

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
April 24 and 25, 2017
Volume 310**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 24 and 25, 2017
Austin Building 307
Meeting 310**

Monday, April 24, 2017

The regular meeting of the Board of Regents was called to order in open session at 8:03 a.m. on Monday, April 24, 2017, by Chair Scott Coleman.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Mr. Chad Huckaby, student member
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mr. Ralph Todd

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Henderson and Regent Schaefer were unable to attend the meeting.

The meeting was recessed for committee meetings.

The Academic and Student Affairs Committee meeting convened at 8:03 a.m. and adjourned at 8:15 a.m. The Finance and Audit Committee convened at 8:15 a.m. and recessed at 10:13 a.m.; it reconvened at 1:30 p.m. and recessed at 2:25 p.m. The Finance and Audit Committee reconvened at 2:48 p.m. and adjourned at 3:05 p.m. The Building and Grounds Committee meeting convened at 10:13 a.m. and recessed for lunch at 11:58 a.m.; it reconvened at 2:25 p.m. and adjourned at 2:48 p.m.

The chair called to order the Committee of the Whole in open session at 3:20 p.m. and immediately called for an executive session to consider the following items:

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

- Update from chief information officer
- Security audits

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 vice presidents and the president (Texas Government Code, Section 551.074)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, procurement and contracting; Title IX; *Courtney Christensen v. SFASU, et al.*; and *Timothy Dugger v. SFASU* (Texas Government Code, Section 551.071)

The executive session ended at 4:50 p.m. The Board of Regents meeting returned to open session and recessed to 7:00 a.m. on Tuesday, April 25, 2017, with no further action.

Tuesday, April 25, 2017

The Board of Regents meeting was reconvened in open session at 7:09 a.m. on Tuesday, April 25, 2017, in the Austin Building Board Room by Chair Scott Coleman and moved directly into executive session. The executive session ended at 8:40 a.m.

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m.

PRESENT:

Board Members: Dr. Scott Coleman, Chair
 Mr. David Alders
 Mrs. Nelda Blair
 Mr. Chad Huckaby, student member
 Mr. Alton Frailey
 Mr. Bob Garrett
 Mr. Ralph Todd

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Henderson and Regent Schaefer were unable to attend the meeting.

Regent Frailey led the pledge to the flags and Student Regent Huckaby provided the invocation.

Chair Coleman thanked the university and the regents for their support and encouragement during his term of office. Dr. Coleman acknowledged the chair-elect, David Alders, who thanked Chair Coleman for his leadership and service, introduced the Alders family members present, and took the gavel for the remainder of the meeting.

RECOGNITIONS

Dr. Westbrook introduced the student team responsible for The Big Event, a recent service project for the community. He recognized the Driving Jacks who have celebrated their tenth anniversary. Dr. Westbrook introduced students who won awards from the Texas Intercollegiate Press Association. He introduced Dr. Adam Peck, who presented board members with a copy of his recently published textbook. Spirit Teams were congratulated on their recent national championships.

The marketing team was recognized for recent educational advertising awards from the Higher Education Marketing Report. Dr. Bullard introduced faculty members being recommended for promotion to the rank of professor and retirees being awarded the rank of professor emeritus. He introduced Dr. Patrick Jenlink, being recommended for Regents Professor for 2017-2018. Dr. Bullard introduced students and faculty involved with the Sylvans, who recently hosted and won many competitions at the Southern Forestry Conclave. Student members of the Society for the Advancement of Management were recognized as winners of recent competitions at the national Council for Advancement and Support of Education meeting. Barry Martin was recognized for his selection as a member of the national Disney All-American College Band.

APPROVAL OF MINUTES

BOARD ORDER 17-29

Upon motion by Regent Garrett, seconded by Regent Todd, with all members voting aye, it was ordered that the minutes of the January 23, 2017, telephone meeting, the January 30 and 31, 2017, regular meeting and the March 10, 2017, special meeting of the Board of Regents be approved as presented.

PERSONNEL

BOARD ORDER 17-30

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

FACULTY APPOINTMENTS

EDUCATION

Jennifer Perry, M.A. (Western Michigan University), Clinical Instructor of Human Services, at an annual salary of \$54,500 for 100 percent time, effective January 1, 2017.

STAFF APPOINTMENTS

ACADEMIC AFFAIRS

Joseph Shannon, Program Director of University Partnerships, at an annual salary of \$90,000 for 75 percent time, effective June 1, 2017.

ATHLETICS

Tony Gilbert, Assistant Coach of Football, at an annual salary of \$57,000 for 100 percent time, effective March 8, 2017.

Alexander Vanvalkenburgh, Athletic Trainer, at an annual salary of \$48,580 for 100 percent time, effective February 13, 2017.

LIBRARY

Kathy Bryson, Program Director of Academic Assistance Resource Center, at an annual salary of \$47,476 for 100 percent time, effective January 1, 2017.

CHANGES OF STATUS

EDUCATION

Lydia Richardson, from Instructor of Human Services at an academic year salary of \$62,424 for 100 percent time, to Assistant Professor of Human Services at an academic year salary of \$63,424 for 100 percent time, effective January 1, 2017.

Christina Sinclair, from an academic year salary of \$68,927 for 100 percent time, to Associate Professor and Interim Associate Dean at an academic year salary of \$68,927 for 100 percent time with an additional stipend of \$800 per month for one month for interim duties, effective December 1, 2016.

Christina Sinclair, from an academic year salary of \$68,927 for 100 percent time, to Associate Professor and Interim Associate Dean at an academic year salary of \$68,927 for 100 percent time with an additional stipend of \$905 per month for five months for interim duties, effective January 1, 2017.

FINE ARTS

Diane Peterson, from Coordinator of Fine Arts Box Office at an annual salary of \$45,247 for 100 percent time, to Coordinator of Fine Arts Box Office with a change in job assignment at an annual salary of \$50,847 for 100 percent time, effective September 1, 2016.

FORESTRY AND AGRICULTURE

Joey Bray, from Associate Professor and Interim Chair at an annual salary of \$87,863 for 100 percent time, plus a stipend of \$1,000 per month for interim duties, to Associate Professor and Chair at an annual salary of \$105,000 for 100 percent time, effective January 1, 2017.

Dawn Stover, from Research Associate, Educational Program Coordinator at an annual salary of \$47,013 for 100 percent time, to Research Associate, Ornamental Plant Evaluation at an annual salary of \$53,013 for 100 percent time, effective January 1, 2017.

Paul Weatherford, from Lab Associate at an annual salary of \$48,200 for 100 percent time, to Interim Director of Soil, Plant and Water Analysis Laboratory at an annual salary of \$48,200 for 100 percent time with an additional stipend of \$1,000 per month for nine months for interim duties, effective December 6, 2016.

LIBERAL AND APPLIED ARTS

Carrie Butler, from Adjunct Faculty at a 4.5-month salary of \$20,000 for 100 percent time, to Clinical Instructor at an 11-month salary of \$65,000 for 100 percent time, effective January 1, 2017.

Cynthia Devlin, from Adjunct Faculty at a 4.5-month salary of \$12,400 for 100 percent time, to Visiting Lecturer at a 4.5-month salary of \$22,222 for 100 percent time, effective January 1, 2017.

Savannah Williamson, from Visiting Lecturer at an academic year salary of \$40,000 for 100 percent time, to Visiting Lecturer with a change in job assignment at an academic year salary of \$46,000 for 100 percent time, effective January 1, 2017.

INFORMATION TECHNOLOGY SERVICES

Michael Coffee, from Manager of Network Services at an annual salary of \$75,588 for 100 percent time, to Assistant Director of ITS (Networking and Telecommunications) at an annual salary of \$88,764 for 100 percent time, effective September 26, 2016.

Michael Coffee, from Assistant Director of ITS (Networking and Telecommunications) at an annual salary of \$88,764 for 100 percent time to Interim Chief Information Officer at an annual salary of \$88,764 for 100 percent time with an additional stipend of \$1,500 per month for nine months for interim duties, effective December 8, 2016.

PRINTING SERVICES

Gavin McCarty, from Manager of Post Office at an annual salary of \$46,512 for 100 percent time, to Manager of Post Office and Interim Director of Printing Services at an annual salary of \$46,512 for 100 percent time with an additional stipend of \$500 per month for six months for interim duties, effective March 1, 2017.

RESIDENT LIFE

Danny Hamilton, from Building Operator II at an annual salary of \$39,208 for 100 percent time to Manager of Residence Life Systems at an annual salary of \$46,220 for 100 percent time, effective February 1, 2017.

SCIENCE AND MATHEMATICS

Deborah Dunn, from Professor of Computer Science at an academic year salary of \$112,189 for 100 percent time, to Professor and Interim Chair at an academic year salary of \$112,189 for 100 percent time with an additional stipend of \$1,107 per month for eight months for interim duties, effective January 1, 2017.

Michael Pickard, from Professor and Chair of Computer Science at an 11-month salary of \$136,672 for 100 percent time, to Professor of Computer Science at an academic year salary of \$127,820 for 100 percent time, effective January 1, 2017.

PROMOTIONS

The following individuals were granted promotion to the academic rank indicated:

To Associate Professor, effective fall 2017:

Scott Bailey, Secondary Education
Susan Casey, Elementary Education
Carlos Cuadra, Languages, Culture and Communication
Nina Ellis-Hervey, Human Services
Darrell Fry, Chemistry and Biochemistry
Casey Hart, Mass Communication
Tracey Hasbun, Elementary Education
Stacy Hendricks, Secondary Education and Educational Leadership
Gene Moon, Music
Tingting Xu, Elementary Education

To Professor, effective fall 2017:

Kenneth Austin, Secondary Education and Educational Leadership
Linda Jones Black, Secondary Education and Educational Leadership
Erin Brown, Agriculture
Ken Collier, Government
Dana Cooper, History
Jennifer Dalmas, Music
Eric Jones, Kinesiology and Health Science
Matthew Kwiatkowski, Biology
Michael Martin, English and Creative Writing
Michael Maurer, Agriculture
Christine Butterworth McDermott, English and Creative Writing
Craig Morton, Agriculture
Joseph Musser, Physics, Engineering and Astronomy

To Professor Emeritus, effective fall 2017:

Tim Clipson, Business Communications and Legal Studies
John Moore, Chemistry and Biochemistry

PROMOTION

The provost's recommendation of Dr. Todd Brown to promotion to the rank of Professor of Economics and Finance was approved, effective fall 2017.

TENURE

Academic tenure was awarded to the following individuals, effective fall 2017.

Kyle Ainsworth, Library
Susan Casey, Elementary Education
Carlos Cuadra, Languages, Culture and Communication
Nina Ellis-Hervey, Human Services
Darrell Frey, Chemistry and Biochemistry
Casey Hart, Mass Communications
Stacy Hendricks, Secondary Education and Educational Leadership
Jennifer Kennon, Human Services
Carol Wright, General Business

FACULTY DEVELOPMENT LEAVE

It was ordered that the faculty members listed below be awarded faculty development leave for the semester indicated:

Summer 2017:

Kyle Ainsworth, Library

Fall 2017:

Andrew Brininstool, English and Creative Writing
Aryendra Chakravartty, History
Amanda Rudolph, Secondary Education and Educational Leadership

Spring 2018:

Chris Comer, Forestry

REGENTS PROFESSORSHIP FOR 2017-2018

A Regents Professorship for the academic year 2017-2018 was awarded to Dr. Patrick Jenlink, professor of secondary education and educational leadership.

RETIREMENTS

The following retirements were accepted:

James Kendall, Network Support Specialist II in Steen Library, with 17 years of service, effective February 1, 2017.

Wynter Chauvin, Professor of Elementary Education, with 26 years of service, effective January 1, 2017.

Pedro Escamilla, Assistant Professor of Languages, Culture and Communication, with 33 years of service, effective January 1, 2017.

Scott Slough, Professor of Secondary Education, with three years of service, effective March 1, 2017.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 17-31

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

CURRICULUM CHANGES

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

THEREFORE, the undergraduate and graduate curriculum changes listed in Appendix 1 will be effective for fall 2017.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 5:

Academic Advising for Undergraduate Students 6.2
Concurrent and Dual Credit Enrollment Programs 6.9
Drug and Alcohol Testing 11.6
Employee Terminations and Transfers 11.10
Longevity Pay/Hazardous Duty Pay 12.13
Parking and Traffic Regulations 13.14
Public/Student Health 13.16
Research Enhancement Program 8.11
Selective Service Registration 11.26
Sick Leave 12.18
University Website 15.10

BUILDING AND GROUNDS

BOARD ORDER 17-32

Upon motion by Regent Todd, seconded by Regent Frailey, with all members voting aye, it was ordered that the following Building and Grounds items be approved.

STEPHEN F. AUSTIN STATE UNIVERSITY AND THE FENWAY GROUP CORPORATE PARTNERSHIP

WHEREAS, the board members considered the following: The university has the opportunity to enter into a corporate partnership student success initiative with the Fenway Group. The firm presents itself as an alternative to corporate business-related offshoring. Using a unique business model, the Fenway Group partners with select universities to provide business services for major corporations that include managed services, talent pipeline, and collaborative projects.

To offer a business services alternative to offshoring, the firm hires university students from a university's academic programs that match a client's business service needs. Currently, the firm focuses on and delivers a client's information technology (IT) service needs. Fenway Group has current university partnerships with Suffolk University in Massachusetts, the University of Honolulu, University of Denver and Louisiana Tech University.

Fenway proposes a partnership model whereby the company employs SFA students who perform business services for the firm's corporate clients. Fenway trains the student workers to deliver a client's business needs. The student group is managed by a Fenway "coach contributor" who helps the students develop the skills to provide the respective corporate client's business services. In addition, the coach contributor also helps mentor the students to develop and enhance interpersonal and social skills.

Fenway's request of the university is that SFA provide a dedicated work space for the Fenway student workers. Fenway's request of the students is they sign a work contract with the firm. SFA's requirement is the firm pays a lease rate that is consistent with our local office lease environment, and that as student workers, Fenway employees are guided by and comply with university policies and procedures.

THEREFORE, it was ordered that the university be authorized to enter into a corporate sponsorship contract with the Fenway Group which will allow SFA students to work as Fenway employees. The university will provide campus lease space for Fenway employees and student workers. The president was authorized to sign a contract and associated documents with the Fenway group.

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 5:

Firearms, Explosives, and Ammunition 13.9

Training and Certification of University Vehicle Operators 13.23

Vehicle Repair and Maintenance 16.34

FINANCIAL AFFAIRS

BOARD ORDER 17-33

Upon motion by Regent Garrett, seconded by Regent Coleman, with all members voting aye, it was ordered that the following financial affairs items be approved.

APPROVAL OF AUDIT CHARTER

WHEREAS, the board members considered the following: The Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (the standards) require the internal audit charter to be approved periodically. The IIA provides the following guidance: the internal audit charter is a formal document that defines the internal audit activity's position within the organization, including the nature of the chief audit executive's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and define the scope of internal audit activities. The standards were revised for 2017. The updated audit charter is included as Appendix 2.

THEREFORE, the Board of Regents approved the internal audit charter as presented.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

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

The audit services report as presented includes:

- School of Honors Departmental Audit
- Multidisciplinary Programs Departmental Audit
- Economics and Finance Departmental Audit
- Benefits Proportional by Fund Audit
- Payroll Audit
- Follow-up Audit
- Update on Audit Plan
- Risk Assessment

THEREFORE, the Board of Regents acknowledged receipt of the audit services report as presented.

ADOPTION OF FISCAL YEAR 2016-17 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2016-17 summer budget contains two regular summer semesters and a mini-semester. The 2016-17 annual budget includes \$2,415,435 that is available to support summer school salaries and benefits. In addition, \$850,000 of unallocated Education and General revenue and \$368,537 of salary savings are used to support summer budget salaries and initiatives.

THEREFORE, the fiscal year 2016-17 summer budget totaling \$3,633,972 was approved. Funding sources include budgeted expenditures, unallocated revenue and salary savings.

GRANT AWARDS

WHEREAS, board members considered the following: To date, the university has received multi-year grant awards during fiscal year 2017 totaling \$15,305,902, an increase of \$139,850 since the last report. Of this total, grant awards allocable to fiscal year 2017 are currently \$6,367,714, an increase of \$368,162 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, the additional fiscal year 2017 grant awards totaling \$368,162 were approved and ratified. The grant awards are detailed in Appendix 3.

EXEMPTIONS FOR STUDENTS TAKING ONLINE-ONLY AND OFF-CAMPUS-ONLY COURSES

WHEREAS, board members considered the following: The Texas Education Code 54.218 authorizes an institution to waive a fee it is authorized to charge if the board determines that a student is enrolled only in distance learning courses or other off-campus courses of the institution. Students eligible for this exemption are subject to the continuation requirements of the Texas Education Code 54.2001, which requires that students maintain satisfactory academic progress and are not subject to the excessive hour rules in order to receive this exemption.

Pursuant to Texas Education Code 54.218, the SFA Board of Regents exempted online-only SFA students from being charged the recreational sports fee and university center fee. In addition, the regents authorized the exemption of the recreational sports fee and university center fee for students who take study abroad courses that last longer than four weeks.

The university would like to waive the recreational sports fee and university center fee for students who register exclusively for online-only, off-campus-only, or a combination of these delivery methods.

THEREFORE, it was ordered that, beginning with the fall 2017 semester, the university be authorized to exempt the recreational sports fee and university center student fee for students who enroll in courses that are exclusively off-campus (including study abroad courses) and/or online.

It was further ordered that students who enroll in online-only courses in the 2017 Maymester or 2017 summer semester(s) will continue with currently authorized fee exemptions and that students who wish to access the SFA recreation center and take online-only, off-campus-only, or a combination of those delivery methods be required to pay the rate currently in effect for on-campus students.

HUMAN RESOURCES APPLICANT TRACKING AND ONBOARDING SYSTEM

WHEREAS, the board members considered the following: People Admin is a human resources application system that enables the electronic handling of Stephen F. Austin's recruitment and

onboarding processes. The current applicant tracking system contract with People Admin expires on August 31, 2017.

The Human Resources Department reviewed multiple applicant tracking and onboarding systems. After reviews of various system bids, the implementation team selected an updated version of People Admin.

The integrated People Admin cloud-based system allows online access to candidates, hiring managers and newly hired employees of SFA. Functions of the system include an interactive recruitment page for posting jobs and providing detailed information about SFA compensation, benefits and culture. In addition, the system provides online screening tools, the submission of online references, access to new hire paperwork and electronic retention of hiring documentation. The three-year contract cost of the updated People Admin system totals \$115,506.

THEREFORE, the university was authorized to contract with People Admin for a human resources applicant tracking system and associated maintenance costs for a period of three years, through August 31, 2020, at a cost not to exceed \$115,506. Designated funds will be used for the purchase. The president was authorized to sign the associated contract and purchase order(s).

DEBT COLLECTION SERVICES

WHEREAS, the board members considered the following: On January 30, 2007, the Board of Regents approved Williams & Fudge, Inc. for student loans and accounts receivable first referral debt collection services and Windham Professionals, Inc. for second referral debt collection services. The most recent Williams & Fudge, Inc. contract was effective from July 1, 2014, through June 30, 2017, with an optional twelve-month extension. The most recent Windham Professionals, Inc. contract was effective from September 1, 2014, through August 31, 2017, with an optional twelve-month extension. A twelve-month extension of these contracts will provide an opportunity for a formal Request for Proposal (RFP) process or use of a state agency contract to select/present new debt collection services providers.

THEREFORE, the Board of Regents approved an extension of the Williams & Fudge contract through June 30, 2018, and Windham Professionals, Inc. debt collection contract through August 31, 2018. The president was authorized to sign the one-year contractual extensions and any associated documents.

PROPOSAL TO INCREASE DEBT SERVICE BUDGET

WHEREAS, the board members considered the following: The 84th Legislature allocated \$240 million of tuition revenue bond debt service funds to the Texas Higher Education Coordinating Board to be distributed to state institutions approved for tuition revenue bond-funded projects. SFA's bonds were sold in September 2016 to finance the STEM building and refinance two of its previous TRB issues. The first debt service payment on these bonds of \$3,588,841 was made on April 15, 2017.

