See Purchases from Officers or Employees (17.21). SFA employees and officers involved in any form of procurement or the procurement process may not:~~

- ~~participate or work on a contract by taking action as an employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action knowing that any person or entity with whom the employee has a family, financial, or personal relationship has an actual or potential financial interest in the contract, including prospective employment;~~
- ~~participate or work on a contract as noted above knowing that the employee has an actual or potential financial interest in the contract, including prospective employment;~~
- ~~solicit or accept gifts or gratuities which might tend to influence purchasing decisions;~~
- ~~be employed by, or agree to work for, a vendor or potential vendor;~~
- ~~knowingly disclose confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of another person.~~

~~Each employee and officer must complete a disclosure once each year and shall update the disclosure during the year as needed to identify applicable changes. The information provided in the disclosure will be considered confidential information and will be released only to those individuals involved in applicable decisions and only as needed or required by law; i.e., procurement, accounts payable, department heads, vice presidents, president, general counsel, etc. The disclosure shall, at a minimum, identify known conflicts of interest identifying family, financial, and personal relationships, conflicts of commitments, and outside activities.~~

~~If not related to a particular transaction, university employees may accept from vendors and others: unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars; occasional business lunches or food and refreshments of insignificant value; and other items of nominal or minor value (i.e., a box of candy, fruitcake, etc.) that are merely tokens of appreciation. Refer to Ethics (2.6) for the statutory definition of a "benefit." Refer to Gifts, Prizes and Awards (3.18) regarding the giving of gifts, prizes and awards.~~

~~Specific rules apply to purchases from SFA officers or employees. See Purchases From Officers or Employees (17.21).~~

~~Written disclosure specific to the procurement must be signed by all parties involved in the~~

~~procurement process for major contract awards of $1 million or more in value. All such written disclosures will be retained in procurement services. Reference Ethics (2.6) for specific information regarding the disclosure.~~

~~Specific disclosure is required by SFA employees for consultant contracts in which there is a financial interest in the private consultant by an officer or employee, or by anyone related to the officer or employee within the second degree of affinity or consanguinity. (See Nepotism 11.6) Reference Professional and Consultant Services (17.12) or Ethics (2.6) for specific information regarding the disclosure.~~

~~For any contract that requires approval by the Board of Regents before the contract may be signed and has a value of at least $1 million, the vendor must submit a disclosure of interested parties on a form prescribed by the Texas Ethics Commission. The procurement office shall submit a copy of the disclosure to the Texas Ethics Commission. This requirement does not apply to a sponsored research contract or an interagency contract.~~

~~When an actual violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with the director of procurement and property services. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled. Any employee or officer who knowingly violates laws, rules, or policies relating to contracting processes is subject to disciplinary action up to and including termination. Other penalties may apply depending on the severity of the action. See Ethics (2.6).~~

~~Purchasing professionals have the right under law to have any ethics question reviewed and decided by the Texas Ethics Commission. To learn whether a specific action violates the ethics rules, contact the Texas Ethics Commission, 201 East 14th St., 10th Floor, Austin, Texas 78701 or call them at 512-463-5800.~~

~~**Cross Reference:** Ethics (2.6), Professional and Consultant Services (17.12); Purchases From Officers or Employees (17.21); Gifts, Prizes and Awards (3.18); Nepotism (11.16); Tex. Educ. Code § 51.9337; Tex. Gov't Code §§ 573.021-.025, 2252.908, 2254.032, 2261.252, 2262.004; 2 CFR §§ 200.317-.326~~

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

~~**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator~~

~~**Forms:** Conflict of Interest, Outside Commitment and Activities~~

~~**Board Committee Assignment:** Finance and Audit~~

Reports

- President
- Faculty Senate
- Student Government Association

PRESIDENT'S REPORT

Presenter: Scott Gordon, University President

Report Topics:

- Budget Report and Analysis
- Legislative Recap
- Division/Unit Assessments
- Distinguished High School Partnerships
- Initiative Updates
- VSIP Updates

