

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
January 30 – February 1, 2022
Volume 353**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
January 30 – February 1, 2022
Austin Building, Room 307
Meeting 353**

The Building and Grounds Committee met on Wednesday, January 26, 2022 in preparation for the full Board of Regents meeting held January 30 – February 1, 2022.

Wednesday, January 26, 2022

The meeting of the Building and Grounds Committee was called to order in open session at 1:30 p.m. by committee chair, David Alders.

PRESENT:

Committee Members: Mr. David Alders, Chair
Mrs. Brigettee Henderson
Ms. Nancy Windham
Mrs. Karen Gantt, ex officio, Board Chair

Board Members: Mrs. Jennifer Winston, Secretary
Mr. Robert Flores
Dr. Laura Rectenwald

General Counsel: Mr. Damon Derrick
President: Dr. Scott Gordon
Chief Audit Exec.: Mrs. Gina Oglesbee
Cabinet Members: Dr. Brandon Frye
Mrs. Judi Kruwell
Dr. Lorenzo Smith

Other SFA administrators and staff were in attendance.

At 1:35 p.m. the committee recessed to tour the following facilities: Forestry Lab Building, Arthur Temple College of Forestry Building, Forestry Greenhouse, Steen Hall, Agriculture Mechanics Building and the Agriculture Building. The tour concluded at 3:30 p.m.

John Branch, Interim Director of the Physical Plant, provided the Construction Report, Planned Maintenance Report, and the Master Plan Report. Committee Chair Alders provided a report on a proposal for Capital Improvements Plan that will be presented to the committee on Sunday, January 30, 2022.

Committee members heard presentations, discussed and agreed to recommend the following agenda item.

6. Building and Grounds Committee Policy Revisions

Class Meeting Times 4.12

Course Scheduling 4.13

Smoking, Vaping and Use of Tobacco Products 13.21

Student Center Operations 16.26

Telecommunications Services 16.28

Work Requests 16.37

The Building and Grounds Committee adjourned at 5:10 p.m.

Sunday, January 30, 2022

The meeting of the Board of Regents was called to order in open session at 1:00 p.m. by chair Karen Gantt.

PRESENT:

Board Members: Mrs. Karen Gantt, Chair
 Mr. Tom Mason, Vice Chair
 Mr. David Alders
 Mr. Robert Flores
 Mrs. Brigettee Henderson
 Mrs. Judy Olson
 Dr. Laura Rectenwald
 Ms. Nancy Windham
 Mr. Spencer Coffey, Student Member

Note: Regent Jennifer Winston was unable to attend and Regent Alders joined the meeting at 2:45 p.m.

General Counsel: Mr. Damon Derrick
President: Dr. Scott Gordon
Chief Audit Exec.: Mrs. Gina Oglesbee
Cabinet Members: Ms. Erma Brecht
 Dr. Michara DeLaney-Fields
 Mr. Anthony Espinoza
 Mr. Brandon Frye
 Mr. Graham Garner
 Mr. Ryan Ivey
 Ms. Jill Still
 Dr. Charlotte Sullivan

Other SFA administrators and staff were in attendance.

The board heard presentations and reports from the following President's cabinet members:

- Office of Marketing Communications Update provided by Mr. Graham Garner.
- Office of Information Technology Services Update provided by Mr. Anthony Espinoza.
- SFA Athletics Update provided by Mr. Ryan Ivey.
- Office of Diversity, Equity and Inclusion Update provided by Dr. Michara DeLaney-Fields.
- Enrollment Management Update provided by Mrs. Erma Brecht.

The board recessed to committee meetings.

The meeting of the Building and Grounds Committee was called to order in open session at 2:52 p.m. by committee chair, David Alders.

Committee Members: Mr. David Alders, Chair
Mrs. Brigette Henderson
Ms. Nancy Windham
Mrs. Karen Gantt, ex officio

Committee members heard presentations, discussed and agreed to recommend the following agenda items.

7. Rescind Board Order 22-06 RFW for Master Plan

8. Proposal for Capital Improvements Plan

The Building and Grounds Committee meeting adjourned at 3:20 p.m. and the Chair Gantt called the meeting into Executive Session to discuss the following items:

- Deliberations Regarding the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices. (Texas Government Code, Section 551.076)
- Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC charges, Public Information Act, *Ann Wilder v. SFASU*; *Christin Evans v. Sydney Miley, et al*; and *Marlene Kahla, Ph.D. v. Board of Regents of Stephen F. Austin State University, 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 chief audit executive, director of athletics, head football coach, executive director for enrollment management, chief marketing communications officer, chief information officer, chief diversity officer, director of governmental relations, vice presidents and the president. (Texas Government Code, Section 551.074)

The executive session ended and the Board of Regents meeting returned to open session at 7:00 p.m.

The meeting was recessed by Chair Gantt at 7:01 p.m. to Monday, January 31, at 8:30 a.m.

Monday, January 31, 2022

The meeting of the Board of Regents was called to order in open session at 8:33 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
 Dr. Laura Rectenwald
 Ms. Nancy Windham
 Mr. Spencer Coffey, Student Member

Note: Regent Jennifer Winston was unable to attend.

General Counsel: Mr. Damon Derrick
President: Dr. Scott Gordon
Chief Audit Exec.: Mrs. Gina Oglesbee
Cabinet Members: Ms. Erma Brecht
 Dr. Michara DeLaney-Fields
 Mr. Anthony Espinoza
 Mr. Brandon Frye
 Mr. Graham Garner
 Mr. Ryan Ivey
 Ms. Judi Kruwell
 Ms. Jill Still
 Dr. Charlotte Sullivan

Other SFA administrators and staff were in attendance.

The board recessed to committee meetings.

The Academic and Student Affairs Committee was called to order by committee chair, Brigettee Henderson at 8:35 a.m.

Committee Members: Mrs. Brigettee Henderson, Chair
Dr. Laura Rectenwald
Mrs. Jennifer Winston
Mr. Spencer Coffey, Student Regent
Mrs. Karen Gantt, ex officio

A report was provided from Hanover Research Study by representative Mr. Paul Gibson to discuss the results and use of the dashboards for the faculty and staff salary studies.

Committee members heard presentations, discussed and agreed to recommend the following agenda items.

9. Shared Governance Document

10. Academic and Student Affairs Policy Revisions

- Affirmative Action 11.1
- Curation of Archaeological Collections 5.6
- Employee Affirmative Action/Recruitment Plan 11.9
- Faculty and Staff Athletic Ticket Purchases 12.8
- Faculty Code of Conduct 7.11
- Final Examination Scheduling 7.14
- Health and Safety 13.10
- Mail Services 16.16
- Meeting and Conducting Classes 7.18
- Return to Work 11.24
- Social Media 15.11
- Student Medical Appeal 6.24
- Student Service Fee Allocations 10.11
- Ticket Office Services 16.29

The Academic and Student Affairs Committee meeting adjourned and the Finance and Audit Committee was called to order by committee chair, Tom Mason at 9:15 a.m.

Committee Members: Mr. Tom Mason, Chair
Mr. Robert Flores
Mrs. Judy Olson
Mrs. Karen Gantt, ex officio

Committee members heard presentations, discussed and agreed to recommend the following agenda items.

11. Acknowledge Receipt of Audit Services Report

- Benefits Proportional by Method of Finance Audit
- Construction Management Close-Out Audit
- Tuition Set Asides Audit

NCAA Financial Statement Agreed Upon Procedures Review
Charter School Annual Financial Report Audit
Update on Audit Plan

12. Acknowledge Receipt of Contract Monitoring Report

The Investment Report was presented to the board by Dave Verghese, Executive Director of Investments with The Texas A&M University System Treasury Services via videoconference.

The Finance and Audit Committee recessed until after lunch.

At 10:45 a.m. the board toured the Audiology and Speech-Language Pathology Program Facilities located in the Human Services Building, as well as the Sports Business Program in the McGee Business Building. The board then broke for lunch at 12:15 p.m.

The Finance and Audit Committee reconvened at 2:01 p.m. Committee members heard presentations, discussed and agreed to recommend the following agenda items.

13. Grant Awards

14. Resolution to Acknowledge Review of the Investment Strategy and Policy

15. Resolution Approving Investment Brokers and Financial Institutions

16. FY2023 Room and Board Rates

17. Changes to FY2022 Capital and Higher Education Fund Budget

Judi Kruwell provided a report on the FY2022 Budget Status and Analysis of Changes in FY2021 Unrestricted New Position.

18. Acknowledge Receipt of Annual Financial Report from Institutionally Related Entities

19. Finance and Audit Policy Revisions

- Delegated Purchasing Authority 17.5
- Expenditure of Higher Education Funds 3.32
- Investments 3.21
- Investments-Endowment Funds 3.20
- Withdrawal Without Financial Clearance 6.22

The Finance and Audit Committee recessed at 4:36 p.m. The Board returned to Committee of the Whole. Chair Gantt called the meeting into Executive Session to discuss the following items:

- Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, EEOC

charges, Public Information Act, *Ann Wilder v. SFASU*; *Christin Evans v. Sydney Miley, et al*; and *Marlene Kahla, Ph.D. v. Board of Regents of Stephen F. Austin State University, 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 chief audit executive, director of athletics, head football coach, executive director for enrollment management, chief marketing communications officer, chief information officer, chief diversity officer, director of governmental relations, vice presidents and the president. (Texas Government Code, Section 551.074)

The executive session ended and the Board of Regents meeting returned to open session at 5:41 p.m.

The meeting was recessed by Chair Gantt at 5:43 p.m. to Tuesday, February 1, at 8:30 a.m.

Tuesday, February 1, 2022

The meeting of the Board of Regents was called to order in open session at 8:30 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
 Dr. Laura Rectenwald
 Ms. Nancy Windham
 Mr. Spencer Coffey, Student Member

Note: Regent Flores arrived at 9:10 a.m.

General Counsel: Mr. Damon Derrick
President: Dr. Scott Gordon
Chief Audit Exec.: Mrs. Gina Oglesbee
Cabinet Members: Ms. Erma Brecht
 Dr. Michara DeLaney-Fields
 Mr. Anthony Espinoza
 Mr. Brandon Frye
 Mr. Graham Garner

Mr. Ryan Ivey
Ms. Judi Kruwell
Dr. Lorenzo Smith
Ms. Jill Still
Dr. Charlotte Sullivan

Other SFA administrators and staff were in attendance.

Regent Alders offered the invocation and ROTC Cadet Benefo led the pledges to the flags.

SPECIAL RECOGNITION

Jill Still recognized the Alumni Affairs Office for their continued work with engaging alumni, parents and friends of the university. Lorenzo Smith recognized faculty members in the College of Forestry and Agriculture, School of Art, as well as an outstanding student. Graham Garner recognized Shirley Luna for her years of service to University Marketing Communications and the University. Judi Kruwell recognized Dr. Jeremy Higgins for his hard work and dedication in management of the COVID-19 program and committee on campus throughout the pandemic. Ryan Ivey recognized the Lumberjack Football Team and Head Football Coach, Colby Carthel for their performance during the past football season.

MINUTES

Board Order 22-20

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the minutes of Meeting 351, October 31 – November 1, 2021 and Special Called Meeting 352 December 12, 2021 be approved as presented.

PERSONNEL

Board Order 22-21

Upon motion by Regent Alders, seconded by Regent Winston, with all members voting aye, it was ordered that the following personnel items be approved.

STAFF APPOINTMENTS

The following staff appointments were approved.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

Timothy McLemore, Director, at an annual salary of \$62,000 for 100-percent time, effective 1/3/2022.

INFORMATION TECHNOLOGY SERVICES

Jordan Perez, Programmer Analyst I, at an annual salary of \$41,000 for 100-percent time, effective 1/10/2022.

MULTICULTURAL AFFAIRS

Ja'von Long, Assistant Director, at an annual salary of \$47,000 for 100-percent time, effective 11/29/2021.

RESIDENCE LIFE

Scarleth Lopez, Area Coordinator, at an annual salary of \$45,000 for 100-percent time, effective 11/1/2021.

STUDENT ENGAGEMENT

Michael Onuchovsky, Coordinator, at an annual salary of \$41,000 for 100-percent time, effective 11/10/2021.

Amanda West, Coordinator, at an annual salary of \$41,000 for 100-percent time, effective 11/10/2021.

FACULTY APPOINTMENTS

The following faculty appointments were approved.

RUSCHE COLLEGE OF BUSINESS

Marci Jackson, Ph.D. (University of Georgia), Assistant Professor of Business Communication and Legal Studies at an academic salary of \$78,000 for 100-percent time, effective 1/1/2022.

CHANGES OF STATUS

The following changes of status were approved.

STAFF

ATHLETICS

Colby Carthel, Head Coach of Football Operations. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

ATHLETICS ACADEMIC SERVICES

Jordan Rains, from Student Compliance Specialist, at an annual salary of \$38,000, 100-percent time, to Interim Director for Athletics Academic Services, at an annual salary of \$38,000, 100-percent time, with a stipend of \$1,250 for 3-months, effective 11/1/2021.

AUXILIARY SERVICES

Chase James, from Classroom Support Technician I for ITS Academic Support, at an annual salary of \$39,200, 100-percent time, Technology Coordinator at an annual salary of \$49,900, 100-percent time, effective 11/1/2021.

COUNSELING SERVICES

Ronald Smith, from Counselor at an annual salary of \$53,175, 100-percent time, to an annual salary of \$60,940 100-percent time, effective 11/1/2021.

FINANCIAL AND ADMINISTRATIVE SERVICES

Jennie Blough, from Assistant Director of Accounting Operations for Controller's Office, at an annual salary of \$72,318, 100-percent time, to Assistant Director, at an annual salary of \$72,318, effective 11/1/2021.

Carol Fountain, from Assistant Director of Procurement and Property Services, at an annual salary of \$78,061, 100-percent time, to Director, at an annual salary of \$78,061, effective 11/1/2021.

Deborah Kay Johnson, from Director-HUB Coordinator of Procurement and Property Services, at an annual salary of \$115,000, 100-percent time, to Executive Director at an annual salary of \$120,750, 100-percent time, effective 11/1/2021.

INFORMATION TECHNOLOGY SERVICES

Tyler Davenport, from Systems Programmer II, at an annual salary of \$50,000, 100-percent time, to an annual salary of \$57,000, effective 10/1/2021.

Sheldon Harrison, from Network Support Specialist II for Library, at an annual salary of \$55,234, 100-percent time, to Application Support Specialist I, at an annual salary of \$55,234, effective 10/1/2021.

Kreg Moiser, from Systems Programmer II, at an annual salary of \$65,570, 100-percent time, to Application Support Specialist IV, at an annual salary of \$65,570, effective 10/1/2021.

Robert Saunders, from Technical Support Specialist II for Library, at an annual salary of \$44,326, 100-percent time, to Application Support Specialist I, at an annual salary of \$44,326, effective 10/1/2021.

PAYROLL

Renea McDaniel, from Payroll Manager for the Controller's Office, at an annual salary of \$64,821, 100-percent time, to Payroll Manager, at an annual salary of \$68,062, 100-percent time, effective 11/1/2021.

PROCUREMENT AND BUSINESS SERVICES

Kathy Durrett, from Buyer for Procurement and Property Services, at an annual salary of \$36,813, 100-percent time, to Contracting Specialist I, at annual salary of \$38,400 for 100-percent time, effective 11/1/2021.

Brittney Goad, from Accounts Payable Manager for Controller's Office, at an annual salary of \$62,000, 100-percent time, to Disbursements Manager, at annual salary of \$65,100 for 100-percent time, effective 11/1/2021.

Kimberly Jones, from Contracting Specialist II for Procurement and Property Services, at an annual salary of \$45,980, 100-percent time, to Purchasing Manager, at annual salary of \$60,000 for 100-percent time, effective 11/1/2021.

LaDonna O'Hara, from Buyer for Procurement and Property Services, at an annual salary of

\$37,000, 100-percent time, to Contracting Specialist I, at annual salary of \$38,400 for 100-percent time, effective 11/1/2021.

Teresa Rhodes, from Contracting Specialist for Procurement and Property Services, at an annual salary of \$38,400, 100-percent time, to Contracting Specialist I, at annual salary of \$38,400 for 100-percent time, effective 11/1/2021.

Jennifer McCall Wesoloski, from Associate Director of Procurement and Property Services, at an annual salary of \$90,000, 100-percent time, to Director, at annual salary of \$110,000 for 100-percent time, effective 11/1/2021.