THEREFORE, it was ordered that the tuition revenue bond debt service budget increase in the amount of \$3,588,841 for fiscal year 2017.

ARAMARK AGREEMENT AMENDMENT

WHEREAS, the board members considered the following: the university's agreement with Aramark to provide food service on campus contains a provision for multiple infrastructure investments over the term of the agreement. An increase in the amount of these investments is necessary to fund the on-going renovations and upgrades desired to maintain the high quality food service program our students seek. Aramark has agreed to increase their financial commitment for these updates by \$655,000 to complete an expansion and renovation of the Chick-fil-A location. This addition necessitates an amendment to the original agreement.

THEREFORE, it was ordered that the president be authorized to sign an amendment to the existing food service agreement, increasing Aramark's financial commitment for food service program renovations. The amendment is shown in Appendix 4.

APPROVAL OF FEES FOR SUMMER ENGLISH PROGRAMS SPONSORED BY OFFICE OF INTERNATIONAL PROGRAMS

WHEREAS, the board members considered the following: The Office of International Programs has the opportunity to offer English language programs outside of the customary group of students (i.e., those who are conditionally admitted to SFA academic programs pending proof of English proficiency).

In summer 2017, the Office of International Programs is planning to direct two programs:

1) A three-week program for international high school students focusing on ESL, Science and Math (Summer High School Academy). A set fee charged to participants will cover all program costs (teaching, lab modules, etc.), excursions, housing, meal plan, insurance, and local transportation. Housing and meal plans will be charged at the regular SFA summer cost. Other costs have been estimated based on the proposed curriculum and activity schedule. The amount projected to cover costs for these expenditures is \$4,495 per participant. These students will pay for their own international airfare, student visa expenses, and personal items.

2) A one-month ESL program for Mexican teachers and students (Proyecto 100,000 funded by the Mexican government). A set fee charged to participants will cover teaching, lab modules, excursions, and local transportation. The amount projected to cover costs for these expenditures is estimated to be \$1,900. These students will pay for their own international airfare, housing, meal plans, insurance, student visa expenses, and personal items.

The Office of International Programs requests approval to charge a fee for each of these programs. The fees would be set at a cost-recovery basis and will be comparable to fees charged by other institutions for similar programs.

THEREFORE, it was ordered that a fee of \$4,495 per participant for the Summer High School Academy and a fee of \$1,900 for the Proyecta 100,000 program be approved for summer 2017.

PURCHASE EXCEEDING \$100,000 FOR DEPARTMENT OF BIOLOGY

WHEREAS, the board members considered the following: The Department of Biology seeks to purchase the following equipment at a cost not to exceed \$190,000:

- A. 2003 Tecnai 12 transmission electron microscope with new 5 megapixel side-mount AMT camera
- B. SSD x-ray microanalysis system for existing Hitachi S-2300 scanning electron microscope

These microscopes replace the department's Hitachi 7000 transmission electron microscope and would be used in tandem for upper-division coursework in electron microscopy, research projects undertaken by undergraduate and graduate students, and departmental faculty. This equipment is necessary to continue offering certain course electives to students and position SFA uniquely among peer institutions in being able to train students on these pieces of scientific equipment. The purchase will be funded with state appropriations, the higher education fund (HEF) and designated funds.

THEREFORE, it was ordered that this purchase as described be approved at a cost not to exceed \$190,000, and the president or designee be authorized to sign associated contracts or purchase orders. Funding sources will be state appropriations, the higher education fund (HEF) and designated funds.

ASTRA SCHEDULE CONTRACT RENEWAL

WHEREAS, the board members considered the following: During the April 14 and 15, 2014, board meeting, the Board of Regents approved the purchase of Ad Astra scheduling software (Astra Schedule) to include licensing, maintenance, and hosting services at a cost not to exceed \$225,000. The software assists in the efficient management and utilization of classrooms, laboratories, and auditoriums for both academic, co-curricular, and extra-curricular events. The current Ad Astra contract ends on June 25, 2017.

THEREFORE, it was ordered that the Astra Scheduling contract be renewed through June 25, 2020, at a cost not to exceed \$86,100. The president was authorized to sign the contract and any associated documents. Designated funds will be used for the purchase.

ESTABLISHMENT OF ALFRED AND MADELINE DANHEIM QUASI-ENDOWMENTS

WHEREAS, the board members considered the following: The university received an unrestricted gift from the Estate of Alfred E. Danheim, Jr. in the amount of \$188,803.24. According to university policy 3.17, Gifts, Loans, Endowments and Bequests, if a purpose is not specified by the donor, and the amount of the gift is \$100,000 or more, utilization shall be as directed by the Board of Regents after consideration of recommendations by the president and vice president for

development. On January 31, 2017, the board delegated authority to the president to determine the best use of those funds.

THEREFORE, it was ordered that the unrestricted funds received from the Estate of Alfred E. Danheim, Jr. be allocated as follows: 1) \$100,000 to establish a quasi-endowment that allows student scholarships to be awarded on a discretionary basis; and 2) \$88,803.24 to establish the Alfred and Madeline Danheim quasi-endowment that provides discretionary support of the School of Music.

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 5:

Check Cashing 3.7

Departmental Budgeting and Accounting Responsibilities 3.9

Gifts, Prizes and Awards 3.18

Purchase of Demonstrator or Used Equipment 17.18

Receipts and Deposits 3.26

Returned Payments 3.27

REPORTS

The president provided a report to the regents on the following topics:

- Upcoming Dates
- Commencement
- Regents Confirmations
- Appointment of New Regents
- Student Regent

Dr. J.D. Salas, faculty senate chair, gave a report on the following topics:

- Faculty Accomplishments
- Resolutions
- Policy Review Process
- Current Sub-Committee Work
- 2017-18 Faculty Senate Session

Jessica Taylor, SGA president, gave a report on the following topics:

- Archie McDonald Speaker Series
- Week of Reflection
- SGA Accomplishments
- Election Results

Chair Alders announced the appointment of board committees for 2017 and 2018 as follows:

Finance Committee: Alton Frailey, Chair; Scott Coleman; and Ken Schaefer

Building and Grounds Committee: Bob Garrett, Chair; Ken Schaefer; and Ralph Todd

Academic and Student Affairs Committee: Nelda Blair, Chair; Scott Coleman; and Brigettee Henderson.

The meeting was adjourned by Chair Alders at 10:54 a.m.

UNDERGRADUATE CURRICULUM PROPOSALS FOR COURSES AND PROGRAMS 2017					
College of Business					
Accounting	ACC	453	Accounting & Information Systems	Course	MODIFY
Accounting	ACC	457	Controls & Internal Auditing	Course	MODIFY
Business Communications & Legal Studies	BCM	347	Administrative Communication	Course	MODIFY
Business Communications & Legal Studies	GBU	310	Business Communication Technology	Course	MODIFY
Business Communications & Legal Studies	GBU	440	Records Management	Course	MODIFY
Business Communications & Legal Studies	GBU	461	Information Management	Course	MODIFY
Business Communications & Legal Studies	Program Completer for BBA Business Communication & Corporate Education (BCCE)			Program	NEW
Management, Marketing & International Business	Sports Business add to track			Program	MODIFY
Management, Marketing & International Business	Sports Business minor			Program	MODIFY
Economics & Finance	BBA in Finance			Program	MODIFY
Economics & Finance	BBA in Business Economics			Program	MODIFY
Economics & Finance	BA in Economics			Program	MODIFY
Management, Marketing & International Business	MGT	470	Topics in Management	Course	MODIFY
Management, Marketing & International Business	MGT	484	Compensation and Benefits	Course	MODIFY
Management, Marketing & International Business	MKT	470	Topics in Marketing	Course	MODIFY
College of Education					
Elementary Ed	ECH	331	Child-Centered Environments	Course	MODIFY
Elementary Ed	RDG	398	Literature Needs of Diverse Learners	Course	MODIFY
Elementary Ed	RDG	416	Reading as a Language Process	Course	MODIFY
Human Sciences	HMS	408	Buying	Course	ADD
Human Sciences	HMS	113	Pre-ID Portfolio Development	Course	MODIFY
Human Sciences	HMS	119	Introduction to Fashion Merchandising	Course	MODIFY
Human Sciences	HMS	139	Management in Meal Production	Course	MODIFY
Human Sciences	HMS	139L	Management in Meal Production Lab	Course	MODIFY
Human Sciences	HMS	204	Aesthetics in Fashion Merchandising	Course	MODIFY
Human Sciences	HMS	314	Building Construction Systems	Course	MODIFY
Human Sciences	HMS	314L	Building Construction Sys Lab	Course	MODIFY
Human Sciences	HMS	333	Apparel II	Course	MODIFY
Human Sciences	HMS	349	Nutrition During the Life Cycle	Course	MODIFY
Human Sciences	HMS	409	Community Nutrition	Course	MODIFY
Human Sciences	HMS	413	Interior Design Portfolio Development	Course	MODIFY
Human Sciences	HMS	452	Fashion Entrepreneurship	Course	MODIFY
Human Sciences	HMS	463	Fashion Promotion	Course	MODIFY
Human Sciences	HMS	306	Merchandising Math	Course	ADD
Human Sciences	Merchandising Program			Program	NEW
Human Sciences	Interior Design			Program	MODIFY
Human Services	RHB	478	Special Topics in Rehabilitation Services	Course	ADD
Human Services	RHB	475	Special Problems	Course	ADD
Human Services	MHS	250	HMS 250 - Merchandising Applications	Course	DELETE
Human Services	RHB	407	Vocal Evaluation/Job Placemt Sev Dis	Course	MODIFY
Kinesiology	DAN	306	Choreography II	Course	ADD
Kinesiology	DAN	107	Improvisation	Course	ADD
Kinesiology	DAN	342	Dance History II	Course	ADD
Kinesiology	DAN	200	Special Studies in Dance	Course	MODIFY
Kinesiology	KIN	331	Act Games & Sports for Child	Course	MODIFY
Kinesiology	KIN	333	Health & Kinesiology for Adolescents	Course	MODIFY
Kinesiology	KIN	331L	Act Games & Sports for Child Lab	Course	ADD
Kinesiology	KIN	333L	Health & Kinesiology for Adolescents Lab	Course	ADD
Kinesiology	KIN	335	Dietary Considerations for Physical Activity & Exercise	Course	ADD
Kinesiology	Fitness and Human Performance			Program	MODIFY
Kinesiology	Dance Performance & Choreography			Program	MODIFY
Kinesiology	Dance: Teaching			Program	MODIFY
Kinesiology	Kinesiology Major - Non-Teaching			Program	MODIFY

Elementary Ed	MLG		401	Mid Level Learning Community	Course	MODIFY
Elementary Ed	MLG		402	Learner Centered Middle School	Course	MODIFY
Elementary Ed	MLG		403	Integrating Middle Grades Learn	Course	MODIFY
Elementary Ed	MLG		422	Science in the Middle Grades	Course	MODIFY
Elementary Ed	MLG		423	Social Studies in Middle Grades	Course	MODIFY
Elementary Ed	MLG		424	Mathematics in Middle Grades	Course	MODIFY
Elementary Ed	SED		475	Special Problems	Course	MODIFY
College of Fine Arts						
Art	ART		318	Film / Video Editing	Course	ADD
Art	ART		319	Documentary Filmmaking	Course	ADD
Music	BM - Choral/Keybd MuEd Pre-Cert				Program	MODIFY
Music	BM - Voice Performance Track				Program	MODIFY
Music	BM-Choral/Keyboard MuEd w/ Cert				Program	MODIFY
Music	MHL		454	String Program Development & Administration	Course	MODIFY
Theatre	BA with Teacher Certification				Program	MODIFY
Theatre	THR		161	Theatre Appreciation	Course	MODIFY
Theatre	THR		321	Intermediate Acting	Course	MODIFY
Theatre	THR		360	Principles of Design	Course	MODIFY
Theatre	THR		370	History of the Cinema	Course	MODIFY
Theatre	THR		371	History of Cinema II	Course	MODIFY
Theatre	THR		460	History of the Theatre I	Course	MODIFY
Theatre	THR		461	History of the Theatre II	Course	MODIFY
Theatre	THR		462	Advanced Play Analysis	Course	MODIFY
Theatre	THR		463	Playwriting	Course	MODIFY
Theatre	THR		480	Design for the Theatre	Course	MODIFY
College of Forestry & Agriculture						
Agriculture	ANS		345	Small Ruminant Production	Course	ADD
Agriculture	AGR		280	Special Topics	Course	MODIFY
Agriculture	AGR		480	Topics in Agriculture	Course	MODIFY
Agriculture	ANS		220	Intermediate Horsemanship	Course	MODIFY
Agriculture	ANS		280	Advanced Horsemanship	Course	MODIFY
Agriculture	AGEN: Agricultural Development Product				Program	MODIFY
College of Liberal and Applied Arts						
Anthropology, Geography & Sociology	ANT		251L	Intro to Archaeology Lab	Course	MODIFY
Anthropology, Geography & Sociology	ANT		400	Internship in Anthropology	Course	MODIFY
Anthropology, Geography & Sociology	GEO		400	Geography Internship	Course	MODIFY
Anthropology, Geography & Sociology	SOC		357	US and World Population Change	Course	MODIFY
Anthropology, Geography & Sociology	SOC		378	Methods in Social Research	Course	MODIFY
English & Creative Writing	ENG		439	Advanced Grammar	Course	MODIFY
English & Creative Writing	ENG		469	Distinguished Writer Seminar	Course	MODIFY
English & Creative Writing	ENG		479	Topics in Rhetoric and Writing Studies	Course	ADD
English & Creative Writing	ENG		478	Internship in Publishing	Course	ADD
English & Creative Writing	Linguistics Minor				Program	MODIFY
History	HIS		475	Adv Ind Studies in History	Course	MODIFY
Languages, Culture and Communications	COM		101	Communication in Society	Course	DELETE
Languages, Culture and Communications	COM		103	News Writing I	Course	DELETE
Languages, Culture and Communications	COM		103L	News Writing I Lab	Course	DELETE
Languages, Culture and Communications	COM		112	Intro to Radio and TV	Course	DELETE
Languages, Culture and Communications	COM		200	Digital Photography	Course	DELETE
Languages, Culture and Communications	COM		201	Basic Photography	Course	DELETE
Languages, Culture and Communications	COM		201L	Basic Photography Lab	Course	DELETE

Languages, Culture and Communications	COM	203	News Gathering & Writing II	Course	DELETE
Languages, Culture and Communications	COM	203L	News Gathering/Writing II Lab	Course	DELETE
Languages, Culture and Communications	COM	212	Audio Production Technique	Course	DELETE
Languages, Culture and Communications	COM	212L	Audio Production Technique Lab	Course	DELETE
Languages, Culture and Communications	COM	301	Copy Editing & Headline Writ	Course	DELETE
Languages, Culture and Communications	COM	302	Television Production	Course	DELETE
Languages, Culture and Communications	COM	302L	Television Production Lab	Course	DELETE
Languages, Culture and Communications	COM	303	Advanced Photography	Course	DELETE
Languages, Culture and Communications	COM	303L	Advanced Photography Lab	Course	DELETE
Languages, Culture and Communications	COM	304	Television News Techniques	Course	DELETE
Languages, Culture and Communications	COM	304L	Television News Technique Lab	Course	DELETE
Languages, Culture and Communications	COM	306	Communication Law	Course	DELETE
Languages, Culture and Communications	COM	307	Advertising Techniques & Procedures	Course	DELETE
Languages, Culture and Communications	COM	308	Advertising Cases & Campaigns	Course	DELETE
Languages, Culture and Communications	COM	309	Feature Writing	Course	DELETE
Languages, Culture and Communications	COM	319	Communication Practicum	Course	DELETE
Languages, Culture and Communications	COM	376	Radio-Television Announcing	Course	DELETE
Languages, Culture and Communications	COM	376L	Radio-TV Announcing Practicum	Course	DELETE
Languages, Culture and Communications	COM	381	Public Relations Writing	Course	DELETE
Languages, Culture and Communications	COM	404	Newspaper Graphics	Course	DELETE
Languages, Culture and Communications	COM	405	Photojournalism	Course	DELETE
Languages, Culture and Communications	COM	409	Broadcast Sales	Course	DELETE
Languages, Culture and Communications	COM	420	News Media	Course	DELETE
Languages, Culture and Communications	COM	421	Writing for Radio-Television	Course	DELETE
Languages, Culture and Communications	COM	430	New Media	Course	DELETE
Languages, Culture and Communications	COM	442	Radio-Television Programming	Course	DELETE
Languages, Culture and Communications	COM	456	Advanced Television Production	Course	DELETE
Languages, Culture and Communications	COM	456L	Advanced Television Prod Lab	Course	DELETE
Languages, Culture and Communications	COM	480	Student Publications Workshop	Course	DELETE
Mass Communication	MCM	103	News Writing	Course	DELETE
Mass Communication	MCM	103L	News Writing Lab	Course	DELETE
Mass Communication	MCM	112	Intro to Radio-Television	Course	DELETE
Mass Communication	MCM	200	Basic Digital Photography	Course	DELETE
Mass Communication	MCM	201	Intermediate Digital Photograp	Course	DELETE
Mass Communication	MCM	203	News Gathering & Writing II	Course	DELETE
Mass Communication	MCM	203L	News Gathering/Writing II Lab	Course	DELETE
Mass Communication	MCM	303	Advanced Digital Photography	Course	DELETE

Mass Communication	MCM	304	Television News Techniques	Course	DELETE
Mass Communication	MCM	304L	Television News Technique Lab	Course	DELETE
Mass Communication	MCM	319	Communication Practicum	Course	DELETE
Mass Communication	MCM	405	Photojournalism	Course	DELETE
Mass Communication	MCM	405L	Photojournalism Lab	Course	DELETE
Mass Communication	MCM	410	Student Publications Practicum	Course	DELETE
Mass Communication	MCM	490	Student Publication Workshop	Course	DELETE
Mass Communication	MCM	300	Single Camera Production	Course	MODIFY
Multidisciplinary	BAAS			Program	MODIFY
Multidisciplinary	Film Studies Minor			Program	MODIFY
College of Sciences & Mathematics					
Chemistry	Chemistry Interdisciplinary Concentration			Program	MODIFY
Computer Science	CSC	432	IT Project Management - resubmitted as CSC433	Course	ADD
Computer Science	CSC	442	Organization Programming Langs	Course	MODIFY
Computer Science	CSC	447	Cyber Security Concepts	Course	MODIFY
Computer Science	B.S. in Computer Science			Program	MODIFY
Geology	GOL	440	Earth Resources	Course	ADD
Geology	GOL	422	Geoenvironmental Characterization	Course	ADD
Geology	GOL	430	Fundamentals of Plate Tectonics	Course	ADD
Geology	Geology Minor			Program	MODIFY
Mathematics & Statistics	MTH	234	Calculus II lab	Course	ADD
Mathematics & Statistics	MTH	333	Calculus III lab	Course	ADD
Mathematics & Statistics	MTH	234	Calculus II	Course	MODIFY
Mathematics & Statistics	MTH	333	Calculus III	Course	MODIFY
Nursing	NUR	303	Introduction to Professional Nursing	Course	ADD
Nursing	BSN			Program	MODIFY
Nursing	RN-BSN			Program	MODIFY
Physics	EGR	210	Geometric Modeling for Mechanical Design	Course	ADD
Physics	EGR	414	Control Systems	Course	ADD
Physics	EGR	314	EGR 314 - Control Systems	Course	DELETE
Physics	PHY	100L	PHY 100L - Physics in Society - Lab	Course	DELETE
Physics	PHY	100	PHY 100 - Physics in Society - Lecture	Course	DELETE
Physics	PHY	125L	PHY 125L - Intro to Physical Science Lab	Course	DELETE
Physics	PHY	125	PHY 125 - Intro to Physical Science	Course	DELETE
Physics	AST	305	Observational Astronomy	Course	MODIFY
Physics	AST	335	Astrophysics	Course	MODIFY
Physics	EGR	215	Prin of Electrical Engineering	Course	MODIFY
Physics	EGR	250	Engineering Statics	Course	MODIFY
Physics	EGR	321	EGR 321 - Engineering Dynamics	Course	MODIFY
Physics	EGR	343	EGR 343 - Electronics	Course	MODIFY
Physics	EGR	344	EGR 344 - Microcomputer Interfacing	Course	MODIFY
Physics	EGR	370	EGR 370 - Linear Circuit Analysis	Course	MODIFY
Physics	EGR	460	EGR 460 - Engineering Capstone Design	Course	MODIFY
Physics	PHY	108	Intro to Engineering/Physics	Course	MODIFY
Physics	PHY	131	Mechanics & Heat	Course	MODIFY
Physics	PHY	241	Technical Physics	Course	MODIFY
Physics	PHY	242	Technical Physics II	Course	MODIFY
Physics	PHY	250	Engineering Statics	Course	MODIFY
Physics	PHY	262	Electrical Circuits & Devices	Course	MODIFY
Physics	PHY	321	Engineering Dynamics	Course	MODIFY
Physics	PHY	333	Modern Physics	Course	MODIFY
Physics	PHY	343	Electronics	Course	MODIFY
Physics	PHY	347	Math Applications in Physics I	Course	MODIFY
Physics	PHY	430	Thermodynamics	Course	MODIFY
Physics	PHY	431	Intro to Quantum Mechanics	Course	MODIFY
Physics	PHY	440	Intro to Electricity & Magnet	Course	MODIFY
Physics	PHY	441	Optics	Course	MODIFY
Physics	PHY	470	Undergrad Research & Tech Pres	Course	MODIFY
Physics	PHY	475	Special Problems	Course	MODIFY
Physics	PHY	476	Special Problems	Course	MODIFY