FY 2021 Voluntary Separation Incentive Program (VSIP) Status as of 7/15/2021

VSIP Savings Summary

VSIP Participants:	
Faculty Participants	36
Staff Participants	61
Total VSIP Participants	**97**
VSIP Payout (1/2 Salaries plus 7.65% Payroll Tax)	**$ 3,528,631**
VSIP Faculty and Staff Salaries	**$ 6,555,748**
Plus: Actual Benefits for VSIP Retirees	**$ 1,494,752**
Actual VSIP Salaries Including Benefits	**$ 8,050,500**
Less Expenditures post VSIP:	
Gross Position Replacement Funds (50% VSIP Salaries)	(3,277,874)
Benefits estimated at 30%	(983,362)
Post Replacement Salaries Including Benefits	**(4,261,236)**
Amortized Annual VSIP Payout Repaid to Fund Balance	(705,726)
Estimated Continued Cost Of Retiree Insurance	(495,000)
Total Projected Annual Savings	**$ 2,588,538**
5 Year Estimated Program Savings	**$ 12,942,688**
Subjective Assumptions	
Total Projected Annual Savings	**2,588,538**
Less Amount Reserved to Return to Fund Balance	(2,122,647)
Annual Amount Available for Presidential Discretion	**465,891**
Projected Total Cumulative Five Year Savings	**$ 10,613,233**

VSIP Program Status

VSIP Participants:		Faculty	Staff	Total
Academic Affairs		36	17	53
All Other			44	44
Total VSIP Participants		36	61	97
Retired as of 7-15-21		23	48	71
Positions Approved for Replacement as of 7-15-2021		35	13	48
Gross Position Replacement Funds (50% VSIP Salaries)		2,130,618	1,147,256	3,277,874
Replacement Funds Consumed as of 7-15-2021		(2,068,351)	(1,131,372)	(3,199,723)
		62,267	15,884	78,151
% Replacement Funds Remaining		3%	1%	2%

VSIP Positions Approved for Rehire as of 7-15-21

Total VSIP Salary Total	**$**	**3,277,874.00**			
Academic Affairs	**$**	**2,130,618.00**	**All Other**		**$ 1,147,256.00**
(benefits are not included below)			*(benefits are not included below)*		
Positions Approved			*Positions Approved*		
F99279	$ 113,000.00	*Management/Marketing*	E99351	Prgmr/Analyst II	$ 48,000.00
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	$ 78,500.00	*Human Svcs & Ed Leadership*	E99299	Provost Exec VP	$ 240,000.00
F99275	$ 66,500.00	*Human Svcs & Ed Leadership*	H99561	UPD Corporal	$ 39,975.00
F99274	$ 90,000.00	*Music-Director of Bands*	E99348	Dir Cnslg	$ 75,000.00
F99273	$ 57,000.00	*Mass Communications*	TBD	Controller Restructure	$ 125,000.00
F99272	$ 62,000.00	*Social Work*	TBD	Bursar Restructure	$ 73,017.00
F99271	$ 67,500.00	*Social Work*	TBD	Registrar	$ 100,000.00
F99270	$ 60,000.00	*Math & Stats*	TBD	Health Clinic Contract	$ 100,000.00
F99269	$ 60,000.00	*Math & Stats*	TBD	Coord Mktg Comm	$ 56,285.00
F99268	$ 60,000.00	*Math & Stats*	TBD	Acct II Fin Aid Restructure	$ 35,300.00
E99389	$ 4,000.00	*(restructure Jonathan Gauntt)*	TBD	Spec Tech Support	$ 43,887.00
F99261	$ 55,000.00	*Nursing*			
F99262	$ 55,000.00	*Nursing*			
F99263	$ 55,000.00	*Nursing*			
F99264	$ 55,000.00	*Nursing*			
F99265	$ 55,000.00	*Nursing*			
F99266	$ 55,000.00	*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	$ 33,240.00	*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	$ 67,500.00	*Social Work*			
F99250	$ 64,000.00	*Geology*			
F99249	$ 85,000.00	*Physics,Engineering,Astronomy*			
F99248	$ 90,000.00	*Human Svcs & Ed Leadership*			
TBD	$ 60,000.00	*Forestry or Agriculture*			
TBD	$ 4,111.04	*reorg for Physics*			
	$ 62,266.96	**Remaining Balance**		**Remaining Balance**	**$ 15,883.90**