RESIDENCE LIFE

Carl Mackey, from Area Coordinator at an annual salary of \$45,000, 100-percent time, to Director at an annual salary of \$62,000, 100-percent time effective 1/1/2022.

SAFETY AND RISK MANAGEMENT

Erik Santes Zepeta, from Human Resources Representative, at an annual salary of \$41,000 to Safety Officer, at an annual salary of \$49,500, 100-percent time, effective 11/1/2021.

TREASURY AND STUDENT BUSINESS SERVICES

Michelle Brazeil, from Assistant Bursar with the Controller's Office, at an annual salary of \$62,000, 100-percent time, to Assistant Director of Student Business Services an annual salary of \$62,000, effective 8/9/2021.

Amy Mooneyham, from Assistant Bursar with the Controller's Office, at an annual salary of \$62,000, 100-percent time, to Assistant Director of Student Business Services an annual salary of \$62,000, effective 8/9/2021.

Hillary Parrish, from Assistant Director for Physical Plant, at an annual salary of \$70,300, 100-percent time, to Treasury Analyst, at an annual salary of \$70,300, effective 11/1/2021.

TITLE IX COMPLIANCE

Melissa Turner, from Compliance Specialist at an annual salary of \$59,410, 100-percent time, to Assistant Director, Dep Coordinator at an annual salary of \$60,000, 100-percent time effective 9/1/2021. From Assistant Director, Dep Coordinator at an annual salary of \$60,000, 100-percent time to Director, at an annual salary of \$70,300, 100-percent time, effective 11/1/2021.

UNIVERSITY HEALTH SERVICES

Marsha Shoemaker, from Insurance Specialist at an annual salary of \$39,208, 100-percent time, to Interim Office Manager, at an annual salary of \$39,208, 100-percent time, with a \$1,500 monthly stipend for 3-months, effective 9/1/2021, to Director of Operations, at an annual salary of \$62,000, effective 12/1/2021.

UNIVERSITY MARKETING COMMUNICATIONS

Dixon Cartwright, from Marketing Communications Coordinator at an annual salary of \$57,392, 100-percent time, to Marketing Communication Coordinator-Media at an annual salary of

\$60,261, 100-percent time effective 11/1/2021.

FACULTY

RUSCHE COLLEGE OF BUSINESS

Todd Brown, from Associate Dean at an annual salary of \$179,188, 100-percent time, to Professor of Economics and Finance at an academic salary of \$140,000, 100-percent time, effective 1/1/2022.

Jason Reese, from Associate Professor and Assistant Chair of Management, Marketing and International Business at an academic salary of \$106,253, 100-percent time, to Associate Dean at an annual salary of \$160,000, 100-percent time, effective 1/1/2022.

COLLEGE OF SCIENCES AND MATHEMATICS

Kevin Langford, from Associate Professor of Biology at an academic salary of \$56,336, 100-percent time, to Interim Chair of Biology at an academic salary of \$56,336, 100-percent time, with a \$1,000 stipend for 12-months, effective 9/1/2021.

Matthew Beauregard, from Professor of Mathematics and Statistics at an academic salary of \$78,424, 100-percent time, to Interim Chair of Computer Science at an academic salary of \$78,424, 100-percent time, with a \$500 stipend for 12-months, effective 9/1/2021 and Interim Chair of Physics, Engineering and Astronomy at an academic salary of \$78,424, 100-percent time, with a \$1,000 stipend for 12-months, effective 9/1/2021.

RETIREMENTS

The following retirement was approved.

FINANCIAL AID

Valerie Harrell, Assistant Director, 30 years of service to SFA, effective 12/31/2021.

SAFETY AND RISK MANAGEMENT

Sonja Hendry, Safety Officer, 17 years of service to SFA, effective 12/31/2021.

INFORMATION TECHNOLOGY SERVICES

Stephen Watson, Assistant Director, 27 years of service to SFA, effective 12/31/2021.

RESIDENCE LIFE

Winston Baker, Director, 13 years of service to SFA, effective 1/3/2022.

BUILDING AND GROUNDS COMMITTEE

Board Order 22-22

Upon motion by Regent Alders, seconded by Regent Flores, with all members voting aye, it was ordered that the following building and grounds item be approved.

BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

Class Meeting Times 4.12

Course Scheduling 4.13

Smoking, Vaping and Use of Tobacco Products 13.21

Student Center Operations 16.26

Telecommunications Services 16.28

Work Requests 16.37

Board Order 22-23

Upon motion by Regent Alders, seconded by Regent Winston, with all members voting aye, it was ordered that the following building and grounds item be approved.

RESCIND BOARD ORDER 22-06 RFQ FOR MASTER PLAN

WHEREAS, the board members considered: At the October 2021 meeting, the Board of Regents approved the issuance of a Request for Qualifications (RFQ) for a firm to update the current master plan (Board Order 22-06). After further consideration, the administration recommends the Board rescind that order to instead allow the President's university Master Planning Committee (MPC) to evaluate the current campus related documents including the most recent master plan, the 2018 Campus Space Utilization Strategy study, and the 2018 Athletics Facility Assessment.

The President will monitor the activity of the MPC and evaluate whether to recommend to the Board that the university engage the services of an architectural firm to update the master plan.

THEREFORE, it was approved to rescind Board Order 22-06 for a Request for Qualifications for a firm to update the current master plan.

Board Order 22-24

Upon motion by Regent Alders, seconded by Regent Henderson, with all members voting aye, it was ordered that the following building and grounds item be approved.

PROPOSAL FOR CAPITAL IMPROVEMENTS PLAN

WHEREAS, the board members considered: In July 2019 in Board Order 19-59, the Board of Regents approved firms for Indefinite Delivery/Indefinite Quantity (IDIQ) Architect and Engineering Services Contracts. The University needs a capital improvement plan that maximizes the combined use of the following funds:

- From the Series 2019A Revenue Bonds totaling \$94,290,000, the portion allocated to student residential housing of \$23,575,000 less expenditures of \$1,090,308.67 for a remaining total of \$22,484,691.33;
- From the Series 2019B Taxable Revenue Bonds totaling \$15,925,000, allocated to a dining facility less expenditures of \$194,444.05, for a remaining total of \$15,730,555.95;
- From the 2021 Capital Construction Assistance Project funds a total of \$44,922,833;
- Higher Education Assistance Funds;

- Outside vendor contributions; and
- private donations.

The administration is requesting authorization to contract with Kirksey Architects, Inc. for an amount not to exceed \$200,000 for a capital improvements plan. Kirksey Architects, Inc. will conduct a focused study that will gather and review relevant data, including but not limited to:

- the applicability of the various sources of funds, including costs of funds and constraints on expenditures;
- the capital improvement needs of campus programs and departments; and
- the operating and maintenance conditions of various buildings on campus, including residential and dining facilities.

The vendor will provide recommendations in the capital improvements plan to the administration and Board of Regents Building and Grounds Committee on how best to allocate available funds in order to maximize return on investment, and thus provide the optimal financial investments in capital improvements for the continued growth and prosperity of SFA.

THEREFORE, it was approved to enter into a contract with Kirksey Architects, Inc. for a capital improvements plan in the amount to not exceed \$200,000.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Order 22-25

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.

SHARED GOVERNANCE DOCUMENT

WHEREAS, the board members considered: A shared governance document in higher education contains rationale, guidelines, and expectations for the decision-making process among staff, faculty, and the administration. It serves as a useful reference to advance equity, collegiality, transparency, empathy, efficiency of communication, and a spirit of good will among university employees. Because Stephen F. Austin State University does not have such a shared governance document, the staff, faculty and administration collaborated to create one.

THEREFORE, the *Shared Governance Document: December 11, 2021* was approved as presented in Appendix 2.

Board Order 22-26

Upon motion by Regent Henderson, seconded by Regent Windham, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:
Affirmative Action 11.1

Curation of Archaeological Collections 5.6
Employee Affirmative Action/Recruitment Plan 11.9
Faculty and Staff Athletic Ticket Purchases 12.8
Faculty Code of Conduct 7.11
Final Examination Scheduling 7.14
Health and Safety 13.10
Mail Services 16.16
Meeting and Conducting Classes 7.18
Return to Work 11.24
Social Media 15.11
Student Medical Appeal 6.24
Student Service Fee Allocations 10.11
Ticket Office Services 16.29

FINANCE AND AUDIT COMMITTEE

Board Order 22-27

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approved.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

The Board of Regents acknowledged receipt of the audit services report as presented including the following:

Benefits Proportional by Method of Finance Audit
Construction Management Close-Out Audit
Tuition Set Asides Audit
NCAA Financial Statement Agreed Upon Procedures Review
Charter School Annual Financial Report Audit
Update on Audit Plan

Board Order 22-28

Upon motion by Regent Mason, seconded by Regent Flores, with all members voting aye, it was ordered that the following financial affairs item be approved.

ACKNOWLEDGE RECEIPT OF CONTRACT MONITORING REPORT

The Board of Regents acknowledged receipt of the contract monitoring report as presented including the following:

Texas General Land Office acting through Cavallo Energy Texas, LLC
RFD & Associates, Inc.
CORE Construction Services of Texas, Inc.

Kirksey Architects, Inc.
Kingham Dalton Wilson, Ltd.
Populous, Inc.
PowerSchool Group LLC - PeopleAdmin

Board Order 22-29

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approved.

GRANT AWARDS

WHEREAS, the board members considered: In fiscal year 2022, the multi-year grant award total is currently \$81,068,198. Of this total, grant awards allocable to fiscal year 2022 are currently \$27,923,732, an increase of \$986,667 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 was ordered that that the additional fiscal year 2022 grant awards that total \$986,667 be approved and ratified as presented in Appendix 3.

Board Order 22-30

Upon motion by Regent Mason, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs item be approved.

RESOLUTION TO ACKNOWLEDGE REVIEW OF THE INVESTMENT STRATEGY AND POLICY

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

THEREFORE, it was ordered that the Resolution to Acknowledge Review of Investment Policy and Strategy be adopted.

WHEREAS, The Texas Public Funds Investment Act requires that each university's investment policy and strategy must be annually reviewed by the governing board of the institution; and

WHEREAS, the law also requires the governing body to adopt a written instrument stating that is has reviewed the investment policy and strategy;

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University

Board of Regents, by the issuance of this resolution, does hereby approve the investment policy and strategy as reviewed on February 1, 2022, and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 1, 2022 meeting of the board.

Board Order 22-31

Upon motion by Regent Mason, seconded by Regent Flores, with all members voting aye, it was ordered that the following financial affairs item be approved. Regents Henderson, Alders, Winston and Olson abstained from the vote.

RESOLUTION APPROVING INVESTMENT BROKERS AND FINANCIAL INSTITUTIONS

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code requires the university to adopt a resolution by the governing body of the institution that approves qualified investment brokers. The financial institutions and brokers/investment managers are listed in the following resolution.

WHEREAS, the Texas Public Funds Investment Act requires the university to submit a resolution approving a list of qualified investment brokers and financial institutions to the governing body of the institution for adoption and/or review; and

WHEREAS, the following firms are approved investment brokers:

Texas A&M University State System
Bank of America
Hilltop Securities

WHEREAS, the following firms are approved financial institutions:

Citizens 1st Bank	TexSTAR
Austin Bank	Texas CLASS
BancorpSouth Bank	Texas Range
Bank of America	JPMorgan Chase & Co
Commercial Bank of Texas NA	Wilmington Trust, N.A.
Southside Bank	UBS Financial Services Inc.
Regions Bank	FTN Financial Capital Markets
UBank (formerly Huntington State Bank)	Stephens Inc.
Wells Fargo Bank	Citigroup Global Markets, Inc.
US Bank	LOGIC
Texas Bank	Water Walker Investment
TexPool	Prosperity Bank

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this resolution, does hereby approve the above listed firms for investment transactions by Stephen F. Austin State University; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 1, 2022 meeting of the board.

Board Order 22-32

Upon motion by Regent Mason, seconded by Regent Olson, with all members voting aye, it was ordered that the following financial affairs item be approved.

FY2023 ROOM AND BOARD RATES

WHEREAS, the board members considered: Projected on-campus student housing and food service operating costs support the need for revised room and board rates for fiscal year 2023 (FY23).

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

A fair market research assessment that focused on trends, the Consumer Price Index (CPI) [Food Away from Home South Region], the Employment Cost Index (ECI), and benchmark comparisons to similar institutions was completed to determine if board rate increases were warranted.

During the past year CPI (food away from home) has increased 4.9% and the ECI (wages and salary accommodation and food service) has increased 8.1%. Thus, a decision was made to increase board rates.

The proposed board rates for FY23, reflect a 5.0% increase, excluding dining dollars.

The administration reviewed the FY23 housing budget proforma, current debt coverage needs, the CPI, and benchmark comparisons to similar institutions. In order to cover debt coverage demands, CPI increases, and best meet budget obligations, a room rate increase is being recommended.

The proposed on-campus room rates for FY2023, reflect a 4.0% increase.

These revised rates will become effective for the fall semester of 2022.

THEREFORE, it was ordered the approval of a 5.0% increase for board rates and a 4.0% increase for room rates for Fiscal Year 2023, as presented in Appendix 4.

Board Order 22-33

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.

CHANGES TO FY2022 CAPITAL AND HIGHER EDUCATION FUND BUDGET SCHEDULE

WHEREAS, the board members considered: The Board of Regents approved the fiscal year 2021-22 institutional operating budget at the July 2021 board meeting. A detailed Capital and Higher Education Fund (HEF) Schedule was also presented in association with the operating budget. Changes to the Capital and HEF schedule are required to reflect changes in budgetary needs,

estimated costs, and use of contingency funds.

Touchnet Cashiering Touchnet was originally implemented with a cashiering feature that was not activated. There is an implementation fee to have this feature activated.

HEF Contingency funds are requested for an implementation fee in an amount not to exceed \$9,500.

Title IX Security Camera and Switch It is crucial that the Title IX office institute security cameras in our office suite for the safety of our students, employees, and the Title IX team. The 2020 Federal Regulations surrounding Title IX mandated live hearings to which both parties, their advisors, and witnesses attend. With the aforementioned parties and their support persons present in the hallway for an average of two to three days for a hearing there is a heightened need for monitored security measures. These hearings must be recorded and retained. Security cameras would allow the University Police Department to maintain recordings of the Title IX suite should an altercation or more severe safety risk occur.

HEF Contingency funds are requested to purchase security cameras and a switch in an amount not to exceed \$6,871.50.

ITS Infrastructure Refresh Many of the systems that provide IT services to the campus have reached end-of-life. These include classroom audio/visual equipment, workstations, networking equipment and servers. The proposed replacement will allow Information Technology Services to continue to provide critical IT services to students, faculty and staff.

Campus Realignment and Renovation funds are requested to purchase distribution switches, at an amount not to exceed \$135,000, classroom support and upgrades at an amount not to exceed \$225,000, server hardware at an amount not to exceed \$400,000, and campus computer refresh at an amount not to exceed \$550,000, for a total of \$1,310,000.

THEREFORE, it was ordered that the changes to the FY2022 Capital and Higher Education Fund Schedule: 1) Reallocate 2022 HEF Contingency funds for a Touchnet cashiering implementation fee at an amount not to exceed \$9,500; 2) Reallocate 2022 HEF Contingency funds to purchase security cameras and a switch for Title IX at an amount not to exceed \$6,871.50; 3) Reallocate Campus Space Realignment and Renovation funds to complete an ITS Infrastructure Refresh for a total not to exceed \$1,310,000, be approved. The president is authorized to sign associated purchase orders and contracts as necessary.

Board Order 22-34

Upon motion by Regent Mason, seconded by Regent Windham, with all members voting aye, it was ordered that the following financial affairs item be approved.

ACKNOWLEDGE RECEIPT OF ANNUAL FINANCIAL REPORTS FROM INSTITUTIONALLY RELATED ENTITIES

WHEREAS, the board members considered: The Department of Audit Services recommended that the annual financial statements of the university's institutionally related entities be formally submitted and accepted by the board of regents as to increase communication, understanding, and oversight of the university's overall financial condition.

THEREFORE, the Board of Regents acknowledged receipt of the annual financial statements of the university's institutionally related private support organizations that currently includes the Stephen F. Austin State University Foundation, Inc., SFA Real Estate Foundation, Inc. and the Stephen F. Austin State University Alumni Association, Inc.

Board Order 22-35

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.

FINANCE AND AUDIT POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

- Delegated Purchasing Authority 17.5
- Expenditure of Higher Education Funds 3.32
- Investments 3.21
- Investments-Endowment Funds 3.20
- Withdrawal Without Financial Clearance 6.22

REPORTS

President, Dr. Scott Gordon discussed the following topics.