Graduate Curriculum Courses & Program Changes Spring 2017					
College of Education					
Department	Course	Number	Name	Couse/Program	Action
Elementary Education	RDG	575	Advanced Graduate Studies	Course	MODIFY
Human Services	COU	578	Special Topics in Counseling	Course	ADD
Human Services	COU	507	Vocational Evaluation	Course	MODIFY
Human Services	SPE	500	Clinical Practice in Orientation and Mobility	Course	MODIFY
Secondary Education	SED	575	Advanced Graduate Studies	Course	MODIFY
Secondary Education	SED	578	Seminar	Course	MODIFY
Secondary Education	AED	575	Special Problems	Course	ADD
Secondary Education	AED	578	Special Topics	Course	ADD
Secondary Education	SEC		Superintendent	Program	MODIFY
College of Forestry & Agriculture					
Agriculture	AGR		Master of Science in Agriculture	Program	MODIFY
College of Liberal & Applied Arts					
English & Creative Writing	ENG	578	Internship in Publishing	Course	ADD
English & Creative Writing	ENG	569	Distinguished Writer Seminar	Course	MODIFY
English & Creative Writing	ENG	524	Great Texts to 1650	Course	DELETE
English & Creative Writing	ENG	525	Great Texts After 1650	Course	DELETE
Multidisciplinary Studies	IDS	589	Thesis Research	Course	ADD
Multidisciplinary Studies	IDS	590	Thesis Writing	Course	ADD
Multidisciplinary Studies	MIS Interdisciplinary			Program	MODIFY
Social Work	SOC		Master of Science in Social Work	Program	MODIFY
College of Sciences & Mathematics					
Biology	BIO	575	Advanced Graduate Studies	Course	MODIFY
Computer Science	CSC	563	Computer Networks & Distrib System	Course	MODIFY
Computer Science	CSC	565	Computer Arch & Parallel Process	Course	MODIFY
Computer Science	CSC	501	Computer Security and Contemporary Issues	Course	ADD
Computer Science	CSC	512	Web Security	Course	ADD
Computer Science	CSC	522	Defensive Coding and Security	Course	ADD
Computer Science	CSC	545	Reverse Engineering	Course	ADD
Computer Science	CSC	547	Cyber Security Concepts and Practices	Course	ADD
Computer Science	CSC	548	Forensics	Course	ADD
Computer Science	CSC	562	Attack Testing	Course	ADD
Computer Science	CSC		Master of Science in Cyber Securty	Program	ADD
Geology	GOL	540	Metamorphic Basement Geology	Course	ADD
Geology	GOL	541	Geocharacterization of National Resources	Course	ADD
Geology	GOL	542	Exploration of Ore Resources	Course	ADD

**Stephen F. Austin State University
Department of Audit Services
Internal Audit Activity Charter**

INTRODUCTION

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

PURPOSE

The purpose of the Department of Audit Services is to provide Stephen F. Austin State University (SFASU) Board of Regents and the President an independent appraisal of the adequacy and the effectiveness of the University's system of internal administrative and accounting controls and the quality of performance when compared with established standards. The primary objective is to assist the Board of Regents, the President and University management in the effective discharge of their responsibilities.

ROLE

The internal audit activity is established per the Texas Internal Auditing Act. The Department of Audit Services at SFASU is the internal audit activity. The SFASU Board of Regents Finance and Audit Committee provides oversight. The Department of Audit Services works to be a trusted advisor to management in the areas of governance, risk management and internal controls.

PROFESSIONALISM

The Department of Audit Services will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the *Definition of Internal Auditing*, the *Code of Ethics*, the *Core Principles*, and *International Standards for the Professional Practice of Internal Auditing (Standards)*, as well as *Generally Accepted Governmental Auditing Standards* as required by the Texas Internal Auditing Act. This mandatory guidance constitutes principles of the fundamental requirements for the Professional Practice of Internal Auditing and for evaluating the effectiveness of the internal audit activity's performance.

The Institute of Internal Auditors' *Implementation Guidance* and *Supplemental Guidance* will also be adhered to as applicable. In addition, the Department of Audit Services will adhere to relevant SFASU policies and procedures and the Department of Audit Services procedures manual.

AUTHORITY

The Department of Audit Services, with strict accountability for confidentiality and safeguarding records and information, is authorized unrestricted access to any and all of SFASU records, both manual and electronic; physical properties and assets; activities; systems; and personnel pertinent to carrying out any engagement. All SFASU employees should make an effort in a timely

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and ethical manner to assist the Department of Audit Services in fulfilling its roles and responsibilities when requested for an audit, investigation, or other activity. The Chief Audit Executive (CAE) will also have free and unrestricted access to the Finance and Audit Committee.

ORGANIZATION

The Department of Audit Services is an integral part of SFASU and functions in accordance with the policies established by the Board of Regents and President. To provide for the independence of the Department of Audit Services, the CAE is appointed by the Board of Regents in accordance with the Board of Regents Rules and Regulations. The CAE reports functionally to the Board of Regents and administratively to the President.

The CAE will communicate and interact directly with the Finance and Audit Committee, including committee meetings, executive sessions where allowed by law, and between committee meetings, as appropriate. Responsibilities of the Finance and Audit Committee are outlined in the Board of Regents Rules and Regulations.

INDEPENDENCE AND OBJECTIVITY

The Department of Audit Services will remain free from interference by any element in the University, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair internal auditor judgment. Internal auditors may provide assurance services where they have previously performed consulting services provided the nature of the consulting did not impair objectivity, and provided individual objectivity is managed when assigning resources to the engagement.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The CAE will confirm to the Finance and Audit Committee Chair the organizational independence of the Department of Audit Services and its staff members.

RESPONSIBILITY

The Department of Audit Services scope encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the University's governance, risk management,

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and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the University's stated goals and objectives. This includes:

- Developing a flexible, annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submitting that plan to the President and Finance and Audit Committee for review and to the Board of Regents for approval on an annual basis.
- Developing and utilizing a systematic, disciplined approach for performing internal audits.
- Providing audit coverage that consistently meets the needs and expectations of the Board of Regents, President, and oversight agencies where applicable.
- Developing relationships throughout the University to become a trusted advisor to management on risk management, governance and internal control matters.
- Maintaining a professional audit staff with sufficient knowledge, skills, abilities, experience, and professional certifications.
- Evaluating risk exposure relating to achievement of the University's strategic objectives.
- Evaluating the reliability and integrity of financial and operational information and the means used to identify, measure, classify, and report such information.
- Evaluating the systems established to ensure compliance with policies, plans, procedures, laws, and regulations which could have a significant impact on the University.
- Evaluating compliance with laws, regulations, policies, procedures, and controls.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned and the effectiveness and efficiency of the operations and programs.
- Evaluating risk management, control, and governance processes.
- Evaluating the quality of performance of external auditors and the degree of coordination with internal audit, as applicable.
- Serving as liaison and coordinating the efforts of external auditors.
- Performing consulting services related to governance, risk management and control as appropriate for the University and documenting the understanding of the consulting engagement objectives, scope, responsibilities and expectations for significant engagements.
- Performing advisory services related to governance, risk management and control as appropriate for the University. Such services may include management requests, participation on University committees, policy reviews, and participation on teams for information technology projects and business process improvements.
- Evaluating specific operations at the request of the Finance and Audit Committee or management, as appropriate.
- Conducting inquiries or investigations of suspected fraudulent activities in accordance with SFASU Policy 2.7, *Fraud*.
- Conducting inquiries or investigations of compliance matters with the General Counsel per SFASU Policy 2.12, *Compliance*.
- Assisting with the anti-fraud program for the University.

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Department of Audit Services
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- Facilitating risk assessment processes with management.
- Maintaining a list of management action plans from audits and projects and performing follow-up on the plans as considered necessary.
- Providing a systematic, disciplined approach to evaluate and improve the effectiveness of the University's risk management, control, and governance processes related to contracts and risk-based testing of contract administration.

INTERNAL AUDIT PLAN

At least annually, the CAE will submit to the Finance and Audit Committee an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The internal audit plan will be developed based on a prioritization of the audit universe using an appropriate risk-based methodology, including input of senior management and the Finance and Audit Committee Chair. The CAE will consider audits such as those required for information security, contracts, contract administration, investments, and other areas. The CAE will review and adjust the plan, as necessary, in response to changes in the internal audit resource levels or the University's business, risks, operations, programs, systems, and controls. Any significant deviation from the internal audit plan will be communicated to the Finance and Audit Committee Chair.

REPORTING AND MONITORING

The CAE or designee will communicate the results of each internal audit engagement to the appropriate individuals. Internal audit results will also be communicated to the Finance and Audit Committee and state and federal oversight agencies as required.

Communication of the engagement results may vary in form and content depending upon the nature of the engagement and the needs of the client. Where applicable, a formal internal audit report will include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response should include an implementation date for anticipated completion of action.

The Department of Audit Services will be responsible for appropriate follow-up on management action plans to address engagement findings and recommendations and reporting the results to appropriate management members and the Finance and Audit Committee. All significant findings will remain as open issues until reviewed and cleared by the Department of Audit Services.

The Department of Audit Services will fulfill reporting requirements for audit reports and the annual report, including the annual audit plan, as prescribed by the Texas Internal Auditing Act.

The CAE will periodically report to the Finance and Audit Committee on the Department of Audit Services' purpose, authority, and responsibility, as well as performance relative to its audit plan. Reporting will also include significant risk exposures and control issues, including fraud risks,

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governance issues, and other matters needed or requested by the President and the Finance and Audit Committee.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The CAE will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the *Definition of Internal Auditing*, the *Core Principles*, and the *Standards* and an evaluation of whether internal auditors apply the *Code of Ethics*, as well as *Generally Accepted Government Auditing Standards* and the Texas Internal Audit Act as applicable. The program also assesses the efficiency and effectiveness of the Department of Audit Services and identifies opportunities for improvement.

The CAE will communicate to the Finance and Audit Committee on the Department of Audit Services quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every three years.

RELEVANT STATUTES AND POLICIES

- Texas Internal Auditing Act, Government Code Chapter 2102
- SFASU Board of Regents Rules and Regulations
- SFASU Policy 2.7, *Fraud*
- SFASU Policy 2.12, *Compliance*.

APPROVAL

The Internal Audit Activity Charter was submitted by the Chief Audit Executive for review and approval by the Finance and Audit Committee and Board of Regents on April 25, 2017.

Grants¹ awarded between December 17, 2016 and March 24, 2017**Fiscal Year 2017** – as of March 24, 2017**Amounts allocable to FY17** (detailed in this report)

Direct Federal	\$ 255,329
Federal Pass-through	\$ 33,871
State and State Pass-through	\$ 6,517
Private and Local Government	\$ 72,445
TOTAL	\$ 368,162
Cumulative amount allocable to FY17	\$ 6,367,714
New awards (detailed in this report, all project years)	\$ 139,850
Cumulative award total, all project years	\$15,305,902

*New, Additional, or Previously Unreported Awards for FY 2017***Direct Federal**

Title: **Costume Collection General Preservation Assessment*

Sponsor: National Endowment for the Humanities
Award # PG-252434-17
CFDA 45.149

Award Term: January 1, 2017 – June 30, 2018

PI/PD: Jamie Cupit, School of Human Sciences

Total Award: \$4,978 **Amount Allocable to FY 2017:** \$4,978

The project will conduct a preservation assessment to identify items of historical importance and develop a strategy for the long-term preservation of the department's costume collection that contains over 1,000 items, some dating from the late 1880's.

Previously Described Awards***Talented Teachers in Training for Texas (T4) Phase II***

Award Total: \$1,049,936 **Amount allocable to FY 2017:** \$239,351

Previously detailed awards with modifications:***Center for Regional Heritage Research Collections Processing***

Award Total: \$40,936 **Amount allocable to FY 2017:** *\$11,000

Subtotal Federal Amounts Allocable to FY2017 (this report) = \$255,329

Subtotal New Direct Federal Awards (total award) = \$1,095,850

*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 & Sponsored Programs.

Grants¹ awarded between December 17, 2016 and March 24, 2017

Federal Pass-through

Title: **Investigating the Potential for Golden Kiwifruit as a New Specialty Crop in Texas*

Sponsor: Nacogdoches-Nacogdoches County Economic Development Corporation
(United States Department of Agriculture through the Texas Department of Agriculture)
Award #SC-1617-035
CFDA 10.170

Award Term: December 1, 2016 – February 28, 2018

PI/PD: Dr. David Creech, Department of Agriculture

Total Award: \$33,371 **Amount Allocable to FY 2017:** \$33,371

In partnership with the Nacogdoches-Nacogdoches County Economic Development Corporation and Texas A&M AgriLife Extension Service, the University will perform an evaluation project on the Texas Kiwifruit with the larger goal of introducing a new specialty crop to the Texas fruit grower's market.

Previously detailed awards with modifications:

Special Education Consolidated Grant (IDEA-B), FY17

Award Total: \$55,216 **Amount allocable to FY 2017:** *\$500

Subtotal Federal Pass-through Amounts Allocable to FY 2017 (this report) = \$33,871

Subtotal New Federal Pass-through Awards (total award) = \$88,587

State and State Pass-through Awards

Title: **Bees of the Big Thicket National Preserve (Insceta: Hymenopter: Apoidea)*

Sponsor: Big Thicket Association (Texas Commission on Environmental Quality, TCEQ)

Award Term: January 1, 2017 – December 31, 2019

PI/PD: Dr. Daniel Bennett, Department of Biology

Total Award: \$13,056 **Amount Allocable to FY 2017:** \$2,017

In conjunction with Sam Houston State University, SFASU will conduct a comprehensive bee survey in the Big Thicket Nature Preserve.

Title: **Arts Create - 2015 - Year 2*

Sponsor: Texas Commission on the Arts

Award Term: September 1, 2016 to August 31, 2017

PI/PD: Dr. John Handley, School of Art

Total Award: \$4,500 **Amount Allocable to FY 2017:** \$4,500

This award provides operational support for exhibits presented by the SFA Galleries.

Subtotal State Amounts Allocable to FY 2017 (this report) = \$6,517

Subtotal New State and State Pass-through Awards (total award) = \$17,556

**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 & Sponsored Programs.*

Grants¹ awarded between December 17, 2016 and March 24, 2017

Private Entity and Local Government Awards

Title: **Evaluation of Protease Supplementation on Growth Performance and Carcass Yield in Broiler Feed*

Sponsor: Jefo Nutrition, Inc.

Award Term: January 31, 2017 – June 30, 2017

PIs/PDs: Dr. Joey Bray, Department of Agriculture

Total Award \$12,445 **Amount Allocable to FY 2017:** \$12,445

This grant will evaluate the effectiveness of protease supplementation on commercial broiler growth performance.

Previously detailed awards with modifications:

Gilbert I. “Buddy” Low Scholarship Program

Award Total: \$120,000 **Amount allocable to FY 2017:** *\$60,000

Subtotal Private/Local Amounts Allocable to FY2017 (this report) = \$72,445

Subtotal New Private and Local Awards (total award) =\$132,445

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

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

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

AMENDMENT TO UNIVERSITY FOOD SERVICE AGREEMENT

Effective as of April 25, 2017, the University Food Service Agreement between **STEPHEN F. AUSTIN STATE UNIVERSITY** ("Client") and **ARAMARK EDUCATIONAL SERVICES, LLC** ("Aramark") effective as of September 1, 2006, as amended (the "Agreement"), shall be further amended as follows:

1. The parties agree that Aramark will provide an additional financial commitment in an amount up to Six Hundred Fifty-Five Thousand Dollars (\$655,000) for the renovation of the Chick-Fil-A location. In accordance with the foregoing, Paragraph 7, Financial Commitment, shall be modified by increasing the "Aggregate New Financial Commitment" from Four Million, Eight Hundred and Fifty Thousand Dollars (\$4,850,000) to Five Million, Five Hundred Thousand Dollars (\$5,500,000). Furthermore, a new financial commitment segment line shall be added to Paragraph 7.1 as follows:

Period of Operation	Amount of Financial Commitment Segment	Amortization Period
May – August 2017 (construction period)	\$655,000	10 years

Lastly, Appendix E, USE OF FINANCIAL COMMITMENT OUTLINED IN SECTION 7, shall be modified with the following addition:

"Period: May – August 2017
 Financial Commitment: \$655,000
 Amortization Period: 10 years
 Interest Rate Charged During Amortization Period: 0%
 Disposition of funds not expended during this time period: Will be maintained by Aramark and applied to the next mutually agreed upon project
 Use: The Contractor and the University will mutually agree upon how these funds will be used to renovate the Chick-Fil-A location."

In all other respects the Agreement shall remain in full force and effect.

ARAMARK EDUCATIONAL SERVICES, LLC
 ("ARAMARK")

By: _____
 Name: Barbara Flanagan
 Title: Vice President

The above is accepted and agreed to this _____ day of _____, 2017.

STEPHEN F. AUSTIN STATE UNIVERSITY ("College")

By: _____
 Name: Dr. Baker Pattillo
 Title: President

**Policies for Board Review
April 25, 2017**

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Academic Advising for Undergraduate Students	6.2	ASA	Minor punctuation corrections.	P-4
Check Cashing	3.7	F&A	Employees may not cash checks for themselves or their family.	P-6
Concurrent and Dual Credit Enrollment Programs	6.9	ASA	SAT score requirement raised from 1010 to 1090.	P-9
Departmental Budgeting and Accounting Responsibilities	3.9	F&A	Minor changes only.	P-11
Drug and Alcohol Testing	11.6	ASA	Reviewed with no changes recommended.	P-14
Employee Terminations and Transfers	11.10	ASA	Minor wording changes only.	P-21
Firearms, Explosives and Ammunition	13.9	B&G	Clarification concerning prohibition in residence halls during summer camps.	P-24

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Gifts, Prizes and Awards	3.18	F&A	Prohibits personal gifts to employees. Adds deans to permitted approvers of business gifts to employees.	P-31
Longevity Pay and Hazardous Duty Pay	12.13	ASA	Longevity pay provided to employees who work in multiple positions totaling 40 hours.	P-38
Parking and Traffic Regulations	13.14	ASA	No substantive changes.	P-40
Public/Student Health	13.16	ASA	Minor word changes and title updates.	P-69
Purchase of Demonstrator or Used Equipment	17.18	F&A	Updated forms reference.	P-71
Receipts and Deposits	3.26	F&A	Transactions not allowed for employee's family. Payment card training requirement added.	P-73
Research Enhancement Program	8.11	ASA	Submission to Center for Digital Scholarship made optional.	P-84
Returned Payments	3.27	F&A	If debts turned over to collection agencies, fees may be charged to debtor.	P-87

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Selective Service Registration	11.26	ASA	Reviewed with no changes recommended.	P-90
Sick Leave	12.18	ASA	Clarifications and restrictions for use of sick leave pool.	P-92
Training and Certification of University Vehicle Operators	13.23	BG	Reviewed with no changes recommended.	P-102
University Website	15.10	ASA	Minor wording changes.	P-106
Vehicle Repair and Maintenance	16.34	B&G	Minor wording changes.	P-110

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Advising for Undergraduate Students

Policy Number: 6.2

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Describes at what stages of degree completion students must have types of advising.