FY22 Budget Savings

	FY22 Budget Savings	5 Year Budget Savings
Prior Year budget for VSIP Participants:	8,050,500	
Salaries not authorized for replacement	(3,277,874)	
Related benefits @ 30%	(983,362)	
Repay Fund Balance 1/5 of VSIP Payout	(705,726)	
Increase retiree insurance	(495,000)	
Net Projected Annual Savings	2,588,538	
x 5 years = Gross Program Savings		12,942,690
Less: Amount Reinvested		
Annual President's reinvestment	(465,891)	
x 5 years		(2,329,455)
VSIP Budgeted Program Savings	2,122,647	10,613,235

Dr. Brian Uriegas BIO

Dr. Uriegas is an Assistant Professor in the department of Human Services and Educational Leadership. Prior to his arrival at SFA, Dr. Uriegas spent 17 years as a teacher, coach, and principal in Texas public schools. Dr. Uriegas graduated from the University of Texas with a B.A. in History, Southwest Texas State University (now Texas State University) with an M.Ed. in Secondary Education, and Texas A&M University-Kingsville with an Ed.D. in Educational Leadership. Brian's research interests are centered on rural education with focuses on post-secondary readiness, students of poverty, career and technical education, diversity, equity, and inclusion, and advancement for Latinx students and faculty in higher education. Dr. Uriegas serves on several national committees for justice, equity, diversity, and inclusion and is a section editor for the Rural Education newsletter as part of the American Educational Research Association. Brian has publications and presentations at the state, regional, national, and international levels.

Faculty Senate Chair's Report
Brian Uriegas, EdD, Chair 2021-2022
Address to SFA Board of Regents
July 27, 2021

1. **Introduction**
2. **Faculty Accomplishments**
3. **2021-2022 Focus**
4. **Opportunity for Questions**

Faculty Accomplishments, March 30, 2021 to June 30, 2021

Abel, Carolyn. Religion in Schools: Navigating the Law.

Cho, Janice. The Dynamics of Social Support and Affective Well-being Before and During COVID: An Experience Sampling Study. 71st Annual International Communication Association (ICA).

Cho, Janice. The Dynamics of Social Support and Affective Well-being Before and During COVID: An Experience Sampling Study. Publication.

Fish, Tod. College Discussion. Roosevelt High School.

Leysath, Margaret. Shaho' and the Power of Place.

Lindsey, Matthew. Croston’s Method: 50 Years of Forecasting Intermittent Demand.

Long, Jane. A Math Without Words Puzzle.

Long, Jane. 2-adic Valuations of Quadratic Sequences.

McCleary, Daniel. ABC Pattern of Physical Aggression Toward Teachers.

McIntosh, Jason. Is this for a Grade? Low-stakes Writing in School and Everyday Life.

Meyer, Bradley. "Helping College Percussion Transfer Students Transition into Four-Year Programs" in PN

Meyer, Bradley. NYCEMF 2021 Performance – Boundaries.

Meyer, Bradley. Percussion Instrument Repair - China Springs ISD.

Meyer, Bradley. Podcast Interview w/ VPF.

Meyer, Bradley. NCPP 2021 Performance of "Distance."

Meyer, Bradley. Adjudicator for TSSEC 2021.

Meyer, Bradley. NCPP 2021 Clinic - Using Mindfulness Techniques to Reduce Performance Anxiety.

Meyer, Bradley. Directed the 2021 Spring SFA Percussion Ensemble Concert.

Montana-Schalk, Carmen. Trophic Ecology and Resource Partitioning of Centropomus undecimalis and Centropomus poeyi in the Usumacinta River Delta.