- COVID Update
- Spring Semester Update
- University Partnerships
- Distinguished High School Update
- Legislative Work
- Summer Plans – Road Tour

Faculty Senate Chair, Brian Uriegas reported on the following topics.

- Faculty Accomplishments
- Senate Work Spring 2022
- Opportunity for Questions

Staff Council Chair, Megan Weatherly presented on the following topics

- Staff Council Work Fall 2021
- Staff Council Work Spring 2022

Student Government Association President, Lauren Roach discussed the following topics.

- Rebranding SGA
- Student Service Fee Committee
- Counseling Services

Chair Gantt called for a report from the nominating committee appointed at the October 2021 meeting. David Alders, chair, reported on behalf of the committee, which included members Judy Olson and Brigettee Henderson. The following officers were nominated to serve during 2022-2023, assuming a new term of office on April 12, 2022.

Karen Gantt, Chair
Tom Mason, Vice Chair
Jennifer Winston, Secretary

The meeting of the Board of Regents adjourned by Chair Gantt at 10:57 a.m.

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STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Affirmative Action

Policy Number: 11.1

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

Date of last revision, if applicable: 1/29/19

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

Purpose of Policy (what does it do): Stephen F. Austin State University is fully committed to the national and state goal of affording equal employment opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status.

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: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
John Wyatt, Interim Director of Human Resources
Damon Derrick, General Council

Affirmative Action

Original Implementation: Unpublished

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

Purpose

Stephen F. Austin State University is fully committed to the national and state goal of affording equal employment opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status.

Definitions

Affirmative action means that a search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups as required by federal regulations.

General

The university's fundamental policy ~~will be~~ *is* to provide *an* equal employment opportunity in all of its operations, ~~and in~~ all areas of employment practices, and to assure that there shall be no discrimination against any employee or applicant for employment on the grounds of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, ~~and~~ *or* veteran status. Additionally, discrimination is prohibited on the basis of sexual orientation, gender identity, and gender expression. The university's policy extends to recruiting, hiring, training, compensation, overtime, job classifications, work conditions, promotions, transfers, employee treatment, suspensions, terminations, layoffs, return from layoffs, tuition aid, recreational programs, and all other terms, conditions, and privileges of employment. The following special guidelines apply to university employment practices:

1. Provide equal pay for equal work.
2. Provide hiring standards that do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
3. In general, an employer may hire the individual best qualified to perform a particular job but must take affirmative action that will open up job opportunities on all levels to women, minorities, disabled individuals, and veterans.
4. Requirements must be job related and qualifications must be the minimum needed for entrance to a given job.
5. Recruiting efforts must reach minority and women applicants.

6. Selections must be made following strict guidelines that prevent discrimination in all phases of the selection process: job analysis, uniform classification, retention and maintenance of applications, interview practices, and notification of results of the selection process. Appointments must be made considering only job-related factors.

Additional information concerning the university's affirmative action policy, plan, and guidelines for recruiting, screening, interviewing, employee selection, record keeping, employee training, performance management, and new employee orientation can be obtained from the director of human resources.

Cross Reference: U.S. Const. amend. XIV, § 1; 8 U.S.C. § 1324b; 20 U.S.C. §§ 1681, 1684; 29 U.S.C. §§ 206, 621, 623, 793; 42 U.S.C. §§ 2000d, 2000e-2 - 2000e-3, 6101-6102; Tex. Civ. Prac. & Rem. Code § 106.001; Tex. Hum. Res. Code §§ 121.001, .003(f); Tex. Gov't Code §§ 657.002-.007; Tex. Lab. Code Ch. 21; Tex. Const. art I, § 3a; Texas General Appropriations Act

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

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Class Meeting Times

Policy Number: 4.12

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

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

Unit(s) Responsible for Policy Implementation: VPAA

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

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

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

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

Additional Comments:

Reviewers:

Academic Affairs Policy Committee

Lorenzo Smith, Provost and Executive Vice President for Academic Affairs

Damon Derrick, General Counsel

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

Original Implementation: Unpublished

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

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

Academic Space

The primary E&G spaces for academic instruction are:

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

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

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

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

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

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

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

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

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

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

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

Full Fall and Spring Term Standardized Meeting Patterns

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

Day Classes

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

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

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

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

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

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

Other Terms

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

Exemptions

Courses exempt from standard class meeting patterns are:

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

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

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

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

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

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

Fall and Spring Terms

Day Classes

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

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

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

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

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

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

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

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

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

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

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

Table 2. Standard Meeting Times for Maymester

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

Table 3. Standard Meeting Times for Summer

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

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

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

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

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Course Schedules

Policy Number: 4.13

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

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

Unit(s) Responsible for Policy Implementation: VPAA

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

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The committee worked to combine this policy 4.13 with policy 4.12 to reduce repeated information in the two policies.

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

Additional Comments:

Reviewers:

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

Course Scheduling

Original Implementation: July 29, 2014

Last Revision: January 31, 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Curation of Archaeological Collections

Policy Number: 5.6

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: Provost and Executive Vice President for Academic Affairs

Purpose of Policy (what does it do): Policy for the Anthropology and Archaeology Lab located here 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: Deletion of Revenue Sharing paragraph and addition of information regarding storage of documents.

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

Curation of Archaeological Collections

Original Implementation: April 20, 2010

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

The Anthropology and Archaeology Lab (AAL) is a scientific research facility operated by the Department of Anthropology, Geography, and Sociology. The laboratory is certified by the Texas Historical Commission and is therefore eligible to charge for the curation of held in trust (HIT) archaeological collections, *and also for the storing of documents of Texas state projects where no artifacts were collected*. If accepted for curation, collections remain the property of the state of Texas, but Stephen F. Austin State University (SFA) agrees to care for them as stipulated by Texas Historical Commission guidelines. The AAL shall maintain a Collections Management Policy as defined in Rule 29.9 of the Texas Administrative Code. Collections must be prepared, recorded, and described according to the AAL's Collections Management Policy.

Eligible Collections

To be eligible for curation, a collection must be consistent with the mission statement of the AAL as filed with the Texas Historical Commission. Specifically, collections must be either pre- historic or historic in nature and must be important to the East Texas area. The university reserves the right to refuse any collection for curation. All accepted collections shall be accompanied by an approved deed of conveyance or other appropriate agreement.

Curation Fees

The AAL will publish a schedule of curation fees and reserves the right to amend these fees based upon the unique requirements of each collection. Curation fees shall be used by the AAL to offset laboratory expenses and to fund capital expenditures. The fee schedule shall be subject to approval by the provost and vice president for academic affairs and the vice president for finance and administration.

Revenue Sharing

~~SFA shall negotiate and maintain a revenue sharing agreement for HIT collections housed at the annex Mission Dolores Visitors Center in San Augustine, Texas. Collections existing prior to the execution of the revenue sharing are not eligible for revenue sharing under this policy. The terms and conditions of any revenue sharing agreement must be approved by the provost and vice president for academic affairs and signed by the president.~~

Cross Reference: Archaeological Repository Mission Statement; Collection Management Policy; Curation Fee Schedule; Antiquities Code of Texas, Tex. Nat. Res. §§ 191.058, .091-.092; 13 Tex. Admin. Code §§ 29.1-.9.

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

Contact for Revision: Chair of the Department of Anthropology, Geography, and Sociology

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: 4/20/2021

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: Revise approval for unauthorized purchases

Specific rationale for deletion of policy: NA

Additional Comments:

Reviewers:

Judi Kruwell, Interim Vice President for Finance and Administration
 Jennifer McCall, Director of Procurement and Business Services/HUB Coordinator
 Damon Derrick, General Counsel

Delegated Purchasing Authority

Original Implementation: Unpublished

Last Revision: February 1, 2022 ~~April 20, 2021~~

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 *and the purchase is also not specifically delegated under proper administrative approval.* -

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 *business services*~~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 *direct pay disbursements* ~~payments~~ may be made *as outlined in* ~~by completing a voucher for submission to the controller's office.~~ Direct Pay Disbursements (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.

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 *business services* ~~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 will not be paid by the university unless a justification is submitted to the *director of procurement and business services/HUB coordinator and may also be subject to* 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. ~~State~~ 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;
- 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;
- 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 research and graduate studies.

Cross Reference: Contracting Authority (1.3); Items Requiring Board of Regents Approval (1.4); Best Value Procurement (17.1); Direct Pay Disbursements (17.20); Procurement Card (17.11)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and ~~Business Property~~ Services/HUB Coordinator

Forms: Memorandum of Delegated Purchasing Authority

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Affirmative Action/Recruitment Plan

Policy Number: 11.9

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

Date of last revision, if applicable: 1/29/19

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

Purpose of Policy (what does it do): Stephen F. Austin State University affirms its intention to comply with an affirmative action/recruitment plan developed to assure equal access to employment opportunities.

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:

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

Employee Affirmative Action/Recruitment Plan

Original Implementation: February 3, 2005

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

Purpose

Stephen F. Austin State University affirms its intention to comply with an affirmative action/recruitment plan developed to assure equal access to employment opportunities.

Definitions

Affirmative action means that a search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups as required by federal regulations.

General

Equal opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, or veteran status shall have equal access to positions in public service limited only by their ability to do the job. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

Vigorous enforcement of the laws against discrimination is essential. Equally important are affirmative, voluntary efforts to assure that positions in public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial, or ethnic characteristics.

Stephen F. Austin State University is committed to equal employment opportunities and strongly feels that increasing diversity should be a significant part of the hiring process. Employment discrimination and retaliation on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, and gender expression shall be strictly prohibited.

It is the policy of the university to comply fully with all state and federal laws prohibiting employment discrimination and relevant court decisions interpreting those laws as it implements its affirmative action/recruitment plan.

Stephen F. Austin State University affirms that it shall be its public policy not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, or veteran status. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Further, the university shall take all necessary steps to ensure the employment

and promotion of otherwise qualified classes who may be underrepresented in the university's workforce.

The university is committed to the principles of equal employment opportunity law and the spirit of equal access. Therefore, a written plan has been prepared to ensure that Stephen F. Austin State University's affirmative action/recruitment plan shall be properly implemented, and no artificial barriers shall be intentionally or otherwise created to deny applicants or employees of the university equal employment opportunities.

The document is available in the human resources office for review by university employees, applicants, and to the general public on request.

Program Responsibilities

Being a results-oriented program, Stephen F. Austin State University's affirmative action/recruitment plan shall have the support of the president, board of regents, and other management or supervisory personnel. Therefore, specific responsibilities shall be assigned and delegated to university management personnel to ensure that the necessary authority is available to implement the provisions of the plan.

The director of human resources shall be designated as the affirmative action/recruitment officer for the university with the authority for administering the plan. It shall be the responsibility of the director of human resources to ensure that compliance with the university's affirmative action/recruitment policies are implemented in an efficient and effective manner. The director of human resources shall maintain progress reports and information to support and monitor the plan.

The human resources office should be contacted for specific procedures related to recruitment of faculty and staff.

Program Goal

The program's goal is to ensure objectivity, consistency, uniformity and job relatedness through design and implementation of appropriate personnel policy and procedural systems that affect the equal employment opportunities of the university's employees and applicants for employment.

Cross Reference: Tex. Lab. Code Ch. 21; Affirmative Action (11.1)

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: Expenditure of Higher Education Funds

Policy Number: 3.32

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): This policy establishes guidelines covering the allocation, management, budgeting, expenditures, and related restrictions for the appropriate use of Higher Education Funds (HEF) appropriated to Stephen F. Austin State University. These guidelines apply to use of the HEF funds by departments of 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: New policy

Please complete the appropriate section:

Specific rationale for new policy: Created policy to document guidelines for HEF expenditures and delegated purchasing authority for changes to HEF allocations.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

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

Expenditure of Higher Education Funds

Original Implementation: February 1, 2022

Last Revision: N/A

Purpose

This policy establishes guidelines covering the allocation, management, budgeting, expenditures, and related restrictions for the appropriate use of Higher Education Funds (HEF) appropriated to Stephen F. Austin State University. These guidelines apply to use of HEF funds by departments of the university.

Definition

Higher Education Fund (HEF) - permanent capital funding provided under Article VII, Section 17, of the Texas Constitution. These funds are General Revenue funds that must reside in and be expended from the State Treasury.

General

An annual appropriation of funds under the Texas Constitution to eligible institutions of higher education is determined by the Texas Legislative Budget Board (LBB) for 10-year periods and subject to review and revision at the end of each five years.

The HEF expenditure budgets are determined along with the annual operating budget process and approved by the board of regents annually. Changes to the HEF expenditure budgets are governed by SFASU Policy 1.4, Items Requiring Board of Regents Approval, and are presented to the board or regents at each quarterly meeting.

The university will establish Higher Education Fund (HEF) Guidelines that articulate the purposes for which HEF can be expended, define expenditure categories with indications of HEF eligibility, list examples of HEF eligible expenditures, and explain other restrictions related to the use of these funds.

Cross Reference: [Tex. Const. Art. VII, §17](#); Items Requiring Board of Regents Approval (1.4); Annual Budget Preparation (3.2)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Associate 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: Faculty and Staff Athletic Ticket Purchases

Policy Number: 12.8

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

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

Unit(s) Responsible for Policy Implementation: Director of Athletics

Purpose of Policy (what does it do): Allows for discounted ticket prices for university faculty/staff.

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:

Reviewers:

Ryan Ivey, Director of Athletics
Damon Derrick, General Counsel

Faculty and Staff Athletic Ticket Purchases

Original Implementation: Unpublished

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

University faculty, staff, and retirees are entitled to purchase discounted season tickets for home athletic events.

The Department of Intercollegiate Athletics will inform university faculty and staff of the availability of discounted season tickets on at least an annual basis. Faculty/staff season tickets are not honored during post-season play.

Cross Reference: None

Responsible for Implementation: Director of Athletics

Contact for Revision: Director of Athletics

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Faculty Code of Conduct

Policy Number: 7.11

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

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

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

Purpose of Policy (what does it do): Tax-supported colleges and universities must function in accordance with the public trust, and actions by faculty within them must be consistent with the execution of that trust. This policy outlines offenses representing breaches of that trust and violations of the SFASU Faculty 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:

Specific rationale for each substantive revision: Cross Reference policy update and job title updates under Responsible for Implementation and Contact for Revision.

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

Faculty Code of Conduct

Original Implementation: April 28, 2005

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

Tax-supported colleges and universities must function in accordance with the public trust, and actions by faculty within them must be consistent with the execution of that trust. The following offenses represent breaches of that trust and violations of the Stephen F. Austin State University Faculty Code of Conduct:

- A. Plagiarism;
- B. Forgery or unauthorized alteration or use of university documents, records or identification materials;
- C. Knowingly furnishing false information to the university, or failure to acquire and maintain appropriate licensure and certification required for supervision and practice;
- D. The use of violent or other forceful methods to obstruct the functions of the university, which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;
- E. Physical abuse of any person on university-owned or controlled property or at university-sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any such person;
- F. Executing professional responsibilities related to teaching, research supervision, committee work, and similar faculty responsibilities that involve a student related to the faculty member within the second degree of affinity or third degree of consanguinity as defined in university policy 11.16, Nepotism;
- G. Theft of or negligent damage to the university or to the property of a member of the university community or a campus visitor;
- H. Unauthorized entry to or use of university facilities or resources;
- I. Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, or any substance the possession or distribution of which is regulated by federal or Texas law, except where the manufacture, distribution, dispensing, possession, or use are in accordance with the laws of each (~~s~~See Illicit Drugs and Alcohol Abuse (~~{~~13.11~~}~~));
- J. Discrimination and/or sexual misconduct as determined under university policy (~~s~~See Nondiscrimination (~~{~~2.11~~}~~), Sexual Misconduct (~~{~~2.13~~}~~));

- K. Lewd, indecent, or obscene conduct or language on university-owned or controlled property or at a university-sponsored or supervised function;
- L. Unprofessional conduct; that is, behavior that a reasonable person in a professional setting would find inappropriate, rude, disorderly, or offensive, and that is persistent, destructive and/or intimidating;
- M. Violation of other promulgated university policies or rules;
- N. Conviction of a criminal or civil offense that reflects negatively upon the university.