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: Only minor punctuation changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

CFA professional advisor

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Academic Advising for Undergraduate Students

Original Implementation: October 31, 2000

Last Revision: ~~April 15, 2014~~ April 25, 2017

Each academic unit will provide systematic and effective advising for all its undergraduate students. An advising session is mandatory for undergraduate students prior to registration for courses in the following situations:

- Each semester for students with fewer than 60 earned hours of credit;
- Each semester for students on academic probation;
- Annually for students with 60 or more earned hours of credit.

Students retain the right to be advised more frequently. Individual academic units may require students to participate in mandatory advising. Students are required to declare a major and file an official degree plan no later than the end of the semester following the completion of 45 hours.

The responsibilities of the academic advisor will include, but are not limited to, informing advisees of the following:

- Short- and long-term plans to accomplish educational objectives;
- Program options that match a student's goals, interests, and abilities;
- Information about degree requirements, such as the core curriculum, major-specific courses, course sequencing, minimum grade-point averages, removal of withheld grades, and time limits for completion of degree programs;
- University requirements, such as minimum course load for full-time classification, repeat courses on grade-point average, timetable for dropping courses, and residency requirements;
- Deadlines to submit degree and graduation plans.

During each registration period, academic units must provide daily advising opportunities. Academic advising for undergraduate students must be annually evaluated as part of the unit assessment process.

Cross Reference: General Bulletin, Student Handbook, Tex. Educ. Code § 61.077

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Check Cashing

Policy Number: 3.7

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

Date of last revision, if applicable: 7/28/2015

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

Purpose of Policy (what does it do): Provides guidelines for cashing checks at the business office by faculty, staff and currently enrolled students.

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: Major revisions to include check cashing restrictions.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Bobby Williams, Bursar
Dora Fuselier, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Check Cashing

Original Implementation: September 1, 1988

Last Revision: ~~July 28, 2015~~ April 25, 2017

The business office is ~~in the only office authorized to cash~~ Austin Building cashes checks. ~~The business office cashes checks~~ for faculty, staff and currently enrolled students with a Stephen F. Austin State University I.D. The check cashing limit is ~~established by the controller's office fifty dollars (\$50) per day~~. If an extenuating circumstance exists in which a student or employee needs to cash a check in excess of ~~the established amount~~ \$50, authorization must come from the controller, the bursar in the business office or the bursar's designee. Checks returned to the university for nonsufficient funds (NSF), payment stopped, or account closed will be collected by the university or an outside collection entity. A \$30 fee will be assessed by the university for any check returned. ~~Any fees charged to the university by an outside collection entity or the financial institution will be assessed to the individual. The university reserves the right to refuse personal checks from individuals who have a history of bad checks.~~

~~Any fees charged to the university by an outside collection entity or the financial institution will be assessed to the individual. The university reserves the right to refuse personal checks from individuals who have a history of bad checks.~~

Restrictions

Employees may not cash their own check or a check from a relative, as defined by policy 11.16, Nepotism. Family member status is not terminated by death or divorce. The university business office is not authorized to cash two party checks, post-dated checks or checks which are disbursed by the university (i.e., payroll checks, travel checks, etc.) except when the university-issued check is used as payment on the payee's account. Web check payments in excess of the amount owed, thus resulting in a refund, are not permissible.

~~Employees with a history of returned checks may be subject to disciplinary action.~~

Cross Reference: Returned Payments (3.27); *Nepotism (11.16)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Concurrent and Dual Credit Enrollment Programs

Policy Number: 6.9

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Describes categories for high school students who may seek to take SFA 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: Changed composite SAT score from 1010 to 1090.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Monique Cossich, Director of Admissions

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Concurrent and Dual Credit Enrollment Programs

Original Implementation: July 27, 1999

Last Revision: ~~April 15, 2014~~ April 25, 2017

High school students with superior academic ability and achievement may be admitted to Stephen F. Austin State University (SFA) and enroll in college courses while completing their high school studies under the concurrent and dual credit enrollment programs. The concurrent and dual credit enrollment programs are open to high school students (grades 9-12) who have obtained a minimum *non-weighted* grade average of 85. In addition, students must submit a minimum composite score of ~~1010~~1090 (critical reading and math only) on the SAT, 21 on the ACT (not including the writing *component*), or ~~101~~1090 (critical reading and math only) on the PSAT. Students must meet Texas Success Initiative requirements to register for reading and writing intensive courses, as well as math courses. A recommendation by the student's high school principal or high school counselor must be submitted as well.

The dual credit enrollment program requires that the grade from the SFA course be used for completion of high school graduation requirements and college credit. The cost of the dual credit enrollment program will be established by the SFA Board of Regents. The concurrent enrollment program requires that the grade from the SFA course be used for college credit only. High school credit is not earned through this program. The cost of the concurrent enrollment program is full price for tuition and fees.

Cross Reference: 19 Tex. Admin. Code § 4.85; General Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Executive Director of Enrollment Management

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Departmental Budgeting and Accounting Responsibilities

Policy Number: 3.9

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Establishes the responsible parties and duties for budgeting and accounting.

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 only.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Departmental Budgeting and Accounting Responsibilities

Original Implementation: September 1, 1987

Last Revision: ~~April 15, 2014~~ April 25, 2017

It is the responsibility of each department head to account for the funds and property of his/her department and to exercise budgetary control over them. For that reason, all accounts have a designated account manager. An account is defined as a specific Banner fund/organization combination as assigned by the controller's office. It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the records in the Banner finance system.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund, and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. Likewise, if actual revenue exceeds the account revenue estimate, a budget change may be requested. Procedures that govern this process may be found on the budget office website. All budget ~~changes-increases~~ in excess of \$10,000 require approval of the vice president for finance and administration and the president *or his designee*, and budget ~~changes-increases~~ of \$100,000 or more require approval of the Board of Regents.

Complete and accurate records of financial transactions are to be maintained by the controller's office. These records may be accessed by the appropriate account manager through the Banner system. Account managers are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office. The original ~~approved~~ budgets and all authorized budget revisions for non-restricted accounts *and restricted gift accounts* are ~~maintained~~ *approved* by the budget ~~director~~ *office*. The original ~~approved~~ budgets and all authorized budget revisions for restricted grants and contracts ~~and gift accounts~~ are ~~maintained~~ *approved* by the ~~controller's office~~ *Office of Research and Sponsored Programs*. Budget revisions for non-restricted accounts and restricted gift accounts under the account manager's control can be initiated with the Budget Office Transaction Request or through Self Service Banner (SSB). Budget revisions between like funds and among a department's various organizations should be completed online, by the department, through Self Service Banner. No form is necessary for these types of transactions. Budget revisions for restricted grants and contract accounts can be initiated with the External Grant Budget Revision Request form.

Banner confirms available funding during the requisition process. If funds are not available in the account, the budget director, or designee, may authorize an override pending a budget or funds

transfer.

Account access designations can be made on the Banner Access Request form. Each account manager may designate one or more additional individuals in the department to approve time and leave in the appropriate timekeeping systems, vouchers, requisitions, and similar documents in his/her absence. The Procurement and Property Services Department, the Office of the Controller, Printing Services, Post Office, Physical Plant, Information Technology Services (Telecommunications and Networking), and other offices initiating billing charges through interdepartmental transfers (IDTs) must be informed of these designations. These designations shall be periodically reviewed and updated.

Cross Reference: Interdepartmental Transfer (IDT) (17.9); *Items Requiring Board of Regents Approval (1.4)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: Budget Office Transaction Request, External Grant Budget Revision Request form, Banner Access Request form

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Drug and Alcohol Testing

Policy Number: 11.6.

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Provides guidelines for drug and alcohol testing

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: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources

Dr. Jeremy K Higgins, Director of Environmental Health, Safety and Risk Management

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Drug and Alcohol Testing

Original Implementation: July 14, 1998

Last Revision: ~~April 15, 2014~~ April 25, 2017

It is the policy of Stephen F. Austin State University to promote a safe, healthy and productive learning and working environment free from the influences of drugs and alcohol. The university must set an example to ensure the safety, health and welfare of its employees, students and the citizens which it serves, by taking the appropriate steps for maintaining a drug-free workplace as mandated by the state and federal governments. This policy supplements all other SFA policies regarding drug and alcohol use and related topics by establishing the guidelines for drug and alcohol testing. The drug and alcohol testing program is for the purpose of ensuring a healthy and safe workplace, and may not be used for the purpose of criminal prosecution.

General Policy

Stephen F. Austin State University may require employees in safety sensitive positions to submit to drug and/or alcohol testing based upon reasonable suspicion, post-accident, or post-university referred drug and/or alcohol rehabilitation. University safety sensitive employees who are subject to Department of Transportation regulations in 49 C.F.R. parts 382 and 40 (primarily drivers with commercial driver's licenses) will additionally be subject to random drug and/or alcohol testing proscribed by federal law.

1. Reasonable Suspicion:

1. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to work activities,
2. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse,
3. Arrest or conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking,
4. Information provided by reliable or credible sources,
5. Information, which is independently corroborated,
6. Evidence that an employee or student worker has tampered with a previous drug or alcohol test, or
7. Possession of drug paraphernalia.

Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the director of human resources and/or the director of environmental health, safety, and risk management. When feasible, the Office of the General Counsel will be contacted to confirm whether a given circumstance is sufficient to conduct a test.

Reporting personnel shall document the exact reasons why they suspect that a certain employee in a safety sensitive position has violated the drug and/or alcohol policy to include: the symptoms exhibited by the employee; the actions of the administrator, faculty,

employee or student worker; if at all possible, corroborating statements from other administrators, faculty, employees or student workers; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use. Statements by the reporting personnel should document specific facts, not speculation, about an employee's behavior or appearance which would lead a reasonable person to the conclusion that the employee was using or in possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior of the employee is affecting his/her performance.

2. Post-accident:

Each employee in a safety sensitive position who is involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug/alcohol test. (A drug or alcohol test will also be requested if damage has occurred to university property as a direct result of the employee's behavior.)

As a condition of continued employment, any employee in a safety sensitive position who is participating in a substance abuse treatment program or who has a rehabilitation agreement with the university following an incident involving substance abuse may be required to submit to additional drug testing. This section shall not apply to employees in safety sensitive positions who have successfully completed a drug and or alcohol rehabilitation program prior to employment with the university.

Until the results of a test are received, an individual will automatically be removed from all safety sensitive functions, but may perform duties as assigned. Individuals may be suspended with pay pending investigation, if the continued participation of that individual presents a real and present danger to personal safety or property or threatens the health and safety of the individual or peers.

Prohibited Employee Conduct

1. Engaging in the manufacture, distribution, possession, or use of prohibited substances on university property, in university vehicles, or while in the conduct of university business. (Alcohol possession or use may be permitted on university property as articulated by university policy.)
2. Reporting to work under the influence of alcohol or illegal drugs.
3. Testing positive for alcohol and controlled substances as a safety sensitive employee.
4. Refusing to submit to required testing as a safety sensitive employee.
5. Permitting a subordinate employee, in a safety sensitive position, to perform or continue to perform safety sensitive functions when the supervising employee has actual knowledge that a safety sensitive employee has engaged in conduct prohibited in paragraphs above.

Refusal to Submit Test

An employee in a safety sensitive position who refuses to consent and submit to a test when requested under any of the circumstances provided for above will be subject to disciplinary action including termination.

Refusal to submit includes:

1. Failure to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy,
2. Failure to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy, and/or
3. Engaging in conduct that clearly obstructs the testing process.

Positive Test

An employee in a safety sensitive position with a positive test will be removed from performing his or her safety sensitive functions. Their supervisor and the director of human resources will meet with each employee who tests positive and inform the employee of the test result.

Based upon the information available after the meeting with the employee, the supervisor and the director of human resources shall determine whether:

1. To proceed to impose appropriate disciplinary action (keeping in mind any minimum penalties as may be required by federal or state law, if criminal penalties may have been pursued, and the nature of the infraction as related to the job functions of the individual) pursuant to university procedures for discipline and dismissal of employee; or
2. To offer the employee the opportunity to participate in and satisfactorily complete an appropriate employee assistance program or rehabilitation program for alcohol and/or drug abusers as a condition of continued employment solely at the employee's expense. An employee who is permitted and chooses to participate in such a program must be informed that the university will pursue appropriate disciplinary action if the employee does not satisfactorily complete the prescribed program.

Recurrence of Substance Abuse: Upon the second occurrence of the necessity to potentially refer an employee to counseling or rehabilitation treatment, there will not be an option to refer the employee in a safety sensitive position for treatment and termination will be automatic.

Subsequent disciplinary actions: When an employee has experienced work related problems as a result of alcohol or drug use and has been reinstated, subsequent disciplinary action will not be taken for the previous work related problems provided the problems cease after reinstatement.

Employees Subject to Drug and Alcohol Testing

All employees in safety sensitive positions of Stephen F. Austin State University are to be included in the alcohol and/or drug testing program and will be subject to testing. Employees identified for testing purposes are expected to cooperate fully with designated clinic and/or laboratory personnel by making themselves available for testing, giving a valid sample and completing accurately all of the steps and necessary documents associated with the test.

Employees in safety sensitive positions at the university who are subject to this drug testing policy are defined as follows:

All employees whose job duties have a direct effect on the health, safety and welfare of employees, students and citizens, which the university serves including the following described duties:

- Drivers with commercial driver's licenses (CDL),
- Employees who are required to have a university certified driver's license in their job description,
- Persons who carry a firearm for security purposes,
- Employees who control dispatch of emergency services,
- Employees who repair or maintain university owned or leased vehicles,
- All maintenance personnel including but not limited to electricians, plumbers, carpenters, etc.,
- All employees who maintain the critical infrastructure of the university including but not limited to database administrators, systems administrators, programmer and systems analysts, network support specialists, etc.,
- Persons required to use dangerous equipment in the course and scope of their jobs including saws, drills, torches, tractors, mowers, and other motorized equipment,
- Employees using chemicals or other dangerous substances in the course and scope of their jobs,
- Medical professionals including licensed doctors, licensed nurses, certified athletic trainers.

Facilities for Testing

Employees selected for testing procedures shall report to the designated independent facility, or may be escorted by an authorized supervisor. A specimen will be collected and tested by an independently approved laboratory using valid, reliable testing procedures as outlined under the U.S. DOT regulations at 49 C.F.R. part 40. The services of a medical review officer (MRO) will be retained for proper laboratory results interpretation.

Test Results

Drug and alcohol screen test results will be reviewed by an independent MRO after receipt of the

specimen by the laboratory. Employees who test positive for substances prohibited by this program shall be afforded an opportunity to consult with the MRO and to provide medical records or other biomedical information to assist the MRO in determining whether there is a legitimate medical explanation for the test results, including use of a legally prescribed medication. Upon review of all confirmatory tests and other medical records, the MRO shall issue a confirmation report verifying test results. The MRO's confirmation report and the results therein shall be deemed conclusive.

The MRO refers to a licensed physician who is responsible for receiving laboratory results generated by the employer's drug testing program, evaluation, interpreting and verifying those drug testing results in conjunction with an employee's medical history, and determining whether a positive result was caused by the use of prohibited drugs or by an employee's medical condition.

If a post-accident drug screen produces a positive result due to a safety sensitive employee's lawful use of prescription medication which may impair judgement such as driving, handling equipment or making sound decisions, the employee will be removed from all safety sensitive work and, as soon as reasonably practical, discuss any limitations with the employee's supervisor. An employee may be required to provide a doctor's release to resume regular safety sensitive work duties.

The MRO shall have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result (as reported by the laboratory) together with his or her medical history and any other relevant biomedical information.

Any results below the minimum stipulated test levels for drug testing or under .02 for alcohol testing shall be considered a negative test result. Any employee with properly confirmed positive drug test results, or greater than .02 alcohol test as certified by the MRO, shall continue to be removed from any safety sensitive work and shall report to the supervisor upon request.

Records

All information from an employee's drug and alcohol tests is confidential, unless otherwise required by law. Records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur.

Appeal and Retesting

Employees may appeal positive test results by submitting a written request to the director of human resources within 24 hours after being informed of the positive test result. The appellant has the right to have a second test performed at a certified laboratory of his/her choice. The specimen transfer between the laboratories will follow standard protocol. An MRO shall

interpret the alternate laboratory's test results, considering the nature of the result and time elapsed since the original test. All expenses for such retests will be the responsibility of the appellant.

Notice

All new employees shall receive notice of this policy and be required to sign an acknowledgement of receipt. Failure to sign an acknowledgement of receipt shall not nullify the notice provided by the university. Existing employees will be notified of the policy and its revisions.

Cross-reference: Discipline and Discharge (11.4); Illicit Drugs and Alcohol Abuse (13.11); 49 C.F.R. §§ 40, 382

Responsible for Implementation: President

Contact for Revision: Director of Environmental Health, Safety, and Risk Management, Director of Human Resources, and General Counsel

Forms: Notice and Acknowledgement of Policy Receipt

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Terminations and Transfers

Policy Number: 11.10

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

Date of last revision, if applicable: 4/14/2014

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

Purpose of Policy (what does it do): Sets forth guidelines for processing terminations of employment and employee transfers to different state agencies.

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: Duplicative information has been removed.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Employee Terminations and Transfers

Original Implementation: Unpublished

Last Revision: ~~April 15, 2014~~ April 25, 2017

It is preferred that faculty, staff, and graduate assistant employees give at least two (2) weeks' notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying human resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF). University policy, Electronic Personnel Action Form (11.8) directs the preparation and processing of an EPAF.

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify payroll immediately so that the matter can be reviewed.

Early notification will not terminate an employee's accounts until the effective date. The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval.

Failure of the department head to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefit coverage unless proper and timely notification has occurred. ~~All faculty, staff, and graduate assistant employees leaving the employment of the university are highly encouraged to complete a checkout procedure with human resources. It is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment.~~

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. A departmental checklist form is available on-line at ~~http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm~~ to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head, and the employee and forwarded to human resources for the employee's personnel file. The

department head is responsible for verifying whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and equipment returned, time sheet signed and that the EPAF has been submitted.

All faculty, staff, and graduate assistant employees leaving the employment of the university are highly encouraged to complete an exit interview or checkout procedure with human resources. The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment. Faculty, staff, and graduate assistant employees ~~leaving the employment of the university are highly encouraged to complete an exit interview or checkout procedure with human resources and~~ should clear all outstanding financial matters prior to their exit interview.

~~The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the terminating employee has scheduled an exit interview no later than the last day of employment.~~

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits and make arrangements for their last paycheck. It is important that a forwarding address be given to human resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview.

