

# **Stephen F. Austin State University**

## **MINUTES OF THE BOARD OF REGENTS**



**Nacogdoches, Texas  
May 7, 2021  
Volume 344**

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Appendix 1 – Policy 6.10, Course Add/Drop

**Stephen F. Austin State University  
Minutes of the Meeting of the Board of Regents  
Nacogdoches, Texas  
May 7, 2021  
Austin Building, Room 307  
Meeting 344**

**Friday, May 7, 2021**

The meeting of the Board of Regents was called to order in open session at 11:02 a.m. by Chair Karen Gantt

**PRESENT:**

Board Members:       Mrs. Karen Gantt, Chair  
                              Mr. Tom Mason, Vice Chair\*  
                              Mrs. Jennifer Winston, Secretary  
                              Mr. David Alders  
                              Mr. Robert Flores  
                              Mrs. Brigettee Henderson  
                              Mrs. Judy Olson\*  
                              Mrs. Laura Rectenwald  
                              Ms. Nancy Windham  
                              Ms. Ireland Bramhall, Student Member

\* Regents that joined the meeting via videoconference.

General Counsel:       Mr. Damon Derrick  
Chief Audit Exec.:     Mrs. Gina Oglesbee  
President:               Dr. Scott Gordon  
Cabinet:                Ms. Erma Brecht  
                              Dr. Steve Bullard  
                              Mr. Anthony Espinoza  
                              Dr. Danny Gallant

Other SFA administrators and staff were in attendance.

Presentation and board action was taken on the following items.

**BOARD ORDER 21-61**

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

**UNIVERSITY TRAINING SYSTEM SOFTWARE CONTRACT**

WHEREAS, the board members considered the following: The SFASU Executive Oversight Compliance Committee appointed a task force to select one university training platform to improve the delivery, format, and content of required university trainings. This assignment was a result of

a university-wide training audit which was reported to the Board at the July 2020 meeting. Currently, the university utilizes multiple training systems which does not allow for a comprehensive and timely training record for employees.

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

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

The current training platform contract will expire December 31, 2021. In order to provide adequate time for implementation of the new training platform, SFASU should enter into a contract with PeopleAdmin as soon as approval is obtained by the Board.

An analysis was done to compare the current SFASU annual expenditure for training and talent management software with the proposed single comprehensive system solution. Based on the proposal provided in the RFP by the current training platform vs. the cost of the PeopleAdmin solution, the analysis suggests there would be an annual increase in total software costs of approximately \$6,800. However, the task force anticipates an increase in accuracy and efficiency by utilizing a single software solution for the combined human resource functions.

THEREFORE, it was ordered that the administration be authorized to contract with PeopleAdmin for a combined talent management and training software agreement including implementation and associated maintenance costs for a period of 4.5 years, through November 2025, at a cost not to exceed \$760,000. Higher Education Funds (HEF) will be used for the purchase. The president is authorized to sign the associated contracts and purchase orders.

#### **BOARD ORDER 21-62**

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

#### **POLICY REVISION**

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

Course Add/Drop 6.10

The meeting was adjourned by Chair Karen Gantt at 11:15 a.m.

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Course Add/Drop

**Policy Number:** 6.10

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

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

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

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

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

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Updates to address new semester part-of-terms; clarification on dropping and adding.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

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

## Course Add/Drop

**Original Implementation:** April 27, 1986

**Last Revision:** ~~January 29, 2019~~ February 1, 2021

Students may add courses through the ~~second-class~~ *second-class* day ~~during the summer semesters~~ *of parts of term less than 16-weeks* and through the ~~fourth-class~~ *fourth-class* day ~~during the fall or spring semesters~~ *of 16-week parts of term*. For cases in which special permission is granted by the academic unit, students may add classes up to the official census date for the part of term in question. ~~Students adding classes on or after the first day of classes may be required to pay certain late add/registration fees as noted on the SFA business office website. Academic unit chairs/directors will reconcile class schedules by the official reporting date.~~ Students may drop a course or (~~dropping from one or more but not all of their classes~~) classes through five working days past mid-semester or mid-session as applicable ~~the last day to drop or withdraw. The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term.~~ *A student may not drop a course or withdraw from all courses until the fifth business day prior to the first day of final exams for the appropriate part of term. —(all classes in a semester) after these dates, unless withdrawing from the university.* ~~A student may not drop a course or withdraw from all classes after this date. For drops or withdrawals related to medical concerns, For drops or withdrawals related to medical concerns see policy 6.24.~~

The following rules apply:

1. A drop or withdrawal ~~or course dropped by~~ *on or before* the official reporting date of the appropriate part of term will not be recorded on a student's transcript.
2. After the official reporting date *and before the last day to drop or withdraw in a part of term*, a drop will be noted as a "W6" or "W" grade and a ~~or withdrawal~~ will be noted as a "W" grade on the student's official transcript. ~~Undergraduate~~
3. ~~S~~ *Students* who enrolled in a Texas public institution of higher education for the first time in the fall 2007 or thereafter may not drop more than six courses with a "W6" grade during their undergraduate career. This number includes any course dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law (Education Code section 51.907). After six ~~withdrawals~~ *drops*, the student will receive the grade awarded for each attempted course.
2. ~~The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term.~~ *Students cannot drop or withdraw from a course in which they have already earned a final grade.*
3. ~~Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript~~

as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.

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

**Cross Reference:** General Bulletin; Graduate Bulletin; Schedule of Classes; Tex. Educ. Code § 51.907; 19 Tex. Admin. Code § 4.940; ~~Academic Integrity~~*Student Academic Dishonesty* (4.1); *Course Grades* (5.5); Military Service Activation (6.14); Student Medical Appeal (6.24)

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

**Contact for Revision:** Registrar

**Forms:** None

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