Procedures

1. Each faculty member is required to notify his or her immediate supervisor of any felonious criminal conviction no later than five days after such conviction. Additionally, each faculty member is required to notify his or her immediate supervisor of alleged violations of D, E, F, I, J or M no later than five days after any faculty member becomes aware of such alleged violation.
2. Faculty members are required to abide by the terms of this policy as a condition of employment.
3. Alleged violations of the standards established in this policy should immediately be brought to the attention of the academic unit head to whom the individual is responsible. The academic unit head will then immediately notify the dean of the college, if part of a college. The dean of the college, or academic unit head if not part of a college, will inform the provost and *executive vice president for academic affairs (EVPAA)* of the alleged violation without delay. The ~~EVPAA~~provost and vice president for academic affairs will immediately notify the president and general counsel. The general counsel will determine whether the alleged violation should be investigated pursuant to the Faculty Code of Conduct or other applicable policy. If the investigation is to proceed under the Faculty Code of Conduct, the ~~EVPAA~~provost and vice president for academic affairs or his or her designee will immediately investigate the incident and promptly provide a written report to the president which includes the allegation, scope, findings and results of the investigation, and recommendation for action, if any. The president may accept, modify, or reject the report and/or recommendation. The faculty member will be notified in writing of the president's determination and any action to be taken.
4. Violations of the standards established in this policy can result in the assessment of a penalty ranging from an oral reprimand to termination. Tenured and tenure-track faculty members are also subject to standards and procedures in the Tenure policy (7.29).
5. Faculty members may appeal disciplinary action, other than dismissal or non-renewal, taken pursuant to this policy by following the appeal procedure outlined in Faculty Disagreements (7.25). If the president determines that dismissal or non-renewal is appropriate, the procedures

outlined in Termination and Non-Renewal of Contracts Procedural Guarantees in Tenure (7.29) will control.

Cross Reference: Tenure (7.29); Nondiscrimination~~Discrimination—Complaints~~ (2.11); Sexual Misconduct (2.13); Property Inventory and Management (17.14); Use of University Facilities (16.33); Illicit Drugs and Alcohol Abuse (13.11); Faculty Disagreements (7.25); Misconduct in Scholarly or Creative Activities (7.19); Misconduct in Federally Funded Research (8.7); Ethics (2.6)

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: Final Examination Scheduling

Policy Number: 7.14

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

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

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

Purpose of Policy (what does it do): To ensure that faculty members hold class during finals week according to the official final exam schedule.

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 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

Final Examination Scheduling

Original Implementation: June 16, 1982

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

Faculty members will hold class during finals week according to the official final exam schedule. Any exceptions must be approved by the academic unit head prior to the start of the semester.

Class meetings during finals week, for courses taught at times not listed in the final exam schedule, including but not limited to distance education courses, online courses, and evening or weekend courses, should be scheduled in consideration of resource availability.

All final examinations or course activities must be scheduled to conclude by midnight on the last day of the final exam schedule. Exceptions may be made by the appropriate academic dean.

Cross Reference: Faculty Handbook; Dead Week (7.8)

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: Health and Safety

Policy Number: 13.10

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

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

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

Purpose of Policy (what does it do): This policy affirms the university's commitment to protect the health and safety of its employees, students, and the general public, as well as the university's physical and financial assets. This document establishes the authority and responsibility for the proper management of the university's health and safety program, which is achieved through appropriate compliance with university policies, procedures, and applicable laws and regulations. It also intends to create an awareness of and a commitment to an effective safety program among all members of the university community.

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

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

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Dr. Jeremy Higgins, Director of Environmental Health, Safety, and Risk Management
Damon Derrick, General Counsel

Health and Safety

Original Implementation: February 11, 1977

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

Purpose

This policy affirms the university's commitment to protect the health and safety of its employees, students, and the general public, as well as the university's physical and financial assets. This document establishes the authority and responsibility for the proper management of the university's health and safety program, which is achieved through appropriate compliance with university policies, procedures, and applicable laws and regulations. It also intends to create an awareness of and a commitment to an effective safety program among all members of the university community.

Enterprise Risk Guidelines is *are* the primary program document for the university's safety and health program. It is *was* developed by the State Office of Risk Management and provides the direction and basis for developing and implementing a comprehensive *risk management program*.

General

The primary concern of the health and safety program is the safety and well-being of the students, faculty, staff, and visitors. The program is promoted through safety procedures, hazard identification, training, and loss-control measures focused on the reduction of accidents and risk. This policy applies to all university employees, students, university affiliates, visitors, and owned or leased facilities, buildings, or property.

Responsibility and coordination of various aspects of the university's health and safety program is vested in the Environmental Health, Safety, & Risk Management (EHSRM) Department that reports to the vice president for finance and administration of the university. EHSRM will ensure the university is compliant with all applicable federal and state laws and regulations relating to health and safety. The Risk Management for Texas State Agencies (*RMTSA*) *Enterprise Risk* Guidelines, published by the State Office of Risk Management, is the primary program document for the university's safety and health program. While health and safety compliance rests primarily with EHSRM, it is also the responsibility of all university members to comply with the health and safety policy, procedures, trainings, and inspections.

Responsibilities are assigned to individuals at appropriate levels of authority and expertise as follows:

The responsibility for physical safety, fire and life safety protection and emergency protocols, occupational health and safety, risk management, safety training and inspections, workers'

compensation, acquiring adequate property insurance coverage, environmental safety, hazardous and radioactive materials, asbestos management, laboratory safety, and accident prevention and investigation is assigned to the director of environmental health, safety, and risk management (EHSRM), who reports to the vice president for finance and administration. The director of EHSRM also serves as the official university contact for federal and state agencies regarding environmental and occupational safety and health.

- The responsibility for campus security, emergency procedures, traffic control, criminal investigation, and civil order is assigned to the chief of university police who reports to the vice president for ~~university affairs~~ *finance and administration*.
- The responsibility for the maintenance of the health of students is assigned to the ~~interim~~ director of university health services, who reports to the vice president for ~~university-student~~ *affairs*.

Providing a Safe Workplace

Facilities will be designed in a manner consistent with health and safety regulations and standards of good design. University departments responsible for the design, construction, and/or renovation of facilities shall consult in a timely manner with EHSRM to ensure that there is appropriate health and safety review of facility concepts, designs, fire protections, and plans.

Faculty and staff supervisors, in coordination with EHSRM, shall ensure that personnel receive proper safety training as required by their job task or by result of hazard identification. SFA encourages employees and students to report health and safety hazards to their supervisors or EHSRM. Employees and students shall not be retaliated against in any manner for bona fide reporting of health and safety hazards to SFA.

Faculty and staff supervisors, in coordination with EHSRM, shall ensure that regular, periodic inspections of workplaces are conducted to identify and evaluate workplace hazards and unsafe work practices. Means of correcting discovered hazards and/or protecting individuals shall be determined and implemented appropriately and in a timely manner. Unsafe conditions which cannot be corrected by the supervisor must be reported to department management and EHSRM.

Any individual who becomes aware of a situation immediately dangerous to health or safety shall promptly report the danger to EHSRM and to the faculty, staff, and students who may be affected. The director of EHSRM has the authority to intervene or shut down any university activity considered to present a clear and imminent danger to health or safety. This shall remain in effect until the danger has passed or been mitigated to the extent that the imminent danger no longer exists.

Support

In addition to these specific responsibilities, it shall be the general responsibility of all SFA employees

and students to keep themselves informed of conditions affecting their health and safety; to comply with SFA health and safety policies, programs, procedures, and practices; to participate in training and inspection programs provided by their supervisors and EHSRM; and to adhere to healthy and safe practices in their workplace, classroom, and laboratories.

Management and supervisors are responsible for protecting the health and safety of employees and students under their supervision by implementing SFA health and safety policies, practices, and programs; ensuring all laboratories, workplaces, and equipment are safe and well maintained; and by ensuring that workplaces or laboratories ~~are in compliance~~ *comply* with federal, state, and local regulations. Supervisors are also responsible for the education of their employees and students concerning proper job procedures and recognized hazards before making task assignments.

Implementation

In all university activities and endeavors, safety is the first concern. The members of the university community shall comply with all federal, state, and local statutes, rules, regulations, and codes by which the university is bound. They shall also attempt to comply with the spirit of any *known* non-binding requirement which would further the university's intent to provide and maintain a safe and healthful environment in which to work, study, and live.

Cross Reference: Risk Management (13.19); Tex. Health & Safety Code Ch. 502

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Environmental Health, Safety, and Risk 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: Investments

Policy Number: 3.21

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

Date of last revision, if applicable: 2/2/2021

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

Purpose of Policy (what does it do): This policy applies to all Stephen F. Austin State University operating funds, quasi-endowment funds, and bond proceeds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act (PFIA), and certain portions of the Texas Education Code. The policy states the goals and objectives in the investment of these assets and is intended to provide guidance in the management of the assets. Endowment funds are invested in accordance with Investments – Endowment Funds policy (3.20) approved by the Board of Regents (board) annually.

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

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

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes for clarification.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

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

Investments

Original Implementation: April 30, 1996

Last Revision: February 12, 2022~~4~~

Purpose

This policy applies to all Stephen F. Austin State University operating funds, quasi-endowment funds, and bond proceeds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act (PFIA), and certain portions of the Texas Education Code. The policy states the goals and objectives in the investment of these assets and is intended to provide guidance in the management of the assets. Endowment funds are invested in accordance with Investments – Endowment Funds policy (3.20) approved by the Board of Regents (board) annually.

Definitions

Short-Term investments have a maturity of less than 90 days. Funds needed to meet short-term operating requirements will be primarily invested in either investment pools or overnight sweep accounts established with banking institutions. The benchmark is the average three-month Treasury bill yield.

Intermediate-Term investments have a maturity of 90 days to one year. United States Treasury and Agency securities, or United States Agency Discount Notes are the primary investment vehicles. United States Treasury securities are preferable because of their low risk and the ease with which they are traded. The benchmark is 95 percent of the average one-year Treasury bill yield.

Long-Term investments have a maturity over one year. United States Treasury and Agency securities are the primary investment vehicles. The 30 Year Treasury Bond rate is the benchmark for long term funds.

Quasi-Endowment Funds are funds for which the governing body of the university, rather than a donor has determined that the corpus is to be retained and invested. Since these funds are internally designated rather than externally restricted, the university has the right to expend principal with approval from the governing body.

***Investment Officers** include the university's vice president for finance and administration, the associate vice president of financial and administrative services, the director of treasury and student business services, and other employees as designated in writing by the university's vice president for finance and administration including an employee temporarily holding one of those positions in an acting or an interim role.*

General

Stephen F. Austin State University invests the public funds in its custody with primary emphasis on the preservation and safety of the principal amount of the investment. Secondly, investments must

be of sufficient liquidity to meet the day-to-day cash requirements of the university. Finally, the university invests to maximize yield within the two previously indicated standards. All investments within this policy conform to all applicable state statutes and local rules governing the investment of public funds.

Investment Objectives

The foremost objective of all investment decisions shall be safety of principal. All investments must be undertaken with the fiduciary responsibility associated with that of a reasonable and prudent person. Investments must be in accord with Texas law. Investment maturity must be diversified to match the university's liquidity requirements and to meet all reasonably anticipated operating requirements. Investments shall incur no unreasonable risk in order to maximize potential income. Investments may be diversified in order to respond to changing economic and/or market conditions. No investments within the portfolio or investment practices conducted to effect investment activities shall violate the terms of this policy.

Investment Strategy

All investments will be made in accordance with the university's investment policy. Investments may be diversified as needed to support the university's financial requirements. The preservation and safety of principal is the first priority; however, it is recognized that unrealized losses will occur in a rising interest rate environment, just as unrealized gains will occur during periods of falling interest rates. Investments will be structured to provide sufficient liquidity and marketability to meet operating requirements. The investment portfolio may be diversified with authorized securities to accommodate changing market conditions. An investment decision shall consider yield only after the requirements for principal preservation, liquidity, and marketability have been met.

All securities transactions, including collateral for repurchase agreements, but excluding mutual funds and investment pools, must be settled on a delivery versus payment basis.

An investment strategy may include investment pooling with another public institution as authorized in Texas Education Code Sec. 51.0031. Funds invested with another institution that meets guidelines established by Sec. 51.0031 will be managed in accordance with prudent person investment standards.

Investment Authority

The ~~vice president for finance and administration, the associate vice president of financial and administrative services, and the director of administrative services shall be designated as the university's investment officers and are responsible for the duties outlined herein.~~ The names and titles of the investment officers shall be filed with the Board of Regents. Changes of names and/or titles must be filed with the Board of Regents as they occur. The *investment officers* ~~vice president for finance and administration, the associate vice president of financial and administrative services, and the director of administrative services~~ may only invest funds regulated by this policy and purchase securities authorized by this policy.

The board may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control.

The board may contract with other institution(s) to invest all or part of the university's funds in accordance with Texas Education Code Sec. 51.0031.

Investment Responsibilities

The vice president for finance and administration is responsible for investment management decisions and activities. The vice president for finance and administration delegates the day-to-day management of the investment activities to the *investment officers*~~associate vice president of financial and administrative services or the director of administrative services~~.

The vice president for finance and administration shall be ultimately responsible for all transactions undertaken and shall establish a system of controls (Appendix A) to regulate the activities of officials and staff involved in investment transactions.

The vice president for finance and administration shall develop and maintain written administrative procedures and guidelines for the operation of the investment program which are consistent with and part of this Investment policy (Appendix B).

The vice president for finance and administration may establish an investment committee. The committee may review investment reports, monitor investment activity, or review and revise qualified investment brokers that are eligible to serve in an investment capacity for the university. The chair of the Board of Regents may designate a board member to serve as a liaison on the investment committee.

Prudence

The "prudent person" standard will be used in the investment function and shall be applied in the context of individual transactions as well as management of the overall portfolio.

Accordingly, all investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.

Investment Guidelines

Authorized Investments: All university funds and funds held in trust for others may be invested in the securities listed below and/or pooled with another institution of higher education as authorized in Texas Education Code Sec. 51.0031. The university is not required to liquidate investments that were authorized investments at the time of purchase. For investments exclusive of funds authorized by Sec. 51.0031, credit rating requirements will be monitored at least monthly. If or when a rating drops below the established minimum or when an investment is no longer authorized, that

investment will be liquidated as soon as prudently possible.

Authorized securities include:

- a. obligations, including letters of credit, of the United States, or its agencies and instrumentalities;
- b. direct obligations of the state of Texas or its agencies and instrumentalities;
- c. collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- d. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
- e. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than A or its equivalent;
- f. interest-bearing banking deposits that conform to Sections 2256.009(7) and 2256.009(8) of the Texas Government code;
- g. certificates of deposit and share certificates issued by a depository institution that conforms to Section 2256.010 of the Texas Government Code;
- h. fully collateralized repurchase agreements that conform to Section 2256.011 of the Texas Government Code;
- i. bankers' acceptances that conform to Section 2256.012 of the Texas Government Code;
- j. commercial paper that conforms to Section 2256.013 of the Texas Government Code;
- k. no-load money market mutual funds and no-load mutual funds registered and regulated by the Securities and Exchange Commission and conform to Section 2256.014 of the Government Code;
- l. guaranteed investment contracts that conform to Section 2256.015 of the Government Code;
- m. investment pools that conform to Sections 2256.016 and 2256.019 of the Government Code;
- n. cash management and fixed income funds sponsored by organizations exempt from federal income taxation under Section 501(f), Internal Revenue Code of 1986 (26 U.S.C. Section 501(f));
- o. negotiable certificates of deposit issued by a bank that has a certificate of deposit rating of at least 1 or the equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency;
- p. corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

Unauthorized Investments: The following investments are prohibited:

- a. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- b. obligations whose payment represents the principal stream of cash flow from the underlying

- mortgage-backed security collateral and bears no interest;
- c. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- d. collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Asset Allocation: Investments may be diversified to minimize the risk of loss resulting from unauthorized concentration of assets in a specific maturity, specific issuer, or specific class of securities. The diversification limits by security type and issuer shall be:

Category	Maximum
U. S. Treasury securities and securities having principal and interest guaranteed by the U. S. Government	100%
U. S. Government agencies, instrumentalities and government sponsored enterprises (excluding mortgage backed securities)	50%
Collateral mortgage backed securities	25%
Fully insured or collateralized certificates of deposit	100%
Bankers' acceptances	25%
Commercial paper	50%
Repurchase agreements	100%
Registered money market funds	80%
Local Government Investment Pool	100%
Corporate Bonds	50%

The vice president for finance and administration may diversify investment maturity to limit interest rate risk. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. To the extent possible, investment maturity will be matched with anticipated cash flow requirements. Matching maturity and cash flow requirements will minimize occasions for sale of securities prior to maturity, thereby reducing market risk. However, no provision of this policy shall be interpreted as prohibiting the sale of any security prior to maturity, provided that it is in the university's financial interest to sell the security.