Cross Reference: Electronic Personnel Action Form (11.8)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Electronic Personnel Action Form; Employee Checkout Form ~~(available at <http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm>)~~

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Firearms, Explosives and Ammunition

Policy Number: 13.9

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

Date of last revision, if applicable: 4/12/2016

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

Purpose of Policy (what does it do): Governs the presence of firearms, explosives and ammunition on campus.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Wording related to prohibiting firearms in residence halls during summer camps was clarified. No substantive change.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Chris Rivers, Associate Director of Public Safety
 Dr. Danny Gallant, Vice President for Finance and Administration
 Dr. Steve Westbrook, Vice President for University Affairs
 Damon Derrick, General Counsel

Firearms, Explosives and Ammunition

Original Implementation: Unpublished

Last Revision: ~~April 12, 2016~~ April 25, 2017

Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president unless otherwise specified by this policy. Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for university affairs with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for university affairs will review the request with the president, who will make the final decision. The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

Notwithstanding the foregoing, effective August 1, 2016, a concealed handgun license holder may carry a concealed handgun in accordance with Texas Government Code Section 411.2031 and other applicable law, subject to the reasonable rules and regulations in Appendix 1. A concealed handgun license holder is responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted. A concealed handgun license holder is not required to disclose whether that person has a license or is currently carrying a concealed handgun to anyone except a magistrate or peace officer.

Cross Reference: Tex. Gov't Code § 411.2031; Tex. Penal Code §§ 46.03-.035

Responsible for Implementation: Vice President for University Affairs, Vice President for Finance and Administration

Contact for Revision: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

Appendix 1

LOCATION/ ACTIVITY	POLICY	CROSS REFERENCE	UNIQUE ENVIRONMENT/SAFETY CONSIDERATIONS/OTHER COMMENTS
1. General Policies			
1.1 Campus Storage – General	No on-campus storage for handguns will be provided; License holders may store handguns at the University Police Department (UPD) in accordance with UPD policies and procedures.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.
1.2 Campus Storage – Residential Facilities	License holders residing in campus housing may carry a concealed handgun into campus housing and may store his/her handgun in campus housing except during extended periods of absence, such as spring break and the periods between the fall and spring semesters. When storing a handgun in campus housing, he/she must store the handgun in his/her residential room, in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps or other events attended by minors. Handguns may never be stored in campus housing by non-resident persons or any person other than the residential room occupant. Residents may not store a handgun for any other resident or person.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.
1.3 Campus Storage – Full-time Residential Staff	License holders who are employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secured area or resident-provided locked, secure container.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

2. Particular Locations/Activities as Gun-Free Zones			
<p>2.1 Early Childhood Research Center, including fenced grounds, and surrounding premises such as walkways, driveways, and parking lots when used for school-sponsored or day care-sponsored activities</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Penal Code § 46.03(a)(1); Tex. Educ. Code § 37.125; 40 Tex. Admin. Code § 746.3707</p>	<p>The Charter School serves kindergarten through 5th grade children and is unique to most universities. It is located within the Early Childhood Research Center (ECRC) Building with adjacent grounds. The Early Childhood Lab is a licensed day care center, serving infants, toddlers, and pre-K children, and is also located within the ECRC Building with adjacent grounds. The significant excludable use of the building together with the inability to segregate the excludable space renders it impracticable to parcel the building into carry and non-carry zones.</p>
<p>2.2 The Human Services building (other than the Telecommunications area), Student Health Clinic, and 3rd floor of the Rusk Building.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Gov't Code §§ 411.172, 2031(d-1); Tex. Penal Code § 46.035(b)(4)</p>	<p>The Human Services building contains numerous physical and mental health clinics, labs, and offices for testing and treatment of children and adults from the campus and community, located in various rooms on each floor of the building. These include the Little Jacks, pre-school classroom for children with communication difficulties (1st Floor), Human Neuroscience Laboratory (1st Floor), Rehabilitative Services Career Planning Laboratory (1st Floor), Stanley Speech and Hearing Clinic (2nd Floor), Voice and Speech Science Laboratory (2nd Floor), Cole Audiology Laboratory (2nd Floor), Counseling Clinic (2nd Floor), School Psychology Assessment Center (2nd Floor), Basic Skills Clinic, includes client populations with Autism (2nd Floor), Office of Rehabilitative Services (2nd Floor), Office of Disability Services, includes testing accommodations (3rd Floor), and Office of Assistance and</p>

			<p>Rehabilitative Services (DARS)(3rd Floor). The building and uses are unique in the campus. Many of the services address issues related to the physical-psychological-emotional status of clientele representing populations across the developmental lifespan. Safety considerations are also paramount for the clientele and providers. The 3rd floor of the Rusk Building includes Counseling Services. The Student Health Clinic and Counseling Services on the 3rd Floor of the Rusk Building provide outpatient medical care and mental health counseling services, respectively, to campus students. The significant excludable use of the Human Services building, the Student Health Clinic, and the 3rd floor of the Rusk Building, together with the inability to effectively segregate the excludable space (other than the Telecommunications area of the Human Services building) renders it impracticable to parcel the building into carry and non-carry zones.</p>
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<p>2.3 The 3rd Floor of the Rusk Building and Conference Room 301 in the Human Services building.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Gov't Code § 411.2031 (d-1); Tex. Penal Code § 46.03(a)(3)</p>	<p>The Texas Penal Code prohibits firearms “on the premises of any government court or office utilized by the court.” Formal disciplinary hearings and grievance actions are adjudicatory activities and may be highly emotional and contentious events as unique environments justifying special safety considerations for participants. Counseling Services (see also 2.2) and the Office of Student Rights and Responsibilities engages in such activities and comprise substantial usage and space on the 3rd floor of the Rusk Building. The significant excludable use of the 3rd floor together with the inability to effectively segregate the excludable space renders it impracticable to parcel the floor into carry and non-carry zones. Conference Room 301 in the Human Services Building is a location used for both student and employee disciplinary and grievance hearings.</p>
<p>2.4 A location where a high school, collegiate, or professional sporting event is taking place as prohibited under section 46.035(b)(2) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Penal Code § 46.035(b)(2)</p>	<p>Under the Texas Penal Code, a person commits an offense by carrying a handgun on the premises when a high school, collegiate, professional sporting or interscholastic event is taking place. Intramural and club sporting events are events of a similar nature and possess the same safety considerations as those provided for in the Penal Code.</p>

2.5 Nonpublic, secure portions of the University Police Department	Concealed carry prohibited.	Tex. Gov't Code § 411.207(b)	A peace officer who is acting in the lawful discharge of the officer's official duties may temporarily disarm a license holder when a license holder enters a nonpublic, secure portion of a law enforcement facility.
2.6 Occasional, reasonable, temporary restrictions by the president for up to five (5) days, renewable in the president's discretion.	Concealed carry prohibited.	Tex. Gov't Code § 411.2031(d-1); Tex. Att'y Gen. Op. No. KP-0051(2015)	Specific, occasional occurrences or events will arise from time to time in the campus environment requiring safety considerations. The temporary prohibition of concealed carry by the president in such circumstances is both prudent and necessary and will not violate the letter or spirit of the law. Other temporary restrictions include locations where concealed carry is otherwise prohibited by law (e.g. court hearings, polling locations).

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Gifts, Prizes and Awards

Policy Number: 3.18

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

Date of last revision, if applicable: 11/7/2016

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

Purpose of Policy (what does it do): This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements.

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

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

☐ Internal Review ☒ Other, please explain: Establishes that gifts of a personal nature to employees are not allowed; clarifies when plants and flowers for employees are allowed.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Current policy states gifts to employees are not allowable unless purchased with discretionary funds. The proposed revision prohibits personal gifts to employees. Proposed policy also adds deans to the list of those authorized to approve employee gifts other than cash, gift cards, or gift certificates when such gifts have a business purpose.

Specific rationale for deletion of policy:

Additional Comments:

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

Reviewers:

Dora Fuselier, Controller

Kay Johnson, Director of Procurement and Property Services

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Gifts, Prizes and Awards

Original Implementation: April 22, 2008

Last Revision: ~~November 7, 2016~~ April 25, 2017

This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements. State and federal regulations restrict the use of university funds to provide gifts, prizes and awards to employees, students and others in the university community. In addition, the Internal Revenue Service (IRS) has requirements for the federal reporting of gifts, prizes and awards given to employees versus non-employees.

Exclusions

Financial aid awards and grants are not considered gifts, prizes or awards for purposes of this policy. Most awards to students that are related to academic performance are considered financial aid, and as such are not subject to the provisions of this policy. Prizes given in conjunction with raffles that include the purchase of a chance or ticket are not subject to this policy and are governed by university policy, Solicitation on Campus (16.25), and state law. Agency funds are not subject to this policy since they are not considered university funds.

Funds and Definitions

All definitions and reporting requirements of this policy apply to any university funds, and remain the same even if the funds originate as a gift to the university from a third party.

No gifts, prizes or awards of any kind should be charged to state appropriated funds, designated accounts funded by student fees, auxiliary funds associated with mandatory fees, or restricted funds as outlined below.

Use of restricted federal and state funds: Funds from federal and state grants, contracts, or other sponsored agreements cannot be used to pay for items that are or appear to be gifts or marketing or promotional items such as t-shirts, key chains, tote bags, caps, and other souvenirs or memorabilia, unless specifically provided for in a grant, contract or sponsored agreement. Use of these funds to pay for awards for participation in grant-funded activities is generally allowable when both reasonable in cost and necessary to accomplish program objectives. Acceptable participation awards include plaques, small trophies, ribbons, certificates, pens/pencils and similar items.

For purposes of this policy the following definitions apply:

Employee: An individual receiving compensation as a full-time or part-time employee, including casual employees, student employees and graduate assistants.

Non-Employee: An individual receiving no employment compensation of any kind or in any amount, including students who are not employed by any department of the university.

Gifts: A voluntary conveyance of something of value as a gesture of good will or appreciation. Marketing and promotional items are excluded as gifts as noted below. *Plants and flowers sent as a gesture of sympathy or support are not considered gifts if they have a valid business purpose; however, they are subject to specific rules. See Guidelines for Expenditures from University Funds.*

Award: Something of value conveyed as a result of competition, merit or in recognition of service to the university on the part of the recipient.

Prize: Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in an event sponsored by a university department or organization.

Nominal Value: A prize, gift or award valued at \$50 or less.

Organization: Any university department or student group using university funds for a gift, prize or award. Agency funds are not considered university funds.

EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

Gifts of cash, including gift cards and gift certificates, to employees, are not allowed using university funds.

~~Gifts, including those for birthdays, weddings, showers, retirements, get well, funerals and other personal events, are not allowable expenditures of university funds, unless purchased with funds that can be used for discretionary purposes, and approved by the president or vice presidents, deans, or the Board of Regents.~~

Gifts other than cash, gift cards, or gift certificates are allowed *only* when such gifts have a business purpose and are approved in advance by the president, ~~or~~ vice president, *dean*, or the authorized approver for Board of Regents purchases (Board of Regents purchases only), and are within IRS guidelines. The gift must be of nominal value, as defined above, unless a larger amount is approved by the president or vice president, or the authorized approver for Board of Regents purchases (Board of Regents purchases only). For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

With the exception of the Offices of the President and the Board of Regents, personal gifts using university funds for birthdays, weddings, showers, retirements, get well, funerals, and other personal occasions, are not allowed. These are considered personal expenses, to be paid by the person(s) giving the gift.

Non-cash gifts for employees of nominal value, such as t-shirts, cups, mugs, etc. can be

purchased with discretionary funds. For limitations on purchases of clothing, see Guidelines for Expenditures from University Funds on the controller's office website.

Marketing and promotional items bearing the SFA name or logo are not considered gifts when they are of nominal value, or of larger value if approved by the president or vice president. An example of a marketing or promotional item is a shirt with an SFA department name provided to an SFA employee or representative. In addition, tickets provided to a representative of SFA for sporting events, fine arts events, recognition banquets, etc. are not considered gifts when attendance at the event is to promote the university in the representative's official capacity.

Prizes and Awards

Monetary awards may be given to employees for meritorious performance or other reasons connected with employment, but only as part of an established campus-wide program or a program within a college approved by the dean and the provost and vice president for academic affairs. See University Awards Programs (12.20). Such monetary awards cannot be given in the form of gift certificates or gifts cards, but must be paid through payroll and submitted on a stipend authorization form.

Non-cash awards given to employees as length of service awards are acceptable as long as they are valued at less than \$400 per year per employee. These awards may only be administered by the Department of Human Resources or in a ceremony approved by the Department of Human Resources and the appropriate vice president.

Any non-cash award given for meritorious performance or other reasons connected with employment must be of nominal value, as defined above.

An employee may accept a monetary or non-cash prize or award of any amount where the individual's employment is incidental to the basis on which the prize or award is given. For example, a university employee would be eligible to win a door prize given at random or an essay- writing contest.

For any prize or award greater than nominal value, the department or organization sponsoring the contest, game of chance, etc., without the purchase of a chance or ticket must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-EMPLOYEE as the Recipient of a Gift, Prize or Award

Gifts

Gifts of cash to non-employees are not allowed. Gift certificates, gift cards, or tangible commodities are allowed as long as the gift is given for a valid business reason.

For any gift greater than nominal value, as defined above, the department must report the

following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Development Gifts to individuals to promote development interests or alumni relations, using university funds, cannot exceed nominal value, as defined above, unless approved by the president. For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Institutional Gifts – When university officials are hosting visitors, appropriate university funds may be used to give such visitors a gift of nominal value, as defined above, as a sign of appreciation or recognition. Any gift greater than nominal value must be approved by the president. Marketing and promotional items with the SFA name or logo are not considered gifts as discussed above. For any gift greater than nominal value, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.

Gifts to Public Officials – Federal and state laws severely restrict the nature and value of gifts that may be made to public officials, and those restrictions may vary depending on the type of gift as well as the office held by the official. Gifts to municipal officials may also be restricted. In general, university policy prohibits all gifts to public officials, with the exception of token gifts of nominal value, as defined above, as long as they are not provided in exchange for his/her decision, opinion, recommendation, vote, or other exercise of discretion as a public official. Any exception to this limit must be discussed in advance with general counsel to ensure it is allowed under the specific governing conditions. There may be restrictions on paying honoraria to public officials and questions should be directed to the general counsel.

Prizes and Awards

Cash, gift certificates, gift cards or non-cash items may be given as prizes and awards as long as they are reported as required herein. Prizes and awards to non-employees must be for a valid business reason, which may include a contest, door prize, etc. without the purchase of a chance or ticket.

Monetary prizes and awards must be processed using the online purchase requisition system and substitute Form W-9 must be submitted to accounts payable.

For any prize or award greater than nominal value, as defined above, the department must submit the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

NON-RESIDENT ALIENS as the Recipient of a Gift, Prize or Award

Cash and non-cash gifts, prizes and awards to non-resident aliens are generally subject to 30%

withholding and reported on an IRS Form 1042-S. The department or organization must contact the controller's office before making gifts, prizes and awards to person who are not US citizens or legal permanent residents, regardless of the value of the gift, prize or award.

Cross Reference: IRS Regulations; Tex. Penal Code Ch. 36; Solicitation on Campus (16.25); University Awards Programs (12.20); ~~Purchase Requisition (17.19)~~; Guidelines for Expenditures from University Funds.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller; Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Longevity Pay and Hazardous Duty Pay

Policy Number: 12.13

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Provides requirements for employees to receive longevity pay or hazardous duty pay.

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: Additional information was added to clarify eligibility for longevity pay when an employee has multiple positions and to detail when eligible employees receive hazardous duty pay.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta C. Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Longevity Pay~~+~~ and Hazardous Duty Pay

Original Implementation: Unpublished

Last Revision: ~~April 15, 2014~~ April 24, 2017

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of \$20 per month for each 2 years of state service. *When appointments are added together, an eligible employee may be paid longevity pay if the sum of the scheduled work hours in all non-academic appointments is 40 or more hours.* ~~SFA-Charter School teachers are excluded from this policy.~~ Longevity pay is capped at \$420 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The new employee will be asked to provide prior state employment information to human resources during the new employee orientation. Prior state employment is verified by human resources.

SFA Charter School teachers are excluded from this policy. Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay. In most cases, the amount of a full-time employee's hazardous duty pay is \$10 per month for each 12-month period of lifetime service credit accrued by the employee.

Cross Reference: Tex. Gov't Code §§ 659.041-.047,.305; *Texas Comptroller guidelines on longevity pay*

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: Parking and Traffic Regulations

Policy Number: 13.14

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

Date of last revision, if applicable: 4/12/2016

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs,
Executive Director of Public Safety

Purpose of Policy (what does it do): Parking and Traffic regulations for the university 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: No substantive changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Marc Cossich, Executive Director of Public Safety/Chief of Police
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Parking and Traffic Regulations

Original Implementation: September 1, 1961

Last Revision: ~~April 12, 2016~~ April 25, 2017

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.
 - A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.
 - B. The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.
 - C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic regulations as well as all city and state parking and traffic regulations. All vehicles operated on the university property must display a valid parking permit 24 hours a day, 365 days a year.
 - D. These regulations are in effect at all times on university property.
2. **Administration and Enforcement of these Regulations:**
 - A. **Parking and Traffic:** The Parking and Traffic (P&T) division of the SFA Department of Public Safety (DPS) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for

parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

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

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

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

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

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

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

- C. Appeals:** Any person receiving a citation may appeal. Appeals must be submitted in writing and must be received within ten (10) days of the date the citation was issued. Appeal forms are available at the Parking & Traffic office during regular business hours and on-line at <http://www.sfasu.edu/parking>. Boots and impoundments may be appealed in this same manner.

The director of Parking & Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

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

Voided means the ticket issued was not valid.

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

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

Appeal Board Hearing:

To appeal to a hearing board, the appellant must submit their appeal in writing to the Parking & Traffic office within ten (10) days of the appeal officer's decision. P&T will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

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

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

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

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

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

Rules of Procedure

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

Findings and Sanctions

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

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

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

3. **Authority:** P&T and UPD are authorized to enforce these regulations:

- A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency;
- B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;
- C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit;
- D. By the suspension, revocation or denial of campus parking and driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;
- E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;
- F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;
- G. By disciplinary action against employees or students who fail to abide by these regulations;
- H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.
- I. Violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200.

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

5. **Responsibility:**
 - A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.

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

6. **Collection Methods:** The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:
 - A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.

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

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

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

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

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

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

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

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

DPS: Stephen F. Austin State University Department of Public Safety, which includes the University Police Department, Office of Parking and Traffic; Public Safety Technology Department, and Emergency Management.

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

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

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

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

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

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

P&T: Stephen F. Austin State University Office of Parking & Traffic.

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

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

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

PERMIT REQUIREMENTS: a permit is required at all times on campus, with the exception of university sponsored or hosted events and/or activities coordinated through Parking and Traffic and official university holidays.

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

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

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

SFA: Stephen F. Austin State University

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

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

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

UNIVERSITY: Stephen F. Austin State University

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

UPD: Stephen F. Austin State University Police Department

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

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

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

SECTION III: TRAFFIC REGULATIONS

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

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

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

3. **Temporary Restrictions:** The director of P&T or executive director of public safety/chief of police or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.
4. **Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.
5. **Traffic Obstruction:** No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.
6. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or executive director of public safety/chief of police or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.
7. **Sidewalks, Grass or Shrubbery:** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or DPS.
8. **Passenger Pick-Up and Drop-Off:** No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.
9. **Pedestrians:** Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.
10. **Reserved Spaces:** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPS business, compact cars only, police vehicles only, expectant mothers and visitors.

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

- A. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time.
 - B. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.
 - C. Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non- SFA park patrons ONLY.
11. **Motorcycle Spaces:** Parking spaces have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space.
 12. **Head-In Parking:** All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.
 13. **Parking Designations:** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at <http://www.sfasu.edu/parking/>. These signs and maps indicate the type of permit holder for which the area is reserved. Parking along Aikman Drive is reserved for All Area permit holders assigned to that lot.

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

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. Each parking lot or garage shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits. The various classes of parking permits and their eligibility requirements, privileges,

and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.