Montgomery, Mark. MTEs Modeling the Use of Torres' Rights of the Learner in a Measurement Lesson.

Moulton, Aaron. Venezuela, La Guerra Fría y Los Conflictos Regionales en La Cuenca del Caribe, 1944-1959. Historia Contemporánea de Estados Unidos, Universidad Católica Andrés Bello.

Moulton, Aaron. 'Estamos Interviniendo:' Anticolonialismo y Ga Guerra Fría Británica Contra La Revolución Guatemalteca, 1944-1954. El Instituto de Investigaciones Históricas y el Cuerpo Académico de Estudios Latinoamericanos. Universidad Michoacana de San Nicolás de Hidalgo.

Nagy, Brian. Nascent Ventures' Green Initiatives and Angel Investor Judgments of Legitimacy and Funding.

Phares, Harry. Housing Bubbles and Near-Zero Interest Rate Environments that Inflate Property Taxes: An Unexpected Expense for Retirees?

Ogale, Pushkar. Data Integrity Security Spots Detected by Object Reference.

Onchoke, Kefa. Student Success in Five Concepts: A Six-Year Study in an Introductory Chemistry Course for Non-Science Majors.

Onchoke, Kefa. Synthesis, Chromatographic, and Spectroscopic Characterizations of Mono-nitrated Benzanthrones. 3rd International Conference at Machakos University.

Onchoke, Kefa. Syntheis and Spectroscopic Characterization of 2-NBA. CADFP Lecture/Seminar Presentation at Multimedia University, Kenya.

Onchoke, Kefa. Experimental and Theoretical Studies of Nitrated Polycyclic Aromatic Hydrocarbons. Kenyatta University Lecture. CADFP (Carnegie Africa Diaspora Fellowship Program).

Schalk, Christopher. Community Assembly Within Ponds: The Roles of Space, Time, and Environmental Gradients.

Schalk, Christopher. The Cost of Gold: Mercury Contamination of Fishes in a Neotropical River Food Web.

Schaub, Mark. Government Agency Product Endorsements and Stock Valuations: A COVID-19 Event Study.

Schaub, Mark. On the OCC Announcement Allowing US Banks to Use Stable Coins and the Immediate Impact on Cryptocurrency Valuations.

Smith, Anne. Cici's Journal: Lost and Found.

Thornley, Andrew. Tied-House Laws. The Law of Beer: A Multidisciplinary Symposium. McGeorge School of Law (University of the Pacific).

Lauren Roach Bio

Student Government Association – Student Body President

Lauren Roach is a senior accounting major. This Fall she will begin graduate school for her Masters in Accountancy. During her four years at SFA, Lauren has grown a passion for advocating for her peers as well as promoting an agenda for professional development. Her favorite part about her experience here at SFA has been joining various organizations that have gained her life-long relationships and helped to shape her into the leader she is today. Lauren looks forward to utilizing her skills on a larger platform, serving as the 2021-2022 SGA Student Body President.

Student Government Association Board of Regents Report
July 27, 2021

I. Environmental Service Fee Committee
    a. 2 new members have been appointed to replace the 1-year student terms
    b. Meetings schedule to continue this Fall
II. Dean of Students Search Committee
    a. SGA President & Speaker of the Senate have been involved in the interview process
    b. Campus Visits from Top 2 finalists
III. Diversity, Equity, and Inclusion Video Committee
    a. Series of 6 videos will be published to showcase DEI on the SFA campus
    b. Projected Completion Date is before the beginning of the Fall semester
IV. Orientation Session Tabling
    a. SGA has been tabling at every orientation session, bringing awareness to first-year students about the organization and its functions
    b. Goal: Accessibility
V. Watermelon Bash
    a. Takes place August 27th from 1-3pm on the BPSC Plaza
    b. Inviting Organizations
    c. T-shirt designs are being finalized
    d. Sponsorships are being contacted
VI. Partnership with Center of Career and Professional Development (CCPD)
    a. SGA President and Vice President met with the director of CCPD to discuss ways to promote professional development and diversify career fairs