The maximum stated maturity date of any security may not exceed ten years, and the dollar-weighted average maturity of the portfolio shall not exceed five years without approval by the vice president for finance and administration and ratification by the Board of Regents. No officer or designee may engage in an investment transaction except as provided under terms of this policy as approved by the Stephen F. Austin State University Board of Regents.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations

to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy limits investments in corporate bonds, debentures or similar debt obligation to the two highest long-term rating categories.

Insurance or Collateral: All depository bank accounts shall be secured by a pledge of collateral with a market value equal to no less than 100% of the deposits plus accrued interest less any amount insured by the FDIC. Pledged collateral must conform to Chapter 2257 of the Government Code, Collateral for Public Funds. Evidence of the pledged collateral associated with depository bank accounts shall be maintained by the associate vice president of financial and administrative services or the director of administrative services. Collateral shall be reviewed monthly by the *director of financial reporting-controller* and the associate vice president of financial and administrative services or the director of administrative services to assure the market value of the securities pledged equals or exceeds the depository bank balances. Pledged collateral shall be maintained for safekeeping by an independent third party.

Collateral Defined: The university shall accept only the following securities as collateral:

- a. FDIC insurance coverage;
- b. United States Treasury, Agency, or Instrumentality securities;
- c. Direct obligations of the state of Texas or its agencies and instrumentalities;
- d. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the state of Texas or the United States;
- e. Obligations of states, agencies thereof, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent;
- f. Collateralized mortgage obligations (CMO) directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States. CMO must have a stated final maturity date of less than 10 years.

Authorized Financial Dealers and Institutions

Investment transactions (bids and offers) will occur only between the university and board authorized broker/dealers or institutions authorized by Texas Education Code Sec.51.0031. The board shall adopt a list of approved qualified brokers that are authorized to engage in investment transactions with the university. This list shall be reviewed and revised at least annually.

For funds subject to Chapter 2256 of the Texas Government Code, a written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with Stephen F. Austin State University. The qualified representative of the business organization offering to engage in an investment transaction with Stephen F. Austin State University shall execute a written instrument substantially to the effect that the business organization has (a) received and reviewed the investment policy of the university and (b) acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the university and the organization that are not authorized by Stephen F. Austin State University's investment policy.

Securities may not be bought from any organization whose representative has not provided the university with the acknowledgment required in the above paragraph. Funds invested with institutions authorized by Texas Education Code Sec. 51.0031, will be invested pursuant to the qualifying institution's investment policy.

Competitive quotes must be taken from at least three qualifying institutions for all individual security purchases and sales (excluding transactions with money market mutual funds, local government investment pools and when issued securities are deemed to be made at prevailing market rates).

External Financial Advisor Contract Renewal or Extension

Pursuant to Chapter 2256 of the Texas Government Code, a contract with an external investment manager may not exceed two years. A renewal or extension of the contract by the board must be made by order, ordinance, or resolution.

Disclosure Requirements for Outside Financial Advisor

External financial advisors and service providers shall comply with Texas Government Code Chapter 2263, Ethics and Disclosure Requirements for Outside Financial Advisors and Service providers.

Performance Evaluation

The vice president for finance and administration and associate vice president of financial and administrative services or director of administrative services shall submit quarterly reports to the Board of Regents and the president of the university in the format prescribed by the PFIA, within a reasonable time after the end of the quarter. The reports must:

- a. describe in detail the investment position of the university on the date of the report;
- b. be prepared by the investment officer(s) of the university;
- c. be signed by the investment officer(s) of the university;
- d. contain a summary statement of each pooled fund group that states the:
 - i. beginning market value for the reporting period;
 - ii. ending market value for the period; and
 - iii. fully accrued interest for the reporting period;
- e. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- f. state the maturity date of each separately invested asset that has a maturity date;
- g. state the account or fund or pooled group fund for which each individual investment was acquired; and
- h. state the compliance of the investment portfolio of the university as it relates to the investment strategy expressed in this policy and to relevant provisions of the Public Funds Investment Act.

Internal Controls

Stephen F. Austin State University has established a system of written internal controls designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the university. These controls are shown in Appendix A of this investment policy. These controls are subject to the review of and recommendations from the university's Department of Audit Services.

Disclosure Requirements for Investment Officers

Pursuant to Texas Government Code Sec. 2256.005(i), an investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity. For purposes of this subsection, an investment officer has a personal business relationship with a business organization if:

- the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
- the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Training

Each member of the board and investment officer shall attend at least one training session within six months after taking office or assuming duties relating to investment responsibilities as required by Section 2256.007 of the Texas Government Code. The primary investment officers shall attend ~~not less than once each state fiscal biennium~~ an investment training session relating to investment responsibilities from an independent source *not less than once each state fiscal biennium*. Training for the investment officer(s) will be conducted by an organization or firm that is approved by the board. The approved independent sources include:

- Texas Higher Education Coordinating Board
- Center for Public Management at the University of North Texas
- Government Treasurer's Organization of Texas
- PFM Asset Management LLC

The university may provide other training in investments in order to insure the quality and capability of the university's investment ~~officers personnel~~ to make investment decisions in compliance with the PFIA.

Audits

In order to comply with the audit requirements of the Texas Public Funds Investment Act, the university's Department of Audit Services shall conduct audits and reviews of the university's investment function and report the findings to the appropriate oversight authorities.

Investment Policy Adoption and Certification

The board shall review this investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

Cross Reference: Tex. Gov't Code Ch. 573, 2256-2257, 2263; 26 U.S.C. § 501(f); Tex. Educ. Code § 51.0031-.0032, Investments-Endowment Funds (3.20)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Director of Treasury and Student Business Services* ~~Vice President for Finance and Administration~~

Forms: None

Board Committee Assignment: Finance and Audit

APPENDIX A INTERNAL CONTROLS

The university has prepared an investment policy as of April 12, 1996. The policy was approved by the Board of Regents April 30, 1996. The investment policy will be reviewed and/or updated no less than annually. All pledged securities shall conform to Chapter 2257 of the Government Code. The signature of the president, vice president for finance and administration, associate vice president of financial and administrative services, or director of *treasury and student business services* ~~administrative services~~ is required for release of pledged securities from safekeeping. Increases in the level of collateralization require approval by the president, vice president for finance and administration, associate vice president of financial and administrative services, *or* director of *treasury and student business services* ~~administrative services, controller or assistant controller~~. The controller's office will reconcile the appropriate investment accounts to broker's statements and other supporting documents monthly.

APPENDIX B ADMINISTRATIVE PROCEDURES

The *student business services* ~~bursar's~~ office will maintain a daily list of cash balances held in depository bank accounts. All investment transactions and related cash transfer requests, except for investment "rollovers" as defined, will require two signatures. "Rollovers" are investment transactions whereby an investment of certain type held by an entity matures and the proceeds are then used to purchase an investment of the same type within the same account within the same entity. The controller's office will record investments in compliance with Governmental Accounting Standards Board (GASB) and state comptroller's reporting requirements and reconcile the appropriate investment accounts to broker's statements and other supporting documents monthly. Quarterly investment reports are prepared by the associate vice president of financial and administrative services or the director of *treasury and student business services* ~~administrative services~~ and approved by the vice president of finance and administration in accordance with the Performance Evaluation section of this investment policy. The market price of securities will be monitored quarterly using industry published data or appropriate financial publications.

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Investments- Endowment Funds

Policy Number: 3.20

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

Date of last revision, if applicable: 2/2/2021

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

Purpose of Policy (what does it do): This policy applies to all Stephen F. Austin State University endowment funds. The policy states the boards' attitudes, goals and objectives in the investment of the endowment assets and is intended to provide guidance to the finance and audit committee, the university administration, and any investment consultant(s)/manager(s) in the management of the endowment assets. University funds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act are invested in accordance with Investments policy (3.21).

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

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

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes for clarifications.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

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

Investments—Endowment Funds

Original Implementation: Unpublished

Last Revision: February 1, 2022~~2, 2021~~

Purpose

This policy applies to all Stephen F. Austin State University endowment funds. The policy states the boards' attitudes, goals and objectives in the investment of the endowment assets and is intended to provide guidance to the finance and audit committee, the university administration, and any investment consultant(s)/manager(s) in the management of the endowment assets. University funds that are governed by Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act are invested in accordance with Investments policy (3.21).

Definitions

True (or Permanent) Endowment Funds are funds which a donor or other outside agencies have stipulated, as a condition of the gift instrument, that the principal is to be maintained in perpetuity and invested for the purposes of producing present and future income.

Quasi-Endowment Funds are funds for which the governing body of the university, rather than a donor has determined that the corpus is to be retained and invested. Since these funds are internally designated rather than externally restricted, the university has the right to expend principal with approval from the governing body.

Gift Instrument refers to the records that establish the terms of the gift and may consist of more than one document. The release or modification of restrictions on management, investment, or purpose contained within the gift instrument is governed by Texas Property Code Section 163.007.

Investment Consultant ~~represent~~ an external firm or individual who can provide advice and/or guidance regarding investment decisions to the university, and/or hire investment managers.

Investment Officers *include the university's vice president for finance and administration, the associate vice president of financial and administrative services, the director of treasury and student business services, and other employees as designated in writing by the university's vice president for finance and administration including an employee temporarily holding one of those positions in an acting or an interim role.*

General

Endowment funds represent private funds given to the university by individuals or institutions to promote, encourage and advance education and to improve the degree and non-degree educational functions by establishing scholarships, fellowships, professorships, academic chairs and other academic endeavors at the university, as specified by donors.

University endowment funds are not considered to be public funds but instead are governed by Section

51.0031 of the Texas Education Code. This section of the Texas Education Code states that the university "... with regard to donations, gifts and trusts, may establish endowment funds that operate as trusts and are managed under prudent person standards".

Investment Objectives

The overall investment objective is to assure that the university's endowment funds are invested in a manner to achieve as high a level of return as can reasonably be expected to be achieved given the primary objective of safety and preservation of principal. In the management of the university endowment investments, consideration will be given to the need to balance a requirement for current income for present activities with a requirement for growth in principal to compensate for inflation.

Investment Risk Tolerance

The board believes that the endowment assets should be managed in a way that reflects the application of sound investment principles.

The board adheres to the traditional capital market theory that maintains that over the long term, the risk of owning equities should be rewarded with a somewhat greater return than available from fixed-income investments. This reward comes at the expense of higher volatility of returns and more exposure to market fluctuations than with fixed-income investments. Fixed-income investments provide a more predictable return than do equities. Thus, assets should be allocated between fixed-income investments, equities, and alternative investments in such a manner as to provide for current income while providing for maintenance of principal in real terms.

Avoiding large risks is essential. The university will assume a moderate-risk posture in order to have a more stable positive return. This may result in sacrificing some potential opportunities for gain during rising markets in order to avoid large short-term declines in market value during falling markets. Since the university is averse to large downward fluctuations in the value of its investments resulting from volatile market value fluctuations, such year-to-year volatility should be minimized.

Prudence

The 'prudent person standard' is defined by Texas Education Code 51.0031(d) and described in Article VII, Section 11b, of the Texas Constitution, and means that standard of judgment and care that prudent investors, exercising reasonable care, skill, and caution, would acquire or retain in light of the purposes, terms, distribution requirements, and other circumstances of the fund then prevailing, taking into consideration the investment of all the assets of the fund rather than a single investment.

Responsibility and Delegation of Authority

As provided in the Texas Education Code, each member of the Board of Regents (board GO11) has the legal responsibilities of a fiduciary in the management of funds under the control of the university. The board recognizes its responsibility to ensure that the assets of the endowment funds are managed for the exclusive benefit of the university in accordance with its donors' intentions, effectively and prudently, in full compliance with all applicable laws.

The university acknowledges that the ultimate responsibility for the investment of endowment funds rests with the board. The board will determine the institutional approach used to invest endowment funds. The board may choose to hire external investment consultants and/or managers, contract with another institution, or manage funds internally. To carry out this responsibility, the board delegates certain authority to the financial officer(s) to oversee and work with external investment consultants and/or managers the board has selected.

The Board

The specific responsibilities of the board in the investment process include:

- Develop a sound and consistent investment policy that establishes guidelines and reasonable objectives for the management of endowments;
- At least annually, review the policy for continued accuracy and completeness;
- Select suitable investment consultants, managers or qualifying institutions to provide for the management of endowment funds;
- Evaluate performance results; and
- Comply with all applicable laws, including conflict of interest provisions therein.

University Administration

~~The vice president for finance and administration (vice president), the associate vice president of financial and administrative services, and the director of administrative services are designated as the investment officers for the university.~~ The specific responsibilities of the vice president in the investment process include:

- Communicate with outside investment management team (consultants, managers and qualifying institutions);
- If appropriate, prudently select and recommend investment options to the board;
- Review and evaluate performance results to ensure policy guidelines are being adhered to and objectives are being met;
- Submit quarterly and annual investment reports to the board;
- Annually, determine the proper distribution of investment returns to the various spending accounts in accordance with the distribution section of this policy; and
- Comply with all applicable laws, including conflict of interest provisions.

The vice president may also establish an investment committee (committee). The committee may review and evaluate investment performance and review and revise qualified investment managers that are eligible to serve in an investment capacity for the university. The chair of the board may designate a board member to serve as a liaison on the committee.

Qualifying Institution

The board may contract to invest its funds with another Texas public institution. Endowment funds invested with a qualifying institution will be invested in accordance with the institution's Investment Policy and the asset allocation of the institution's policy will supersede the Investment Guidelines Section of this policy. The university's investment officer(s) will provide investment performance reports to the board.

Investment Consultant

The board may contract with an investment consultant to manage the university's endowment funds. The consultant may employ or delegate investment management to discretionary investment managers or affiliates. The consultant is responsible for ensuring that investment managers are in compliance with this policy.

Specifically, the consultant will:

- Assist the officers in the development of investment policy, objectives, asset allocation strategy and portfolio structure;
- Review investment managers, including search, selection and recommendation to the investment —officers and committee;
- Monitor and report on investment manager performance;
- Monitor asset allocation and rebalance to target allocation on a periodic basis; and
- Provide written performance measurement reports as required to the investment officers, investment committee and board. The reports will contain sufficient information to determine if any changes or other actions are called for with respect to the investment portfolio.

Investment Managers

The board may choose to use an investment consultant to select investment managers. The investment consultant may exercise discretion to hire investment managers. If an investment manager is hired through the investment consultant, the consultant is responsible for ensuring that investment managers comply with all applicable policy guidelines.

The board may choose to directly contract with external investment managers. Each investment manager selected or approved by the board is expected to manage the endowment's assets in a manner consistent with the investment objectives, guidelines and constraints of this policy and in accordance with applicable laws. This obligation includes discharging responsibilities with respect to the endowment consistent with "prudent investor" standards, and all other applicable fiduciary regulations and requirements.

If the university directly contracts with the investment manager, then the manager(s) will receive a copy of this policy and the manager must execute a written statement to the effect that the registered principal of the organization has received and thoroughly reviewed the investment policy of the university. The statement must also acknowledge that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.

The investment manager(s) will:

- Be registered as an investment adviser under the Investment Advisers Act of 1940 (where applicable);
- Maintain adequate fiduciary liability insurance and bonding for the management of this account;
- Acknowledge in writing that it is a fiduciary with respect to the assets under its control;
- Be responsible for making decisions on a discretionary basis. This includes buy, hold, sell and timing decisions. The external manager(s) must make responsible decisions in the selections of specific securities and the general timing of purchases and sales necessary to invest only into the security class(es) for which they were retained to manage.

Custodian

The custodian is responsible for the safekeeping for the endowment's investment assets. The specific duties and responsibilities of the custodian include:

- Maintain separate accounts by legal registration;
- Value the holdings;
- Collect all income and dividends owed to the endowment in its custody;
- Settle all transactions initiated by the investment manager; and
- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

Investment Policy Guidelines

For the purpose of this policy, all individual securities which use long-term credit ratings must be rated the equivalent of "B" or better by a nationally recognized credit rating service and the fixed income portfolio must have an overall credit rating of "A". Securities using short-term credit ratings must be rated at least A-2, P-2, F-2 or the equivalent by a nationally recognized credit rating service.