- A. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete an online permit application for the next academic year beginning April 1 and the permits will be mailed to the address provided by applicant on the first business day in August. *All permits purchased after August 1 can be picked up at the P&T office.*
 - B. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.
 - C. Only the permit for the current academic year should be displayed.
 - D. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the executive director of public safety/chief of police or the director of P&T or their designee.
 - E. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for \$15. Otherwise, the regular fee will be charged.
 - F. A vehicle should not be sold with the parking permit still displayed.
 - G. Damaged parking permits should be replaced immediately through the Parking & Traffic office.
2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).
 3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or as otherwise specified in this policy. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, “Classes of Permits and Eligibility,” sets forth the classes of permits and eligibility requirements).

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

4. **Manner of Parking:** No person shall:
 - A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the executive director of public safety/chief of police or their designee.
 - B. Park a vehicle such that it occupies portions of more than one parking space.
 - C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
 - D. Double park a vehicle.
 - E. Park a vehicle in a manner that obstructs “disabled” parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
 - F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
 - G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through DPS.
 - H. Park a vehicle in a no parking zone
 - I. Park a vehicle in an area designated as a bus stop.
 - J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or DPS.
 - K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.
 - L. Park or store a bicycle except at designated bicycle parking areas.
5. **Loading Zones:** Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes, contact P&T for assistance.
6. **ADA Parking:** No person shall park a vehicle in an ADA space without a university permit and appropriate state disabled placard or license plate. ADA parking is provided in all parking

lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of state ADA parking placards or license plates. A current SFA permit is also required. Only the person to whom the ADA plate or placard is issued may use the permit for such parking.

- A. ADA permits and temporary handicapped permits are issued by the county tax assessor collector of any Texas county.
 - B. Only vehicles displaying an ADA permit or temporary handicapped permit or license plate may park in “Reserved for Handicapped” parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit. The person for whom the ADA permit has been issued must be with the vehicle at the time it is parked.
 - C. A vehicle displaying a valid SFA parking permit and a valid ADA permit or license plate may park in any non-reserved parking space on campus or on Aikman Drive in Lot 7. Reserved parking spaces are reserved 24 hours a day/ seven (7) days a week for service vehicles, residence hall directors, visitors, and loading zones.
 - D. Faculty/staff members who have a valid ADA placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.
7. **Expectant Mother, Temporarily Sick or Injured Permit:** A temporary permit or expectant mother permit may be obtained by a person who holds a current parking permit allowing them to park in specifically designated areas; areas designated will be based upon resources available and needs of the applicant.
- A. **Temporarily Sick or Injured Permit:** Valid for up to one week allows parking in designated lots and must display dashboard permit. Application for this permit must be accompanied by a doctor’s statement. This permit may only be issued one time per semester. Those needing more than one week of time should obtain a state issued temporary ADA placard. Information is available at the parking and traffic website.
 - B. **Expectant Mother Permit:** Valid during the third trimester or when designated as high risk circumstances, this permit allows parking in spaces specifically designated by Parking and Traffic. Application for this permit must be accompanied by a doctor’s statement indicating the need for closer parking and/or in the third trimester of pregnancy.
8. **Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered visitor permits, not to exceed three days without the specific permission of the director of P&T. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from Parking &

Traffic office or the Information Booth on Vista Drive *during normal business hours*. Visitor permits can be obtained at the University Police Department after 5 pm and on weekends. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.
10. **Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.
11. **Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the Department of Public Safety. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24-hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.
12. **Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.
13. **Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must enter the garage by pulling a ticket or use a garage permit. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.
14. **Special Events:** Any university department hosting an event on campus may request event parking. Some of the available resources include:
 1. **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. ~~See university policy, Building Security/Special Events (F-5.)~~ Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is \$8 per day for up to 9 passes, \$6 per day if 10 or more are purchased or \$3 per day if 30 or more are purchased.

The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

- ~~2. **Lot 21:** Pay station pin codes are available to SFA departments for special event parking for \$5 each for up to eight (8) hours of parking. Pin codes for Lot 21 will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).~~

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

SECTION V: PARKING PERMITS

1. **Issuance of Permits:** The director of P&T may issue a parking permit to any person or company desiring to park on university property, upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

A parking permit will be issued upon application and payment of the parking permit fee to P&T. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

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

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

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

- B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
- C. Bicycles parked in violation may be impounded and removed by the University Police Department and a \$25 fee charged for release.

2. **Classes of Permits and Eligibility:**

A. **Faculty/Staff:**

Class "AA"

Eligibility: SFA faculty and staff as designated by the president and vice presidents

Price: Refer to Appendix A for rates

Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

Class "F"

Eligibility: SFA faculty and staff, un-affiliated ARAMARK and Barnes & Noble employees

Price: Refer to Appendix A for rates

Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

Class "PG" – Student Center Garage Permits

Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or in any Commuter space.

Class "M"

Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class "B" – Faculty/Staff Class "B" Daily Surface Permit

Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors

Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.

B. Student**Class “PG” – Student Center Garage Permits**

Eligibility: SFA students Price: Refer to Appendix A for rates

Where: valid for parking in the Student Center Parking Garage or any Commuter space.

Class “C” - Commuter Student Surface Permit

Eligibility: SFA students not living in university housing

Price: Refer to Appendix A for rates

Where: valid for parking in any Commuter space.

Class “H” - Resident Student Permit

Eligibility: SFA students with a current SFA housing assignment

Price: Refer to Appendix A for rates

Where: valid for parking in the Resident or Commuter spaces except levels 1 and 2 of the Wilson Garage.

Class “M”

Eligibility: SFA Students

Price: Refer to Appendix A for rates

Where: valid in any area designated for motorcycle parking.

Class “S” - Commuter Student Daily Surface Permit

Eligibility: SFA students without an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space

Class “K” - Resident Housing Student Daily Surface Permit

Eligibility: SFA students with an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus except levels 1 and 2 of the Wilson Garage.

C. Other**Class “W” – Activities Permit**

Eligibility: Any person not eligible for any other permit but utilizing campus resources or property. Those who are family members of faculty, staff or students are eligible, provided the family member that is affiliated with the university has purchased a valid parking permit.

Price: Refer to Appendix A for rates

Where: valid for parking in Commuter spaces and Lot 14, Lot 53, or any space outside the central campus area.

Class “CV” – Contractor/Vendor Parking Permit

Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.

Price: Refer to Appendix A for rates

Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.

Class “~~REF~~RT” – Retired Faculty/Staff Parking Permit

Eligibility: Any SFA retiree who does not receive compensation for employment from SFA

Price: No charge

Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.

Class “DV” – Qualifying Veterans Permit

Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.

Price: No charge

Where: Valid for parking in any space the person would otherwise qualify for this permit only. This permit exempts fees only.

Graduate Assistant Upgrade:

Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester.

Price: \$10 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade:

Eligibility: Dual credit high school students

Price: \$5 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots.

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

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

Permit holders are required to remove and surrender their permit:

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

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

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

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

I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.

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

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The Department of Public Safety and Office of Parking & Traffic offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at the Department of Public Safety or by telephone at 936-468-2608. The Department of Public Safety also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be

requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call the Department of Public Safety at 936-468-2608.

2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the Department of Public Safety as time permits. The Department of Public Safety does not change flats, push cars or perform other automotive service.
3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:
 - Available parking spaces
 - Expected attendance
 - Costs that may be incurred by department sponsoring event
 - Expected/potential impact on regular users of the area
 - Logistical ability of P&T to manage event
 - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. **Parking and Traffic Citations:**
 - A. Issuance: Any person violating these regulations may receive a citation.
 - B. P&T Authority: University parking enforcement assistants are authorized to write university parking citations.
 - C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.
 - D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill, or mailed to:

Stephen F. Austin State University
 c/o Business Office
 P.O. Box 13053, SFA Station
 Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.
3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.
4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance by completing the appropriate P&T form. Any citation that is not a warning must be appealed as described in these regulations.
5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.
6. **Vehicle Immobilization or Impoundment:** P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

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

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

If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the outstanding

citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

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

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

- B. the person and/or vehicle is parked in violation of the terms of a conditional release
- C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate
- D. the driver is illegally using an ADA permit assigned to another individual
- E. the driver is in possession of a lost, stolen, altered or unauthorized permit

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

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

No vehicle may be towed without the express approval of the executive director of public safety/chief of police, the director of P&T or their designee.

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

7. Suspension of Parking Privileges:

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

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

university's option.

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

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

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

- A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. **No Excuse:**

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

SECTION VIII: DRIVING AND PARKING OFFENSES

2016-2017 Parking Violations

Code	Violation Description	Fine
General Violations		
A1	Displaying a valid permit, but in violation of lot or area assignment (<i>6a-4p M-F; Reserved lots are reserved until times indicated by signage</i>)	\$40
A2	Parking backward in a parking space	\$30
A3	Failing to display a valid parking permit	\$40
A4	Not parking properly within the lines of a parking space	\$30

A5	Parking in a space designated "20 minute only" for more than 20 minutes (<i>6a-4p M-F</i>)	\$30
A6	Displaying a permit assigned to another vehicle	\$30
A7	Display two or more valid permits	\$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then \$10 per incident)	\$10
A9	Expired short-term parking	\$30
Flagrant Violations		
B1	Parking in a reserved parking space without displaying a proper permit (<i>plus tow fee if applicable</i>)	\$40
B2	Parking a vehicle in a no-parking zone (<i>plus tow fee if applicable</i>)	\$40
B3	Parking in any manner which obstructs vehicular traffic (<i>plus tow fee if applicable</i>)	\$40
B4	Parking in a manner which obstructs a crosswalk (<i>plus tow fee if applicable</i>)	\$40
B5	Parking in a fire lane (<i>plus tow fee if applicable</i>)	\$75
B6	Parking in a tow-away zone (<i>plus tow fee if applicable</i>)	\$40
B7	Parking in a loading zone or service driveway (<i>plus tow fee if applicable</i>)	\$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking (<i>plus tow fee if applicable</i>)	\$40
B9	Parking on campus while parking privileges are suspended (<i>plus tow fee if applicable</i>)	\$150
C1	Moving a barricade or parking within any barricaded area (<i>plus tow fee if applicable</i>)	\$40
C2	Using a forged, altered, false, fictitious or stolen permit (<i>plus tow fee if applicable</i>)	\$150
C3	Falsifying or altering vehicle registration information (<i>plus tow fee if applicable</i>)	\$100
C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard (<i>plus tow fee if applicable</i>)	\$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	\$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	\$75
C9	Parking in violation of the direction of a traffic control officer	\$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	\$150

C11	Improper exit from a university parking garage (plus maximum daily fee due)	\$75
C12	Parking in a garage without payment (limited to once a semester)	\$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

*** Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2016-2017 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	Description	Annual		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	\$740	NA	NA
	Semester Student Center Garage Permit	\$330	\$330	\$330
M	Motorcycle Permit	\$60		
B	Faculty/Staff Daily Permit	\$3/Day	\$3/Day	\$3/Day
Student				
Permit Type	Description	September 2016	January 2017	May 2017
PG	Annual Student Center Garage Permit	\$740	NA	NA
	Semester Student Center Garage Permit	\$330	\$330	\$80
C	Commuter Permit	\$112	\$76	\$37
H	Campus Resident Permit	\$145	\$99	\$48
	Campus Resident Second Vehicle	\$106	\$69	\$34
S	Commuter Daily Permit	\$3/Day	\$3/Day	\$3/Day
K	Campus Resident Daily Permit	\$3/Day	\$3/Day	\$3/Day
M	Motorcycle Permit	\$60	\$43	\$22
Miscellaneous				
Permit Type	Description	September 2016	January 2017	May 2017
W	Fitness Permit	\$ 20	\$ 20	\$20
CV	Contractor/Vendor Permit	\$170	\$114	\$58
T	Trailer Permit	\$ 50	\$ 33	\$17
RV	Occupied Recreational Vehicle**	\$ 40		
DV	Qualifying Veteran Permit	\$0		
** Per night, after four (4) days				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1
Maximum Daily Charge	\$8
Lost Parking Ticket	\$15

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

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

FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information;
Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Executive Director of Public Safety/Chief of Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Public/Student Health

Policy Number: 13.16

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

Date of last revision, if applicable: 7/29/2014

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

Purpose of Policy (what does it do): To establish guidelines for addressing public health concerns and communicating information about prevention and response of illness on campus.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor word change and title update.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Michael Walker, Assistant Dean of Student Affairs Support Services
Janice Ledet, M.D. and Lab Director
Barbara Chaivers, Chief Medical Technologist
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Public~~+~~ and Student Health

Original Implementation: February 29, 1988

Last Revision: ~~July 29, 2014~~ *April 25, 2017*

Stephen F. Austin State University recognizes an obligation to promote public health on campus by protecting students, faculty, and staff from the spread of contagious and infectious diseases. An effective and responsible approach to safeguarding public health on campus requires that legitimate concerns about the potential for transmission of diseases in university settings neither be sensationalized nor minimized, but that university officials work closely with other interested parties to establish policies and procedures that inhibit the likelihood of contagion while promoting an educational environment characterized by safety, continuity, and calm.

When circumstances arise that require review, the vice president for university affairs will convene a Public/Student Health Committee, consisting of appropriate faculty and staff members. This committee will assist the vice president in coordinating the university's efforts to fulfill its responsibility concerning public health. In carrying out its tasks, the committee shall follow the guidelines of recognized authorities including: The National Center for Disease Control, the United States Public Health Service, the Texas Department of Health, and the American College Health Association. Further, the committee shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other law.

In the event of public inquiry concerning university policy on public health or health-related matters at SFA, the executive director of ~~marketing~~ *university communications*, or their designee, will serve as the official spokesperson for the university. Medical records of individuals shall remain confidential, but public information shall be disclosed upon request in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act. Requests for such information should be referred to the university's general counsel.

If a public health issue arises that could involve the continuity of business and academic functions of the university, other ad hoc committees may be impaneled to address those particular issues.

Cross Reference: Tex. Health & Safety Code Ch. 81, 181; Tex. Gov't Code Ch. 552; Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Vice President for University 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: Purchase of Demonstrator or Used Equipment

Policy Number: 17.18

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): The policy exists to provide direction for the purchase of demonstrator or used equipment.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Updated forms reference.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Purchase of Demonstrator or Used Equipment

Original Implementation: June 1, 1983

Last Revision: ~~April 15, 2014~~ April 25, 2017

Demonstrator Equipment: A department may request that a vendor place demonstrator equipment on campus for testing to determine if the equipment will meet the university's needs. The decision to purchase such demonstrator equipment does not override best value procurement or delegated purchasing policies and procedures. The purchase of demonstrator equipment will not be considered official until a purchase order is issued by the procurement office.

Used Equipment: A requisition or a p-card may be used to initiate the purchase of used equipment. In either case, the department must submit evidence to Procurement and Property Services that justifies the purchase of used equipment.

Purchase of demonstrator or used equipment shall be in accordance with Best Value Procurement (17.1) and Delegated Purchasing Authority (17.5) and other procurement procedures relating to required documentation.

Cross Reference: Tex. Educ. Code § 51.9335; Best Value Procurement (17.1); Delegated Purchasing Authority (17.5); Purchase Requisition (17.19)

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: ~~Sole Product/Sole Source Justification~~ *Exclusive Acquisition Justification*

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Receipts and Deposits

Policy Number: 3.26

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Provides procedures and guidelines to all SFA departments on the proper handling of receipts and deposits.

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: Provided clarification of procedures that were already addressed in existing policy. Added more details in chart pertaining to verification of checks and money orders. Also some minor wording and spacing changes. Website link updated. Deleted section related to specific procedures as to how deposits were to be submitted.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Bobby Williams, Bursar

Dora Fuselier, Controller

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Receipts and Deposits

Original Implementation: Unpublished

Last Revision: ~~April 15, 2014~~ April 25, 2017

Purpose

This policy provides procedures and guidelines to all Stephen F. Austin State University (SFA) departments handling receipts and deposits. Procedures have been established to encourage an effective administration and internal control of receipt-handling operations throughout the university. Note: The term “receipts,” as referenced in this policy, is deemed to include currency, coins, personal checks, bank drafts, money orders, traveler’s checks, cashier’s checks, credit card transactions, debit card transactions, wire transfers, and any other method of receiving funds.

Authority and Responsibility

The university has delegated the authority and responsibility for establishing policies and procedures for all receipt-handling activities to the controller’s office. In carrying out this duty, the controller’s office is responsible for:

1. Establishing and enforcing policies and procedures governing the receipt, handling, custody, and disbursement of funds.
2. Requiring the establishment and maintenance of records accounting for funds received and paid by the university.
3. Opening and closing bank accounts and transferring funds among such accounts as necessary and prudent, considering current interest rates and collateral levels.
4. Establishing and authorizing procedures for granting, maintaining, and terminating the departmental collection of university funds.

Applicability

This policy is applicable to every university department, administrative office, and affiliated organization that handles receipts for any university-related function. Employees that handle receipts on behalf of the university are required to be familiar with the provisions of this policy. Additionally, the controller’s office or audit services may perform periodic audits of any department with receipt-handling operations.

Summary

Any individual handling university receipts is responsible to the university for proper security and accountability. Due to the personal liability involved in performing receipt-handling functions, it is important that only authorized employees accept funds for university business. In rare instances, non-employees (i.e. students or volunteers) may be authorized to accept funds

for the university if written approval is obtained from the bursar. In these cases, an employee is responsible for ensuring that these persons are properly trained and receipts are handled appropriately. All persons accepting funds for the university are required to appropriately safeguard, account for, and document all receipts received on behalf of the university. Applicable university discipline and/or discharge policies will be followed in the imposition of sanctions related to a violation of this policy.

Segregation of Duties

Guidelines

Receipt-handling operations must be subject to daily supervisory review and management. To minimize the potential for mistakes or misappropriation of receipts, the segregation of receipt handling duties is recommended. The duties of collecting receipts, maintaining documentation, preparing deposits, and reconciling records should be separated among different individuals. In departments where the separation of duties is not feasible, strict individual accountability and thorough management supervision and review is required.

Written Departmental Procedures

In addition to the receipt-handling procedures established in this document, each department that handles receipts is required to have its own internal policies and procedures for receipts. Written procedures should minimally include authorization of person(s) to collect receipts; maintenance of receipt books; security and reconciliation of receipts; preparing, approving, and depositing receipts at the business office; over/short procedures; and a procedure to notify the appropriate campus authority in the event of a loss.

In addition, it is the responsibility of the department head or supervisor to ensure that all employees with receipt-handling responsibilities have receipt-handling duties included in their job description.

Safekeeping

Departments handling receipts are responsible for the safekeeping of these university assets. Physical security should be emphasized to every employee involved in receipt handling. The following general guidelines should be followed to help maintain the integrity of those areas handling receipts:

- Unauthorized persons are not allowed in areas where receipts are handled.
- If possible, doors should be locked at all times in areas where receipts are handled. Safe doors should be kept closed during working hours and locked at times when it is not necessary to be in and out of the safe.
- ~~Large sums of~~ *All forms of payment including cash, checks, and credit card receipts* should be counted and handled out of sight of the general public.
- Individuals should keep working funds to a minimum at all times. Excess funds should be in a locked device or deposited with the business office.

- Cash and receipts should **NEVER** be unattended. This applies to cash registers, desktops, cash drawers, and any other place in which cash is located. If an employee leaves his or her workstation for any reason, regardless of how briefly, cash and receipts must be appropriately secured in a locked place.
- For overnight storage and during other periods when cash is not being used, it should be kept in a secure place, either a safe or locked container.
- If a safe location is not available within the department, the cash and receipts should be brought to the business office on campus for safekeeping.
 - The cash and receipts should be kept in a locked bank bag provided by the business office.
 - The department name and responsible party should be noted on the outside of the locked bag.
- If a safe location is not available within the department, and the business office is not open, the cash and receipts should be ~~brought~~ taken to the University Police Department (UPD) in a locked bag.
- Under no circumstances should an individual keep university cash with their own personal funds, deposit university funds in a personal bank account, or take university funds to one's home for safekeeping.
- Checks should always be properly restrictively endorsed upon receipt (*see Endorsement Stamps, below*).

Prohibition Against Transactions Involving Family Members

Employees may not receipt, accept, or handle checks, cash, or deposits from a relative, as defined by policy 11.16, Nepotism. Family member status is not terminated by death or divorce.

Custodian Responsibilities

For purposes of this policy, the custodian is anyone who handles cash and receipts. The custodian is responsible for:

The adequate and appropriate safekeeping of the university monies - While using cash funds for daily operational activities, procedures should be established to maintain a safe and secure working environment to ensure the safeguarding of funds and safety of personnel. Employees should be well informed of their responsibilities for handling cash and receipt transactions and being accountable for those funds. The custodian must see that appropriate internal control measures are enforced.

When not being used for operational activities, all cash and receipts should be kept in a safekeeping device, either a safe or locked container. Lock combinations and the custody of keys should be maintained by one person. These items should not be stored in an unlocked desk drawer or unsupervised area. For strictly emergency situations, the department head or other designated employee should have the safe combination or an extra set of keys.

Maintaining current and accurate records of the funds - The records should provide clear documentation of receipts from the time of collection to the time of deposit. This documentation should always be readily available for audit by the controller's office, internal or external auditors, or the department head. Specific information on appropriate documentation can be found under ~~the heading~~ Receipts Procedures, *below*.

Overages and Shortages

Both overages and shortages should be noted and tracked by the custodian and then reviewed and certified by a supervisor or department head. Significant amounts should be immediately reported to the department head and the controller's office. If there appears to be a growing pattern or anything unusual or abnormal about the overages and shortages, that information must be disclosed immediately.

Refunds

A refund is the return of funds for a transaction that occurred on a prior business day. Refunds cannot be made directly through the use of petty cash funds, change funds or funds received from cash receipts, unless specifically authorized by the business office. All refunds should be processed by the completion of a purchase voucher in adherence to the procedures as established by the controller's office, depending upon the type of transaction involved. Petty cash funds, change funds, or funds received from cash receipts **must not** be used to reimburse employees for out-of-pocket expenditures. These reimbursements will be made in accordance with procedures developed by the controller's office. All funds must be deposited into a university account before a department may use the receipted funds.

Receipts Procedures

Training Requirements

Mandatory receipts training is required of all employees whose job duties include the acceptance, record keeping, and deposit of university receipts. *Additionally, separate training is required for employees who handle payment cards. Receipts and payment card training is required on an annual basis and should be coordinated through the business office.* ~~Training should be arranged with the business office. Employees are required to do follow-up training annually.~~

~~New hires will be given information stating the need for receipts training at the new employee orientation.~~

Receipting Revenues

University departments that collect receipts must have an established departmental procedure for documenting all receipts. Computer generated receipts, cash register receipts, or pre-numbered receipt books or tickets are acceptable forms of documentation. All pre-numbered receipt books

are issued by the business office. All other receipts issued must be approved by the business office as to form.

As a minimum, receipt documentation should include:

1. Payer's name
2. Amount of payment
3. Mode of payment (cash, check, credit card, money order, etc.)
4. Check or money order number, if applicable
5. Purpose of payment
6. Date of payment
7. Initials of employee collecting funds

The above applies to receipts collected directly from individuals, as well as receipts received through the mail, over the Internet or by phone. With prior approval by the business office, departments that receive large volumes of checks by mail (such as application fees) may document their receipts by creating a spreadsheet which contains the information above. The check number, date of receipt, initials of the employee, and the amount must be noted on the face of the application or documentation received with the payment. The spreadsheet must be reconciled to the group of checks.

Canceled/Voided Transactions

The same-day cancellation of a transaction must be approved by a supervisor. Upon approval, the original receipt should be voided and the payment returned to the customer. The customer should sign the voided receipt acknowledging the transaction.

Manual Cash Receipt Books

Manual pre-numbered cash receipt books may be obtained from the business office only. Receipt books will not be placed in campus mail. The business office will document the distribution of each receipt book. Documentation will include:

1. Department name
2. Department account number
3. Numbers of each book distributed
4. Signature by the person receiving the book(s)
5. Description of what the receipts book(s) will be used for

Each person issuing receipts and/or making deposits **MUST** have receipt training in order to ensure the proper procedures are followed. The business office will provide this training (see Training Requirements above).

The receipts **MUST** be used in consecutive order. ~~If more than one person in a department is~~

~~issuing receipts, each person should be assigned their own book and be responsible for the maintenance and deposit of revenue recorded in that book.~~ All receipts, including voided receipts, **MUST** be accounted for. The original (white) receipt is given to the customer. The green copy of each receipt is to be sent to the business office along with a Deposit Summary form (approved by the business office as to form). The yellow copy of each receipt should remain in the receipt book for reference purposes.

Note: It is the department's responsibility to retain all documentation pertaining to deposits. Record retention schedules (see Records Management (2.9)) must be adhered to for all receipts, receipt books, Deposit Summary Forms, and any other backup. Documentation should be destroyed in accordance with the approved SFA Records Retention Schedule.

Reconciling Cash and Receipts

Cash receipts **must** be reconciled. On days when cash is collected, a reconciliation must be performed at the close of the business day when possible, and no later than the beginning of the next business day. Cash, checks and credit cards must reconcile with the daily receipts. All receipt numbers (including voids) utilized for the day's business must be accounted for.

At a minimum, the supervisor must perform a monthly reconciliation of receipts to deposits, verifying that the amounts receipted were actually deposited and credited to the appropriate accounts in the Banner System. Depending upon the volume of transactions, weekly or daily reconciliations may be more appropriate. The business office can assist in determining the frequency. Under no circumstance should this reconciliation be performed by the same individual who receipted the funds. The supervisor must keep written documentation of the reconciliations and report any discrepancies to the controller's office immediately.

Payment Acceptance

Acceptable with Proper Identification:

Cashier's Check A check purchased at a bank for any amount; the bank completes all information on the face of the check with a bank officer signing as the maker.

Certified Check A personal check guaranteed by the bank; the check is stamped "certified" and signed by a bank officer.

Money Order An instrument purchased at a bank, post office, or other business establishment for any amount that orders a sum of money to be paid to someone else.

Traveler's Check A special check supplied by banks or other companies for the use of travelers; these checks already bear the purchaser's signature and must be countersigned in the cashier's presence.

Personal Check A written order payable on demand, drawn on a bank by a depositor; a personal check is written against an individual's funds as opposed to a cashier's check, certified check, money order, or traveler's check, all of which are written against or guaranteed by bank funds.

Starter Check A non-personalized encoded check that a person receives from a bank when they establish a checking account. These are for the person's use prior to receiving encoded checks from the bank. Starter checks should only be accepted if the bank has encoded the routing number and account number on the bottom of the check.

Unacceptable without permission of the business office:

Counter Check A non-personalized, non-encoded check that is available at most banks.

Third-Party Check A check made payable to a person or organization other than the one accepting or cashing the check (for example, a paycheck).

Foreign Check A check written on a foreign bank (e.g., a Canadian bank) not specifically prepared as U.S. currency. The maker's address might be outside the United States; however, it is the bank's address that must be examined.

Every check or money order must be reviewed for completeness as follows:

Item	Verification
Account holder's name, address, phone number	Verify the information is included on the check. A daytime phone number is preferred.
Bank coding and holder's account number	Observe that the check has the customer's bank account and routing number encoded on the bottom along with the bank and check number.
Payee	Must be payable to Stephen F. Austin State University, SFA, or SFASU.
Date	<i>Verify check is not stale dated or postdated.</i>
Amount	<i>Verify that numerical amount is same as written amount.</i>
Signature	<i>Observe that check is signed.</i>
Information	Departments accepting checks in person should record legibly the following items on the face of the check: the issuing person's driver's license number, date of birth (DOB), the accepting department, and the accepting employee's initials.

Credit Cards:

Stephen F. Austin State University accepts the following credit cards:

- Visa
- American Express
- MasterCard
- Discover

When accepting credit cards, the following guidelines should be observed:

- Credit cards shall be accepted for no more than the amount of purchase.
- The expiration date and security code are required.
- If information is received by phone, a contact phone number must be included.
- All credit card information should be considered confidential and must be protected (see Payment Card Acceptance and Security (14.8)).

Specific instructions for handling credit card transactions will be ~~conducted~~ *provided* during receipt training *and payment card training (see Training Requirements, above).*

Signage

At the location where funds are collected, each department must have signage in place with the following information.

- MAKE CHECKS PAYABLE TO SFASU
- PLEASE ASK FOR A RECEIPT
- RETURNED CHECK FEE WILL BE CHARGED
- NO FUNDS LEFT OVERNIGHT

Endorsement Stamps

Each department must restrictively endorse all checks *immediately* upon receipt. This prohibits the negotiation of the check if it is stolen. Endorsement stamps can be obtained from Printing Services and read: “Stephen F. Austin State University, For Deposit Only”. The department should include the department’s name under the endorsement, so lost or stolen checks can be traced back to the department if found.

Deposits of Cash and Checks

Some university departments are authorized to make deposits directly to the bank in a locked bag via courier service provided by the UPD. These departments include: student center business office, Fine Arts ticket office, and Athletics. Other departments may request such authorization from the business office. All other departments will hand deliver their deposits in a locked bag to the business office or to one of the above named departments (upon approval by the business

office). Each department that makes deposits shall submit the following to the business office on the deposit date:

- Deposit Summary form
- the green copies of the receipts or the cash register tapes

Deposits must be brought to the business office (or above named departments) within *five (5)* calendar days or when \$100 or more in receipts have accumulated, whichever comes first. Deposits must not be mailed to the business office.

All checks must be restrictively endorsed immediately upon receipt (*see Endorsement Stamps above*).

Preparing and Making the Deposit

It is the responsibility of the department to accurately count all currency and checks collected. It is recommended that a second individual recount the currency and checks before completing the deposit.

A Deposit Summary form must be completed and submitted to the business office with each deposit. The green copies of the receipts or the cash register tapes must also be included.

Currency

- ~~All currency must be separated by denomination and presented face up and facing the same direction.~~
- ~~An adding machine tape should be included with the breakdown of the amounts for each denomination.~~
- ~~The adding machine tape must have a clear 0.00 at the top.~~
- ~~Coins must be counted and submitted in coin wrappers.~~
- ~~Coins in excess of wrapper amounts should be secured in an envelope with the enclosed amount noted.~~

Checks

- ~~All checks must face the same direction for expediting the bank processing.~~
- ~~An adding machine tape must be included showing the total amount of checks being deposited.~~
- ~~A second adding machine tape must be included verifying the total previously calculated.~~
- ~~The adding machine tapes must have a clear 0.00 at the top.~~

Sales Tax

Departments are responsible for collecting any applicable sales tax and reporting it to the business office on the Deposit Summary Form.

Cross Reference: Records Management (2.9); Payment Card Acceptance and Security (14.8);
Returned Payments (3.27); Nepotism (11.16)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Deposit Summary Form

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Research Enhancement Program

Policy Number: 8.11

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

Date of last revision, if applicable: 7/29/2014

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

Purpose of Policy (what does it do): Describes faculty research grants and graduate research program.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Made it optional as to whether or not faculty “must submit” publications to the Center for Digital Scholarship. Revised policy now says “may submit.” Faculty feel it is important to maintain rights to their work, especially if it is to be published commercially.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Research Enhancement Program

Original Implementation: September 1965

Last Revision: ~~July 29, 2014~~ April 25, 2017

The Research Enhancement Program at Stephen F. Austin State University (SFA) encourages and enhances research and creative opportunities for faculty members, serves as support for innovative research, and provides seed monies to attract external funding.

Description: The Research Enhancement Program consists of three components: (1) the Faculty Research Grant Program, which provides substantive support for research and scholarly creative activities; (2) the Minigrant Program, which provides opportunities for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring additional funding; and (3) the Graduate Research Assistant (GRA) Program, which provides support for graduate students working toward research-based theses and dissertations.

Eligibility: Individuals with a full-time, tenured or tenure-track academic appointment as professor, associate professor, assistant professor, instructor, ~~and/or~~ librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants. Members of the graduate faculty serving as faculty advisors may apply for GRA support on behalf of their students.

Compliance: Recipients of research enhancement funds are subject to university policies as well as state and federal rules and regulations. For research projects involving human subjects, laboratory animals, or hazardous materials, the applicant must provide a memorandum of approval from the chair of the appropriate university committee to the Office of Research and Sponsored Program (ORSP) prior to project implementation.

Faculty Research Grant (FRG) and Minigrant (MG) Programs: The University Research Council (URC) establishes guidelines for the content and format of proposals and creates criteria for the evaluation of applications. These guidelines include, at a minimum, the following provisions:

1. Funds cannot be used by faculty or students to obtain advanced academic degrees; however, these funds may be used by faculty to hire students to work on specific aspects of a project.
2. An applicant with an FRG or MG award must follow URC guidelines.
3. Funds cannot be used to supplant funding for research activities or equipment provided by another source.
4. Recipients must submit progress and/or final reports as required by ORSP.
5. Any publication, presentation, or exhibition resulting from an FRG or MG must acknowledge the support provided by the Research Enhancement Program at SFA.
6. The project director must submit copies of publications, exhibitions, or other media to ORSP and *may also send this to* the Center for Digital Scholarship.

The URC makes recommendations for funding of FRGs to the chair of the council. If an award exceeds \$5,000, the provost and vice president for academic affairs must approve the funding.

Graduate Research Program: Faculty advisors may identify and submit applications on behalf of graduate students.

The content, format, and criteria for evaluation are determined by the URC. These guidelines include, at a minimum, the following provisions:

1. Awardees must be working toward a research-based thesis/dissertation or equivalent project. Non-thesis graduate students are ineligible.
2. Students receiving awards must be released from teaching responsibilities.
3. Graduate Research Assistantships can be up to twelve (12) months in duration. Faculty sponsors can apply for a second 12-month assistantship for a student, but assistantships may not exceed a total of 24 months per student. For continued funding, the faculty sponsor must demonstrate student progress to the URC each semester.

The URC makes recommendations for funding to the chair of the council who, in turn, must obtain approval from the dean of the Graduate School for funding. If approved, the chair of the council notifies the provost and vice president of academic affairs of the award.

Cross Reference: *Human Research Subjects Protection (8.4); Institutional Animal Care and Use Committee (8.6); Recombinant DNA and/or Infectious Biohazards in Teaching and Research (8.9)* ~~None~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director, Office of Research and Sponsored Programs

Forms: Faculty Research Grant and Minigrant applications

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Returned Payments

Policy Number: 3.27

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Explains the guidelines and procedures when the university receives a returned payment.

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: Adds the provision that if the returned payment is turned over for collection, the debtor will be charged applicable fees assessed by the collection service, collection agency and/or attorney. Minor wording changes. Added cross reference to student accounts receivable policy (3.28)

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Returned Payments

Original Implementation: September 1, 1987

Last Revision: ~~April 15, 2014~~ April 25, 2017

A returned payment is defined as any payment by check, credit card, debit card, draft or other format which is returned to the university unpaid due to no fault of the bank or the university. The business office may assess a returned payment fee plus applicable sales tax for each such returned item. Returned payments on employee, student or departmental accounts may be ~~submitted~~ *turned over* for collection to a collection service, *collection agency and/or the county attorney*. *If a returned payment is turned over for collection, applicable fees assessed by the collection service, collection agency and/or attorney will be charged to the debtor. Additional legal action may be taken.*

Returned payments on student accounts will be treated as outstanding charges until paid. Delinquent accounts will be subject to the university's policies and procedures for handling student accounts receivables. ~~If a delinquent account is turned over to a collection agency or attorney, applicable fees assessed by the collection agency and/or attorney will be charged to the student's account.~~

Returned payments received from departmental deposits will be charged back to the originating account and the applicable department will be notified. If a returned payment is received from a donor, the university will coordinate the charge back of the gift through the development office. The development office may make contact with the donor for resolution.

Returned Payment – Additional Consequences

After receipt of three returned payments from any individual, organization or business, the university reserves the right to refuse certain types of payments from those payers, and may demand payment by cash, cashier's check, debit card, credit card or money order. ~~Additionally, legal action may be taken.~~

Employees with returned payments should make restitution to the university within ten business days of notification. ~~If upon termination~~ the employee has not reimbursed the university for returned payments and any applicable service charges, the university may reduce or withhold any payments due to an employee by amounts due the university, in accordance with Texas law.

Cross Reference: Check Cashing (3.7); *Student Accounts Receivable* (3.28)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Selective Service Registration

Policy Number: 11.26

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Set forth the requirement for male employees 26 years of age or less to register to selective service and the verification requirements.

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

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

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta C. Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Selective Service Registration

Original Implementation: October 26, 1999

Last Revision: ~~April 15, 2014~~ April 25, 2017

All male citizens/nationals from eighteen up to twenty-six years of age must provide proof of registration or proof of exemption from registration with the selective service system prior to beginning employment with Stephen F. Austin State University. Upon attaining the 26th year of age, the registration verification process is no longer applicable.

This verification requirement is applicable to all categories of employees including faculty and student employees, staff employees, and temporary and casual employees.

The registration requirement does not apply to a person employed by SFA before September 1, 1999 as long as the person's employment by SFA is continuous. The following persons are exempt from the requirement to register:

- Females
- Lawfully admitted non-immigrant aliens on visas (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily
- Members of the Armed Forces on full-time active duty, including cadets and midshipmen at the United State service academies
- All males who have reached age 26

The following guidelines should be followed for the employment process:

1. Any offer of employment is considered conditional until proof of registration is documented.
2. This information will be gathered by human resources during the new employee orientation process. At that time, the data is verified in a government database and if the individual is not registered, he must do so immediately in order to be eligible for state employment.

Cross Reference: Tex. Gov't Code § 651.005

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: SFA Selective Service Registration Verification Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Sick Leave

Policy Number: 12.18

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: Vice President of Finance and Administration

Purpose of Policy (what does it do): Policy outlines the requirements for the accrual and use of sick leave. The policy also outlines the eligibility for utilizing donated leave under the sick leave pool.

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: Policy changes were made to manage the sick leave pool program with greater efficiency and to balance the welfare of its employees and the need for sufficient workforce to carry out the mission of the university.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added an eligibility standard of one year of employment preceding a request for sick leave pool. Allowed department director's input into determining if an employee requesting sick leave pool has utilized their sick leave in a responsible manner. Allowed an employee to continue to utilize sick leave hours when they return to work on a part-time basis when supported by medical documentation. The employee can only utilize the sick leave pool for the medical incident for which it was originally approved.

Specific rationale for deletion of policy:

Additional Comments:

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

Reviewers:

Loretta C. Doty, Director of Human Resources

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Sick Leave

Original Implementation: Unpublished

Last Revision: ~~January 26, 2016~~ April 25, 2017

Regular, consistent attendance and punctuality is expected of all university faculty and staff, as well as the proper use of leave time when an absence is necessary.

Accrual of Sick Leave

Employees of the university, whose positions do not require student status as a condition of employment, shall, without deduction in salary, be entitled to sick leave subject to the following conditions. Employees of the SFA Charter School will earn sick leave according to charter school policy.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. An employee who is on leave the first day of the month may not use the sick leave that the employee accrues for that month until after a return to duty. Such leave accrual shall terminate on the last day of duty.

An employee's accrued sick leave balance will be transferred when an employee moves from employment in one state agency to another, provided the employment is uninterrupted. Part-time employees working at least 20 hours per week accrue sick leave proportionately to their FTE.

Employees employed by multiple agencies cannot accrue sick leave at a rate that exceeds that of a full-time, 40-hour-per-week employee.

Separation from Employment

Employees of the university who separated from employment under a formal reduction in force are entitled to have their sick leave balances restored if they are re-employed by the state within 12 months. Employees separated from the university, for reasons other than a formal reduction in force, and re-employed by SFA may have their sick leave balances restored only if:

1. The employee is re-employed by the university within 12 months after the end of the month in which the employee separates from employment, but only if there has been a break in employment from the university of at least 30 calendar days; or
2. The employee is re-employed by a different state agency or institution of higher education within 12 months after the end of the month in which the employee separated from the university.