Authorized Investments:

The endowment's assets may be invested in the following:

- a. Direct obligations of the United States government or its direct agencies.
- b. Direct obligations of federally-sponsored agencies in accordance with the above paragraph.
- c. Obligations of states, agencies, counties, cities, and other political subdivisions of any state in accordance with the above paragraph.
- d. United States dollar denominated bonds, debentures, or commercial paper and convertible securities issued by corporations in accordance with the above paragraph.
- e. Debentures or obligations, and preferred or common stock of international governments and corporations. International preferred and common stock issues must be listed on an organized stock exchange.
- f. Common stock and preferred stock issued by United States domiciled corporations and common stocks of international companies listed on the major U.S. or international security exchanges.
- g. Certificates of Deposit issued by federally insured state banks, federally insured savings and loan associations and saving banks or federally insured credit unions. Amounts over the insurance limit of the institutions must be secured by pledged securities.
- h. Bankers' acceptances accepted by a bank organized and existing under laws of the United States or any state in accordance with the above paragraph.
- i. Money Market Mutual Funds. Funds must be registered with the Securities and Exchange Commission, have a maximum dollar weighted average maturity of no longer than 13 months, and be no-load funds. Funds must have assets consisting of securities described in the paragraphs above and seek to maintain a stable net asset value of \$1.00 per share (or unit).
- j. Mutual Funds. Funds must be registered with the Securities and Exchange Commission and invest in assets authorized under this policy.
- k. Direct Security Repurchase Agreements. Direct Repos must be fully secured (collateralized) by securities authorized under the sections (a) through (g) above. Such collateral must be held by a third party. All agreements will comply with Federal Reserve Bank guidelines.

- l. Shares of investment companies as defined by the Investment Company Act of 1940. These companies include both closed-end investment companies and open-end investment companies (mutual funds). Shares in these companies may be purchased if they own securities described in sections (a) through (j) above.
- m. Shares of Exchange Traded Funds, known as ETFs.
- n. No more than ten percent (10%) of the equity portfolio can be invested at any time in one company based on the market value of the stock and portfolio.
- o. No more than thirty percent (30%) of the equity portfolio can be invested in any one industry sector based on the market value of the portfolio.
- p. Alternative investments. Permitted alternative investments may include hedge funds, managed futures funds, private equity funds, or real estate. Hedge funds are not subject to limitations of the “Prohibited Investment” section below. Investments in other strategies shall be reviewed and recommended by the investment officer prior to purchase.
- q. Permitted alternative investments in the portfolio are limited to diversified commingled trust fund vehicles or limited partnerships offered through a third party distribution channel, such as what is offered through many broker-dealer firms.
- r. Permitted alternative investments in the portfolio are limited to investment vehicles that offer the ability for the portfolio to make contributions or receive distributions at least quarterly (but preferably monthly) without restriction or incurring additional fees.
- s. The portfolio shall emphasize investments in fund-of-fund vehicles that are diversified by investment style and typically utilize multiple investment managers within a fund.

Unauthorized Investments

The endowment’s assets should not be invested in the following unless agreed to by the vice president pursuant to an approved strategy and specifically approved in writing by the vice president:

- a. Commodity trading including all futures contracts;
- b. Short selling, option trading and margin trading unless by managers approved for that strategy;
- c. Guaranteed investment contracts.

Asset Allocation

The allowable range and target asset allocation for the endowment funds is:

Asset Category	Minimum	Maximum	Target
Total Fixed Income	0.0%	60.0%	35.0%
Total Equity	0.0%	70.0%	55.0%
Total Alternatives	0.0%	25.0%	10.0%
Total Cash or Cash Equivalents	0.0%	100.0%	0.0%

The allowable asset mix for fixed income and equities is:

Fixed Income	Minimum	Maximum
US Government Bonds	0.0%	100.0%
Corporate Bonds	0.0%	50.0%
Equity	Minimum	Maximum
Domestic Equity	0.0%	100.0%

International Equity	0.0%	30.0%
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Interest Rate, Credit and Foreign Currency Risks

The university will insure the safety of its invested funds by limiting interest rate, credit and foreign currency risks. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The vice president may diversify investment maturity to limit interest rate risk. The average weighted duration of the portfolio should not vary from industry benchmarks by more than +/- 20%.

Credit risk is the risk that an issuer or counterparty to the investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. To limit credit risk, this policy requires all securities which use long-term credit ratings to be rated the equivalent of “B” or better with the overall credit rating for the fixed income portfolio to be rated “A” or better. All short-term credit ratings must be rated at least A-2, P-2, F-2.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of investment. In order to mitigate this risk, international equity investments are limited to a maximum of 30% of the equity portfolio.

Gifts of Individual Securities

Gifts of individual securities will be liquidated and invested in accordance with policy guidelines and investment procedures. Exceptions to this policy are securities described as authorized investments in sections (a), (b), and (c) of the investment policy guidelines above. Such securities may be held so long as the asset allocation ranges are maintained.

Quasi-Endowments

The board may establish a quasi-endowment using unrestricted gifts. Income from funds held in quasi-endowments is available for the purpose established by the board. The corpus of such funds will be held until such time as the board abolishes the quasi-endowment, at which time the corpus is available for such purpose(s) as may be designated by the board. Quasi-endowment funds that are not considered to be public funds are governed by this policy.

Distribution Policy

The spending policy should balance the long-term objective of maintaining the purchasing power of the endowment funds with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support current needs. At the end of the investment year, in consultation with the investment manager, the vice president will review the total return on the endowment accounts and recommend an annual distribution.

Performance Evaluation

The vice president will submit quarterly reports to the board on the performance of the investment portfolio. The reports will disclose the book value and market value of the portfolio at the beginning and ending of the reporting period. The reports will disclose the realized and unrealized gains/losses and total return on the portfolio for the reporting period.

Conflicts Of Interest

Members of the board are frequently persons of wide-ranging business interests. Therefore, a prudent, independent investment decision process may result in investments in firms or organizations with which a member of the board is affiliated. Affiliation shall be interpreted within this section to mean an employee, officer, director, or owner of five percent or more of the voting stock of a firm or organization. The investment staff or an unaffiliated investment manager may invest in such securities. However, the following restrictions shall apply:

- A member of the board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is affiliated; and
- Investments will not be purchased from or sold to a member of the board.

Audits

The Department of Audit Services of the university shall include endowment assets as a component of its annual audit risk assessment. If the department determines that the endowment assets meet its risk assessment criteria, audit services may perform an annual audit of the endowment assets to ~~insure~~ *determine* compliance with the endowment investment policy.

Investment Policy Adoption and Certification

Upon adoption by the Stephen F. Austin State University Board of Regents, the university's investment policy for endowment funds shall be reviewed annually to ensure current applicability and significant modifications thereto submitted to the Board of Regents for approval.

Cross Reference: Tex. Educ. Code § 51.0031; 15 U.S.C. §§ 80a-1 – 80a-64; Tex. Prop. Code Ch. 163, Investments (3.21)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Director of Treasury and Student Business Services* ~~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: Mail Services

Policy Number: 16.16

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

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

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

Purpose of Policy (what does it do): Regulation of mail services (receiving and distribution)

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 changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Mail Services

Original Implementation: September 1, 1965

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

U.S. Postal regulations and the following university policy govern the handling of mail:

The Stephen F. Austin State University Post Office is considered the official receiving point for all mail and packages not requiring SFA inventory tags on behalf of university offices, departments, residence halls and apartments.

University departments and administrative offices will use the SFA Post Office for all postal transactions. Departments will not be permitted to purchase or retain stamps without written permission from the university president. A copy of the written permission will be filed in the SFA Post Office.

All SFA mail is considered delivered when the Nacogdoches Post Office delivers it to the SFA Post Office.

SFA Post Office staff will attempt to deliver incorrectly addressed mail according to USPS requirements. Business mail addressed only to the university will be sent to the Business Office for proper routing.

Post Office box numbers must be used on all correspondence.

All outgoing mail requiring metered postage, or mailed under SFA permit, must be for official university business and have a complete return address with "Stephen F. Austin State University" and the department of origin used within the address. A completed postage IDT card must be attached to the mail to ensure proper accounting of postal charges. Mail (other than bulk rate) must be received in the post office by 4:00 p.m. for dispatch the same day.

Campus mail is defined as mail related to official university business and is delivered to campus boxes without postage. Mail addressed to USPS boxes 4600-4659 and all personal mail requires postage.

All campus mail should be enclosed in a campus mail envelope. If other envelopes are used, they must be marked "Campus Mail" and have a complete return address including the department of origin and the box number.

All residents of university-owned housing are required to have an SFA Post Office box and notify correspondents of the box number.

Retired faculty or staff members are permitted to retain a box at their own expense on a space-available basis.

It is the responsibility of each department to distribute, forward or return mail addressed to personnel within the department.

-The SFA Post Office will remain open on U.S. Post Office holidays not observed by the university, unless notification is made in advance, but mail will not be delivered or picked up on that day. Instead it will be delivered or postmarked on the first normal day of business following the holiday.

Cross Reference: None

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

Contact for Revision: Manager of University Post Office

Forms: Postage IDT Card (available in the SFA Post Office)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Meeting and Conducting Classes

Policy Number: 7.18

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

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

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

Purpose of Policy (what does it do): Policy for faculty for the understanding that classes will be held at the assigned time only. Explains procedure for if a class cannot meet at the scheduled time.

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 changes 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

Damon Derrick, General Counsel

Meeting and Conducting Classes

Original Implementation: June 16, 1982

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

Faculty members will meet their assigned classes at the officially scheduled times and *in the officially identified* places. When a faculty member cannot meet an assigned class, the faculty member will notify the academic unit head prior to the scheduled class meeting, or as soon as possible after the start time of the class, so that a timely announcement can be made to the students. Courses will be conducted in accordance with the descriptions contained in the university's General Bulletin and Graduate Bulletin.

Exceptions to the above may be made with appropriate academic unit head approval.

Cross Reference: General Bulletin, Graduate Bulletin, Faculty Handbook

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: Return to Work

Policy Number: 11.24

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

Date of last revision, if applicable: 11/15/21

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

Purpose of Policy (what does it do): It is the policy of Stephen F. Austin State University to provide a return to work program as the means to return employees to meaningful, productive employment following injury or illness. To provide the highest level of quality service to the citizens of Texas, the necessity exists for every employee of the university to be available for work, ready, and capable of performing the duties and responsibilities for which the employee was hired.

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

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

☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration

John Wyatt, Interim Director of Human Resources

Jeremy Higgins, Director of Environmental Health, Safety, and Risk Management

Damon Derrick, General Counsel

Return to Work

Original Implementation: January 28, 1997

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

Purpose

It is the policy of Stephen F. Austin State University to provide a return to work program as the means to return employees to meaningful, productive employment following injury or illness. To provide the highest level of quality service to the citizens of Texas, the necessity exists for every employee of the university to be available for work, ready, and capable of performing the duties and responsibilities for which the employee was hired.

General

The return to work program may provide opportunities for any employee of Stephen F. Austin State University who sustains a compensable injury during the course and scope of employment, a disability as defined by the Americans with Disabilities Act Amendments Act of 2008, and/or a serious health condition as defined by the Family and Medical Leave Act, to return to work at full duty. If the employee is not physically capable of returning to full duty, the university may provide opportunities, when available, for the employee to perform a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical capacities, or to perform duty at an alternate position.

Each case will be evaluated on an individual basis according to the limitations of each employee as documented by a physician and the job responsibilities of the position. In the event of a worker's compensation injury or illness, the physician's restrictions must be documented and submitted on the Worker's Compensation Work Status Report DWC-073, including a thorough assessment of the employee's ~~specifications~~ *limitations when considering their official job description* ~~modified duty~~. A copy of the job description will be provided to the ~~physician~~ *safety officer* and can be obtained from the director of human resources, if requested. Failure to provide the appropriate documentation for ~~modified light or medium~~ *modified* duty return to work conditions may be grounds, among others, for denial of ~~light or medium~~ *modified* duty assignments. ~~Light-Modified~~ *Light-Modified* duty, if offered, is limited to a specific time frame and ~~may not exceed 12 weeks before being upgraded to medium work, then on to~~ *requires a doctor's release in order to return to regular full duty work*. All modified duty or restrictions to the employee's normal job duties as described on the official job description must be approved and accompanied by an Offer of Employment. The Offer of Employment is prepared by the safety officer and presented to the employee by the supervisor or department head. The university will request a release from the employee for direct communication with the physician regarding those matters that directly relate to return to work assessments. The university reserves the right to properly assess and verify the employee's physical capabilities as they relate to the job.

This return to work program shall not be construed as recognition by Stephen F. Austin State University, its management, or its employees that any employee who participates in the program has a disability as defined by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. If an employee sustains an illness or injury that results in a disability under the ADAAA, it is the employee's responsibility to inform *their immediate supervisor or a person in a responsible management position as soon as practical* that a disability under the ADAAA exists and that a reasonable accommodation will be necessary to perform the essential functions of the position held. Once the employee has informed *their* supervisor, the human resources director *or their designee* must then be informed. Reasonable accommodations may be granted in conjunction with the physician's assessment of the employee's capabilities as it relates to the job and the needs of the university and as described in the Reasonable Workplace Accommodation for Disabilities policy (11.22).

As each situation arises, the case will be evaluated independently by the supervisor, ~~head of~~ department *head*, safety officer, director of human resources, the physician, and other administrators as necessary. Timely contact of individuals cited in their respective areas of responsibility is required to provide the employee with prompt care and *determination of appropriate justifiable accommodations*. *The director of h*Human resources *or their designee* conveys *what, if any, reasonable* ~~the conditions and requirements of~~ accommodations will be ~~made~~ *granted* to the employee *and management*.

Cross Reference: Family and Medical Leave (12.9); Workers Compensation Coverage (12.23); Reasonable Workplace Accommodation for Disabilities (11.22); Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, as amended by the Americans with Disabilities Act Amendments Act of 2008, Pub. L. No. 110-325, 122 Stat. 3553; Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Environmental Health, Safety, and Risk Management Department and Human Resources

Forms: Worker's Compensation Work Status Report DWC-073, Offer of Employment (available in: Environmental Health, Safety, and Risk Management Department)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Smoking, Vaping and Use of Tobacco Products

Policy Number: 13.21

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

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

Unit(s) Responsible for Policy Implementation: President

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

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

☒ 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:

Scott Gordon, President

Damon Derrick, General Counsel

Smoking, Vaping and Use of Tobacco Products

Original Implementation: October 22, 1991

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

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

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

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

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Social Media

Policy Number: 15.11

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

Date of last revision, if applicable: 7/27/2021

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: addition of best practices

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Official social media accounts should create accessible content that follows ADA guidelines and ensures all audience members can experience content as it is intended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Graham Garner, Chief Marketing Communications Officer
Damon Derrick, General Counsel

Social Media

Original Implementation: July 28, 2015

Last Revision: ~~July 27, 2021~~ February 1, 2022

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 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

University-managed online communities are intended to inform users of university-related news and events, and to foster discussion and a sense of community among users. Users may share their opinions and comment freely about the topics the university posts. The university asks that comments are respectful and professional.

Do not delete or hide comments because of disagreement or in reaction to a commenter who reacted negatively.

SFA social pages exist to serve those affiliated with the university. All social media accounts affiliated with the university must adhere to guidelines available in the Identity Standards Manual, developed by the Division of University Marketing Communications. The manual is approved by, and may be modified by, the university president.

Social media communications (messages, etc.) 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 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 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.

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 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.

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 to ensure university logo usage compliance. Use current logos only.

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 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 should be mindful of their audience and what is being posted in a public domain.

Accessibility:

All SFA-affiliated social media accounts must comply to state and federal accessibility laws and make content accessible to people of all abilities so they have equal opportunity to experience the content as it is intended.

All social media content, including text, images, graphics and videos, must meet current accessibility guidelines. See the state of Texas Rules and Regulations for information on meeting requirements of the Americans with Disabilities Act.

Alternative Text Descriptions for Images

Always provide alternative text descriptions for images and graphics when social media platforms allow for them. Alternative text descriptions should provide a clear and thorough description of an image and include all text used in graphics.

Captioning Videos

Video content must include captions for the benefit of those who are deaf or hard of hearing. Captions can be either closed (where a user can turn them on and off) or open (where the text is embedded into the video and cannot be turned on or off).

Context for Animated GIFs

On platforms that allow for alternative text descriptions on GIFs, provide them in the same manner as for still images.

CamelCase Hashtags

For hashtags that include multiple words, use initial capitalization, also known as CamelCase. Utilizing this technique makes the hashtag easier to read for all users and screen readers. Example: #PurplePride #SpiritFriday (rather than #purplepride #spiritfriday)

Imported Font/Typeface

Text in a font/typeface created outside a social media application is not accessible to people who use screen readers and therefore must not be used.

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 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 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: Chief Marketing Communications Officer

Contact for Revision: 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: Student Center Operations

Policy Number: 16.26

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

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

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

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

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

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Student Center Operations

Original Implementation: 1966

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

Purpose

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

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

General Operations

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

Reservations

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

3. The scheduling of activities, facilities or equipment for recognized university clubs and organizations must be made by a group officer or the sponsor of the organization.
4. Failure to use or release a student center facility 48 hours prior to the event may result in the group paying the regular room rates.
5. Groups scheduling activities with an expected attendance of 300 or more are required to confirm the presence of a university police officer at the event. This confirmation must occur no later than 14 days prior to the event.
6. Commercial enterprises are normally not permitted to reserve or use space in the student center for purposes of promotion or selling. The director of the student center may approve a commercial enterprise entering into an agreement with the student center for solicitation within the center, provided the activity has cultural or educational value.
7. Off campus groups or individuals may be required to make a prepayment of three--fourths of the expected total bill two weeks before the event.
8. Groups and individuals with outstanding bills or debts owed to the student center may have their reservation privileges in the *student center* ~~SC~~ suspended.
9. Only food and beverages prepared by the *university's contracted student center food service provider* will be served in the ~~meeting and dining rooms of~~ *Grand Ballroom, Twilight Ballroom, Regent's Suite, President's Suite, First-Ladies Room, Multimedia Room, Tiered Classroom, and the Theater* in the student center. A catering ~~booklet~~ *guide* with menus and student center charges is available in the *coordinator of reservations and conferences's* ~~office~~ and on the catering website. *Outside food and beverages up to \$150, on a per order basis, are permitted in small meeting rooms, individual offices and office suites.*
- ~~9.10.~~ *The furnishing or sale of alcoholic beverages in the student center is restricted solely to the university's contracted food service provider and upon proper university authorization. No individuals, groups, or associations other the u*~~University's contracted food service provider may furnish or sell alcoholic beverages on the premises of the student center for consumption by any person.~~
- ~~10.11.~~ *Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.*
- ~~11.12.~~ *Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.*
- ~~12.13.~~ *Use of university facilities or services is subject to be changed or canceled based upon priority needs of the university, as determined by the director of the student center.*

Facility Usage by Approved Student Organizations and University Departments

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

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

Facility Usage by Off-Campus Groups

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

Solicitation

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

Charges

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

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

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

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

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Medical Appeal

Policy Number: 6.24

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

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

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

Purpose of Policy (what does it do): This policy establishes the process of evaluation and resolution of all student medical appeals.

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: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
 Michaelyn Greene, Director of Treasury and Student Business Services
 Mickey Diez, Registrar
 Damon Derrick, General Counsel

Student Medical Appeal

Original Implementation: January 29, 2019

Last Revision: *February 1, 2022* ~~None~~

Purpose

This policy establishes the process of evaluation and resolution of all student appeals to drop or withdraw from one or more classes due to medical reasons that prevent the student from completing the semester/term.

General

Students wishing to drop or withdraw from one or more classes due to medical reasons that prevent the student from completing the semester/term may submit a medical appeal. ~~Approved medical appeals may be granted for medical conditions that prevent the student from completing the semester/term.~~ Medical appeals are not intended to shield a student from unsatisfactory academic progress. Medical appeals will be considered by a committee comprised of the registrar or his/her designee and other appropriate university officials.

The following rules apply:

1. Medical ~~withdrawal~~ *appeal* requests must be ~~made~~ *submitted* to the Office of the Registrar within six months of the semester/term affected by the medical condition.
2. The medical condition must have occurred to the student.
3. Upon receipt of the completed medical appeal, the committee has 30 days to make a decision.

Specific procedures and the appeal form for making an appeal are located at the *Office of the Registrar's office*.

Cross Reference: None

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

Contact for Revision: Registrar/*Director of Treasury and Student Business Services* ~~Controller~~

Forms: Request for Medical ~~Withdrawal Appeals~~ *are*, available through in the registrar's office

Board Committee Assignment: Academic and Student Affairs Committee

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Service Fee Allocations

Policy Number: 10.11

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

Date of last revision, if applicable: 1/28/2020

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

Purpose of Policy (what does it do): Outlines the process of student service fee allocations and the membership of the student service fee committee

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: Updated to include new allocation process

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Committee membership updated. Fund Management clarification to avoid negative balance and use of unspent funds. Allocations process explained.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Student Affairs Student Policy Review Committee

Andrew Dies, Assistant Vice President of Student Affairs/Dean of Students

Brandon Frye, Vice President of Student Affairs

Damon Derrick, General Counsel

Student Service Fee Allocations

Original Implementation: Unpublished

Last Revision: ~~January 28, 2020~~ January 31/28, 2022

Student service fees are distributed to various student organizations and student service operations for activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students.

The distribution of student service fees is based on the allocation process utilized by the Student Service Fee Committee (SSFC). This committee is composed of nine members. *The Assistant Vice President of Student Affairs and Dean of Students (AVP/Dean) serves as the chair and is a non-voting member (unless a vote is needed to break a tie). These ~~include~~ five student members ~~who are~~ must be enrolled for not less than six semester credit hours and be in good academic and conduct standing with the University. The student members ~~and who~~ are appointed by the Student Government Association. Three students must be from the Student Government Association (SGA) and two must be from outside the SGA. Three of these students are appointed to serve a two-year term on the committee and two students are appointed to serve a one-year term on the committee. A student member who withdraws from the institution or otherwise becomes ineligible per this policy must resign from the committee. The University ~~p~~President appoints four faculty or staff members (including the AVP/Dean) to serve on the committee. Each serves a one-year term. Any vacancies in an appointed ~~ive~~ position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. Committee members will recuse themselves from any vote or discussion involving an organization or office they are directly a member of or directly advise. The SFA Budget Director, or their designee, and the Division of Student Affairs Budget Analyst will both serve in advisory capacities to the SSFC, ~~are~~ and will not be included in the nine total committee members, ~~and have no~~ or have voting rights.*

The SSFC may only conduct meetings at which a quorum (the majority of members of the committee) is present. Meetings must be open to the public. The committee must provide notice of the date, hour, place, and subject of the meeting at least 72 hours before the meeting is convened. This notice must be posted on the internet and in the student newspaper if an issue of the newspaper is published between the time of the internet posting and the time of the meeting.

The committee will receive requests from various student service operations (i.e. Student Health Clinic, Intercollegiate Athletics, Marching Band, Fine Arts Programs, etc.) and university-sponsored student organizations (i.e. Student Government Association, Student Activities Association, etc.). The amount to be distributed by the committee is based on an estimate of student service fee revenue for the following academic year. If there is significant variance between the estimated revenue and the actual revenue, the allocation may be adjusted as necessary.

Student Service Fee Request Process

All parties wishing to request allocations from the Student Service Fee Committee must submit the Student Service Fee Allocations Application, including a detailed budget of how the current allocation (if applicable) has been or will be expended. A detailed budget of how the requested allocations will be expended must also be included.

Each requesting party must then present their request to the Student Service Fee Allocations Committee and the Committee will ask any questions they may have.

Requests are evaluated and recommendations are made for allocations to requesting groups for the coming year. The final recommendations made by the committee will be recorded and made public. These recommendations are then submitted to the pPresident who may accept or modify the committee's decision. If the pPresident's recommendations are substantially different from that of the committee, the pPresident will notify the committee and provide an opportunity for the chair of the committee to comment on the committee's recommendations. Upon approval of the Board of Regents, the funds are made available for the coming fiscal year. *The Dean of Students Office will notify the requesting parties of their Board approved allocations after the start of the new fiscal year.*

Fund managers should ensure their Student Service Fee balance never reaches a negative balance. All unexpended funds at the end of the fiscal year will be reallocated back to the fund balance. Expenditures out of the student service fee fund balance are at the discretion of the Vice President of Student Affairs subject to applicable policies and procedures.

All parties receiving Student Service Fee funding must submit the Student Service Fee Assessment Report at the end of each fiscal year in which they are funded.

Cross Reference: Tex. Educ. Code § 54.503

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

Contact for Revision: Assistant Vice President of Student Affairs and 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: Telecommunication Services

Policy Number: 16.28

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

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

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

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

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

- ☒ 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: Removed section pertaining to long distance codes as long distance codes are no longer utilized. Revisions to reflect changes in billing method for telecommunication services.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Anthony Espinoza, Chief Information Officer
Damon Derrick, General Counsel

Telecommunication Services

Original Implementation: December 8, 1987

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

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

Telephone Usage

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

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

Equipment Maintenance

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

~~LONG DISTANCE ACCESS CODE~~

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

Toll-Free Telephone Numbers

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

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

Responsible for Implementation: President

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Ticket Office Services

Policy Number: 16.29

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

Date of last revision, if applicable: 11/2/2015

Unit(s) Responsible for Policy Implementation: Director of Athletics

Purpose of Policy (what does it do): Authorizes Ticket Office to sell tickets on behalf of organizations

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 changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Ryan Ivey, Athletic Director
Damon Derrick, General Counsel

Ticket Office Services

Original Implementation: May 6, 1985

Last Revision: ~~October 29, 2018~~ February 1, 2022

The services of the SFA Ticket Office (Ticket Office) are primarily for the use of campus organizations and campus departments. Services may be offered to non-university groups if there is a benefit to the university. There may be a fee charged for services provided to non-university groups.

To request use of Ticket Office services, an official representative of the organization, department or group making the request must complete a Consignment Ticket Agreement. The Ticket Office manager will notify this representative if the request is approved and when tickets can be delivered for sale. The request for service must be made at least 24 hours prior to the time sales are requested to begin. Tickets should go on sale no earlier than three (3) weeks prior to an event.

Once tickets are delivered for sale, the number of tickets consigned must be verified and agreed upon by the group representative and the Ticket Office.

For general admission events, tickets must be consecutively numbered. For reserved seat events, tickets must be accompanied by a seating plan (chart). Prices must be printed on the face of the ticket.

The Ticket Office is responsible only for the number and type of tickets it accepts. Deposits will be made into a university account. Final accounting will take place within two (2) working days following the event. Payments for tickets sold for groups without university accounts will be made by university check no earlier than two weeks following the acceptance of the final accounting by an authorized representative of the group. A final Ticket Office statement will be provided to the official representative of the group upon request.

Refunds

The Ticket Office sells tickets on a no refund and no exchange basis unless the event for which the ticket was purchased is cancelled. In the case of a cancellation, refunds processed by the Ticket Office will be only for those tickets originally sold or placed on consignment in other outlets by the Ticket Office. Tickets may not be refunded by consignment outlets.

Cross Reference: None

Responsible for Implementation: ~~Vice President for University Affairs~~ *Director of Athletics*

Contact for Revision: ~~Director of Student Services/Director of Student Center~~ *Ticket Office Manager*

Forms: Consignment Ticket Agreement

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Withdrawal Without Financial Clearance

Policy Number: 6.22

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

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

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

Purpose of Policy (what does it do): This policy establishes the sanctions and the process by which those sanctions will be imposed when a student leaves the university without financial clearance.

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:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Michaelyn Greene, Director of Treasury and Student Business Services
Mickey Diez, Registrar
Damon Derrick, General Counsel

Withdrawal Without Financial Clearance

Original Implementation: October 26, 1978

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

Purpose

This policy establishes the sanctions and the process by which those *sanctionse*y will be imposed when a student leaves the university without financial clearance.

General

When students graduate, withdraw, or otherwise leave the university, they must clear their financial obligations, return university property, and settle other financial matters with the university. Students failing to fulfill these obligations will be subject to sanctions until such time as the financial obligations are cleared. Sanctions will be imposed when a student does not return university property or is otherwise indebted to the university. Upon graduation or withdrawal, the university will apply the student's general deposit to any unpaid obligations on his/her ~~business-office~~ student account *through the student business services office*. If the general deposit is sufficient to cover these obligations, no sanction will be imposed. If the general deposit is insufficient to cover all financial obligations, the following sanctions will be imposed:

- The student will not be permitted to register for classes.
- The student will not be eligible to receive an official transcript of academic work completed.

Implementation

Each ~~area-office~~ in which the student has a financial obligation requiring the imposition of sanctions will either notify the *student business services* office, citing the nature of the financial obligation, or will place a registration and transcript hold on the student's record. It will be the student's responsibility to contact the appropriate office to clear his/her record. These offices will then release the hold and notify the registrar's office once the financial obligation has been resolved, if needed.

The university will impose sanctions specified in this policy until the student's financial obligations are cleared. Delinquent accounts will be handled in accordance with the university's policies and procedures.

Cross Reference: Student Accounts Receivable (3.28)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: *Director of Treasury and Student Business Services* Controller, Registrar

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Work Requests

Policy Number: 16.37

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

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

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

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

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

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

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

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

Work Requests

Original Implementation: December 7, 1987

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

Purpose

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

Definitions

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

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

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

General

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

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

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

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

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

Routine Maintenance

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

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

Emergencies

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

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds



Shared Governance Document

December 11, 2021

Stephen F. Austin State University
Shared Governance Document¹

December 11, 2021

Introductory Statement

This document has been jointly developed by faculty, staff, students, and administration at Stephen F. Austin State University and serves as a statement of mutually agreed upon principles regarding university shared governance. All parties are committed to a common vision for the [mission of the institution](#). Further, we recognize that the success of the institution and the morale of the faculty, staff, students, and administration are dependent upon the legitimate involvement and collaboration of these constituencies in the planning and decision-making processes within the University.

Overview

At Stephen F. Austin State University, we define shared governance as a structure and process for partnership, equity, accountability, and ownership in institutional decision-making among staff, faculty, students, and administration. Shared governance acknowledges that practice, policy, rules, regulations, and personalities must weave together to move toward a common goal of advancing our institutional mission. To function effectively, shared governance requires trust, consultation, communication, and respect.

This document serves as a commitment and guide to a unified faculty/staff/students/administration relationship that utilizes our collective experience, expertise, and intelligence to manage our complex interests and common objectives. Furthermore, the document serves as an acknowledgement that shared governance is essential and adds value to our institution. We believe shared governance between the faculty, staff, students, and administration remains the best way to advance our mission and status as a prominent independent regional comprehensive university. This document outlines the collaborative decision-making and shared governance principles and processes upon which we all agree.

We want to be clear on this point: Our faculty, staff, and students play critical roles in the management of Stephen F. Austin State University. This kind of collaborative decision-making is seen frequently in the Faculty Senate (which serves as the legislative and executive agency of the faculty), Staff Council (which advocates for, promotes the interests of, and addresses concerns of the staff), and the Student Government Association (which serves as the voice of the student body), but collaborative decision-making goes much further. Our system of joint leadership and shared governance also includes a wide-ranging matrix of faculty, staff, and student advisory and decision-making bodies that includes college councils, chairperson councils, dean councils, director councils, executive committees, search committees, promotion and tenure committees, strategic planning committees, student organizations, and more.

Definition

Shared governance is the process by which the members of the University community (i.e., staff, faculty, students, and administrators) have the opportunity to influence planning, decisions, policies, and procedures on operational, fiscal, and academic matters, as well as an opportunity to present alternatives on such matters. The objective of shared governance is to foster mutually reinforcing relationships that expand the opportunities for cooperation and leadership while facilitating judicious, yet creative, university governance. The features of shared governance include (but are not limited to) integrating input from all impacted stakeholders, sharing accountability and ownership, listening to all perspectives, and establishing guidelines for how to practice shared governance. The intent of the shared governance process is to balance efficiency and effectiveness with equity and fairness.

Shared governance includes mutual participation in the development of policy and in making decisions in the areas of strategic and budget planning, faculty, staff, and student welfare, selection and retention of academic and administrative officers, campus planning and development, and organizational accountability.

It should be noted that shared governance is not the replacement or elimination of positional leadership and leadership decision-making, nor does it represent a strategy inherently supporting the downsizing of leadership ranks, nor the elimination of reasonable self-governance, nor the abdication of leadership or decision-making responsibilities by those who carry such responsibilities.

In an environment of shared governance, those who will be affected by a decision on policy or procedures should be informed of and have the opportunity to influence governance decisions. A climate of shared governance relies upon consistent and trustworthy communication that is multidirectional and reciprocal. All participants in the shared governance process are accountable for the proper execution of their roles in a timely manner. Shared governance should permeate all levels of decision-making within the university community. Full and active participation at all levels of shared governance should be encouraged without fear of retribution or reprisal. Recommendations made through shared governance processes should be taken seriously and have actual influence in university decision making.

Guidelines

This document outlines shared governance guidelines and is intended to elaborate how faculty, staff, students, and administration address shared governance issues. These guidelines express a mutual desire to work together harmoniously and shall be interpreted to be consistent with all applicable laws, regulations, and policies, as well as the rules and regulations of the Stephen F. Austin State University Board of Regents. These guidelines represent a commitment of the parties, not a legal contract. This document does not supplant the [SFA Policy Manual](#).

Representation

Predicated on a sense of community, all parties involved in shared governance will assume a stance of inclusion rather than exclusion. Involvement should be driven by the nature of the issue at hand, acknowledging that certain functional or governance areas may be of greater concern to a specific group due to occupational importance, experience, or expertise. Representation in shared governance decision-making should be proportional to the level of impact on the affected constituencies. However, efficiency and effectiveness should not be sacrificed for the sake of proportionality. Representation should reflect the diverse nature of the university community. Finally, while representation in the process of shared governance is critical, participants in shared governance are also considerate of the resultant impacts of decisions on those tasked with implementation.

The Faculty Role in Shared Governance

The faculty represents the academic core of Stephen F. Austin State University. The faculty delivers instruction, carries out research, performs service for its profession and the community, and participates in the management of the University through shared governance. In the areas of intellectual development and instruction, the interest of the faculty is primary. The faculty will exercise its role in shared governance through and by service in the Faculty Senate, in the academic colleges and departments, and on university strategic and task force committees. The faculty's involvement in shared governance includes, but is not limited to, the areas of curriculum, subject matter and methods of instruction, university budgeting, research, faculty status, faculty employment and welfare, faculty searches, evaluations, and tenure and promotion standards, and those aspects of student life which relate to the educational process. Faculty responsibilities are outlined in the [SFA Policy Manual](#).

The Staff Role in Shared Governance

The staff are the logistical and operational backbone of Stephen F. Austin State University. The staff provide critical and effective operational, academic, and student support, complement academic programs, and participate in the management of the University through shared governance. The staff will exercise its role in shared governance through and by service on the Staff Council, in their respective departments, and on university committees. The staff's involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, university budgeting, information and instructional technology, research, advancement, physical resources, operations and logistics, institutional effectiveness, and staff/service employment and welfare. Staff responsibilities are outlined in the [SFA Policy Manual](#).

The Student Role in Shared Governance

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to

ensure that students have appropriate input on the making of significant policy, program, procedure, and budget decisions. The Student Government Association (SGA) serves as the collective voice of the student body. The roles and responsibilities of the Senate are described in detail in the [SGA Bylaws](#). The President of the University, the Vice President of Student Affairs, the Chief Diversity Officer, and the Assistant Vice President of Student Affairs/Dean of Students must maintain a close working relationship with the Student Government officers. Many other recognized student organizations and groups provide valuable advice to the university administration on matters that are of particular interest to their membership or to the student population in general.

The university administration will use both formal and informal means in order to remain aware of the needs and views of the students. The opinions of students are sought, heard, and considered in significant decisions affecting the University.

The Administration Role in Shared Governance

The responsibilities of administrators in shared governance include forming and articulating a vision for the University, providing strategic leadership, and managing resources, finances, external affairs, and operations.

Administrators participate in the shared governance process in a manner designed to foster the smooth, efficient, and effective management of the University, while involving faculty, staff, and students. Administrative responsibilities are outlined in the [SFA Policy Manual](#).

The Board of Regents Role in Shared Governance

The governance of Stephen F. Austin State University is vested by law in the Board of Regents. Within the limits set by the Texas State Constitution and by federal and state laws, the Board of Regents represents the final authority in all matters affecting the institution, and it exercises jurisdiction over the institution's financial, educational, and other policies as well as its relationship with the state and federal government. Board of Regents' responsibilities are outlined in the [SFA Policy Manual](#) and the [Board of Regents Rules and Regulations](#).

Desired Shared Governance Goals and Outcomes

The University's published policies and procedures along with federal, state, and accreditor rules and regulations represent the authoritative frameworks within which shared governance operates. When done well, shared governance results in the consultation of all stakeholders, is respectful of stakeholder experience and expertise, and is mindful of the resultant impacts on stakeholders. The spirit of shared governance requires all parties to seek mutually acceptable recommendations. When compromise and concurrence cannot be achieved, rationale for administrative decisions should be provided in written form to the affected parties, who may present a written statement of their

position and/or any objections to the decision as part of the institution's or a sub-unit's record on the issue. However, the spirit of shared governance requires that the administrative rejection of shared governance recommendations remain rare and be taken only for compelling reasons. Once a decision is reached, all parties should be supportive of the implementation process.

Each year in March, the President, Provost, and representatives from the Faculty Senate, the Chairs' Forum, the Staff Council, the Student Government Association, and the Deans' Council shall meet to review and update this document subject to approval by the Board of Regents.

¹ The following resources and documents have been utilized in developing the conceptual ideas, definitions, framework, language, etc.

AAUP Resources on Shared Governance:

<https://www.aaup.org/our-programs/shared-governance/resources-governance>

AGB Statement on Governance: https://agb.org/wp-content/uploads/2019/01/2017_statement_sharedgovernance.pdf#:~:text=This%20Statement%20on%20Shared%20Governance%2C%20approved%20by%20the,achieve%20and%20support%20healthy%20and%20high-functioning%20shared%20governance.

University of Arizona "Memorandum of Understanding on Shared Governance":

<https://facultygovernance.arizona.edu/find-policy/shared-governance-ua>

Illinois State University "Policy on Shared Governance":

<https://illinoisstate.edu/administration/>

University of Washington "Shared Governance at the UW":

<https://www.washington.edu/informedchoice/shared-governance/>

University of Northern Alabama "Shared Governance Document":

<https://www.una.edu/sharedgovernance/sg-document.-2020-21.1-5-21.pdf>

University of Louisiana Monroe "Principles of Shared Governance":

https://www.ulm.edu/sharedgovernance/documents/ulm_principles_of_shared_governance.pdf

Cal State-Santa Barbara, "Shared Governance":

<https://www.csusb.edu/shared-governance>

Chronicle of Higher Education, "Exactly what is 'shared governance'?"

<https://www.chronicle.com/article/exactly-what-is-shared-governance/>

College and University Business Administrators

[https://www.nacubo.org/-/media/Nacubo/Documents/products/CUBAChapterGovernance\(1\).ashx](https://www.nacubo.org/-/media/Nacubo/Documents/products/CUBAChapterGovernance(1).ashx)

Report to the Board of Regents – January 2022
Grants¹ awarded between and October 1, 2021 and December 31, 2021

Fiscal Year 2022 – as of December 31, 2021

Amounts allocable to FY22 (detailed in this report)

Federal funds (direct and pass-through)	\$ 645,893
State Funds (direct and pass-through)	\$ 316,285
Private and Local Government	\$ 24,489
TOTAL	\$ 986,667

New awards, FY22 (detailed in this report, all project years)	\$ 2,899,524
Cumulative amount allocable to FY22	\$ 27,923,732
Cumulative award total FY22, all project years	\$ 81,068,198

New, Additional, or Previously Unreported Awards for FY22

Federal Funds (direct and pass-throughs)

Title ** Center for Applied Research and Rural Innovation – Renovation Grant (CARRI)*

Sponsor: Economic Development Administration, US Department of Commerce,

Award Term: August 5, 2021 to August 4, 2026

PI/PD: Dr. Steve Cooper, Social Work – lead grant writer
Dr. Lorenzo Smith, Academic Affairs – university oversight
Jessica DeWitt, Physical Plant – project management

Total Award: \$2,500,000 **Amount Allocable to FY22:** \$500,000

This construction award will renovate three buildings at the SFA Science Research Center in preparation for housing the new CARRI offices and training facility.

Title ** GEER – Report Modernization Grant*

Sponsor: Texas Higher Education Coordinating Board
(prime sponsor - US Department of Education)

Award Term: December 8, 2021 to June 30, 2022

PI/PD: Karyn Hall, Institutional Research

Total Award: \$49,500 **Amount Allocable to FY22:** \$49,500

Funds are dedicated to upgrading data and reporting systems due to upcoming changes to Coordinating Board Management (CBM) reporting.

**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 – January 2022
 Grants¹ awarded between and October 1, 2021 and December 31, 2021

Title * *Small NIPF Landowner Management Survey using Landsat Imagery*
Sponsor: Midwestern State University
 (prime sponsor - US Department of the Interior)
Award Term: November 1, 2021 to August 12, 2022
PI/PD: Dr. Daniel Unger, Forestry
Total Award: \$1,250 **Amount Allocable to FY22:** \$1,250
One student scholarship is provided for student research to determine non-industrial private forest properties that contain potentially manageable forestlands under 50 acres.

Previously Described Awards:

Monitoring Avian Community Response to Forestry Wildlife Treatments along a Successional Chronosequence in the LMAV
 Dr. Kathryn 'Rebecca' Kidd, Forestry
Total Award: \$73,377 **Amount Allocable to F FY22:** \$32,108

Distribution, Occupancy, and Mercury Bioaccumulation of Alligator Snapping Turtles (Macrochelys Temminckii) in Texas
 Dr. Christopher Schalk, Forestry
Award Total: \$150,878 **Amount allocable to FY22:** \$21,114

Ground Truthing the Species Distribution Model of Bachman's Sparrow
 Dr. Christopher Schalk, Forestry
Award Total: \$148,741 **Amount allocable to FY22:** \$20,247

Collaborative Research: UTMOST 3.0 Undergraduate Teaching and Learning in Mathematics with Open Software and Textbooks (UTMOST Collaborative Phase III)
 Dr. Thomas Judson, Mathematics & Statistics
Award Total: \$95,745 **Amount allocable to FY22:** \$13,674

2019-20 MLK Day of Service
 Veronica Beavers, Multicultural Affairs
Award Total: \$24,000 **Amount allocable to FY22:** \$8,000

Subtotal Federal Amounts Allocable to FY22 (this report) = \$ 645,893
Subtotal New Federal Awards (total award) = \$ 2,558,750

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

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

Report to the Board of Regents – January 2022
 Grants¹ awarded between and October 1, 2021 and December 31, 2021

State Funds (direct and pass-through)

Previously Described Awards:

SFA Jacks Teach

Dr. Jane Long, Science and Mathematics

Award Total: \$920,000

Amount allocable to FY22: \$280,000

****JAMP Special Projects: JAMP Camp 2022***

Dr. Kevin Langford, Biology

Award Total: \$20,000

Amount allocable to FY22: \$20,000

SFA Charter School Instructional Materials Allotment, FY13-FY22

Lysa Hagan, Charter School

Award Total: \$238,931

Amount allocable to FY22: \$16,285

Subtotal State Amounts Allocable to FY22 (this report) = \$316,285

Subtotal New State Awards (total award) = \$316,285

Private Entity and Local Government Awards

Title

**** SFA Strings Project***

Sponsor:

National Strings Project Consortium

Award Term:

September 1, 2021 to August 31, 2022

PI/PD:

Alba Madrid, Music Preparatory Division

Total Award:

\$10,000

Amount Allocable to FY22: \$10,000

Grant funds will help build building capacity for well-qualified teachers in the SFA Strings Program by funding college student teachers and master teachers.

Title

**** Cognition in Dolphins: The Effects of Anthropogenic Noise on Attention, Learning, and Memory***

Sponsor:

Dolphin Quest

Award Term:

January 1, 2022 to December 31, 2022

PI/PD:

Dr. Jason Bruck, Biology

Total Award:

\$3,975

Amount Allocable to FY22: \$3,975

This project continues Dr. Bruck's collaboration with his previous university, providing for an Oklahoma State University student and Dr. Bruck to research dolphin training.

^{*}New awards or additional funds added to a current award

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

Report to the Board of Regents – January 2022
Grants¹ awarded between and October 1, 2021 and December 31, 2021

Title * *The Use of Drones with Dolphins*
Sponsor: Dolphin Quest
Award Term: January 1, 2022 to December 31, 2022
PI/PD: Dr. Jason Bruck, Biology
Total Award: \$3,009 **Amount Allocable to FY22:** \$3,009
This research project will study dolphin responses to drones. Funds will allow for Dr. Bruck, an SFA graduate student, and an SFA undergraduate student to travel to Dolphin Quest Bermuda to conduct the research.

Title * *Kin and Species Recognition in Dolphins*
Sponsor: Dolphin Quest
Award Term: January 1, 2022 to December 31, 2022
PI/PD: Dr. Jason Bruck, Biology
Total Award: \$2,905 **Amount Allocable to FY22:** \$2,905
Another continued collaboration with Oklahoma State University, this research project will focus on how dolphins decipher related kinships since the dolphins do not have a sense of smell and visibility is reduced underwater.

Previously Described Awards:

***Poultry Science Education Student Recruitment FY22**
 Dr. Joey Bray, Agriculture
Award Total: \$4,600 **Amount allocable to FY22:** \$4,600

Subtotal Private and Local Amounts Allocable to FY22 (this report) = \$24,489
Subtotal New Private and Local Awards (total award) = \$24,489

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

¹For 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
Room and Board Rates for 2022-2023 (FY23)

Appendix 4

Residence Hall Rates	FY22 Fall/Spring Rates	FY23 Fall/Spring Rates	% Increase
Wisely (Hall 5)	\$2,437	\$2,534	4%
Steen (Hall 17)	\$2,765	\$2,876	4%
Hall 20	\$3,119	\$3,244	4%
Griffith (15) and Kerr (18)	\$2,166	\$2,253	4%
Hall 14 and 16	\$2,248	\$2,338	4%
Lumberjack Landing	\$3,657	\$3,803	4%
Lumberjack Lodge 4 br	\$4,184	\$4,351	4%
Lumberjack Lodge 2 br	\$4,443	\$4,621	4%
Lumberjack Village (Building 2) quads	\$3,256	\$3,386	4%
Lumberjack Village (Building 1) 2br	\$4,443	\$4,621	4%
Lumberjack Village (Buildings 1 & 2) 1 t	\$5,472	\$5,691	4%
Lumberjack Village (Building 3) 2br	\$4,982	\$5,181	4%
Lumberjack Village (Building 3) 1 br	\$5,938	\$6,176	4%

Meal plans

(rates include sales tax)

Appendix 4

	All Access Premium w/\$275 \$2,148	7/14 Premium w/\$350 \$2,091	Basic 7/14 w/\$125 \$1,891	All Access w/\$50 \$1,948	7/12 w/\$200 \$1,734
Campus Resident					
Summer Resident	7/14 w/\$75 \$692	7/20 w/\$50 \$869			

Combined Room and Board

	All Access Premium	Fall and Spring Semester 7/14 Premium	7/14 Basic	All Access	7/12
Residence Hall					
5 Wisely Hall	\$4,682	\$4,625	\$4,425	\$4,482	\$4,268
14 Hall 14	\$4,486	\$4,429	\$4,229	\$4,286	\$4,072
15 Griffith Hall	\$4,401	\$4,344	\$4,144	\$4,201	\$3,987
16 Hall 16	\$4,486	\$4,429	\$4,229	\$4,286	\$4,072
17 Steen Hall	\$5,024	\$4,967	\$4,767	\$4,824	\$4,610
18 Kerr Hall	\$4,401	\$4,344	\$4,144	\$4,201	\$3,987
20 Hall 20	\$5,392	\$5,335	\$5,135	\$5,192	\$4,978
Lumberjack Landing	\$5,951	\$5,894	\$5,694	\$5,751	\$5,537
Lodge 4br	\$6,499	\$6,442	\$6,242	\$6,299	\$6,085
Lodge 2br	\$6,769	\$6,712	\$6,512	\$6,569	\$6,355
Village (2) quads	\$5,534	\$5,477	\$5,277	\$5,334	\$5,120
Village (1) 2br	\$6,769	\$6,712	\$6,512	\$6,569	\$6,355
Village (3) 2 br	\$7,329	\$7,272	\$7,072	\$7,129	\$6,915
Village (1 & 2) 1br	\$7,839	\$7,782	\$7,582	\$7,639	\$7,425
Village (3) 1 br	\$8,324	\$8,267	\$8,067	\$8,124	\$7,910

Students living in the halls listed above are required to have a board plan
Rates above include sales tax for Board