The university has no authority to pay out an employee's accrued but unused sick leave balance upon termination. An employee who is restored to employment at the university following military service is entitled to have his or her sick leave balance restored. Employee Retirement System (ERS) retirees who return to state employment will not have their sick leave balances restored.

Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the university. The employee must have had continuous employment with the university for at least six months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.

Sick Leave Utilization

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when a member of the employee's immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage ~~who are that~~ *are living in the same household; foster children who reside in the same household; and minor children regardless of whether they live in the same household.* ~~or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child.~~ Sick leave may be used *to care for immediate family members who do not reside in the same household only for a documented medical condition. In this instance only, "immediate family" is interpreted as spouse, parent, or child. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child.* Sick leave may be used for the adoption of a child under the age of three. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate verifying the employee was out due to medical reasons. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation verifying the employee was out due to medical reasons. Upon returning to duty after sick leave, an employee shall immediately complete either a Request for Vacation, Compensatory Time, Sick Leave Taken form, request/report the leave electronically through the system leave request form, or document the leave in a manner established by the department head.

An employee may use sick leave while he or she is on annual leave.

Participation by any employee in an organized work stoppage has been declared to be against the public policy of the state of Texas. In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the university, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.

Sick Leave Utilization for Faculty:

Faculty must submit leave forms (as designated by the department head) for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.

Faculty are allowed to use their sick leave for personal or family illness and for personal leave within these guidelines:

- If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from their department head.
- If a faculty member misses a class, even if a substitute covers the class, the time missed is to be reported.
- If a faculty member is out on a continuous basis, two days or more, they must turn in leave for 8 hours for each day.
- If a faculty member misses office hours, due to illness or personal business, they must turn in leave for the time missed.

Extension of Sick Leave:

Pursuant to sections 661.202(i) and (j) of the Texas Government Code, an extension of sick leave may be granted through the university policies of Family and Medical Leave (12.9) or Leave of Absence (~~12.12 or~~ 12.11) or utilization of the sick leave pool.

Sick Leave for Educational Activities:

An employee may use up to eight (8) hours of sick leave each fiscal year to attend school sponsored educational activities of the employee's children who are in pre-kindergarten through 12th grade, including a parent-teacher conference, tutoring, volunteer program, field trip, classroom program, school committee meeting, academic competition, and athletic, music or theater program.

Donation of Sick Leave to an Employee

Employees may donate any amount of their accrued sick leave to another employee who:

- Is employed by the university;

- Is eligible to accrue and use sick leave; and
- Has exhausted all of their sick leave, including time the employee may be eligible to receive as an award from the sick leave pool.

Employees may not provide or receive remuneration or a gift in exchange for a sick leave donation.

The use of sick leave donated to the recipient employee must follow the same conditions as normal accrued sick leave as outlined in this policy.

Donated sick leave cannot be used towards ERS retirement service credit.

Donated sick leave cannot be transferred to another state agency.

Donated sick leave cannot be paid out to the estate of an employee if the recipient employee passes away.

Donated sick leave hours will be lost when the recipient employee leaves employment and will not be reinstated if the recipient is rehired by the university at a later date.

Donated sick leave hours do not get returned to the donor if the recipient does not use them all.

Sick Leave Pool

The university maintains a sick leave pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool has been established and is maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Definitions:

1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and lose sick leave compensation from the state.
2. A severe condition or combination of conditions is one that:
 - a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.);
 - b. has been designated as terminal; or
 - c. fully incapacitates the employee from working for a continuous period of thirty (30)

calendar days or more.

3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.
4. Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children who are so certified by the Texas Health and Human Services Commission who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition. Employees may use sick leave pool hours to care for an immediate family member only under circumstances for which an employee would be eligible to use regular sick leave, if available.
5. *Medical Incident means a single occurrence of a catastrophic illness/injury.*

Eligibility and Other General Provisions:

1. All regular faculty and non-probationary staff members eligible to accrue and use sick leave in accordance with university sick leave policy 12.18 *with a minimum of one year of service* may apply to use sick leave from the sick leave pool. *The service must immediately precede the sick leave pool request.*
2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.
3. *The use of sick leave pool hours is limited to 720 hours per medical incident.* ~~An employee may submit only one request for sick leave from the sick leave pool per fiscal year for each catastrophic illness or injury.~~
4. An employee must exhaust all available leave before being eligible to receive sick leave from the sick leave pool.
- 4.5. *An employee must have utilized their accrued leave in a responsible manner to be eligible to use sick leave pool unless the leave is specifically donated to the employee. Regular, consistent attendance and punctuality is expected of all university faculty and staff, as well as the proper use of leave time when an absence is necessary. Sick leave used as it is earned is not considered to be responsible use, unless there are extenuating circumstances.*
5. —
6. An employee utilizing sick leave from the sick leave pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.
- 6.7. *An employee approved for sick leave pool due to a catastrophic illness or injury that is absent from work for a minimum of 30 calendar days and is able to return to work on a part-time basis may continue to utilize the remaining allocated sick leave pool hours on an intermittent basis if the continuing treatment requires the employee to exhaust their leave balance awarded upon their return to work. Employees will be required to provide medical documentation supporting the employee's fitness for duty*

on a part-time basis and a continuing need for medical treatments and subsequent absences. The treatments and absences must be directly related to the initial qualifying medical incident.

- 7.8. Employees who are not covered by FMLA (policy 12.9) and who are offered a bona fide job offer under the university's Return to Work (policy 11.24) must accept the offer or sick leave pool benefits will end.
- 8.9. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.
- 9.10. A routine pregnancy is not considered a catastrophic illness or injury.
- 10.11. A regular part-time employee is granted pool leave on a pro-rated basis.
- 11.12. One sick leave pool will be administered for all regular faculty and staff employees of the university.

Requesting Sick Leave from the Pool

- 1. A regular employee may apply for sick leave from the sick leave pool by completing a Request for Sick Leave from the Sick Leave Pool form and routing the form to the pool administrator in human resources.
- 2. Medical certification is required before the sick leave pool request can be reviewed by the administrator. Weekly documentation of appointments and/or treatment must be submitted to the pool administrator. Failure to return the required certification and documentation may result in loss of pool benefits.
- 3. The pool administrator ~~will~~ *verifies that the medical documentation supports the request for sick leave pool. The pool administrator maintains all medical documentation and adheres to standards of confidentiality, to the extent allowed by law. The pool administrator routes the request to the department director for a recommendation for approval, disapproval or an adjustment in the number of sick leave pool hours awarded based upon the employee's previous use of sick leave.*
- 3.4. *The pool administrator, upon receipt of the department director's recommendation approves all or part of the request, or denies the request. If necessary, the pool administrator may seek additional information from both the supervisor and the employee to clarify the employee's previous use of sick leave or to request additional medical documentation. All practitioner's statements and medical updates are subject to be referred to and reviewed by a university medical review board.*
- 4.5. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. Initiation and/or renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.
- 5.6. Medical updates are required every 30 days, unless otherwise indicated. Failure to

return required medical documentation may result in delay or loss of pool benefits.

- 6.7. Any unused balance of leave granted to an employee from the sick leave pool returns to the pool if the employee returns to work prior to using all days granted *unless medical documentation is submitted to support the need for reduced hours relating to the initial medical incident. All of an employee's monthly leave accruals (vacation/sick leave) must be utilized towards the medical incident prior to using sick leave pool balances. Medical incidents that require reduced hours on a continuous or permanent basis will be addressed through the SFA accommodations process.*
- 7.8. The estate of a deceased employee is not *at any time* entitled to payment for unused leave requested from the sick leave pool.
8. ~~Employees on sick leave pool who return to work on a part time basis are not eligible to continue on pool leave to make up the difference between their part time employment and regular full time employment.~~
9. An employee's sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.

Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the sick leave pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.
2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.
3. Contributions to the pool are strictly voluntary.
4. An employee contributing sick leave to the sick leave pool may not stipulate who is to receive the contribution.
5. An employee who contributes sick leave to the sick leave pool cannot reclaim the contribution unless entitled to use leave from the sick leave pool. An employee who contributes sick leave to the sick leave pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.
6. An employee desiring to contribute sick leave to the sick leave pool should complete an Application to Contribute Sick Leave form, provide a copy to his or her department head, and route the form to the pool administrator in human resources.

Administration of the Pool

1. The pool administrator in the Human Resources Department is responsible for the administration of the sick leave pool. Decisions of the pool administrator may be appealed to the appropriate vice president.
2. Requests for sick leave from the sick leave pool will be forwarded to the pool administrator. Requests will be considered by the pool administrator on a first-come,

first-served basis. Employees may submit a request for sick leave pool hours when they are running out of accrued leave. The request will be considered when they have exhausted all accrued time.

3. The pool administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.
4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The pool administrator shall approve the use of not more than thirty (30) days of such leave by one individual at one time. Initiation and/or renewal of approval for use of such leave will be subject to review of a current medical report for each thirty (30) day approval, and is subject to availability of appropriate balance in the fund.
5. The pool administrator shall design and implement a system of records management and reporting of sick leave pool activity. The total leave time available in the sick leave pool shall be reported annually to the director of human resources and be available upon request to faculty and staff.

Cross Reference: Tex. Gov't Code §§ 661.001-.038, .201-207; Tex. Gov't Code Ch. 617; *Tex. Educ. Code § 51.961*; Non-Academic Employee Handbook; Organized Work Stoppage (11.18); Family and Medical Leave (12.9); Leave of Absence (Faculty and Staff) (12.11); ~~Tex. Educ. Code § 51.961~~.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available from Human Resources)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Training and Certification of University Vehicle Operators

Policy Number: 13.23

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

Date of last revision, if applicable: 4/15/2014

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Prescribes training for drivers of university vehicles, issuance of an university driving permit, and denial of university permit.

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: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Marc Cossich, Executive Director of Public Safety/Chief of University Police
Jeremy Higgins, Director of Environmental Health, Safety, and Risk Management
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Training and Certification of University Vehicle Operators

Original Implementation: May 4, 1983

Last Revision: ~~April 15, 2014~~ April 25, 2017

Driver certification is required for any university employee who must drive a university vehicle within the scope of his/her employment. For the purposes of this policy the term, “university vehicle,” means any vehicle owned or leased by the university.

To operate a university vehicle an employee must be designated by their employing department, college, or division as a driver and be certified as an approved driver by the SFA Department of Public Safety (DPS).

To obtain certification a driver must submit an application, available from the SFA DPS, and provide evidence of the following:

- An appropriate, valid Texas driver’s license, or a valid out of state license if the employee is an active duty member of the military or reserves;
- Satisfactory completion of a course of defensive driving; and,
- A satisfactory driving record from the Driver Records Division of the Texas Department of Public Safety, or out of state driver records bureau if the employee is an active duty member of the military or reserves.

When determining an employee’s eligibility for certification, the applicant’s driving record will be reviewed and the following points will be assessed for convictions of traffic related violations:

- Four (4) points for any hazardous traffic violation which contributes to a traffic accident.
- Ten (10) points for any of the following:
 - Driving while intoxicated
 - Aggravated assault with motor vehicle
 - Driving under the influence of drugs
 - Murder without malice with motor vehicle
 - Homicide by vehicle
 - Failure to stop and render aid

An applicant with a total of 10 points or more on his or her driving record within the past seven (7) years will not be eligible for certification.

When evaluating an applicant’s record, the Executive Director of Public Safety/Chief of University Police, or designee, may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction. Upon approval of the certification application the Executive Director of Public Safety/Chief of University Police, or designee, will issue an Approved Driver Certificate to the employee. This certificate will authorize the employee to operate any university vehicle

of one-ton carrying capacity or less.

An Approved Driver Certificate will be valid for three years from the date of issuance and can be renewed upon presentation of a satisfactory driving record issued by the Driver Records Division of the Texas Department of Public Safety during the month the renewal is requested. A renewal request may be denied due to excessive driving points as defined above.

To be certified to operate a passenger van the employee must receive additional training specific to driving vans (see policy 16.23).

To be certified to operate a university motor vehicle in excess of one-ton capacity, the employee must demonstrate proficiency in the operation of the type of vehicle in question and hold a Texas Driver's License with the appropriate endorsement. Approval of this level of certification will be indicated by an endorsement to the Approved Driver Certificate.

An employee holding an Approved Driver Certificate who is involved in a hazardous traffic violation, as defined by the SFA DPS, may be required to repeat any phase of the certification process. Habitual or repeated violation of university policy or the Texas Motor Vehicle Law may result in the suspension or cancellation of an Approved Driver Certificate. The Executive Director of Public Safety/Chief of University Police, or designee, may refuse to issue or renew an Approved Driver Certificate to an employee without notice or hearing.

The manager of transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any university vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an Approved Driver Certificate to operate a university motor vehicle under his control.

Temporary Certifications

The Executive Director of Public Safety/Chief of University Police, or designee, may issue a Temporary Approved Driver Certificate for a period of 180 days for faculty and staff or 90 days for students upon presentation of a satisfactory driving record and proficiency. Temporary certifications may not be renewed. The temporary condition of the certificate may be removed by the Executive Director of Public Safety/Chief of University Police, or designee, upon the employee's successful completion of the steps necessary for regular certification.

Any new employee of the University that holds a valid out-of-state driver's license may be issued a Temporary Approved Driver Certificate for a period of no longer than 30 days.

Cross Reference: Rental of University Vehicles (16.23)

Responsible for Implementation: President

Contact for Revision: President, Chief of University Police and Director of Environmental Health, Safety, and Risk Management

Forms: Approved Driver Certificate Form (DPS)

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Website

Policy Number: 15.10

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Establishes quality standards for university website and assigns responsibilities for adherence to those standards.

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 in wording.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Shirley Luna, Executive Director of University Marketing Communications
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel

University Website

Original Implementation: August 1, 2000

Last Revision: ~~April 15, 2014~~ April 25, 2017

The *Stephen F. Austin State University* website is an important communication tool for the university and the source of vital information for prospective and current students, as well as faculty and staff, among other audiences. The quality of the university is evaluated in part by its online content.

University Marketing Communications provides ~~online~~ *best-practice* guidelines, which are updated from time to time. Current guidelines may be found on the university website at ~~http://www.sfasu.edu/web-dev/~~.

I. Responsibility

- a. Management of the website, led by University Marketing Communications, strives to ensure that information is accurate and easily accessible, while recognizing the contributions of university colleges, schools, departments and programs.
- b. The administrative head of each campus organizational unit maintaining a website is responsible for seeing that the site adheres to this and other university policies.
- c. Every organizational unit head shall designate an individual(s) to serve the following functions: website editor, and, if applicable, server administrator. (The same person may serve in both of these capacities.) To ensure continuity of service, these individuals must be regular (non-student) university employees. However, the organizational unit head is responsible for the unit's website and its adherence to university Web policy and practices provided by University Marketing Communications. Careful thought must be given to the collection of site content and the ongoing responsibility of site maintenance.
- d. Each organizational unit head will keep University Marketing Communications apprised of the current designees and will assist University Marketing Communications in ensuring that all of the designees' responsibilities have been fulfilled.

II. Technical Requirements

- a. **Duplication.** To facilitate revisions and prevent contradictory information from appearing on the university website, unit website editors should not duplicate information already on the university website, but rather should link to information on the site of the office primarily responsible for the function or activity. Information should be entered into the university's content management system and used from the system when available.
- b. **Identification.** Each website associated with ~~Stephen F. Austin State University~~ *SFA* must be clearly identified. The name of the organizational unit

should be on every page it creates.

- c. Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different websites as directed by University Marketing Communications.

III. **Style and Format**

- a. University websites should maintain a uniform and consistent appearance;~~and~~ therefore all university websites shall use the university's Identity Standards that are posted on University Marketing Communications' website. Individual faculty members designing personal websites, *as well as*~~and~~ websites designed, hosted, and published pursuant to a properly executed written agreement with a third-party vendor that has been signed by the president, are excluded from this provision.
- b. The university seal is reserved for use by the Office of the President and may *only* be used by other departments with the permission of the Office of the President. The university logo is to be used on university websites as per the university's Identity Standards manual.
- c. The Identity Standards manual shall be developed by University Marketing Communications and approved by the president. It may be modified upon approval of the president.

IV. **Outsourcing**

An organizational unit that is considering contracting outside the university for web development, paid or volunteer, should contact University Marketing Communications first. University Marketing Communications will work with units and their consultants to help ensure that the final product of outsourcing efforts complies with university policy and that the final site supports the mission and goals of the unit and the university effectively.

V. **Content**

Responsibility for accuracy of website content is the responsibility of everyone in the university, especially the deans, directors, managers and their designees:

- a. Faculty Web pages must be approved by the relevant dean or designee.
- b. Unit Web pages must be approved by the relevant director/manager or designee.
- c. The university home page and top-level pages must be approved by University Marketing Communications.
- d. Administrative material, e.g. policies and minutes of meetings, are to be approved through appropriate administrative channels prior to posting.
- e. Obsolete or out-of-date material must be removed as soon as practical.
- f. Links on the university homepage and index pages to material that is considered obsolete will be removed by University Marketing Communications.

VI. **E-commerce Activity**

The university offers a secure method to support e-commerce activities. Contact

marketplace@sfasu.edu for more information about establishing e-commerce service on a university website.

VII. Copyright and Privacy

Copyright laws and university copyright policy must be followed. Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on websites without proper attribution or permission.

VIII. Commercial Activity

Commercial activity for personal gain is not permitted on any site operated with university resources, nor may readers be automatically re-directed from a university website to an external website that may result in personal financial income for any university employee.

IX. ADA Compliance

Websites must be in compliance with accessibility requirements. ~~Additional information is available on the university website (<http://www.sfasu.edu/web-dev/>).~~ See the state of Texas website Rules and Regulations for additional information on meeting requirements of the Americans with Disabilities Act (ADA).

X. Exceptions

All requests for exemptions from these standards must be submitted in writing to University Marketing Communications prior to a website launch.

Cross Reference: 1 Tex. Admin. Code §§ 206.1-.2, .70-.75; Web Accessibility Page- (~~<http://www.sfasu.edu/web-dev/85.asp>~~); ~~Electronic Accessibility~~ *Accessibility of Electronic Information Resources* (16.9)

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Executive Director of University Marketing Communications

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Vehicle Repair and Maintenance

Policy Number: 16.34

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

Date of last revision, if applicable: 4/15/2014

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

Purpose of Policy (what does it do): Describe the Physical Plant Auto Shop's role and authority

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

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

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: only minor wording revisions

Specific rationale for deletion of policy:

Additional Comments:

Vehicle Repair and Maintenance

Original Implementation: Unpublished

Last Revision: ~~April 15, 2014~~ April 25, 2017

The physical plant auto shop is located at the Grounds and Transportation ~~Building Department~~ on the corner of University Drive and Starr Avenue. The shop provides for ~~complete~~ repair and maintenance services for university-owned ~~vehicles trucks, automobiles, and small equipment, such as lawnmowers, chain saws, etc.~~ The physical plant auto shop maintains an inventory listing of all university-owned vehicles and schedules annual maintenance inspections. Department heads are notified by the manager of transportation that those vehicles in their charge are to be delivered to the auto shop for an annual inspection. The auto shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary. Expenses incurred for service on departmentally-owned vehicles will be charged to the department.

All maintenance and repairs performed by outside vendors on university-owned vehicles must be authorized by the physical plant auto shop prior to services being performed. Request for services to be performed by outside vendors should be made by email or with other appropriate written requests. Emergency repair requests may be made by telephone. After-hour repair emergencies must be routed through the University Police Department. ~~Expenses incurred for the repair of a departmentally-owned vehicle will be charged to the department.~~

Repair and maintenance of vehicles leased by the university is performed in accordance with the terms of the lease agreement.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Departments that fail to submit the required report(s) by the fifth calendar day of the month may be assessed a late penalty of \$100 by the vice president of finance and administration.

Reporting guidelines and procedures may be accessed on the Physical Plant Department website at http://www.sfasu.edu/physical_plant/109.asp.

Cross Reference: Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds