

MINUTES
OF
THE BOARD OF REGENTS
OF
THE TEXAS STATE UNIVERSITY SYSTEM

Quarterly Board Meeting

February 16-17, 2017

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COMMITTEE MEETINGS

The committee meetings were each held prior to the Board of Regents meeting via teleconference as follows:

- Academic Affairs February 6, 2017 10:00 a.m. CST
- Planning and Construction February 7, 2017 11:00 a.m. CST
- Information Resources February 7, 2017 3:30 p.m. CST
- Finance and Audit February 9, 2017 2:00 p.m. CST

ACADEMIC AFFAIRS COMMITTEE

Committee Members

Regent Jaime Garza, Committee Chair; Regent Rossanna Salazar; Regent Veronica Edwards

Call to Order

The Academic Affairs Committee of the Texas State University System was called to order on February 6, 2017 at 10:02 a.m. CST by Committee Chair Jaime Garza. The meeting was held telephonically.

Present

Regent Jaime Garza, Committee Chair; Regent Rossanna Salazar

Also Present

Student Regent Dylan McFarland; Dr. Brian McCall, Chancellor; Dr. John Hayek, Vice Chancellor for Academic Affairs; Mr. Mike Wintemute, Deputy Vice Chancellor for Marketing and Communications; Mr. Daniel Harper, Deputy Vice Chancellor for Finance; Ms. Carol Treadway, Director of Administration; various component campus representatives

Absent

Regent Veronica Edwards

Discussion Items

Committee Chair Jaime Garza called on Dr. John Hayek to present the agenda items.

Dr. Hayek presented LU: New Degree- M.Ed. in Curriculum and Instruction. The committee approved the item to be taken to the full Board.

Dr. Hayek presented TXST: Revise the Mission Statement and Shared Values. The committee approved the item to be taken to the full Board.

Dr. Hayek presented TXST: Add a Master of Science in Respiratory Care Degree Program via Distance Education and Delete the Existing Post-Baccalaureate Certificate in Polysomnography Technology. The committee approved the item to be taken to the full Board with proposed changes.

Dr. Hayek presented LIT: New Medical Coding Specialist Level II Certificate Program. The committee approved the item to be taken to the full Board.

Dr. Hayek presented LSCPA: Revise the Vision Statement and Mission Statement. The committee approved the item to be taken to the full Board.

Dr. Hayek presented TSUS: Certified Enrollment Reports. The committee approved the item to be taken to the full Board.

Dr. Hayek briefly outlined the Consent Agenda items, which consisted of:

LU: Change to Ed.D. in Educational Leadership Degree Transcript to Reflect Concentration in Global Educational Leadership

LU: New Guidelines for Admission to Kinesiology Graduate Program

LU: Create Graduate Certificate - Port and Marine Terminal Development and Operations
LU: Create Graduate Certificate – Ports, Trade and Global Logistics
LU: Create Graduate Certificate – The Management of Ports and Marine Terminals
SHSU: College of Science and Engineering Technology Department Reorganization—
Agricultural Sciences and Engineering Technology
SRSU – Alpine: Program Closure Master of Education in Physical Education
TSUS: Curriculum Changes
TSUS: Out-of-State/Out-of-Country Course Offerings

Adjournment

There being no further business before the Committee, Committee Chair Jaime Garza adjourned the meeting at 10:24 a.m. CST.

PLANNING AND CONSTRUCTION COMMITTEE

Committee Members

Regent Bill Scott, Committee Chair; Regent David Montagne; Regent Donna Williams

Call to Order

The Planning and Construction Committee of the Texas State University System was called to order on February 7, 2017 at 11:01 a.m. CST by Committee Chair Bill Scott. The meeting was held telephonically.

Present

Regent Bill Scott, Committee Chair; Regent David Montagne; Regent Donna Williams

Also Present

Regent Rossanna Salazar; Dr. Brian McCall, Chancellor; Mr. Peter Graves, Vice Chancellor for Contract Administration; Mr. Rob Roy Parnell, Associate Vice Chancellor for Facilities; Mr. Mike Wintemute, Deputy Vice Chancellor for Marketing and Communications; Ms. Carol Treadway, Director of Administration; various component campus representatives

Absent

None

Discussion Items

Regent Bill Scott, Committee Chair called on Mr. Peter Graves to present the agenda items.

Mr. Graves presented TSUS: Addition to 2017-2022 Capital Improvements Program. The committee approved the item to be taken to the full Board.

Mr. Graves briefly outlined the Consent Agenda item which consisted of TSUS: Planning and Construction Report Feb 2017.

Adjournment

There being no further business before the Committee, Committee Chair Bill Scott adjourned the meeting at 11:07 a.m. CST.

INFORMATION RESOURCES COMMITTEE

Committee Members

Regent Donna Williams, Committee Chair; Regent Veronica Edwards; Regent Vernon Reaser

Call to Order

The Information Resources Committee of the Texas State University System was called to order on February 7, 2017 at 3:30 p.m. CST by Committee Chair Donna Williams. The meeting was held telephonically.

Present

Regent Donna Williams, Committee Chair; Regent Veronica Edwards; Regent Vernon Reaser

Also Present

Dr. Brian McCall, Chancellor; Ms. Carole Fox, System Director of Audits and Analysis; Mr. Daniel Harper, Deputy Vice Chancellor for Finance; Mr. Charles Gregory, Associate Director of Audits and Analysis; Ms. Carol Treadway, Director of Administration; various component campus representatives

Absent

None

Discussion Items

Committee Chair Donna Williams welcomed all attendees.

The following topics were presented:

System-wide Business Improvement Projects update:

- TSUS Electronic Signature Project

CIO Council update:

- Information Security Working Group
- Adobe System-wide Agreement
- TCC Consortium update

Campus CIO updates

Adjournment

There being no further business before the Committee, Committee Chair Donna Williams adjourned the meeting at 4:07 p.m. CST.

FINANCE AND AUDIT COMMITTEE

Committee Members

Regent Alan Tinsley, Committee Chair; Regent David Montagne; Regent Bill Scott

Call to Order

The Finance and Audit Committee of the Texas State University System was called to order on February 9, 2017 at 2:03 p.m. CST by Committee Chair Alan Tinsley. The meeting was held telephonically.

Present

Regent Alan Tinsley, Committee Chair; Regent Bill Scott

Also Present

Regent Rossanna Salazar; Dr. Brian McCall, Chancellor; Dr. Roland Smith, Vice Chancellor for Finance; Mr. Mike Wintemute, Deputy Vice Chancellor for Marketing and Communications; Ms. Carole Fox, System Director of Audits and Analysis; Mr. Daniel Harper, Deputy Vice Chancellor for Finance; Mr. Charles Gregory, Associate Director of Audits and Analysis; Ms. Kelly Wintemute, Compliance Officer; Ms. Carol Treadway, Director of Administration; various component campus representatives

Absent

Regent David Montagne

Discussion Items

Committee Chair Alan Tinsley called on Dr. Roland Smith to present the agenda items. Dr. Smith asked Mr. Daniel Harper to present some of the agenda items.

Dr. Smith presented LU: Authorization to Set Board Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented LU: Authorization to Set Room Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented SHSU: Authorization to Set Board Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented SHSU: Authorization to Set Room Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented SRSU: Authorization to Set Board Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented SRSU: Authorization to Set Room Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented TXST: Authorization to Set Board Rates for FY 18. The committee approved the item to be taken to the full Board.

Dr. Smith presented TXST: Authorization to Set Room Rates for FY 18. The committee approved the item to be taken to the full Board.

Mr. Harper presented TSUS: Educator Preparation Program Fee. The committee approved the item to be taken to the full Board.

Dr. Smith presented TSUS: Twenty-Second Supplemental Resolution to the Master Resolution Establishing the TSUS Revenue Financing System. The committee approved the item to be taken to the full Board.

Mr. Harper presented TSUS: Delegation of Authority to Chancellor to Bind System-wide Property Insurance Coverage. The committee approved the item to be taken to the full Board.

Mr. Harper presented TSUS: TSUS Contract Management Handbook. The committee approved the item to be taken to the full Board.

Mr. Harper briefly outlined the Consent Agenda items, which consisted of:

TXST: Create Environmental Education Professorship Quasi- Endowment in The Meadows Center for Water and the Environment

TXST: Create the Alan Dreeben Quasi-Endowed Graduate Scholarship

TXST: Create the Lamar and Marilyn Johanson Graduate Quasi- Endowment in Biology

TXST: Create the Texas State University System Foundation Graduate Quasi-Endowment in Liberal Arts

TSUS: Statement of Budgeted Fund Balances

TSUS: Operating Budget Adjustments

TSUS: Status of Implementation of Audit Recommendations.

The committee approved the items to be included on the consent agenda.

Adjournment

There being no further business before the Committee, Committee Chair Alan Tinsley adjourned the meeting at 2:18 p.m. CST.

BOARD OF REGENTS MEETING

I. CALL TO ORDER

The Quarterly Board of Regents meeting of The Texas State University System was called to order on Thursday, February 16, 2017 at 12:32 p.m. CST by Chairman of the Board Rossanna Salazar. The meeting was held at the J. W. Marriott Hotel, 110 East 2nd Street, Austin, TX in Room 502 and 503. Noting the presence of a quorum, Regent Garza led in the United States flag pledge, Student Regent McFarland to lead in the Texas flag pledge, and Regent Williams delivered the invocation.

II. ATTENDANCE

Present

Chairman Rossanna Salazar
Regent Charlie Amato
Regent Veronica Edwards
Regent Jaime Garza
Regent David Montagne
Regent Vernon Reaser
Regent William Scott
Regent Alan Tinsley
Regent Donna Williams
Student Regent Dylan McFarland

Absent

None

Also Present

Chancellor Brian McCall, Ph.D.; President Ken Evans, LU; President Dana Hoyt, SHSU; President Bill Kibler, SRSU; President Denise Trauth, TXST; President Lonnie Howard, LIT; President J. Michael Shahan, LSC-O; President Betty Reynard, LSC-PA

III. RECESS TO EXECUTIVE SESSION

Chairman Salazar recessed the Board to Executive Session at 12:34 p.m. CST in accordance with *Chapter 551* of the Texas *Government Code* to discuss legal, real estate and personnel issues.

IV. RECONVENE IN OPEN SESSION

The Board reconvened in open session at 2:31 p.m. CST on Thursday, February 16, 2017.

Regent Williams stepped out of the meeting due to another meeting on her schedule at the same time, and was not present to vote on any of the agenda items.

V. WELCOME REMARKS

Chairman Salazar welcomed all present.

VI. APPROVAL OF MINUTES

Upon motion of Chairman Salazar, seconded by Regent Scott, with all Regents voting aye, it was ordered that the minutes of the quarterly Board of Regents meeting held on November 17-18, 2016 are approved.

VII. ACADEMIC AFFAIRS

Regent Jaime Garza, Chair of the Academic Affairs Committee, presented the following agenda items:

2017-35 LU: New Degree- M.Ed. in Curriculum and Instruction

Upon motion of Regent Garza, seconded by Regent Tinsley, with all Regents voting aye, it was ordered that Lamar University is authorized to offer a fully online, project-based, 30-hour M. Ed. in Curriculum and Instruction within the Department of Teacher Education in the College of Education and Human Development. This will be effective Fall 2017, following notification to the Texas Higher Education Coordinating Board and the Commission on Colleges of the Southern Association of Colleges and Schools.

2017-36 TXST: Revise the Mission Statement and Shared Values

Upon motion of Regent Garza, seconded by Regent Amato, with all Regents voting aye, it was ordered that the Mission Statement for Texas State University is approved as follows for revision and submission to the Texas Higher Education Coordinating Board.

Revised Mission Statement:

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

Revised Shared Values:

In pursuing our mission, we, the faculty, staff, and students of Texas State University, are guided by a shared collection of values:

- Teaching and learning based on research, student involvement, and the free exchange of ideas in a supportive environment;
- Research and creative activities that encompass the full range of academic disciplines-research with relevance, from the sciences to the arts, from the theoretical to the applied;
- The cultivation of character, integrity, honesty, civility, compassion, fairness, respect, and ethical behavior in all members of our university community;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- A commitment to service and leadership for the public good;
- Responsible stewardship of our resources and environment; and
- Continued reflection and evaluation to ensure that our strengths as a community always benefit those we serve.

A walk on item on the Academic Affairs agenda was considered.

2017-37 TXST: Add a Master of Science in Respiratory Care Degree Program via Distance Education and Delete the Existing Post-Baccalaureate Certificate in Polysomnography Technology

Upon motion of Regent Garza, seconded by Regent Amato, with all Regents voting aye, it was ordered that Texas State University is authorized to add a Master of Science in Respiratory Care degree program via distance education.

2017-38 LIT: New Medical Coding Specialist Level II Certificate Program

Upon motion of Regent Garza, seconded by Regent Edwards, with all Regents voting aye, it was ordered that Lamar Institute of Technology is authorized to offer a Level II Certificate in Medical Coding Specialist effective May 2017.

2017-39 LSCPA: Revise the Vision Statement and Mission Statement

Upon motion of Regent Garza, seconded by Regent Tinsley, with all Regents voting aye, it was ordered that the Vision Statement and Mission Statement for Lamar State College Port Arthur is approved as follows:

Revised Vision Statement:

Lamar State College Port Arthur strives to enhance lives by expanding opportunities through quality education.

Revised Mission Statement:

Lamar State College Port Arthur provides learning experiences that prepare students to continue their education or enter the workforce.

2017-40 TSUS: Certified Enrollment Reports

Upon motion of Regent Garza, seconded by Regent Scott, with all Regents voting aye, it was ordered that the Certified Enrollment Reports for Fall Semester, 2016 for the Texas State University System components are approved.

Regent Garza noted that the following items are found on the Consent Agenda:

- LU: Change to Ed.D. in Educational Leadership Degree Transcript to Reflect Concentration in Global Educational Leadership
- LU: New Guidelines for Admission to Kinesiology Graduate Program
- LU: Create Graduate Certificate - Port and Marine Terminal Development and Operations
- LU: Create Graduate Certificate – Ports, Trade and Global Logistics
- LU: Create Graduate Certificate – The Management of Ports and Marine Terminals
- SHSU: College of Science and Engineering Technology Department Reorganization—Agricultural Sciences and Engineering Technology
- SRSU – Alpine: Program Closure Master of Education in Physical Education
- TSUS: Curriculum Changes
- TSUS: Out-of-State/Out-of-Country Study Programs

These items were voted on and passed under the approval of the Consent Agenda. These items can be found immediately following the meeting minutes.

VIII. FINANCE AND AUDIT

Regent Alan Tinsley, Chair of the Finance and Audit Committee, presented the following agenda items:

2017-41 LU: Authorization to Set Board Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Amato, with all Regents voting aye, it was ordered that Lamar University is authorized to charge the board rates listed below, to be effective beginning Fall Semester of 2017.

Recommendations for Fall 2017, Spring 2018 and Summer 2018 Semester – Board rates as listed:

Meal Plan Options:

	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>Increase in Price</i>	<i>% Change</i>
Fall/Spring All Access + \$125 DB	\$ 1,550	\$ 1,600	\$ 50	3.23%
Fall/Spring 14 Meals/Week + \$150 DB	1,425	1,470	45	3.16%
Fall/Spring 10 Meals/Week + \$350 DB	1,425	1,470	45	3.16%
Fall/Spring 90 Meals + \$450 DB	1,315	1,355	40	3.04%
Each Summer 50 Meals + \$100 DB	459	475	16	3.49%
Commuter Only 50 Meals + \$200 DB	560	575	15	2.68%

2017-42 LU: Authorization to Set Room Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Scott, with all Regents voting aye, it was ordered that Lamar University is authorized to charge the room rates listed below, to be effective beginning Fall 2017 as follows:

	From	To		
<u>Married</u>				
Fall/Spring	\$4,010/semester	\$4,095/semester	\$85	2.12%
Summer	\$890/term	\$920/term	\$30	3.37%
<u>Single, 2-Person Suite</u>				
Fall/Spring	\$2,675/semester	\$2,770/semester	\$95	3.55%
Summer	\$595/term	\$615/term	\$20	3.36%
<u>Single, 3-Person Suite</u>				
Fall/Spring	\$2,400/semester	\$2,490/semester	\$90	3.75%
Summer	\$535/term	\$555/term	\$20	3.74%
<u>Double, 3-Person Suite</u>				
Fall/Spring	\$1,800/semester	\$1,870/semester	\$70	3.89%
Summer	\$400/term	\$415/term	\$15	3.75%

2017-43 SHSU: Authorization to Set Board Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Reaser, with all Regents voting aye, it was ordered that Sam Houston State University is authorized to charge board plan rates beginning with the Fall 2017 semester as follows:

Meal Plan Rates – Fall and Spring Semesters:

Resident Meal Plans	Current	Proposed	\$ change	% change
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15 Meal plan w/ \$225. Bearkat Buck's	\$1810.00	\$1855.00	\$45.00	2.49%
20 Meal Plan w/ \$175. Bearkat Buck's	\$1840.00	\$1885.00	\$45.00	2.45%
All Access Plan w/125. Bearkat Bucks	\$1930.00	\$1970.00	\$40.00	2.07%

Commuter Meal Plans	Current	Proposed	\$ change	% change
30 meals w/ \$300 In Bearkat Buck's	\$535.00	\$555.00	\$20.00	3.74%
60 meals w/ \$300 In Bearkat Buck's	\$765.00	\$795.00	\$30.00	3.92%
90 meals w/ \$300 In Bearkat Buck's	\$1010.00	\$1035.00	\$25.00	2.48%

2017-44 SHSU: Authorization to Set Room Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Reaser, with all Regents voting aye, it was ordered that Sam Houston State University is authorized to charge the room rates listed below, to be effective beginning Fall, 2017.

Room Rates
Fall and Spring Semesters 2017-2018

<u>Residence Hall</u>	<u>From</u>	<u>To</u>	<u>Increase</u>	<u>% Increase</u>
Baldwin, Crawford, Creager, Mallon Houses	\$1996.00 (semester)	\$1996.00 (semester)	\$0.00	0%
Other small Houses	\$1936.00 (semester)	\$1996.00 (semester)	\$60.00	3.10%
Belvin-Buchanan Hall	\$2128.00 (semester)	\$2192.00 (semester)	\$64.00	3.01%
Elliott Hall	\$2128.00 (semester)	\$2192.00 (semester)	\$64.00	3.01%
Estill Hall	\$2248.00 (semester)	\$2316.00 (semester)	\$68.00	3.02%
Jackson-Shaver Hall	\$2216.00 (semester)	\$2284.00 (semester)	\$68.00	3.07%
Lone Star Hall	\$2476.00 (semester)	\$2552.00 (semester)	\$76.00	3.07%
Raven Village	\$2932.00 (semester)	\$3020.00 (semester)	\$88.00	3.00%
Sam Houston Village	\$2932.00 (semester)	\$3020.00 (semester)	\$88.00	3.00%
White Hall	\$2804.00 (semester)	\$2888.00(semester)	\$84.00	3.00%
New Southside Hall	n/a	\$2400.00 (semester)	n/a	n/a
<u>Apartment</u>				
Bearkat Village Apartments	\$3112.00 (semester)	\$3204.00 (semester)	\$92.00	2.96%
<u>Summer School '18</u>				
Bearkat Village Apts.	n/a	\$800.00 (semester)	n/a	n/a
New Southside Hall	n/a	\$625.00 (semester)	n/a	n/a

2017-45 SRSU: Authorization to Set Board Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Scott, with all Regents voting aye, it was ordered that Sul Ross State University is authorized to charge board plan rates beginning with the Fall 2017 semester as follows:

Meal Plan Rates – Fall and Spring Semesters:

Meal Plan	Current Rate	Proposed Rate	\$ Change	% Change
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7 Day/20 Meals with \$120 Lobo Bucks	\$1,531	\$1,565	\$34	2.22%
7 Day/16 Meals with \$120 Lobo Bucks	\$1,483	\$1,516	\$33	2.23%
200 Meals with \$200 Lobo Bucks	\$1,553	\$1,587	\$34	2.19%

Meal Plan Rates – Summer Semesters:

Meal Plan	Current Rate	Proposed Rate	\$ Change	% Change
7 Day/20 Meals with \$50 Lobo Bucks	\$553	\$565	\$12	2.17%
7 Day/16 Meals with \$50 Lobo Bucks	\$532	\$544	\$12	2.26%
75 Meals with \$75 Lobo Bucks	\$591	\$604	\$13	2.20%

2017-46 SRSU: Authorization to Set Room Rates for FY '18

Upon motion of Regent Tinsley, seconded by Regent Amato, with all Regents voting aye, it was ordered that Sul Ross State University is authorized to charge room rates beginning with the Fall 2017 semester as follows:

Residence Hall Rates:

Unit	Current Rate	Proposed Rate	\$ Change	% Change
Lobo Village Residence Hall – per Fall/Spring semester	\$2,463	\$2,534	\$71	2.88%
Lobo Village Residence Hall – per Summer semester	\$837	\$861	\$24	2.87%
Fletcher Residence Hall – per Fall/Spring semester – Double Occupancy	\$1,305	\$1,343	\$38	2.91%
Fletcher Residence Hall – per Fall/Spring semester - Private	\$1,951	\$2,008	\$57	2.92%
Fletcher Residence Hall – per Summer Semester – Double Occupancy	\$427	\$439	\$12	2.81%
Fletcher Residence Hall – per Summer Semester – Private	\$641	\$660	\$19	2.96%
Mountainside Residence Hall – per Fall/Spring semester – Double Occupancy	\$1,289	\$1,326	\$37	2.87%
Mountainside Residence Hall – per Fall/Spring semester – Private	\$1,927	\$1,983	\$56	2.91%

Apartment Rates:

Unit	Current Rate	Proposed Rate	\$ Change	% Change
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Lobo Village Efficiency Apts. – per month	\$585	\$602	\$17	2.91%
Lobo Village Family Apts. – per month	\$623	\$641	\$18	2.89%

2017-47 TXST: Authorization to Set Board Rates for FY ‘18

Upon motion of Regent Tinsley, seconded by Regent Edwards, with all Regents voting aye, it was ordered that Texas State University is authorized to charge the board rates listed below, to be effective beginning Fall Semester of FY 2018.

MEAL PLAN TYPE	Per Semester FY 2017	Per Semester FY 2018	Increase in Price	Percentage Increase
150 Meal Plan + \$125 Dining Dollars	\$ 1,160	\$ 1,196	\$36	3.1%
200 Meal Plan + \$100 Dining Dollars	\$ 1,260	\$ 1,299	\$39	3.1%
250 Meal Plan + \$ 75 Dining Dollars	\$ 1,355	\$ 1,397	\$42	3.1%

2017-48 TXST: Authorization to Set Room Rates for FY ‘18

Upon motion of Regent Tinsley, seconded by Regent Amato, with all Regents voting aye, it was ordered that Residence hall semester rates and Bobcat Village semester rates at Texas State University for fiscal year 2018 as shown in the table below are approved.

	Existing Rate for FY2017	Proposed Rate for FY2018	Proposed \$ Change	Proposed % Change
RESIDENCE HALLS – SHARED ROOMS				
Standard Traditional Community-Style: Beretta, Butler, Elliott, Jackson, Lantana, Smith, and Sterry Halls	\$2,695	\$2,695	\$ 0	0 %
Renovated Traditional Community-Style: Brogdon, Laurel, and Retama Halls	\$2,695	\$2,816	\$121	4.5%
Modified Traditional: Blanco Hall	\$2,725	\$2,807	\$82	3.0%
Standard-size room: Triple Occupancy	\$2,960	\$3,049	\$89	3.0%
Large-size room: Triple Occupancy	\$3,595	\$3,595	\$ 0	0 %
Standard-size room: Double Occupancy				
Standard Suite: Bexar and Tower Halls	\$3,085	\$3,193	\$108	3.5%
Standard Super-Suite: College Inn	\$ 3,400	\$3,519	\$119	3.5%
New Traditional & Premium Suite: Chautauqua, Gaillardia, Angelina, San Gabriel, Falls, Sayers, and San Marcos Halls	\$3,690	\$3,838	\$148	4.0%
RESIDENCE HALLS – SINGLE ROOMS				

Standard Traditional Community-Style: Arnold Hall	N/A	\$3,470	N/A	N/A
Renovated Traditional Community-Style: Brogdon Hall	\$3,030	\$3,520	\$490	16.2%
New Traditional & Premium Suite: Chautauqua, Gaillardia, Angelina, San Gabriel, Falls, Sayers, San Marcos, and San Jacinto Halls	\$4,150	\$4,795	\$645	15.5%
BOBCAT VILLAGE APARTMENTS				
2 Bedroom Apartment	\$4,150	\$4,275	\$125	3.0%
1 Bedroom Apartment	\$4,750	\$4,893	\$143	3.0%

2017-49 TSUS: Educator Preparation Program Fee

Upon motion of Regent Tinsley, seconded by Regent Edwards, with all Regents voting aye, it was ordered that Lamar University, Sul Ross State University, Sul Ross State University – Rio Grande College, Sam Houston State University and Texas State University are authorized to implement a program fee of \$55 effective Summer 2017 for all students who are admitted to any pre-professional and professional educator preparation certification program. This authority is contingent upon the State Board of Education maintaining a rule requiring a \$55 fee on every student who is admitted to an Educator Preparation Certification Program.

2017-50 TSUS: Twenty-Second Supplemental Resolution to the Master Resolution Establishing the TSUS Revenue Financing System

Upon motion of Regent Tinsley, seconded by Regent Amato, with all Regents voting aye, it was ordered that the “Twenty-Second Supplemental Resolution to the Master Resolution Authorizing the Issuance, Sale, and Delivery of Board of Regents, Texas State University System Revenue Financing System Revenue Bonds, in One or More Series; and Approving and Authorizing Instruments and Procedures Relating Thereto” is adopted.

2017-51 TSUS: Delegation of Authority to Chancellor to Bind System-wide Property Insurance Coverage

Upon motion of Regent Tinsley, seconded by Regent Montagne, with all Regents voting aye, it was ordered that the Chancellor is hereby granted authority to bind system-wide coverage for property insurance for the 2017-2018 policy year.

2017-52 TSUS: TSUS Contract Management Handbook

Upon motion of Regent Tinsley, seconded by Regent Amato, with all Regents voting aye, it was ordered that the Texas State University System Contract Management Handbook dated January 2017 is approved and the Chancellor is delegated authority to approve necessary updates or modifications.

Regent Tinsley noted that the following items are found on the Consent Agenda:

- TXST: Create Environmental Education Professorship Quasi- Endowment in The Meadows Center for Water and the Environment
- TXST: Create the Alan Dreeben Quasi-Endowed Graduate Scholarship
- TXST: Create the Lamar and Marilyn Johanson Graduate Quasi- Endowment in Biology

- TXST: Create the Texas State University System Foundation Graduate Quasi-Endowment in Liberal Arts
- TSUS: Statement of Budgeted Fund Balances
- TSUS: Operating Budget Adjustments
- TSUS: Status of Implementation of Audit Recommendations.

The committee approved the items to be included on the consent agenda.

These items were voted on and passed under the approval of the Consent Agenda. These items can be found immediately following the meeting minutes.

IX. PLANNING AND CONSTRUCTION

Regent Bill Scott, Chair of the Planning and Construction Committee, presented the following agenda items:

2017-53 TSUS: Addition to 2017-2022 Capital Improvements Program

Upon motion of Regent Scott, seconded by Regent Amato, with all Regents voting aye, it was ordered that the Unit Operations Lab Renovation project at Lamar University is added to the 2017-2022 TSUS Capital Improvements Program.

Regent Scott noted that the following item is found on the Consent Agenda:

- TSUS: Planning and Construction Report Feb 2017

This item was voted on and passed under the approval of the Consent Agenda. This item can be found immediately following the meeting minutes.

X. INFORMATION RESOURCES

Regent Amato stepped out of the meeting due to another meeting on his schedule at the same time, and was not present to vote on any remaining agenda items.

Regent Reaser gave a summary report to the Board outlining TSUS electronic signature project, CIO Council update, and campus CIO updates.

XI. GOVERNMENTAL RELATIONS

Chairman Salazar called on Regent Montagne, who asked Vice Chancellor Sean Cunningham to make a brief report. Vice Chancellor Cunningham presented a legislative update concerning state and federal issues that have the potential to impact the Texas State University System.

XII. CONTRACTS

Chairman Salazar noted that all contracts are on the Consent Agenda and that Dr. Fernando Gomez, Vice Chancellor and General Counsel, is available to answer any questions.

LU: Authorization for Renewal and Amendments to Academic Partnerships, LLC

The service agreement between Lamar University and Academic Partnerships, LLC is renewed for a period of five (5) years, beginning July 1, 2017, and the Agreement is amended to:

1. Revise the minimum number of program start dates per calendar year from 5 to 6.

2. Amend Addendum A in the August 1, 2014 Agreement to renew the Service Agreement for a period of five (5) years beginning July 1, 2017, and restate the Schedule of Online Programs and AP revenue percentages.
3. Delete all remaining Addendums.

SHSU: Easement from City of Huntsville for Pedestrian access from new parking lot 65 located at 615 16th street to the main campus of Sam Houston State University

Sam Houston State University's requested 20-foot-wide access easement (attached) across an existing City of Huntsville Easement for the purpose of installing pedestrian access from new parking lot 65 located at 615 16th street and Sam Houston's Main Campus is approved.

SHSU: Authorization for Amendment Number Fourteen to Food Service Contract

The attached Amendment to the May 26, 2005 Food Service Contract between Sam Houston State University and ARAMARK Educational Services of Texas, Inc. of Irving, Texas, is approved.

All contract items were passed under the Consent Agenda and can be found following the meeting minutes.

XIII. PERSONNEL

Chairman Salazar noted that the following item is found on the Consent Agenda:

- TSUS: Personnel

This item was voted on and passed under the approval of the Consent Agenda. This item can be found immediately following the meeting minutes.

XIV. MISCELLANEOUS

2017-54 SRSU - Alpine: Authorization for Conferring the Honorary Degree, Doctor of History (D.H.) upon Ms. Judith Ann Parsons

Upon motion of Regent Edwards, seconded by Regent Tinsley, with all Regents voting aye, it was ordered that Sul Ross State University is authorized to confer the degree of Doctor of History (D.H.), honoris causa, upon Ms. Judith Ann Parsons at the Spring Commencement ceremonies on May 12, 2017.

2017-55 TXST: Naming of J. Frank Dobie Southwestern Writers Room and John Graves Foyer

Upon motion of Regent Garza, seconded by Regent Reaser, with all Regents voting aye, it was ordered that Texas State University is authorized to rename the Southwestern Writers Room in the Wittliff Collections the J. Frank Dobie Southwestern Writers Room and the entrance lobby is renamed the John Graves Foyer.

Chairman Salazar noted that the following item is found on the Consent Agenda:

- TSUS: Gifts

This item was voted on and passed under the approval of the Consent Agenda. This item can be found immediately following the meeting minutes.

XV. RECESS

At 3:03 p.m. CST, Chairman Salazar recessed the meeting until the following morning.

XVI. RECONVENE

The Quarterly Board of Regents meeting of the Texas State University System was reconvened on Friday, February 17, 2017 at 10:04 a.m. CST by Chairman of the Board Rossanna Salazar. The meeting was held at the J. W. Marriott Hotel, 110 East 2nd Street, Austin, TX in Room 502 and 503. A quorum was present.

XVII. ATTENDANCE

Present

Chairman Rossanna Salazar
Regent Charlie Amato
Regent Jaime Garza
Regent David Montagne
Regent Vernon Reaser
Regent William Scott
Regent Alan Tinsley
Regent Donna Williams
Student Regent Dylan McFarland

Absent

Regent Veronica Edwards

Also Present

Chancellor Brian McCall, Ph.D.; President Ken Evans, LU; President Dana Hoyt, SHSU; President Bill Kibler, SRSU; President Denise Trauth, TXST; President Lonnie Howard, LIT; President J. Michael Shahan, LSC-O; President Betty Reynard, LSC-PA

XVIII. STUDENT ADVISORY BOARD (SAB) REPORT

Chairman Salazar asked each president to introduce his or her respective students to the Board. The SAB President reported to the Board. The SAB report included a welcome and a written report distributed to the Regents outlining items of importance to the students including the student regent having voting rights, the waiver of the student center fee and recreational sports fee for students residing outside a 60 mile radius, and implementing a green fee.

XIX. CHANCELLOR’S FELLOWS

Dr. John Hayek introduced the Chancellor’s Fellows: Dr. Ni Song, Dr. Jane Liu, and Dr. Brian Loft.

XX. PRESENTATION

Dr. Jerry Cook, Executive Director of the Texas Invasive Species Institute and Professor of Biology at Sam Houston State University gave a presentation on the Institute.

XXI. TSUS FOUNDATION UPDATE

Mr. Mike Wintemute, Executive Director of the Foundation, made a presentation to the Board regarding the current status of Foundation funds, awards and scholarships.

XXII. CONSENT AGENDA

Chairman Salazar asked if there were any items that Regents wanted to remove from the Consent Agenda. No items were removed from the Consent Agenda.

2017-56 TSUS: Approval of Consent Agenda

Upon motion of Regent Salazar, seconded by Regent Scott, with all Regents voting aye, it was ordered that all items in the Consent Agenda are approved.

XXIII. GENERAL MOTIONS

Chairman Salazar outlined one general informational item regarding the schedule of upcoming board meetings:

May 18-19, 2017	Texas State University
August 17-18, 2017	Sul Ross State University
November 16-17, 2017	Sam Houston State University

XXIV. PUBLIC COMMENTS

Chairman Salazar called for public comments. There were no public comments.

XXV. ADJOURNMENT

Chairman Salazar adjourned the meeting at 10:38 a.m. CST.

Attested by:
Brian McCall, Ph.D.
Chancellor and Secretary to the Board

CONSENT/APPENDIX

CONSENT – ACADEMIC AFFAIRS

LU: Change to Ed.D. in Educational Leadership Degree Transcript to Reflect Concentration in Global Educational Leadership

Lamar University is authorized to change the Ed.D. in Educational Leadership degree transcript to reflect Concentration in Global Educational Leadership effective spring 2017.

Explanation

Lamar University proposes a change to its Ed.D. in Educational Leadership degree transcript offered in the College of Education and Human development. Because of our rapidly changing world that continues to evolve into a global community and emerging markets, leaders must be able to work in a diverse, multi-national environment whether it be corporate, non-profit or education. Today, even local classrooms are highly multicultural. In addition, because the degree program is fully online, we have attracted numerous students working globally as educational leaders. Specifically, right now, we have students in Turkey, New Zealand, Netherlands, Hong Kong, China, Malaysia, Canada, Oman, Africa, Mexico and Japan. In response to our changing field, the Lamar University Ed.D. in Educational Leadership program adapted its goals and focus in 2014-2015, in order to produce educational leaders with competencies that can effectively lead in this changing global society.

Our students now complete almost half of their coursework in courses that include a global educational leadership component (see attached list of degree plan course descriptions). We have had several requests from students wanting this emphasis in global leadership to be reflected on their transcript.

Degree Plan

Semester	Prefix and Number	Course Title	SCH
1	EDUD 6306	Dynamics of Global Leadership	3
	EDUD 6314	Academic Research Writing I	3
2	EDUD 6317	Academic Research Writing II	3
	EDUD 6352	Qualitative Research 1	3
	EDUD 6354	Qualitative Research 2	3
3	EDUD 6350	Quantitative Research 1	3
	EDUD 6351	Quantitative Research 2	3
	EDUD 6303	Global Cultural Awareness	3
4	EDUD 6313	Contemporary Issues	3
	EDUD 6302	Global Ethics and Values	3
5	EDUD 6320	Foundations of Distance Education	3
	EDUD 6307	Global Ed Leadership Policy	3
	EDUD 6305	Global Leadership Issues	3

6	EDUD 6312	Global Communication	3
	EDUD 6322	Trends & Issues Multicultural Education	3
	EDUD 6353	Synthesis Seminar	3
7	EDUD 6361	Dissertation I	3
	EDUD 6362	Dissertation II	3
8	EDUD 6363	Dissertation III	3
	EDUD 6364	Dissertation IV	3

Doctoral Catalog (EDUD)

6306 Dynamics of Global Leadership

The study of leadership theory as it applies to the school setting and extends into the global community.

6314 Academic Research Writing 1

This course provides an overview of technical research writing as a precursor to the dissertation required in the doctoral program. The focus is to articulate an in-depth knowledge base in verbal and written format. It is Part One of a two-part scholarly writing process.

6317 Academic Research Writing II

This course provides an overview of technical research writing as a precursor to the dissertation required in the doctoral program. The focus is to articulate an in-depth knowledge base in verbal and written format. It is Part Two of a two-part learning process in scholarly writing. Academic Research I is a required prerequisite.

6352 Qualitative Research I

Section I of two-part qualitative research class explores naturalistic observation, archival research, ethnographic studies, case studies and surveys. A field study will be conducted for application.

6354 Qualitative Research II

Section II of two-part qualitative research class explores naturalistic observation, archival research, ethnographic studies, case studies and surveys. A field study will be conducted for application. EDUD 6352 is a required prerequisite for this course.

6350 Quantitative Research I

Section I of two-part quantitative research class covers descriptive and inferential statistics applications, and a review of hypothesis testing. Descriptive statistics including correlational techniques and introduction to the general linear model and applications.

6351 Quantitative Research II

Section II of two-part quantitative research class covers descriptive and inferential statistics applications, and a review of hypothesis testing. Descriptive statistics including correlational techniques and introduction to the general linear model and applications.

6303 Global Cultural Awareness

Examination of global leadership issues in cultural and social patterns affecting local, national and global educational systems.

6313 Contemporary Issues

Examines current trends, emerging issues, and research-based practices in education organized around

broad themes: school effectiveness and improvement, quality teaching and instructional leadership; caring, collaborative, and change sustaining learning environments; diversity and culture; schools of choice; schooling for democracy. Themes will be announced in the printed schedule. Course may be repeated for credit when the topic varies.

6302 Global Education Ethics and Values

This course focuses on the ethical practices of global educational leadership and on the ethics of equity and social justice. Specific philosophical approaches and ethical theories will be discussed. Particular attention will focus on ethical leadership practices from the perspective of global, regional, and local learning communities.

6320 Foundations of Distance Education

A foundational study of teaching and learning at a distance for both K-12 and higher education. Topics include the history of distance learning, administrative models, policy development, faculty and student support, and current research and future trends.

6307 Global Educational Leadership and Policy

The theory and practice of policymaking and the global political influences that affect education in a global society. This course explores the knowledge base in the origin and types of law that operate within global educational systems. Investigating the relationship between legal issues and their impact on school policy is also emphasized.

6305 Global Leadership Issues

Exploration of the role of change in promoting continuous improvement and in modifying educational practices to result in creative, innovative outcomes within the local, national, and global societies.

6312 Global Communication

This course facilitates excellence in leadership by exploring current knowledge and research related to communication that builds positive relationships and community in a global society. Issues discussed include, but are not limited to, socioeconomic, ethnicity, literacy, gender, age, and other issues that require courageous communication. An emphasis on the educational leader as scholar-practitioner will guide the examination of socio-cultural and diversity issues pervasive in communication and building relationship in a global society.

6322 Trends and Issues in Multicultural Education

Examines current trends, emerging issues, and research-based practices in multicultural education organized around broad themes: delivery of services to students with special needs (includes, but not limited to race/ethnicity, culture, language, age, gender, immigrant, migrant, deaf, other physical disabilities, and gifted and talented); labels and categories; impact of court cases discrepancies in accountability; resource systems in education; emphasis on least restrictive environment; patterns of government support, including federal and state mandates; other cultural issues.

6353* Synthesis Seminar

Student proficiency assessment comprised of portfolios, synthesis paper and synthesis paper oral presentation. Successful completion allows student to apply for candidacy.

6361* Dissertation I - Proposal Writing

Students must maintain continuous enrollment from the time of advancement to candidacy and register for at least 3 credit hours each semester until successful dissertation defense, not to exceed 3 years of advancement to candidacy. Maximum number of dissertation credit hours is 12.

6362 Dissertation II –Proposal Defense

Students must maintain continuous enrollment from the time of advancement to candidacy and register for at least 3 credit hours each semester until successful dissertation defense, not to exceed 3 years of advancement to candidacy. Maximum number of dissertation credit hours is 12.

6363 Dissertation III

Students must maintain continuous enrollment from the time of advancement to candidacy and register for at least 3 credit hours each semester until successful dissertation defense, not to exceed 3 years of advancement to candidacy. Maximum number of dissertation credit hours is 12.

6364 Dissertation IV

Students must maintain continuous enrollment from the time of advancement to candidacy and register for at least 3 credit hours each semester until successful dissertation defense, not to exceed 3 years of advancement to candidacy. Maximum number of dissertation credit hours is 12.

LU: New Guidelines for Admission to Kinesiology Graduate Program

Lamar University's Department of Health and Kinesiology is authorized to adopt the following guidelines for admission to the Kinesiology Graduate Program effective fall 2017.

Explanation

The rationale for the above changes is to come into compliance with other College of Education and Human Development entrance requirements at the Master's level and to facilitate student processing for graduate admissions when quality GPAs are present. Further, these revised guidelines are in line with other colleges and universities with similar programs.

OLD CRITERIA FOR STUDENTS:

Admission Requirements:

- Complete College of Graduate Studies admission requirements
- 2.5 or greater GPA on 4.0 scale; or 2.75 GPA in the last 60 hours of undergraduate program
- Meet necessary undergraduate prerequisites as prescribed for a particular area of specialization
- 400 minimum on verbal portion of GRE

NEW CRITERIA FOR STUDENTS:

Admission Requirements:

- Complete online application and pay a one-time application fee of \$25.
- Official transcripts from all colleges/universities attended
- Undergraduate GPA of 3.0 (institutional or last 60 hour count) or undergraduate GPA of 2.5-2.99 GPA (institutional or last 60 hours) or higher with corresponding GRE. Students who do not have a 3.0 GPA (institutional or last 60 hours) must have a qualifying GRE score within the first 9 credit hours. Admission score will be developed with the formula $GPA \times 50 + GRE$ (composite of Verbal and Quantitative) $> \text{ or } = 428$

GRE Policy:

For applicants to graduate programs in the College of Education and Human Development (online and on campus), students with a 3.0 GPA undergrad or 3.0 in their last 60 hours are admitted unconditionally. Students required to take the GRE must meet the institutional GRE and GPA standard. GRE taken after August 2011: Undergraduate GPA (cumulative or last 60 hours, whichever is higher) $\times 50 + GRE$ Verbal + GRE quantitative $=/ \text{ or } >$ greater than 428.

LU: Create Graduate Certificate - Port and Marine Terminal Development and Operations

Lamar University is authorized to create and implement a Graduate Certificate in Port and Marine Terminal Development and Operations effective summer 2017.

Explanation

Lamar University proposes a new 12 credit-hour graduate certificate to be offered by the Department of Industrial Engineering in the College of Engineering. The four graduate courses, which constitute the proposed certificate program, are existing courses in the Master of Science in Engineering Management. Lamar's interest in offering this new certificate program is founded on a strong evidentiary basis, identified by the Center for Advances in Port Management, which includes requests from current industry professionals, employers, and our Board of Advisors.

This certificate focuses on two major business processes—capital investment and terminal operations. The development of strategic and master facility plans functions as the framework for subsequent capital and business plans. It provides the prospective manager with the knowledge needed to plan, develop and operate ports and marine terminals across the broad spectrum of typology and geography. The census of prospective students will be current port and related industry professionals who have a basic understanding of the industry and need the knowledge and decision-making tools to successfully navigate the port and marine terminal through the intense competitive environment, which characterizes the industry. We estimate an enrollment in the certificate program of approximately 20 students per year.

Upon successful completion of the Graduate Certificate in Port and Marine Terminal Development and Operations, a student may seek employment in a port and marine terminal operating organization or the like and will be able to effectively make substantial contributions to the success, social, environmental, and commercial sustainability while making significant contributions to the port and marine terminal operating industry.

GRADUATE CERTIFICATE IN PORT AND MARINE TERMINAL DEVELOPMENT AND OPERATIONS

The program consists of four 3-credit hour courses as follows:

- [1] INEN 5309: Managing the Port Estate
- [2] INEN 5304: Risk Analysis in Port Operations
- [3] INEN 5308: Safety, Health, Security and Environment in Ports and Terminals
- [4] INEN 5307: Capital Projects

As stated above, all courses required for the Graduate Certificate in Port and Marine Terminal Development and Operations are existing courses currently offered in the Master of Science in Engineering Management.

LU: Create Graduate Certificate – Ports, Trade and Global Logistics

Lamar University is authorized to create and implement a Graduate Certificate in Ports, Trade and Global Logistics effective summer 2017.

Explanation

Lamar University proposes a new 12 credit-hour graduate certificate to be offered by the Department of Industrial Engineering in the College of Engineering. The four graduate courses, which constitute the proposed certificate program, are made up of two existing courses in the Master of Science in Engineering Management and two new courses in the Master of Business Administration. Lamar's interest in offering this new certificate program is founded on a strong evidentiary basis, identified by the New Center for Advances in Port Management, which includes requests from industry professionals, employers, and Board of Advisors.

This certificate will assist students by providing enhanced understanding of the broader implications of the roles ports play in our economy and national security and the infrastructure and policies the port industry requires to successfully play its critical role. The student will also be able to make significant contributions to improve the port and marine terminal operating industry as a whole, enhancing the industry's overall safety, security, efficiency and sustainability. The certificate program is targeted to individuals who are interested in learning the professional skills necessary to succeed in the complex and dynamic port and marine terminal industry with an understanding of professional and ethical responsibilities. We estimate an enrollment in the certificate program of approximately 20 students per year.

Upon successful completion of the Graduate Certificate in Ports, Trade and Global Logistics, a student may seek employment in a port and marine terminal operating organization or the like and make substantial contributions to the success, social, environmental and commercial sustainability of that organization.

GRADUATE CERTIFICATE IN PORTS, TRADE AND GLOBAL LOGISITICS

The program consists of four 3-credit hour courses as follows:

- [1] INEN 5302: Introduction to Port Management
- [2] INEN 5306: Port Logistics Modeling
- [3] BULW 5333: Legal Framework of Ports and Trade (new)
- [4] ECON 5333: The Economics of Port and Trade (new)

As stated above, two courses required for the Graduate Certificate in Ports, Trade and Global Logistics are existing courses currently offered under the Master of Science in Engineering Management and two new courses that will be offered under the Master of Business Administration.

LU: Create Graduate Certificate – The Management of Ports and Marine Terminals

Lamar University is authorized to create and implement a Graduate Certificate in The Management of Ports and Marine Terminals effective summer 2017.

Explanation

Lamar University proposes a new 12 credit-hour graduate certificate to be offered by the Department of Industrial Engineering in the College of Engineering. The four graduate courses, which constitute the proposed certificate program, are made up of one existing course in the Master of Science in Engineering Management, and two existing courses and one new course in the Master of Business Administration. Lamar's interest in offering this new certificate program is founded on a strong evidentiary basis, identified by the Center for Advances in Port Management, which includes numerous requests from industry professionals, employers, and Board of Advisors.

This certificate addresses the educational needs of both public and private sector ports and marine terminal's prospective managers and is intended for those currently in the industry with a basic understanding of the port industry. It is suited for those entering or advancing in the port and marine terminal industry and is intended to advance management capabilities in the context of the wide variety of ports and marine terminals. Leadership and team building along with communication and negotiating skills provides the prospective executive in the port and marine terminal industry with the tools and skills to effectively manage people in the context of this unique industry. Courses in marine terminal operations and port property and asset management offer practical knowledge concerning the wide variety of ports and marine terminals. We estimate an enrollment in the certificate program of approximately 20 students per year.

Upon successful completion of the Graduate Certificate in The Management of Ports and Marine Terminals, a student may seek employment in a port and marine terminal operating organization, or in a related organization, and make substantial contributions to the success and the social, environmental and commercial sustainability to the port and marine terminal operating industry as a whole.

GRADUATE CERTIFICATE IN THE MANAGEMENT OF PORTS AND MARINE TERMINALS

The program consists of four 3-credit hour courses as follows:

- [1] INEN 5310: Port Engineering Management
- [2] MGMT 5313: Team Leadership
- [3] BULW 5320: Leadership and Negotiation
- [4] MGMT 5333: Port Property and Asset Management (new)

As stated above, one course required for the Graduate Certificate in The Management of Ports and Marine Terminals is an existing course currently offered under the Master of Science in Engineering Management and the other three courses are made up of two existing courses and one new course that will be offered under the Master of Business Administration.

SHSU: College of Science and Engineering Technology Department Reorganization— Agricultural Sciences and Engineering Technology

Sam Houston State University is authorized to implement the following changes in the College of Science and Engineering Technology (11 2503) to be effective September 1, 2017.

1. To separate the existing Department of Agricultural Sciences and Engineering Technology (0187) into the following two academic departments: Department of Agricultural Sciences and Department of Engineering Technology

Explanation

It is requested that the degree programs within the current Department of Agricultural Sciences and Engineering Technology be separated to establish two units. The split will allow the two uniquely different programs to develop distinct mission statements and scope as well as marketing strategies which specifically and directly reflect their specialized fields of study.

In 2004, the two departments of Agricultural Sciences and Industrial Technology were united due to the decline in student enrollment along with faculty retirements in Industrial Technology (ITEC). With emphasis on student recruitment, industry outreach and faculty growth, the ITEC program flourished with an enrollment increase of over 27% over the past 9 years and an increase in 6 tenure/tenure track faculty positions. These rapid changes are attributed to changing the program name from Industrial Technology to Engineering Technology, the Fred Pirkle Engineering Technology Center, faculty positions, and the currently established Quanta Partnership and endowment. These milestones have elevated student enrollment for Engineering Technology to a record 400 students. The mission of the new Department of Engineering Technology will be to focus resources and programs that prepare students for related careers in engineering technology while enriching the research environment for faculty success.

Detailed below are the proposed departmental reorganizational structures and their corresponding degree programs.

Department of Agricultural Sciences

B.S. in Interdisciplinary Agriculture (01.0000.00)
M.S. in Agriculture (01.0000.00)
B.S. in Agricultural Business (01.0102.00)
B.S. in Agricultural Engineering Technology (01.0201.00)
M.Ag. in Sustainable Agriculture and Food Environment (01.0308.00)
Certification in Sustainable Agriculture (01.0308.00)
B.S. in Agricultural Communications (01.0802.00)
B.S. in Animal Science (01.0901.00)
B.S. in Plant and Soil Science (01.1103.00)
B.A.A.S. in Applied Arts and Sciences (30.9999.00)

Department of Engineering Technology

B.S. in Engineering Technology (15.0612.00)

B.S. in Construction Management (15.1001.00)

B.S. in Electronics and Computer Engineering Technology (15.1201.00)

B.S. in Design and Development (15.1301.00)

SRSU – Alpine: Program Closure Master of Education in Physical Education

Sul Ross State University is authorized to close the Master of Education in Physical Education degree (CIP Code: 13.1314.00) effective Fall 2017.

Explanation

The Master of Education in Physical Education degree is housed in the Department of Kinesiology and Human Performance within the College of Education and Professional Studies. Currently there are no students in the degree program. This degree has been phased out since the introduction of the Master of Science in Health and Human Performance degree in Spring, 2014. No faculty members have been terminated because of the closure.

TSUS: Curriculum Changes

Recommendation

The proposed Course Additions, Deletions and Changes for the following Texas State University System components are approved.

COMPONENT	COURSE ADDITIONS	COURSE DELETIONS	COURSE CHANGES
Lamar University	32	1	5
Sam Houston State University	82	23	76
Sul Ross State University	33	-2	8
Texas State University	161	107	405
Lamar Institute of Technology	1	1	0
Lamar State College – Orange			
Lamar State College – Port Arthur			
Sul Ross State University Rio Grande College			

In accordance with the System *Rules and Regulations, Chapter III, Section 1.(10) Curriculum Matters, Subsection 1.(10)3 Course additions, deletions, and changes* shall be submitted to the Board of Regents for approval.

CURRICULUM INVENTORY REPORT

Lamar University

February 2017

COLLEGE/ Academic Unit	COURSE ADDITIONS	COURSE DELETIONS	COURSE TITLE CHANGES	NET ADDITIONS/ DELETIONS
COLLEGE OF ARTS AND SCIENCES				
History	7			7
Sociology, Social Work, and Criminal Justice	1			1
COLLEGE OF BUSINESS				
Information Systems and Analysis	1			1
Management & Marketing	2		1	2
COLLEGE OF EDUCATION				
Counseling and Special Populations			1	0
Family and Consumer Sciences	5	1	3	4
Teacher Education	9			
COLLEGE OF FINE ARTS AND COMMUNICATION				
Deaf Studies and Deaf Education	4			4
Music	2			2
Speech and Hearing Sciences	1			1
TOTAL	32	1	5	22

COLLEGE OF ARTS AND SCIENCES

History

ADDITIONS

HIST 5393 Public History Essentials
 HIST 5394 Seminar in Public History
 HIST 5395 Seminar in Local History
 HIST 5396 Digital History
 HIST 5397 Museums and Historical Interpretation
 HIST 5398 Oral History
 HIST 5399 Public History Lab

Sociology, Social Work, and Criminal Justice

ADDITION

CRIJ 5365 Global Crime Control

COLLEGE OF BUSINESS

Information Systems and Analysis

ADDITION

MISY 5380 Enterprise Systems/CRM

Management and Marketing**ADDITIONS**

MKTG 5360 Consumer Behavior
MKTG 5370 Market Research

CHANGES

MKTG 5350 E-Marketing
TO
MKTG 5350 Digital Marketing

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT***Counseling and Special Populations*****CHANGES**

CNDV 5394 Clinical Mental Health Internship
TO
CNDV 5394 Internship

Family and Consumer Sciences**ADDITIONS**

FCSC 5303 Nutrition Research
FCSC 5309 The Energy Nutrients
FCSC 5338 Complementary and Alternative Nutrition Therapies
FCSC 5388 Capstone in Dietetics
FCSC 5389 Nutrition Capstone

CHANGES

FCSC 5332 Vitamins
TO
FCSC 5332 Vitamins and Minerals

FCSC 5348 Maternal and Infant Nutrition
TO
FCSC 5348 Nutrition in Pregnancy and Infancy

FCSC 5350 Cultural Foods
TO
FCSC 5350 Foods, Culture, and Health

DELETION

FCSC 5333 Minerals

Teacher Education**ADDITIONS**

PEDG 5346 Foundations and Literacy Development
PEDG 5347 Literacy Instruction and Assessment
PEDG 5348 Reading for Diverse Learners
PEDG 5349 Roles and Responsibilities for Professional Reading Educators
PEDG 5377 Practicum
PEDG 5378 Synthesis of Curriculum and Instruction
PEDG 5392 Foundations in Curriculum Theory
PEDG 5393 Instructional Coaching
PEDG 5394 Trends and Issues in Curriculum and Instruction

COLLEGE OF FINE ARTS AND COMMUNICATION

Deaf Studies and Deaf Education

ADDITIONS

DSDE 6316 Research Design and Statistics I
DSDE 6317 Research Design and Statistics II
DSDE 6320 Introduction to Qualitative Research
DSDE 6321 Advance Qualitative Research

Music

ADDITIONS

MUED 5331 History of Music Education in the United States
MUED 5332 Survey of Music Teaching Methods

Speech and Hearing Sciences

ADDITION

SPSH 5330 Communication Management with Severe Disabilities

Sam Houston State University

COLLEGE/ Academic Unit	COURSE ADDITIONS	COURSE DELETIONS	COURSE CHANGES: PREFIX, HRS, NUMBER AND/OR TITLE	NET ADDITIONS/ DELETIONS
COLLEGE OF BUSINESS ADMINISTRATION				
General Business and Finance	0	0	1	0
Management and Marketing	2	0	4	+2
COLLEGE OF CRIMINAL JUSTICE				
Criminal Justice and Criminology	0	6	3	-6
Forensic Science	1	0	0	+1
Security Studies	0	0	2	0
COLLEGE OF EDUCATION				
Curriculum and Instruction	7	0	20	+7
Educational Leadership	1	0	1	+1
Language, Literacy, and Special Populations	17	4	9	+13
COLLEGE OF FINE ARTS AND MASS COMMUNICATION				
Art	3	3	7	0
Music	0	0	4	0
COLLEGE OF HEALTH SCIENCES				
Family and Consumer Sciences	0	0	1	0
Kinesiology	7	0	1	+7
Nursing	2	0	3	+2
Population Health	0	0	1	0
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES				
N/A	2	0	0	+2
Communication Studies	8	2	0	+6
English	1	0	1	+1
Foreign Languages	0	0	1	0
Political Science	1	0	0	+1
Psychology and Philosophy	2	2	2	0
Sociology	3	0	0	+3

**COLLEGE OF SCIENCE AND
ENGINEERING TECHNOLOGY**

Agricultural Sciences and Engineering Technology	8	0	10	+8
Biological Sciences	7	6	2	+1
Computer Science	1	0	1	+1
Geography and Geology	4	0	1	+4
Mathematics & Statistics	2	0	1	+2
Physics	2	0	0	+2
UNIVERSITY-WIDE	1	0	0	+1
TOTAL	82	23	76	59

COLLEGE OF BUSINESS ADMINISTRATION

Department of General Business and Finance

CHANGES

FINC 5310 Managerial Finance
TO
FINC 5310 Financial Management

Department of Management & Marketing

ADDITIONS

MGMT 4325 Family Business Management
MGMT 4327 Corporate Entrepreneurship

CHANGES

MGIS 3310 Management Information Systems
TO
MGIS 3310 Principles of MIS

MGIS 4320 Electronic Commerce Implmntatn
TO
MGIS 4320 E-Commerce Implementation

MGMT 3325 New Product & Techno Commerci
TO
MGMT 3325 New Product Commercialization

MGMT 3327 Mgmt of Innovation & Technolog
TO
MGMT 3327 Mgt of Innovation & Technology

COLLEGE OF CRIMINAL JUSTICE

Department of Criminal Justice and Criminology

DELETIONS

CRIJ 5394 Legal Research
CRIJ 6337 Dir Mgt & Dev Proj
CRIJ 6370 Internship in Criminal Justice
CRIJ 7376 Seminar in Teaching
CRIJ 7380 Adv Semnr in Lgl Aspects of CJ
CRIJ 7434 Advanced Statistics I

CHANGES

CRIJ 5340 Intel & Counterint in Nat Sec
TO
SCST 5340 Intel & Counterint in Nat Sec

CRIJ 5341 Principles of Intellig Anlys
TO
SCST 5341 Principles of Intellig Anlys

CRIJ 5342 Law Enf Intell and Crime Anlys
TO
SCST 5342 Law Enf Intell and Crime Anlys

Department of Forensic Science

ADDITIONS

FORS 4330 Fingerprint Examination

Department of Security Studies

CHANGES

SCST 5320 Crisis Management Integration I
TO
SCST 5320 Emergency Mgmt Integration I

SCST 6320 Crisis Management Integration II
TO
SCST 6320 Emergency Mgmt Integration II

COLLEGE OF EDUCATION

Department of Curriculum and Instruction

ADDITIONS

CIEE 3343 Curriculum and Assessment
CIEE 4375 Early Adolescent Learners

CIME	2313	Teaching as a Profession
CIME	3327	Integ Tech in Middle Grades
CISE	4379	Differentiated Pedagogy
EDUC	1101	Educator Preparation
EDUC	4301	Teacher Education Capstone

CHANGES

CIED	5363	The Role of the Technology Liaison
TO		
ISDT	5363	The Role of the Technology Liaison
CIED	5365	Technology and Cognition
TO		
ISDT	5365	Technology and Cognition
CIED	5367	Rdgs&Trends in Instructnl Tech
TO		
ISDT	5367	Rdgs&Trends in Instructnl Tech
CIED	5369	Practicum-Technology Facilitatn
TO		
ISDT	5369	Practicum-Technology Facilitatn
CIED	7350	Issues in Instructional Tech
TO		
ISDT	7350	Issues in Instructional Tech
CIED	7351	Distance Learning
TO		
ISDT	7351	Distance Learning
CIED	7352	Instructional Planning
TO		
ISDT	7352	Instructional Planning
CIED	7353	Professional Development
TO		
ISDT	7353	Professional Development
CIED	7354	Leadership in Technology Admin
TO		
ISDT	7354	Leadership in Technology Admin
CIED	7355	Program Evaluation
TO		
ISDT	7355	Program Evaluation
CIED	7372	Statistical Methods
TO		
ISDT	7372	Statistical Methods

CIED	7374	Qualitative Analysis
TO		
ISDT	7374	Qualitative Analysis
CIED	7385	Doctoral Internship
TO		
ISDT	7385	Doctoral Internship
CIED	7388	Doctoral Field Studies
TO		
ISDT	7388	Doctoral Field Studies
CIED	7391	Application of Research
TO		
ISDT	7391	Application of Research
CIED	8333	Doctoral Dissertation
TO		
ISDT	8333	Doctoral Dissertation
CIEE	4334	Mth Instruction in Elem Grades
TO		
CIEE	3334	Mth Instruction in Elem Grades
CIEE	4335	Sci Instruction in Elem Grades
TO		
CIEE	3335	Sci Instruction in Elem Grades
CIEE	4336	Soc Stdy Instrctn in Elem Grds
TO		
CIEE	3336	Soc Stdy Instrctn in Elem Gr85
CIEE	4385	Creatng Env for Learng in Elem
TO		
CIEE	3385	Creatng Env for Learng in Elem

Department of Educational Leadership

ADDITIONS

EDLD	7380	Mixed Methods Research
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CHANGES

EDAD	6362	Campus Leadership Internship
TO		
EDAD	6362	Principal Practicum/Internship

Department of Language, Literacy, and Special Populations

ADDITIONS

BESL	4305	Acad Lang in Dual Lang Prog
BESL	6325	Teaching Second Lang Writing
ECHE	3325	Creative Arts for Educators
ECHE	4343	Curriculum for Early Childhood
ECHE	4350	Preschool Child Wellness
READ	3315	Teaching Multiple Literacies
READ	3383	Read Methods/Assessment – Elem
READ	3384	Lang Arts/Assessment – Elem
READ	3388	Read Methods/Assess-Mid Lev
READ	3389	Lang Arts/Assessment - Mid Lev
READ	4325	Integration of Multiliteracies
SPED	3312	Family & Dvrsty Issues in SPED
SPED	4304	Transition Planning in SPED
SPED	4311	Content Learning in Spec Ed
SPED	4314	Literacy-Students with Excep
TESL	3313	ESL Methodology I
TESL	4314	ESL Methodology II

DELETIONS

READ	2307	Literacy Across the Curriculum
TESL	3101	Integration of Eng Language Lrng I
TESL	4101	Integration of Eng Language Lrng II
TESL	4102	Integration of Eng Language Lrng III

CHANGES

BESL	3301	Lang Acquisition Thry-2 nd Lang
TO		
BESL	3301	Second Language Acquisition
ECHE	3128	Guidance of Yng Child: Field Exp
TO		
ECHE	3128	Field Exp - Early Childhood Ed
LITC	7310	Politics of Literacy
TO		
LITC	7310	Literacy, Policy, and Change
READ	7088	Special Topics in Literacy
TO		
LITC	7088	Special Topics
READ	7089	Independent Study in Literacy
TO		
LITC	7089	Independent Study
SPED	2301	Intro to Special Education
TO		
SPED	2301	Introduction to Exceptionality

SPED 3303 Behv Intrven/Fam Involv in Spd
TO
SPED 3303 Supporting Social Success

SPED 3305 Diagnostic Assmt In Special Ed
TO
SPED 3305 Assessment Practices in SPED

SPED 6313 Seminar-Learning/Learning Dis
TO
SPED 6313 Seminar-Language/Learning Dis

COLLEGE OF FINE ARTS AND MASS COMMUNICATION

Department of Art

ADDITIONS

ARTS 3330 Methods in Art Education
ARTS 3386 Ancient Greek and Roman Art
ARTS 3387 Renaissance Art History

DELETIONS

ARTS 3325 Methods and Materials
ARTS 4386 History of American Art
ARTS 4388 History of 19th and 20th Century Art

CHANGES

ARTS 1317 Life Drawing I
TO
ARTS 2317 Life Drawing I

ARTS 2318 Sculpture I
TO
ARTS 3318 Sculpture I

ARTS 3366 Human Form: A Photographic Std
TO
ARTS 4371 Human Form: A Photographic Std

ARTS 3369 Studio Practices II
TO
ARTS 4368 Studio Practices II

ARTS 3376 Photographic Narratives
TO
ARTS 4372 Photographic Narratives

ARTS 3378 Contemporary Issues in Photography
TO
ARTS 4373 Contemporary Issues in Photography

ARTS 3381 History of Photography
TO
ARTS 4381 History of Photography

School of Music

CHANGES

MUSC 2364 Hist Rock Jazz Popular Music
TO
MUSC 1310 Hist Rock Jazz Popular Music

MUSC 5222 Philo & Theory of Mus Therapy
TO
MUSC 5322 Philo & Theory of Mus Therapy

MUSC 5223 Grad Music Ther Practicum
TO
MUSC 5323 Grad Music Ther Practicum

MUSC 5224 Clinical Supervision
TO
MUSC 5324 Clinical Supervision

COLLEGE OF HEALTH SCIENCES

Department of Family and Consumer Science

CHANGES

FACS 5079 Lab & Fld Exp In Fam & Con Sci
TO
FACS 5079 Dietetic Internship Practicum

Department of Kinesiology

ADDITIONS

KINE 3365 Sport Law
KINE 4364 Fitness Education
KINE 5368 Research in Sport & Human Perf
KINE 5381 Clinical Exercise Physiology
KINE 5383 Sport Consumer Behavior
KINE 5384 Revenue Generation in Spor9
KINE 5391 Motor Control in Practice

CHANGES

KINE 2330 First Aid-Red Cross/Instruc Cr
TO
KINE 2330 First Aid & CPR – Am Red Cross

School of Nursing

ADDITIONS

NURS 3320 Pathophysiology for Nursing
NURS 3321 Pharmacology for Nursing

CHANGES

NURS 3040 Older Adult Health Management
TO
NURS 3340 Older Adult Health Management

NURS 3430 Nursing Fundamentals
TO
NURS 3530 Nursing Fundamentals

NURS 3460 LVN to BSN Transition
TO
NURS 3560 LVN to BSN Transition

Department of Population Health

CHANGES

HLTH 2330 First Aid-Red Cross/Instruc Cr
TO
HLTH 2330 First Aid & CPR – Am Red Cross

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

ADDITIONS

THNK 3333 Foundations of Inquiry
THNK 4396 Capstone Seminar

Department of Communication Studies

ADDITIONS

COMS 5350 Computer Mediated Comm
COMS 5361 Dark Side of Communication
COMS 5362 Advanced Intercultural Comm
COMS 5381 Intergenerational Family Comm
COMS 5382 Dark Side of Family Comm
COMS 5395 Social Support and Well-Being

COMS 5396 Risk Communication
COMS 5397 Persuasion & Social Influence

DELETIONS

COMS 6398 Thesis I: Practicum
COMS 6399 Thesis II: Completion

Department of English

ADDITIONS

ENGL 4340 Professional Style and Editing

CHANGES

AMST 2311 Intro to American Studies
TO
AMST 3311 Intro to American Studies

Department of Foreign Languages

CHANGES

FOLG 4363 Methods of Teaching Secondary Foreign Languages
TO
FOLG 4363 How Languages Are Learned: Concepts and Methods

Department of Political Science

ADDITIONS

PADM 5393 Disaster Resilience

Department of Psychology and Philosophy

ADDITIONS

PSYC 4374 Psychology of the Elderly
PSYC 6390 Techniques in Psychotherapy

DELETIONS

PSYC 2102 Introduction to Research Methods: Lab
PSYC 3101 Elementary Statistics: Lab

CHANGES

PSYC 2302 Introduction to Research Methods
TO
PSYC 3401 Research Methods

PSYC 3301 Elementary Statistics
TO
PSYC 3402 Psychological Statistics

Department of Sociology

ADDITIONS

SOCI 4330 Sociology of Migration
SOCI 4338 Social Gerontology
SOCI 5350 The Community Practitioner

COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY

Department of Agricultural and Engineering Technology

ADDITIONS

AGBU 4319 Agribusiness Ventures
ANSC 3377 Meat and Muscle Biology
ETCM 4371 Building Information Modeling
ETEC 4099 Engineering Innovation
ETEC 4376 Strength of Materials
ETEE 4351 Automation & Control Systems
ETEE 4352 Instrumentation & Interfacing
SAFE 5373 Food Safety and Regulation

CHANGES

ACOM 4396 Directed Studies
TO
AGRI 4096 Independent Studies

AGBU 3377 Farm and Ranch Management
TO
AGBU 4378 Farm and Ranch Management

AGBU 4361 Agribusiness Organization and Management
TO
AGBU 3361 Agribusiness Organization and Management

AGBU 4386 Agriculture and Government Programs
TO
AGBU 4386 Agriculture and Food Policy

AGBU 4396 Directed Studies
TO
AGRI 4096 Independent Studies

AGED 4396 Directed Studies
TO

AGED 4096 Independent Studies

AGRI 4396 Directed Studies
TO
AGRI 4096 Independent Studies

ANSC 4396 Directed Studies
TO
AGRI 4096 Independent Studies

EETC 1100 Engineering Foundations
TO
EETC 1010 Engineering Foundations

PLSC 4396 Directed Studies
TO
AGRI 4096 Independent Studies

Department of Biological Sciences

ADDITIONS

BIOL 2320 Sustainability and Environment
BIOL 2403 Human Anatomy & Physiology I
BIOL 2404 Human Anatomy & Physiology II
BIOL 3390 Science Teaching Methods
BIOL 4398 Senior Thesis I
BIOL 4399 Senior Thesis II
BIOL 5330 Model Organisms

DELETIONS

BIOL 2301 Cell Biology and Genetics
BIOL 3469 Economic Entomology
BIOL 4340 Electron Microscopy
BIOL 5340 Electron Microscopy
BIOL 5362 Advanced Plant Physiology
BIOL 5386 Reproductive Physiology

CHANGES

BIOL 3480 Vertebrate Embryology
TO
BIOL 3480 Developmental Biology

BIOL 5200 Professional Aspects of Science
TO
BIOL 5300 Professional Aspects of Science

Department of Computer Sciences

ADDITIONS

COSC 4149 Seminar in Computer Science

CHANGES

COSC 6414 Data Mining and Knowledge Discovery
TO
COSC 6314 Data Mining and Knowledge Discovery

Department of Geography and Geology

ADDITIONS

GEOG 2320 Sustainability and the Environment
GEOG 2341 Physical Geography
GEOG 3310 Sustainable Development
GEOG 5312 GIS ModelBuilder

CHANGES

GEOG 2301 Environmental Geography
TO
GEOG 3301 Environmental Geography

Department of Mathematics and Statistics

ADDITIONS

STAT 4375 Quality Control & Reliability
STAT 4376 Time Series and Forecasting

CHANGES

MATH 5383 Seminar in Geometry and Measurement for Elementary Teachers
TO
MATH 5383 Seminar in Geometry and Measurement for Teachers

Department of Physics

ADDITIONS

ASTR 3303 Life in the Universe
ASTR 3383 Cosmic Catastrophes

University-Wide

ADDITIONS

INRW 0112 Tutorial for Reading

SUL ROSS STATE UNIVERSITY

S U M M A R Y T A B L E

SHOWING MAGNITUDE OF REQUESTS FOR THE ADDITION, DELETION, AND
CHANGES IN COURSES

<u>PROGRAM</u>	<u>COURSE ADDITIONS</u>	<u>COURSE DELETIONS</u>	<u>COURSE CHANGES: PREFIX, NUMBER, AND/OR TITLE</u>	<u>NET ADDITIONS/ DELETIONS</u>
****<u>COLLEGE OF AGRICULTURAL AND NATURAL RESOURCE MANAGEMENT</u>****				
<u>Department:</u>				
Animal Science	2		4	2
Subtotal	2	0	4	2
****<u>COLLEGE OF ARTS AND SCIENCES</u>****				
<u>Department:</u>				
Behavioral and Social Sciences	4	-1	1	3
Computer Science and Mathematics	3		1	3
Fine Arts and Communication	8	-1	2	7
Subtotal	15	-2	4	13
****<u>COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES</u>****				
<u>Department:</u>				
Education	10			10
Homeland Security and Criminal Justice	4			4
Kinesiology and Human Performance	2			2
Subtotal	16	0	0	16
TOTAL	33	-2	8	31

COLLEGE OF AGRICULTURAL AND NATURAL RESOURCE SCIENCES

Department of Animal Science

ADDITIONS

ANSC 2306 Companion Animal Management
ANSC 2307 Equine Conformation and Biomechanics

CHANGES

ANSC 3315 Behavior and Management of Domestic Animals
TO
ANSC 3315 Applied Animal Behavior and Welfare

ANSC 3316 Feed Manufacturing and Formulation
TO
ANSC 3316 Livestock and Wildlife Nutritional Management

ANSC 3317 Livestock and Wildlife Nutrition
TO
ANSC 3317 Animal Nutrition

ANSC 4306 The Control of Domestic and Wildlife Diseases
TO
ANSC 4306 Animal Health and Diseases

COLLEGE OF ARTS AND SCIENCES

Department of Behavioral and Social Sciences

ADDITIONS

GEOG 2303 Geography of Environment and Society
GEOG 4301 Geography of the Borderlands
HIST 4319 Nineteenth Century America
HIST 5304 Seminar in World History

CHANGES

HIST 4318 The History of Russia and Eastern Europe
TO
HIST 4318 The American Revolution and Constitution

DELETIONS

HIST 4303 The History of Russia: 19th Century to Present

Department of Computer Science and Mathematics

ADDITIONS

CS 3316 Operating Systems
CS 4310 Senior Capstone I
CS 4311 Senior Capstone II

Department of Fine Arts and Communication

ADDITIONS

ART 4303 Capstone Exhibition
ART 5305 Master's Exhibition
MUS 2121 String Techniques
MUS 2122 Percussion Techniques
MUS 2123 Brass Techniques
MUS 2124 Woodwind Techniques
THEA 1372 Costume Construction
THEA 3319 Producing

CHANGES

THEA 3308 Acting III: Acting for the Camera
TO
THEA 3308 Acting III: Styles

THEA 4306 Acting IV: Acting Styles
TO
THEA 4306 Acting IV: Acting for the Camera

DELETIONS

MUS 1114 Instrument Class Instruction

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

Department of Education

ADDITIONS

ED 6375 Foundations of Educational Technology
ED 6376 Inquiry-Based Research Methods
ED 6377 Instructional Design
ED 6378 Integration of Technology into the Curriculum
ED 6379 Implementation of Ed Tech Programs in the Educational Setting
ED 6380 Special Topics in Educational Technology
ED 6381 Critical Issues in Educational Technology
ED 6382 Basic Applications of Media and Technology
ED 6383 Educational Technology Capstone with Portfolio Development
ED 7300 Advanced Applications of Media and Technology

Department of Homeland Security and Criminal Justice

ADDITIONS

CJ 1306 Court Systems and Practices
CJ 1310 Fundamentals of Criminal Law
CJ 4350 Independent Study
CJ 5350 Independent Study

Department of Kinesiology and Human Performance

ADDITIONS

KES 2311 Recreation and Leisure Services
KES 2330 Leisure and Outdoor Recreation

Texas State University

CURRICULUM CHANGES

COLLEGE/ACADEMIC UNIT	ADDITIONS	DELETIONS	CHANGES	NET ADDITIONS/ DELETIONS
<u>COLLEGE OF APPLIED ARTS</u>				
Agriculture	3	5	10	-2
Family and Consumer Sciences	6	10	41	-4
Occupational, Workforce, and Leadership Studies	2	13	1	-11
Social Work	11	2	9	9
<u>McCOY COLLEGE OF BUSINESS</u>				
<u>ADMINISTRATION</u>				
Accounting	0	2	1	-2
Computer Information Systems and Quantitative Methods	0	2	5	-2
Finance and Economics	0	4	3	-4
Management	2	8	0	-6
Marketing	0	2	1	-2
Marketing	1	3	1	-2
<u>COLLEGE OF EDUCATION</u>				
Counseling, Leadership, Adult Education, and School Psychology	0	0	5	0
Curriculum and Instruction	2	1	6	1
Health and Human Performance	20	6	12	14
Health and Human Performance	0	16	4	-16
<u>COLLEGE OF FINE ARTS AND COMMUNICATION</u>				
Communication Studies	2	0	11	2
Journalism and Mass Communication	2	1	13	1
Music	4	1	165	3
Theatre and Dance	31	2	13	29
<u>COLLEGE OF HEALTH PROFESSIONS</u>				
Communication Disorders	2	0	0	2
Health Information Management	2	0	3	2
Physical Therapy	0	0	1	0
Respiratory Care	8	1	3	7
<u>COLLEGE OF LIBERAL ARTS</u>				
Anthropology	7	11	4	-4
Geography	1	1	2	0
History	0	2	1	-2
Modern Languages	2	1	2	1
Philosophy	30	0	0	30
Political Science	2	5	1	-3
Psychology	1	0	35	1
Sociology	3	1	9	2

Texas State University

<u>COLLEGE OF SCIENCE AND ENGINEERING</u>	1	1	1	0
Biology	4	0	0	4
Chemistry and Biochemistry	1	1	4	0
Computer Science	0	4	3	-4
Engineering	7	0	10	7
Engineering Technology	0	1	15	-1
Mathematics	0	0	1	0
Physics	4	0	9	4
 TOTAL	 161	 107	 405	 54

COLLEGE OF APPLIED ARTS

Department of Agriculture

ADDITIONS:

AG 4379 Agriculture Irrigation Technology

AG 5362 Advanced Animal Science

AG 5426 Soil Health and Development

DELETIONS:

AG 7310 Agriculture and Sustainable Aquatic Resources

AG 4371B Agriculture Irrigation Technology

AGED 5371A Agriculture Farm Power and Machinery

AGED 5371D Agricultural Structures Design

AGED 5371E Advanced Welding Processes and Designs

CHANGES:

AG 2310 Applied Leadership Principles

AG 3310 Agriculture Power and Machinery Technology

AG 3318 Agricultural Business Management

AG 3319 International Food and Fiber Systems

AG 3375 Management of Agricultural Machinery and Equipment

AG 3426 Soil Science I

AG 4212 Program Building

AG 4343 Organization Management for Laboratory Programs

AG 4380 Agricultural Finance

AG 4383 Agricultural Resource Economics

School of Family and Consumer Sciences

ADDITIONS:

FCD 1355 Introduction to Family Relationships

FCD 2352 Middle Childhood Development

FCD 4358 Latino Youth and Families

ID 1310 Introduction to Interior Design

ID 3320 Design Graphics II Portfolio

ID 3327 Building Construction in Interior Architecture

DELETIONS:

CA 3391 Communication Skills and Techniques

ID 1321 Introduction to Design

ID 2329 Housing and the Environment.

ID 3220 Design Graphics II

NUTR 3166 Advanced Food Science Laboratory

NUTR 3366 Advanced Food Science

Texas State University

NUTR 4304 Functional Foods and Nutraceuticals
NUTR 5304 Advanced Functional Foods and Nutraceuticals
NUTR 5365 Analytical Food Science and Molecular Techniques
NUTR 5368 Food Biotechnology
CHANGES:
CA 3341 Personal and Family
CA 3342 Consumer Law
CA 4301 Internship in Consumer Affairs
CA 4341 Personal and Family Financial Counseling
CA 4342 Personal and Family Financial Counseling Practicum
FCD 1351 Lifespan Development
FCD 2351 Child Development
FCD 2353 Principles of Guidance
FCD 3344 Introduction to Infant and Early Childhood Mental Health
FCD 3350 Sexuality Across the Lifespan
FCD 3351 Creative Experiences for Children: The Arts
FCD 3352 Development of Programs for Children
FCD 3353 Family Life Education
FCD 3354 Creative Experiences: STEM
FCD 3355 Family Relationships
FCD 3356 Introduction to Early Childhood Intervention
FCD 3358 Practicum in Child Development
FCD 3359 Family Diversity
FCD 3394 Adolescent Development
FCD 4301 Internship in Family and Child Development
FCD 4351 Cultural Diversity of Families
FCD 4352 Administration of Programs for Children
FCD 4353 Introduction to Child Life
FCD 4355 Family Theory
FCD 4356 Administration of Human Service Organizations
FCD 4357 Comparative Studies in Child Development
FCD 5358 Practicum in Family and Child Studies I
FCD 5359 Practicum in Family and Child Studies II
FCD 5659 Internship in Child Life
FM 2330 Aesthetics and Branding
FM 2335 Gender, Appearance, and Society
FM 4338 Enterprise Development
ID 2322 Basic Interior Design
ID 2325 Materials and Sources
ID 3322 Studio I: Residential Interior Design
ID 3323 Studio II: Commercial Interior Design
ID 3324 Professional Practices
ID 3325 Interior Lighting Design
ID 3326 Comprehensive Interior Design
ID 4323 Studio III: Research and Advanced Commercial Interior Design
ID 4324 Studio IV: Contemporary Design Issues

Department of Occupational, Workforce, and Leadership Studies

ADDITIONS:

CTE 5303 Interdisciplinary Studies in Occupational, Workforce, and Leadership Studies
OCED 5303 Reflective and Experiential Learning Techniques

DELETIONS:

CTE 5313K Interdisciplinary Studies in Occupational, Workforce, and Leadership Studies
IDS 5191 Seminar in Interdisciplinary Studies
IDS 5198 Independent Interdisciplinary Research
IDS 5291 Seminar in Interdisciplinary Studies
IDS 5298 Independent Interdisciplinary Research

Texas State University

IDS 5391 Seminar in Interdisciplinary Studies
IDS 5398 Independent Interdisciplinary Research
IDS 5199B Thesis
IDS 5299B Thesis
IDS 5399A Thesis
IDS 5399B Thesis
IDS 5599B Thesis
IDS 5999B Thesis
CHANGE:
CTE 3323 Technology

School of Social Work

ADDITIONS:

SOWK 4300 Selected Topics in Social Work
SOWK 4300A Animal Assisted Therapy
SOWK 4300B Spirituality and Social Work Practice
SOWK 4300C School Social Work
SOWK 4300D Hip Hop and Social Justice for Individual and Community Change
SOWK 5300 Topics in Social Work
SOWK 5300A Adventure Therapy: Theory, Research Practice
SOWK 5300B Spirituality in Social Work Practice
SOWK 5300C School Social Work
SOWK 5300D Hip Hop and Social Justice for Individual and Community Change
SOWK 5300E Social Work and Health Care

DELETIONS:

SOWK 3339 Selected Topics in Social Work
SOWK 3350 Connecting Policy and Practice

CHANGES:

SOWK 3305 Seminar in Human Behavior and Social Environment I
SOWK 3340 Social Work Research
SOWK 3425 Social Work Practice II
SOWK 4305 Seminar in Human Behavior and Social Environment II
SOWK 4356 Professionalism in Social Work
SOWK 4360 Directed Study in Social Work
SOWK 4425 Social Work Practice III
SOWK 4645 Beginning Field Practice in Social Work
SOWK 4650 Advanced Field Practice in Social Work

MCCOY COLLEGE OF BUSINESS ADMINISTRATION

DELETIONS:

B A 5100 Business Professional Development Seminar
B A 5347 Topics in Finance

CHANGE:

B A 5353 Understanding and Analyzing Organizational Problems

Department of Accounting

DELETIONS:

ACC 5303 Fundamental Accounting
ACC 5379 State and Local Taxation

CHANGES:

ACC 5320 Auditing
ACC 5352 Financial Statement Reporting and Analysis
ACC 5355 IT Auditing
ACC 5366 Business Entity Taxation
ACC 5377 Partnership Taxation

Texas State University

Department of Computer Information Systems and Quantitative Methods

DELETIONS:

CIS 5354 Decision Support Models in Management
CIS 5390A Business Process Modeling
CIS 5390B Business Intelligence Project
QMST 5309 Statistical Methods for Business Analysis

CHANGES:

CIS 3325 Visual Programming II
CIS 3382 Computer Data Base Systems
QMST 5334 Advanced Statistical Methods for Business

Department of Finance and Economics

ADDITIONS:

BLAW 5333 Legal Issues of Sustainability and Responsibility
BLAW 5364 Commercial Law

DELETIONS:

BLAW 5308 The Legal, Ethical, and Regulatory Environment of Business
BLAW 5368A Judicial and Legislative Trends in the Legal Environment of Business
BLAW 5368H Legal Issues of Sustainability and Responsibility
BLAW 5368J Commercial Law
BLAW 5368K Business Organizations and Government Regulations
FIN 5347D Behavioral Finance and the Business of Professional Sports
FIN 5347F Money, Banking, Financial Markets Institutions
FIN 5347G Short-Term Financial Treasury Management

Department of Management

DELETIONS:

MGT 4390N Management Thought: Past, Present, and Future
MGT 5345 Integrative Field Project

CHANGE:

MGT 4353 Integrative Field Project

Department of Marketing

ADDITION:

MKT 4315 Service Design

DELETIONS:

MKT 5311 Current Developments in Marketing
MKT 5397A Sports Marketing
MKT 5397B Social Marketing

CHANGE:

MKT 3375 Marketing for Social Change

COLLEGE OF EDUCATION

CHANGES:

EDST 4380 Student Teaching All-Level I
EDST 4381 Student Teaching All-Level II
EDST 4680 Student Teaching 4-8
EDST 4681 Student Teaching 7-12
EDST 4687 Student Teaching EC-6

Department of Counseling, Leadership, Adult Education, and School Psychology

ADDITIONS:

SAHE 5387 Research Methods in Student Affairs
SPSY 5395 Basic Psychopharmacology

DELETION:

SAHE 7379D Research Methods in Student Affairs

Texas State University

CHANGES:

ADED 5330 Planning, Evaluating, and Managing Programs in Adult Education
COUN 5301 Professional Counseling Orientation
COUN 5350 Advanced Counselor Ethics
COUN 5360 Intermediate Methods in Marital, Couple, and Family Counseling
COUN 5391 Research Methods
SAHE 5311 Advising and Facilitating Student Groups and Organizations

Department of Curriculum and Instruction

ADDITIONS:

BILG 4350 Mathematics in the Bilingual Education Classroom
BILG 4365 Biliteracy Development for Emergent Bilingual Learners
BILG 5365 Biliteracy Development in the Bilingual Education Classroom
BILG 5367 One-Way and Two-Way Dual Language Immersion: Principles, Methods, and Strategies
BILG 5374 Bilingual/ESL Academic Content Instruction
BILG 5388 The Politics of Language
CI 4388 Social Studies Curriculum Pedagogy for the Middle School
CI 4351 Middle School Mathematics Methods Course
CI 5301 Methods for Teaching Middle School Mathematics
CI 5325 Comparative Education Systems
CI 5340 Special Topics in Curriculum and Instruction
CI 5340A Teaching History for Young Learners: Issues, Purposes, and Possibilities
EDTC 3300 Introduction to Educational Technology
RDG 4330 Teaching Reading/Language Arts in Middle School
RDG 5341 Writing Pedagogy in the P-12 Classroom
RDG 5371 Foundations of Postsecondary Integrated Reading Writing Pedagogy
RDG 5372 New Literacies Studies in Developmental Education
RDG 7371 Theory and Research of Postsecondary Integrated Reading and Writing
RDG 7372 Theory and Research of New Literacies Studies in Developmental Education
RDG 7373 Community Literacies

DELETIONS:

CI 4365 Biliteracy for Bilingual Learners
CI 5367 Dual Language Immersion Methods
CI 5374 Bilingual/ESL Content Area Instruction
RDG 7307A New Literacy Studies
RDG 7307C Foundations of Integrated Reading Writing Pedagogy
SPED 5325 Development Perspectives of the Mildly Disabled

CHANGES:

CI 4361 Psychological Foundation of Bilingual Education
CI 4362 Teaching Across the Bilingual Content Areas EC-6
CI 5322 Middle School Instructional Strategies and Practices
CI 5326 Curriculum Management in the Elementary Middle School
CI 5363 Strategies for Improving Secondary Teaching
CI 5365 Biliteracy Development in the Bilingual Education Classroom
CI 7386 Directed Research
RDG 1300 Reading Improvement
RDG 7307 Special Topics in Literacy Education
SPED 3338 Educating Students with Emotional/Behavioral Disorders
SPED 3390 Assessing Students with Disabilities
SPED 4340 Evidence-Based Instructional Practices for Students with Mild or Moderate Disabilities
SPED 4381 Educating Students with Intellectual and Developmental Disabilities

Texas State University

Department of Health and Human Performance

DELETIONS:

ESS 5303 Adapted Physical Education
ESS 5323 Physical and Motor Assessment of Children with Disabilities
ESS 5351 Measurement Evaluation in Exercise Science
ESS 5391 Administrative Problems in Competitive Sports
H ED 2354 Emergency Response and Safety Education
H ED 3374 Inter-professional Service Learning in Global Health
H ED 4350 Community Health Analysis
H ED 5101 Graduate Assistant Development
H ED 5201 Graduate Assistant Development
H ED 5331 Seminar in Current Problems in Health Education
PFW 1135A Water Aerobics
REC 5101 Graduate Assistant Development
REC 5201 Graduate Assistant Development
REC 7378 Independent Study
REC 7389A Current Issues in the Administration of Recreation and Leisure Services
REC 7389B Current Issues in Recreation and Leisure Services

CHANGES:

ESS 4318 Fitness Assessment and Exercise Prescription Practicum
H ED 4100 Professional Development in Health and Wellness Promotion
PFW 1154B Challenge Course Facilitation
REC 4680 Internship in Recreation Administration

COLLEGE OF FINE ARTS AND COMMUNICATION

Department of Communication Studies

ADDITIONS:

COMM 5307 The Dark Side of Communication
COMM 5309 Proseminar in Communication Research Methods

CHANGES:

COMM 3319 Introduction to Organizational Communication
COMM 3326 Family Communication
COMM 4351 Relational Communication
COMM 5312 Intercultural Communication
COMM 5318 Interpersonal Communication
COMM 5330 Nonverbal Communication
COMM 5331 Persuasive Communication
COMM 5332 Communication Technology
COMM 5345 Political Communication
COMM 5347 Small Group Communication
COMM 5374 Organizational Rhetoric

School of Journalism and Mass Communication

ADDITIONS:

MC 4329 Sports Media
MC 4331 Strategic Sports Communication

DELETION:

MC 4382X Sports Media

CHANGES:

MC 1313 Media Writing
MC 3306 Writing for the Electronic Media
MC 3312 Television News
MC 3321 News Writing and Reporting I
MC 3383 Editing for Clear Communication
MC 4307 Advertising Campaigns
MC 4313 Writing for Public Relations

Texas State University

MC 4315 Web Design Publishing
MC 4317 Account Planning
MC 4320 Public Relations Campaign
MC 4321 News Writing and Reporting II
MC 4357 Sports as News
MC 4386 Journalism Project

School of Music

ADDITIONS:

MU 5371 Choral Literature I: Madrigal/Partsong
MU 5372 Choral Literature II: Oratorio and Other Secular Major Works
MU 5373 Choral Literature III: Liturgical Year - Motet, Anthem, Cantata
MU 5374 Choral Literature IV: Missa Brevis, Missa Solemnis, Requiem

DELETION:

MU 5324 Seminar in Music Curriculum and Methodology

CHANGES:

MU 1000 Freshman Departmental Recital
MU 1112 Basic Musicianship
MU 1150 Introduction to Music Technology
MU 1180 Recording Practicum I
MU 1182 Recording Practicum II
MU 1210 Aural Skills I
MU 1211 Music Theory I
MU 1212 Aural Skills II
MU 1213 Music Theory II
MU 1312 Essential Musicianship
MU 2000 Sophomore Departmental Recital
MU 2104 Writing About Music
MU 2123 Foundations of Music Education
MU 2141 Fundamentals of Diction in Singing I
MU 2142 Fundamentals of Diction in Singing II
MU 2153 Problems in Music
MU 2180 Recording Practicum III
MU 2182 Recording Practicum IV
MU 2253 Problems in Music
MU 2260 Aural Skills III
MU 2261 Music Theory III
MU 2262 Aural Skills IV
MU 2263 Music Theory IV
MU 2303 Survey of Music Literature
MU 2313 Introduction to Fine Arts
MU 2353 Problems in Music
MU 3000 Junior Departmental Recital
MU 3180 Recording Practicum V
MU 3182 Recording Practicum VI
MU 3207 Instrumental Conducting I
MU 3208 Choral Conducting I
MU 3217 Instrumental conducting II
MU 3227 Choral Conducting II
MU 3233 Jazz Theory and Improvisation I
MU 3234 Jazz Theory and Improvisation II
MU 3241 A Survey of Instrumental performance Literature
MU 3242 Survey of Choral Performance Literature
MU 3253 Band/Orchestra Methods
MU 3254 Choral Methods
MU 3263 Marching Band Techniques
MU 3269 Current Trends in Music II

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MU 3308 History of Rock Music
MU 3315 History and Analysis of Music I
MU 3316 History and Analysis of Music II
MU 3340 Current Trends in Music I
MU 3370 Music for the Elementary Classroom
MU 3381 Recording Techniques I
MU 3382 Recording Techniques II
MU 3383 Recording Techniques III
MU 3384 Recording Techniques IV
MU 4000 Senior Departmental Recital
MU 4152 Problems in Music
MU 4156 Mariachi Arranging Techniques
MU 4157 Mariachi Ensemble Teaching Lab
MU 4180 Recording Practicum VII
MU 4182 Recording Practicum VIII
MU 4185 Senior Research Project
MU 4234 Arranging Techniques for School Music Ensembles
MU 4244 Jazz Theory and Improvisation III
MU 4245 Jazz Composition and Arranging
MU 4253 Problems in Music
MU 4255 Topics in Performance Pedagogy
MU 4256 Topics in Performance Literature
MU 4258 History of Music in Mexico
MU 4332 Contemporary Analytic Techniques
MU 4336 18th-Century Counterpoint
MU 4351 Problems in Music
MU 4353 Problems in Music
MU 4385 Advanced Audio Recording Techniques
MU 4386 SRT Internship
MU 5141 Kodály Level I – Conducting
MU 5145 Kodály Level II – Conducting
MU 5147 Kodály Level II – Materials
MU 5149 Kodály Level III – Conducting
MU 5151 Kodály Level III – Research and Retrieval
MU 5156 Mariachi Arranging Techniques
MU 5157 Mariachi Ensemble Teaching Lab
MU 5192 Graduate Recital
MU 5240 Kodály Level I – Musicianship and Sol-fa
MU 5244 Kodály Level II – Musicianship and Sol-fa
MU 5248 Kodály Level III – Musicianship and Sol-fa
MU 5250 Kodály Level III – Pedagogy
MU 5310 Music Literature of the Baroque
MU 5313 Independent Study in Music
MU 5314 Survey of the 20th- and 21st-Century Music
MU 5315 Music Literature of the Middle Ages to Renaissance
MU 5317 Independent Study in Music
MU 5320 Music Literature – Viennese Classical
MU 5322 Advanced Instrumental Techniques
MU 5323 Vocal Music Education Methods
MU 5325 Research in Music Education I
MU 5326 Research in Music Education II
MU 5328 Foundations of Music Education
MU 5329 Psychology of Music
MU 5334 Introduction to Graduate Study in Music
MU 5340 Music Literature – Nineteenth-Century Romantic
MU 5342 Jazz Pedagogy
MU 5344 Jazz Arranging

Texas State University

MU 5345 Piano Literature I
MU 5346 Piano Literature II
MU 5351 Schenkerian Analysis
MU 5352 Foundations of Musicology
MU 5353 Ensemble Rehearsal Techniques
MU 5355 Pedagogy of Music Theory
MU 5357 Graduate Music Theory
MU 5358 Advanced Musicianship
MU 5359 Post-Tonal Music Analysis
MU 5360 Music in the United States
MU 5361 Methods and Methodologies of Music Analysis
MU 5362 Instrumental Pedagogy I
MU 5363 Instrumental Pedagogy II: Teaching Internship
MU 5364 Intelligent Music Teaching
MU 5367 History of Music in the Caribbean
MU 5368 History of Music in Mexico
MU 5369 History of Music in Latin America
MUSE 3026 Student Chamber Music
MUSE 3099 Concert Ensemble
MUSE 3101 Bobcat Basketball Band
MUSE 3120 Bobcat Marching Band
MUSE 3150 Texas State Symphony Orchestra
MUSE 3180 Mysterium for Contemporary Music Ensemble
MUSE 5101 Bobcat Basketball Band
MUSE 5120 Bobcat Marching Band
MUSE 5150 Texas State Symphony Orchestra
MUSE 5180 Mysterium for Contemporary Music Ensemble
MUSP 1120 Applied Voice
MUSP 1130 Applied Keyboard
MUSP 1135 Piano Techniques I
MUSP 1136 Piano Techniques II
MUSP 1137 Piano Techniques III
MUSP 1138 Piano Techniques IV
MUSP 1140 Applied Woodwind
MUSP 1150 Applied Brass
MUSP 1160 Applied String
MUSP 1170 Applied Percussion
MUSP 2120 Applied Voice
MUSP 2130 Applied Keyboard
MUSP 2140 Applied Woodwind
MUSP 2150 Applied Brass
MUSP 2160 Applied String
MUSP 2170 Applied Percussion
MUSP 2191 Electronic Music I
MUSP 2192 Electronic Music II
MUSP 3131 Jazz Piano Techniques I
MUSP 3132 Jazz Piano Techniques II
MUSP 3145 Woodwind Techniques I
MUSP 3147 Woodwind Techniques II
MUSP 3155 Brass Techniques I
MUSP 3157 Brass Techniques II
MUSP 3165 String Techniques
MUSP 3170 Applied Percussion
MUSP 3175 Percussion Techniques
MUSP 3191 Electronic Music III
MUSP 3192 Electronic Music IV
MUSP 3195 Instrumental Techniques for Choral Students

Texas State University

MUSP 3196 Jazz and Latin Ensemble Techniques
MUSP 3197 Choral/Vocal Techniques
MUSP 5166 Latin Music Methods
MUSP 5175 Afro-Cuban Hand Drumming
MUSP 5180 Applied Composition
MUSP 5185 Electronic Music Composition
MUSP 5280 Applied Composition
MUSP 5285 Electronic Music Composition
MUSP 5380 Applied Composition
MUSP 5385 Electronic Music Composition

Department of Theatre and Dance

ADDITIONS:

DAN 1113 Conditioning for Dancers
DAN 1212 Dance Appreciation
DAN 2160 Introduction to Hip Hop Dance
DAN 2367 Dance Performance Workshop
DAN 2368 World Dance and Cultures
DAN 3111 Dance Activities
DAN 3331 Theory and Practice of Teaching Dance
DAN 3390 Dance in the Community
DAN 4370 Contemporary Issues in Dance
DAN 4380 Professional Development for Dancers
DAN 4471 Dance Internship
TH 1121 Musical Theatre Singing Technique I
TH 1122 Musical Theatre Singing Technique II
TH 1160 Musical Theatre Jazz I
TH 1180 Musical Theatre Ballet I
TH 1312 Musical Theatre Musicianship I
TH 1314 Musical Theatre Musicianship II
TH 2161 Musical Theatre Jazz II
TH 2181 Musical Theatre Ballet II
TH 3151 Musical Theatre Tap I
TH 3152 Musical Theatre Tap II
TH 3162 Musical Theatre Jazz III
TH 3171 Musical Theatre Dance I
TH 3172 Musical Theatre Dance II
TH 3182 Musical Theatre Ballet III
TH 3305 Theatre in the Community
TH 3353 Film Production Practices
TH 4171 Musical Theatre Dance III
TH 4172 Musical Theatre Dance IV
TH 4344 Theatrical Sound Composition
TH 5348 Graphic Representation

DELETIONS:

DAN 3367 Dance Performance Workshop
DAN 4368 World Dance and Culture

CHANGES:

DAN 1160 Beginning Jazz
DAN 1180 Beginning Ballet
DAN 1190 Beginning Modern Dance
DAN 2161 Intermediate Jazz
DAN 2181 Intermediate Ballet
DAN 2191 Intermediate Modern Dance
DAN 3332 Dance Concert Production
TH 4338 Lighting Design
TH 4356 Advanced Theatre Drafting

Texas State University

TH 4357 Scene Design
TH 4376 Advanced Lighting Design
TH 4377 Advanced Scene Design
TH 5347 Advanced Costume Construction

COLLEGE OF HEALTH PROFESSIONS

Department of Communication Disorders

ADDITIONS:

CDIS 4680 International Multicultural Experience in Communication Disorders
CDIS 5680 International Multicultural Experience in Communication Disorders

Department of Health Information Management

ADDITIONS:

HIM 5199B Thesis B
HIM 5300 Advanced Independent Study in Health Information Management

CHANGES:

HIM 3367 Disease and Medical Science
HIM 3463 Introduction and Technical Aspects of Health Information Management
HIM 4364 Coding and Compliance for HIM

Department of Physical Therapy

CHANGE:

PT 7114 Professional Issues

Department of Respiratory Care

ADDITIONS:

RC 5301 Advanced Cardiopulmonary Physiology
RC 5302 Clinical Practice Guidelines and Respiratory Care Protocols
RC 5303 Respiratory Care Research Methods and Design
RC 5304 Cardiopulmonary Disease Patient Education
RC 5305 Respiratory Care Applied Research
RC 5306 Academic Leadership in Respiratory Care
RC 5307 Advanced Respiratory Care Seminar
RC 5308 Advanced Cardiopulmonary Diagnostics and Therapeutics

DELETION:

RC 5312 Clinical Polysomnography-Sleep Staging I

CHANGES:

RC 5211 Polysomnography Instrumentation
RC 5214 Sleep Staging and Diagnostics
RC 5215 Clinical Polysomnography-Sleep Staging

COLLEGE OF LIBERAL ARTS

Department of Anthropology

ADDITIONS:

ANTH 3304 Bioarchaeology
ANTH 3337 Language and Linguistics
ANTH 3351 Anthropology of Peace and Violence
ANTH 3352 Language and the Body
ANTH 4600 Bioarchaeology Field and Laboratory Methods
ANTH 5341 Gross Anatomy
ANTH 5351 Anthropology of Peace and Violence

DELETIONS:

ANTH 3321 Cultures-Asia
ANTH 3333 North American Indians
ANTH 3376A Mixtec Codices: Prehispanic Literature of Oaxaca

Texas State University

ANTH 3376V Anthropology of Peace and Violence
ANTH 3376X Language and Linguistics
ANTH 3376Y Bioarchaeology
ANTH 3376Z Language and the Body
ANTH 5319 Human Growth and Development
ANTH 5373E Gross Human Anatomy
ANTH 5374F Mixtec Codices: Prehispanic Literatures of Oaxaca
ANTH 5395V Andean Civilization

CHANGES:

ANTH 2415 Introduction to Archaeology
ANTH 4390 Internship in Anthropology
ANTH 5322 Peoples and Cultures of Africa
ANTH 5395 Internship

Department of Geography

ADDITION:

GEO 3425 Geomorphology

DELETION:

GEO 3325 Geomorphology

CHANGES:

GEOL 2410 Mineralogy
GEOL 3430 Structural Geology

Department of History

DELETION:

HIST 3325H Development and Underdevelopment in Latin America
HIST 3361 The Napoleonic Wars

CHANGE:

HIST 5385 Topics in the History of the Modern Middle East

Department of Modern Languages

ADDITIONS:

CHI 4390 Studies in Chinese Language and Culture

GER 3341 Review of German Grammar

DELETION:

GER 4341 Advanced German Grammar

CHANGES:

FR 3350 History of French Cinema I, 1895-1960
FR 3351 History of French Cinema II, 1960 to the Present

Department of Philosophy

ADDITIONS:

PHIL 4360 Topics in Applied Philosophy and Ethics
PHIL 4360A Ethics and Dementia
PHIL 4360B Moral Psychology
PHIL 4360C Philosophy, Nonviolence, Sustainability, and Social Change
PHIL 4361 Topics in Philosophy of Science and Technology
PHIL 4361A Philosophy of Biology
PHIL 4361B Philosophy of the Human Sciences
PHIL 4361C Philosophy of Emotion
PHIL 4362 Topics in the History of Philosophy
PHIL 4362A History of Analytic Philosophy
PHIL 4362B 19th Century Philosophy
PHIL 4363 Topics in Philosophy and Popular Culture
PHIL 4363A Philosophy and Science Fiction
PHIL 4373 Themes in Africana Philosophy
PHIL 5101 Responsible Conduct of Research and Research Ethics

Texas State University

PHIL 5360 Topics in Applied Philosophy and Ethics
PHIL 5360A Ethics and Dementia
PHIL 5360B Moral Psychology
PHIL 5360C Philosophy, Nonviolence, Sustainability, and Social Change
PHIL 5361 Topics in Philosophy of Science and Technology
PHIL 5361A Philosophy of Biology
PHIL 5361B Philosophy of the Human Sciences
PHIL 5361C Philosophy of Emotion
PHIL 5362 Topics in the History of Philosophy
PHIL 5362A The History of Analytic Philosophy
PHIL 5362B 19th Century Philosophy
PHIL 5363 Topics in Philosophy and Popular Culture
PHIL 5363A Philosophy and Science Fiction
PHIL 5373 Themes in Africana Philosophy
PHIL 7101 Responsible Conduct of Research and Research Ethics

Department of Political Science

ADDITIONS:

PA 5380 Topics in Public Administration

PA 5380A Texas Water Law and Policy

DELETIONS:

POSI 4315 The Arab-Israeli Conflict

POSI 4337B The Politics of the American Working Class

POSI 4349A Spanish Democracy in Comparative Context

POSI 4349C Liberty and Property: A Comparison of Australia and the United States

POSI 4349E Politics of Mexico

CHANGE:

PS 5338 American Political Discourse

Department of Psychology

ADDITION:

PSY 3404 Advanced Research Methods

CHANGES:

PSY 1300 Introduction to Psychology

PSY 2100 Professional Seminar

PSY 2101 Introduction to Statistics Laboratory

PSY 2301 Introduction to Statistics

PSY 2311 Psychology of Human Sexuality

PSY 3300 Lifespan Development

PSY 3312 Adolescent Psychology

PSY 3313 Psychology of Adulthood and Aging

PSY 3314 Psychology of Consciousness

PSY 3315 Abnormal Psychology

PSY 3316 Personality Psychology

PSY 3321 Sensation and Perception

PSY 3322 Brain and Behavior

PSY 3323 Evolution and Behavior

PSY 3325 Psychology of Persuasion

PSY 3331 Social Psychology

PSY 3332 Psychology of Women

PSY 3333 Industrial Psychology

PSY 3334 Psychology of Human Diversity

PSY 3335 Forensic Psychology

PSY 3336 Sport Psychology

PSY 3337 Psychology of Prejudice, Discrimination, and Hate

PSY 3338 Service Learning: Protecting the Vulnerable

PSY 3341 Cognitive Processes

Texas State University

PSY 3350 Cognitive Behavioral Therapies
PSY 3352 Group Processes
PSY 3361 Health Psychology
PSY 3402 Experimental and Research Methods
PSY 4318 Psychological Tests and Measurements
PSY 4342 Learning and Memory
PSY 4350 Reality Therapy/Choice Theory
PSY 4352 Introduction to Clinical Psychology
PSY 4391 History and Theory
PSY 4393 International Psychology
PSY 4395 Individual Study

Department of Sociology

ADDITIONS:

SOCI 5198B Applied Research Practicum II
SUST 5105 Practicum in Teaching
SUST 5198B Professional Project II

DELETION:

SOCI 5380 Sociological Essay

CHANGES:

SOCI 5308 Seminar in Quantitative Research Methods
SOCI 5318 Seminar in Advanced Data Applications
SOCI 5354 Theoretical Perspectives in Aging and Dementia
SOCI 5356 End of Life Care
SOCI 5357 Gender and Aging in Society
SOCI 5361 Aging and Dementia: Racial and Ethnic Minorities
SOCI 5362 Rural Aging and Dementia
SOCI 5383 Seminar on Aging
SUST 5301 Seminar in Sustainability

COLLEGE OF SCIENCE AND ENGINEERING

ADDITION:

MSEC 7325 Principles of Technical Project Management

DELETION:

MSEC 7201 Principles of Technical Project Management

CHANGE:

MSEC 7401 Fundamental Materials Science and Engineering

Department of Biology

ADDITIONS:

BIO 4400 Plants Important for Wildlife
BIO 4448 Bacterial Genetics
BIO 5400 Plants Important for Wildlife
BIO 5448 Bacterial Genetics

Department of Chemistry and Biochemistry

ADDITION:

CHEM 1330 Chemistry for Non-Science Majors

DELETION:

CHEM 1430 Chemistry for Non-Science Majors

CHANGES:

CHEM 5312 Organometallic Chemistry
CHEM 5333 Spectroscopy
CHEM 5341 Inorganic Chemistry
CHEM 5353 Polymer Processing and Characterization

Texas State University

Department of Computer Science

DELETIONS:

CS 2420 Digital Logic

CS 4378A Introduction to Digital Forensics

CS 5369D Advanced Digital Forensics

CS 5369R Research in Digital Forensics

CHANGES:

CS 3398 Software Engineering

CS 4380 Parallel Programming

CS 5351 Parallel Processing

Ingram School of Engineering

ADDITIONS:

EE 4375 Building a Smart Grid Architecture

EE 5375 Smart Grid: an Application Development Platform

ENGR 5105 Engineering Internship

IE 4392 Industrial Engineering Design I

IE 4393 Industrial Engineering Design II

MFGE 4390 Manufacturing Engineering Design I

MFGE 4391 Manufacturing Engineering Design II

CHANGES:

EE 4390 Electrical Engineering Design I

EE 4391 Electrical Engineering Design II

ENGR 3311 Mechanics of Materials

IE 3320 Engineering Statistics

IE 4320 Integrated Production Systems

IE 4355 Facilities Planning

IE 4390 Industrial Engineering Capstone Design

MFGE 4357 Dynamics of Machinery

MFGE 4376 Control Systems and Instrumentation

MFGE 4399 Special Topics in Manufacturing

Department of Engineering Technology

DELETION:

TECH 1330 Assembly Processes

CHANGES:

CSM 2160 Introduction to Construction Surveying and Site Layout

CSM 2342 Construction Materials and Processes

CSM 2360 Residential Construction Systems

CSM 3360 Structural Analysis

CSM 3361 Commercial Building Construction Systems

CSM 3363 Heavy, Civil, and Highway Construction Systems

CSM 3366 Soils and Foundations

CSM 3367 Mechanical, Electrical, and Plumbing Systems

CSM 4360 Senior Construction Management Capstone

CSM 4361 Construction Estimating

CSM 4364 Construction Project Management and Scheduling

CSM 4368 Environmentally Conscious Design and Construction

CSM 4369 Construction Contracts, Liability, and Ethics

TECH 4330 Foundry Heat Treatment

TECH 4395 Automated Manufacturing Systems I

Department of Mathematics

CHANGE:

MATH 3330 Introduction to Advanced Mathematics

Texas State University

Department of Physics

ADDITIONS:

PHYS 1360 Development of Concepts in Physics I

PHYS 1370 Development of Concepts in Physics II

PHYS 2230 Introduction to Computational Modeling for Physics

PHYS 3313 Astrophysics

CHANGES:

PHYS 5303 Quantum Mechanics

PHYS 5312 Advanced Quantum Mechanics

PHYS 5313 Mathematical Methods of Physics

PHYS 5314 Statistical Physics

PHYS 5320 Solid State Physics

PHYS 5322 Semiconductor Device Microfabrication

PHYS 5324 Thin Film Synthesis and Characterization

PHYS 5329 Physics of Materials Degradation and Reliability

PHYS 5331 Electromagnetic Field Theory

**Lamar Institute of Technology
February 2017**

COLLEGE/ Academic Unit	COURSE ADDITIONS	COURSE DELETIONS	COURSE CHANGES: PREFIX, HRS, NUMBER AND/OR TITLE	NET ADDITIONS/ DELETIONS
ALLIED HEALTH AND SCIENCES Medical Coding Specialist Certificate, Level II -NEW	0	0		0
BUSINESS TECHNOLOGIES Real Estate A.A.S.- REVISED	1	1		0
TOTAL	1	1		0

ALLIED HEALTH AND SCIENCES DEPARTMENT

Medical Coding Specialist Certificate - Level II (Effective Summer 2017) New program no new courses all courses currently being taught in the AAS in Health Information Technology.

BUSINESS TECHNOLOGIES

Associate of Applied Science in Real Estate Revision Proposal (Effective Spring 2017 Semester)

ADDITIONS

RELE 1307 Real Estate Investments 3:3:0

DELETE

RELE 2331 Real Estate Brokerage 3:3:0

TSUS: Out-of-State/Out-of-Country Course Offerings

Recommendation

The proposed Out-of-State/Out-of-Country Course Offerings for the following Texas State University System components are approved.

Background

In accordance with the *System Rules and Regulations, Chapter III, Section 1.(10) Curriculum Matters, Subsection 1.(10)6 Out-of-state course offerings* shall be submitted to the Board of Regents for approval.

LAMAR UNIVERSITY

Out-of-Country Study Report 2017

Location:	Hilmsen, Germany
Course Number and Title:	ARTS-4391 Art, Politics, and the Avant-Garde
Dates of Travel:	July 21 – August 14, 2017
Instructor:	Dr. Stephanie Chadwick, Assistant Professor of Art History
Credit for Course:	3 Semester Credit Hours
Location:	Hilmsen, Germany
Course Number and Title:	ARTS-4392 Study Abroad: Sculpture in Germany
Dates of Travel:	July 21 – August 14, 2017
Instructor:	Mr. Kurt Dyrhaug, Professor of Sculpture and Design
Credit for Course:	3 Semester Credit Hours
Location:	Rome and Florence, Italy
Course Number and Title:	ARTS-4371 Museum-Inspired Art Curriculum
Dates of Travel:	May 21 – June 7, 2017
Instructor:	Dr. Joana Hyatt, Assistant Professor of Art Education
Credit for Course:	3 Semester Credit Hours
Location:	St. Petersburg, Russia
Course Number and Title:	ARTS-1301 Art Appreciation
Dates of Travel:	May 13 – May 24, 2017
Instructor:	Mr. Richard Gachot, Associate Professor of Art & Design
Credit for Course:	3 Semester Credit Hours
Location:	Belmopan, Belize
Course Number and Title:	BIOL-4401 Tropical Marine Biology
Dates of Travel:	June 5 – June 19, 2017
Instructor:	Dr. Ana Christensen, Associate Professor of Biology
Credit for Course:	4 Semester Credit Hours
Location:	Belmopan, Belize
Course Number and Title:	BIOL-4401 Tropical Watershed Ecology
Dates of Travel:	June 5 – June 19, 2017
Instructor:	Dr. Matthew Hoch, Associate Professor of Biology
Credit for Course:	4 Semester Credit Hours
Location:	Beijing and Guangzhou, China and Hong Kong
Course Number and Title:	BUSI-5380 Global Enrichment
Dates of Travel:	May 24 – June 3, 2017
Instructor:	Dr. Karyn Neuhauser, Associate Professor of Business (Economics and Finance)
Credit for Course:	3 Semester Credit Hours
Location:	Heredia, Costa Rica and Panama City, Panama
Title:	Course Number and Title: BUSI-5380 Global Enrichment
Dates of Travel:	March 10 – March 17, 2017 (Spring Break)
Instructor:	Dr. Mahdi Safa, Assistant Professor of Construction Management
Credit for Course:	3 Semester Credit Hours
Special Note:	Study abroad component is part of Spring semester course offered on campus at Lamar University.
Location:	Mumbai, India
Course Number and Title:	COMM-4396 Studies in Film and Culture: Bollywood

Dates of Travel: June 12 – July 2, 2017
Instructor: Mr. Mahmoud Salimi, Assistant Professor of Film and Video Production
Credit for Course: 3 Semester Credit Hours

Location: Daejeon, South Korea and Taipei, Taiwan
Course Number and Title: CRIJ-4313 Deviance in Global Perspectives
Dates of Travel: May 24 – July 8, 2017
Instructor: Dr. Cheng-Hsien Lin, Associate Professor of Criminal Justice
Credit for Course: 3 Semester Credit Hours

Location: Tainan, Taiwan
Course Number and Title: DANC-4101 Problems in Dance: International Dance Performance
Dates of Travel: March 18 – April 2, 2017
Instructor: Mr. Golden Wright, Chair of Theatre and Dance
Credit for Course: 1 Semester Credit Hour
Special Note: Study abroad component includes joint two dance performances with students from Tainan University of Technology and is part of a Spring semester course offered on campus at Lamar University.

Location: Paris, France
Course Number and Title: DSDE-4350 Interpreting and Tourism
Dates of Travel: June 18 – June 30, 2017
Instructor: Mr. Cain Chaisson, Instructor of ASL
Credit for Course: 3 Semester Credit Hours

Location: Paris, France
Course Number and Title: DSDE-4351 Classification of Structure
Dates of Travel: June 18 – June 30, 2017
Instructor: Dr. Zanthia Smith, Associate Professor of ASL
Credit for Course: 3 Semester Credit Hours

Location: Hiroshima, Japan
Course Number and Title: ENGL-4334 Japanese Literature in Context
Dates of Travel: July 4 – July 31, 2017
Instructor: Dr. Amy Smith, Associate Professor of English
Credit for Course: 3 Semester Credit Hours

Location: Hiroshima, Japan
Course Number and Title: ENGL-5334 Japanese Literature in Context
Dates of Travel: July 4 – July 31, 2017
Instructor: Dr. Amy Smith, Associate Professor of English
Credit for Course: 3 Semester Credit Hours

Location: Ahmedabad, India
Course Number and Title: ENGR-4301 Engineering Management
Dates of Travel: May 21 - June 4, 2017
Instructor: Dr. Ramesh Guduru, Assistant Professor of Mechanical Engineering
Credit for Course: 3 Semester Credit Hours

Location: London, England and Edinburgh, Scotland
Course Number and Title: FCSC-4310 Fashion and Decorative Arts: UK
Dates of Travel: May 16 – May 25, 2017
Instructor: Dr. Janice Kimmons, Assistant Professor & Program Director, Fashion Retailing and Merchandising
Credit for Course: 3 Semester Credit Hours

Location: London, England
 Course Number and Title: HIST-4321 Sport in British History
 Dates of Travel: June 26 – July 8, 2017
 Instructor: Dr. Josh Howard, Assistant Professor of History
 Credit for Course: 3 Semester Credit Hours

Location: London, England
 Course Number and Title: HIST-5321 Sport in British History
 Dates of Travel: June 26 – July 8, 2017
 Instructor: Dr. Josh Howard, Assistant Professor of History
 Credit for Course: 3 Semester Credit Hours

Location: Beijing and Guangzhou, China and Hong Kong
 Course Number and Title: MGMT-4390 Global Enrichment
 Dates of Travel: May 24 – June 3, 2017
 Instructor: Dr. Karyn Neuhauser, Associate Professor of Business (Economics and Finance)
 Credit for Course: 3 Semester Credit Hours

Location: Heredia, Costa Rica and Panama City, Panama
 Course Number and Title: MGMT-4390 Global Enrichment
 Dates of Travel: March 10 – March 17, 2017 (Spring Break)
 Instructor: Dr. Mahdi Safa, Assistant Professor of Construction Management
 Credit for Course: 3 Semester Credit Hours
 Special Note: Study abroad component is part of Spring semester course offered on campus at Lamar University.

Location: Hiroshima, Japan
 Course Number and Title: PHIL-2306 Ethics: East and West
 Dates of Travel: July 4 – July 31, 2017
 Instructor: Mr. Richard Saucedo, Instructor of Philosophy
 Credit for Course: 3 Semester Credit Hours

Location: Daejeon, South Korea and Taipei, Taiwan
 Course Number and Title: SOCI-4300 Food & Culture: East Asian Societies
 Dates of Travel: May 24 – July 8, 2017
 Instructor: Dr. Chiung-Fang Chang, Associate Professor of Sociology
 Credit for Course: 3 Semester Credit Hours

Location: Salamanca, Spain
 Course Number and Title: SPAN-2300 International Study: Salamanca
 Dates of Travel: July 1 – July 29, 2017
 Instructor: Dr. Jaime Retamales, Visiting Assistant Professor of Spanish
 Credit for Course: 3 Semester Credit Hours

Location: Salamanca, Spain
 Course Number and Title: SPAN-4370 Advanced Intensive Spanish
 Dates of Travel: July 1 – July 29, 2017
 Instructor: Dr. Jaime Retamales, Visiting Assistant Professor of Spanish
 Credit for Course: 3 Semester Credit Hours

Location: Salamanca, Spain
 Course Number and Title: SPAN-5320 Spanish Syntax
 Dates of Travel: June 24 – July 29, 2017
 Instructor: Dr. Elia Hatfield, Assistant Professor of Spanish
 Credit for Course: 3 Semester Credit Hours

Location: Salamanca, Spain
Course Number and Title: SPAN-5330 Spanish Peninsular Literature
Dates of Travel: June 24 – July 29, 2017
Instructor: Dr. Elia Hatfield, Assistant Professor of Spanish
Credit for Course: 3 Semester Credit Hours

Location: Salamanca, Spain
Course Number and Title: SPAN-5340 Spanish Peninsular Culture
Dates of Travel: June 24 – July 29, 2017
Instructor: Dr. Elia Hatfield, Assistant Professor of Spanish
Credit for Course: 3 Semester Credit Hours

Sul Ross State University

Out of State/Country Study Courses - SRSU

None to report

Location:

Course Numbers and Titles:

Dates of Study:

Dates of Travel:

Instructor:

Credit for course:

Texas State University

Out-of-State and Out-of-Country Programs - Summer 2017

Location:	Louisiana and Texas, USA
Course Number and Title:	SOWK 3339 Topics in Social Work
Dates of Travel:	June 18, 2017 – June 24, 2017
Instructor:	Dr. Angela Ausbrooks
Location:	Louisiana and Texas, USA
Course Number and Title:	SOWK 3339 Topics in Social Work
Dates of Travel:	June 18, 2017 – June 24, 2017
Instructor:	Lea Velez
Location:	Maryland, USA
Course Number and Title:	HIST 4399 Senior Seminar
Dates of Travel:	June 11, 2017 – June 25, 2017
Instructor:	Dr. Elizabeth Bishop
Location:	New York, USA
Course Number and Title:	DAN 4334B Choreographic Influences
Dates of Travel:	July 31, 2017 – August 7, 2017
Instructor:	Michelle Nance
Location:	New York, USA
Course Number and Title:	DAN 4360 Independent Study
Dates of Travel:	July 31, 2017 – August 7, 2017
Instructor:	Ana Baer
Location:	New York, USA
Course Number and Title:	FM 3330 Buying Principles FM 4331 Buying Principles II
Dates of Travel:	July 10, 2017 – July 14, 2017
Instructor:	Kasia Romo
Location:	Oregon, USA
Course Number and Title:	TH 3367 Theory and Analysis
Dates of Travel:	July 31, 2017 – August 7, 2017
Instructor:	Laura Lane
Location:	Oregon, USA
Course Number and Title:	TH 3367 Theory and Analysis
Dates of Travel:	July 31, 2017 – August 7, 2017
Instructor:	Shannon Richey
Location:	Texas, New Mexico, Colorado, and Arizona, USA
Course Number and Title:	ENG 3345 Southwest Studies I Defining ENG 3346 Southwest Studies II Consequences
Dates of Travel:	June 4, 2017 – July 2, 2017
Instructor:	William Jensen

Location:	Texas and New Mexico, USA
Course Number and Title:	MC 4356F Feature Writing
Dates of Travel:	May 30, 2017 – June 12, 2017
Instructor:	Kym Fox
Location:	Texas and New Mexico, USA
Course Number and Title:	MC 4382Y Park Storytelling
Dates of Travel:	May 30, 2017 – June 12, 2017
Instructor:	Dale Blasingame
Location:	Santiago, Chile and Lima, Peru
Course Number and Title:	BLAW 5368G Legal Issues in International Business Law
Dates of Travel:	June 22, 2017 – July 2, 2017
Instructor:	Dr. Alexis Stokes
Location:	Beijing, China
Course Number and Title:	LING 4390 Independent Study in Applied Linguistics and Language Learning
Dates of Travel:	June 2, 2017 – July 1, 2017
Instructor:	Dr. Patricia Schiaffini-Vedani
Location:	Prague, Czech Republic
Course Number and Title:	FIN 4317 Case Problems in Finance
Dates of Travel:	May 21, 2017 – June 20, 2017
Instructor:	Dr. Janet Payne
Location:	Chester, England
Course Number and Title:	ENG 3340 Special Topics in Language and Literature ENG 3390 Problems in Language and Literature
Dates of Travel:	July 9, 2017 – August 10, 2017
Instructor:	Edward Schaefer
Location:	Mussoorie, New Delhi and Varanasi, India
Course Number and Title:	HON 2309A Origins of Civilization
Dates of Travel:	July 8, 2017 – July 30, 2017
Instructor:	Lindy Kosmitis

CONSENT – FINANCE AND AUDIT

TXST: Create Environmental Education Professorship Quasi-Endowment in The Meadows Center for Water and the Environment

Texas State University is authorized to create a quasi-endowment account named Environmental Education Professorship Quasi-Endowment in The Meadows Center for Water and the Environment with an initial transfer of \$675,000 in matching funds from the State of Texas as part of the Texas Research Incentive Program.

Explanation

In 2013, the Meadows Foundation made a \$2,000,000 contribution in support of research to establish a permanent endowment in the Texas State University Development Foundation for The Meadows Center for Water and the Environment. Funds contributed were eligible for match funding from the Texas Research Incentive Program.

The creation of this quasi-endowment account is requested to provide enhanced research for environmental education training and long-term support to formal and non-formal education professionals across the state, strengthening their ability to effectively teach about environmental issues.

TXST: Create the Alan Dreeben Quasi-Endowed Graduate Scholarship

Texas State University is authorized to create a quasi-endowment account named Alan Dreeben Quasi-Endowed Graduate Scholarship to provide scholarships to graduate students attending Texas State University, with an initial transfer of \$48,189 in matching funds from the State of Texas as part of the Texas Research Incentive Program, and to allow future transfers to be added to this quasi-endowment for the same purpose.

Explanation

In September 2013, Alan Dreeben made a \$107,088 contribution in support of graduate student scholarships to establish a permanent endowment in the Texas State University Development Foundation, named Alan Dreeben Endowed Graduate Scholarship. Additional contributions were received annually. The pledge amount of \$500,000 is anticipated to be completed on or before December 2017. Funds contributed are eligible for match funding from the Texas Research Incentive Program.

The creation of this quasi-endowment account is requested to provide additional scholarships to Texas State University graduate students.

TXST: Create the Lamar and Marilyn Johanson Graduate Quasi-Endowment in Biology

Texas State University is authorized to create a quasi-endowment account named Lamar and Marilyn Johanson Graduate Quasi-Endowment in Biology with an initial transfer of \$45,000 in matching funds from the State of Texas as part of the Texas Research Incentive Program and to allow future transfers to be added to this quasi-endowment for the same purpose.

Explanation

In January 2014, Lamar and Marilyn Johanson established an endowment, the “Lamar and Marilyn Johanson Graduate Endowment in Biology,” in memory of William K. Davis, with a gift of \$100,000. Funds contributed were eligible for match funding from the Texas Research Incentive Program.

The creation of this quasi-endowment account is requested for the identical purpose of the original endowment. It shall be used to support the discipline of Biology for graduate research stipends or fellowships. Funds will be awarded to full-time graduate students working towards their master’s or doctoral degrees with a preference given to students pursuing a career teaching at the college level.

TXST: Create the Texas State University System Foundation Graduate Quasi-Endowment in Liberal Arts

Texas State University is authorized to create a quasi-endowment account named Texas State University System Foundation Graduate Quasi-Endowment in Liberal Arts, with an initial transfer of \$45,000 in matching funds from the State of Texas as part of the Texas Research Incentive Program, and to allow future transfers to be added to this quasi-endowment for the same purpose.

Explanation

In February 2014, The Texas State University System Foundation, Inc. established an endowment with the first contribution of \$100,000, and have been providing additional annual funding of \$100,000 on or before March 1, with the final contribution to be made on or before March 2023. Funds contributed are eligible for match funding from the Texas Research Incentive Program.

The creation of this quasi-endowment account is requested to award fellowships to full-time graduate students who meet the following criteria:

- Be an academically outstanding graduate student who has and maintains throughout the term of the fellowship not less than a 3.0 grade point average,
- Be currently enrolled in, or accepted to, a master's or doctoral degree program at Texas State University,
- Demonstrate good character, academic achievement, and a commitment to community service; and
- Demonstrate financial need.

The Graduate College Selection Committee will prioritize a list of candidates for fellowships and decide the recipients based on the majority decision of the committee. Each endowment fellowship may be renewed annually to the recipient, provided that satisfactory academic progress is achieved and further provided that all criteria specified is met by the recipient.

TSUS: Statement of Budgeted Fund Balances

TEXAS STATE UNIVERSITY SYSTEM

STATEMENT OF BUDGETED FUND BALANCES

EXPLANATION OF INFORMATION CONTAINED IN THE STATEMENT

COLUMN 1

Description of fund balances by fund group and source of funds.

COLUMN 2

Fund balances as reported in the Annual Financial Report.

COLUMN 3

Fund balances included as a source of support for the 2016 fiscal year operating budget approved by the Board of Regents.

COLUMN 4

Additional Board of Regents approved usage of available beginning fund balances.

COLUMN 5

Net available fund balances. {Column 2 minus Columns 3 and 4}

UNRESTRICTED CURRENT FUND BALANCES

Funds representing the net accumulation, over the years, of the excess of current funds revenues over current funds expenditures and transfers. It is available for future operating purposes or any other use determined by the Board to the extent that the total fund balance exceeds the amount reported as Reserved.

COLUMN 6

Reservations for third party claims that have not materialized as liabilities against resources and the existence of assets that, because of their non-monetary nature or lack of liquidity, represent financial resources not available for current appropriation or expenditure.

TEXAS STATE UNIVERSITY SYSTEM
STATEMENT OF BUDGETED FUND BALANCES
EXPLANATION OF INFORMATION CONTAINED IN THE STATEMENT
(concluded)

Examples of reserved fund balances:

Reserve for Encumbrances
Reserve for Accounts Receivable
Reserve for Inventories
And Etc.

COLUMN 7

The allocation of the Unreserved Fund Balances represents managements' decision to assign tentative resources for definite plans and/or usages. It is within management's prerogative to change allocations and/or to designate these resources as unallocated.

COLUMN 8

The Unallocated balance of the Unreserved Fund Balances is the balance after considering the Reserved and Allocated designations.

NON-CURRENT FUNDS

Fund groups not available for current operating needs are classified as Non-current Funds. It should be noted that these funds are not included in the annual operating budgets that are approved by the Board.

COLUMN 9

Quasi-Endowments are funds functioning as endowments and are created by the Board of Regents. The funds, generally derived from current funds, are retained and invested for use to satisfy specific purposes. As a general rule these funds can be unendowed by the Board and returned to their status as a current fund.

Plant Funds are used to account for financial activities related to the institutions fixed assets. Fund balances within the Plant Funds are comprised primarily of Net Investment in Plant, funds held for the Retirement of Indebtedness, and funds needed to complete current construction contracts. Institutions may hold funds for anticipated or scheduled (projected) building projects. The institutions may revert these funds to current operating funds for utilization for operating purposes.

TEXAS STATE UNIVERSITY SYSTEM
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	UNRESERVED		RESTRICTED
	BALANCE 9/1/2016	ORIGINAL	SUPPLEMENTAL	BALANCE 11/30/2016		ALLOCATED	UNALLOCATED	
EDUCATIONAL & GENERAL								
TOTAL E&G	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DESIGNATED Other Income	3,487,574.42			4,728,473.39		4,728,473.39		
TOTAL DESIGNATED	3,487,574.42	0.00	0.00	4,728,473.39	0.00	4,728,473.39	0.00	0.00
AUXILIARY								
TOTAL AUXILIARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDOWMENT AND SIMILAR FUNDS								
TOTAL ENDOWMENT AND SIMILAR FUNDS	7,406,433.79			7,406,433.79				7,406,433.79
PLANT FUNDS Invested in Capital Assets, Capital Projects	(850,358,913.49) (16,372,553.33)			(850,358,913.49) 37,182,335.68				(850,358,913.49) 37,182,335.68
TOTAL PLANT FUNDS	(866,731,466.82)	0.00	0.00	(813,176,577.81)	0.00	0.00	0.00	(813,176,577.81)
TOTAL ALL FUNDS	(855,837,458.61)	0.00	0.00	(801,041,670.63)	0.00	4,728,473.39	0.00	(805,770,144.02)

LAMAR UNIVERSITY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH DECEMBER 31, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	UNRESERVED		RESTRICTED
	BALANCE 9/1/2016	ORIGINAL	SUPPLEMENTAL	BALANCE 12/31/2016		ALLOCATED	UNALLOCATED	
EDUCATIONAL & GENERAL								
Dedicated GR Funds	85,621.98			85,621.98		85,621.98		
Other	(1,288,508.81)			(1,288,508.81)				
HEAF	1,199,279.59			1,199,279.59			1,199,279.59	
TOTAL E&G	(3,607.24)	0.00	0.00	(3,607.24)	0.00	85,621.98	1,199,279.59	0.00
DESIGNATED								
Designated Tuition	16,739,862.15			16,739,862.15	1,837,011.00			14,902,851.15
Information Technology	5,701,923.75			5,701,923.75	2,550,000.00			3,151,923.75
Library Fees	1,494,102.10			1,494,102.10		1,494,102.10		
All Other Fees	2,003,099.41			2,003,099.41		2,003,099.41		
Distance Education	2,986,754.45			2,986,754.45			2,986,754.45	
Sales and Services	1,614,478.34			1,614,478.34		1,614,478.34		
Institutional Scholarships	4,678,834.43			4,678,834.43				4,678,834.43
Other Income	8,398,848.25			8,398,848.25		8,398,848.25		
TOTAL DESIGNATED	43,617,902.88	0.00	0.00	43,617,902.88	4,387,011.00	13,510,528.10	21,041,529.35	4,678,834.43
AUXILIARY								
Student Service Fees	(2,093,825.38)			(2,093,825.38)				
Medical Service Fees	792,419.79			792,419.79		792,419.79		
Student Center Fees	3,578,285.30			3,578,285.30		3,578,285.30		
Bookstore	594,264.20			594,264.20			594,264.20	
Parking	1,371,327.39			1,371,327.39		1,371,327.39		
Food Service	1,416,492.62			1,416,492.62			1,416,492.62	
Student Housing	9,309,020.39			9,309,020.39	9,309,020.39			
Montagne Center	(3,679,748.56)			(3,679,748.56)				
Athletic Fee	(13,324,638.19)			(13,324,638.19)				
Auxiliary Donation	2,435,078.30			2,435,078.30	2,435,078.30			
Other	4,301,150.38			4,301,150.38		4,301,150.38		
TOTAL AUXILIARY	4,699,826.24	0.00	0.00	4,699,826.24	11,744,098.69	10,043,182.86	2,010,756.82	0.00
RESTRICTED CURRENT FUNDS								
	8,032,239.13			8,032,239.13				8,032,239.13
LOAN FUNDS								
	1,673,683.78			1,673,683.78				1,673,683.78
ENDOWMENT AND SIMILAR FUNDS								
	21,827,986.95			21,827,986.95				21,827,986.95
PLANT FUNDS								
Administration Building	6,181,576.77			6,181,576.77		6,181,576.77		
General Construction	1,046,926.52			1,046,926.52		1,046,926.52		
Series 2013 Energy Bond	2,096,003.33			2,096,003.33		2,096,003.33		
HEAF - Construction	111.86			111.86		111.86		
TOTAL PLANT FUNDS	9,324,618.48	0.00	0.00	9,324,618.48	0.00	9,324,618.48	0.00	0.00
TOTAL ALL FUNDS	89,172,650.22	0.00	0.00	89,172,650.22	16,131,109.69	32,963,951.42	24,251,565.76	36,212,744.29

SAM HOUSTON STATE UNIVERSITY
STATEMENT OF CHANGES IN BUDGETED FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 - November 30, 2016

DESCRIPTION	AVAILABLE BALANCE 9/1/2015	BUDGETED		AVAILABLE BALANCE 8/31/2016	RESERVED	CURRENT FUNDS		NON-CURRENT FUNDS RESTRICTED
		ORIGINAL	SUPPLEMENTAL			UNRESERVED ALLOCATED	UNALLOCATED	
EDUCATIONAL & GENERAL								
Fund 259	\$ 3,891,846	\$ -	\$ 18,937	\$ 3,872,909	\$ 229	\$ 3,872,680	\$ -	\$ -
LEMIT	1,961,464	-	-	1,961,464	-	1,961,464	-	-
CMIT	379,105	-	-	379,105	-	379,105	-	-
HEAF	4,984,532	-	-	4,984,532	-	4,984,532	-	-
TOTAL E&G	\$ 11,216,947	\$ -	\$ 18,937	\$ 11,198,010	\$ 229	\$ 11,197,781	\$ -	\$ -
DESIGNATED								
Designated Tuition	\$ 11,884,743	\$ -	\$ 166,155	\$ 11,718,588	\$ 876	\$ 11,717,712	\$ -	\$ -
Course Fees	9,050	-	-	9,050	-	9,050	-	-
Computer Use Fees	1,956,194	-	-	1,956,194	-	1,956,194	-	-
Advisement Fees	350,691	-	142,298	208,393	939	207,454	-	-
Library Fees	317,846	-	-	317,846	-	317,846	-	-
Recreation Fees	607,525	-	-	607,525	-	607,525	-	-
All Other Fees	3,898,833	-	664,869	3,233,964	-	3,233,964	-	-
Indirect Cost Recovery	609,035	-	-	609,035	-	609,035	-	-
Continuing Education	-	-	-	-	-	-	-	-
Sales and Services	6,288,665	-	1,665,859	4,622,806	-	4,622,806	-	-
Investment Income	-	-	-	-	-	-	-	-
Other Income	2,764,633	-	-	2,764,633	-	2,764,633	-	-
TOTAL DESIGNATED	\$ 28,687,215	\$ -	\$ 2,639,181	\$ 26,048,034	\$ 1,815	\$ 26,046,219	\$ -	\$ -
AUXILIARY								
Student Service Fees	\$ 1,266,420	\$ -	\$ 3,842	\$ 1,262,578	\$ -	\$ 1,262,578	\$ -	\$ -
Medical Service Fees	1,752,541	-	9,320	1,743,221	-	1,743,221	-	-
Student Center Fees	662,753	-	-	662,753	-	662,753	-	-
Athletics Student Service Fees	1,615,374	-	345,800	1,269,574	-	1,269,574	-	-
Recreational Sports Fees	-	-	-	-	-	-	-	-
Other Student Fees	-	-	-	-	-	-	-	-
Food Service	(4,913,683)	-	-	(4,913,683)	-	-	-	-
Housing	6,614,307	-	-	6,614,307	-	6,614,307	-	-
Other Sales and Services	3,440,781	-	273,671	3,167,110	768	3,166,342	-	-
Investment Income	899,505	-	657,296	242,209	-	242,209	-	-
TOTAL AUXILIARY	\$ 11,337,998	\$ -	\$ 1,289,929	\$ 10,048,069	\$ 768	\$ 14,960,984	\$ -	\$ -
ENDOWMENT AND SIMILAR FUNDS								
Quasi-Endowments	\$ 15,184,945	\$ -	\$ -	\$ 15,184,945	\$ -	\$ -	\$ -	\$ 15,184,945
PLANT FUNDS								
HEAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition Revenue Bonds	-	-	-	-	-	-	-	-
Current Building Projects	49,653,425	-	-	49,653,425	-	-	-	49,653,425
Projected Building Projects	-	-	-	-	-	-	-	-
TOTAL PLANT FUNDS	\$ 49,653,425	\$ -	\$ -	\$ 49,653,425	\$ -	\$ -	\$ -	\$ 49,653,425
TOTAL ALL FUNDS	\$ 116,080,530	\$ -	\$ 3,948,047	\$ 112,132,482	\$ 2,812	\$ 52,204,983	\$ -	\$ 64,838,370

SUL ROSS STATE UNIVERSITY-COMBINED
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	RESTRICTED	UNRESERVED	
	BALANCE 9/1/2016	ORIGINAL	SUPPLEMENTAL	BALANCE 11/30/2016			ALLOCATED	UNALLOCATED
EDUCATIONAL & GENERAL								
Fund 262	1,122,207.94		-	1,122,207.94	1,122,207.94			
HEAF	1,665,797.23			1,665,797.23	1,665,797.23			
TOTAL E&G	2,788,005.17	-	-	2,788,005.17	2,788,005.17	-	-	-
DESIGNATED								
Designated Tuition	805,628.24	352,317.00	-	453,311.24		453,311.24		
Course Fees	1,381.16	-		1,381.16		1,381.16		
Computer Use Fees	196,433.14	-		196,433.14		196,433.14		
Advisement Fees				-	-	-		
Library Fees	76,706.21			76,706.21		76,706.21		
Recreation Fees				-	-	-		
All other Fees	2,322,481.13	-		2,322,481.13		2,322,481.13		
Indirect cost recovery	495,001.43			495,001.43		495,001.43		
Continuing Education	28,771.86			28,771.86		28,771.86		
Sales and Services				-		-		
Investment Income				-		-		
Other Income	4,166,166.51			4,166,166.51		4,166,166.51		
TOTAL DESIGNATED	8,092,569.68	352,317.00	-	7,740,252.68	-	7,740,252.68	-	-
AUXILIARY								
Student Service Fees	825,641.31	164,490.00	-	661,151.31		661,151.31		
Medical Service Fees	131,290.92	(8,155.00)		139,445.92		139,445.92		
Student Center Fees	(84,685.39)			(84,685.39)		(84,685.39)		
Recreational Sports Fee	101,016.65	23,666.00	-	77,350.65		77,350.65		
Athletic Fee	761.60			761.60		761.60		
Other Student Fees	(66,376.72)			(66,376.72)		(66,376.72)		
Food Service				-		-		
Housing	1,647,503.89	(335,318.00)	-	1,982,821.89		1,982,821.89		
Other Sales and Services				-		-		
Investment Income				-		-		
TOTAL AUXILIARY	2,555,152.26	(155,317.00)	-	2,710,469.26	-	2,710,469.26	-	-
ENDOWMENT AND SIMILAR FUNDS								
Quasi-Endowments	-			-		-		
PLANT FUNDS								
HEAF	190,609.61			190,609.61				190,609.61
Current Building Projects				-		-		
Reserve for Debt Service	406,391.62			406,391.62				406,391.62
Projected Building Projects	2,775,586.72			2,775,586.72				2,775,586.72
TOTAL PLANT FUNDS	3,372,587.95	-	-	3,372,587.95	-	-	-	3,372,587.95
TOTAL ALL FUNDS	16,808,315.06	197,000.00	-	16,611,315.06	2,788,005.17	10,450,721.94	-	3,372,587.95

TEXAS STATE UNIVERSITY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	CURRENT FUNDS		NON-CURRENT FUNDS RESTRICTED
	BALANCE 8/31/2016	ORIGINAL	SUPPLEMENTAL	BALANCE 11/30/2016	RESERVED	UNRESERVED ALLOCATED UNALLOCATED	
EDUCATIONAL & GENERAL							
Fund 260	1,094,634		1,094,634	-	-		-
TOTAL E&G	1,094,634	-	1,094,634	-	-	-	-
DESIGNATED							
Designated Tuition	55,155,469		20,791,956	34,363,513	3,277,064	31,086,449	
Computer Use Fees	4,461,396		2,312,095	2,149,301	156,944	1,992,357	
Advisement Fees	1,612,749		1,540,000	72,749	64,226	8,523	
Library Fees	5,804,281		-	5,804,281	179,848	5,624,433	
All Other Fees	6,495,089		2,319,493	4,175,596	31,231	4,144,365	
Indirect Cost Recovery	6,302,261		4,572,764	1,729,497	461,208	1,268,289	
Sales and Services	16,875,403		571,297	16,304,106	2,083,423	14,220,683	
Service Departments	4,957,699		-	4,957,699	2,360,851	2,596,848	
TOTAL DESIGNATED	101,664,346	-	32,107,605	69,556,741	8,614,794	60,941,947	-
AUXILIARY							
Student Service Fees	4,499,805		2,344,114	2,155,691	71,824	2,083,867	
Medical Service Fees	2,230,044		-	2,230,044	19,074	2,210,970	
Student Center Fees	6,411,404		-	6,411,404	102,233	6,309,172	
Recreational Sports Fees	3,550,857		-	3,550,857	175,007	3,375,850	
Other Student Fees	3,771,718		-	3,771,718	191,867	3,579,852	
Food Service	1,753,032		-	1,753,032	52,152	1,700,881	
Housing	19,627,189		-	19,627,189	185,675	19,441,514	
Other Sales and Services	31,717,460		3,685,422	28,032,038	5,660,003	22,372,035	
TOTAL AUXILIARY	73,561,512	-	6,029,537	67,531,975	6,457,834	61,074,140	-
ENDOWMENT AND SIMILAR FUNDS							
Quasi-Endowments	15,938,010			15,938,010			15,938,010
PLANT FUNDS							
HEAF	19,173,730	19,173,730		-			-
Tuition Revenue Bonds	-		-	-			-
System Revenue Bonds	19,422,133		19,422,133	-			-
Projected Building Projects	42,950,381		42,950,381	-			-
TOTAL PLANT FUNDS	81,546,244	19,173,730	62,372,514	-	-	-	-
TOTAL ALL FUNDS	273,804,745	19,173,730	101,604,289	153,026,726	15,072,629	122,016,087	15,938,010

LAMAR INSTITUTE OF TECHNOLOGY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	UNRESERVED		RESTRICTED
	BALANCE	ORIGINAL	SUPPLEMENTAL	BALANCE		ALLOCATED	UNALLOCATED	
	09/01/16			11/30/16				
EDUCATIONAL & GENERAL								
Fund 287	\$974,146			\$974,146	\$154,029	\$820,117		
HEAF	9,839,935	0	0	9,839,935	5,314,935	4,525,000		
TOTAL E&G	10,814,081	0	0	10,814,081	5,468,964	5,345,117	0	0
DESIGNATED								
Designated Tuition	1,448,648	0	0	1,448,648	36,296	1,412,352		
Course Fees	0	0	0	0	0	0		
Computer Use Fees	0	0	0	0	0	0		
Advisement Fees	0	0	0	0	0	0		
Library Fees	0	0	0	0	0	0		
Recreation Fees	0	0	0	0	0	0		
All Other Fees	0	0	0	0	0	0		
Indirect Cost Recovery	0	0	0	0	0	0		
Continuing Education	0	0	0	0	0	0		
Sales and Services	0	0	0	0	0	0		
Investment Income	0	0	0	0	0	0		
Other Income	0	0	0	0	0	0		
TOTAL DESIGNATED	1,448,648	0	0	1,448,648	36,296	1,412,352	0	0
AUXILIARY								
Student Service Fees	2,930,636	0	0	2,930,636	3,401	2,927,235		
Medical Service Fees	0	0	0	0	0	0		
Student Center Fees	0	0	0	0	0	0		
Recreational Sports Fees	0	0	0	0	0	0		
Other Student Fees	417,111	0	0	417,111	14,119	402,992		
Food Service	0	0	0	0	0	0		
Housing	0	0	0	0	0	0		
Other Sales and Services	0	0	0	0	0	0		
Investment Income	0	0	0	0	0	0		
TOTAL AUXILIARY	3,347,747	0	0	3,347,747	17,520	3,330,227	0	0
ENDOWMENT AND SIMILAR FUNDS								
Quasi-Endowments	0	0	0	0	0	0	0	0
PLANT FUNDS								
HEAF	0	0	0	0	0	0		
T.R.B	0	0	0	0	0	0		0
Other	0			0	0	0		
TOTAL PLANT FUNDS	0	0	0	0	0	0	0	0
TOTAL ALL FUNDS	\$15,610,476	\$0	\$0	\$15,610,476	\$5,522,780	\$10,087,696	\$0	\$0

Lamar State College-Orange
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	UNRESERVED		RESTRICTED
	BALANCE	ORIGINAL	SUPPLEMENTAL	BALANCE		ALLOCATED	UNALLOCATED	
	9/1/2016			11/30/2016				
EDUCATIONAL & GENERAL								
Fund 285	\$ 608,382			\$ 608,382	\$ 608,382	\$ -		
HEAF	3,073,898			3,073,898	3,073,898			
HB2 Section 18 Funds	458,404			458,404	458,404			
TOTAL E&G	4,140,684	-	-	4,140,684	4,140,684	-	-	-
DESIGNATED								
Designated Tuition	8,065,683			8,065,683		8,065,683		
Computer Use Fees	2,147,138	19,889		2,127,249		2,127,249		
Advisement Fees				-		-		
Library Fees	325,667	35,396		290,271		290,271		
Recreation Fees				-		-		
All Other Fees	337,974			337,974		337,974		
Indirect Cost Recovery	1,848,603			1,848,603		1,848,603		
Continuing Education/ACE	372,327			372,327		372,327		
Other Income	534,587			534,587		534,587		
TOTAL DESIGNATED	13,631,979	55,285	-	13,576,694	-	13,576,694	-	-
AUXILIARY								
Student Service Fees	2,692,186			2,692,186		2,692,186		
Medical Service Fees				-		-		
Student Center Fees	439,154			439,154		439,154		
Recreational Sports Fees				-		-		
Other Student Fees	306,387			306,387		306,387		
Food Service	959			959		959		
Housing				-		-		
Other Sales and Services	288,829			288,829		288,829		
Investment Income				-		-		
TOTAL AUXILIARY	3,727,515	-	-	3,727,515	-	3,727,515	-	-
ENDOWMENT AND SIMILAR FUNDS								
Quasi-Endowments				-		-		
PLANT FUNDS								
HEAF				-		-		
Current Building Projects				-		-		
Projected Building Projects				-		-		
TOTAL PLANT FUNDS	-	-	-	-	-	-	-	-
TOTAL ALL FUNDS	\$ 21,500,178	\$ 55,285	\$ -	\$ 21,444,893	\$ 4,140,684	\$ 17,304,209	\$ -	\$ -

LAMAR STATE COLLEGE PORT ARTHUR
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH NOVEMBER 30, 2016

DESCRIPTION	AVAILABLE	BUDGETED		AVAILABLE	RESERVED	UNRESERVED		RESTRICTED
	BALANCE	ORIGINAL	SUPPLEMENTAL	BALANCE		ALLOCATED	UNALLOCATED	
	09/01/16			11/30/16				
EDUCATIONAL & GENERAL								
Fund 286	\$837,416			\$837,416	\$837,416			
HEAF	1,225,454	859,163	60,000	306,291	306,291			
TOTAL E&G	2,062,870	859,163	60,000	1,143,707	1,143,707	0	0	0
DESIGNATED								
Designated Tuition	606,652		117,306	489,346		489,346		
Institutional Scholarships	421,463			421,463		421,463		
Computer Use Fees	408,229			408,229		408,229		
IT Contingency	140,560			140,560		140,560		
Student Library Fee	235,654							
All Other Fees	16,258			16,258		16,258		
Other Income				0		0		
TOTAL DESIGNATED	1,828,816	0	117,306	1,475,856	0	1,475,856	0	0
AUXILIARY								
Student Service Fees	120,270			120,270		120,270		
Parking Fee	200,093			200,093		200,093		
Student Center	26,807			26,807		26,807		
Student ID	71,493							
TOTAL AUXILIARY	418,663	0	0	347,170	0	347,170	0	0
ENDOWMENT AND SIMILAR FUNDS								
Quasi-Endowments	1,200,302			1,200,302		0		1,200,302
PLANT FUNDS								
HEAF	4,000,000		4,000,000	0				
T.R.B				0				
Other				0				
TOTAL PLANT FUNDS	4,000,000	0	4,000,000	0	0	0	0	0
TOTAL ALL FUNDS	\$9,510,650	\$859,163	\$4,177,306	\$4,167,034	\$1,143,707	\$1,823,026	\$0	\$1,200,302

TSUS: Adjustment of Operating Budgets

Recommendation

The proposed Operating Budget Adjustments for the Texas State University System administration and components are approved.

FISCAL YEAR 2017 OPERATING BUDGET

	9/1/2016	11/30/2016
	Original	Revised
System Administration	\$ 10,796,664	\$ 10,796,664
Lamar University	200,361,416	202,458,056
Sam Houston State University	298,339,029	302,680,799
Sul Ross State University	33,290,288	33,297,422
Sul Ross Rio Grande College	8,902,315	8,902,315
Texas State University	528,043,629	572,495,452
Lamar Institute of Technology	22,837,725	23,007,701
Lamar State College-Orange	18,989,111	22,578,466
Lamar State College-Port Arthur	20,060,676	24,191,648
System Total	<u>\$ 1,141,620,853</u>	<u>\$ 1,200,408,523</u>

Explanation

In accordance with the System *Rules and Regulations*, Chapter III, Section 1.3 *Financial Matters*, budget adjustments shall be submitted to the Board of Regents for approval.

**Texas State University System
For the Period Ending 11/30/2016**

Fund	Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 10,796,664	\$ -	\$ -	\$ -	\$ 10,796,664
Designated	-	-	-	-	-
Auxiliary Enterprises	-	-	-	-	-
Total	\$ 10,796,664	\$ -	\$ -	\$ -	\$ 10,796,664

EDUCATION & GENERAL

Original Budget:	<u>\$ 10,796,664</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 10,796,664</u>

DESIGNATED

Original Budget:	<u>\$ -</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ -</u>

Texas State University System

AUXILIARY ENTERPRISES

Original Budget:

Previously Approved by Board: \$ -

Requested Budget Adjustments:

None

Total Requested Budget Adjustments This Period: \$ -

Cumulative Adjustments Approved by President:

Previously Reported: \$ -

Approved This Period:

None

Total Adjustments Approved by President This Period: -

Total Cumulative Adjustments Approved by President: \$ -

Adjusted Budget: \$ -

221411	Director First Year Experience	79,327.00
221401	Academic Advisor Sr	8,242.00
230171	Financial Aid Specialist	23,008.00
230203	Coordinator, Planning & Construction	33,649.00
220611	Assistant Professor	130,000.00
220601	Coordinator Marketing & Comm	36,000.00
217001	Executive Associate	28,020.00
220631	Information System & Analysis	97,673.00
221031	Deaf Studies & Deaf Education	84,761.00
230151	Addtl Budget	9,323.00
230151	Addtl Budget	6,760.00
230251	Addtl Budget	3,466.00
230361	Addtl Budget	12,657.00
230351	Addtl Budget	1,964.00
220721	Chair/Professor	48,750.00
220551	Asst Professor	8,000.00
220871	Visiting Assistant Professor	35,000.00
220471	Instructor	54,000.00
220471	Instructor	56,000.00
220471	Academic Advisor	31,224.00
220501	Instructor	30,552.00
220501	Administrative Associate	7,695.00
Total Requested Budget Adjustments This Period:		2,027,747
Cumulative Adjustments Approved by President:		
Previously Reported:		
Approved This Period:		
None		
Total Adjustments Approved by President This Period:		-
Total Cumulative Adjustments Approved by President:		-
Adjusted Budget:		129,252,946
DESIGNATED		
Original Budget:		90,263,511
Previously Approved by Board:		
Requested Budget Adjustments:		
Director Certification & Testing		6,250.00
Admin Dir Center for Executive Leadership		5,634.00
Total Requested Budget Adjustments This Period:		11,884
Cumulative Adjustments Approved by President:		
Previously Reported:		
Approved This Period:		
Total Adjustments Approved by President This Period:		-
Total Cumulative Adjustments Approved by President:		-

Adjusted Budget:	<u><u>90,275,395</u></u>
AUXILIARY ENTERPRISES	
Original Budget:	<u><u>45,108,611</u></u>
Previously Approved by Board:	<u><u> </u></u>
Requested Budget Adjustments:	
Assistant Director	57,009
Total Requested Budget Adjustments This Period:	<u><u>57,009</u></u>
Cumulative Adjustments Approved by President:	
Total Adjustments Approved by President This Period:	<u><u>-</u></u>
Total Cumulative Adjustments Approved by President:	<u><u>0</u></u>
Adjusted Budget:	<u><u>45,165,620</u></u>

SAM HOUSTON STATE UNIVERSITY
For the Period Ending 11/30/2016

Fund	Adjustments Requiring Board Approval			Adjustments Approved by President(YTD)Over 150k	Adjusted Budget
	Original Budget(2017)	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 118,154,732	\$ 18,937	\$ -	\$ -	118,173,669
Designated	\$ 124,710,412	\$ 438,461	\$ 539,747	\$ 1,959,033	127,647,654
Auxiliary Enterprises	\$ 55,473,885	\$ 139,445	\$ 270,051	\$ 976,096	56,859,477
Trust	-	-	-	-	-
Restricted	-	-	-	-	-
Total	\$ 298,339,029	\$ 596,843	\$ 809,798	\$ 2,935,129	302,680,799

EDUCATION & GENERAL

Original Budget:	<u>118,154,732</u>
Previously Approved by Board:	<u>18,937</u>
Requested Budget Adjustments:	
Total Requested Budget Adjustments This Period:	<u>-</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>-</u>
Adjusted Budget as of 11/30/2016	<u>118,173,669</u>

SAM HOUSTON STATE UNIVERSITY
For the Period Ending 11/30/2016

DESIGNATED

Original Budget:	124,710,412
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Previously Approved by Board:	438,461
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Requested Budget Adjustments:

Construction Maintenance Fee	79,500
Study Abroad Honors London/Paris	105,707
Study Abroad Physics	79,000
Designated Tuition	8,000
Designated Tuition	7,800
Deficiency Plan Fee	1,812
Nursing Study Abroad Coasta Rica	26,700
Study Abroad Argentina & Chili	57,624
Designated Tuition	9,000
Recreation Fee	1,792
DLF - Fine Art Mass Comm	13,658
Designated Tuition	149,155

Total Requested Budget Adjustments This Period:	539,747
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Cumulative Adjustments Approved by President:

Previously Reported:	150,000
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DLF Humanities and Social Science	377,029
General Property Scholarship	449,797
DLF - Health Sciences	220,182
Construction Maintenance Fee	762,025

Total Adjustments Approved by President This Period:	1,809,033
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Total Cumulative Adjustments Approved by President:	1,959,033
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Adjusted Budget as of 11/30/2016	127,647,654
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SAM HOUSTON STATE UNIVERSITY
For the Period Ending 11/30/2016

AUXILIARY ENTERPRISES

Original Budget:	55,473,885
Previously Approved by Board:	139,445
Requested Budget Adjustments:	
Center of Rural Studies	10,514
County Corrections	48,863
Sam Houston Press	50,023
Inst - Forensic Science, Train & Innovate	22,300
University Hotel	100,000
Public Safety Services	2,000
Medical Service Fee	9,320
Joan Prouty Conference	1,000
Bearkat OneCard	2,535
Student Service Fee	1,905
Recreational Sports Athletics	11,972
Dining	9,619
Total Requested Budget Adjustments This Period:	270,051
 Cumulative Adjustments Approved by President:	
Previously Reported:	630,296
Athletic Fee	345,800
Total Adjustments Approved by President This Period:	345,800
Total Cumulative Adjustments Approved by President:	976,096
Adjusted Budget as of 11/30/2016	56,859,477

SUL ROSS STATE UNIVERSITY
 2016-2017 OPERATING BUDGET AND RELATED ADJUSTMENTS
 For the Period Ending December 31, 2016

Fund	Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 31,095,993	\$ -	\$ -	\$ -	\$ 31,095,993
Designated	5,199,963				5,199,963
Auxiliary Enterprises	6,105,647			7,134	6,112,781
Trust	-				-
Restricted	5,443,161				5,443,161
Total	\$ 47,844,764	\$ -	\$ -	\$ 7,134	\$ 47,851,898

EDUCATION & GENERAL

Original Budget:	<u>\$ 31,095,993</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	<u>-</u>
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 31,095,993</u>

DESIGNATED

Original Budget:	<u>\$ 5,199,963</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	<u>-</u>
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 5,199,963</u>

AUXILIARY ENTERPRISES

Original Budget:	<u>\$ 6,105,647</u>
Previously Approved by Board:	<u>\$ -</u>

SUL ROSS STATE UNIVERSITY

Requested Budget Adjustments:	<u>-</u>
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
Increase budget for softball field maintenance	<u>7,134</u>
Total Adjustments Approved by President This Period:	<u>7,134</u>
Total Cumulative Adjustments Approved by President:	<u>\$ 7,134</u>
Adjusted Budget:	<u>\$ 6,112,781</u>

TRUST

Original Budget:	<u>\$ -</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	-
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ -</u>

RESTRICTED

Original Budget:	<u>\$ 5,443,161</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	-
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 5,443,161</u>

Texas State University

FISCAL YEAR 2017 OPERATING BUDGET AND RELATED ADJUSTMENTS For the Period Ending November 30, 2016

Fund	Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	272,396,909	0	3,340,351	72,000	275,809,260
Designated	252,828,000	0	33,882,031	1,047,064	287,757,095
Auxiliary Enterprises	142,671,000	0	6,021,825	88,552	148,781,377
Total	667,895,909	0	43,244,208	1,207,616	712,347,733

EDUCATION & GENERAL

Original Budget:	272,396,909
Previously Approved by Board:	0
Requested Budget Adjustments:	
Prior year carry forward for E&G	2,214,357
Prior year carry forward for HEF	1,125,994
Total requested budget adjustments this period:	3,340,351
Cumulative Adjustments Approved by President:	
Previously Reported:	0
Approved This Period:	
Increase budget for Freeman Ranch	72,000
Total adjustments approved by President this period:	72,000
Total Cumulative Adjustments Approved by President:	72,000
Adjusted Budget:	275,809,260

DESIGNATED

Original Budget:	252,828,000
Previously Approved by Board:	0
Requested Budget Adjustments:	
Prior year carry forward for Designated Tuition accounts	16,296,203
Prior year carry forward for Sponsored Programs	4,572,764
Increase budget for Texas Research Incentive Program Matching	2,812,041
Prior year carry forward for Electronic Course Fee	2,284,532
Increase budget for Wireless Expansion Project	1,812,095
Using Student Success Fee reserves to fund advising center	1,660,000
Using reserves for Freeman Ranch road & fence repairs	1,238,426
Using reserves for Hi Performance Computer	1,042,970
Using reserves for information technology hardware	500,000

Texas State University

Increase budget for Merit Scholarships from quasi endowment	404,640
Increase budget for Study Abroad	300,000
Increase budget for Texas Research Incentive Program distribution	283,242
Increase budget for Continuing Education	250,000
Increase budget for Molecular Beam Epitaxy Research Service Center	174,000
Increase budget for Tx Justice Court Training Center	150,800
Increase budget for Graduate Application Fee	100,318

Total requested budget adjustments this period:	33,882,031
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Cumulative Adjustments Approved by President: Previously Reported:	0
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Approved This Period:

Increase budget for Cat Camp	99,553
Increase budget for Campus Construction	98,000
Prior year carry forward for Educational Talent Search Testing	96,342
Increase budget for Revenue Increasing Budget programs	87,883
Increase budget for Human and Health Performance Internship	75,466
Increase budget for Information Technology Services	71,884
Increase budget for STAR Park	65,000
Increase budget for Transcripts	60,000
Increase budget for University Federal Credit Union Sponsorship	52,000
Increase budget for Surplus Asset Sales	51,572
Increase budget for Sponsored Programs	43,819
Increase budget for Physical Therapy Residency	42,418
Increase budget for Polymer Lab Research Service Center	35,000
Increase budget for Cleanroom Research Service Center	35,000
Increase budget for University Marketing	34,961
Increase budget for Educational Talent Search Testing	29,450
Increase budget for Testing Support	20,000
Increase budget for Music Productions	18,895
Increase budget for Parent & Family Relations account	17,621
Increase budget for Graduate Admissions	14,050
Increase budget for Unmanned Aerial Vehicle Research Service Center	11,395
Increase budget for Archeological Studies Project	7,458
Increase budget for Orientation	4,838
Increase budget for Philosophy	2,455
Increase budget for Bootcamp	2,000
Increase budget for Student Diversity and Inclusion Mixtape	1,893
Increase budget for Certified Public Manager Program	840
Increase budget for Employee Wellness Fair	800
Increase budget for Chemistry	664
Increase budget for equipment return	644
Increase budget for Rivers Systems Institute Workshop	166
Reclassify Materials Management Income Generating account as service depart.	-35,000

Total adjustments approved by President this period:	1,047,064
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Total Cumulative Adjustments Approved by President:	1,047,064
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Adjusted Budget:	287,757,095
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Texas State University

AUXILIARY ENTERPRISES

Original Budget:	<u>142,671,000</u>
Previously Approved by Board:	<u>0</u>
Requested Budget Adjustments:	
Using Athletics reserves for University Events Center expansion	3,500,000
Prior year carry forward for Student Service	1,278,794
Using Student Service Fee reserves for spend down plan	1,065,320
Increase budget for General Property Deposit transfer	177,710
Total requested budget adjustments this period:	<u>6,021,825</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	<u>0</u>
Approved This Period:	
Increase budget Athletics-Women's Golf	51,783
Increase budget for Fine Arts Box Office	20,183
Increase budget for Dance Productions	5,000
Increase budget for Athletics-T-Association	2,984
Prior year carry forward for University Bookstore	2,712
Increase budget for Athletics-Women's Softball	2,367
Increase budget for Athletics-Track	1,756
Increase budget for Auxiliary Facilities Rental	750
Increase budget for Allied Arts	441
Increase budget Athletics-Volleyball	426
Increase budget for Athletics-Soccer	150
Total adjustments approved by President this period:	<u>88,552</u>
Total Cumulative Adjustments Approved by President:	<u>88,552</u>
Adjusted Budget:	<u>148,781,377</u>

Lamar Institute of Technology

Fund	Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 14,161,299	\$ -	\$ -	\$ 123,970	\$ 14,285,269
Designated	6,228,166			30,103	6,258,269
Auxiliary Enterprises	2,448,260			15,903	2,464,163
Trust	-			-	-
Restricted	-			-	-
Total	\$ 22,837,725	\$ -	\$ -	\$ 169,976	\$ 23,007,701

EDUCATION & GENERAL

Original Budget:	<u>\$ 14,161,299</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	
Approved This Period:	
Prior Year Encumbrance	123,970
Total Adjustments Approved by President This Period:	<u>123,970</u>
Total Cumulative Adjustments Approved by President:	<u>\$ 123,970</u>
Adjusted Budget:	<u>\$ 14,285,269</u>

DESIGNATED

Original Budget:	<u>\$ 6,228,166</u>
Previously Approved by Board:	
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	
Approved This Period:	
Prior Year Encumbrance	30,103
Total Adjustments Approved by President This Period:	<u>30,103</u>
Total Cumulative Adjustments Approved by President:	<u>\$ 30,103</u>
Adjusted Budget:	<u>\$ 6,258,269</u>

Lamar Institute of Technology

AUXILIARY ENTERPRISES

Original Budget:	<u>\$ 2,448,260</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	
Approved This Period:	
Prior Year Encumbrance	15,903
Total Adjustments Approved by President This Period:	<u>15,903</u>
Total Cumulative Adjustments Approved by President:	<u>\$ 15,903</u>
Adjusted Budget:	<u>\$ 2,464,163</u>

TRUST

Original Budget:	<u>\$ -</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	-
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	-
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ -</u>

Lamar Institute of Technology

RESTRICTED

Original Budget:	<u>\$</u>	-
Previously Approved by Board:	<u>\$</u>	-
Requested Budget Adjustments:		
None		-
Total Requested Budget Adjustments This Period:	<u>\$</u>	-
Cumulative Adjustments Approved by President:		
Previously Reported:	\$	-
Approved This Period:		
Prior Year Encumbrances		-
		-
Total Adjustments Approved by President This Period:		-
Total Cumulative Adjustments Approved by President:	<u>\$</u>	-
Adjusted Budget:	<u>\$</u>	-

Fund	Lamar State College - Orange Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 16,645,301	\$ 3,098,269	\$ 160,105	\$ -	\$ 19,903,675
Designated	6,018,415	330,981	-	-	6,349,396
Auxiliary Enterprises	820,538	-	-	-	820,538
Total	\$ 23,484,254	\$ 3,429,250	\$ 160,105	\$ -	\$ 27,073,609

EDUCATION & GENERAL

Original Budget:	<u>\$ 16,645,301</u>
Previously Approved by Board:	<u>\$ 3,098,269</u>
Requested Budget Adjustments:	
Dental Lab Renovations	<u>160,105</u>
Total Requested Budget Adjustments This Period:	<u>\$ 160,105</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 19,903,675</u>

DESIGNATED

Original Budget:	<u>\$ 6,018,415</u>
Previously Approved by Board:	<u>\$ 330,981</u>
Requested Budget Adjustments:	
None	<u>-</u>
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	<u>-</u>
Total Adjustments Approved by President This Period:	<u>-</u>
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 6,349,396</u>

Lamar State College - Orange

AUXILIARY ENTERPRISES

Original Budget:	<u>\$ 820,538</u>
Previously Approved by Board:	<u>\$ -</u>
Requested Budget Adjustments:	
None	
Total Requested Budget Adjustments This Period:	<u>\$ -</u>
Cumulative Adjustments Approved by President:	
Previously Reported:	\$ -
Approved This Period:	
None	-
Total Adjustments Approved by President This Period:	-
Total Cumulative Adjustments Approved by President:	<u>\$ -</u>
Adjusted Budget:	<u>\$ 820,538</u>

Lamar State College Port Arthur

FISCAL YEAR 2017 OPERATING BUDGET AND RELATED ADJUSTMENTS
For the Period Ending November 30, 2016

Fund	Adjustments Requiring Board Approval			Cumulative Adjustments Approved by President	Adjusted Budget
	Original Budget	Previously Approved by Board	Requested Budget Adjustments		
Education & General	\$ 13,857,018	\$ -	\$ 4,060,000	\$ 18,000	\$ 17,935,018
Designated	4,223,688	26,650	-	24,418	4,274,756
Auxiliary Enterprises	1,979,970	-	-	1,904	1,981,874
Total	\$ 20,060,676	\$ 26,650	\$ 4,060,000	\$ 44,322	\$ 24,191,648

EDUCATION & GENERAL

Original Budget:	<u><u>\$ 13,857,018</u></u>
Previously Approved by Board:	
Requested Budget Adjustments:	
Industrial Technology HEF Construction	4,000,000
Library Carpet HEF Funds	60,000
Total Requested Budget Adjustments This Period:	<u><u>4,060,000</u></u>
Cumulative Adjustments Approved by President:	
Previously Reported:	<u>18,000</u>
Approved This Period:	
HEF Utility Setup for Technology Building	
HEF land Purchase	
Total Adjustments Approved by President This Period:	<u><u>-</u></u>
Total Cumulative Adjustments Approved by President:	<u><u>18,000</u></u>
Adjusted Budget:	<u><u>\$ 17,935,018</u></u>

DESIGNATED

Original Budget:	<u><u>\$ 4,223,688</u></u>
Previously Approved by Board:	
Requested Budget Adjustments:	
Increase Worforce Budget due to Revenue Collections	<u>26,650</u>
Total Requested Budget Adjustments This Period:	<u><u>-</u></u>
Cumulative Adjustments Approved by President:	
Previously Reported:	<u>20,000</u>
Approved This Period:	
Increase Welding Budget due to Revenue Collections	<u>4,418</u>
Total Adjustments Approved by President This Period:	<u><u>4,418</u></u>
Total Cumulative Adjustments Approved by President:	<u><u>24,418</u></u>

Lamar State College Port Arthur

FISCAL YEAR 2017 OPERATING BUDGET AND RELATED ADJUSTMENTS
For the Period Ending November 30, 2016

Adjusted Budget:	<u><u>\$ 4,274,756</u></u>
AUXILIARY ENTERPRISES	
Original Budget:	<u><u>\$ 1,979,970</u></u>
Previously Approved by Board:	_____
Requested Budget Adjustments:	_____
Total Requested Budget Adjustments This Period:	<u><u>-</u></u>
Cumulative Adjustments Approved by President:	
Previously Reported:	<u><u>_____</u></u>
Approved This Period:	
Sports Program Uniform and Supplies	1,904
Total Adjustments Approved by President This Period:	<u><u>1,904</u></u>
Total Cumulative Adjustments Approved by President:	<u><u>1,904</u></u>
Adjusted Budget:	<u><u>\$ 1,981,874</u></u>

LAMAR INSTITUTE OF TECHNOLOGY

<p>Inter-Component Re-bills LIT Results, October 2013</p>	<p>Use of HEAF funds: Re-bills from LU should not be paid for with HEAF funds. Prior payments of the LU library re-bills which used HEAF funds should be refunded retroactively from other sources.</p>	<p>LIT is no longer paying LU for Library re-bills with HEAF funds. LIT developed a plan to repay the HEAF funds from other sources to cover those costs. The repayment plan will cover 10 years with one repayment per year. LIT will begin budgeting for the repayments within the FY 2017 budget with the first repayment planned for May 2017.</p> <p>Person Responsible: Bonnie Albright, Vice President for Finance and Operations Timetable for Completion: First repayment completed: May 31, 2017</p>	<p>In Progress</p>
<p>Technology Services Department, July 2015</p>	<p>Issues, recommendations, and management action plans for this audit are actively being addressed. The details are not presented here due to exemptions allowed for information that relates to computer network security or to the design, operation, or defense of a computer network (Texas Government Code 552.139).</p> <p>There were six (6) audit recommendations resulting from this audit. The status for these items are as follows:</p> <ul style="list-style-type: none"> ➤ Three (3) recommendations: Implemented ➤ Three (3) recommendations: In Progress 		
<p>Missing Cash Investigation, December 2015</p>	<p>Cashier's Office Physical Security over Cash Receipts:</p> <ol style="list-style-type: none"> 1. Install cash drawers with individually keyed working locks. 2. Evaluate and consider implementing surveillance cameras both inside and outside the Cashier's Office, including the safe area. 	<ol style="list-style-type: none"> 1. The restyling the Cashier's Office front counter is partially complete and it will include new individually keyed cash drawers. The counter has been redone and the glass safety partition has been ordered and will be installed when it is available. In the interim, the cashiers are locking their cash drawers in the safe when they are not at their assigned stations and there is a police officer on duty while the office is in operation. 2. LIT has evaluated and considered implementing surveillance cameras not only in and around the Cashier's Office but campus wide and at the current time, due to financial constraints, LIT has put the project on hold. We do have mitigating controls in place. We have an officer on duty during high volume times and, as stated in previous management responses, we restyled the counter for better safety and security, assigned individual alarm codes and each cashier has his/her own locking cash drawer. If, 	<p>In Progress</p> <p>Implemented</p>

	<p>3. Designate exact areas where the silent alarms are to be kept. Test and replace batteries on a scheduled basis and document the dates tested and when batteries are replaced.</p> <p>4. Modify the design of the cashier's windows to reduce the ability to easily reach into the cashier's area.</p>	<p>in the future, funding permits and the project is implemented, the Cashier's Office will be included.</p> <p>3. The restyling of the Cashier's Office front counter is in process and will include silent alarms at each station. There are currently two working panic alarm buttons on the front counter within easy reach. Batteries are tested and replaced, if necessary, on a quarterly basis and a log is kept.</p> <p>4. The restyling of the Cashier's Office front counter is in process and will reduce the ability to easily reach into the cashier's area.</p> <p>Person Responsible: Donna Quebedeaux, Director of Finance Timetable for Completion:</p> <ol style="list-style-type: none"> 1. February 28, 2017 2. N/A 3. February 28, 2017 4. February 28, 2017 	<p>In Progress</p> <p>In Progress</p>
	<p>Workforce Development and Continuing Education Courses:</p> <ul style="list-style-type: none"> • Management should implement an automated process to address the following: <ul style="list-style-type: none"> ○ Assign individual LIT student ID numbers for individuals taking non-credit courses, ○ Add non-credit courses to Banner or another application with the ability to interface with Banner, and ○ Provide for online registering and payment for non-credit courses. 	<p>Management will work with the Director of Technology Services to investigate options to include students enrolled in noncredit courses on the Banner system. The following actions have been or will be taken:</p> <ul style="list-style-type: none"> ○ Completed review of online registration, class records, and payment services for students enrolled in noncredit courses on June 15, 2016 and XenDirect was chosen as the desired program. ○ Submitted purchase requisition for President's signature for XenDirect program services on June 27, 2016. ○ Received XenDirect program access from Xenegrade Corporation by August 1, 2016. ○ Contacted Xenegrade Corporation representative to provide XenDirect program training for Workforce Development Department staff by August 31, 2016. ○ Implemented XenDirect program on the LIT network with initial student course enrollment input by October 17, 2016. Students enrolling in continuing education courses are assigned a student identification number through XenDirect. XenDirect 	<p>Implemented</p>

		<p>has access to Banner financial application for payment.</p> <ul style="list-style-type: none"> ○ Full continuing education student access to Banner will be assessed for cost and function with the Banner system upgrade scheduled for March 2017. <p>Person Responsible: Patrick Calhoun, Vice President of Workforce Development Timetable for Completion:</p> <ul style="list-style-type: none"> • Completed review of online services to provide Banner access to students enrolled in noncredit courses on June 15, 2016. • Establish Banner access to students enrolled in noncredit courses by October 17, 2016. 	
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LAMAR STATE COLLEGE-ORANGE

Benefits Proportionality, August 2016	<p>On a go-forward basis, LSCO should develop a methodology to determine the appropriate allocation of salaries and benefits between general revenue funds and auxiliary enterprises for employees working at the Brown Estate. LSCO should work with its ACO to determine and reimburse amounts owed to general revenue for salaries and benefits paid with general revenues that should have been borne by auxiliary enterprises.</p>	<p>Management concurs with the recommendation to develop a methodology to determine the appropriate allocation of salaries and benefits between general revenue funds and auxiliary funds for employees working at the Brown Estate. In addition, management agrees to work with the Appropriation Control Officer to determine and reimburse amounts owed to general revenue for benefits paid with general revenue that should have been borne by the auxiliary enterprise fund.</p> <p><i>Person Responsible:</i> Dana N. Rogers, Vice-President for Finance and Operations <i>Timetable for Completion:</i> April 20, 2017</p>	In Progress
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LAMAR STATE COLLEGE-PORT ARTHUR

No Recommendations Outstanding

LAMAR UNIVERSITY

IT Physical Environment, October 2012

Issues, recommendations, and management action plans for this audit are actively being addressed. The details are not presented here due to exemptions allowed for information that relates to computer network security or to the design, operation, or defense of a computer network (Texas Government Code 552.139).

There were eight (8) audit recommendations resulting from this audit. The status for these items are as follows:

- Seven (7) recommendations: Implemented
- One (1) recommendation: In Progress

Cash Collection Functions, December 2012

Security-related equipment should be properly monitored and maintained.

The replacement of the E-Watch video camera system is still underway. Genetec is the selected vendor and a partnership of IT and the Police Department is working with an integrator for the project.

Implemented

Approval was granted for funding Phase I implementation:

- President's Residence (Completed)
- Data Centers (Completed)
- New Administration building (Completed)
- CICE building (Pending)
- Dorm locations (Completed)
- Dorm Exterior & Parking (Pending)

Dual systems will be managed until all E-Watch cameras are migrated to the Genetec system. This project will also allow the inclusion of access control in combination with the Video surveillance system.

Video surveillance system upgrades for the main Sports Box-Office include:

- Montagne Center (Completed)

Person Responsible: Chief Hector Flores
 Timetable for Completion: December 31, 2016

Inter-Component Re-bills, LU Results, October 2013

Accounts Receivable Sub-ledger: Implement a suitable system to support invoicing and accounts receivable for use in most of the cases identified in the audit.

Lamar University has established an inter-component invoicing and receivable process. Some inter-component invoicing is performed on a monthly basis as in the case of billing LIT for electricity and gas. Other inter-component invoicing is done on a yearly basis. In addition, Finance staff

Implemented

	<p>Improve year-end procedures to record the balance of outstanding receivable, especially for non-centralized systems (e.g., medical billing systems)</p>	<p>are responsible for monitoring activity on receivable accounts as assigned.</p> <p>Person Responsible: Twila Baker, AVP Finance Timetable for Completion: December 31, 2016</p> <p>Work on year-end procedures to record balances of outstanding receivables have been completed. An Accounts Receivable policy has been created and is included in the proposed Manual of Administrative Policies and Procedures (MAPP) which has been submitted to the Vice President of Finance and Operations.</p> <p>Person Responsible: Twila Baker, AVP Finance Timetable for Completion: December 31, 2016</p>	<p>Implemented</p>
<p>Center for Executive Leadership Audit, April 2014</p>	<p>The University should:</p> <ol style="list-style-type: none"> 1. (This recommendation was implemented during a previous quarter) 2. Develop a records retention schedule specific to the needs of the University and submit it to TSLAC, as required by Government Code Title 4, Subtitle D, Chapter 441.185. 3. Develop a records management policy defining the types of data to be retained, retention responsibilities, timeframes for retaining those records, and required steps for destruction. 	<p>Management within the Mary and John Gray Library has assumed responsibility for records retention, effective October 31, 2014, and the Director of Library Services assumed the role of Records Management Officer. Effective November 2014, the University Archivist assumed the role of Records Retention Coordinator.</p> <p>2. Assumption of these responsibilities will require a long planning period during which timelines will be established for policy, procedure, and retention schedule development. The Records Retention Coordinator submitted a 101 page draft of a campus records retention schedule to the Texas State Library and Archives Commission (TSLAC) on September 28, 2015. Suggested changes and additions were received from TSLAC. Draft revisions were made to the document (now 134 pages) and returned to TSLAC for review. (TSLAC is currently experiencing a significant backlog).</p> <p>Person Responsible: David Carroll, Director of Library Services. Timetable for Completion: January 1, 2017</p> <p>3. Assumption of these responsibilities will require a long planning period during which timelines will be established for policy, procedure, and retention schedule development. The Records Retention Coordinator created a Records Disposition Log for the Lamar campus in late July 2015,</p>	<p>In Progress</p> <p>In Progress</p>

	<p>4. Ensure that the Center for Executive Leadership purge all documents not in compliance with the certified RRS recommended above.</p>	<p>which lists records series titles, retention periods, dates of records, disposition, dates of disposition, and signatures authorizing disposition. To date, the Records Retention Coordinator has authorized destruction of records from Purchasing, Procurement, and Finance.</p> <p>A draft records retention policy has been created which has been modeled after other universities. This draft records retention policy will go through the proper reviews and will ultimately be presented to University Executive Leadership for approval. In addition, a meeting has been scheduled with the Center for Executive Leadership personnel to discuss their unique records and appropriate lengths of time for retention of their records. The draft records retention policy is still in the review stage. The University Archivist met with office staff at the Center for Executive Leadership over a two day period in July 2017.</p> <p>Person Responsible: David Carroll, Director of Library Services. Timetable for Completion: January 1, 2017</p> <p>4. The Center will purge all documents not in compliance with the University Records Retention Schedule but is waiting for the adoption of the University's Document Management Policy which will contain the Records Retention Schedule.</p> <p>Person Responsible: Dr. Bill Holmes, Interim Chair Timetable for Completion: Begin immediately, finalize within 90 days of receiving the final draft of the University's Document Management Policy.</p>	<p>In Progress</p>
<p>ACH & Wire Transfers, May 2014</p>	<p>Management should ensure that all policies and procedures for ACH and wire transfer administration and activities are formalized and current.</p>	<p>LU has developed and revised procedures, as part of cash handling, for processing wire transfers or ACH batches to include such information as description of ACH and wire activity, policy/process owners, and internal control descriptions. These procedures will be incorporated into the MAPP.</p> <p>Person Responsible: Twila Baker, AVP Finance Timetable for Completion: November 30, 2016</p>	<p>Implemented</p>

<p>Recreational Sports, August 2015</p>	<p>LU should account for Recreational Sports student fees in a manner that demonstrates these funds are spent in accordance with applicable statutory requirements.</p>	<p>Management will revise or establish recreational sports fee revenue operating policies and procedures to ensure proper financial management in accordance with applicable laws and policies including: separate fund management (no commingling of recreational fee revenue with other sources of revenue) and regular review of expenditures and fund balances.</p> <p>The following are examples of the corrective action:</p> <ol style="list-style-type: none"> 1. The Dance Team Scholarships will be provided through Dance Team accounts not allocated by Student Service fees. 2. Request that Dance Team Coordinator compensation be reallocated to a different account not allocated by Student Service Fees. <p>Person Responsible: Twila Baker, AVP Finance Timetable for Completion: February 28, 2017</p>	<p>In Progress</p>
	<p>The protected information contained in membership records should be removed.</p>	<ul style="list-style-type: none"> • CSI Spectrum services has been contacted to assist with identifying and removing the protected information from our records. • IT services have done searches and the information found by auditor is not located in the CSI system database. CSI Spectrum (DAXCO) has been contacted to follow-up on the information. University IT management will work with Recreational Sports management and CSI Spectrum to verify that the social security number in the membership records has been removed. Once verified, this information will be provided to Audit. <p>Person Responsible: Art Simpson, Director of Recreational Sports Timetable for Completion: February 28, 2017</p>	<p>In Progress</p>
	<p>Group/generic IDs should not be maintained.</p>	<p>The following corrective action will be as follows:</p> <ul style="list-style-type: none"> • Generic ID shall be kept for workstation purpose. As required by LU IT Policy 10.02.02, Security Passphrase Policy, the Director will consult with the ISO and receive the approval and documentation as required. 	<p>In Progress</p>

		<ul style="list-style-type: none"> Recreational Sports management has communicated and has been working with the Director and Tech Manager of Enterprise services and with IT Data security to resolve the employee access concerns. The request for implementation of a better secure employee access to change Group/generic Id access has been communicated to Enterprise Services and IT System Security and awaiting final solution. <p>Person Responsible: Art Simpson, Director of Recreational Sports and Dr. Vicki McNeil, VP of Student Engagement Timetable for Completion: February 28, 2017</p>	
<p>Texas Higher Education Coordinating Board Facilities Audit, April 2016</p>	<ol style="list-style-type: none"> Currently needed [project] applications should be completed as soon as possible. The University should implement procedures and controls to ensure each project application is completed per THECB requirements. 	<ol style="list-style-type: none"> Management is taking corrective action. Facilities management consulted with THECB for additional information and assistance. The University Administration and Honors Building (with a project budget of \$25,028,340) has submitted a project application: Project ID # 003581-16-002. The Regional Innovation and Commercialization Center has not been submitted for project approval as it is exempted because it is below \$10 million reporting threshold of Educational and General dollars. Funding for this project is through a federal grant administered by the General Land Office. Total projected construction costs are approximately \$8.2 million. The building is a portion of the total amount of the total grant. The Board Certification document is pending. The University is developing procedures and controls to ensure each project application is completed per THECB requirements. In the meantime, a draft of the Setzer Center Renovation project application has begun with the intention of completing it and the Science & Technology project application prior to the timetable deadline below. <p>Person Responsible: Katherine Miller, AVP for Facilities Planning and Design Timetable for Completion: Project submission is completed. Completion of remaining items should be completed by April 30, 2017.</p>	<p>In Progress</p> <p>In Progress</p>

	<p>The University should implement controls to maintain the accuracy of the data submitted to the THECB for capital development projects listed in the THECB <i>Capital Expenditures Report</i>.</p>	<p>Management is taking corrective steps to implement the recommendation. The University will enhance existing controls and develop new procedures as needed to maintain the accuracy of the data submitted to the THECB for capital development projects listed in the THECB Capital Expenditures Report.</p> <p>Person Responsible: Katherine Miller, AVP for Facilities Planning and Design Timetable for Completion: Anticipated completion date is April 30, 2017.</p>	<p>In Progress</p>
	<p>The University should implement procedures and controls to ensure the <i>Project Status and Tracking Report</i> is completed per the requirements in the THECB rules.</p>	<p>Management has begun corrective actions. The University has contacted the THECB for guidance and assistance with this process as well as their suggested best practices. The University is in the process of implementing procedures and controls to ensure <i>the Project Status and Tracking Report</i> is completed per the requirements in the THECB rules. In the meantime, the University submitted the fall 2016 Project Status and Tracking report to THECB by the required deadline.</p> <p>Person Responsible: Katherine Miller, AVP for Facilities Planning and Design Timetable for Completion: Anticipated completion date is April 30, 2017.</p>	<p>In Progress</p>
<p>Facilities Maintenance Shop – Time Reporting Investigation, August 2016</p>	<ul style="list-style-type: none"> Facilities should formalize departmental procedures that address employee and supervisor responsibilities for time recording/clocking. Supervisors should consistently review and document explanations for their employees' time clock anomalies. 	<ul style="list-style-type: none"> Staff was briefed and signed a blanket acknowledgement document stating that they understand the Facilities Maintenance Time Clock Directive, which explains the departmental policies for recording and clocking, dated 15 December 2016. Access to the directive is available to all employees and a copy has been posted on the employee bulletin board. The department timekeeper reviews all employee timesheets weekly. If an anomaly exists on a particular time record, an explanation is recorded and initialed by the supervisor on the time record. The record is then signed by both the supervisor and the employee and maintained on file. Staff was briefed and signed a blanket acknowledgement document stating that they 	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>

	<ul style="list-style-type: none"> All FLSA nonexempt employees should be required to follow the Department's time recording/clocking procedures. 	<p>understand and will follow the Facilities Maintenance Time Clock Directive, which explains the departmental policies for recording and clocking, dated 15 December 2016. Access to the directive is available to all employees and a copy has been posted on the employee bulletin board.</p> <p>Person Responsible: Renee Hunter, Manager of Administrative Services Timetable for Completion: December 1, 2016</p>	
	<ul style="list-style-type: none"> Facilities should formalize a procedure for reconciling the four internal sources of time reporting. 	<ul style="list-style-type: none"> Currently the Facilities Maintenance timekeeper records and reports employee time as follows. <ul style="list-style-type: none"> Biometric Time Clock/Time Record: All non-exempt employees are required to clock in and out, daily and during emergency call-outs when possible. These records generated from the timeclock are reviewed weekly by the department timekeeper. If an anomaly exists on a particular time record, an explanation is recorded and initialed by the supervisor on the time record. The record is then signed by both the supervisor and the employee and maintained on file. Comp Time Report: These are forms used to capture overtime worked by employees. They capture overtime hours, reasoning, date work was performed and have signature blocks for both the supervisor and employee, so they also serve as an overtime authorization as well. The timekeeper records, and closely monitors the total accumulated FLSA overtime hours of each employee to ensure they don't exceed 240-hours. Absence Report: The purpose of these forms are to ensure all absences, are properly recorded. Absence types are coded to indicate the type of absence. The forms are signed by both the employee and supervisor, and kept on file by the timekeeper. The department timekeeper uses these forms to ensure all absences are properly recorded for pay purposes. SchoolDude Work Order System: This program captures all day to day work performed by craftsmen on specific jobs. While it is a good way to 	<p>Implemented</p>

	<ul style="list-style-type: none"> Supervisors should reconcile the four sources to confirm each employee's correct time is reflected therein to ensure accurate payments to the employee. Employees should be required to do their own data entry into School Dude. 	<p>determine the amount of direct time utilized by the employees, it does not capture indirect time, so it is not an accurate measurement of all total hours spent at the workplace.</p> <ul style="list-style-type: none"> The department timekeeper reconciles the employees daily time using all available time reporting sources. If an anomaly exists on a particular time record, an explanation is recorded and initialed by the supervisor on the time record. The record is then signed by both the supervisor and the employee and maintained on file. Once the timekeeper verifies the accuracy of all data, the data is entered onto the F3.6, and then submitted to Human Resources for processing. In some cases, employees may enter their own time into the SchoolDude work order program. However, often times this is accomplished by the employee's supervisor. <p>Person Responsible: Renee Hunter, Manager of Administrative Services Timetable for Completion: December 1, 2016</p>	<p>Implemented</p> <p>Implemented</p>
	<ul style="list-style-type: none"> Overtime approval should be documented prior to the actual work time being undertaken. Staff should be trained to request and obtain overtime approval prior to undertaking overtime. 	<ul style="list-style-type: none"> Facilities Maintenance Overtime Compensation Directive was approved on 15 December 2016. Facilities Maintenance overtime pay and compensation directive is in accordance with Lamar University Human Resources Policy, Section 6, Policy Number 6.7, Overtime and Compensatory Leave. The directive ensures employees understand the rules governing overtime compensation, to include the proper procedures in managing compensatory time. It also outlines overtime request procedures and encourages implementing flexible schedules to reduce overtime when possible. Staff was briefed and signed a blanket acknowledgement document stating that they understand the Facilities Maintenance Overtime Compensation Directive, which explains the procedure for obtaining overtime, dated 15 December 2016. Access to the directive is available to all employees and a copy has been posted on the employee bulletin board. 	<p>Implemented</p> <p>Implemented</p>

<ul style="list-style-type: none"> As permitted by policy, supervisors should consider implementing flexible weekly scheduling to provide for anticipated additional work requirements to reduce the buildup of compensatory time. 	<ul style="list-style-type: none"> Flexible schedules are implemented when feasible. An example would be when a day-shift employee is scheduled to replace a shift-work employee who is out for a particular reason. Since shift-workers also work on the weekend, the individual who works straight days would need to adjust their schedule to prevent overtime from occurring. However, many times overtime work is not scheduled, but required, as in the case of emergencies. In these cases, where available manpower in a specific craft is minimal, it can be difficult to schedule compensatory time immediately after it is earned. <p>Person Responsible: David Martin, Director of Facilities Maintenance & Operations Timetable for Completion: December 1, 2016</p>	<p>Implemented</p>
<ul style="list-style-type: none"> Facilities should formalize a procedure that each supervisor timely sign all comp time reports. Supervisors should sign Comp Time Reports within one week of any overtime occurrence. 	<p>Facilities Maintenance Overtime Compensation Directive has been written and implemented. Part of the policy outlines overtime request procedures to ensure comp time reports are approved in a timely manner.</p> <p>Person Responsible: David Martin, Director of Facilities Maintenance & Operations Timetable for Completion: December 1, 2016</p>	<p>Implemented</p>
<ul style="list-style-type: none"> Facilities should adhere to the University guideline of paying out for comp time hours which exceed the specified maximum accruals. Compensation methodology for overtime worked during graduations, athletic games, and other campus events should be consistent for all employees working each event. 	<ul style="list-style-type: none"> Facilities Maintenance Overtime Compensation Directive has been written and implemented. The directive covers compensatory time reporting procedures to reduce overtime payment inconsistencies. The timekeeper and Lamar's human resources department closely monitor the total accumulated FLSA overtime hours accrued by each employee to ensure they don't exceed the mandated 240-hours. If an employee reaches that threshold, a one-time pay is generated to pay that employee for the excessive FLSA overtime hours. For morale reasons, the department generally tries to accommodate the wishes of the employee when deciding whether comp time or a one-time pay will be generated. These events are often filled on a volunteer basis, and incentives such as choosing comp time versus overtime make it much easier to fill these shifts which are often on weekends and at night. However, 	<p>Implemented</p>

	<ul style="list-style-type: none"> As a best practice, payments made for comp time hours accumulated in one fiscal year should be processed so as to be charged to that fiscal year. Departmental monitoring should be strengthened to ensure that employees are compensated for each overtime instance and only compensated via a single methodology, i.e., either by “onetime pay” or accruing comp time. 	<p>existing situations will determine if allowing an employee to choose comp time over a one-time pay is possible, and the ultimate decision rests with the supervisor or manager.</p> <ul style="list-style-type: none"> This is currently the practice of the department. The department timekeeper will compute and record the employee’s FLSA and State compensatory time on the comp time report and file the report. The timekeeper and Human Resources also closely monitor the total accumulated FLSA overtime hours of each employee to ensure they don’t exceed 240-hours. Facilities Maintenance employees are frequently tasked to support seasonal events that require overtime, such as commencement ceremonies, special events and sporting events. When non-exempt employees are required to work in excess of 40-hours in a work week, they are entitled to compensation for the excess hours either by compensatory time off at the rate of one and one-half (1 1/2) hours off for each hour of overtime; or at the discretion of the supervisor, in cases when granting compensatory time off is impractical, employees will receive pay for overtime at the rate equal to one and one-half (1 1/2) times their regular rate of pay. <p>Person Responsible: David Martin, Director of Facilities Maintenance & Operations and Renee Hunter, Manager of Administrative Services Timetable for Completion: December 1, 2016</p>	<p>Implemented</p> <p>Implemented</p>
	<ul style="list-style-type: none"> Facilities should work with Human Resources to develop a policy addressing meal periods during overtime work. Facilities should: <ul style="list-style-type: none"> ensure that all employees understand guidance for when an employee is on call, consistently apply the same overtime meal period standards to all employees, and account for the employee’s actual meal period consistent with the policy, to be 	<p>Facilities Maintenance Overtime Compensation Directive and On-Call Directive have been written and implemented. Both policies include departmental policy on meal and rest breaks for personnel working overtime.</p> <p>Person Responsible: David Martin, Director of Facilities Maintenance & Operations Timetable for Completion: December 1, 2016</p>	<p>Implemented</p>

	<p>developed, addressing meal periods during overtime work.</p>		
	<ul style="list-style-type: none"> The University should consider enhancing existing University policies or consider providing guidance that includes expectations related to time clock use and require departments utilizing time clocks to develop and implement procedures to clarify specific expectations of time clock use by their staff. Facilities should enforce narrow time frames for employees to clock in/out unless overtime has been preauthorized. 	<ul style="list-style-type: none"> The University is exploring an enterprise wide solution to time recording to avoid having multiple non-related and non-interfacing time recording systems throughout the University. Finance has established an estimated timeline for the enterprise wide solution. In order to address immediate concerns, Finance, Human Resources and IT has had many meetings to develop a scope of work for this consideration. BPA and Phase One of implementation should begin in February 2017. Until a solution is adopted and implemented, Finance has and will continue to provide guidance as needed and requested to departments utilizing time clocks. The expectation is that employees are not to clock in early and are not to remain at work after clocking out. Facilities Maintenance has developed the Facilities Maintenance Time Clock Directive, which explains expectations of time clock use and departmental policies for recording and clocking, dated 15 December 2016. Access to the directive is available to all employees and a copy has been posted on the employee bulletin board. The Facilities Maintenance Time Clock Directive states that; "except under extenuating circumstances, approved by the employee's supervisor, employees must clock-in and clock-out, as close to as possible, at the time of their scheduled start time or at the time their shift normally ends". <p>Person Responsible:</p> <ul style="list-style-type: none"> First Action Plan: Twila Baker, Associate Vice President for Finance Second Action Plan: Renee Hunter, Manager of Administrative Services <p>Timetable for Completion:</p> <ul style="list-style-type: none"> First Action Plan: December 31, 2016 Second Action Plan: December 1, 2016 	<p>Implemented</p> <p>Implemented</p>
	<p>Prior to signing the F3.6 report, each supervisor should agree the report to the employee's Comp Time and Absence Reports for that month.</p>	<p>By reconciling monthly timecards, clarifying anomalies with the employee and supervisor, and closely monitoring recorded overtime, errors in overtime reporting are</p>	<p>Implemented</p>

		<p>minimized. Each supervisor reviews and approves the daily absence forms and the comp time reports of their respective employees. The department timekeeper reconciles and records this information on the employees' F3.6 forms. Supervisors then sign the F3.6 forms. When reviewing and signing the F3.6 forms, supervisors may review the absence forms and comp time reports again if needed. The supervisor is required to sign the F3.6 of each of their employees before the forms are submitted.</p> <p>Person Responsible: Renee Hunter, Manager of Administrative Services Timetable for Completion: December 1, 2016</p>	
	<ul style="list-style-type: none"> • Call back minimums should be formalized in Departmental procedures and communicated to all employees. • Actual hours worked subject to a minimum should be credited whenever an employee is called back to work. 	<ul style="list-style-type: none"> • Facilities Maintenance On-Call Directive has been written and implemented. It includes call-back minimums and recall procedures for standby and after hours work. Staff was briefed and signed a blanket acknowledgement document stating that they understand the Facilities Maintenance On-Call Directive, which provides overall guidance on the program, dated 15 December 2016. Access to the directive is available to all employees and a copy has been posted on the employee bulletin board. • Non-exempt personnel will be compensated for 2-hours in addition to the time spent working, when they respond to the campus for urgent or emergency work. Employees who are able to correct the emergency via telephone or computer (without having to physically respond to campus), will initially earn a minimum of 30-minutes for each call, and will be further compensated for any additional time spent working beyond the initial 30-minutes. <p>Person Responsible: David Martin, Director of Facilities Maintenance & Operations Timetable for Completion: December 1, 2016</p>	<p>Implemented</p> <p>Implemented</p>
Benefits Proportionality, August 2016	Lamar University did not have documented procedures or a desk handbook for the process to be followed when preparing the Benefits Proportionality APS 011 calculation. As a consequence, should the employee who currently prepares the calculation (i.e., the Director of	Lamar University has established "desk" procedures and have incorporate these procedures into a desk handbook for the process to be followed when preparing the Benefits Proportionality APS 011 calculation. These formalized procedures have enhanced the process by providing	Implemented

	<p>Finance) be unavailable, the employee actually preparing the APS 011 report would have no guidance on sources of needed information or procedures to be followed. In such a situation, reporting error could more likely occur.</p>	<p>guidance and sources of needed information and the procedures to be followed. These procedures have strengthened controls for preparation of APS 011 by minimizing the risk that a reporting error could occur. On September 1, the individual hired as the Senior Director of Finance and Accounting began. This position provides additional oversight and monitoring for APS 011 as well as other areas.</p> <p>Person Responsible: Twila Baker, Associate Vice President for Finance Timetable for Completion: October 31, 2016</p>	
<p>Scholarship Management, September 2016</p>	<p>Documented procedures detailing the scholarship management process should be developed and utilized for all scholarships awards. The following specific factors should be considered:</p> <ul style="list-style-type: none"> • Establish minimum requirements for selecting award recipients when endowment agreements or other guidelines (such as NCAA requirements) are not available. • Where appropriate, consider establishing a rubric to weight the qualifications of all eligible students and/or consider additional criteria that may impact college readiness for scholarship awards (e.g., employment, leadership positions, clubs and organizations, community involvement, attendance, high school GPA) • Designate committees to select recipients for all scholarship awards (i.e., a single individual should not have the authority to make autonomous award decisions). The selection committees should document the committee meetings and specifics of the evaluation/awarding processes (e.g., why one student was selected for a scholarship over another). • Remove identifying data (e.g., name, school, city, etc.) prior to submitting applications to the scholarship committee(s). • Notify all students of the open application period in a consistent manner (e.g., email). 	<p>While awaiting the finalization of a Scholarship Policy and Procedure manual, the Office of Financial Aid and Scholarships has taken the following actions:</p> <ul style="list-style-type: none"> • A Senior Specialist was hired in May 2016 to oversee the <i>myScholarships</i> system process and train the Colleges and Departments on its use. The <i>myScholarships</i> system has allowed the office to streamline the scholarship awarding process across the University. During Summer 2016, multiple trainings were held with Account Managers across campus. New scholarship timelines and consistent procedures for awarding were established for both incoming and current student awards. • As of Fall 2016, every endowed scholarship, as well as most annually funded scholarships, were set up in <i>myScholarships</i> with the corresponding agreement requirements. As new endowments are approved and signed, the Office of Scholarships and Financial Aid will work directly with the Office of Advancement to include the new awards in the <i>myScholarships</i> system with corresponding agreement requirements. • Beginning with award year 2017-2018, <i>myScholarships</i> will use imported student information from Banner to automatically review all current and future students for all awards and auto-match them based on the specified criteria. A supplemental application is setup in the 	<p>In Progress</p>

	<ul style="list-style-type: none"> Utilize <i>myScholarships</i> or a similar scholarship management program for all endowed scholarships. 	<p><i>myScholarships</i> system to prompt students to complete for more specific 'apply to' awards.</p> <p>The Office of Financial Aid and Scholarships drafted a Scholarship Policy and Procedure Manual that will be applicable to all account managers and college committees. Requirements included in the policy follow:</p> <ul style="list-style-type: none"> When an endowment agreement does not include specified requirements and/or preferences, the Office of Scholarships and Financial Aid will use the criteria for the University Excellence awards, which is a minimum 1150/23 on the SAT/ACT and top 25% of the graduating class. These standards have shown to aid in retention and 4-year graduation rates. For current students, the minimum criteria will be at least sophomore status and a cumulative GPA of 3.0. College and departmental scholarship committees will be set by the central scholarship coordinator for each of the five colleges. The committees will consist of account managers and/or other selected staff as chosen by the College. The committees will meet after each scholarship awarding cycle to review and approve the selections within their respective college. The committee meetings will be documented with specifics about the awarding process. Also, the University Scholarship Committee that approves all University awards will be documented as well. When presenting the final awards to each scholarship committee for approval, student names will be removed. Removal of the student name will allow for a fair and transparent selection of each award recipient. High School and/or city will not be removed because certain endowment agreements require students to graduate or live in a certain geographic location. This information will be required to make sure the endowment requirements are met. All current students will be alerted via email when the new <i>myScholarships</i> cycle opens. This email will be 	
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		<p>sent at the beginning of every Fall semester, but no later than October 1st. The alert will drive students to apply through the online <i>myScholarships</i> portal and prompt them to fill out the supplemental scholarship application.</p> <ul style="list-style-type: none"> • <i>myScholarships</i> will be used for all endowed awards. The scholarship criteria specified in the endowment agreement or by the University as stated above will be used. <p>Account managers and college/university committees award scholarship based on the documented merit of each student. The <i>myScholarships</i> system matches the student qualifications with those of the endowed agreements. Using <i>myScholarships</i> as a tool for sorting qualified applicants allows for a transparent and fair process across the University. The <i>myScholarships</i> system allows for a holistic review of all students based on their merit qualifications.</p> <p>Person Responsible: Katrina Brent, Executive Director of Scholarships and Financial Aid. Timetable for Completion: February 1, 2017</p>	
	<p>Requirements and preferences stipulated by donors should always be considered in awarding scholarships to avoid breaching the endowment agreements, losing donor goodwill, and incurring the risk of criticism that the award process may be arbitrary. Scholarship selection committee minutes should duly note:</p> <ul style="list-style-type: none"> • any instances where no applicants meet the preferred criteria, and the rationale for selecting award recipients, • the reasoning behind the award selection when more than one applicant fulfills the requirements and/or preferences (i.e., documenting why one applicant was selected over another), and • the justification for award selections to an applicant who does not meet required and/or preferred attributes. 	<p>Endowment agreements include merit criteria and sometimes preferences as specified by the donor. These preferences may include: financial need, employment, and/or community involvement. The <i>myScholarships</i> system matches this information to the student application. Students are asked to upload supplemental documentation as it pertains to specified endowed criteria or preferences. The uploaded documentation is referenced when preferences are to be considered by account managers and college/University scholarship committees.</p> <p>When choosing the most qualified applicant(s), Account Managers and college/University scholarship committees will adhere to the specified requirements and preferences within the endowment agreement. This requirement will be documented in the Lamar University Scholarship Policy and Procedure. College scholarship committees will be convened by the central scholarship coordinator within each of the five colleges. It will be the committee's responsibility to meet and note any instance where a student is chosen solely based on</p>	<p>In Progress</p>

		<p>the required criteria and if the preferred criteria is not met. If there are no comparable applicants with the preference, the award will be given to the student who meets the required criteria and noted. If there are comparable applicants, the applicant who meets the required <i>and</i> preference criteria will receive the award. Any instance where there are multiple qualified applicants, the committee will document why one applicant was chosen over another. The committee will always provide documentation when an applicant who does not meet the required or preferred criteria is chosen.</p> <p>Person Responsible: Katrina Brent, Executive Director of Scholarships and Financial Aid. Timetable for Completion: February 1, 2017</p>	
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SAM HOUSTON STATE UNIVERSITY			
<p>Review of State Auditor's Office Special Investigations Unit Hotline Complaint of Financial Aid Improper Awarding, September 2014</p>	<p>The access granted to financial aid staff in INB should be researched and reviewed for possible control breaches as well as the necessity to segregate functional duties. Segregation of duties can serve as a valuable tool for the prevention of errors and wrong doing.</p>	<p>The following reports have been created as part of the monitoring procedure to detect whether individuals with segregation of duties conflicts are awarding students additional funding in accordance with the policies and procedures. Due to two resources moving to different departments, a new team in IT had to recreate the report based on original reporting requirements.</p> <ol style="list-style-type: none"> 1) Manual award changes – listed via the table RPRAWRD. The COGNOS report <i>Grant Award Rule Review</i> was created by IT and tested by Financial Aid and Scholarship Office. This report will be reviewed on a monthly basis for the first year and then the review frequency will be re-evaluated. 2) All fund management changes including budgeted dollar figures. These changes are reflected in the third report below. 3) All SQL changes, including Algorithmic Rules and RORRULEs (Financial Aid Selection Rules). The RYPRSQL report was created by IT and tested by 	<p>Implemented</p>

		<p>Financial Aid and Scholarship Office. This report will be reviewed on a quarterly basis.</p> <p>Person Responsible: Lydia T Hall, Director of Financial Aid Timetable for Completion: November 15, 2016</p>	
<p>Information Technology (IT) and Software Asset Management, June 2016</p>	<p>Management should establish, document, and communicate a strategic plan for IT asset management, software asset management, and configuration management to include a mission statement, goals, and objectives. The plans should be communicated and updated on a periodic basis. Management should decide on the methodology or process model to which the aforementioned IT processes are based.</p>	<p>The Associate VP of Client Services submitted the <i>Asset Management Strategic Plan</i> to the auditor on November 15, 2016. The plan incorporated feedback from the auditor, as well as the additional experience garnered by the Associate VP of Client Services and the Asset Management Coordinator as they work to continue to improve asset management operations.</p> <p>Several changes in personnel have occurred in the Asset Management area. The Associate VP of Client Services and the Asset Management Coordinator continue to make improvements to the Asset Management area, as well as continuing to refine the contents of the <i>Asset Management Strategic Plan</i> to better fit the overall vision of the Asset Management Team.</p> <p>Person Responsible: Terry Blaylock, Associate Vice President, Client Services Timetable for Completion: November 15, 2016</p>	<p>Implemented</p>
	<p>Management should define the roles and responsibilities to govern, manage, and execute the IT asset management processes. Management should also ensure that policies and procedures are created, updated, and communicated to ensure the mission, goals, and objectives are addressed for IT asset management, configuration management, and software asset management. The policies and procedures should also incorporate references to the incident, problem, and change management policies and procedures, as these IT processes are dependent on IT asset management.</p>	<p>The <i>IT Asset Management Policies and Procedures</i> manual has been created and was submitted to the auditor on November 30, 2016. Client Services management has defined the roles and accountabilities for the creation, maintenance, and communication of IT asset management (hardware and software) and configuration management policies and procedures. The policies and procedures identify the responsibilities necessary to govern, manage, and execute the IT asset management processes. These changes will further accelerate the much improved collaboration between the Property Office and IT.</p> <p><u>Progress outside of policies and procedures being implemented</u> <i>Configuration Management</i> Required fields in the CMDB for configuration items (CIs) have been created and implemented. Linkages have been created between Banner Fixed Assets and the CMDB to</p>	<p>Implemented</p>

		<p>provide for the reconciliation of CI information. We continue to evolve reporting and data import functionality. This project is in development.</p> <p><i>Software Asset Management</i> SCCM and Absolute Manage are still the system of record for software details as related to desktops. This includes the software installed on each desktop as well as the operating system and patch level of each device.</p> <p>Person Responsible: Terry Blaylock, Associate Vice President, Client Services Timetable for Completion: November 30, 2016</p>	
	<p>Management should ensure that the Technology Asset Management procedures are updated to include all areas of the IT asset management processes and reflect the goals, objectives, and policies established by IT@Sam.</p>	<p>The <i>IT Asset Management Policies and Procedures</i> manual has been updated and was delivered to the auditor on November 30, 2016. The <i>IT@Sam Employee Handbook for Client Services – Asset Management</i> was created and was delivered to the auditor on December 21, 2016. The manual and handbook will continue to be updated as policies and procedures are improved.</p> <p>Person Responsible: Terry Blaylock, Associate Vice President, Client Services Timetable for Completion: December 21, 2016</p>	<p>Implemented</p>
	<p>Management should:</p> <ul style="list-style-type: none"> • Develop reconciliation procedures to verify the accuracy and completeness of assets between Banner Fixed Assets and CMDB. • Perform a reconciliation between the data entered into Banner Fixed Assets and the source documents from which the data resides. • Consider the development of or improvement to automated processes to ensure asset information between CMDB and Banner Fixed Assets are consistent. • Conduct more frequent physical IT asset inventories and consider utilizing auto-discovery tools to obtain IT asset information to update the CMDB. 	<p>The team is researching the use of auto-discovery tools to obtain asset information to update the CMDB. Those tools include Cherwell Asset Management and FireScope. Quotes for these tools total approximately \$227,000 and are under consideration. Product demonstrations were attended and reviewed by appropriate IT personnel that included Asset Management, Infrastructure and Support Services, Cherwell, and Enterprise Services teams.</p> <p>A plan has been created to process continual physical inventories of IT assets throughout the year. Property averages 2-3 Departmental audits per month. IT Asset Management and Property will be holding monthly meetings to discuss present and future audits. We will meet the first Wednesday of each month.</p> <p>A report was created titled <i>Cherwell/ Fixed Assets Discrepancy Report</i> to assist in the reconciliation process</p>	<p>Verification of Implementation in Progress</p>

		<p>performed by IT Asset Management and Property. The report is system-generated, runs automatically at 1:00 am daily, and is sent to IT and Property. IT Asset Management and Property review this report on a daily basis and discrepancies are resolved between IT Asset Management and Property and corrected. The report has not yet been converted to Cognos. The reconciliation process will be ongoing.</p> <p>Property and IT Asset Management met on November 18, 2016 to go over the Banner Fixed Assets process, and will meet with newly hired IT staff as hired in the future to introduce them to recording Banner Fixed Assets.</p> <p>Person Responsible: Tessy Rappé, Assistant Vice President for Finance and Operations Timetable for Completion: November 30, 2016</p>	
	<p>Management should configure Banner Fixed Assets and the CMDB to have the ability to prevent users from recording new assets until certain required fields are populated. The required fields should be based on the strategic plan, policies, and procedures, which determine the attributes of each IT asset type management intends to track.</p>	<p>Inquiry was made with Ellucian and Banner Fixed Assets does not have required fields. To enforce fields would require a baseline modification and those do not persist over upgrades.</p> <p>Asset Management determined which CMDB fields in Cherwell are required. Those fields are required on any asset created after 11/4/2016. Fields set as required are:</p> <p>CI- Computer</p> <ul style="list-style-type: none"> Type, # CPU's, CPU Type, CPU Speed, Cores/CPU, Total RAM, RAM Type, Computer Classification, Asset #, Serial #, Manufacturer, Model, Usage, Config Type, Funding Source, Purchase Date, Invoice ID, Purchase Price, Est. Replace Date. <p>CI – Other Device</p> <ul style="list-style-type: none"> Description, Device Type, Manufacturer, Model, Serial #, Asset #, Funding Source, Vendor, Purchase Date, Invoice ID, Purchase Price, <p>CI – Printer</p> <ul style="list-style-type: none"> Printer Type, Manufacturer, Model, Serial #, Asset #, Funding Source, Vendor, Purchase Date, Invoice ID, Purchase Price 	<p>Verification of Implementation in Progress</p>

		<p>Person Responsible: Tessy Rappé, Assistant Vice President for Finance and Operations Timetable for Completion: November 30, 2016</p>	
	<p>Management should work with IT@Sam to create a Cognos report which is automatically generated daily by validating / reconciling all line items on approved purchase orders in Banner Finance against a master table of all criteria which classifies an asset as either capitalized or controlled (i.e., account codes, descriptions, unit cost, IT-related, etc.). The resulting report should display the purchase order number, item number(s), description, quantity, unit price, fund, organization, account, program, total amount and capitalized/controlled asset designation for all assets that need to be tagged. This will help ensure that all purchased items which qualify as either capitalized or controlled assets are automatically identified in a report to be tagged, recorded, and tracked in Banner Fixed Assets and the CMDB in a timely manner and thereby minimizing risks associated with the existing manual process.</p>	<p>Property agrees that the manual review process identifying miscoded controlled or capital items is not ideal but it is currently the best tool available. Although a new report will help, it most likely will not be able to replace this manual process because there is not a set list of codes or dollar thresholds that would capture every scenario for those items that are miscoded. The Cognos report has been created to allow Property to sort and filter data by account code and/or dollar amounts. The report is called <i>FI_Fixed_Assets_006_FYRPURC_Capitalized_Asset_With_FOAP</i>. Property runs this report daily and this report replaces the <i>All Open Purchase Orders (FYRPURC)</i> report. Additionally, the Controller's Office currently performs a monthly reconciliation to identify any exceptions.</p> <p>Person Responsible: Tessy Rappé, Assistant Vice President for Finance and Operations Timetable for Completion: November 30, 2016</p>	<p>Verification of Implementation in Progress</p>
	<p>Management should determine whether the existing interface between CMDB and Banner Fixed Assets can be enhanced to update new assets in Banner Fixed Assets with the asset information in CMDB.</p>	<p>The location of assets is now a bi-directional update in which the system with the latest location update will send the data to the other system.</p> <p>Additional Improvement Plan:</p> <ul style="list-style-type: none"> • We have identified additional fields to synchronize between Fixed Assets and CMDB. Those fields are Class Code, Description, Make, Condition, Cost, Net Book Value, and Notes. The appropriate fields to hold this information have been created in CMDB. • Description will only be a one-way update from CMDB to Fixed Assets. • Net Book Value and Notes will be a one way import from Fixed Assets to CMDB • A new table will need to be created to hold the "Make" of IT equipment. Data updates will be necessary so that this information is updated on 	<p>Verification of Implementation in Progress</p>

		<p>all records since the CMDB does not break out the "Make" from the "Model".</p> <ul style="list-style-type: none"> This will require the data to be imported into Cherwell be staged by Enterprise Services. The updating of data between the systems will need to be set up by Infrastructure and Support Services. <p><i>Auditor Note: Management has researched and determined that additional fields can be synchronized between Banner Fixed Assets and CMDB, which is reflected in the "Additional Improvement Plan" above, with target completion date of September 2017. Due to the importance of this plan, the auditor will follow up on the implementation of the entirety of the plan when it is completed.</i></p> <p>Person Responsible: Tessy Rappé, Assistant Vice President for Finance and Operations Timetable for Completion: October 30, 2016</p>	
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SUL ROSS STATE UNIVERSITY			
<p>Clery Act Compliance Audit, February 2015</p>	<p>A list of CSAs for each campus should be compiled and maintained. CSAs should be notified as to their status as CSAs. Additionally, CSAs should receive training on how and when to report crimes. Periodic confirmation from CSAs should be obtained to verify that there were no crimes to report for a specific date range.</p>	<p>Corrective Action Plan -- Will complete and maintain a list of Campus Security Authorities (CSAs) for each campus.</p> <p>CSAs will be notified as to their status and will provide training on how and when to report crimes.</p> <p>Periodic confirmation from CSAs will be obtained to verify there were no crimes to report for a specific date ranges.</p> <p>UDPS will identify and provide training to SRSU Campus Security Authorities. UDPS will also identify and provide training on how and when to report crimes. Periodic confirmation from CSAs will be obtained to verify there were no crimes to report for a specific date ranges.</p> <p>A proposal for Clery was submitted to the SRSU Executive Cabinet on November 17, 2015 in order to</p>	<p>Implemented</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>

		<p>establish:</p> <ul style="list-style-type: none"> • a Clery Compliance Committee, • a Clery Compliance Person, • Clery Training, • Clery membership, and • training of Campus Security Authorities (CSA's). <p>On 6/29/16; UDPS Director provided email with the training material and drafted policy for CSA training to Director of Administration of the President and the Associate Vice President for University Services & Dean of Student Life for review.</p> <p>UDPS plans to place the video and Clery information handout on the UDPS website with the assistance of the OIT department.</p> <p>UDPS Director also will house hard copies of training material and form to be housed at the UDPS office.</p> <p>UDPS will be notifying Human Resources that new employees will also need to complete the training. In-person training has been scheduled for Upward Bounds staff and Physical Plant staff. The training will be an on-going process. UDPS will be in the process of compiling a list of CSA's upon completion of training with periodic checks to determine if they have any crimes to report.</p> <p>Person Responsible – Johnnie Holbrooks / Kent Dunegan Timetable for Completion – Revised completion date for on-line training is 10/26/2016 with in-person training being scheduled.</p>	<p>In Progress</p> <p>Implemented</p> <p>Implemented</p> <p>In Progress</p>
<p>Benefits Proportionality, August 2016</p>	<p>Since the Appropriation Control Officer has confirmed agreement with changes to the APS 011s for 2011, 2012, and 2013, continue working with the ACO to reimburse/recoup any amounts identified as a result of those corrections. Submit the adjusted APS 011 for 2014 to the Comptroller's Office, and work with the ACO to remit reimbursements/recoup amounts where necessary.</p>	<p>1. The necessary reimbursements / recoupments still remaining for FY2011, 2012, and 2013 are currently waiting for final adjustment strategy from the ACO and should be complete in the near future.</p> <p><i>Auditor Note: Completion of this item dependent upon a third party, the State Comptroller's Office.</i></p>	<p>In Progress</p>

Cash Handling, August 2016	The various [petty cash] funds should be restored to their assigned values.		
	1. Funds not needed, such as those not confirmed, should be eliminated.	1. Corrective Action Plan: Accounting management will confirm that cash is nonexistent, and then eliminate custodian's/department's funds for these. Person Responsible: The Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will both work on this item. Timetable for Completion: October 30, 2016	Implemented
	2. Custodian forms should be prepared/updated annually for all cash custodians.	2. Corrective Action Plan: Accounting management will develop a new form for each fund immediately and then establish a date/timetable to communicate with all cash custodians on an annual basis for the updating of the form. Person Responsible: The Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will both work on this item. Timetable for Completion: October 30, 2016	Implemented
	3. The cash handling procedure should be reviewed and reissued to all applicable parties.	3. Corrective Action Plan: Management will review procedures and update if necessary. Procedures will be provided in writing to cash custodians. Person Responsible: The Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will both work on this item. Timetable for Completion: February 28, 2017.	In Progress
	4. All funds should be counted and reconciled at least annually, with spot checks performed on a periodic basis.	4. Corrective Action Plan: Management will determine a date range for all funds to be counted and reconciled on an annual basis. Cash counts will be conducted on a random basis. Person Responsible: The Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will both work on this item. Timetable for Completion: November 15, 2016	Implemented
	Petty cash funds should be replenished on a monthly basis. Deposits should be in accordance with APM 3.07 A. Section I.1.	Corrective Action Plan: Accounting Services Management will review policies and implement the policy correction with	Implemented

		<p>a memo to custodians directing them to immediately replenish and then establish a monthly schedule.</p> <p>Person Responsible: The Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will both work on this item. Timetable for Completion: October 30, 2016</p>	
	<p>Management should consider increasing the physical security of the areas in which Cashiers and funds are located.</p>	<p>The counter at SRSU 2nd floor cashier office was designed by V.P. Cesario Valenzuela years ago. These counters have provided adequate working space and protection. In addition, security cameras are placed in strategic locations. The One Stop Shops counter also provides adequate working space and protection in addition to security cameras.</p> <p>Corrective Action Plan: Accounting Services Management will review possible security and physical threats at the SRSU and One Stop location. Several items to consider are the history and types of documented threats, determine the cost benefit of added security in relation to daily cash on hand. The addition of glass barriers at the Alpine location will also be considered. Alterations for the RGC locations will be considered.</p> <p>Person Responsible: The V.P. of Operations and Finance Cesario Valenzuela, Director of Accounting Services; Santiago Castillo and Senior Manager Oscar Jimenez will develop a plan and strategy. Timetable for Completion: November 30, 2016</p>	Implemented
<p>Human Resources and Payroll, October 2016</p>	<p>All employee files should be reviewed with the most recent W-4 checked against the entries in Banner.</p> <p>When employees change information on their W-4, HR should highlight and note the changes made, comparing information on the new slip against the previous information on file in ImageNow and Banner, and updating ImageNow and Banner to reflect the most recent information.</p>	<p>Corrective Action Plan: We agree with these recommendations. The W-4s in error were either corrected in Banner or new W-4s for the employees were obtained. We will conduct a full audit of W-4s for all active employees, HR will highlight and note the changes made for employees when making address or exemption changes on the new form for the Payroll Specialist on the Alpine Campus and the Business Services Specialist on the Rio Grande Campus. As the Payroll Specialist and Business Services Specialist input new or revised W-4s into the Banner form, a print screen will be printed attached to the W-4 to be reviewed and audited by the Payroll</p>	Implemented

		<p>Supervisor. Both the W-4 and print screen of the Banner form will be imaged.</p> <p>Person Responsible: Alpine Campus Gail Collier, Director of Human Resources, Rio Grande Campus Delia Ramirez, Director of Business Services Timetable for Completion: January 31, 2017</p>	
	<p>HR employees should be trained on the correct handling and preparation of the I-9 form. Spot checks should be made by HR management to ensure that all forms are correctly prepared.</p> <p>The entire new hire file should be reviewed prior to entry into ImageNow to ensure all documents are present and properly prepared.</p>	<p>Corrective Action Plan: We agree with these recommendations. The I-9 Forms that were found in error have been corrected and re-imaged into the employee files. All I-9 forms for current employees will be audited for completeness and accuracy. Rio Grande Campus has completed a full audit of their I-9 forms for faculty and staff. The audit for the student I-9s at the Rio Grande Campus will be completed. The Employment Specialist will review all I-9 forms prior to Imaging to the employees file for the Alpine Campus. The Payroll Specialist will review the I-9 forms for completeness and accuracy when entering the data into the Banner form. The Business Services Director will review all of the I-9 forms for completeness and accuracy for the Rio Grande Campus. The Business Services Specialist will review the I-9 forms for completeness and accuracy when entering the data into the Banner forms for the Rio Grande Campus.</p> <p>Person Responsible: Alpine Campus Gail Collier, Human Resources Director, Rio Grande Campus Delia Ramirez, Business Services Director Timetable for Completion: January 31, 2017</p>	In Progress
	<p>HR employees should be trained on the correct handling and preparation of the Check Out form. Spot checks should be made by HR management to ensure that all forms are correctly prepared.</p> <p>The Check Out form should be reviewed prior to entry into ImageNow to ensure all required information is present and properly prepared.</p>	<p>Corrective Action Plan: We agree with these recommendations. The check release forms without signature were corrected with signatures and rescanned into the employees' personnel file. The Assistant Director of Human Resources on the Alpine campus and the Business Services Specialist for the Rio Grande Campus will complete the Check Release form for exiting faculty and staff. The forms will be given to the Employment Specialist to complete personnel action forms and to review for completeness and accuracy. The forms will then be routed to the Payroll Supervisor for a third review to form completeness and accuracy and to be entered into the Banner payroll system. In cases when the forwarding</p>	Implemented

		<p>address does not change or is not provided, the Assistant Director of Human Resources and Business Services Specialist will complete the blanks with N/A.</p> <p>Person Responsible: Alpine Campus Gail Collier, Rio Grande Campus Delia Ramirez Timetable for Completion: October 14, 2016</p>	
	<p>Access for the one employee noted should be discontinued immediately.</p> <p>Access for any future separated or transferred employees (including students) should be discontinued at the time of separation/transfer.</p>	<p>Corrective Action Plan: We agree with these recommendations. Access for the student employee referenced in number 1 was terminated and verified by the Director of Human Resources by using the Argos Security reports. Employment Specialist will request on the Banner Terminations online form to terminate Banner and ImageNow access for Human Resources all employees terminating employment in the Human Resources Office including student employees. A quarterly review of the security access will be done using the Argos security reports by the Director of Human Resources and HR Data Owner to ensure terminated employees no longer have access to the administrative systems.</p> <p>Person Responsible: Gail Collier, Director of Human Resources and Human Resources Data Owner Timetable for Completion: October 14, 2016</p>	<p>Implemented</p>

TEXAS STATE UNIVERSITY

<p>Export Controls Audit, October 2015</p>	<p>Research management should update UPPS No. 02.02.10 to ensure it is current with all export control compliance requirements and procedures.</p>	<p>The UPPS 02.02.10 for Export Control Laws and Regulations has been completely revised and the final version is now posted in the online roster of policy and procedure statements. The link to the online policy is: http://www.txstate.edu/effective/UPPS/upps-02-02-10.html. The accompanying manual is posted on the Research Integrity and Compliance website: http://www.txstate.edu/research/orc/export-control/export-control-manual.html.</p> <p>Person Responsible: Dr. Michael Blanda, Assistant Vice President for Research and Federal Relations Timetable for Completion: Revised completion date of November 1, 2016</p>	<p>Implemented</p>
<p>User Access Controls for Third Party Applications Audit, September 2016</p>	<p>Issues, recommendations and action plans for this audit are being addressed. The details are not presented here due to exemptions allowed for information that relates to computer network security or to the design, operation, or defense of a computer network (Texas Government Code 552.139).</p> <p>There were three (3) issues with five (5) audit recommendations resulting from this audit. The status for these items are as follows:</p> <ul style="list-style-type: none"> ➤ One (1) recommendation with six (6) action plans. Six (6) action plans: Implemented ➤ One (1) recommendation: Planned ➤ Three (3) recommendations: In Progress 		
<p>Physical Entry Access Controls Audit, December 2016</p>	<p>Issues, recommendations and action plans for this audit are being addressed. The details are not presented here due to exemptions allowed for information that relates to risk or vulnerability of persons or property, including critical infrastructure, to an act of terrorism or related criminal activity (Texas Government Code 418.177(2)).</p> <p>There were nineteen (19) issues with forty-six (46) audit recommendations resulting from this audit. The status for these items are as follows:</p> <ul style="list-style-type: none"> ➤ Seven (7) recommendations: Implemented ➤ Eleven (11) recommendations: Planned ➤ Twenty-eight (28) recommendations: In Progress 		

SYSTEM ADMINISTRATION

No Recommendations Outstanding

CONSENT – PLANNING AND CONSTRUCTION

EXECUTIVE SUMMARY

Planning and Construction Report

February 2017

Following this Executive Summary are the following items:

1. Spreadsheet summarizing the status of TSUS capital projects as of January 11, 2017.
2. Brief summaries of project status for each TSUS project, listed by Component and current phase of project.
3. Final Report for the Gentry Hall project at Lamar.
4. Final Report for the Student Health and Counseling Center Expansion project at Sam Houston.
5. Final Report for the STAR One Expansion project at Texas State.

The spreadsheet reflects a continuation of the trend toward projects moving out of design and into the construction phase. TSUS presently has thirteen projects valued at approximately \$417 million in the planning stage, virtually unchanged from the previous calendar quarter. Eleven projects are in design, valued at approximately \$126 million, a 17% decline over the previous quarter, as projects continue to

transition from design to the construction phase. Fifteen projects valued at approximately \$517 million are in various stages of construction prior to substantial completion, a 6% decrease over the figure reported in November, as a number of projects have reached substantial completion in the last quarter. Currently, excluding projects that have reached substantial completion, we have approximately \$1.06 billion in projects in planning, design or construction that are moving forward, a decrease of approximately 8% from the previous calendar quarter. The preceding summary excludes most projects under \$1 million that are proceeding under Presidential authority.

February, 2017

Data is as of January 11, 2017

TSUS Capital Projects (funding identified)

Component	Project Name	Est. Cost	Phase	Construction Start	Construction Finish	Notes
LIT	TA Buildings Renovation/Replacement	\$ 15,723,701.00	7-Construction	August, 2016	August, 2017	
LIT	Utility Corridor	\$ 1,661,497.00	7-Construction	Fall, 2015	January, 2017	
LIT	Technology Training and Education Buildings	\$ 2,790,000.00	8-Close-out	June, 2012	August, 2013	LIT has yet to submit a final report on this project.
LSC-O	Multipurpose Education Building	\$ 12,323,431.00	7-Construction	May, 2016	June, 2017	
LSC-PA	Industrial Technology Center	\$ 12,818,000.00	7-Construction	October, 2016	August, 2017	
LU	Unit Operations Lab Renovation	\$ 1,800,000.00	4-Schematic Design	TBD	October, 2017	On agenda for addition to the CIP at the February 2017 Board of Regents meeting.
LU	Mary & John Gray Library Renovation/Starbucks	\$ 1,500,000.00	6-Construction Documents	TBD	September, 2017	Includes some work funded by Chartwells.
LU	New Science & Technology Building	\$ 60,000,000.00	6-Construction Documents	TBD	November, 2018	
LU	Music Annex Building	\$ 1,100,000.00	6-Construction Documents	TBD	TBD	
LU	Renovation of Setzer Student Center	\$ 29,944,948.00	7-Construction	Fall, 2016	January, 2018	
LU	Regional Center for Innovation and Commercialization	\$ 11,110,500.00	7-Construction	January, 2016	November, 2016	Final Completion is anticipated in late February.
LU	Wayne A. Reaud Administration Building	\$ 25,028,340.00	7-Construction	October, 2014	September, 2016	Building occupied; punch list work is expected to be complete in January 2017.
LU	Gentry Hall Renovation	\$ 898,738.00	8-Close-out	July, 2016	August, 2016	Final Report accompanies the materials for the February 2017 Board meeting.
LU	New Softball Field	\$ 1,795,514.00	8-Close-out	October, 2014	August, 2015	Closeout documents are in process.
SHSU	Art Complex and Associated Infrastructure	\$ 42,000,000.00	2-Programming	TBD	TBD	Procurement expected to begin in late January 2017.
SHSU	Coliseum Parking Structure	\$ 10,000,000.00	2-Programming	TBD	TBD	
SHSU	North Residential District	\$ 60,616,724.00	2-Programming	TBD	TBD	
SHSU	North Residential District Parking Structure	\$ 10,000,000.00	2-Programming	TBD	TBD	
SHSU	Lowman Student Center Addition	\$ 42,900,000.00	6-Construction Documents	TBD	November, 2018	
SHSU	Thomason Building Re-Purpose	\$ 8,200,000.00	6-Construction Documents	February, 2017	February, 2018	
SHSU	Bernard Johnson Coliseum Renovation	\$ 12,344,977.00	7-Construction	March, 2016	November, 2016	
SHSU	Biology Laboratory Building	\$ 65,000,000.00	7-Construction	June, 2016	Summer, 2018	
SHSU	Fred Pirkle Engineering Technology Center	\$ 22,000,000.00	7-Construction	March, 2015	November, 2016	Graphics and signage installation is pending.
SHSU	South Dining	\$ 15,131,295.00	7-Construction	July, 2015	December, 2016	Graphics, signage and specialty furnishings installation is pending.
SHSU	South Residence Complex	\$ 67,400,000.00	7-Construction	June, 2015	June, 2017	
SHSU	Student Health and Counseling Center Expansion	\$ 11,645,663.00	8-Close-out	October, 2013	August, 2014	Final Report accompanies the materials for the February 2017 Board meeting.
Sul Ross	Museum of the Big Bend Annex	\$ 8,000,000.00	2-Planning	TBD	TBD	
Sul Ross	Texas Native Seed Research Center (Phase I)	\$ 300,000.00	4-Schematic Design	TBD	TBD	
Sul Ross	Campus Access (Phase III)	\$ 2,500,000.00	4-Schematic Design	TBD	TBD	
Sul Ross	University Visitor Center	\$ 945,000.00	4-Schematic Design	TBD	TBD	
Sul Ross	Campus Access (Phase II)	\$ 2,101,000.00	5-Design Development	TBD	November, 2017	
Sul Ross	Campus Access (Phase I)	\$ 1,400,000.00	7-Construction	January, 2016	February, 2017	
Sul Ross	Jackson Field Turf	\$ 750,000.00	8-Close-out	May, 2016	July, 2016	

Sul Ross	Motion Capture Lab	\$ 400,000.00	8-Close-out	September, 2015	April, 2016	
Sul Ross	Recreational Sports Facility	\$ 1,600,000.00	8-Close-out	February, 2016	June, 2016	
TxST	Alkek Library 7th Floor Wittliff Collections Expansion	\$ 5,600,000.00	1-Feasibility Study	TBD	TBD	
TxST	Alkek Library Learning Commons - Phase One	\$ 10,862,895.00	2-Programming	TBD	TBD	Updated cost impact analysis underway.
TxST	DHRL Blanco Hall Renovations	\$ 47,300,000.00	2-Programming	TBD	TBD	Procurement anticipated to begin in February, 2017.
TxST	DHRL Hilltop Complex	\$ 152,000,000.00	2-Programming	TBD	TBD	Awaiting determination by Master Plan Committee regarding optimal use for site.
TxST	Health Professions Building Space Reconfigurations	\$ 5,400,000.00	2-Programming	TBD	TBD	
TxST	Ingram School of Engineering Structures Testing Lab	\$ 12,000,000.00	2-Programming	TBD	TBD	
TxST	LBJ Student Center Expansion	\$ 47,600,000.00	2-Programming	TBD	TBD	Procurement expected to begin late Fall 2016.
TxST	RF Mitte Building Space Reconfigurations	\$ 5,400,000.00	2-Programming	TBD	TBD	
TxST	Alkek Library Renovations	\$ 14,024,925.00	7-Construction	September, 2015	April, 2017	
TxST	DHRL Retama Hall Renovations	\$ 10,937,378.00	7-Construction	June, 2016	Summer, 2017	
TxST	Engineering and Science Building	\$ 120,000,000.00	7-Construction	TBD	July, 2018	
TxST	LBJ Student Center Renovation	\$ 20,070,000.00	7-Construction	TBD	May, 2018	
TxST	Archives and Research Center	\$ 15,415,900.00	7-Construction	March, 2016	Summer, 2017	Formerly known as Library Repository
TxST	Round Rock Health Professions 1	\$ 67,500,000.00	7-Construction	TBD	May, 2018	
TxST	University Event Center Expansion	\$ 62,500,000.00	7-Construction	TBD	September, 2018	
TxST	Bobcat Trail Mall Redevelopment	\$ 5,488,888.00	8-Close-out	June, 2014	September, 2016	
TxST	DHRL: Moore Street Housing	\$ 59,834,337.00	8-Close-out	June, 2014	June, 2016	Complete and in use. Public art selection is in process.
TxST	Electrical Infrastructure Upgrades	\$ 11,800,000.00	8-Close-out	January, 2012	May, 2016	
TxST	JC Mitte Renovations	\$ 9,455,743.00	8-Close-out		August, 2016	
TxST	Jones Dining Hall Renovation	\$ 18,619,805.00	8-Close-out	December, 2014	April, 2016	
TxST	RF Mitte Renovations	\$ 2,750,000.00	8-Close-out	June, 2014	August, 2016	
TxST	STAR One Expansion	\$ 8,000,000.00	8-Close-out	August, 2015	May, 2016	Final Report accompanies the materials for the February 2017 Board meeting.
TSUS	O. Henry Hall Renovation	\$ 5,000,000.00	5-Design Development	TBD	TBD	

TOTAL: \$ 1,281,289,199.00

February, 2017

TSUS Projects Not Currently Moving Forward (funding not yet identified)

Component	Project Name	Est. Cost	Phase	Construction Start	Construction Finish	Notes
LIT	Student Service Learning Center	\$ 23,340,000.00	On hold - funding	TBD	TBD	Programming complete.
TxST	Music Building	\$ 61,365,000.00	On hold - funding	TBD	TBD	Programming complete. Project cost updated in March 2015.
TxST	RRHEC #4 (Health Professions 2)	\$ 45,000,000.00	On hold - funding	TBD	TBD	Programming complete. Project cost updated in March 2015.

TOTAL: \$ 129,705,000.00

Detailed Breakdown

Project Phase	Number of Projects	Total Project Value	Percent of Total
Planning/Programming	13	\$ 416,779,619.00	32.53%
Design (pre-Board approval)	0	\$ -	0.00%
Design (post-approval)*	11	\$ 126,346,000.00	9.86%
Construction**	15	\$ 516,719,780.00	40.33%
Post-substantial completion***	19	\$ 221,443,800.00	17.28%
TOTAL:	58	\$ 1,281,289,199.00	100%

*Includes projects approved at Chancellor and Presidential levels

**See chart below for detail

***Includes projects in close-out

Projects In Construction

FY	Number of Projects	Total Project Value	Percent of Total
Completion FY 2017	9	\$ 151,704,832.00	29.36%
Completion FY 2018	5	\$ 302,514,948.00	58.55%
Completion FY 2019	1	\$ 62,500,000.00	12.10%
TOTAL:	15	\$ 516,719,780.00	100%

**Lamar Institute of Technology
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

1) Student Service Learning Center

Programmer: Facility Programming & Consulting Est. Cost: \$23,340,000

Phase 3 of 3 of the Programming is 100% complete. Programming has been approved by the Institute. This project is on the Capital Improvements Program and is on hold pending funding.

II. Design and Construction Document Phase

N/A

III. Construction Phase

2) TA Buildings Renovations/Replacement

Architect: PBK Architects, Inc. Est. Cost: \$15,723,701
Contractor: SETEX Construction Corp. Est. Completion: August 2017

In keeping with the Institute's master plan, this project is a 38,298 square foot, two story building that will provide instructional spaces for the growing diverse student body. The preservation and renovation of the existing glycol unit will offer students a hands-on instructional experience. Tuition Revenue Bond funding in the amount of \$12,500,000 was obtained for this project. Design Development documents and total project cost were approved at the May 2016 Board meeting. Construction began on September 26, 2016. Currently, the underslab utilities, gradebeams, and slab are complete. Construction of the steel structure will begin shortly. New chillers have been set and are expected to be in use by mid-January.

3) Utility Corridor for the Renovation/Replacement of TA Buildings

Architect: PBK Architects Est. Cost: \$1,661,497
Contractor: SETEX Construction Corp. Est. Completion: January 2017

This project reroutes all electrical service and chilled water lines for two existing buildings in preparation for the Technical Arts building project. Substantial completion walk-through is anticipated to occur on January 19, 2017.

4) The Technology & Training and Education Buildings

Architect: LaBiche Architects

Est.Cost: \$2,790,000

Contractor: SETEX Construction Corp.

Completion: August 12, 2013

The project was completed August 12, 2013. The buildings were dedicated in a ceremony on October 2, 2013 and named the Tommy Williams Technology Training and Education Buildings. Despite the completion of this project more than three years ago, no close-out documents have been submitted to the System Office.

IV. Completed Projects

N/A

**Lamar State College-Orange
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

N/A

II. Design and Construction Document Phase

N/A

III. Construction Phase

1) Multipurpose Education Building

Architect:PBK Architects, Inc.

Est. Cost: \$12,323,431

Contractor: SpawGlass Construction Corp.

Est. Completion: June 2017

The Multipurpose Education Building will contain educational classroom space for the Mathematics, College Success, and Leisure Learning departments. The building will also include a large meeting space for multipurpose functions. The building is a two story building similar in style to the recently constructed Nursing/Classroom building. Structural steel erection is about 90% complete. The second floor deck, parking lot and fire lane have been poured/installed. Exterior metal framing installation has begun. The project is within the budget and is on schedule for completion in June of 2017.

IV. Completed Projects

N/A

**Lamar State College-Port Arthur
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

N/A

II. Design and Construction Document Phase

N/A

III. Construction Phase

1) Industrial Technology Center

Architect: Johnston, LLC

Est. Cost: \$12,818,000

Contractor: SpawGlass Construction Corp

Est. Completion: August 2017

The project is currently three months into construction. Although the project has experienced substantial rainfall, the project remains on schedule at this time. All under slab utilities and foundation work are complete. The foundation/slab was poured in the month of December and the erecting of the structural steel will begin in mid-January. The storm sewer and site utilities are underway and should be completed soon.

IV. Completed Projects

N/A

**Lamar University
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

II. Design and Construction Document Phase

1) Mary & John Gray Library Renovation/Starbucks

Architect: PDG Architects
Contractor: TBD/Chartwells

Est. Cost: \$1,500,000
Est. Completion: September 2017

This project entails renovation and modernization of the lobby of the Mary & John Gray Library in the heart of the Lamar campus. The library was constructed in the 1970s and has not received significant upgrades since then. A new central entrance will be created with new storefront systems, lobby finishes & building systems will be upgraded and the circulation desk reconfigured and relocated. The renovated space will include a student lounge area and 1/3 of the lobby has been reserved for construction of a Starbucks coffee shop. Lamar's food service vendor, Chartwells, will manage the build-out of the Starbucks with their own contractor. The Starbucks build-out is estimated to cost \$650,000 of the total project budget. Additionally, the current exit routes from upper floors in the library are no longer code compliant. The renovation will bring two of the stairwells and related building exits up to current code requirements. Starbucks issued a 90% Construction Document set on January 3, 2017. Completion of the Construction Documents for the Lamar portion of the project is pending receipt and review of the Starbucks 100% Construction Documents. As of January 11, Starbucks/Chartwells' drawings are 28 days behind schedule, which will result in the construction timeline being pushed out at least to September 2017. To ensure the bulk of the project can be completed by the fall semester, a small portion of the construction was completed over the winter break to allow relocations of library staff and creation of a new temporary entrance to the library.

2) Music Annex Building

Architect: PDG Architects
Contractor: TBD

Est. Cost: \$1,100,000
Est. Completion: TBD

The renovation of the Setzer Student Center will result in a need to find temporary or permanent homes for the current building occupants while demolition and construction is underway. The Lamar Music department is currently occupying several rooms in the Setzer Student Center and there is no available space in existing campus buildings to accommodate their needs. This new building will provide short-term use as a music practice facility until long range plans for a permanent home can be developed. The new facility will be a pre-engineered metal building of 4,000 square feet and will include faculty office space, instrument storage and a large practice room. The building will eventually be re-purposed for other uses when the Music department relocates to a permanent home. The building will be

located on the west side of campus between the Art House and Building B of the Health & Human Performance Complex. Design is complete and contractor proposals were received on July 27, 2016. The estimated total project cost has increased due to higher than anticipated bids from contractors. Lamar is currently in negotiations with the highest ranked bidder on a best and final offer.

3) New Science & Technology Building

Architect: M. Arthur Gensler Jr. and Associates Est. Cost: \$60,000,000
Contractor: Vaughn Construction Est. Completion: November 2018

Lamar University received funding from the Texas Legislature in the spring of 2015 to plan, design, and construct a new Science & Technology building, the first academic building to be constructed on Lamar's campus in several decades. The new facility will allow Lamar University to better serve student and faculty across all science disciplines and form strategic partnerships for various research initiatives. The building will be approximately 83,000 gross square feet and will include multiple upper level biology instructional labs, interdisciplinary flexible research labs, an innovation space to build and prototype special projects focused on energy, sustainability, medical devices and global health at the undergraduate level, a multipurpose space, faculty offices, a senior leadership suite with lab and building support spaces, and an exterior greenhouse. It will be located on a highly visible, prominent site on the south end of campus. As a platform for research creativity, this new facility will embody a new paradigm for interaction, instruction, and research at Lamar University. The project was presented and approved at the November 2016 Board of Regents meeting. Construction Documents are 50% complete. The first bid package has been released and bids are due on February 2. The final Guaranteed Maximum Price is due on February 10. Vaughn intends to mobilize in mid-March to start construction on the central plant improvements, with new building construction scheduled to start in early May.

4) Unit Operations Lab Renovation

Architect: VLK Architects Est. Cost: \$1,800,000
Contractor: TBD Est. Completion: October 2017

Pending placement on the Capital Improvements Program at the February 2017 Board of Regents meeting, this project entails the renovation of a 3,000 sq. ft. laboratory in the Lucas Engineering Building for the Department of Chemical Engineering's Unit Operations Lab. The existing lab was built in the late 1950's for other purposes and has not undergone a major renovation since. The Unit Operations Laboratory, created in 1978, has introduced scores of chemical engineering students to various types of industrial units, including distillation, absorption and cooling towers, as well as heat exchangers and gas separation membrane units. Advances in technology and automation, and the need to simulate the challenges facing the chemical process industry today, make upgrading the laboratory an urgent need. The old space will be completely gutted and fully renovated with new building systems to comply with current building and life safety codes, as well as to accommodate the equipment planned for the space, including a distillation system to teach mass and energy balance, a shell & tube heat exchanger, a gas absorption system, membrane ultrafiltration system and modification of the

7) Softball Field

Architect: Brown Reynolds Watford Architects Cost: \$1,795,514
Contractor: ALLCO, LLC. Completion: August 3, 2015

This softball complex, designed to meet National College Athletic Association Division 1 standards, includes a lighted, natural grass field, seating for 400 to 500 spectators, hitting/pitching practice facilities, and a storage facility. Construction is 100% complete. Lingered issues with contractor pay applications have been resolved. Close-out documents have been submitted to the Owner and final payment has been approved. Lamar is preparing close-out documents for submission to Texas State University System Office of Contract Administration. Final construction costs came in under budget and a small amount of savings was returned to Lamar.

8) Wayne A. Reaud Administration Building (Formerly Brooks-Shivers Renovation)

Architect: PageSoutherlandPage, LLC Est. Cost: \$25,028,340
Contractor: SpawGlass Construction Corp. Completion: September 26, 2016

The Wayne A. Reaud Administration Building will house the Lamar University President's Office, including all administrative support personnel that are under the President, Institutional Research & Reporting, Honors Student Program, general faculty and staff offices, an event lounge, a new campus data center and IT department offices, and a conference center. The project also includes new parking for staff and visitors, as well as a landscaped plaza for University events. The Design Development documents were approved by the Board of Regents in August 2014. Substantial Completion for the interiors was achieved on August 26, 2016 and for the exteriors on September 26, 2016. The building is fully occupied. Minor lingering punch list items remain but are expected to be completed in January. The project is under budget due to buy-out savings and unused construction contingency.

IV. Completed Projects

9) Gentry Hall Renovation

Programming/Architect: In-house Cost: \$898,738
Contractor: Setex Completion: August 2016

This project is the first phase of planned multi-year renovations/upgrades to the existing student housing buildings. The scope entails replacement of flooring in each unit from carpet to maintenance-friendly LVT and ceramic tile, as well as cleaning and painting of exterior corridors and stairwells, and painting of all exterior doors. The work was finished ahead of schedule and in time for the fall 2016 semester. The final cost of the renovation was \$898,738. The Final Report accompanies the materials for the February Board of Regents Meeting.

Sam Houston State University
Summary
(as of January 11, 2016)

I. Project Planning & Programming

1) Art Complex and Associated Infrastructure

Programmer: Facilities Programming and Consulting Est. Cost: \$42,000,000

Programming is complete for a 71,000 gross square foot fine arts facility. Relocating the Arts to the eastern side of the campus will create a strong arts program and accommodate future growth. The program allots three quarters of the building space to studios and instructional space while the academic support is provided through galleries, a multipurpose room and faculty offices. The east plant will be expanded along with the infrastructure distribution system as part of this project.

2) Coliseum Parking Structure

Programmer: Facilities Programming and Consulting Est. Cost: \$10,000,000

Programming is complete for the 500 car parking structure to be located adjacent to the Bernard Johnson Coliseum. This will address the ADA issues to the Coliseum as well as alleviate the parking congestion on the south side of campus.

3) North Residential District

Programmer: Facilities Programming and Consulting Est. Cost: \$60,616,724

Programming is complete on Phase 2 of the North Residential District for the additional beds needed per the 2012 Master Plan Update. It will include another residence hall on the north side for 600 beds with both single and shared units. The 500 car parking structure project has been relocated to the center of campus immediately west of the Bernard Johnson Coliseum to accommodate more pressing parking requirements and will be removed from this project's scope.

4) North Residential District Parking Structure

Programmer: Facilities Programming and Consulting Est. Cost: \$10,000,000

Programming is complete for the 500 car parking structure as an alternate to surface parking for the North Residential District. This also includes space for a future Transportation office.

II. Design and Construction Document Phase

5) Lowman Student Center Addition

Architect: EYP, Inc.

Est. Cost: \$42,900,000

Contractor: Vaughn Construction

Est. Completion: November 2018

Programming began on June 22, 2012 to expand and selectively renovate the Lowman Student Center to provide additional space for the services and activities that support student life. The expansion is planned to be located on the former Smith-Kirkley Hall site. The October 2012 student referendum vote was successful for this project. The Design Development submittal was approved at the November 2016 Board of Regents meeting. The Guaranteed Maximum Proposal is expected to be issued from the 50% Construction Documents on January 20, 2017.

6) Thomason Building Re-Purpose

Architect: PBK Architects, Inc.

Est. Cost: \$8,200,000

Contractor: SpawGlass Construction Corp.

Est. Completion: February 2018

The existing occupants of the Thomason Building will be moving to the new Fred Pirkle Engineering Technology Center, which is currently scheduled to open in spring 2017. The programming reconfigures the interior spaces to support conversion from academic to administrative space, as well as renovations to bring this 1952 building up to current building, life-safety, and accessibility requirements and to address aging building systems. The Design Development submittal was approved at the November 2016 Board of Regents meeting. Construction is expected to start on February 1, 2017.

III. Construction Phase

7) Bernard Johnson Coliseum Renovation

Architect: PBK Sports Architects

Est. Cost: \$12,344,977

Contractor: White Construction Company

Completion: November 2016

Extensive mechanical, electrical, plumbing renovation was needed as the original systems were still in place. Locker room and restroom improvements along with replacement and addition of retractable seats and life safety compliance concerns have been addressed through this project scope. Construction is 100% complete.

8) Biology Laboratory Building

Architect: HDR Architects with Team Hoke

Est. Cost: \$65,000,000

Contractor: J. T. Vaughn Construction

Est. Completion: Summer 2018

The building will be funded by a Tuition Revenue Bond, and is proposed to include biology laboratories, with instructional, research and administrative areas for Biology. The building is proposed to contain approximately 97,050 gross square feet. The Design Development documents and total project cost were approved by the Board

of Regents at the May 2016 meeting. Construction started on June 13, 2016 and is 10% complete.

9) Fred Pirkle Engineering Technology Center

Architect: The Lawrence Group Architects Est. Cost: \$22,000,000
Contractor: The Whiting-Turner Contracting Co. Completion: November 2016

This 53,000 gross square foot facility provides an emphasis on specialized instructional capabilities for a mix of engineering technology labs (e.g., prototype production/innovation, electrical, environmental design / sustainability, “solar” outdoor terrace) and agricultural science instruction labs (e.g., wildlife/physiology, animal science research). Distributed gathering spaces with exhibits from the works of Fred Pirkle and a showcasing of the technologies being taught in the facility will be interwoven throughout the facility. Design Development documents were approved at the February 2015 Board of Regents Meeting. The Groundbreaking ceremony was held on June 12, 2015 and a Notice to Proceed with Construction was issued on June 15, 2015. Construction is 99% complete, with art graphics and signage installations pending.

10) South Dining

Programmer/Architect: Kirksey Architects Est. Cost: \$15,131,295
Contractor: BE&K Building Group Est. Completion: December, 2016

This 29,000 gross square foot food service/dining facility is located adjacent to the existing South Paw Dining as an enhancement to support the south food service capacity. The existing bakery and food service offices will be moved from the Belvin basement to the new facility. The expansion is located over an existing parking lot. Board approval of the project was granted at a Called Meeting on April 6, 2015. Notice to Proceed with Construction was issued July 1, 2015. Construction is 99% complete, with installation of graphics, signage and specialty furnishings pending.

11) South Residence Complex

Architect: Stantec /Treanor Architects Est. Cost: \$67,400,000
Contractor: SpawGlass Contractors, Inc. Est. Completion: June 2017

The project includes construction of a Living & Learning Community including 700-bed residence halls of approximately 233,000 gross square feet each. Large open green spaces and pedestrian walkways will provide ample access in both directions. The project will include a chiller plant and associated infrastructure to support the residence halls. The project is intended to create the south residential district of the Sam Houston campus. Design Development documents were approved by the Board of Regents in November 2014. A Notice to Proceed with Construction was issued on July 6, 2015. Construction of exterior hardscapes is underway with interior finishes up to Level 5. Construction is 78% complete.

IV. Completed Projects

12) Student Health and Counseling Center

Architect: The Lawrence Group Architects
Contractor: Tellepsen Builders, L.P.

Est. Cost: \$11,645,663
Completion: August 2014

The new 29,000 square foot center houses both the University's physical health and mental health services. The project is located next to Old Main Market where former King Hall was situated. The Design Development package and project cost were approved at the August 2013 Board of Regents meeting. Construction began on October 14, 2013, with an interior substantial completion issued August 22, 2014. The Physical Health Clinic has reported an increase of 49% and Counseling reported an 8% increase in student use. Close-out is complete. The Final Report accompanies the materials for the February Board of Regents Meeting.

**Sul Ross State University
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

1) Museum of the Big Bend Annex

Architect: TBD
Contractor: TBD

Est. Cost: \$8,000,000
Est. Completion: TBD

The Museum of the Big Bend is seeking to construct an annex. The annex would be located on the main campus directly behind the current museum and will include space for three exhibit areas to feature Yana & Marty Davis Map Collection, Tom Lea Regional Southwestern Art and an Archaeology Gallery that would feature the Livermore Cache in collaboration with findings from the Center for Big Bend Studies. Also included in the annex would be additional secure collection storage and facilities to expand the adult and children's educational programs. A Request for Qualifications for Conceptual Design Services will be posted in the next few weeks.

II. Design and Construction Document Phase

2) Texas Native Seed Research Center (Phase I)

Architect: Vandergriff Group (IDIQ)
Contractor: TBD

Est. Cost: \$300,000
Est. Completion: TBD

As envisioned in the 2011 Master Plan, the Texas Native Seed Research Center is Phase I of the Borderlands Research Institute (BRI). The center will be located on the proposed BRI site and will be an integral part of the education, research, and outreach mission of the University. Specifically, the center will provide opportunities for students to play an active role in the propagation and restoration of rangelands on private and public lands in west Texas. This project will be completed in three phases. This project is in the schematic design phase.

3) Campus Access (Phase II)

Architect: ARTchitecture (IDIQ)
Contractor: TBD

Est. Cost: \$2,101,000
Est. Completion: November, 2017

As envisioned in the 2011 Master Plan, the Campus Access Project will be completed in three phases. The Campus Access II project addresses a walkway north of the Fine Arts Building to complete the pathway from Phase I, a plaza gathering space in front of Morelock Academic Building, enhancements to the circular drive in front of Briscoe Administration Building and landscaping improvements in front of the Fine Arts Building. This project is in the Design Development phase.

4) Campus Access (Phase III)

Architect: ARTchitecture (IDIQ)	Est. Cost:	\$2,500,000
Contractor: TBD	Est. Completion:	TBD

As envisioned in the 2011 Master Plan, the Campus Access Project will be completed in three phases. The Campus Access III project will better join the southeast end of campus to the main campus utilizing landscaping, pedestrian paths/walkways, incorporating way finding, student gathering sites and include an outdoor classroom and walking/jogging trail. We are currently in the schematic design phase.

5) University Visitor Center

Architect: ARTchitecture (IDIQ)	Est. Cost:	\$945,000
Contractor: TBD	Est. Completion:	TBD

As envisioned in the 2011 Master Plan, the new University Visitor Center will provide campus visitors and prospective students an easy-to-find gathering place for campus tours, University information and a variety of helpful resources when arriving on campus. The visitor center will be approximately 3,000 gross square feet to include a general information area, staff offices and conference/video room. The facility will be located southwest of Lawrence Hall near the campus' main entrance. The location allows it to be seen as visitors enter the campus off of East Highway 90, as well as the west entrance on E. Sul Ross Avenue. Currently in the schematic design phase.

III. Construction Phase

6) Campus Access (Phase I)

Architect: ARTchitecture (IDIQ)	Est. Cost:	\$1,400,000
Contractor: Pride General Contractors	Est. Completion:	February, 2017

As envisioned in the 2011 Master Plan, the Campus Access Project will be completed in three phases. The Campus Access I project will better join the east end of campus to the main campus utilizing landscaping, pedestrian paths/walkways, vehicular traffic surfaces incorporating way finding, and student gathering sites. This project also includes the North Quadrangle Improvements and the inclusion of the Big Bend Law Enforcement Memorial monument. The project is 98% complete.

7) Jackson Field Turf

Architect/Contractor: Hellas Construction	Est. Cost:	\$750,000
	Completion:	July, 2016

Jackson Field serves as the university football field and is used by the university and region for football and other purposes. The project includes a new artificial turf surface, new fencing, new goal posts and end zone and mid field logos. The project is 100% complete and we are awaiting final close-out.

8) Recreational Sports Facility

Architect/Contractor: Hellas Construction	Est. Cost:	\$1,600,000
	Completion:	June 2016

The facility, which is located within the Jackson Field complex between the Football Field and Track, features an artificial turf field permanently striped and lighted for 7-on-7 flag football, 4-on-4 flag football, kickball, softball, soccer, ultimate Frisbee, and other sports. It also provides a 90-yard football field for varsity practice. Students and the Board of Regents approved Recreational Fee and Athletic Fee increases to fund the project. The project is 100% complete and we are awaiting final close-out.

9) Motion Capture Lab

Architect: PBK Architects, Inc.	Est. Cost:	\$400,000
Contractor: Noble General Contractors	Completion:	April 2016

This structure is intended as a classroom and laboratory production space to expand curriculum and increase student enrollment for motion capture and video production classes as listed in the CSAT degree plan. Motion Capture, Basic Video Production, Advanced Video Production, Basic Audio Production, Advanced Audio Production, and Acting for Animators will all use this space. The project is in closeout phase.

IV. Completed Projects

N/A

**TSUS
Summary
(as of January 11, 2017)**

I. Project Planning & Programming

N/A

II. Design and Construction Document Phase

1) O. Henry Hall Renovations

Architect: The Lawrence Group Architects of Austin, Inc. Est.Cost: \$5,000,000
Contractor: Flynn Construction, Inc. (CM@R) Est. Completion: TBD

Design Development documents are due to the System Office on January 20, 2017 with a reconciled cost estimate between the Construction Manager at Risk (CMR) and the Architect by February 3, 2017. The System Office's intent is to have the Guaranteed Maximum Price from the CMR by March 1, 2017 and the majority of the subcontractor buyout completed by April 15, 2017. Long lead items such as the HVAC equipment will then be ordered and await installation to prevent any delays in the completion schedule. U.T. facilities leadership has advised the System Office that the building will be turned over to the System by August 15, 2017 which is approximately a month later than anticipated in order to attempt to complete the project by the end of the 2017 calendar year. System Office will continue to closely watch the progress of the U.T. System project to optimize the start of the renovation effort at O. Henry Hall.

The scope includes exterior modifications include the window and door restoration as well as external signage that will be placed on the building face at Colorado and Sixth Street as well as the HVAC Cooling Tower enclosure on the northeast side of the building. In addition, the project consists of a modernized kitchen to meet current health standards.

III. Construction Phase

N/A

IV. Completed Projects

N/A

4) DHRL Hilltop Complex

Programmer: Facility Programming & Consulting Est. Cost: \$152,000,000

The New Residence Hall Complex project, which was planned to include the demolition of four existing residence halls (Arnold, Burleson, Hornsby, and Smith) and construction of a new complex with a total of approximately 1,200 beds on the Hilltop area of campus is currently on hold pending a final determination of the Master Plan Committee of the best site for the project and the best use for the current Hilltop site. The program completed by Facility Programming & Consulting in November 2015 remains valid. The current total project cost is estimated to be approximately \$152 million, and is on the CIP at a total project cost of \$132 million.

5) Health Professions Building Space Reconfigurations

Programmer: Facility Programming & Consulting Est. Cost: \$5,400,000

Facility Programming & Consulting is preparing the Architectural Space Program for the Health Professions Building Space Reconfigurations project which was added to the CIP in May 2015. The 50% review of the Architectural Space Program is scheduled for February 2017. The scope of this project focuses on the repurposing and remodeling of the vacated spaces in the existing building. User interviews will be scheduled in early 2017. The design is expected to begin in summer 2017, with construction commencing in summer 2018, and an anticipated completion in summer 2019.

6) Ingram School of Engineering Structures Testing Laboratory

Programmer: Facility Programming & Consulting Est. Cost: \$12,000,000

The Ingram School of Engineering Structures Testing Laboratory is on the CIP. This project is targeted to be operational in time for the new Civil and Environmental Engineering program which will begin in fall 2019. The laboratory design will allow the testing of full size highway bridge girders and may include both a strong wall and strong floor areas. Other components of the project will include, but not be limited to, an overhead crane, reaction frames, environmental chambers, and a specimen furnace. The total project cost budget is targeted at \$12 million for the new lab. The Architectural Space Program is underway and a 50% review set which will also include a preliminary estimated total project cost is due in February 2017.

7) LBJ Student Center Expansion

Programmer: Facility Programming & Consulting Est. Cost: \$47,600,000

The LBJ Student Center Expansion program is complete. The current total project cost includes the construction of an approximate 63,500 gross square foot addition that will enlarge the Student Center footprint into the existing amphitheater area. The renovation of about 35,500 existing gross square feet is also included in the program. Request for Qualifications for the selection of the Architect is scheduled to be posted on the Electronic State Business Daily with responses due in February 2017.

8) Music Building

Programmer: Facility Programming & Consulting Est. Cost: \$61,365,000

A new music building to address the pressing need for a music facility, classrooms and rehearsal space will be located in close proximity to the new University performance facility. The adjacent Performing Arts Center will provide a 300-seat Recital Hall and a 400-seat Theatre Center venue. The program document served to guide Texas State in the preparation of a Tuition Revenue Bond funding request for the Legislative Appropriations Request document in July, 2012. The project is on hold pending funding.

9) Round Rock Health Professions – 2

Programmer: Facility Programming & Consulting Est. Cost: \$45,000,000

The fourth academic building on the Round Rock Health Professions campus will include classrooms and offices to support four existing departments and additional academic programs in the College of Health Professions. The building was re-programmed, and a revised cost estimate was completed for possible funding by the Legislature during the 2011 session. This program document served to guide Texas State in the preparation of a Tuition Revenue Bond funding request in July 2012. The project is on hold pending funding.

10) RF Mitte Building Space Reconfigurations

Programmer: Facility Programming & Consulting Est. Cost: \$5,400,000

Facility Programming & Consulting is preparing the Architectural Space Program for the RF Mitte Building Space Reconfigurations project, which is on the current CIP. The scope of this project will focus on the repurposing and reassessment of the vacated spaces in the existing building after selected departments relocate to the new Engineering and Science Building. User interviews will be scheduled in early 2017. Design is expected to begin by summer 2017, with construction commencing in summer 2018 and an anticipated completion in summer 2019.

II. Design and Construction Document Phase

N/A

III. Construction Phase

11) Albert B. Alkek Library Renovations

Architect: PBK Architects, Inc.	Est. Cost:	\$14,024,925
Contractor: J. T. Vaughn Construction	Est. Completion:	April 2017

The Albert B. Alkek Library Renovations project includes the phased repairs and upgrades of electrical, information technology systems, and limited mechanical infrastructure components. Construction is about 96 percent complete with contract Substantial Completion in February 2017. Additional work is planned to remove and replace the lower level roofs which will extend the completion date to April 2017.

12) Archives and Research Center (formerly "Library Repository")

Architect: Harrison Kornberg Architects	Est. Cost:	\$15,415,900
Contractor: DPR Construction	Est. Completion:	Summer 2017

The Archives and Research Center total project cost is \$15.4 million, which includes \$14.7 million for the construction of the building, and approximately \$700,000 for STAR Park site development and utilities' infrastructure improvements. The project is approximately 58% complete. The project completion and occupancy are targeted for summer 2017.

13) Bobcat Trail Mall Redevelopment

Architect: TBG Partners	Est. Cost:	\$5,488,888
Contractor: Flynn Construction, Inc.	Completion:	September 2016

The Bobcat Trail Mall Redevelopment/Enhancement project reached Substantial Completion in September 2016. The project is to be submitted to the TSUS System staff for final close out in May 2017 pending receipt and approval of the final pay application and several close out documents from the Construction Manager-At-Risk.

14) Department of Housing and Residential Life: Moore Street Housing

Architect: SHW/Treanor Architects	Est. Cost:	\$59,834,337
Contractor: SpawGlass Contractors, Inc.	Est. Completion:	May 2016

The Moore Street Housing (Angelina Hall and San Gabriel Hall) project is a 598-bed facility which reached Substantial Completion in May 2016. The public art committee has reconvened to review additional public art submittals with the art consultant. The project is to be submitted to the TSUS System staff for final close out in August 2017 pending the final report, which is contingent on installation of art.

15) DHRL Retama Hall Renovations

Architect: KSQ Architects, PC Est. Cost: \$10,937,378
Contractor: Flynn Construction, Inc. Est. Completion: Summer 2017

Construction is underway with substantial completion anticipated by summer 2017. The project is approximately 32% complete.

16) Engineering and Science Building

Architect: Treanor Architects /Alamo Architects Est. Cost: \$120,000,000
Contractor: SpawGlass Contractors, Inc. Est. Completion: July 2018

The Engineering and Science Building total project cost is \$120 million, funded through a combination of funds, at a total size of 166,851 GSF. Construction is approximately 5% complete and is on schedule. Occupancy is targeted for July 2018 to accommodate the students by August 2018.

17) JC Mitte Renovations

Architect: LYM Architects Est. Cost: \$9,455,743
Contractor: J. T. Vaughn Construction Completion: August 2016

The Joann Cole Mitte and Sabinal Renovations project reached Substantial Completion in August 2016. The project is to be submitted to the TSUS System staff for final close out in May 2017 pending receipt and approval of final pay application and several close out documents from the construction manager-at-risk.

18) Jones Dining Hall Renovation

Architect: Pfluger Architects Est. Cost: \$18,619,805
Contractor: J. T. Vaughn Construction Est. Completion: April 2016

The Jones Dining Hall Renovation reached Substantial Completion in April 2016. The project is to be submitted to the TSUS System staff for final close out in May 2017 pending receipt and approval of final pay app and several close out documents from the construction manager-at-risk.

19) LBJ Student Center Renovation

Architect: Atkins North America Est. Cost: \$20,070,000
Contractor: J.T. Vaughn Construction Est. Completion: May 2018

The scope of work on the LBJ Student Center Renovation includes repairs and upgrades of the infrastructure components and incidental interior/exterior renovations and repairs. Construction is underway and is approximately 2% complete. The anticipated completion date is May 2018.

20) Round Rock - Health Professions Building 1

Architect: Barnes Gromatzky Kosarek	Est. Cost: \$67,500,000
Contractor: The Beck Group	Est. Completion: May 2018

The Health Professions Building-1 total project cost is \$67.5 million, funded through a combination of funds, at a total size of 107,708 gross square feet. Construction is underway and is approximately 16% complete. Occupancy is targeted for May 2018 to accommodate use by the first cohort of students by June 1, 2018.

21) University Event Center Expansion

Architect: Sink Combs Dethlefs	Est. Cost: \$62,500,000
Contractor: Turner Construction Company	Est. Completion: September 2018

This 81,282 gross square foot expansion includes space for commencement ceremonies and athletic programs which are being relocated from Jowers Center. Additional seating will be added to the arena's capacity. The project also includes a new chilled water plant, a new loading dock/access to the lower court level, additional parking, a multi-purpose suite, sports locker rooms, and offices. Construction is underway and is approximately 2% complete with occupancy anticipated by fall 2018.

IV. Completed Projects

22) STAR One Expansion

Architect: Philo Wilke Partnership	Est. Cost: \$6,008,988
Contractor: Hill & Wilkinson	Completion: May 2016

The STAR One Expansion project reached substantial completion in May 2016. The Final Report accompanies the materials for the February Board of Regents Meeting.

FINAL REPORT FOR
2016 Gentry Hall Summer Renovation Project
Lamar University, Beaumont, TX

PROJECT DESCRIPTION:

The project scope included removal/replacement of (261 units) flooring. Bathrooms were upgraded to porcelain tile and all other areas were 20 mil LVT plank flooring. Bid documents were prepared in-house. Setex Construction was the General Contractor. Substantial completion was August 15, 2016 and the final acceptance date was September 9, 2016.

FINANCIAL INFORMATION:

Project Line	Approved BOR Budget	Commitments	Adjustments	Change Orders	Final Amount
Construction Cost Limitation	\$ 830,000.00	\$ 830,000.00	\$ -	\$ -	\$ 830,000.00
Contingency	\$ 70,000.00			\$ 68,738.52	\$ 68,738.52
Architect/Engineering	\$ -			\$ -	\$ -
Owner Services	\$ -			\$ -	\$ -
Other	\$ -			\$ -	\$ -
Total	\$ 900,000.00	\$ 830,000.00	\$ -	\$ 68,738.52	\$ 898,738.52

LIQUIDATED DAMAGES/SETTLEMENTS:

CHANGE ORDERS:

No.	Description	Amount	Time Adjustment
1	Replace 29 interior door slabs. Paint and reinstall existing hardware.	\$ 3,835.00	0
2	Recaulk 51 bathroom tubs.	\$ 3,825.00	0
3	Replace 65 exterior window screens and screen frames.	\$ 2,720.00	0
4	Clean and pressure wash all exterior corridor walls and ceilings and clean all fixture lenses.	\$ 12,000.00	0
5	Repair 18 broken toilet flanges	\$ 1,350.00	0
6	Rebuild 261 toilet internals including flapper, solid brass bolts from tank to toilet base and new float valve.	\$ 23,960.25	0
Subtotal		\$ 47,690.25	0

7	Install pavers in center circle (grounds) to level finish	\$ 1,437.00	0
8	Interior door slab replacement #2	\$ 6,347.52	0
9	Cut 195 interior bathroom door sills to accommodate new bathroom tile height.	\$ 3,363.75	0
10	Caulk 132 tubs	\$ 9,900.00	0
Total		\$ 68,738.52	0

HUB PARTICIPATION:

Percent: 35% Amount: \$313,446.21

SCHEDULE INFORMATION:

Project Time Line		Comments/Notes for Project Time Line:
Construction Commencement Date	5/15/2016	
Original Duration (days)	92	
Change Order Adjustments	0	
Liquidated Damage Adjustments (days)	0	
Contract Completion Date	8/15/2016	
Actual Completion Date	8/15/2016	
Difference Between Contract	0	

BUILDING PERFORMANCE/SUSTAINABILITY EVALUATION OR GENERAL COMMENTS :

All cardboard on project was recycled in proper recycling dumpsters.

ARCHITECT/ENGINEER EVALUATION:

N/A

CONTRACTOR EVALUATION

Contractor performed within budget and completed all units in the allotted timeframe. As units were opened, additional repairs became necessary. Setex performed the additional work without additional time adjustments to the project.

APPROVAL BY ALL AUTHORITIES HAVING JURISDICTION:

N/A

This report is submitted by the Vice Chancellor for Contract Administration and was prepared based on information and evaluations supplied by the component.

Rev. 2/21/13

FINAL REPORT FOR
(William R. Powell) Student Health and Counseling Center
Sam Houston State University

PROJECT DESCRIPTION:

The Student Health and Counseling Center project combines both the physical health clinic as well as the mental health programs. The two story 29,600 gross square foot (gsf) facility houses both the physical health clinic and the mental health counseling center. Level one is dedicated to the Student Health Clinic and includes 15,570 gsf for exam rooms (24 each), laboratory, triage and procedure rooms, staff support space and a walk-up pharmacy. The counseling center program and shared administrative suite occupies the 14,030 gsf for the second level. The mental health clinic includes a separate lobby, twenty (20) private therapy offices, group therapy space, relaxation room and other staff support space. The architectural firm was The Lawrence Group Architects of Austin, Inc. and Tellepsen Builders served as the general contractor. Substantial Completion was achieved on August 22, 2014.

FINANCIAL INFORMATION:

Project Line	Approved BOR Budget	Commitments	Adjustments	Change Orders	Final Amount
Construction Cost Limitation	\$ 9,031,612.00	\$ 8,900,187.00	\$ -	\$ 333,609.20	\$ 9,233,796.20
Contingency	\$ 220,888.00	\$ -	\$ -	\$ -	\$ -
Architect/Engineering	\$ 660,000.00	\$ 777,907.57	\$ -	\$ -	\$ 777,907.57
Owner Services	\$ 550,000.00	\$ 778,582.50	\$ -	\$ -	\$ 778,582.50
Other	\$ 869,500.00	\$ 855,376.89	\$ -	\$ -	\$ 855,376.89
Total	\$ 11,332,000.00	\$ 11,312,053.96	\$ -	\$ 333,609.20	\$ 11,645,663.16

LIQUIDATED DAMAGES/SETTLEMENTS:

N/A

CHANGE ORDERS:

No.	Description	Amount	Time Adjustment
1	Alternate #11 - South Parking Lot	\$ 91,437.00	0
2	CP039 Rainwater Harvesting Tank Allowance Reconciliation	\$ 114,354.00	0
3	CP20 Bulletin 13 Chages to Pharmacy Millwork & Sink	\$ 13,828.00	0

4	CP19b Rooftop Walk Pads;CP25 Recessed Light Rixture Cove Detail; CP29 Miscellaneous Door Changes; CP32 Steel Beam Reinforcement; CP43 Power & Signal Plans	\$ 77,751.00	0
5R1	CP15 Primary Electrical; CP36b PCI Comments; CP44b Power & Data to Nurse's Station; CP51b PCI Comments; CP76b Re-Wire Fan Pwer Boxes	\$ 73,742.00	0
6R1	CP47 Architectural Diffuser Revisions; CP59 Wall Opening Removal; CP63 Specimen Pass Through; CP67 Schedule Acceleration; CP68r1 Moisture Sealers	\$ 31,947.00	0
7R2	CP26r1 Dental Suite; CP69 Data Drop in Room 120; CP75r2 Change Camera Lenses in Therapy Room; CP77 Door Lite for Dental Suite	\$ 58,255.00	0
8R1	Adjust Contract Amount to recognize savings per Final Cost Accounting; Funds Held for expenses incurred by SHSU for the video recording systems	\$ (127,704.80)	0
Total		\$ 333,609.20	0

HUB PARTICIPATION:

Percent:

16%

Amount:

\$1,869,123

SCHEDULE INFORMATION:

Project Time Line		Comments/Notes for Project Time Line:
Construction Commencement Date	10/14/2013	Project met Substantial Completion on time with the exception of the building envelope water testing and the ADA sidewalk re-work at the front entrance.
Original Duration (days)	583	
Change Order Adjustments	0	
Liquidated Damage Adjustments (days)	0	
Contract Completion Date	8/22/2014	
Actual Completion Date	8/22/2014	
Difference Between Contract	0	

BUILDING PERFORMANCE/SUSTAINABILITY EVALUATION OR GENERAL COMMENTS :

Overall, the building has performed well. Envelope window water testing resulted in failures requiring multiple re-tests. The main plaza area and sidewalk concrete paving required removal/replacement due to non-conforming ADA issues. The contractor installed video/recording system was replaced in June, 2016 due to non-functionality.

ARCHITECT/ENGINEER EVALUATION:

The performance of the Architectural firm, The Lawrence Group, Inc. and its consultants was above average and very responsive. The quality of the contract documents provided and supervision of the construction project were satisfactory.

CONTRACTOR EVALUATION

The performance of the general contractor, Tellepsen Builders, was average. The contractor demonstrated a willingness to cooperate with the owner and the consultants.

APPROVAL BY ALL AUTHORITIES HAVING JURISDICTION:

Code review and inspections were performed by the University EHSRM Department. Code review and Inspections were performed by the Division-Architectural Barriers Program of the Texas Department of Licensing and Regulation to ensure accessibility of the physically impaired in this project.

This report is submitted by the Vice Chancellor for Contract Administration and was prepared based on information and evaluations supplied by the component.

Rev. 2/21/13

FINAL REPORT FOR
STAR One Expansion
Texas State University

PROJECT DESCRIPTION:

The STAR One Expansion 16,000 GSF building addition to the existing STAR One building included flexible wet lab and office spaces. The labs will support the needs of a broad range of users requiring chemistry, materials, and life sciences lab space to advance a business, product, or concept. Also included in this project is a conference room, large multipurpose room, leasable offices and an open collaborative space. The architectural firm was Philo Wilke Partnership and the general contractor Hill & Wilkinson Construction Group, LTD. Substantial Completion was achieved on April 19, 2016.

FINANCIAL INFORMATION:

Project Line	Approved BOR Budget	Commitments	Adjustments	Change Orders	Final Amount
Construction Cost Limitation	\$ 5,746,298.00	\$ 5,898,274.00		\$ (1,114,183.00)	\$ 4,784,091.00
Contingency	\$ 542,438.00				\$ -
Architect/Engineering	\$ 694,089.00	\$ 540,535.00		\$ -	\$ 540,535.00
Owner Services	\$ 496,165.00	\$ 212,188.22		\$ -	\$ 212,188.22
Other	\$ 521,010.00	\$ 472,173.46		\$ -	\$ 472,173.46
Total	\$ 8,000,000.00	\$ 7,123,170.68	\$ -	\$ (1,114,183.00)	\$ 6,008,987.68

LIQUIDATED DAMAGES/SETTLEMENTS:

N/A

CHANGE ORDERS:

No.	Description	Amount	Time Adjustment
1	Eliminate RCP and box inlet associated with rainwater collection system	\$ (1,815.00)	0
	Submittal review Engineer changed (7) joist to a heavier type		
2	Credit	\$ (1,112,368.00)	0
	General Conditions		
	Cost of Work Savings		
	Buyout Contingency		
	CM Contingency		
Total		\$ (1,114,183.00)	0

HUB PARTICIPATION:

Percent: 12%

Amount: \$725,962

SCHEDULE INFORMATION:

Project Time Line		Comments/Notes for Project Time Line:
Construction Commencement Date	5/6/2015	The Notice to Proceed (NTP) to construction services was issued on 5/6/15. Substantial completion was achieved 4/19/16.
Original Duration (days)	365	
Change Order Adjustments	0	
Liquidated Damage Adjustments (days)	0	
Contract Completion Date	4/19/2016	
Actual Completion Date	4/19/2016	
Difference Between Contract	0	

BUILDING PERFORMANCE/SUSTAINABILITY EVALUATION OR GENERAL COMMENTS :

The project meets the Energy Conservation Design Standards requirements.

ARCHITECT/ENGINEER EVALUATION:

The overall performance of the Architectural firm of Philo Wilke Partnership and its consultants was average. The design process and overall project design was average. The quality of the contract documents produced was average. Their supervision of the construction project was average. The professional services received during project planning and construction was average.

CONTRACTOR EVALUATION

The performance of Hill & Wilkson, general contractor, was average. Workmanship and supervision of the work performed was average. The contractor demonstrated a willingness to cooperate with the owner and the consultants.

APPROVAL BY ALL AUTHORITIES HAVING JURISDICTION:

Life Safety inspections and approvals were conducted and received from Texas State University EHSRM Department. Inspections to ensure accessibility of the physically impaired were performed by the Division-Architectural Barriers Program of the Texas Department of Licensing and Regulation. No Federal funding was involved; therefore, no other approvals from Federal or State agencies were necessary.

This report is submitted by the Vice Chancellor for Contract Administration and was prepared based on information and evaluations supplied by the component.

Rev. 2/21/13

CONSENT – CONTRACTS

LU: Authorization for Renewal and Amendments to Academic Partnerships, LLC

The service agreement between Lamar University and Academic Partnerships, LLC is renewed for a period of five (5) years, beginning July 1, 2017, and the Agreement is amended to:

1. Revise the minimum number of program start dates per calendar year from 5 to 6.
2. Amend Addendum A in the August 1, 2014 Agreement to renew the Service Agreement for a period of five (5) years beginning July 1, 2017, and restate the Schedule of Online Programs and AP revenue percentages.
3. Delete all remaining Addendums.

Explanation

This agreement renewal and amendments have been reviewed and approved by the University Contract Management Department, the Vice President for Finance and Operations, the President, the Vice Chancellor for Finance, and the Vice Chancellor and General Counsel of the Texas State University System.

In accordance with the service agreement, August 1, 2014, the Academic Partnerships Agreement between Lamar University and Academic Partnerships, LLC, Amendment to Section 11-F(3): Program Characteristics, is for clarification of the minimum number of program start dates per calendar year per AP Online Program.

In accordance with the service agreement, August 1, 2014, the Academic Partnerships Agreement between Lamar University and Academic Partnerships, LLC, Addendums to the Agreement: B, dated October 15, 2015; C, dated December 17, 2014; D, dated May 22, 2015; and F, dated March 1, 2016 are all hereby deleted in their entirety. Addendum A is fully amended and restated.

Lamar University verifies that the contracting entity has submitted Form 1295 – Certificate of Interested Parties, and the University has acknowledged the Certificate using the Texas Ethics Commission's online filing application.

AMENDMENT AND RENEWAL OF THE SERVICE AGREEMENT

This Amendment and Renewal (**Renewal**), dated February 10, 2017, supplements the August 1, 2014 Service Agreement (**Agreement**) between Academic Partnerships, LLC (**AP**), and Lamar University (the **University**) and is fully incorporated therein. AP and the University are sometimes referred to in this Renewal each as a **Party** and collectively as the **Parties**. Capitalized terms not otherwise defined in this Renewal shall have the meaning assigned to them in the Agreement.

The Parties agree as follows:

A. Renewal of the Service Agreement

In accordance with Section VI-Term of the Agreement, the Parties hereby, renew the Agreement, including all active Addendums and AP Online Programs, for a period of five (5) years beginning July 1, 2017 and ending on June 30, 2022. This Agreement will automatically renew for a period of two (2) years, unless either Party gives written notice to the other Party of its desire to terminate the Agreement on or before June 30, 2021.

B. Amendment to Section 11-F: Program Characteristics

Section II-F(3) of the Agreement is deleted in its entirety and replaced with the following:

- (3) there shall be at least six (6) program starts per calendar year per AP Online Program;

C. Amendment and Restatement of Addendums

Addendums to the Agreement: B, dated October 15, 2015; C, dated December 17, 2014; D, dated May 22, 2015; and F, dated March 1, 2016 are all hereby deleted in their entirety.

Addendum A to the Agreement, dated August 1, 2014, is hereby fully amended and restated by the following:

[remainder of page intentionally left blank]

ADDENDUM A

This Addendum A (**Addendum**) dated as of February 10, 2017, is a supplement to that certain Service Agreement (**Agreement**) dated as of August 1, 2014, as amended on May 22, 2015, and as amended and renewed on February 10, 2017, between Academic Partnerships, LLC (**AP**), and Lamar University (the **University**) and is fully incorporated therein.

I. SCHEDULE OF ONLINE PROGRAMS

The University agrees to pay AP for the Online Programs according to the following schedule:

Existing Programs and/or Degrees	AP Revenue Percentage
Education Programs	
M.Ed. in School Counseling	50% of tuition
M.Ed. in Educational Administration	50% of tuition
M.Ed. in Educational Technology Leadership	50% of tuition
M.Ed. in Teacher Leadership	50% of tuition
M.Ed. in Teacher Leadership: ESL Specialization	50% of tuition
M.Ed. in Teacher Leadership: Special Education	50% of tuition
M.Ed. in Teacher Leadership: Gifted and Talented	50% of tuition
M.Ed. in Teacher Leadership: Autism	50% of tuition
M.Ed. in Clinical Mental Health Counseling	50% of tuition
M.Ed. in Special Education	50% of tuition
M.Ed. in Special Education: Gifted and Talented	50% of tuition
M.Ed. in Special Education: Autism	50% of tuition
M.Ed. in Digital Learning and Leading	50% of tuition
M.Ed. in Digital Learning and Leading for Lamar University's Corporate Partners*	38% of tuition
Graduate Certificates in Education	50% of tuition
Program Certificate in Principal Education	50% of tuition
Program Certificate in Superintendent Education	50% of tuition
Program Certificate in Counseling and Development	50% of tuition
Program Certificate in ESL	50% of tuition
Program Certificate in Autism	50% of tuition
Program Certificate in Gifted and Talented	50% of tuition
Program Certificate in Special Education	50% of tuition
Nursing Programs	
MSN – Nursing Administration	50% of tuition
MSN – Nursing Education	50% of tuition
RN to MSN	50% of tuition
RN to BSN	50% of tuition
Business Programs	
MBA General	50% of tuition
MBA Management	50% of tuition
MBA Marketing	50% of tuition
MBA Organizational leadership	50% of tuition
MBA Educational Management	50% of tuition
MBA Criminal Justice Management	50% of tuition
MBA Healthcare Management	50% of tuition

AMENDMENT AND RENEWAL- Addendum A
Lamar University

MBA Supply Chain Management	50% of tuition
MBA Construction Project Management	50% of tuition
MBA Enterprise Resource Planning	50% of tuition
Other Graduate Programs	
MS in Criminal Justice	50% of tuition
Undergraduate Programs (non-nursing)	
Bachelor of Applied Arts and Sciences	30% of tuition
BBA in Entrepreneurship	30% of tuition
BBA in General Business	30% of tuition
BBA in Management	30% of tuition
Bachelor of General Studies	30% of tuition
BS in Communication	30% of tuition
BS in Criminal Justice	30% of tuition
BS in Sociology	30% of tuition
New programs and/or Degrees	AP Revenue Percentage
Education Programs	
M.Ed. C&I - General	50% of tuition
M.Ed. C&I - Computer Science	50% of tuition
M.Ed. C&I - English	50% of tuition
M.Ed. C&I - Math	50% of tuition
Business Programs	
MBA Accounting	50% of tuition
MBA Finance	50% of tuition
MBA Human Resource	50% of tuition
Other Graduate Programs	
Master of Public Administration	50% of tuition
Master of Public Health	50% of tuition
MS CJ – Administration	50% of tuition
MS CJ – Homeland Security	50% of tuition
Undergraduate Programs	
BS Political Science	30% of tuition
BA Political Science	30% of tuition
BA Sociology	30% of tuition
BA Criminal Justice	30% of tuition

*Lamar University's Corporate Partners are defined as private or public entities with which Lamar University, independently of AP, established business and educational relationships to engage in academic programming and recruitment of student to LU degree programs, both online and on-ground.

Withdrawal of Undergraduate AP Online Programs

The University may withdraw all Undergraduate AP Online Programs, with the exception of the Undergraduate RN to BSN, at any point after providing 90 days advance written notice to AP. The University may not withdraw the Undergraduate RN to BSN program.

II. MODIFICATION TO THE SCHEDULE OF AP ONLINE PROGRAMS

The University and AP may modify the Schedule of AP Online Programs by mutual agreement. For any added programs, AP revenues for all related undergraduate courses with the exception of Nursing will be 30% of tuition; AP revenues for all Nursing undergraduate courses and for all related graduate level courses will be 50% of tuition.

AMENDMENT AND RENEWAL- Addendum A
Lamar University

IN WITNESS WHEREOF, the Parties hereto have caused this Renewal to be signed by their duly authorized officers.

ACADEMIC PARTNERSHIPS, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

TEXAS STATE UNIVERSITY SYSTEM

Examined and Recommended:

Kenneth Evans, PhD
President, Lamar University

Date

Brian McCall, PhD
Chancellor, Texas State University System

Date

Approved as to Legal Form

Fernando C. Gomez, JD, PhD
General Counsel
Texas State University System

Date

APPROVED by the Board of Regents on _____, at _____.

Rossanna Salazar
Chairman of the Board of Regents
Texas State University System

Date

AMENDMENT AND RENEWAL- Addendum A
Lamar University

SERVICE AGREEMENT

This Service Agreement (**Agreement**) is entered into by and between Academic Partnerships, LLC, a Delaware limited liability company (**AP**), and Lamar University (**the University**) as of August 1, 2014 (**the Effective Date**). AP and the University are sometimes referred to in this Agreement each as a **Party**, and collectively as the **Parties**.

Recitals Incorporated Into Agreement

- A. The University offers courses and degree programs at the undergraduate, graduate and post-graduate level as well as other courses and programs (any of which may include pre-requisite and co-requisite courses) ;
- B. AP provides services to universities to enable them to offer such courses, degree programs and other programs online;
- C. AP and the University entered into a Marketing and License Agreement as of July 1, 2012. As of the Effective Date, this Agreement fully amends and restates that is, this Agreement is a novation of the July 1, 2012 Marketing and License Agreement, which is replaced in its entirety by the Agreement.
- D. Subject to the terms and conditions set forth herein, the University desires to engage AP to provide such services with regard to the mutually agreed to courses, degree programs and other programs (as set forth in the attached Addendum[s]) (jointly called **AP Online Programs**)

I. AP Obligations

During the Term of this Agreement, AP shall have the following obligations, which it shall fulfill through its own efforts as well as through efforts of its agents and affiliates, each of whom shall be subject to the University's approval, which shall not be unreasonably withheld. Further, AP shall remain contractually liable and legally bound to discharge fully the herein designated obligations in the event its agents and affiliates fail to perform AP-assigned obligations:

A. **Marketing, Recruiting, and Promotion.** AP shall be the exclusive marketer of the AP Online Programs. AP shall market the University and its AP Online Programs at its own expense using a variety of means as determined by AP, in its reasonable discretion, including but not limited to:

- (1) digital marketing
- (2) establishing relationships with employers and other organizations using field sales representatives / affiliate partnerships, on behalf of the University and its AP Online Programs using the University's intellectual property (including, specifically, its trademarks without necessarily referencing AP). (See Section IV).

B. Program Development, Support and Implementation. AP's implementation team will work with the University to launch the University's AP Online Programs. At its own expense AP shall implement and provide the following support services:

- (1) an integration team that works with the University's personnel from key departments as coordinated by the University's Distance Education.
- (2) facilitation of various planning sessions for AP Online Programs to suggest new opportunities and enhancements to the existing programs;
- (3) facilitate the development of a "Program Guidelines" document;
- (4) provide at the University's discretion cross-functional project management services, including development of a project plan to drive program implementation activities.

C. Academic Support Services. AP will work with faculty and the University on AP Online Programs' design, including but not limited to:

- (1) assisting with planning, blueprinting and course conversion of the University's into an electronic format;
- (2) assisting University in structuring multiple annual start dates; and
- (3) introducing best practices for the delivery of AP Online Programs.

D. Enrollment Specialist Representatives (ESRs). ESRs will serve as a primary point of contact for all prospective students for the AP Online Programs. The ESRs will help educate students about the University's AP Online Programs. AP's responsibilities include:

- (1) staffing and equipping a call center for ESRs
- (2) providing a team of ESRs to contact potential students;
- (3) providing a toll free number and website for prospective students;
- (4) recruiting in compliance with the academic standards of the University and regulatory requirements; and
- (5) informing potential students of the Program characteristics and referring potential students to the University regarding financial aid and/or academic questions. In performing recruiting activities, ESRs shall use such marketing and promotional materials as deemed appropriate by AP; provided, the same are supplied by or otherwise approved by the University in advance and in accordance with this Agreement. AP is entitled to rely on the accuracy of any such materials supplied by the University.

AP agrees that in the course of recruitment of Students for enrollment in one or more AP Online Programs it will not provide any commission, bonus or other incentive payments based directly or indirectly upon success in securing enrollments to any person or entity directly engaged in any student recruiting or admission activities, or any person directly supervising such person, except as may be authorized by 34 C.F.R. 668.14(b)(22)(2003) and any subsequent amendment thereto, and/or any other requirement of the United States Department of Education or the University's regional accreditor.

E. Application Support. In addition to recruiting, ESRs will:

- (1) inform applicants of University application requirements;
- (2) contact applicants regarding upcoming AP Online Programs' deadlines;
- (3) remind applicants to submit necessary paperwork (transcripts, etc.);
- (4) remind Students of the registration process, registration deadlines and payment deadlines once admitted to the University; and
- (5) refer Students to appropriate University resources if there are further questions about the Program(s).

F. Student Support Services. ESRs will provide student support and retention services, including, but not limited to the following:

- (1) following up with Students periodically through graduation to give support, encouragement, and assistance.
- (2) referring Students to University resources if academic success is in jeopardy;
- (3) welcoming new Students and providing upcoming registration dates and/or deadlines;
- (4) re-engaging inactive Students; and
- (5) reminding Students of upcoming start dates, registration deadlines and payment deadlines.

G. Protection of Data. AP shall use reasonable efforts to ensure the data shared is not re-disclosed or otherwise breached. For any data shared that is subject to the regulations of the Family Educational Rights and Privacy Act (FERPA), (34 CFR Part 99), AP shall comply with the requirements of FERPA. If AP's failure to use reasonable effort to directed above results in the disclosure of data in violation of FERPA, AP shall

be liable for all damage resulting from such disclosure and shall indemnify and hold harmless the University, its regents and employees in the event they sustain damage as a result of AP's actions or failures to act.

Notwithstanding the above, AP may utilize the information of denied applicants (**Non-Viable Prospects**) to contact them to provide information on other education opportunities at institutions that also allow their denied applicants to receive information on other educational opportunities.

II. University Obligations

The University shall maintain the sole authority in the (i) appointment of faculty, (ii) admission of students, (iii) delivery of AP Online Programs, (iv) evaluation of student performance, (v) decision to award course credit and/or academic credentialing, (vi) decision to award scholarships or financial aid, and collection of tuition, fees and other monies to be collected from students under this Agreement. During the Term of this Agreement, the University has the following obligations:

A. Marketing Deliverables.

Marketing, Recruiting, and Promotion.

(1) University shall expressly approve or disapprove of any proposed marketing materials, plans and proposals submitted to it by AP within 10 University business days of receipt. If University does not respond to AP within the 10 University business day period, AP may assume that the marketing materials, plans, and proposals are approved;

(2) University shall deliver to AP its branding and style guidelines that establish the parameters by which AP may utilize the University's intellectual property. The University hereby grants the right to AP to use its intellectual property (including to represent the University in forming affiliate relationships and related promotions without necessarily referencing AP) representing Lamar University as referenced in Section IV and Exhibit C in performance of the AP Obligations only in accordance with those branding and style guidelines. Any deviation from the branding and style guidelines must first be approved by the University;

(3) University shall allow AP and/or its agents or affiliates to use the University web domain for marketing (i.e., <http://online.universityname.edu> or <http://degree.universityname.edu>) and host those subdomains for ease of maintenance and updates;

Subject to FERPA and state privacy laws, the University shall allow AP to have access to appropriate and relevant current student and alumni email lists for marketing purposes; and

(4) University shall ensure that AP is its exclusive marketer and promoter with regard to the AP Online Programs, as listed in Addendum A.

B. Regulatory Approvals, Accreditations, and Licenses. The Parties agree that AP is relying on the University's obligation to determine and obtain all necessary regulatory approvals and licenses for the AP Online Programs including as set forth below:

(1) **Obtaining Regulatory Approvals.** As it is required by law, the University shall fulfill its obligation to determine if it is required to obtain any type of approval, authorization, certificate, or license to deliver online instruction, market degree programs, or recruit students. If the University determines that it or its agents are required to obtain any sort of approval, authorization, certificate, or license in a state, then the University shall work with AP in reasonable efforts to obtain all such necessary approvals and shall communicate them to AP in a timely manner.

(2) **Informing AP of Obtained Approvals.** The University shall inform AP as to which states' residents the University is legally authorized to enroll students, what types of marketing and recruitment activities it has obtained approval for, and in which locations such approvals have been obtained.

C. Financial/Business Oversight. The University will oversee the financial management of the AP Online Programs.

D. Intellectual Property. The University will not remove, deface, or obscure any of AP's or its agents or affiliates' copyright or trademark notices and/or legends or other proprietary notices associated with AP or its agents or affiliates.

E. Access to Data. The University shall provide AP daily extracts from its Student Information System and Learning Management System that contain information about applicants and students enrolled in the AP Online Programs. Essential data includes, but is not limited to, applicant, student, section, course, and enrollment data. AP and its agents and/or affiliates may use the data in order for AP to fulfill its obligations and exercise its rights under this Agreement and to analyze and increase the effectiveness of the services it offers hereunder.

The University agrees that for the duration of this Agreement it will not offer the same programs online as the Online Programs that are represented by AP except for those in place at the time of this agreement.

F. Program Characteristics. The University will assure that:

(1) its tuition for the AP Online Programs is no more than the campus-based tuition;

- (2) the AP Online Programs are in an accelerated format usually consisting of 5 or 8 week courses offered in sequence;
- (3) there shall be at least five (5) program starts per calendar year per Online Program with the exception of selected online Programs;
- (4) the University shall work in good faith with AP toward obtaining approval in as many jointly identified sister states-as soon as reasonably practicable;
- (5) the University shall work collaboratively with AP on marketing promotions including offering special promotions for affiliate partners; and
- (6) the University shall provide and maintain at least three high-demand AP Online Programs under this Agreement as mutually determined by AP and the University.

II. License Grants by AP

During the Term of this Agreement, AP grants the University a limited, nonexclusive license to use AP's intellectual property, including but not limited to its trademarks, logos, websites, marketing materials, and know-how, for the specific and limited purpose of marketing and promoting the AP Online Programs. Exhibit A lists the initial AP trademarks that AP expects to be used under this Agreement.

IV. License Grants by the University

A. License. During the Term of this Agreement, the University grants AP a limited, nonexclusive license to use the University's intellectual property, including but not limited to its trademarks, logos, websites, marketing materials, pictures (of faculty, the University, and its students and alumni) as approved by the university, and know-how, for the specific and limited purpose of marketing and promoting the AP Online Programs. Exhibit B lists the initial University trademarks that the University expects to be used under this Agreement.

B. Agents and/or Affiliates. AP is hereby given the right to allow its agents and/or affiliates (e.g. specialized providers of niche services such as digital marketing and operational suppliers) to utilize the University materials where appropriate in AP's reasonable discretion to meet its obligations to the University and exercise its rights under this Agreement.

V. Ownership

A. Ownership of Contributed Materials. AP and the University each retain all ownership and intellectual property rights in the material they each contributed.

B. Ownership of Developed Materials. Any right, title and interest in and to any intellectual property arising from or attributed to any of the work or activities undertaken as part of this Agreement shall belong to the Party that creates such intellectual property, unless mutually agreed to otherwise in writing.

VI. Term

The original term of this Agreement shall commence on the Effective Date and end on June 30, 2017, unless terminated earlier hereunder. The original term and any successor term shall automatically renew for three (3) year periods, unless either Party gives written notice to the other Party of its desire to terminate the Agreement at least 120 days before the expiration of the then current original term or successor term. By mutual agreement and after approval of the University's Board of Regents, the Parties may extend the renewal term up to seven (7) years. If the University and AP enter into an Addendum to this Agreement for a new program, such an Addendum must be approved by the Chancellor, and the term of such Addendum shall be for seven (7) years unless stated otherwise in the Addendum.

If, during the term of this Agreement, the University wishes to offer similar, additional programs online through another service provider, the University will first offer the right to exclusively negotiate an Addendum for the new Programs to AP. If AP and the University negotiate in good faith but cannot reach an agreement within 60 days from the date of first offer, University is free to contract with another service provider for the online programs not listed in any executed Addendum.

VII. Payment and Taxes

A. AP Payment. The University will collect all Revenue (defined to mean tuition and related fees charged to students for the AP Online Programs) and will remit to AP an amount equal to the product of multiplying the applicable tuition revenue percentage [identified in each Addendum] times tuition revenue, which shall be due and payable to AP within thirty (30) University business days of the start of any AP Online Programs. In the event no percentage is noted in Addendum A to this Agreement, the default percentage shall be 50% for both in-state and out of state tuition.

B. Taxes. Each Party will be responsible for any and all taxes due on their portion of Revenues received.

C. Payment Upon Termination. The University acknowledges that a portion of AP's cost is incurred before a student enrolls, and that AP's only method of cost recover is through the continuing payments of students who remain in and progress through the Online Programs. Therefore, in the event of termination of this agreement for any reason including expiration, the University shall continue to remit payments to AP for all students whose enrollment was secured by AP prior to termination of this Agreement for so long as those students continue to take courses in the Online Programs.

VIII. Indemnification

A. AP. AP will defend and indemnify the University, to the extent permitted by Texas law, against any loss or damage caused by AP's actions hereunder provided that: (a) the University notifies AP in writing within 30 University business days of the claim; (b) AP has sole control of the defense and all related settlement negotiations; and (c) the University provides AP with the assistance, information, and authority reasonably necessary to perform the above; reasonable out-of-pocket expenses incurred by the University in providing such assistance will be reimbursed by AP.

B. University. The University will defend and indemnify AP, to the extent permitted by Texas law against any loss or damage caused by the University's actions hereunder provided that: (a) AP notifies the University in writing within 30 University business days of the claim; (b) the University has sole control of the defense and all related settlement negotiations; and (c) AP provides the University with the assistance, information, and authority reasonably necessary to perform the above; reasonable out-of-pocket expenses incurred by AP in providing such assistance will be reimbursed by the University.

IX. LIMITATION OF LIABILITY

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES.

X. Warranties

A. Authority. Each Party warrants, to the best of its knowledge, that it has the authority to enter into the Agreement and to perform its obligations set forth herein.

B. Ownership of Materials Provided. Each Party warrants to the other that it is the sole and exclusive owner of the provided materials or has the license to use and sub-license any intellectual property owned by third parties and incorporated into such materials, and that, to the best of its knowledge; such materials do not infringe any third-party rights.

XI. Cure for Breach.

If either Party materially breaches the terms of this Agreement and fails to correct the breach within 90 days after the non-breaching Party provides written notification, the non-breaching Party shall follow the dispute resolution procedures contained herein under section XIII C.

XII. Obligations Upon Termination.

Upon expiration or termination of this Agreement, both parties shall cease all use of the other's provided materials and return any such material in its possession to other Party.

XIII. General

A. Relationship Between the Parties. Each Party is an independent contractor and will be solely responsible for payment of all compensation owed to its employees, as well as employment related taxes. Each Party will maintain appropriate worker's compensation for its employees as well as general liability insurance. Neither this Agreement, nor any terms and conditions contained herein, shall be construed as creating a partnership, joint venture, agency or franchise relationship.

B. Governing Law and Jurisdiction. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with Texas law. Venue shall lie in Travis County, Texas.

C. Amendment. This Agreement may not be amended unless the amendment is in writing and has the approval of AP, the Chancellor and Board of Regents of the Texas State University System. Notwithstanding the aforementioned, Addendums to this Agreement to add new programs that do not materially changed the duties or obligations of the parties or otherwise increase the University's financial obligations shall not require approval of the Board of Regents.

D. Disputes. In the event that some or all of the materials provided by either Party is held or is believed by the other Party to infringe third party rights, the alleged infringer shall have the option, at its expense to: (a) modify the materials to be non-infringing; or (b) obtain a license from the third party to continue using that portion of the materials that is infringing the rights of such third party. If it is not commercially feasible to perform either of the above options, then that Party may require the other to return the infringing materials and all rights thereto.

If a Party breaches this Agreement and does not cure within the proper period then the Parties shall submit the matter to mediation under an agreed mediator within 90 days of the deadline for cure. If settlement is not reached within 60 days after service of a written demand for mediation, any unresolved controversy or claim arising out of or relating to this Agreement shall referred to the Texas State Office of Administrative Hearings (SOAH) for resolution under Texas Government Code, chapter 2260.

E. Notice. All notices, including notices of address change, required to be sent hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail or actually received to:

If to AP:

Academic Partnerships, LLC
Attention: Chief Financial Officer
600 North Pearl Street
Suite 900

Dallas, Texas 75201

With copy to:

Academic Partnerships, LLC
Attn: Legal Dept.
2200 Ross Ave., Suite 3800
Dallas, TX 75201
FAX No. 214-438-4133

If to the University:
Lamar University
VP Finance and Operations
P.O. Box 10051
Beaumont, TX 77710

The Parties agree that they each may treat documents faxed and/or email attachments and/or a signature sent electronically by the other Party as original documents; nevertheless, either Party may require the other to exchange original signed documents.

F. Severability. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force.

G. Waiver and Retention of Rights. The waiver by either Party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach. Except for actions for nonpayment or breach of either Party's intellectual property rights, no action, regardless of form, arising out of this Agreement may be brought by either Party more than two years after the cause of action has occurred. Nothing in this Agreement shall be construed as a waiver of the constitutional, statutory, or common law rights, privileges, immunities, or defenses of the parties.

H. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

I. Confidential Information. Each Party agrees that it shall not use or disclose to any third party, except for the purpose of performing this Agreement, any business and technical information of the other Party which, in the exercise of reasonable judgment, should be recognized by such Party as confidential (**Confidential Information**). The obligation of confidentiality shall not apply to information which: (a) is or becomes part of the public domain through no fault of the receiving Party; (b) is furnished by the disclosing Party to others without restrictions on use and disclosure; (c) becomes known or available to the receiving Party without restriction from a source other than the disclosing Party without breach of any Agreement with the disclosing Party; (d) is disclosed with prior written approval of the disclosing Party; (e) is independently developed by the receiving Party without the use of any Confidential Information; (f) is

previously known to the receiving Party on a non-confidential basis; or (g) is required by court order (other legal process) or government agency to be disclosed, in which case, the receiving Party shall give the disclosing Party as much notice as is reasonably practical so that the disclosing Party may seek a protective order or other confidential protection as the disclosing Party, in its sole discretion, may elect and the receiving Party shall reasonably cooperate with the disclosing Party in disclosing Party's efforts to obtain such order or protection.

J. Force Majeure. Neither Party will be liable for delays or failure in its performance hereunder to the extent such delay or failure is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-Party criminal act or act of government, or any other event beyond the reasonable control of that Party (an **Excusable Delay**). This Agreement may be terminated with written notice by either Party under this section should the Excusable Delay of the non-performing Party continue for more than 30 University business days.

K. Entire Agreement. This Agreement with any documents referred to in it constitutes the entire agreement and understanding between the Parties and supersedes any previous agreement between them relating to the matters set forth herein.

L. Successors and Assigns. This Agreement will be binding upon, and will inure to the benefit of, the permitted successors and assigns of each Party hereto. The University may not assign, this Agreement or any of its rights hereunder without the prior written consent of AP, and any attempted assignment without such consent shall be void.

M. Variation. No variation of this Agreement or of any of the documents referred to in it shall be valid unless it is in writing and signed by or on behalf of each of the Parties.

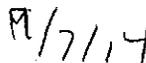
N. Survivability. The following Sections shall survive the expiration and termination of this Agreement: I-H, V, VII, VIII, IX, X, XII, and XIII.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

ACADEMIC PARTNERSHIPS, LLC

By: 

Wes Brazell

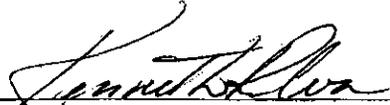


Date

Title: CFO

TEXAS STATE UNIVERSITY SYSTEM

Examined and Recommended:



President Kenneth Evans, PhD
Lamar University

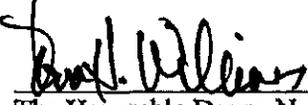
9/11/14
Date



Brian McCall, PhD, Chancellor
9-15-14

9.22.14
Date

APPROVED by the Board of Regents on 8/29/14 at Board of Regents Meeting



The Honorable Donna N. Williams
Chairman of the Board

10/6/14
Date

ADDENDUM A

This Addendum (Addendum) dated as of August 1, 2014 is a supplement to that certain Service Agreement (Agreement) dated as of August 1, 2014 between Academic Partnerships, LLC (AP), and Lamar University (the University) and is fully incorporated therein.

I. SCHEDULE OF ONLINE PROGRAMS

The University agrees to pay AP a percentage of all tuition collected for the Online Programs according to the following schedule:

Graduate Online Programs	AP Revenue Percentage
MS in Criminal Justice	50% of tuition
M.Ed. in School Counseling	50% of tuition
M.Ed. in Educational Administration	50% of tuition
M.Ed. in Educational Technology Leadership	50% of tuition
M.Ed. in Teacher Leadership	50% of tuition
M.Ed. in Teacher Leadership: ESL Specialization	50% of tuition
M.Ed. in Clinical Mental Health Counseling	50% of tuition
M.Ed. in Special Education	50% of tuition
M.Ed. in Curriculum and Instruction: Gifted Education Focus	50% of tuition
MS in Nursing	50% of tuition
Graduate Certificates in Education	50% of tuition
Undergraduate Online Programs	AP Revenue Percentage
Undergraduate RN to BSN	50% of tuition
Bachelor of Applied Arts and Sciences	30% of tuition*
BBA in Entrepreneurship	30% of tuition*
BBA in General Business	30% of tuition*
BBA in Management	30% of tuition*
Bachelor of General Studies	30% of tuition*
BS in Communications	30% of tuition*
BS in Criminal Justice	30% of tuition*
BS in Sociology	30% of tuition*

*** WITHDRAWAL OF UNDERGRADUATE AP ONLINE PROGRAMS**

The University may withdraw all Undergraduate AP Online Programs, with the exception of the Undergraduate RN to BSN, at any point after the summer terms of 2015 after providing 90 days advance written notice to AP. The University may not withdraw the Undergraduate RN to BSN program.

II.

MODIFICATION TO THE SCHEDULE OF AP ONLINE PROGRAMS

The University and AP may modify the Schedule of AP Online Programs by mutual agreement. For any added programs, AP revenues for all related undergraduate courses

with the exception of Nursing will be 30% of tuition; AP revenues for all Nursing undergraduate courses and for all related graduate level courses will be 50% of tuition.

This addendum contains trade secrets and commercial and financial information that are confidential and therefore may not be disclosed to any third party. If the University receives an open records request for this information, it shall follow the applicable provisions of its state's open records law in regards to notifying AP of the request and seeking a ruling by its state's Attorney General or other open records authority regarding its confidentiality.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

ACADEMIC PARTNERSHIPS, LLC

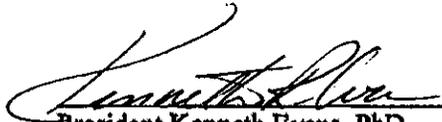
By: 
Wes Brazell

9/7/14
Date

Title: CFO

TEXAS STATE UNIVERSITY SYSTEM

Examined and Recommended:


President Kenneth Evans, PhD
Lamar University

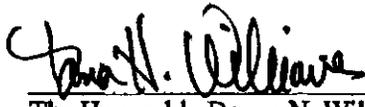
9/11/14
Date


Brian McCall, PhD, Chancellor

9.22.14
Date

89-16-14

APPROVED by the Board of Regents on 8/29/14 at Board of Regents Meeting


The Honorable Donna N. Williams
Chairman of the Board

10/6/14
Date

EXHIBIT A
(AP Trademarks, including those of its affiliates)

1. ACADEMIC PARTNERSHIPS, LLC
2. ACADEMIC PARTNERSHIPS
3. AP



EXHIBIT B

(University Trademarks) TBC later

1. _____

ADDENDUM B

This Addendum B (Addendum) dated as of October 15, 2014 (Addendum Effective Date) is a supplement to that certain Service Agreement (Agreement) dated as of August 1, 2014 between Academic Partnerships, LLC (AP), and Lamar University (the University) and is fully incorporated therein. The original term of this Agreement shall commence on the Effective Date and end on June 30, 2017, unless terminated earlier hereunder.

I. ONLINE PROGRAMS

The following schedule of Online Programs are added as of the Addendum Effective Date:

Online Program	AP Revenue Percentage
MBA concentration in Organizational Leadership	50%
MBA concentration in Educational Management	50%
MBA concentration in Criminal Justice Management	50%
MBA concentration in Healthcare Management	50%
MBA concentration in Supply Chain Management	50%
MBA concentration in Construction Management	50%

The addition of the above Online Programs does not alter the Online Programs currently in effect.

This addendum contains trade secrets and commercial and financial information that are confidential and therefore may not be disclosed to any third party. If the University receives an open records request for this information, it shall follow the applicable provisions of its state's open records law in regards to notifying AP of the request and seeking a ruling by its state's Attorney General or other open records authority regarding its confidentiality.

ACADEMIC PARTNERSHIPS, LLC

Signature: Wes Brazell
 Name: Wes Brazell
 Title: CFO
 Date: 11/7/14

LAMAR UNIVERSITY

Signature: [Signature]
 Name: Ken Evans
 Title: President
 Date: 11/5/14

TEXAS STATE UNIVERSITY SYSTEM

Signature: [Signature]
 Name: Brian McCaff, PhD
 Title: Chancellor
 Date: 11/6/14

[Handwritten initials]

ADDENDUM C

This Addendum C (Addendum) dated as of December 17, 2014 (Addendum Effective Date) is a supplement to that certain Service Agreement (Agreement) dated as of August 1, 2014 between Academic Partnerships, LLC (AP), and Lamar University (the University) and is fully incorporated therein.

I. ONLINE PROGRAMS

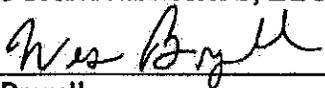
The following schedule of Online Programs are added as of the Addendum Effective Date:

Online Program	AP Revenue Percentage
MBA concentration in Enterprise Resource Planning	50%

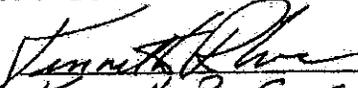
The addition of the above Online Programs does not alter the Online Programs currently in effect.

This addendum contains trade secrets and commercial and financial information that are confidential and therefore may not be disclosed to any third party. If the University receives an open records request for this information, it shall follow the applicable provisions of its state's open records law in regards to notifying AP of the request and seeking a ruling by its state's Attorney General or other open records authority regarding its confidentiality.

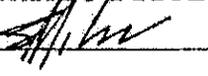
ACADEMIC PARTNERSHIPS, LLC

Signature: 
Name: Wes Brazell
Title: CFO
Date: 12/17/14

LAMAR UNIVERSITY

Signature: 
Name: Kenneth P. Evans
Title: President
Date: 1/28/15

TEXAS STATE UNIVERSITY SYSTEM

Signature: 
Name: Brian McCall, PhD
Title: Chancellor
Date: 1/28/15
1-28-15

ADDENDUM C - Solo Page
Lamar University

ADDENDUM D

This Addendum D (**Addendum**) dated as of May 22, 2015 (**Addendum Effective Date**) is a supplement to that certain Service Agreement (**Agreement**) dated as of August 1, 2014, between Academic Partnerships, LLC (**AP**), and Lamar University (the **University**) and is fully incorporated therein. The term of this Addendum shall commence on the Effective Date and end on June 30, 2017, unless terminated earlier hereunder.

I. ONLINE PROGRAMS

The following schedule of Online Programs are added as of the Addendum Effective Date:

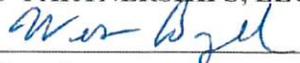
Online Program	AP Revenue Percentage for Lamar University Corporate Partners*	AP Revenue Percentage*
M.Ed. in Digital Learning and Leading	38% of tuition for Lamar University Corporate Partners	50% of tuition

The addition of the above Online Programs does not alter the Online Programs currently in effect.

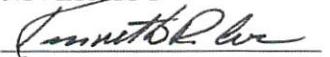
This addendum may contain trade secrets and commercial and financial information that are confidential and therefore may not be disclosed to any third party. If the University receives an open records request for this information, it shall promptly notify AP. If AP wishes to assert that the information is confidential, AP shall so notify the University in sufficient time to notify the Texas Attorney General that AP intends to submit arguments in support of its position. AP shall be solely responsible for knowing the applicable provisions and timelines of the Texas Public Information Act, Government Code, Chapter 552.

* - AP is not entitled to and will not receive any portion of any fees or other charges paid by students.

ACADEMIC PARTNERSHIPS, LLC

Signature: 
 Name: Wes Brazell
 Title: CFO
 Date: 4/22/15

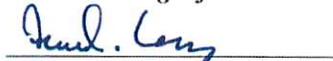
LAMAR UNIVERSITY

Signature: 
 Name: Kenneth Evans
 Title: President
 Date: 5/11/15

TEXAS STATE UNIVERSITY SYSTEM

Signature: 
 Name: Brian McCall, PhD
 Title: Chancellor
 Date: 5.13.15

Approved as to legal form:

Signature: 
 Name: Fernando C. Gomez, J.D., Ph.D.
 Title: Vice Chancellor and General Counsel
 Date: May 13, 2015

ADDENDUM F

This Addendum F (Addendum) dated as of March 1, 2016, is a supplement to that certain Service Agreement (Agreement) dated as of August 1, 2014 between Academic Partnerships, LLC (AP), and Lamar University (the University) and is fully incorporated therein. The original term of this Agreement shall commence on the Effective Date and end on June 30, 2017, unless terminated earlier hereunder.

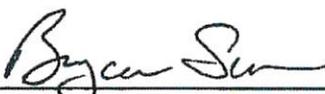
Programs and/or Degrees	Start Date	AP Revenue Percentage*
MBA (General)	August 2016	50%
MBA in Management	August 2016	50%
MBA in Marketing	January 2017	50%

This Addendum contains trade secrets and commercial and financial information that are confidential and therefore may not be disclosed to any third party. If the University receives an open records request for this information, it shall follow the applicable provisions of its state's open records law in regards to notifying AP of the request and seeking a ruling by its state's Attorney General or other open records authority regarding its confidentiality.

** AP is not entitled to and will not receive any portion of any fees or other charges paid by students. Revenue is based on tuition only.*

ACADEMIC PARTNERSHIPS, LLC

LAMAR UNIVERSITY

Signature: 
 Name: Bryce Sumner
 Title: Chief Financial Officer
 Date: 3/23/2016

Signature: 
 Name: Kenneth Evans, Ph.D
 Title: President
 Date: 3/23/16

TEXAS STATE UNIVERSITY SYSTEM

Signature: 
 Name: Brian McCall, Ph.D
 Title: Chancellor
 Date: 4.4.16

*Acceptable as to legal form.
 F. Gomez 4-4-16*

ADDENDUM F – Solo Page
 Lamar University

SHSU –Easement from City of Huntsville for Pedestrian access from new parking lot 65 located at 615 16th street to the main campus of Sam Houston State University.

Sam Houston State University's requested 20-foot-wide access easement (attached) across an existing City of Huntsville Easement for the purpose of installing pedestrian access from new parking lot 65 located at 615 16th street and Sam Houston's Main Campus is approved.

Explanation

Sam Houston State University is requesting an access easement from the City of Huntsville at a cost of ten dollars (\$10.00). This easement will allow Sam Houston to install, construct, operate, use, maintain, repair, modify, upgrade, monitor, inspect, replace, make connections with, and remove walkways, sidewalks, and promenade structures with all associated steps, stairs, ramps, tunnels, and other appurtenances which provide a public walkway to connect Grantees properties. This walkway will connect parking lot 65 to SHSU main campus.

A copy of the easement as reviewed and approved by the Vice Chancellor and General Counsel is attached.

ACCESS EASEMENT FOR SIDEWALK

Date: _____, 2017

Grantor: The City of Huntsville, a home-rule municipal corporation of the State of Texas

Grantor's Mailing Address:

1212 Avenue M
Huntsville (Walker County), Texas 77340

Grantee: **SAM HOUSTON STATE UNIVERSITY**, a state institution of higher education and a member of the Texas State University System

Grantee's Mailing Address:

Vice President for Finance and Operations
Sam Houston State University
P.O. Box 2027, Huntsville, (Walker County), Texas 77341

Easement Property: Being comprised of the following:

With map of property and easement attached hereto and incorporated herein for all purposes with legal description as follows:

Being 0.0804 acres of land, more or less, over, across, and upon a portion of a called 4.64 acre tract of land situated in the Pleasant Gray League, A-24, Walker County, Texas described in a deed to the City of Huntsville, recorded in Volume 921, Page 137, (Tract Five) Official Records of Walker County, Texas (O.R.W.C.T.), and a portion of a called 0.742 acre tract of land situated in the Pleasant Gray League, A-24, City of Huntsville, Texas, described in a deed to the City of Huntsville recorded in Volume 275, Page 102. Official Records of Walker County, Texas (O.R.W.C.T.) and being more particularly described as follows:

BEGINNING at a point in the northeast line of said 4.64 acre tract and a shared southwest line of a called 4.3 acre tract of land described in a deed to The Board of Regents of the Texas State University System for the use and benefit of Sam Houston, recorded in Volume 1045, Page 170 (O.R.W.C.T.), same being the north corner of the herein described tract. For reference, a 5/8-inch iron rod found, capped "JS MOORER," bears North 49°18'55" West, 57.54 feet;

THENCE with northeast line of said called 4.64 acre tract, South 49°33'11" East, 20.21 feet to the east corner of the herein described tract;

THENCE leaving said northeast line and across said called 4.64 acre tract, South 48°47'11" West, at a distance of 123.64 feet pass the common line between said called 4.64 acre tract and called 0.742 of an acre tract, continuing a total distance of 140.24 feet, to a point for the southeast corner of the herein described tract;

THENCE North 90°00'00" West, 33.89 feet, to a point for the southwest corner of the herein described tract, being in the southwest line of said called 0.742 of an acre tract;

THENCE with the southwest line of said called 0.742 acre tract, North 44°51'23" West, 28.21 feet to a point for the northwest corner of the herein described tract;

THENCE leaving said southwest line of said called 0.742 acre tract, North 44°51'23" West, 28.21 feet to a point for the northwest corner of the herein described tract;

THENCE North 48°47'11" East, at a distance of 6.12 feet pass the common line between said called 0.742 acre tract and said called 4.64 acre tract, continuing a total distance of 129.79 feet, to the PLACE OF BEGINNING and occupying 0.0804 acres of land, more or less, as shown on the accompanying plat bearing date of November 8, 2016.

Reference is hereby made to a separate survey plat bearing date of November 8, 2016.

Bearings refer to the State Plane Coordinate System of Texas, Central Zone (Central-4203), based on the City of Huntsville Mapping Control Network Control Points No. 6689 and No. 6568, with published coordinates of N: 10,257,405.25, E: 3,800,556.56 and N: 10,257,160.48, E: 3,800,504.41 respectively.

Easement Purpose: To install, construct, operate, use, maintain, repair, modify, upgrade, monitor, inspect, replace, make connections with, and remove walkways, sidewalks, and promenade structures with all associated steps, stairs, ramps, tunnels, and other appurtenances which provide a public walkway to connect Grantees properties. Together with all other rights necessary or convenient for the enjoyment of the rights, privileges and easement hereby granted.

Consideration: **TEN AND NO/100 DOLLARS (\$10.00)** and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by Grantor.

Grant of Easement: Grantor, grants, sells, and conveys to Grantee and Grantee's heirs, successors, and assigns an nonexclusive easement over, upon, across and under the Easement Property for the Easement Purpose, as well as to use the surface and subsurface thereof in any lawful manner that shall be deemed necessary and desirable by Grantee, together with all and singular the rights and appurtenances thereto in any way belonging (collectively, the

“Easement”), to have and to hold the Easement to Grantee and Grantee’s heirs, successors, and assigns forever. Grantor binds Grantor and Grantor’s heirs, successors, and assigns to warrant and forever defend the title to the Easement in Grantee and Grantee’s heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the Easement or any part of the Easement, except as to the Reservations from Conveyance and Exceptions to Warranty, to the extent that such claim arises by, through, or under Grantor but not otherwise.

Terms and Conditions: The following terms and conditions apply to the Easement granted by this document:

1. The Easement is appurtenant to, runs with, and inures to the benefit of all or any portion of the Dominant Estate Property, whether or not the Easement is referenced or described in any conveyance of all or such portion of the Dominant Estate Property. The Easement is nonexclusive and irrevocable. The Easement is for the benefit of Grantee and Grantee’s heirs, successors, and permitted assigns.

2. The duration of the Easement is perpetual.

3. Grantee’s right to use the Easement Property is nonexclusive, and Grantor reserves for Grantor and Grantor’s heirs, successors, and assigns the right to use all or part of the Easement Property in conjunction with Grantee as long as such use by Grantor and Grantor’s heirs, successors, and assigns does not interfere with the use of the Easement Property by Grantee for the Easement Purpose.

4. This easement, and Grantee’s rights hereunder, are subject to all prior easements, reservations, grants of other rights, restrictions and other encumbrances and matters now of record and/or evident on said lands or otherwise made known by Grantor to Grantee.

5. Grantee’s use of said Easement Property shall not unreasonably interfere with Grantor’s use of the land herein described or adjacent lands.

6. At least ninety (90) days prior to adding improvements to the easement, Grantee shall provide Grantor copies of construction design(s) and any required engineering or governmental certifications. Grantor may review designs, verify governmental certifications and provide objections within the ninety (90) day period. Any timely objection shall be negotiated between Grantee and Grantor prior to commencement of improvements. Grantee has the right to eliminate any encroachments into the Easement Property. All Grantee improvements, including but not limited to configuration, construction, installation, maintenance, replacement, and removal shall be at the sole expense of Grantee.

7. Grantee shall have the right to cut and/or remove all trees, growth, undergrowth, and other obstructions that, in Grantee’s judgment, may injure, endanger, or interfere with the exercise by Grantee of the rights and privileges granted to it in this Easement, and Grantee shall

not be required to reimburse Grantor, its successors assigns, tenants, or licensees for such action.

8. This Easement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

9. Binding Effect. This Easement binds and inures to the benefit of the parties and their respective heirs, successors, and permitted assigns.

10. Choice of Law. This Easement will be construed under the laws of the state of Texas, without regard to choice-of-law rules of any jurisdiction. Venue is in Walker County, Texas.

11. Further Assurances. Each signatory party agrees to execute and deliver any additional documents and instruments and to perform any additional acts necessary or appropriate to perform the terms, provisions, and conditions of this Easement and all transactions contemplated by the same.

12. Integration. This document contains the complete Easement rights granted and cannot be varied except by written agreement of the parties. The parties agree that there are no oral agreements, representations, or warranties that are not expressly set forth in this Easement.

13. Legal Construction. If any provision in this Easement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the parties, the unenforceability will not affect any other provision hereof, and this Easement will be construed as if the unenforceable provision had never been a part of the Easement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this document are for reference only and are not intended to restrict or define the text of any section. This Easement will not be construed more or less favorably between the parties by reason of authorship or origin of language.

14. Recitals. Any recitals in this document are represented by the parties to be accurate, and constitute a part of the substantive Easement.

[Remainder of this page left intentionally blank]

IN WITNESS WHEREOF, Grantor, owner of the Easement Property, has caused these presents to be executed by its duly authorized representative this _____ day of _____, 2017.

Grantor: City of Huntsville

By: _____
Name: Matthew Benoit
Title: City Manager,
City of Huntsville, Texas

APPROVED AS TO LEGAL FORM

Leonard Schneider,
City Attorney
City of Huntsville

THE STATE OF TEXAS }
 }
COUNTY OF WALKER } ACKNOWLEDGMENT

BEFORE ME, a Notary Public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 2017.

Notary Public, State of Texas

APPROVED AS TO LEGAL FORM

Fernando C. Gomez, J.D., Ph.D.
Vice Chancellor and General Counsel,
Texas State University System

Examined and Recommended:

Dana G. Hoyt, Ph.D.
President, Sam Houston State University

Date

Brian McCall, Ph.D.
Chancellor, Texas State University System

Date

APPROVED by the Board of Regents on _____ at _____.

The Honorable
Chairman, Board of Regents

SHSU: Authorization for Amendment Number Fourteen to Food Service Contract

The attached Amendment to the May 26, 2005 Food Service Contract between Sam Houston State University and ARAMARK Educational Services of Texas, Inc. of Irving, Texas, is approved.

Explanation

This amendment has been reviewed and approved by the Vice Chancellor for Finance and the Vice Chancellor and General Counsel of the Texas State University System.

In accordance with *Section 6.08* of the contract May 26, 2005 Food Service Contract between Sam Houston State University and ARAMARK Educational Services of Texas, Amendment Number Fourteen provides for a board rate increase of an average of approximately three percent.

Sam Houston's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase of 2% and other operating expenses.

The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent with CPI trends for the Food Industry.

The University's Administration has reviewed the proposed increases and determined they are reasonable, necessary, and in the best interests of providing a quality food service program on campus. Therefore, the Administration recommends this Amendment Number Fourteen be approved.

A copy of the contract and proposed Amendment Fourteen are included as an attachment.

SAM HOUSTON STATE UNIVERSITY FOOD SERVICES CONTRACT

THIS AGREEMENT is entered into between SAM HOUSTON STATE UNIVERSITY, a state-supported institution of higher education located in Huntsville, Walker County, Texas, a member of the Texas State University System ("University") and ARAMARK Educational Services of Texas, Inc., with offices located at Coppel, Texas ("Contractor").

1. PURPOSE

1.01 University engages Contractor to provide University with a full-service food service activity to include the following features:

1. Food services for University residence hall students;
2. Innovative food services for the Lowman Student Center and South Paw Dining Food Court and
3. Food services for University sponsored events, meetings, gatherings and public events (principally catering).

The Contractor will be the sole food service vendor for the University, including board plans, restaurant activities and catered events, so long as this Agreement is in effect. This provision does not apply to food and beverages provided by persons for their own consumption [such as, but not limited to, personal "sack" lunches, certain holiday gatherings, etc.] on the University campus, to food and beverages dispensed in vending machines (candy/bottled drinks/chips style of foods) or to the food and beverage services in the Johnson Coliseum, Bowers Stadium, Baseball/Softball Complex, CJ's on the Concourse, Gibb's Ranch, Walker Education Center, the Bill Blackwood Law Enforcement Training Building (LEMIT Building) or locations away from the main University campus in Huntsville, Texas.

1.02 Contractor will, when possible, become involved in the academic, social, and cultural environment of University.

1.03 The parties acknowledge to each other that the obligations required by this Agreement constitute valuable consideration.

1.04 All appendices referenced in this Agreement, whether or not attached hereto, are incorporated herein for all purposes.

2. FACILITIES

2.01 Operations. Contractor shall provide expert food services in and to the following facilities and areas:

1. Cafe Belvin Cafeteria;

2. South Paw Dining Food Court;
 3. LSC facilities, including, but not limited to, the Pawprint, C-Store, Cyber Confections, and ancillary areas within the Lowman Student Center or their successors; and
 4. Catering activities both on and off the University campus.
- 2.02 Hours of Operation. The performance of the contract will conform to the University calendar for both academic purposes and summer camp purposes. More detailed hours, subject to reasonable change with concurrence of the University, are located in Appendix A hereto attached.

3. TERM

- 3.01 Contract Term. This Agreement shall commence on June 1, 2005 and terminate on May 31, 2015. A "Contract Year" will be the period of June 1 to the following May 31. Each quarter will be determined by the successive three-month periods beginning on June 1.
- 3.02 Contract Modification. The parties may modify this Agreement in writing only signed by their respective authorized representatives.
- 3.03 Termination for Cause. Either party may terminate this Agreement for failure to perform pursuant to this Agreement by providing 120 days written notice; *provided, however* that in the event that such failure to perform is cured within this 120 day period, this Agreement shall not terminate, and *provided further* that the Contractor may not terminate prior to the end of a semester.
- 3.04 Termination by Choice. Either party may terminate this Agreement for any reason effective on May 31 of any Contract Year; *provided, however*, that the terminating party gives the other party written notice of its intent to terminate no later than the preceding March 1st.
- 3.05 Conclusion of Business. Upon the termination of this Agreement, the Contractor will vacate the University's property and will restore the property, together with all equipment furnished by the University, to the same condition as at the commencement of this Agreement, except for ordinary and reasonable wear and tear and loss or damage caused by events beyond the Contractor's control. The Contractor and the University will jointly conduct a closing inventory, and the Contractor will replace or repair all lost, damaged, or destroyed University-supplied equipment, excluding loss or damage caused by events beyond Contractor's control.
- 3.06 Contract Renewal. Upon mutual agreement of both parties, the University may extend this Agreement on the same terms and conditions for a period not to exceed two (2) years after the contract term as defined in Section 3.01.

4. RIGHTS AND OBLIGATIONS OF UNIVERSITY

- 4.01 Contract Administrator. University designates the Associate Vice President for Finance and Operations as the Contract Administrator.
- 4.02 University Obligations. University assumes the following responsibilities under this Agreement:
1. **Non-Communication Utilities:** The University will furnish all heat, water, electricity, gas

and/or air conditioning necessary for the efficient operation of the food service facilities at the University's expense. The University shall not be liable for any loss that may result from the interruption or failure of any such utilities or services, unless such loss is the direct result of the University's negligence or willful misconduct. The Contractor may specify reasonable utility requirements, which University may provide. However, the University shall not be required to provide or pay for the installation of additional electrical lines, plumbing, drains, fans, duct work, etc., the provision of which shall be the sole responsibility of the Contractor (with prior written consent of University).

2. **Communications:** The University will make available the University telecommunications and mail services, just as they are available to any department within the University, and the Contractor will be billed accordingly.
3. **Parking:** The University shall make parking on campus available to the Contractor's employees, just as this service is available to any University employee, and at the same cost and assignment method.
4. **Space:** The University will provide reasonable office space for Contractor's supervisory personnel and business office staff other than that provided in the usual cafeteria areas.
5. **Security:** The University Police Department will provide security service in the same manner provided for other campus buildings; special security services may be provided upon request with Contractor agreeing to fully reimburse University for such services. However, the Contractor shall not, except in physically dangerous or other emergency situations, summon public emergency services except through the University Police Department. The Contractor shall not seek to have students or employees of the University who are suspected of theft arrested by public authorities without prior consultation with the University Police Department.
6. **Trash Removal/Receptacles:** The University will provide trash and garbage receptacles in the vicinity of the cafeteria or other facility being operated by Contractor and shall be responsible for the removal of garbage and dry trash from these exterior receptacles. Contractor shall empty trash and garbage from the cafeterias or other facilities into these exterior receptacles. Contractor will not dispose of chemicals through these receptacles, or any other method on the University campus, without prior approval of the Director of Physical Plant or his appropriate designee.
7. **Provision of Facilities:** The University will provide the Contractor with the exclusive use of the University's dining and kitchen facilities in the food service areas; with all equipment and office space currently in these areas; and with reasonable access to those areas. Except as otherwise provided in this Agreement, the University is not obligated to furnish additional office, kitchen, or dining facilities or equipment not in place at the beginning of this Agreement. The University may, however, make physical alterations and improvements to its property.
8. **Approval of Food Service:** The University will evaluate and must approve all prices for food sold on a cash basis, and may evaluate and approve food portions and the type of service in each food service area. A catering manual describing offerings and prices must be approved by the University prior to any catering service. Changes to catering prices and offerings must have prior University approval.

9. **Food Service Committee:** The University may appoint a food service committee, which may consist of the existing Resident Assistant Food Evaluation committee and/or others, to evaluate the food services provided under this Agreement. The University may require that any complaint or request for a change in service, facilities, or equipment by a food service customer, or by the Contractor, be first submitted to the Food Service Committee.
10. **Special Events:** Provided it does not interfere with Contractor's responsibilities, the University may use the food service areas for events, conferences, or other special or unusual purposes other than food service. The Food Service Director and the University will mutually establish such time or period of availability. At the completion of such use of the facilities by the University, the University will be responsible for all janitorial and maintenance service required to restore the facilities to a condition mutually satisfactory and acceptable to Contractor for the next meal service.
11. **Student Participation:** The University will adopt rules, regulations, and procedures governing student participation in food service at the University, including but not limited to the following:
 1. All freshmen students living in University owned residence facilities will participate in the board plan program.
 2. The University will issue identification cards to all students participating in the board plan program. The identification card will contain a photograph of the student and will be non-transferable.
 3. The University will require students participating in a board plan program to present the identification card prior to obtaining meals provided under the board plan program.
 4. The University will require that students remove to locations designated by the Contractor their own trays, dishes, and utensils at the completion of their meals.
12. **Sales Taxes Collected:** The University will be responsible for payment of sales taxes on all monies collected by the University *other than* Bearkat Express, which shall remain responsibility of Contractor. Contractor shall be responsible for all sales taxes and other taxes directly collected or owing by Contractor.
13. **Maintenance and Repair:** The University shall be responsible for the maintenance and repair of University owed equipment, furniture, plumbing and electrical fixtures including the testing and charging of fire suppression equipment, the cleaning of grease traps, and the cleaning of drains beyond the grease traps unless caused solely by the negligence or willful misconduct of the Contractor.
14. **Access System:** University will provide the customer identification card system, including cards, card readers, and necessary computer support.
15. **Pest Control:** University shall provide a combined a coordinated pest control system at its cost.

4.03 University Rights. University reserves the right to review those management decisions by

Contractor which may affect University's public image or programs. These decisions include but are not limited to uniforms and similar such public image impressions.

- 4.04 University Approval of Subcontractors. Contractor shall obtain written consent from University prior to contracting with a subcontractor and any such contract shall be subject to the terms and conditions prescribed by University, if any. University's consent shall not be unreasonably withheld. This provision is not meant to require such approval for the use of other purveyors or suppliers by Contractor for certain limited duration functions.
- 4.05 Proprietary Rights. All proprietary information disclosed by University to Contractor shall be held in confidence and shall be used only in the performance of this Agreement. Contractor does not forfeit its proprietary interest in trademark or copyright products, operating systems, or financial, statistical, personnel or operating information by virtue of this Agreement. Except as otherwise required by applicable law (and then only to the extent required by applicable law), University shall not disclose any proprietary information of Contractor.
- 4.06 Waiver of Rights. No delay or failure of either party to enforce any provision of this Agreement shall constitute a waiver or limitations of such party's rights under this Agreement.

5. RIGHTS AND OBLIGATIONS OF CONTRACTOR

- 5.01 Independent Contractor. The Contractor is an independent contractor, not an employee, of the University. Contractor's acts or representations with respect to third parties are not binding upon the University.
- 5.02 Contractor's Obligations. Contractor agrees to the following obligations and shall assume responsibility for all expenses and costs related to them:
1. **Food Service, In General:** The Contractor will provide food service for the University's students, faculty, staff, and visitors at the times and locations ("food service areas") described at Appendix A.
 1. Form of Service. All regular board plan meals will be served cafeteria style, except such special occasion meals as may be mutually agreed upon by the University and the Contractor, when the service may be another form of service.
 2. Periods of Service. The Contractor will provide regular board plan service during those periods in which the University's residence halls are open for occupancy. There will be no regular board plan service during University holiday and recess periods. However, the Contractor will make available catering services for special events and activities during University holiday and recess periods and other periods as mutually agreed to by the parties.
 3. Servings. Unlimited servings will be available on all items, except prime entrees served during steak dinners or special theme meals, and students will have the opportunity to select as many entrees and vegetables as desired. The University's Contract Administrators on an "as needed" basis may modify serving practices. The University will have the option of two steak dinners and one special theme meal each month or one steak dinner and two special theme meals each month, or other mutually agreeable variations thereof.

4. Grab and Go. The Contractor will provide appropriate facilities and carrying containers to allow students to “grab and go” with their meals if they so desire, including hot/cold containers, beverage containers and appropriate condiments. However, it is not expected the contractor allow the students to return into the cafeteria after one entrance (i.e., unlimited “returns” are not expected in this limited case.)
 5. Late Evening- Café Belvin. The Contractor will provide late evening meal accessibility in Café Belvin Cafeteria to all students on the meal plan, subject to prior use earlier in the evening by the students. Meals shall be served until 9:00 p.m. Menu patterns shall be agreed by the University and Contractor in advance.
 6. Branded Concepts. Contractor will provide major branded concepts to the Paw Print area of the LSC and in the South Paw Dining Food Court , including a major national hamburger chain offering and a major national pizza chain offering subject to approval of University.
2. **Food Service, Special Functions:** In addition, the Contractor will provide food service for special functions, parties, teas, coffees, receptions and dinners at the request of the University, University groups, or off-campus organizations approved by the University. When a special function takes the place of a regular meal, the Contractor will only charge for food and labor in excess of that which would ordinarily be supplied for the regular meal.
 3. **Exclusive Pouring Rights:** During the life of the contract, if the University should enter into an exclusive contract with a soft drink company related to the dispensing, sale, and advertising and promotion of soft drinks at the University, the Contractor agrees to comply with the requirements of the contract both for beverage vending and pouring rights on campus.
 4. **Alcohol Beverage Service:** The Contractor will be the sole server of alcoholic beverages on campus. No service will be rendered without prior approval of the University President and compliance with SHSU policy regarding the service of alcohol.
 5. **Risk of Loss:** The Contractor shall bear all risk of loss or damage to inventory, equipment and other properties while in transition to or from the food service operation or within the premises for operations; provided, however, that the University shall be responsible for any loss or damage suffered by Contractor as a direct or indirect result of the acts or omissions of the University, its employees, agents or other independent contractors. Risk of loss includes all loss of monies, inventory and supply pilferage, theft, robbery and similar such losses.
 6. **Uniforms:** Contractor shall provide uniforms for Contractor's personnel and in consultation with University.
 7. **Workmanship:** Contractor shall perform the duties, functions and all other work in a good and workmanship manner to the standard satisfaction of University and in conformance with the attached "Food Service Specifications" (Appendix B).
 8. **Reporting of Maintenance Problems:** Contractor shall report any hazardous condition and all items in need of repair, including, but not limited to, leaky faucets and drain stoppages, discovered by ARAMARK in the ordinary course of its day to day business.

9. **Use of Physical Plant Services:** If Contractor desires the use of University Physical plant services, such services shall be billed to the Contractor at University's normal rates. This provision does not apply to contractually required University physical plant services, such as normal maintenance and repairs.
10. **Compliance with Codes:** Contractor shall abide by all applicable State and Federal laws and all sanitation, safety and fire codes, regulations and other ordinances pertaining to the Contractor's operations at the University.
11. **Chemicals & Supplies:** Chemicals, cleansers, materials and supplies shall only be used by Contractor that meet with the specifications or approval of the University and/or Federal standards.
12. **Management Review:** Contractor shall provide supervisory personnel to assure quality control during all scheduled activities and shall have the food service director or his designee daily spot check activities to ensure the food service activities are being performed as per contract specifications.
13. **Key Deposit:** Contractor shall pay a nominal, refundable deposit and shall be responsible for the control of keys issued by the University and the security of those areas provided for Contractor's use. The University shall be responsible for the costs of re-keying and replacing lock cylinders when the University initiates such activity. Contractor shall be responsible for the costs of key replacement, re-keying, or lock replacement when the Contractor's negligence requires such work.
14. **Required Insurance:** Contractor shall maintain the following insurance:
 1. Worker's Compensation Insurance;
 2. Comprehensive Bodily and Property Damage Insurance, (including bodily injury and property damage caused by motorized vehicles, individual injury or death, and/or property damage in any one accident, with limits of at least one million dollars (\$1,000,000.00) per occurrence);
 3. Business Interruption and Casualty Insurance and General Liability Insurance, including premises and operations, blanket contractual, fire damage, products and completed operations, and personal and advertising injury in an amount of \$1,000,000 combined single limit for injury or death of any person(s) and property damage. Contractor shall purchase such insurance from a company authorized to do business in Texas, and Contractor shall provide the University with certificates evidencing proof of such insurance. Such policies shall contain a covenant that the insurance company shall provide thirty days written notice to University before cancellation of such policy (ies). Such policies shall be primary and non-contributing with any insurance carried by the University; and
 4. Employee Dishonesty Coverage.
15. **Assurance of Performance:** Contractor shall maintain to the University's benefit a letter of credit or a performance bond, renewable each year at the option of the University, in the

amount of \$500,000.00 annually. Should the Contractor elect to furnish and maintain a performance bond, the bond shall be executed by a corporate surety or sureties authorized to do business in Texas and executed on forms approved by the Attorney General of Texas.

16. **Taxes and Fees:** Contractor shall pay all Federal, State and local taxes (including income, sales and any other form of taxation or assessment) and all license and permit fees, other than sales taxes collected and remitted by University, associated with services provided by the Contractor to the University. Any associated citations, fines, and/or penalties assessed as a result of the specific food service program provided by the Contractor will be the responsibility of the Contractor.
17. **Cleanliness and Sanitation:** The Contractor will conduct its operations in a sanitary manner, and will do the following:
 1. Keep all premises in which it performs any of its obligations, including all furnishings, fixtures, and equipment, in a clean and sanitary condition.
 2. Prevent the creation of objectionable noise and the emission of offensive odors.
 3. Promptly replace all loss and breakage not caused by University's negligence or willful act.
 4. Maintain and routinely clean the inside surfaces of front doors, glass wall partitions, restrooms, walls and ceilings, loading docks, and floors in food service areas. This cleaning will include stripping and waxing floors at the minimum rate of three times per year (preferably during the December break, May break, and August break) at all facilities.
 5. At the end of this Agreement, return to the University all University owned property in as good condition as at the beginning of this Agreement with the exception of reasonable wear and tear and loss or damage due to causes beyond the control of Contractor.
18. **Shipments and Deliveries:** The Contractor will accept delivery of all shipments and merchandise for its operations at its sole risk. The Contractor will promptly unload and store all shipments delivered to the Contractor on University property. The Contractor will not permit deliveries except during normal business hours and to those areas designated by the University.
19. **Energy conservation:** The Contractor will cooperate with the University in developing and implementing measures to conserve energy.
20. **Requests of Food Service Committee:** The Contractor will comply with all reasonable requests and suggestions from the University's food service committee, provided in paragraph 4.02(9).
21. **Additional Services:** In addition to the above services the Contractor will provide the University with food and beverages for University related functions at the request of the University at no charge to the University for an aggregate amount per contract year not to exceed \$50,000. If the value of such services in a single Contract Year exceeds \$50,000, the University will reimburse the Contractor for the Contractor's invoices of such services

in excess of \$50,000.

22. **Food and related costs:** The Contractor will provide and pay for, at Contractor's expense, all food in accordance with the food service specifications described in Appendix B. Contractor will purchase and pay for all food and related supplies utilized in the food service operation. Contractor agrees that its Director of Food Service at the University will use sound business judgment when making purchasing decisions to best meet the objectives of this Agreement. When possible, buying from local food purveyors should be considered.
 23. **Laundry and Supplies:** Contractor shall provide all laundry, paper products and kitchen supplies for its personnel.
 24. **Wet Garbage and Trash:** If necessary, Contractor shall provide for separation of wet garbage and dry trash, and removal of wet garbage.
 25. **Replacement of Serving Materials:** Contractor will provide replacement of lost or damaged china, silverware, glassware, trays, and all other kitchen and serving equipment necessary to maintain the University's inventory of those items. The parties will agree upon a thorough listing of the University's inventory, sign it, and at least annually, update it. All property listed in the University's inventory belongs to, and will continue to belong to, the University.
 26. **Miscellaneous Costs:** Contractor shall provide vehicle costs, postage, and light bulbs. Contractor will coordinate with the University's pest control efforts and utilize the University's pest control contractor. However, such pest control cost shall be a cost of University.
 27. **Negligent Acts:** Contractor shall provide repairs or replacements of University-owned equipment, furniture, plumbing, and electrical fixtures damaged by Contractor's negligence or willful act. This will include clearing stopped drains caused by grease or other foreign matter lodged in the area between the grease traps and the food service area.
 28. **Alterations:** Except as otherwise provided in this Agreement, the Contractor will not make any alterations to any University facilities or property without the written approval of the University. All alterations or modifications approved by the University will be the responsibility of the Contractor unless the parties agree in writing otherwise.
- 5.03 Work Evaluation. Contractor may inspect the facilities with a designated representative of the University for the purpose of evaluating the level of work being performed by the Contractor. A formal evaluation report will be completed as necessary and signed by representatives of Contractor and University.
- 5.04 Staffing. Contractor agrees to the following at its direct cost:
1. The University shall have the right to interview and approve the qualifications of any person whom the Contractor proposes to appoint as Contractor's Food Service Director (or similar such title). The Contractor shall reassign any of its employees from positions having direct contact with University personnel or students when the University so requests, provided that such requests shall be only on the grounds that continued contact with University personnel or students would be detrimental to the University's public

relations. The Contractor shall dismiss from employment or reassign any of its employees whose job performance is detrimental to the University's relationship with the public, and the Contractor shall consider the opinions of the University in taking such actions.

2. Contractor shall maintain at all times a staff of experienced and qualified employees in **sufficient numbers** for efficient performance of the requirements of this Agreement. Contractor shall ensure that its employees will perform their services in a proper, workmanlike, and dignified manner befitting an institution of higher education.
3. Contractor shall give preference to currently enrolled University students in filling part-time staffing requirements.
4. Contractor shall comply with all University policies and Federal and State laws, rules, and regulations concerning nondiscrimination in employment.
5. The Contractor shall provide, at Contractor's expense, employee benefits and wage/salary scales at least comparable to existing benefits and wage rates at University's Food Services and shall pledge to retain existing employees of food service contractor for a reasonable time period (subject to dismissal for cause).

5.05 Provisions Relating to Contractor's Personnel.

1. **Management:** The Contractor will provide management expertise in the field of institutional food services sufficient to perform its obligations, including the services of a registered dietician.
2. **Employment:** The Contractor will list job vacancies with the University's personnel office, and will post notice of such vacancies in the food service areas and such other areas as directed by the University. The Contractor will notify the University at least fourteen days in advance of any significant number of Contractor-initiated personnel changes.
3. **Use of University Facilities:** The Contractor's management and employees will have the right to use only those University facilities that are necessary to perform the Contractor's obligations and will not have access to any other facilities of the University without the University's permission.
4. **Employment by Other Party:** The University acknowledges that the Contractor has invested considerable amounts of time and money in training its supervisory employees in the systems, procedures, methods, forms, reports, formulas, computer programs, recipes, menus, plans, techniques and other valuable information which is proprietary and unique to the Contractor's manner of conducting its business and that such information is available on a confidential basis, to the Contractor's employees. Therefore, the University agrees that supervisory employees of the Contractor will neither be hired by the University for the term of this Agreement and six (6) months thereafter, nor will the University permit supervisory employees of the Contractor to be employed on the University's premises for a period of six (6) months subsequent to the termination of the Agreement (unless such employees were formerly employees of the University). For the purposes of this prohibition, "supervisory employee" shall be defined as those persons who have directly or indirectly performed management or professional services on the University's premises at any time during the twelve (12) month period immediately preceding termination of this agreement.

5. **Health Examinations:** The Contractor will have all of its employees assigned to duty at the University submit to periodic health examinations at least as frequently as required by law. The Contractor will, upon request by the University, submit satisfactory evidence of compliance with health regulations.
 6. **Personnel Costs:** Personnel costs, including compensation, payroll costs, supervisory employees' relocation expenses, and fringe benefits of Contractor employees assigned to duty on the University's premises shall be borne by Contractor.
 7. **Personnel Actions:** If Contractor incurs any costs, including legal fees, retroactive wages and damages, as a result of any personnel action taken by University or by Contractor at the direction of University, which action Contractor would not have taken but for University's direction, University shall reimburse Contractor for such costs.
- 5.06 Environmental Health and Safety. Contractor shall, at its direct cost, comply fully with all applicable Federal and State laws, rules, and regulations concerning environmental health and safety. Contractor shall permit inspections by the University's safety officers, and Contractor shall comply in a timely manner with all directives issued by the University concerning environmental health and safety.
 - 5.07 Access to Facilities. Contractor shall permit the Contract Administrator or other University-authorized representative to inspect any and all areas during normal operating hours, and at any time in the event of an emergency.
 - 5.08 Labor Relations. Contractor will be solely responsible for the conduct and the performance of its personnel. Contractor shall be solely responsible for its own labor relations with any trade or union representative and shall negotiate and adjust all disputes between itself and its employees or any union representing its employees. Contractor shall comply fully with all applicable Federal and State laws, rules, and regulations concerning employment and labor relations.
 - 5.09 Contractor Use of University Property. The University shall retain title to all property, which it furnishes to the Contractor upon the commencement of this Agreement. Contractor shall use such property only in the performance of this Agreement unless the Contract Administrator authorizes otherwise in writing.
 - 5.10 Security. The University shall provide Contractor with routine, general police security in accordance with similar University security procedures elsewhere on the University campus. The University will provide any additional security that the Contractor requires at the Contractor's sole cost and expense at rates customary for such services. The Contractor shall not employ its own security staff. Contractor shall comply with University policies concerning criminal or other improper conduct, and Contractor shall report all such incidents to the Contract Administrator. Except when an emergency condition requires otherwise, Contractor shall summon the University's Police Department for all public emergency situations.
 - 5.11 Cooperation with University Employees and other University Contractors. Contractor shall cooperate fully with other contractors of the University, with University employees, or with employees of other persons or firms having business with the University as may be required by the circumstances or as the University directs.
 - 5.12 Customer Input. Contractor shall cooperate with efforts designed to generate input from the

University's residents including, but not limited to, cooperation with a University advisory committee or market research. Section 51.945 Texas Education Code requires student participation in the award of food service contracts. The University will provide students with the reasonable opportunity to appear before any food service selection committee that is selecting a food service provider or deciding to retain a food service provider at the institution. The Contractor is required to periodically hold meetings or forums to provide the students at the institution with a reasonable opportunity to discuss the performance of the Contractor. A representative of the Contractor is required to attend committee meetings.

- 5.13 Indemnity. To the extent permitted by applicable law, each party hereto agrees to indemnify and hold harmless the other party and its officers, agents, and employees (including but not limited to the Board of Regents of the Texas State University System) from and against claims, actions, causes of action, costs, injuries, damages, liabilities and expenses, including reasonable attorney's fees and court costs, for bodily injury, including death, or property damage arising solely out of any negligent act or failure to act, or willful misconduct of the indemnifying party or any of its officers, agents or employees in performing the services under this Agreement.
- 5.14 Liens. Contractor shall keep the University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to Contractor.
- 5.15 Publicity. Contractor shall not, without the prior written approval of the University in each case, publicize or advertise in any form the fact that it is providing services to the University; *provided, however,* that Contractor may list the University on a routine client list for matters of reference.
- 5.16 Drug Free Workplace. Contractor will provide a drug-free workplace in compliance with Public Law 100-690, Title V, Subtitle D, of the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession and use of a controlled substance is prohibited on the premises of the University or any of its facilities. Contractor will discipline any of its employees who violate this prohibition up to and including termination of employment. All of Contractor's employees, as a condition of employment, will be required to comply with this policy.
- 5.17 Use of Historically Underutilized Businesses: In accordance with Chapter 2161 of the Texas Government Code and Texas State University System policy, the Contractor shall make good faith efforts to assist Historically Underutilized Businesses (HUB's) to compete for and receive subcontracts that Contractor awards to businesses with funds received under this Agreement. Contractor shall provide a detailed description of company HUB utilization history and HUB Plan, its diversity policy; and its executive, managerial and workforce diversity profile.

6. FINANCIAL PROVISIONS

- 6.01 Board Plan Rates. The Contractor will prepare and serve meals to students or other persons participating in the Board Plan, and the University will pay the Contractor for Board Plans sold by the University to food-service customers based upon the following rates:
1. \$ 7.197 per person per day for persons regularly entitled to seven-day food service per week, Monday breakfast through Sunday lunch (7 x 20 plan). This plan includes \$155 in bonus Bearkat Express.
 2. \$ 7.197 per person per day for persons regularly entitled to seven-day food service per week, 15 meals per week, (7 x 15 plan). This plan includes \$100 in bonus

Bearkat Express

3. \$ 7.197 per person per day for persons regularly entitled to seven-day food service per week, ten meals per week (7 x 10 plan). This plan includes \$100 in bonus Bearkat Express
4. \$ 4.586 per person per day for persons regularly entitled to seven-day food service per week, 5 meals per week (7 x 5 plan). This plan includes \$100 in bonus Bearkat Express.

6.02 Casual Meals. The Contractor will provide casual meals at the following rates:

Breakfast	\$ 4.98
Lunch	\$ 5.98
Sack Lunch	\$ 5.98
Dinner	\$ 6.50
Special Meals	\$ 7.92

6.03 Summer Camp. Contractor shall charge a rate of \$ 16.87 per person per day for meals furnished for University-sponsored camps.

6.04 Athletic Pre-Season Training Camp. Contractor shall charge a rate of \$ 20.11 per person per day for meals furnished for athletic pre-season training camps.

6.05 Branded Concepts. Should the concept be adopted by mutual consent of both parties, the Contractor shall collect all cash receipts from operations provided under Contractor's Branded Concepts. Contractor shall pay monthly a commission to the University of twelve and one-half Percent (12.5%) of Branded Concepts net receipts ("net receipts" are defined as gross receipts less applicable State and local sales taxes).

6.06 Cash Sales. The Contractor will run all cash sales through cash registers and to furnish, on reasonable request, the University with duplicate receipts of all cash and charge sales. By the tenth of each month, the Contractor will provide the University with a summary of all cash sales during the preceding month.

6.07 Basis for Determining Amounts Due Contractor. At the beginning of each semester, the University will furnish the Contractor with a list of all persons entitled to meals under the Board Plan, and the University will advise the Contractor weekly in advance of any changes in the list. The amount due the Contractor under the Board Plan is the "Contractor's Entitlement". The Contractor will invoice the University for the Contractor's Entitlement based on the number of persons listed on the Board Plan list each Monday morning before the breakfast meal. No credit will be given missed meals and partial days are considered full days for billing purposes.

6.08 Adjustments in Rates. In order to maintain the provision of food service to the University on a sound financial basis, the University and the Contractor will negotiate in good faith, for any Contract Year to begin on or after June 1, 2006, increases in the rate set forth in Sections 6.01 through 6.06. The Contractor must give the University notice of a request to negotiate any such increases no later than December 1 for eligible proposed increases to be effective with the next succeeding Contract Year (i.e., on the following June 1). Both parties will consider, in good faith, the percentage increase in the Food and Beverage element of the Consumer Price Index published by the Bureau of Labor Statistics, U.S. Department of Labor, for urban consumers ("CPI-U") in the

South when determining the rate increases contemplated by this Section 6.08.

- 6.09 Renegotiation. The financial terms set forth in this Agreement are based on conditions in existence on the date Contractor commences operations, including by way of example, University's student population; labor, food and supply costs; and federal, state and local sales, use and excise taxes. In the event of a change in conditions, the financial terms shall be renegotiated on a mutually agreeable basis to reflect such change.

Notwithstanding anything contained herein to the contrary (including the limitation set forth in paragraph 6.08), the Board Plan rates set forth in paragraph 6.01 are based on the federal and state minimum wage laws in effect as of the date Contractor commences operations hereunder. Should the minimum wage be increased at any time after such date pursuant to any federal, state or local law or regulation, Contractor shall automatically be entitled to a pro rata increase in its Board Plan rates to cover increased labor costs resulting directly or indirectly from such increase. Notwithstanding the preceding general statement of this paragraph, no such adjustments to wages will be eligible nor considered until the first anniversary of this Agreement.

7. ACCOUNTING ARRANGEMENTS

- 7.01 Accounting Periods. In each calendar quarter, there will be three Accounting Periods according to an Accounting Calendar which the Contractor will provide to the University no later than February 1 preceding the Contract Year for which the Accounting Calendar is effective.

1. Initial Four-week payment: Prior to the commencement of operations hereunder, Contractor shall submit to University an invoice for an amount equal to the estimate of Contractor's charges for serving Board Plan patrons for one (1) Four-week accounting period ("Initial Payment").
2. Within twenty (20) days prior to the commencement date of each school year thereafter, Contractor will submit to University an invoice in an amount equal to the increase, if any, or a credit memo for the decrease, if any, in such Initial Payment from the amount previously billed.
3. The foregoing payments will be retained by Contractor and credited to University at the time of the last billing made by Contractor to University at the termination of this Agreement.

- 7.02 Invoicing.

1. Contractor will invoice the University for amounts due Contractor for providing food services to Board Plan participants on a bi-weekly basis. Such invoices shall be submitted to the University within five (5) days after the end of each bi-weekly period.
2. Within seven days after the end of each Accounting Period, Contractor will submit to the University an invoice for amounts due Contractor as provided in this Agreement, excluding amounts due Contractor for providing food services to Board Plan participants.
3. The Contractor and the University will review all uncollected accounts at the end of each Accounting Period to determine the amount, if any, to be written off as bad debt, and to apportion responsibility for such loss. The University will also deduct, or suspend, from the current amount due the Contractor, payment for any student who has been suspended for nonpayment of their Board Plan, but will reimburse Contractor for such amount upon student(s) payment(s).

7.03 Payment of Invoices. Contractor's invoices to the University for the Board Plan shall be paid by the University within seven (7) calendar days following the University's receipt of the invoice. The University shall pay all other invoices from Contractor within twenty (20) days after the University receives the invoice. In the event any invoice is not paid within thirty (30) days after the University receives it, the amount due will earn interest at the rate of ten percent (10%) per annum from the date due until the date paid or until such amount ceases to be due. The obligation of the University to pay interest for late payment is not a waiver of the Contractor's right to receive payment within the time for payment specified herein. Contractor may receive all payments from the Cashiers Office, Estill Building, Room 103 or have the remittance mailed to the following address:

ARAMARK Educational Services of Texas, Inc.
Box 2386
Huntsville, Tx 77341

7.04 Commission Payment. At the time the Contractor submits its invoice for amounts due under Section 7.02(2), the Contractor will pay to the University the commissions earned from catered events, retail location sales, special functions and other cash sales activities as provided in Section 7.06.

7.05 Commission. All non-board plan cash receipts from the operation of cash sales activities shall belong to Contractor. Contractor shall monthly pay to University commission equal to twelve and one-half percent (12.5 %) of cash sales net receipts, excluding cash sales from Branded Concepts as separately considered under Section 6.05 above ("net receipts" being defined as gross receipts less applicable State and local sales taxes). University shall collect Bearkat Express receipts and remitted, less commissions (after sales taxes) in the rate established in this paragraph to Contractor on at least a monthly basis. Contractor shall be responsible for payment of sales taxes remitted by University to Contractor from Bearkat Express sales.

7.06 Payment Upon Early Termination. In the event either the Contractor or the University terminates this Agreement as provided above, Contractor shall pay the University a pro rata share of the earned amount due for cash commissions and University shall pay Contractor a pro rata share of the amount due for board and Bearkat operations.

7.07 Financial Records and Reports. Contractor agrees to the following reporting and recording requirements at its direct cost:

1. Contractor shall maintain complete and accurate records of all transactions in accordance with accepted industry standards and shall keep such records for a period of not less than five years after the termination of this Agreement. Contractor shall make available for inspection by the University during normal business hours Contractor's sales records that the Contractor makes in the course of performing its obligations under this Agreement.
2. Contractor shall provide the University with an audited financial statement for the Contractor's corporation within three months after the end of each of the Contractor's fiscal years during the term of this Agreement.

8. IMPROVEMENTS

8.01 Contractor's Commitment to Effect Improvements. Contractor agrees to make or cause to be made

certain Improvements to the University's food service facilities in accordance with this Section 8.

8.02 Certain Contractor-Provided Funding.

1. Program Support Fund. Contractor shall provide an annual program support fund for mutually agreed-upon campus food service program-related activities (the "Annual Program Support Fund") in the amount of \$12,000 per year. Contractor will fund each annual portion of the Annual Program Support Fund in equal amounts over a period of nine (9) months by means of an accrual, commencing on September 1 of each Contract Year; provided, however, that Contractor shall have no obligation to fund any portion of the Annual Program Support Fund in the event that this Agreement is not in full force and effect on the date such funding is required. These funds will be held by Contractor and distributed on an on-going basis as mutually agreed upon by both parties. In the event that a balance remains in the Annual Program Support Fund at the end of any Contract Year, such balance will roll over to the subsequent Contract Year. University shall retain any unused balance in such Annual Program Support Fund upon expiration or termination of this Agreement.

2. Presidential Catering Fund. Contractor shall provide an annual catering fund for catering services to be used by University's President to further the educational mission of the University (the "Annual Presidential Catering Fund") in the amount of \$50,000 per year. Such funds will be available for use on June 1 of the applicable Contract Year. In the event that a balance remains in the Annual Presidential Catering Fund at the end of any Contract Year, such balance will roll over to the subsequent Contract Year. University shall retain any unused balance in such Annual Presidential Catering Fund upon expiration or termination of this Agreement.

3. Annual Improvement Fund. Contractor shall provide an annual improvement fund for University equipment (the "Annual Improvement Fund") up to the amounts set forth in the following table during the Contract Years set forth opposite such amounts in the table. Contractor will fund each annual portion of the Annual Improvement Fund in equal amounts over a period of nine (9) months by means of an accrual, commencing on September 1 of each Contract Year; provided, however, that Contractor shall have no obligation to fund any portion of the Annual Improvement Fund in the event that this Agreement is not in full force and effect on the date such funding is required. These funds will be held by Contractor and distributed on an on-going basis as mutually agreed upon by both parties. In the event that a balance remains in the Annual Improvement Fund at the end of any Contract Year, such balance will roll over to the subsequent Contract Year. University shall retain any unused balance in such Annual Improvement Fund upon expiration or termination of this Agreement.

<u>Amount of Fund</u>	<u>Accrual Commencement Date</u>	<u>Contract Year</u>
\$250,000	September 1, 2005	June 1, 2005 - May 31, 2006
\$275,000	September 1, 2006	June 1, 2006 - May 31, 2007
\$300,000	September 1, 2007	June 1, 2007 - May 31, 2008
\$300,000	September 1, 2008	June 1, 2008 - May 31, 2009
\$300,000	September 1, 2009	June 1, 2009 - May 31, 2010
\$300,000	September 1, 2010	June 1, 2010 - May 31, 2011
\$300,000	September 1, 2011	June 1, 2011 - May 31, 2012
\$300,000	September 1, 2012	June 1, 2012 - May 31, 2013
\$300,000	September 1, 2013	June 1, 2013 - May 31, 2014
\$300,000	September 1, 2014	June 1, 2014 - May 31, 2015
\$300,000	September 1, 2015	June 1, 2015 - May 31, 2016

<u>Amount of Fund</u>	<u>Accrual Commencement Date</u>	<u>Contract Year</u>
\$300,000	September 1, 2016	June 1, 2016 - May 31, 2017

8.03 University's Approval Required. Before beginning construction on the Improvements, the Contractor will submit all Improvement Construction Documents to the University for its approval. The University will review the Improvement Construction Documents and either approve them in writing, or make written objections in writing, specifying the nature of the objections. If the University fails to make written objections within thirty days after the Contractor submits the Improvement Construction Documents, the University will be deemed to have given its approval. The Contractor will comply with all reasonable University objections and/or suggestions raised prior to approval.

8.04 Time of Making Improvements. The University and Contractor shall mutually agree upon appropriate time(s) of making annual improvement(s).

8.05 Financial Commitment: In consideration of the University's agreement to award a new contract to the Contractor for a term of ten years with the option of an additional two years, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Contractor shall make a financial commitment in an amount up to \$2,600,000 (the "Financial Commitment") for food service facility renovations and for the purchase and installation of food service equipment, area treatment, signage and marketing materials and other costs associated with the Campus Food Service Program on the University's premises. Any equipment purchased by Contractor on the University's behalf shall be purchased as a "sale-for-resale" to the University. The University shall hold title to all such equipment (with the exception of those items which bear the name Contractor, its logo, service marks or trademarks or any logo, service marks or trademarks of a third party) upon such resale. The University acknowledges that it is a tax-exempt entity and will provide Contractor with a copy of the appropriate tax-exempt certificate.

The Financial Commitment shall be made in various segments (each, a "Financial Commitment Segment") as set forth below. Each Financial Commitment Segment shall be made by Contractor on a per-project basis at such time as mutually determined by Contractor and University during the Contract Year set forth opposite the amount of the applicable Financial Commitment Segment. Contractor shall be obligated to commit any Financial Commitment Segment only if this Agreement is in full force and effect as of the date upon which Contractor is to commit such Financial Commitment Segment.

<u>Amount of Financial Commitment Segment</u>	<u>Contract Year</u>
\$350,000	June 1, 2005 - May 31, 2006
\$1,000,000	June 1, 2006 - May 31, 2007
\$900,000	June 1, 2007 - May 31, 2008
\$350,000	June 1, 2008 - May 31, 2009

Each Financial Commitment Segment will be amortized over a period of months equivalent to the number of full months remaining until the month of May 2017, commencing, in each case, upon final expenditure of the applicable Financial Commitment Segment. The Financial Commitment is subject to the provisions of Section 8.06 of this Agreement.

8.06 Buyback Provisions Applicable to Financial Commitment: Upon expiration or termination of this agreement by either party for any reason whatsoever prior to the complete amortization of the

Financial Commitment described in Section 8.05 of this Agreement, the University or the University's appointed successor shall reimburse Contractor for the unamortized balance of the Financial Commitment as of the date of expiration or termination plus all accrued but unbilled interest as of the date of expiration or termination. Such interest shall accrue from the date the Financial Commitment was finalized at the prime rate plus two percentage points per annum, computed each Accounting Period on the declining balance. In the event such amounts owing Contractor are not paid to Contractor within 30 days of expiration or termination, the University or the University's appointed successor agrees to pay interest on such amounts at the prime rate plus two percentage points per annum, compounded monthly from the date of expiration or termination, until the date paid. The right of Contractor to charge interest for late payment shall not be construed as a waiver of Contractor's right to receive payment of invoices within 30 days of the invoice date.

The parties understand and agree that the University's reimbursement to the Contractor with respect to the Financial Commitment:

- a. will not come from funds appropriated to the University by the State of Texas;
- b. will be paid from non-appropriated funds available for such purposes; and
- c. is not an obligation of the State of Texas and is not secured by the full faith and credit of the State of Texas.

- 8.07 Ownership. Title to the equipment and/or improvements shall vest in the University as described in paragraph 8.05 of this Agreement.
- 8.08 Nondiscrimination. If the Contractor makes the improvements by contracting with a subcontractor, the Contractor will not discriminate in selecting the subcontractor or on the basis of race, religion, color, sex, age, or national origin of such subcontractor's ownership or work force.
- 8.09 Inspection and Requests for Changes. At all times during the construction of the improvements, the University will have the right to inspect the site and to make reasonable written requests for changes in the nature, mode, or method of construction. The Contractor will comply, or cause compliance, with all such reasonable requests.
- 8.10 Acceptance. When it believes that the improvements have been completed in accordance with the Agreement, the Contractor will so notify the University. If, after final inspection and review of the Improvements by the University, the University is satisfied that the Improvements have been completed in accordance with the Improvement Construction Documents, the University will indicate its acceptance in writing, and the Contractor will be relieved of further obligations under this Section 8. If, however, the University reasonably believes that the Improvements are not completed in accordance with this Agreement, the University must state its reasons in writing, and the Contractor will take such steps as are reasonably necessary to complete the Improvements in a manner satisfactory to the University, as evidenced by its acceptance.

9. GENERAL PROVISIONS

- 9.01 Notice. Any notice required by this Agreement shall be deemed given when made in writing and personally delivered by courier, deposited with the United States Postal Service by certified or registered mail, return receipt requested, or by facsimile transmission addressed as follows:

TO UNIVERSITY:

Ms. Jacque Gilliam
Associate Vice President for Finance and Operations
Sam Houston State University
Box 2027
Huntsville, Texas 77341

WITH COPIES TO:

Mr. Jack Parker
Vice President for Finance and Operations
Sam Houston State University
Box 2027
Huntsville, Texas 77341

TO CONTRACTOR:

ARAMARK Educational Services of Texas, Inc.
ARAMARK Tower
1101 Market Street
Philadelphia, PA 19107
Attention: President, Campus Services

WITH COPY TO:

ARAMARK Educational Services of Texas, Inc.
Attn: Regional Vice President
1199 Belt Line Road
Suite 160
Coppell, Tx 75019-4666

- 9.02 Binding on Successors. This Agreement shall inure to the benefit and shall be binding upon the legal representatives, successors-in-interest, and permitted assigns of the parties hereto.
- 9.03 Sole Agreement. This document constitutes the sole agreement of the parties on the subject matter hereof, and any prior understandings or agreements, written or oral, are of no effect. This Agreement may not be amended or modified except in writing signed by all parties hereto.
- 9.04 Assignment. Except as provided elsewhere in this Agreement, this Agreement may not be assigned by either party hereto except upon the written approval of the other party.
- 9.05 Severability. Each provision of this Agreement is severable, and if any provision is held to be invalid or unenforceable, the remainder of the provisions shall remain in effect.
- 9.06 Choice of Law, Venue and Immunity. This Agreement shall be construed under the laws of the State of Texas, and venue in any action to enforce this Agreement shall be in Walker County,

Texas. Neither the existence of this contract nor anything contained herein shall be construed as a waiver of any common law or statutory defenses or immunities to which the State of Texas, its agencies, officers, or employees may be entitled, and which protections are hereby and hereto asserted.

- 9.07 Force Majeure. Neither party shall be responsible for losses resulting from the failure to perform any terms or provisions of this Agreement if the failure is attributable to natural phenomena, fire, disorder, or other condition beyond the reasonable control of the party whose performance is impaired thereby, and which, by the exercise of reasonable diligence, such party is unable to prevent; *provided, however*, that monies payable at the time of such circumstances shall be payable as required by this Agreement.

SIGNED on the dates indicated, but effective as provided above.

Witness:

ARAMARK Educational Services of Texas, Inc.
("Contractor")

James Broadwell

Betty McCann
Betty McCann, President

Date: May 26, 2005

Date: May 26, 2005

[Seal]

Examined, approved and recommended:

James F. Gaertner
James F. Gaertner, President
SAM HOUSTON STATE UNIVERSITY

Jimmy Hailey
Chairman, Local Committee

ATTEST:

Board of Regents
THE TEXAS STATE UNIVERSITY SYSTEM

Charles R. Matthews
Charles R. Matthews,
Chancellor
The Texas State University System

Chairman, Board of Regents
The Texas State University System

Date: May 27, 2005

Food Service Minimum Specifications

- 1.01 All menus shall be prepared by a registered dietitian and submitted to the university for review by the food service committee thirty (30) days prior to the period involved.
- 1.02 Contractor shall submit a price and portion list for all items to be sold in the Snack Bar and restaurants for approval by the University, and the University must approve any changes.
- 1.03 A catering manual is to be submitted prior to the establishment of rates for the year for review and approval by the University. This manual will include, but is not limited to:
- a. General Information
 - b. Suggested Menus for:
 - 1. Breakfast
 - 2. Luncheons
 - 3. Dinners
 - 4. Gourmet dinner selection
 - 5. Beverage selection
 - 6. Bakery selection
 - 7. Reception and special events
 - 8. Picnic supplies
 - c. Price Schedule for items 1 through 8, including additional costs as appropriate.

1.04 Cafeteria Meal Standards

A. Raw Food Minimum Specifications

I. Meats

- a. Beef:
 - 1) All beef will be a minimum grade USDA choice for primal cuts to include round, loin, flank, rib, and chuck. No non-rolled product.
 - 2) All ground beef will be from beef trimmings of the round, chuck, flank, or short plate with no added fillers.
 - 3) Veal - U.S. Choice
- b. Pork:
 - 1) Pork sausage - U.S. #1 link, bulk, or patties with no extenders or binders. No jowls, diaphragms, tongues, gullets, hearts, or organs. Fat content not to exceed 20%.
 - 2) Pork loins, Boston Butts, etc. USDA #1; cured, smoked, and fresh. Skin and fat to be trimmed to 1/4 inch.
 - 3) Ham-Smoked U.S. #1 fully cooked. Water added not to exceed 10%.
 - 4) Bacon - U.S. #1

No soya protein is to be used as an extender or filler in any provision or ground meat products except as approved by the University. Non-fat dried milk solids not to exceed 3.5% by weight of finished product in any provision meat.

2. Dairy Products

- a. Milk - Grade "A" under 30,000 bacterial count per c.c.
- b. Buttermilk - 8 1/4% milk solids, minimum.
- c. Cheese - U.S. Grade "AA" (Except for topping on the salad bar where vegetable protein based cheese substitutes may be used.)

3. Canned Fruits and Vegetables

U.S. Grade "A" or U.S. Fancy only.

4. Fresh and Frozen Fruits and Vegetables

Highest grades obtainable in each commodity.

Examples:

Apples - U.S. Extra Fancy
Apricots - U.S. #1
Grapes - Fancy
Winter Pears - Extra #1
Brussels Sprouts - U.S. #1
Broccoli - Fancy
Tomatoes - Greenhouse, Fancy #1

5. Miscellaneous Groceries

Highest grade obtainable.

6. Fish - Fresh and Frozen

Grade "A" where grade exists

7. Eggs

Grade "A"

8. All other foodstuffs must be of comparable quality.

B. Prepared Food Specifications

1. Steak for Steak Night - 8 oz. boneless top sirloin butt or steak of comparable quality.
2. Veal Parmesan - cut from 15-17 lbs. Inside Round. Not a chopped or form meat product.
3. Steak Fingers - cut from 15-17 lbs. Inside Round.
4. Chili Burger - 100% 6/1 Hamburger patty with chili sauce. Patty has no TVP.

5. Salisbury Steak - 80/20 ground beef with no added TVP.
6. Pot Roast - 13-16 lbs. Bottom Round.
7. Frito Pie - 80/20 ground beef. No TVP in ground beef product; none added to menu item. Use grade A chili on Frito pie.
8. Breaded Veal Cutlet - Cut from 15-17 lbs. Inside Round.
9. Patty Melt - 80/20 Ground beef patty with no TVP.
10. Spaghetti with Meat Sauce - 80/20 Ground Beef; no TVP.
11. Top Sirloin Steak - 13-15 lbs. Top Sirloin Butts.
12. Baked Chicken - U.S. Grade "A" eviscerated fresh frying chicken, 2-lbs. 12 oz with giblets.
13. Pork Loin - cut from 4-8 lbs. Boston Pork Butt.
14. Beef Stew - 4-8 lbs. Trimmings from Top Sirloin Butt and Inside Round. Hand cut; no machine cut product.
15. Chicken Fried Steak - cut from 14-18 lbs. Inside Round.
16. Pork Fried Rice - Cut from 4-8 lbs. Boston Pork Butt.
17. Pork Cutlet - cut from 4-8 lbs. Shoulder Butt, boneless.
18. BBQ Frank - 4/1 All meat franks. No turkey.
19. Hot Roast Beef - Inside Round.
20. Baked Ham - U.S. #1 Ham. Smoked boneless buffet type; flat topped, oval shape. Strings, stockinet, and other handling devices must be free of encrusted salt or other residues.
21. German Sausage - No soya product or extenders are to be used.
22. BBQ Beef cubes - Top Sirloin Butt, hand cut.
23. Pork chop suey - Boston Pork Butt, bone in.
24. Turkey with Dressing - Boneless Breast, no gelatin.
25. Meatballs - 80/20 Ground Beef with no TVP.
26. Beef Cutlet - Inside Round.
27. French Dip Sandwich - Bottom Round.
28. Breast of Chicken - Purchased boneless breast of chicken.
29. Breaded Fish product - Breading not to exceed 26% of product. 3 oz. plus 1 oz. breading equals 4 oz product.

30. Fried Shrimp - 18/20 Butterfly Shrimp. No extended or formed portions. Breading not to exceed 25% of volume weight.

Menu Requirements

NOTE: *The following are to be considered MINIMUM DAILY acceptable service levels:*

1. BREAKFAST

<u>ITEM</u>	<u># OF OFFERINGS</u>	
Juices	3	Orange juice to be served daily. Other juices may include Grape, grapefruit, tomato, and apple.
Fruit	3	Must include three fresh fruits daily. Uncut apples, oranges, and bananas to be offered daily. During the peak growing periods, the number of fresh fruits are to be expanded to include strawberries, grapes, watermelons, cantaloupes, and other melons. Canned fruit or sliced fruit may be offered.
Meat	2	A minimum of two meats, although a third meat can be used as a supplement to eggs. (Ham, bacon, sausage, and corned beef hash are to be alternated.)
Entrees	6	4 eggs (2 varieties of scrambled, plus fried eggs to order, and hard boiled) and one other item such as waffles, pancakes, French toast, plus fresh made biscuits and gravy.
Hot Cereal	1	To be served daily throughout the year.
Cold Cereal	6	Cereals shall include at least one fiber type cereal and one without sugar.
Assorted Pastry	4	Rolls, twists, cake donuts, sweet rolls, fruit coffee cake, muffins, long johns, fruit filled rolls, etc., should be alternated.
Toast	2	White and wheat toast to be served daily. Alternating breads such as rye, multigrain, pumpernickel and similar are also encouraged for variety.
Other		Peanut butter and jelly are to be served daily. Hot syrup, honey, powdered sugar, and brown sugar are also to be served when appropriate.
Bagel Bar		3 varieties of bagels with 5 flavored cream cheese spreads are to be offered.
Yogurt		Unflavored yogurt is to be offered.

2. LUNCH AND DINNER

Soup	2	Differs daily. Homemade when possible. Seasonal November to February.
<i>or</i> Nacho Cheese and Chips		Seasonal, when soup is not offered.
Chili	1	Offered daily.
Salad Bar	9	Tossed, cottage cheese, fruit, meat, and gelatin salads served daily. Salad bar should include a variety of accompaniments such as: croutons, grated cheese, bacon, hard boiled eggs, bean sprouts, sliced carrots, Chinese vegetables, sliced onions, sliced cucumbers, tomato wedges or cherry tomatoes, celery sticks, broccoli and cauliflower flowerets, sliced jalapenos, and sunflower seeds.
Salad Dressings	6	Ranch, low-cal Italian, 1000 Island, Caesar, Honey Dijon, and Peppery Parmesan, French and other similar high quality dressings.
Entrees	3	Three new entrees shall be served at each meal. At least one of the entrees shall include meat as a whole or broken quantity. One shall be vegetarian. Leftovers may be offered in addition to the three new entrees.
Starch	4	Baked, mashed, and fried potatoes at each meal plus a rotating starch.
Vegetables	5	Daily, one commonly acceptable vegetable (i.e. green beans) plus two others to ensure one green, one yellow, and one starch or potato. Low sodium and unseasoned vegetables to be available in at least one cafeteria.
Fruit	3	Must include three fresh fruits daily. Uncut apples, oranges, and bananas to be offered daily. Additionally, during the peak growing periods, the number of fresh fruits are to be expanded to include strawberries, grapes, watermelons, cantaloupes, and other melons. Canned fruit or sliced fruit may be offered.
Dessert	3	Hot cobbler to be served at each meal. Sliced cake or brownie and soft to be served daily. Ice cream with toppings and fruit for sundaes and splits 3 times per week. Pie to be served at least three times a week.
Breads	5	Two hot daily, such as rolls, muffins, cornbread, Parkerhouse rolls, or honey rolls in addition to white, rye, and wheat bread to be served daily.
Juices	3	Orange juice to be served daily. Other juices may include grape, grapefruit, tomato, and apple.

3. Grille and Deli

Grill	7	Hamburger, hot dogs, and chicken fried steak served daily, plus 4 additional sandwiches or fast food items (i.e. burrito) to be rotated each meal.
Pizza	3	16" hand-made fresh daily on premises with 100% dairy cheeses. 1/6 serving. Various toppings to be offered, including multiple topping combinations and "specials."
Baked Potato Bar	1	To be offered with at least cheese, sour cream, butter, and bacon bits.
Diet Meats	1	Low sodium, non-seasoned meat as a whole or broken quantity.
Cold Cuts	2 3	Luncheon meats Sliced whole muscle meats, 97% fat free ham, turkey, etc.
Sliced Cheese	3	American cheese and Swiss cheese and other alternating cheeses.
Chips or Crackers	3	Potato chips and crackers served daily with one additional chip.
Fruit	3	Must include three fresh fruits daily. Uncut apples, oranges, and bananas to be offered daily. Additionally, during the peak growing periods, the number of fresh fruits are to be expanded to include strawberries, grapes, watermelons, cantaloupes, and other melons. Canned fruit or sliced fruit may be offered.
Toppings Bar	5	Relish for sandwiches, lettuce, sliced tomatoes, sliced onions, and sliced pickles.

4. Pasta Bar

Three Pastas, 3 sauces, and garlic bread to be offered daily.

5. Wokery

Eight assorted fresh and canned varieties of appropriate Wokery type vegetables and rice. Appropriate meat(s) to be offered to provide variety at least two times a week.

6. ALL MEALS

Beverages	12	Coffee, hot and/or cold tea, low fat and chocolate milk, carbonated (excluding fruit juices) beverages (at least one low-cal diet drink), fruit flavored punch, and mountain spring water. Skim milk to be offered in at least one cafeteria if appropriate bulk containers are available from food providers.
Condiments		Butter or margarine, jelly or jam, honey, peanut butter, crackers, catsup, mustard, mayonnaise, BBQ sauce, picante sauce, tartar sauce, sour cream, sliced cheese, and other appropriate sauces and condiments.

7. Late Night (7:00 - 9:00)

Services to be offered to include a Grille, Deli, Pizza, Wokery, Pasta Bar, Potato Bar, Salad Bar, Dessert Bar, and Beverage Bar.

8. Grab N Go

Service to accommodate students who cannot dine in. A hinged Styrofoam 3 compartment tray, a 16 oz. cup with a lid, straws, and a cutlery set will be offered in lieu of the dine in unlimited option. Students may select one entree and all the salad, vegetables, and dessert they wish. Grab N Go to be available Breakfast, Lunch, Dinner, and Late Night.

Times and Locations of Operations

LSC Paw Print

Monday – Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 4:00 pm
Closed Saturday and Sunday

C-Store

Monday – Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 4:00 pm
Closed Saturday and Sunday

South Paw Food Court

Monday – Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 4:00 pm
Closed Saturday and Sunday

Café Belvin

Monday – Thursday 7:00 am – 9:00 pm
Friday 7:00 am – 6:00 pm
Saturday 8:30 am – 1:00 pm / 4:00 pm – 6:00 pm
Sunday 10:00 am – 2:00 pm / 5:00 pm – 7:00 pm

CyberConfections Coffee Shop

Monday – Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 4:00 pm
Closed Saturday and Sunday

AMENDMENT NUMBER FOURTEEN TO FOOD SERVICE CONTRACT

The Agreement between Sam Houston State University ("University") and ARAMARK Educational Services of Texas, LLC ("Company") dated May 26, 2005, as amended, shall be further amended, effective June 1, 2017, as set forth below:

1. Article 6, **FINANCIAL PROVISIONS**, Paragraph 6.01, Board Plan Rates, shall be amended as follows:

"6.01 Board Plan Rates. The Contractor will prepare and serve meals to students or other persons participating in the Board Plan, and the University will pay the Contractor for Board Plans sold by the University to food service customers based upon the following rates:

These **resident** plans offer three options to SHSU students.

- * **Option 1.** \$13.95 per day [from \$13.62] All 20 meals, one meal per period, with \$175 worth of declining balance Bearkat express each semester. (From \$1,840.00 to \$1,885.00, a 2.45% increase).
- * **Option 2.** \$13.49 per day [from \$13.16] Any 15 meals, one meal per period, with \$225 worth of declining balance Bearkat express each semester (From \$1,810.00 to \$1,855.00, 2.49% increase)
- * **Option 3.** \$13.75 per day [from \$13.47] All Access/Unlimited, with \$125 worth of declining balance Bearkat express each semester (From \$1,930.00 to \$1,970.00, a 2.07% increase).

Daily rates set forth above include declining balance amounts and are based on a minimum of 113 billing days / semester average.

These **commuter** plans offer additional flexibility.

- A. Bearkat Flex - \$7.88 per day [from \$7.69]. A block of 90 meals with \$300 of declining balance Bearkat express each semester. (From \$1,010.00 to \$1,035.00, a 2.48% increase).
- B. BearKat Value - \$6.12 per day [from \$5.89] A block of 60 meals with \$300 of declining balance Bearkat express each semester. (from \$765.00 to \$795.00 a 3.92% increase).
- C. Bearkat Lite - \$4.23 per day [from \$4.08] A block of 30 meals with \$300 of declining balance Bearkat express each semester. (from \$535.00 to \$555.00, a 3.74% increase).

Daily rates above include declining balance amounts and are based on a minimum of 113 billing days / semester average."

2. Article 6, **FINANCIAL PROVISIONS**, Paragraph 6.02, Casual Meals, shall be amended as follows:

GBL-427394.3

“6.02 Casual Meals. The Contractor will provide casual meals not to exceed the following rates:

	<u>From</u>	<u>To</u>	<u>% Increase</u>
Breakfast	\$ 7.50	<u>\$ 7.50</u>	0%
Lunch	\$ 8.50	<u>\$ 8.50</u>	0%
Sack Lunch	\$ 8.50	<u>\$ 8.50</u>	0%
Dinner	\$ 8.95	<u>\$ 8.95</u>	0%
Special	\$ 10.95	<u>\$10.95</u>	0%

3. Article 6, **FINANCIAL PROVISIONS**, Paragraph 6.03, Summer Camp, shall be amended as follows:

“6.03 Summer Camp. Contractor shall charge a rate of \$25.95 (1.76% increase) per person, per day, for meals furnished for University-sponsored camps.”

4. Article 6, **FINANCIAL PROVISIONS**, Paragraph 6.03, Athletic Pre-Season Training Camp, shall be amended as follows:

“6.04 Athletic Pre-Season Training Camp, Contractor shall charge a rate of \$28.95 (1.58% increase) per person, per day, for meals furnished for University-sponsored camps.”

All other terms and conditions of our Agreement dated May 26, 2005, shall remain in full force and effect.

Signed and dated this _____ day of _____, 2016.

ATTEST:

ARAMARK Educational Services
of Texas, LLC ("Company")

By: _____
Barbara Flanagan, Vice President

TEXAS STATE UNIVERSITY SYSTEM

Examined and Recommended:

Dr. Dana G. Hoyt
President
Sam Houston State University

Date

Brian McCall, Ph.D.
Chancellor
The Texas State University System

Date

APPROVED as to legal form:

Vice Chancellor and General Counsel

APPROVED by the Board of Regents on _____ at Austin, Texas.

The Honorable Rossanna Salazar
Chairman of the Board

Date

CONSENT - PERSONNEL

TSUS: Personnel Actions

Recommendation

The proposed Personnel Actions for the Texas State University System components are approved.

Background

In accordance with the System *Rules and Regulations, Chapter III, Section 1.2 Personnel*, the following actions shall be submitted to the Board of Regents for approval.

PERSONNEL REPORT - LAMAR UNIVERSITY
February 2017

RESIGNATION

1. Camak, Deborah; Instructor, Nursing, effective December 16, 2016.
2. Chou, Ching-En; Instructor, Chem/Biochem, effective January 14, 2017.
3. Gomes, Andrew; Instructor, Chem/Biochem, effective October 16, 2016.
4. Sheperis, Donna; Assoc Prof, C & SP, effective December 30, 2016.

RETIREMENT

None to report.

SEPARATION

1. Ceynar, Cindy; Instructor, Nursing, effective October 10, 2016.

TERMINAL CONTRACT

None to report.

LEAVE OF ABSENCE

1. Cochran, Glynda; Assist Prof, Nursing, returned from FMLA, effective September 26, 2016.
2. Forret, Jeff; Prof, History, granted Fac Dev Leave, effective fall 2017.
3. Gilman, Kurt; Assoc Prof, Music, returned from FMLA, effective September 22, 2016.
4. Grothe, Joel; Assist Prof, Theatre/Dance, granted Fac Dev leave, effective fall 2017.
5. Hoch, Matthew; Assist Prof, Biology, granted Fac Dev Leave, effective fall 2017.
6. Laidacker, Michael; Assoc Prof, Math, granted Fac Dev Leave, effective fall 2017.
7. Makki, Kami; Professor, Computer Sci, begin Leave with Pay, effective September 1, 2016.
8. Mann, Jim; Assoc Prof, Soc/SW/CJ, granted Fac Dev Leave, effective fall 2017.
9. Musyoka, Millicent; Assist Prof, Deaf Stud/Ed, returned from FMLA, effective October 3, 2016.
10. Wei, Suying; Assoc Prof, Chem/Biochem, granted Fac Dev Leave, effective fall 2017.

The following faculty received a salary supplement for teaching one course during the 2016 Winter Mini session.

Name	Deg	Rank	Department	%FTE	Salary	Period
COLLEGE OF ARTS & SCIENCES						
R Alasti, Sanaz	PhD	Assoc Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Babineaux, Justin	MS	Adjunct	Psyc	1.0	\$4,367	WM 2016
R Bronson, Eric	PhD	Assoc Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Bryan, Jimmy	PhD	Assoc Prof	History	1.0	\$4,367	WM 2016
R Clanahan, Carolyn	MA	Instructor	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Davis, Terri	PhD	Chair/Assoc Prof	Political Sci	1.0	\$4,367	WM 2016
R Fagen, Jennifer	PhD	Assoc Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Garcia, Jesus	PhD	Assist Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Harden, Garrick	PhD	Assoc Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Lanier, Boyd	PhD	Assoc Prof	Political Sci	1.0	\$4,367	WM 2016
R Muzorewa, Gwinyai	PhD	Assist Prof	History	1.0	\$4,367	WM 2016
R Pannu, Jasdeep	PhD	Assist Prof	Math	1.0	\$4,367	WM 2016
R Richards-Foster, Garry	MA	Instructor	English/M Lang	1.0	\$4,367	WM 2016
R Staub, Nancy	MA	Instructor	English/M Lang	1.0	\$4,367	WM 2016
R Sullivan, Michael	PhD	Assoc Prof	Soc/SW/CJ	1.0	\$4,367	WM 2016
R Talenda, Valerie	MS	Instructor	Nursing	1.0	\$4,367	WM 2016

COLLEGE OF BUSINESS

None to Report

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

R	Chen, Jau-Jiin	PhD	Professor	Fam & Con Sci	1.0	\$4,367	WM 2016
R	Hernandez, Barbara	PhD	Professor	Health & Kine	1.0	\$4,367	WM 2016
R	Holland, Deidre	PhD	Assist Prof	Health & Kine	1.0	\$4,367	WM 2016
R	Msengi, Israel	PhD	Assoc Prof	Health & Kine	1.0	\$4,367	WM 2016
R	Ruiz, Connie	PhD	Professor	Fam & Con Sci	1.0	\$4,367	WM 2016
R	Shows, Amy	PhD	Professor	Fam & Con Sci	1.0	\$4,367	WM 2016

COLLEGE OF ENGINEERING

None to Report

COLLEGE OF FINE ARTS & COMMUNICATION

R	Jones, LaKeysha	MA	Instructor	Communication	1.0	\$4,367	WM 2016
R	Salimi, Mahmoud	MFA	Assist Prof	Communication	1.0	\$4,367	WM 2016
R	Stanley, O'Brien	MFA	Professor	Communication	1.0	\$4,367	WM 2016
R	Stanley, Ruth	MEd	Instructor	Communication	1.0	\$4,367	WM 2016

CENTER FOR COLLEGE READINESS

None to Report

CENTER FOR DISTANCE EDUCATION

None to Report

LIBRARY

None to Report

FACULTY APPOINTMENTS, New (N) and Renewal (R)

	Name	Deg	Rank	Department	%FTE	Salary	Period
COLLEGE OF ARTS & SCIENCES							
R	Caldwell, Pamela	MSN	Adjunct	Nursing	.75	\$7,040	Fall 2016
N	Chapa, Rachel	MSW	Adjunct	Soc/SW/CJ	.20	\$2,910	SP 2017
N	Duncan, James	PhD	Adjunct	Psychology	.20	\$4,000	SP 2017
R	Reena, Ismatara	MS	Adjunct	Biology	.40	\$6,000	Fall 2016
R	Tucker, Carla	MS	Adjunct	Earth/Space Sci	.95	\$14,000	Fall 2016
N	Vasefi, Seyedeh-Maryam	PHD	Assist Prof	Biology	1.0	\$55,500	2016-17
COLLEGE OF BUSINESS							
R	Arnold, Lauri	MEd	Adjunct	Info Sys & Anal	.20	\$3,950	SP 2017
R	Fontenot, Dale	MBA	Adjunct	Info Sys & Anal	.40	\$7,900	SP 2017
R	Heald, Russ	JD	Adjunct	Acct & Bus Law	.20	\$3,950	SP 2017
N	Howell, Paul	MS	Adjunct	Mgmt & Mktg	.20	\$3,950	Fall 2017
R	Ortego, Robert	JD	Adjunct	Acct & Bus Law	.20	\$3,950	SP 2017
R	Tran, Martin	MS	Adjunct	Info Sys & Anal	.20	\$3,950	Fall 2016
R	Tran, Martin	MS	Adjunct	Info Sys & Anal	.40	\$7,900	SP 2017
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT							
N	Allen, Shelly	EdD	Clinic Instr	Ed Leadership	1.0	\$55,000	2016-17
R	Beagle, Steven	EdD	Adjunct	Ac Partnership	.20	\$3,000	Fall 2016
N	Chambliss, Annette	EdD	Field Sup	Ed Leadership	.49	\$3,200	Fall 2016
N	Henderson, Tammy	PhD	Chair/Prof	Fam & Con Sci	1.0	\$97,500	2016-17
R	Mannino, Gina	EdD	Adjunct	Ed Leadership	.49	\$3,200	Fall 2016
N	Meeuwse, Kristi	EdD	Adjunct	Ac Partnership	.20	\$3,000	Fall 2016
R	Morales, Maria	MS	Adjunct	Health & Kine	.20	\$2,910	Fall 2016
R	Morales, Maria	MS	Adjunct	Health & Kine	.20	\$2,910	SP 2017

N	Penny, Christian	PhD	Adjunct	Ac Partnership	.20	\$3,000	Fall 2016
R	Sanders, Betty	PhD	Adjunct	Ac Partnership	.20	\$3,000	Fall 2016
N	Ybarra, Barbara	MEd	Adjunct	Ac Partnership	.33	\$3,000	SP 2017
R	Yonker, Josh	MS	Adjunct	Health & Kine	.20	\$2,910	SP 2017

COLLEGE OF ENGINEERING

R	Papillion, Richshalla	DEng	Adjunct	Indus Engr	.15	\$4,000	Fall 2016
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COLLEGE OF FINE ARTS & COMMUNICATION

R	Benson, Jack	MA	Adjunct	Music	.93	\$12,600	Fall 2016
N	Briggs, Camille	MA	Adjunct	Communication	.20	\$2,910	Fall 2016
N	Ellis, Louis	MM	Adjunct	Music	.45	\$7,320	Fall 2016
N	Fontaine, Ashley	MS	Adjunct	Deaf Stud/Ed	.25	\$2,910	Fall 2016
R	Gomez, Victor	MA	Adjunct	Music	.31	\$5,869	Fall 2016
N	Gonzales, Juan	MEd	Adjunct	Music	31.5	\$5,754	Fall 2016
N	McCormick, Susan	MEd	Adjunct	Deaf Stud/Ed	.25	\$2,910	Fall 2016
R	Rawls, James	MFA	Adjunct	Communication	.20	\$2,910	Fall 2016
R	Shroeder, Thomas	MA	Adjunct	Music	4.50	\$732	Fall 2016

CENTER FOR DISTANCE EDUCATION

R	Baker, Katie	MA	Adjunct	Fam & Con Sci	.20	\$2,910	Fall 2016
R	Broussard, Willie	MA	Adjunct	Fam & Con Sci	.20	\$2,910	Fall 2016
R	Long, Natalie	MA	Adjunct	Fam & Con Sci	.20	\$2,910	Fall 2016
R	Nikuze, Scholastique	PhD	Adjunct	Health & Kine	.20	\$2,910	Fall 2016

CENTER FOR COLLEGE READINESS

N	Brauss, Minerva	PhD	Adjunct	Coll Readiness	.40	\$6,000	Fall 2016
N	Sethna, Bishar	EDD	Adjunct	Coll Readiness	.40	\$6,000	Fall 2016
N	Tran, Martin	MS	Adjunct	Coll Readiness	.40	\$6,000	Fall 2016

LIBRARY

None to Report

CHANGE OF STATUS

Last, First	Department	Change of Status	Period
Liu, Wen	Math	From Instructor to Assist Prof tenure-track	Fall 2016
Mann, Judith	Psych	From Tenured Associate Professor to Director of Quality Enhancement Program, 12 month position	Spring 2017
Sisk, Dorothy	Teacher Ed	From Prof in C & SP to Prof in Teacher Ed	2016-17
Swift, Orrin	Acct & Bus Law	From Instructor to Assist Prof tenure-track	2016-17

SALARY STIPEND

Last, First	Department	Amount of Stipend	Period
Abernathy, Lucy	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
Adams, Nancy	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
Arterbury, Elvis	Ac Partnership	Received \$500 for course instruction	Fall 2016
Azios, Michael	Distance Ed	Received \$500 for course instruction	Fall 2016
Azodi, Donna	Ac Partnership	Received \$10,500 for course instruction	Fall 2016

Baldo, Melissa	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Bandyopadhyay, Kakoli	Distance Ed	Received \$1,000 for course instruction	Fall 2016
Borel, Daryl Ann	Ac Partnership	Received \$8,500 for course instruction	Fall 2016
Bradley, Jerry	English/M Lang	Received \$10,000 for Distinguished Faculty Teaching Fellowship Award	2016-17
Brice, Gary	Math	Received \$3,500 for course development	Fall 2016
Bronson, Eric	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Burns, Erin	Spch/Hearing	Received \$1,500 for mileage for contractually obligated services pursuant to SETXRDSPD and Big Thicket Special Ed Co-Op.	2016-17
Bussey, Lauren	Ac Partnership	Received \$4,000 for course instruction	Fall 2016
Carey, Don	Ac Partnership	Received \$500 for course instruction	Fall 2016
Carlisle, Robert	Ac Partnership	Received \$4,500 for course instruction	Fall 2016
Chang, Chiung-Fang	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Channapatna Manchaiah, Vinay	Spch/Hearing	Received \$1,350 for additional Program Dir of Audiology duties	2016-17
Creel, Jimmy	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Cummings, Cynthia	Ac Partnership	Received \$5,000 for course instruction	Fall 2016
Davis, Randy	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Dyrhaug, Kurt	Art	Received \$10,000 for Distinguished Faculty Research Fellowship Award	2016-17
Easterly, Bianca	Ac Partnership	Received \$500 for course instruction	Fall 2016
Ervin, Mel	Ac Partnership	Received \$500 for course instruction	Fall 2016
Flamez, Brande	Ac Partnership	Received \$4,000 for course instruction	Fall 2016
Flosi, Alicen	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Fong, Donna	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
Forret, Jeffrey	History	Received \$10,000 for Distinguished Faculty Research Fellowship Award	2016-17
Garcia, Jesus	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Garcia, Jesus	Distance Ed	Received \$500 for course instruction	Fall 2016
Godkin, Roy	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Greenidge, Wendy	Ac Partnership	Received \$500 for course instruction	Fall 2016
Gubala, Sara	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Hall, Iva	Ac Partnership	Received \$5,833 for course instruction	Fall 2016
Hamza, Mohammad	Ac Partnership	Received \$2,000 for course instruction	Fall 2016
Harden, Brad	Ac Partnership	Received \$500 for course instruction	Fall 2016
Harris, Patricia	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Harrison, Glen	Ac Partnership	Received \$7,000 for course instruction	Fall 2016

Harvey, Thomas	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Hirano, Koji	Distance Ed	Received \$500 for course instruction	Fall 2016
Kimmons, Janice	Distance Ed	Received \$500 for course instruction	Fall 2016
Knight, Stacey	Ac Partnership	Received \$500 for course instruction	Fall 2016
Lanier, Boyd	Political Science	Received \$1,800 for UG and MPA Department Advisor duties	SP 2017
Lin, Che-Jen	Engineering	Received \$6,180 for Director of Graduate Programs duties	2016-17
Lin, Cheng-Hsien	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Long, Elizabeth	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Lumpkin, Richard	Physics	Received \$4,500 for Interim Chair duties	2016-17
Martin, Gary	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
McAfee, Nancy	Ac Partnership	Received \$250 for course instruction	Fall 2016
Moore, Ruth	Ac Partnership	Received \$2,000 for course instruction	Fall 2016
Myroie, Robika	Ac Partnership	Received \$3,000 for course instruction	Fall 2016
Natarajan, Vivek	Ac Partnership	Received \$500 for course instruction	Fall 2016
Nelson, Cheryl	Ac Partnership	Received \$1,000 for course instruction	Fall 2016
Nguyen, Anna	Ac Partnership	Received \$2,000 for course instruction	Fall 2016
Nicks, Robert	Ac Partnership	Received \$1,000 for course instruction	Fall 2016
Nordgren, Joseph	College of Arts & Sciences	Received \$12,000 for Interim Dean duties	2016-17
Ordway, Ann	Ac Partnership	Received \$2,500 for course instruction	Fall 2016
Pearce, Nadine	Distance Ed	Received \$1,000 for course instruction	Fall 2016
Pipkins, Cynthia	Ac Partnership	Received \$750 for course instruction	Fall 2016
Popp, Chuck	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Poston, Wiley	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Poston, Wiley	History	Received \$2,000 for coordination of Texas History Day, Feb. 2017	Fall 2016
Proksch, Bryan	Distance Ed	Received \$500 for course instruction	Fall 2016
Puente, Christina	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
Reena, Ismatara	Biology	Received \$2,000 for Lab Prep and tear downs	Fall 2016
Richmond, Peyton	Engineering	Received \$4,120 for Director of Undergraduate Programs duties	Fall 2016
Saucedo, Richard	Ac Partnership	Received \$500 for course instruction	Fall 2016
Shah, Karika	Distance Ed	Received \$500 for course instruction	Fall 2016
Sheperis, Donna	Ac Partnership	Received \$500 for course instruction	Fall 2016
Shoefstall, Sherri	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Simmons, Elizabeth	Info Sys & Anal	Received \$3,950 for course instruction	SP 2017
Slaydon, James	Ac Partnership	Received \$500 for course instruction	Fall 2016
Smith, Amy	English/M Lang	Received \$10,000 for	2016-17

Sprott, Katherine	Ac Partnership	Distinguished Faculty Teaching Fellowship Award Received \$3,500 for course instruction	Fall 2016
Swerdlow, Marlene	Distance Ed	Received \$8,400 for Program Management of Lamar AP BBA Degrees	2015-16
Swerdlow, Marlene	Distance Ed	Received \$8,400 for Program Management of Lamar AP BBA Degrees	2016-17
Thibodeaux, Tilisa	Ac Partnership	Received \$500 for course instruction	Fall 2016
Tovar-Silos, Ricardo	Distance Ed	Received \$500 for course instruction	Fall 2016
Villate, Vanessa	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Wallace, David	Ac Partnership	Received \$7,000 for course instruction	Fall 2016
Wang, Sujing	Distance Ed	Received \$1,500 for course instruction	Fall 2016
Wheeler, Melissa	Ac Partnership	Received \$4,000 for course instruction	Fall 2016
Whitaker, Rachel	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
White, Porchaneer'	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Wines, Lisa	Ac Partnership	Received \$3,500 for course instruction	Fall 2016
Worley, Vidisha	Ac Partnership	Received \$1,500 for course instruction	Fall 2016
Yoo, Julia	Ac Partnership	Received \$2,000 for course instruction	Fall 2016
Zhao, Yu	Distance Ed	Received \$500 for course instruction	Fall 2016
Zhu, Weihang	Distance Ed	Received \$1,500 for course instruction	Fall 2016

ADMINISTRATIVE AND UNCLASSIFIED PERSONNEL CHANGES

CHANGE OF DUTIES

None to report.

RECLASSIFICATION

1. Nichols, Paula; Assoc Provost, Digital Learning, effective September 1, 2016.
2. Wells, Sherry; Assist Vice Provost, Digital Learning, effective September 1, 2016.

RESIGNATION

1. Fulls, William; Assist Director, Compliance, Scholarships and Financial Aid, effective November 23, 2016.
2. Jiang, Kunxian (Michael); Dir, International Student Services, Graduate Studies, effective October 19, 2016.
3. Taylor, Samantha; Assist Director, Enrollment Services, effective December 20, 2016.
4. Zani, Steven; Dir., First Year Experience, Ctr for Teaching & Learning Enhancement, effective January 10, 2017.

RETIREMENT

1. Gallien, Melissa; Director of Admissions, Enrollment Services, effective December 20, 2016.
2. Rush, James; Director of Scholarships, effective January 5, 2017.

SEPARATION

1. Martin, Gabriel; Executive Director, Office of Planning and Assessment, effective October 23, 2016.

PROMOTION

1. Bartlett, Daniel; Director of Undergraduate Advisement, promoted to Executive Director, Student Achievement and Retention, to include \$9,000 12-month stipend, effective October 1, 2016.
2. Hefner-Babb, Theresa; Associate Professor, Library Services, promoted to Executive Director, Office of Planning and Assessment, at a 12-month rate of \$86,782, effective January 1, 2017.
3. Mann, Judith; Assoc. Prof, Psych, promoted to Director of First Year Experience and Quality Enhancement Plan, at a 12-month rate of \$103,142, effective January 1, 2017.
4. Nichols, Brenda S.; Vice Provost for Digital Learning and Assistant to the President, Office of the President, to include \$8,400 12-month stipend, effective September 1, 2016.

ADDITION

1. Bedell, Brad; Assist Football Coach, Athletics, at a 12-month rate of \$90,000, effective January 6, 2017.
2. Brown, Kevin; Assist Football Coach, Athletics, at a 12-month rate of \$65,000, effective January 13, 2017.
3. Buchanan, Eric; Assist Football Coach, Athletics, at a 12-month rate of \$40,000, effective January 13, 2017.
4. Clark, Camden; Assist Football Coach, Athletics, at a 12-month rate of \$50,000, effective January 13, 2017.
5. Dodd, Dan; Assist Football Coach, Athletics, at a 12-month rate of \$95,000, effective January 13, 2017.
6. Douglas, Troy; Assist Football Coach, Athletics, at at 12-month rate of \$85,000, effective January 6, 2017.
7. Ivicic, Todd; Assist Football Coach, Athletics, at a 12-month rate of \$75,000, effective January 4, 2017.
8. McGallion, Craig; Director of Football Operations, Athletics, at a 12-month rate of \$50,000, effective February 1, 2017.
9. Schultz, Michael; Head Football Coach, Athletics, at a 12-month rate of \$230,000, effective January 5, 2017.
10. Smith, Melvin; Assist Football Coach, Athletics, at a 12-month rate of \$85,000, effective January 4, 2017.

CHANGE OF STATUS

None to report.

LEAVE OF ABSENCE

1. Matthews, Tom; Director of Assessment, returned from FMLA leave, effective November 28, 2016.

SALARY CHANGE

1. Myers, Hai; Assoc Director, International Student Services, salary increase at a 12-month rate of \$44,905, effective September 1, 2016.

COMMISSIONED POLICE OFFICERS

1. Armstead, John; November 1, 2016.
2. Lowe, Colton; November 1, 2016.
3. Tristan, Bianca; January 1, 2017.

Sam Houston State University

FACULTY PERSONNEL CHANGES

RESIGNATION

1. Reck, Erin, Assistant Professor, Dance, effective January 15, 2017.

RETIREMENT

1. DeShaw, James, Professor, Biological Sciences, effective January 15, 2017.
2. Greybeck, Barbara, Professor, Language, Literacy and Special Populations, effective January 15, 2017.

TENURE

1. Randall, George, Associate Professor, Family and Consumer Sciences, effective September, 2016.
2. Ratnapradipa, Dhitinut, Professor, Population Health, effective September, 2016.

CHANGES IN STATUS

1. Didier, Jennifer, from Associate Professor, Kinesiology; to Associate Professor and Acting Co-Chair, Kinesiology, effective October 1, 2016.
2. Ocker, Liette, from Associate Professor and Chair, Kinesiology; to Associate Professor, Kinesiology, effective September 30, 2016.
3. Oden, Gary, from Professor, Kinesiology; to Professor and Acting Co-Chair, Kinesiology, effective October 1, 2016.

FACULTY APPOINTMENTS, New (N) and Renewal (R)

NAME	DEG	RANK	DEPARTMENT	%FTE	SALARY	PERIOD
COLLEGE OF BUSINESS ADMINISTRATION						
N Hasbrouck, Mitchell	M.S.	Lect.-Pool	Mngt. & Marketing	1.00	16,002	S2017
COLLEGE OF EDUCATION						
N Hart, Linda	M.S.	Lect.-Pool	Counselor Ed.	0.25	2,462	S2017
N Henderson, Susan	Ph.D.	Lect.-Pool	Counselor Ed.	0.25	2,462	S2017
NEWTON GRESHAM LIBRARY						
N Crane, Ashley	M.L.I.S.	Asst. Prof.	Newton G. Library	1.00	48,000	FY2017
N Hwang, Soo-Yeon	Ph.D.	Asst. Prof.	Newton G. Library	1.00	50,016	FY2017
N Kim, Dianna	M.S.	Asst. Prof.	Newton G. Library	1.00	48,000	FY2017

SAM HOUSTON STATE UNIVERSITY

ADMINISTRATIVE and UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS

1. Henley, Charles, Dean of Osteopathic Medicine, Osteopathic Medicine, at a 12-month rate of \$430,008, on a full-time basis effective November 1, 2016.
2. Herget, Bradley, Assistant Director I, Lowman Student Center, at a 12-month rate of \$47,496, on a full-time basis effective November 7, 2016.
3. Karuparthi, Raja, ERP Analyst II, Information Technology Enterprise Services, at a 12-month rate of \$54,768, on a full-time basis effective November 16, 2016.
4. Lies, Travis, Athletic Equipment Coordinator, Athletics, at a 12-month rate of \$47,496, on a full-time basis effective September 26, 2016.
5. Maas, Lawrence, Accountant III, Financial Accounting and Reporting, at a 12-month rate of \$47,496, on a full-time basis effective November 16, 2016.
6. Oermann, Julie, Nurse Registered, Health Center, at a 12-month rate of \$47,496, on a full-time basis effective November 16, 2016.
7. Ortiz, Oscar, Athletic Trainer Assistant, Athletics, at a 12-month rate of \$47,496, on a full-time basis effective September 26, 2016.
8. Rikard, Benjamin, Assistant Athletic Director, Athletics, at a 12-month rate of \$50,016, on a full-time basis effective September 24, 2016.
9. Woods, Christina, Director of Constituent and Special Programs, Development, at a 12-month rate of \$53,496, on a full-time basis effective November 28, 2016.

CHANGES IN STATUS

1. Barber, Marc, Technical Architect to System and Operations Manager, Information Technology Infrastructure and Support, at a 12-month rate of \$105,936, effective October 16, 2016.
2. Frey, Steven, Information Security Officer to Director of Information Security, Information Technology Security, no change in pay, effective December 1, 2016.
3. Hoke, Andrea, Project Manager to Project Coordinator, Bill Blackwood Law Enforcement Management Institute of Texas, at a 12-month rate of \$49,224, effective October 1, 2016.
4. Miller, Allison, Specialist III to Coordinator III, Graduate Studies Office, at a 12-month rate of \$47,520, effective October 1, 2016.
5. Teeters, Michaelanne, Program Specialist to Project Coordinator, Correctional Management Institute of Texas, at a 12-month rate of \$48,408, effective November 1, 2016.
6. Vaculik, Scott, Assistant Director I to Senior Assistant Director, Recreational Sports, no change in pay, effective November 1, 2016.

DISMISSALS

1. None

RESIGNATIONS

1. Coats, Jessica, ERP Analyst III, Information Technology Enterprise Services, effective November 4, 2016.
2. Greer, Mikal, Project Coordinator, College of Criminal Justice, effective October 31, 2016.
3. Hendricks, Daniel, ERP Analyst III, Information Technology Enterprise Services, effective November 15, 2016.
4. Morrow, Gordon, Director of Plant Operations, Facilities Management, effective November 11, 2016.

SAM HOUSTON STATE UNIVERSITY

RETIREMENTS

1. None

DEATHS

1. None

COMMISSIONING AND BONDING OF UNIVERSITY POLICE OFFICERS

1. None

Sul Ross State University and Rio Grande College

FACULTY PERSONNEL CHANGES

RESIGNATIONS

1. Connors, Zachary, Assistant Football Coach Offensive Coordinator and Lecturer, Kinesiology and Human Performance, effective January 15, 2017.
2. Roberts, Dewayne, Lecturer & Head Volleyball Coach, Kinesiology and Human Performance, effective January 15, 2017.

RETIREMENTS

1. None to report.

LEAVE OF ABSENCE

1. None to report.

NON-REAPPOINTMENTS

1. None to report.

CHANGES IN STATUS

1. Velasco, Joseph, Pd.D., Associate Professor of Communications to Associate Professor of Communications and Chair of Industrial Technology, at a nine months' salary rate of \$61,325.00, effective January 16, 2017.
2. Hunter, Robert, Ph.D., Associate Professor of Homeland Security and Criminal Justice to Chair and Associate Professor of Homeland Security and Criminal Justice at nine months' salary rate of \$72,690.00, effective January 16, 2017.
3. Wasserman, Scott, M.Ed., Instructor and Chair of Industrial Technology to Instructor of Industrial Technology, at a nine months' salary rate of \$43,260.00, effective January 15, 2016.

PROMOTION AND TENURE

1. None to report.

FACULTY APPOINTMENTS, New (N) and Renewal (R)

	NAME	DEG	RANK	DEPARTMENT	%FTE	SALARY	PERIOD
COLLEGE OF AG & NATURAL RES SCIENCES							
	None to report.						
COLLEGE OF ARTS & SCIENCES							
N	Graham, Crystal	Ph.D.	Assistant Professor	Biology, Geology, and Physical Sciences	100%	\$47,500	Spring 2017
COLLEGE OF EDUCATION & PROFESSIONAL STUDIES							
N	Ray, Billy Jack	ABD	Instructor of Kinesiology and Human Performance	Kinesiology and Human Performance	100%	\$45,820	Spring 2017
RIO GRANDE COLLEGE							
	None to report.						

ADMINISTRATIVE and UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS

1. Villalobos Melendez, Alejandra, Director of Institutional Research, at a twelve months' salary rate of \$62,000.00, effective October 22, 2016.
2. Grubitz, Joe Scott, Director of Facilities Planning, Design, and Construction, Finance and Operations, at a twelve months' salary rate of \$80,000.00, effective January 1, 2017.
3. Ternus, John, Applications and Systems Security Analyst, at twelve months' salary rate of \$38,315.00, effective January 1, 2017.

CHANGES IN STATUS

1. Lara, Jessie, Building Maintenance Superintendent to Assistant Director of Physical Plant, at a twelve months' salary rate of \$51,206.00, effective October 18, 2016.
2. Romero, Victor, General Services Superintendent to Assistant Director of Physical Plant, at a twelve months' salary rate of \$56,672.00, effective October 18, 2016.
3. Natera, Edmundo, Utilities Maintenance Supervisor and Assistant Director of Physical Plant to Director of Physical Plant, at a twelve months' salary rate of \$73,226.00, effective October 18, 2016.
4. Clingman, Patrick, Director of Gear Up to Director of New Student Programs, Enrollment Management, at a twelve months' salary rate of \$48,500.00, effective January 1, 2017.

RESIGNATIONS

1. Howard, David, Technical Services Librarian, Library, effective October 20, 2016.
2. Smith Jr., Kenneth, Grounds Maintenance Superintendent, Physical Plant, effective November 16, 2016.
3. Howard, Valerie, Collection Development Librarian, Library, effective December 31, 2016.
4. Jackson, Elizabeth, Director of the Museum of the Big Bend, effective January 26, 2017.

RETIREMENTS

1. Helen, Crane, Executive Director of Lobo Den/Lobo Exito, Title V Grant Alpine Campus, effective January 31, 2017.

COMMISSIONING AND BONDING OF UNIVERSITY POLICE OFFICERS

1. None to report.

Texas State University

ADMINISTRATIVE AND UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS

1. Bays, Cody D., B.B.A., Graphic Artist I, Sports Information, at a 12-month rate of \$47,500, on a full-time basis, effective September 6, 2016.
2. Butcher, Tamarin, B.S., Instructional Designer, Learning Experience Design, at a 12-month rate of \$56,000, on a full-time basis, effective October 17, 2016.
3. Cook, William D., B.A., Grant Specialist, Tx School Safety Center, at a 12-month rate of \$67,200, on a full-time basis, effective September 26, 2016.
4. Curnutt, John R., ASSOC., Grant Coordinator, ALERRT Center, at a 12-month rate of \$100,000, on a full-time basis, effective October 10, 2016.
5. Dacus, Roberta A., M. A., Nurse, Student Health, at a 12-month rate of \$46,200, on a full-time basis, effective October 24, 2016.
6. Flemming, Cedrique C., B.A., Graphic Artist I, Sports Information, at a 12-month rate of \$47,500, on a full-time basis, effective September 19, 2016.
7. Freeman, Chance A., B.A., Grant Senior Coordinator, Tx School Safety Center, at a 12-month rate of \$85,008, on a full-time basis, effective November 21, 2016.
8. Glisan, Rebecca J., J.D., Grant Coordinator, Texas Justice Court Training Center, at a 12-month rate of \$66,999, on a full-time basis, effective September 12, 2016.
9. Gregorczyk, Kathleen M., B.A., Nurse, RN, Student Health, at a 12-month rate of \$54,000, on a full-time basis, effective November 28, 2016.
10. Jakubek, Julie E., H.S., Grant Specialist, ALERRT, at a 12-month rate of \$60,000, on a full-time basis, effective October 31, 2016.
11. Jones Jr., Robert B., B.S.A., Grant Specialist, University College, at a 12-month rate of \$38,000, on a full-time basis, effective November 7, 2016.
12. Price, Amanda N., M.L.I.S., Librarian, University Library, at a 12-month rate of \$62,000, on a full-time basis, effective November 14, 2016.
13. Quigg, John M., M.A., Research Scientist, Anthropology, at a 12-month rate of \$38,400, on a full-time basis, effective October 10, 2016.
14. Ray, Gary T., M.Ed., Associate Vice President, Enrollment Management and Marketing, Associate Vice President, Enrollment Management, at a 12-month rate of \$202,000, on a full-time basis, effective September 1, 2016.
15. Soles, Matthew W., M.Ed., Student Development Specialist II, Dean of Students, at a 12-month rate of \$41,664, on a full-time basis, effective November 7, 2016.
16. Streicher, Caroline, M.S., Academic Advisor I, McCoy Academic Advising Center, at a 12-month rate of \$32,000, on a full-time basis, effective October 10, 2016.

RESIGNATIONS

1. Abrego, Phuc V., Buyer III, Facilities Management, effective September 24, 2016.
2. Blundell, Buck L., Grant Specialist II, ALERRT Center, effective November 30, 2016.
3. Bulkley, Leslie R., Director, Special Projects, Special Projects, effective October 15, 2016.
4. Castro, Michele R., Accountant III, Office of Sponsored Programs, effective November 14, 2016.
5. Clay, Curtis M., Grant Senior Coordinator, Tx School Safety Center, effective September 10, 2016.
6. Cross, Courtney D., Academic Advisor I, McCoy Academic Advising Center, effective September 12, 2016.
7. Edelstone, Michael W., UI/UX Designer, Office of University Marketing, effective November 3, 2016.
8. Frere, Danielle M., Assistant Coach, Track, effective November 12, 2016.
9. Gaitan, Jennifer L., Research Coordinator, College of Science and Engineering, effective September 8, 2016.
10. Hannah, Christopher W., Coordinator, Athletics Events, Strahan, effective October 13, 2016.
11. Hazzard, Jeanne L., Librarian, University Library, effective September 12, 2016.
12. Holmes, Megan E., Grant Specialist, Upward Bound, effective September 16, 2016.

13. Lara, Sheri L., Director, Utilities Operations, Utility Operations, effective October 3, 2016.
14. McKinnon, Ted M., Special Assistant to the Vice President of University Advancement, Vice President for University Advancement, effective September 1, 2016.
15. Meador, Alexis N., Undergraduate Admissions Counselor, Office of Undergraduate Admissions, effective September 24, 2016.
16. Nickell, Marc D., Coordinator, Annual Giving, Athletics, effective September 24, 2016.
17. Pyle, Justin A., Academic Advisor I, McCoy Academic Advising Center, effective November 1, 2016.
18. Rodriguez, Julie A., Coordinator, International Affairs, Office of International Affairs, effective October 15, 2016.
19. Rolls, Susan M., Student Development Specialist II, University Seminar, effective September 3, 2016.
20. Strand, Ryan M., Grant Specialist, Anthropology, effective October 15, 2016.
21. Stratton, Geoffrey S., Programmer Analyst II, Enterprise Systems, effective September 27, 2016.
22. Miller, Cindy R., Nurse, RN, Student Health, effective September 9, 2016.
23. Zeier, Brittany N., Child Care Teacher, Child Development Center, effective September 10, 2016.

RETIREMENTS

1. Ayson, Gabriel R., Grant Coordinator, Texas Justice Court Training Center, effective September 1, 2016.
2. Covington, Billy C., Associate Vice President, Research and Federal Relations, Office of the Associate Vice President for Research and Federal Relations, effective September 1, 2016.
3. Heintze, Michael R., Associate Vice President, Enrollment Management and Marketing, Associate Vice President, Enrollment Management, effective September 1, 2016.
4. Krueger, Kenneth W., Senior Programmer Analyst, Enterprise Systems, effective September 1, 2016.
5. Smith, Deborah A., Systems Support Analyst, The Graduate College, effective October 1, 2016.
6. Thomas, Jeb B., Supervisor, Access Services, University Police, effective November 12, 2016.
7. Weaver, Roxana E., Manager, Human Resources Master Data Center, Human Resources, effective September 1, 2016.

TERMINATIONS

1. Gordon Sr., Eric J., Business Process Analyst, Technology Resources Administration, effective September 24, 2016.

PROMOTIONS

1. Bonner, Kathryn L., B.A., Human Resources Analyst to Senior Human Resources Analyst, Human Resources, at a 12-month rate of \$64,450 on a full-time basis, effective September 2, 2016.
2. Brandenberger, Angela H., B.B.A., Accountant IV to Assistant Director, Accounting, Accounting Office, at a 12-month rate of \$80,000, on a full-time basis, effective September 1, 2016.
3. Burrow, Mark A., B.A., Graduate Admissions Specialist to Systems Support Analyst, The Graduate College, at a 12-month rate of \$58,800, on a full-time basis, effective October 2, 2016.
4. Cunningham, Jon-Christopher A., B.S., Undergraduate Admissions Counselor to Senior Undergraduate Admissions, Office of Undergraduate Admissions, at a 12-month rate of \$36,011, on a full-time basis, effective September 1, 2016.
5. Duggins, Teresa A., B.S., Senior Human Resources Assistant to Human Resources Analyst, Human Resources, at a 12-month rate of \$49,848, on a full-time basis, effective September 4, 2016.
6. Estrella, Arrissa M., B.C.J., Academic Advisor I to Student Development Specialist I, Round Rock Campus, at a 12-month rate of \$39,000, on a full-time basis, effective October 3, 2016.
7. Helms, Daphne S., C.C., Procurement Specialist to Buyer III, Facilities Management, at a 12-month rate of \$44,400, on a full-time basis, effective November 13, 2016.
8. Lowden, Bryttne T., M.A., Senior Graduate Degree Audit Specialist to Supervisor, Round Rock, Round Rock Campus, at a 12-month rate of \$49,260, on a full-time basis, effective September 11, 2016.

9. Moore III, John D., H.S., User Services Consultant I to User Services Consultant II, Client Services, at a 12-month rate of \$47,476, on a full-time basis, effective October 18, 2016.
10. Pais III, Jacob M., B.A., Grant Specialist to Grant Coordinator, Educational Talent Search, at a 12-month rate of \$34,000 on a full-time basis, effective September 1, 2016.
11. Rogers, Stephen C., M.A., Program Specialist to UI/UX Designer, Office of University Marketing, at a 12-month rate of \$55,000, on a full-time basis, effective October 3, 2016.
12. Strauch, Staci L., M.Ed., Student Development Specialist to Student Development Specialist II, Retention Management and Planning, at a 12-month rate of \$42,000, on a full-time basis, effective October 19, 2016.
13. Tyner, Jonathan W., M.A., Student Development Specialist I to Coordinator, International Affairs, Office of International Affairs, at a 12-month rate of \$51,996, on a full-time basis, effective November 1, 2016.
14. Villalobos, Alexander, B.A., Sergeant to Lieutenant, University Police, at a 12-month rate of \$76,800, on a full-time basis, effective October 2, 2016.
15. Wilson Jr., Ray L., B.B.A., User Services Consultant I to Systems Analyst II, Advancement Services, at a 12-month rate of \$52,000, on a full-time basis, effective September 4, 2016.

RECLASSIFICATION

1. Gonzales, Adam D., H.S., from Procurement Specialist to Buyer III, Facilities Management, at a 12-month rate of \$46,384, on a full-time basis, effective December 1, 2016.
2. Sheffield, Rori P., B.S., from User Services Consultant I to Assistant Director, Educational Technology Center, Educational Technology Center, at a 12-month rate of \$82,046, on a full-time basis, effective November 1, 2016.
3. Weitz, Janet R., B.S., from Accountant II to Accountant III, Accounting Office, at a 12-month rate of \$53,888 on a full-time basis, effective October 1, 2016.

Texas State University

FACULTY PERSONNEL CHANGES

FACULTY DEVELOPMENT LEAVES

1. Ameri, Farhad, Associate Professor, Engineering Technology, Faculty Development Leave, Part-time 2017-2018.
2. Banerjee, Suparno, Associate Professor, English, Faculty Development Leave, Fall 2017.
3. Blair, John M., Professor, English, Faculty Development Leave, Fall 2017.
4. Boehm, Richard G., Professor, Geography, Faculty Development Leave, Fall 2017.
5. Brooks, Ann, Professor, Counseling, Leadership, Adult Education and School Psychology, Faculty Development Leave, Spring 2018.
6. Burtscher, Martin, Professor, Computer Science, Faculty Development Leave, Part-time 2017-2018.
7. Butler, David R., Regents' Professor, Geography, Faculty Development Leave, Fall 2017.
8. Butler, Janet B., Professor, Accounting, Faculty Development Leave, Fall 2017.
9. Chen, Heping, Associate Professor, Engineering, Faculty Development Leave, Part-time 2017-2018.
10. de la Puente, José Carlos, Associate Professor, History, Faculty Development Leave, Fall 2017.
11. Evans, Michelle L., Associate Professor, Political Science, Faculty Development Leave, Spring 2018.
12. Evans-Palmer, Teri E., Associate Professor, Art and Design, Faculty Development Leave, Spring 2018.
13. Fitzpatrick, Thomas C., Associate Professor, Art and Design, Faculty Development Leave, Fall 2017.
14. Groeger, Alan W., Associate Professor, Biology, Faculty Development Leave, Spring 2018.
15. Hanks, Emily K., Associate Professor, Political Science, Faculty Development Leave, Part-time 2017-2018.
16. Helgeson, Jeffrey L., Associate Professor, History, Faculty Development Leave, Fall 2017.
17. Howard, Krista J., Associate Professor, Psychology, Faculty Development Leave, Spring 2018.
18. Hustvedt, Gwendolyn, Associate Professor, Family and Consumer Science, Faculty Development Leave, Fall 2017.
19. Irani, Farzan, Associate Professor, Communication Disorders, Faculty Development Leave, Spring 2018.
20. Jackson, Julie, Associate Professor, Curriculum and Instruction, Faculty Development Leave, Spring 2018.
21. Kang, Jiyun, Associate Professor, Family and Consumer Sciences, Faculty Development Leave, Part-time 2017-2018.
22. Keeley-Vassberg, Maureen, Professor, Communication Studies, Faculty Development Leave, Spring 2018.
23. Keller, Thomas M., Professor, Mathematics, Faculty Development Leave, Spring 2018.
24. Kirby, Susan L., Professor, Management, Faculty Development Leave, Fall 2017.
25. Kirby, Eric, Professor, Management, Faculty Development Leave, Fall 2017.
26. Lane, Laura, Associate Professor, Theatre and Dance, Faculty Development Leave, Part-time 2017-2018.
27. Lasser, Jon S., Professor, Counseling, Leadership, Adult Education and School Psychology, Faculty Development Leave, Spring 2018.
28. Lee, Kathryn S., Associate Professor, Curriculum and Instruction, Faculty Development Leave, Fall 2017.
29. Lemke, David E., Professor, Biology, Faculty Development Leave, Part-time 2017-2018.
30. Litchke, Lyn G., Associate Professor, Health and Human Performance, Faculty Development Leave, Fall 2017.
31. Martin, Kasey, Associate Professor, Accounting, Faculty Development Leave, Spring 2018.
32. Martin, Carole F., Professor, Modern Languages, Faculty Development Leave, Spring 2018.
33. Mogab, John W., Professor, Finance and Economics, Faculty Development Leave, Fall 2017.
34. Montgomery, Rebecca, Associate Professor, History, Faculty Development Leave, Spring 2018.
35. Moody, Sandra W., Associate Professor, Biology, Faculty Development Leave, Fall 2017.
36. Myers, Thomas H., Professor, Physics, Faculty Development Leave, Fall 2017.
37. Osborne, Randall, Professor, Psychology, Faculty Development Leave, Fall 2017.
38. Ott, James R., Associate Professor, Biology, Faculty Development Leave, Fall 2017.
39. Pliley, Jessica R., Associate Professor, History, Faculty Development Leave, Fall 2017.
40. Raphael, Rebecca, Associate Professor, Philosophy, Faculty Development Leave, Spring 2018.

41. Romo, Anadelia, Associate Professor, History, Faculty Development Leave, Spring 2018.
42. Scheuermann, Brenda K., Professor, Curriculum and Instruction, Faculty Development Leave, Spring 2018.
43. Song, In-Hyouk, Associate Professor, Engineering Technology, Faculty Development Leave, Fall 2017.
44. Stafford, Mark C., Professor, Criminal Justice, Faculty Development Leave, Fall 2017.
45. Suh, Taewon, Associate Professor, Marketing, Faculty Development Leave, Part-time 2017-2018.
46. Tamir, Dan, Associate Professor, Computer Science, Faculty Development Leave, Fall 2017.
47. Theodoropoulou, Nikoleta, Associate Professor, Physics, Faculty Development Leave, Spring 2018.
48. Todd, Mark E., Professor, Art and Design, Faculty Development Leave, Spring 2018.
49. Watt, Toni T., Professor, Sociology, Faculty Development Leave, Spring 2018.
50. Wright, Maia J., Associate Professor, Art and Design, Faculty Development Leave, Part-time 2017-2018.

RESIGNATIONS

1. Bennett, Mary Morrison, Associate Professor, Counseling, Leadership, Adult Education, and School Psychology, effective May 31, 2017.

RETIREMENTS

1. Archer, Richard L., Professor, Psychology, effective July 15, 2017.
2. Bos, Beth, Associate Professor, Curriculum Instruction, effective December 31, 2016.
3. Ginsburg, Harvey J., Professor, Psychology, effective May 31, 2017.
4. Ogletree, Shirley M., Professor, Psychology, effective July 15, 2017.
5. Pankey, Robert B., Health and Human Performance, effective May 31, 2017.
6. Soddors, Richard P., Professor, Theatre and Dance, effective May 31, 2017.

APPOINTMENT WITH TENURE

1. Haigh, Michel M., Professor of Journalism and Mass Communication, effective July 1, 2017
2. Jennings, Wesley G., Professor of Criminal Justice, effective September 1, 2017.

FACULTY APPOINTMENTS, New (N) and Renewal (R)

NAME	DEG	RANK	DEPARTMENT	%FTE	SALARY	PERIOD
COLLEGE OF APPLIED ARTS						
R Burkart, Chelsea	M.S.	Lecturer	Family and Consumer Sciences	.25	5,388.62	Fall 2016
R Crawford, Michelle	M.Ed.	Lecturer	Family and Consumer Sciences	.40	9,000.00	Fall 2016
R deVirgilio, Louis G.	M.S.I.S.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,300.00	Fall 2016
R Drobeck, Bruce	Ph.D.	Lecturer	Family and Consumer Sciences	.40	10,000.00	Fall 2016
R Gibson, Patricia A.	Ed.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.40	7,000.00	Fall 2016
R Grams, Mary A.	Ed.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
R Gray, Christine R.	Ph.D.	Lecturer	Family and Consumer Sciences	.40	8,000.00	Fall 2016
R Harkins, Betty L.	Ph.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.40	7,000.00	Fall 2016
N Harvey, Christopher J.	Ed.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
R Irby, Travis L.	Ph.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
R Klien, Colleen K.	M.S.I.S.	Lecturer	Occupational, Workforce, and Leadership Studies	.40	6,720.00	Fall 2016
N Lee, Brett L.	M.Ed.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
R Lopez, Sonya M.	M.S.W.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
N Moore, Robert E.	M.A.	Asst. Prof.	Military Science	1.00	0.00	2016-2017

R	Nava, Michael E.	Ph.D.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,500.00	Fall 2016
R	Penzerro, Rose M.	Ph.D.	Lecturer	Social Work	1.00	26,116.02	Fall 2016
R	Phillips, Farya	Ph.D.	Lecturer	Family and Consumer Sciences	.40	8,000.00	Fall 2016
R	Quintanilla, Yolanda I.	M.S.I.S.	Lecturer	Occupational, Workforce, and Leadership Studies	.20	3,300.00	Fall 2016
R	Reat, Amanda M.	M.S.	Lecturer	Family and Consumer Sciences	.20	3,500.00	Fall 2016
R	Robbins, Robert R., Jr.	B.Arch.	Lecturer	Family and Consumer Sciences	.40	10,000.00	Fall 2016
R	Roberts, Sandra	M.S.	Lecturer	Family and Consumer Sciences	.20	3,750.00	Fall 2016
R	Rodriguez, Abel	M.S.W.	Lecturer	Social Work	1.00	26,116.02	Fall 2016
R	Russell, Elizabeth	Ph.D.	Lecturer	Family and Consumer Sciences	.40	9,000.00	Fall 2016
R	Salazar, Jessica	M.A.	Lecturer	Family and Consumer Sciences	1.00	45,000.00	2016-2017
R	Schaffer, Maura S.	M.F.A.	Lecturer	Family and Consumer Sciences	.40	9,000.00	Fall 2016
R	Smith, Rhonda	M.S.W.	Lecturer	Social Work	.40	6,000.00	Fall 2016
R	Squires, Vickie L.	M.M.Ed.	Lecturer	Family and Consumer Sciences	.40	9,000.00	Fall 2016
R	Stone, Kelly A.	M.A.	Lecturer	Family and Consumer Sciences	.50	22,500.00	2016-2017
R	Titus, Amber N.	M.A.	Lecturer	Family and Consumer Sciences	.50	21,475.53	2016-2017
R	Wildberger, Martha S.	M.S.W.	Lecturer	Social Work	.20	4,500.00	Fall 2016
R	Youens, Christina	M.S.	Lecturer	Family and Consumer Sciences	.20	4,500.00	Fall 2016

MCCOY COLLEGE OF BUSINESS ADMINISTRATION

R	Adkins, Thomas R.	J.D.	Lecturer	Finance and Economics	.40	8,000.00	Fall 2016
R	Arledge, Roy W., III	J.D.	Lecturer	Finance and Economics	.20	4,000.00	Fall 2016
N	Bucco, Jack	Ph.D.	Lecturer	Finance and Economics	.40	8,000.00	Fall 2016
R	D'Amelio, Michael	J.D.	Lecturer	Management	.20	4,100.00	Fall 2016
R	Flynn, Steven T.	M.B.A.	Lecturer	Finance and Economics	.40	8,000.00	Fall 2016
R	Jackson, Robert M.	M.B.A.	Lecturer	Finance and Economics	.20	4,000.00	Fall 2016
R	Jacobvitz, Martin L.	M.B.A.	Lecturer	Finance and Economics	.20	4,000.00	Fall 2016
R	McCormick, Montgomery P.	M.B.A.	Lecturer	Marketing	.20	3,750.00	Fall 2016
R	McGee, John W.	J.D.	Lecturer	Finance and Economics	.40	8,000.00	Fall 2016
R	McNabb, Monica N.	M.B.A.	Lecturer	Finance and Economics	.20	4,250.00	Fall 2016
N	Miller, Craig T.J.	M.B.A.	Lecturer	Marketing	1.00	70,000.00	2016-2017
R	Niemiec, Jerome	M.B.A.	Lecturer	Finance and Economics	.40	8,000.00	Fall 2016
R	Nugent, Gerard P.	M.S.	Lecturer	Computer Information Systems and Quantitative Methods	1.00	76,144.41	2016-2017
R	O'Neal, Robert E., III	M.B.A.	Lecturer	Marketing	1.00	3,750.00	Fall 2016
R	Perry, Kent C.	M.B.A.	Lecturer	Marketing	.20	3,750.00	Fall 2016
R	Robinson, Brian W.	M.A.	Lecturer	Management	.20	1,750.00	Fall 2016
R	Roesemann, Douglas N.	M.B.A.	Lecturer	Management	.20	3,750.00	Fall 2016
R	Walters, Jerel B.	M.B.A.	Lecturer	Management	.20	3,750.00	Fall 2016

COLLEGE OF EDUCATION

R	Aguilar, Jeannie	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Ainslie, Daphny	Psy.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Antoine, Zenarae	M.S.P.E.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Bahney, Jean S.	Ed.D.	Lecturer	Curriculum and Instruction	.40	7,500.00	Fall 2016
R	Balcer, Mary K.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Bannerot, Joyce	Ph.D.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Benn, Sherri H.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Berglund, Rose	M.Ed.	Lecturer	Health and Human Performance	.50	18,500.04	2016-2017
N	Bishop, James M.	M.Ed.	Lecturer	Health and Human Performance	1.00	36,000.00	2016-2017
R	Brown, Gale M.	M.A.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
N	Burson, Sheri L.	M.Ed.	Lecturer	Health and Human Performance	1.00	36,000.00	2016-2017
R	Calley, Tracy K.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	1.00	53,000.00	2016-2017

R	Calzada, Donna J.	Ed.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Castillo, Alice V.	M.A.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Cave, Roy M.	M.S.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Chavez, Jesus H.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.40	13,800.00	Fall 2016
R	Chisum, Karen A.	M.Ed.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Collier, Denise L.	Ed.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,800.00	Fall 2016
R	Conner, Kathi	B.A.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Corbillon, Fabien	M.S.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Cornejo, Arlene E.	M.Ed.	Lecturer	Health and Human Performance	.20	3,500.00	Fall 2016
R	Darden, Lora L.	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Davis, Catherine	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Eckert, Julie A.	M.Ed.	Lecturer	Health and Human Performance	.20	3,500.00	Fall 2016
R	Edwards, Dessynie D.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Fife, Tammy A.	M.F.A.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Flint, Mary J.	Ph.D.	Lecturer	College of Education	1.00	82,400.04	2016-2017
R	Fuggs, Reba L.	M.Ed.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	0.00	Fall 2016
R	Gilmore, Sherri W.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Gorence, Deborah	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Goudeau, Rita L.	M.S.	Lecturer	Curriculum and Instruction	.20	4,700.00	Fall 2016
R	Gravenor, Sandra	M.Ed.	Lecturer	Curriculum and Instruction	.40	7,500.00	Fall 2016
R	Grimaldo, Leticia	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Hanley, Marvin G.	Ph.D.	Lecturer	Health and Human Performance	.20	4,500.00	Fall 2016
R	Harrington, Ty L.	B.A.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Hinojosa, Jose A.	M.S.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	0.00	Fall 2016
R	Hock, Stephen G.	M.Ed.	Lecturer	Curriculum and Instruction	.40	7,000.00	Fall 2016
R	Howell, Michael M.	B.S.G.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Hunter, Stacey D.	Ph.D.	Lecturer	Health and Human Performance	.20	4,500.00	Fall 2016
R	Ikels, Ann B.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Jackson, James	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
N	Jackson, Ronald E., Jr.	M.S.	Lecturer	Health and Human Performance	.40	7,000.00	Fall 2016
R	Johnson, John K.	M.S.	Lecturer	Health and Human Performance	.20	2,000.00	Fall 2016
R	Jones, Elaine B.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Jones, Joan C.	M.Ed.	Lecturer	Curriculum and Instruction	.20	4,100.00	Fall 2016
N	King, Jeffry T.	Ph.D.	Lecturer	Curriculum and Instruction	.20	3,200.00	Fall 2016
R	Lay, Ellis M.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Levine, Janet S.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Lind, Tamara D.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Lunkin, Karen L.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Mayberry, Shaina	B.S.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	McClain, Judy A.	M.Ed.	Lecturer	Curriculum and Instruction	.40	7,000.00	Fall 2016
R	McDill, Leah W.	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	McGrew, Chaitra	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	McKee, Jonila H.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Moede, Kurt E.	M.M.	Lecturer	Curriculum and Instruction	.40	8,000.00	Fall 2016
R	Morrison, Barbara	M.Ed.	Lecturer	Curriculum and Instruction	.20	2,400.00	Fall 2016
N	Murphy, Jennifer	B.S.	Lecturer	Health and Human Performance	.20	4,000.00	Fall 2016
R	Nelson, Angela M.	Ed.D.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Neuman, Teresa	M.A.	Lecturer	Curriculum and Instruction	.20	4,100.00	Fall 2016
R	Nolen, Lori G.	M.S.	Lecturer	Curriculum and Instruction	.40	7,000.00	Fall 2016
R	Oden, Abbe A.P.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Peregoy, Carol Z.	M.Ed.	Lecturer	Curriculum and Instruction	.40	7,000.00	Fall 2016
R	Peterson, Katie E.	Ph.D.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Plunkett, Tory A.	B.B.A.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016

R	Potter, Denise D.	M.A.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Ridgway, Morris	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Robbins, Ricky	M.S.	Lecturer	Health and Human Performance	.50	9,000.00	Fall 2016
R	Rocha, Maria G.Z.	M.S.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Ryser, Gail R.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Schneider, Debra	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Serrano-Ramos, Arlene F.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Smith, Patricia L.	M.L.A.	Lecturer	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Snader, Eric H.	Psy.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Spear, Elizabeth	M.Ed.	Lecturer	Curriculum and Instruction	.20	4,100.00	Fall 2016
R	Spencer, Jeanne	Ed.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Stephens, Elizabeth C.	Ed.D.	Professor Emeritus	Curriculum and Instruction	.20	4,000.00	Fall 2016
R	Streicher, John R.	M.S.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016
R	Stroud, Rachel B.	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.40	8,000.00	Fall 2016
R	Summer, Marlyse	M.Ed.	Lecturer	Curriculum and Instruction	.40	7,000.00	Fall 2016
R	Utley, Deborah F.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Vaughan, Phillip	Ph.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Veach, Mary J.	M.Ed.	Lecturer	Curriculum and Instruction	.20	3,500.00	Fall 2016
R	Wiswell, Christina	Ed.D.	Lecturer	Counseling, Leadership, Adult Education, and School Psychology	.20	4,000.00	Fall 2016
R	Woodard, Richelle	B.S.Ed.	Lecturer	Health and Human Performance	.20	0.00	Fall 2016

COLLEGE OF FINE ARTS AND COMMUNICATION

N	Arreguin, Alexis J.	M.A.	Lecturer	Journalism and Mass Communication	1.00	32,000.04	2016-2017
N	Bandy, Carla A.	B.F.A.	Lecturer	Art and Design	.20	3,612.00	Fall 2016
N	Berkovsky, Randi	M.P.S.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	Bertling, Teresa S.	M.A.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	Boysen, Karl L.	M.A.	Lecturer	Communication Studies	.20	3,700.00	Fall 2016
N	Briseno, Antonio	M.A.	Lecturer	Music	.20	6,112.00	Fall 2016
R	Brown, Jordan M.	M.A.	Lecturer	Journalism and Mass Communication	.40	7,250.00	Fall 2016
R	Brooks, Shea L.	M.A.	Lecturer	Communication Studies	1.00	14,400.00	Fall 2016
N	Cabazos, Christian	M.A.	Lecturer	Communication Studies	.20	3,600.00	Fall 2016
R	Cannon, Robert V.	D.M.A.	Lecturer	Music	.52	22,924.53	2016-2017
N	Carroll, Robert W.	M.A.	Lecturer	Communication Studies	.20	3,600.00	Fall 2016
R	Cartwright, Katharine I.	Ph.D.	Lecturer	Music	.20	1,350.00	Fall 2016
N	Cavazos, Marcial	M.A.	Lecturer	Communication Studies	.40	7,200.00	Fall 2016
R	Chon, Kayla E.H.	D.M.A.	Lecturer	Music	.20	4,735.00	Fall 2016
R	Davila, Vianna R.	M.J.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	DeBow, Faith	M.M.	Sr. Lecturer	Music	.40	7,335.00	Fall 2016
R	Deemer, Paul M.	M.M.	Lecturer	Music	.20	4,612.00	Fall 2016
R	DeWind, Bonnie B.	M.M.	Lecturer	Music	.20	4,500.00	Fall 2016
N	Dickens, Michelle	M.A.	Lecturer	Journalism and Mass Communication	.40	7,250.00	Fall 2016
R	Dierolf, Wallace C.	M.M.	Lecturer	Music	.20	4,500.00	Fall 2016
R	Erlon, Christopher	B.S.	Lecturer	Music – Sound Recording Technology	.20	3,000.00	Fall 2016
R	Fife, Tammy A.	M.F.A.	Lecturer	Theatre and Dance	.40	6,500.00	Fall 2016
R	Fernandez, Veronica M.	M.F.A.	Lecturer	Art and Design	.20	3,500.00	Fall 2016

N	Franz, Crystal F.	M.F.A.	Lecturer	Theatre and Dance	.40	6,112.00	Fall 2016
R	Gray, Abigail C.	J.D.	Lecturer	Journalism and Mass Communication	.40	8,250.00	Fall 2016
R	Grogan, Melissa	M.F.A.	Lecturer	Theatre and Dance	.25	11,250.00	Fall 2016
N	Harbaugh, Nicholas J.	M.A.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	Hawk, Stephen L.	D.M.A.	Lecturer	Music	.40	7,762.00	Fall 2016
N	Holland, Erik M.	M.A.	Lecturer	Communication Studies	.20	3,600.00	Fall 2016
N	Huke, John C.	M.F.A.	Lecturer	Theatre and Dance	.20	4,000.00	Fall 2016
N	Johnson, Barbara	D.S.L.	Lecturer	Communication Studies	.40	7,400.00	Fall 2016
R	Johnson, Craig M.	D.M.A.	Lecturer	Music	.20	5,000.00	Fall 2016
N	Kelly, Kory C.	M.A.	Lecturer	Communication Studies	1.00	14,400.00	Fall 2016
R	Khan, Salwa	Ph.D.	Lecturer	Journalism and Mass Communication	.40	6,000.00	Fall 2016
R	King, Daniel A.	M.A.	Lecturer	Communication Studies	1.00	29,600.01	2016-2017
N	Knapp, Jessica A.	Ph.D.	Lecturer	Communication Studies	.20	3,600.00	Fall 2016
R	Lasater, Thomas	M.A.	Lecturer	Communication Studies	1.00	14,400.00	Fall 2016
R	Laws, Kelly S.	M.Ed.	Lecturer	Music	.75	34,846.02	2016-2017
N	Lyons-Garcia, Courtney P.	M.A.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	Mallonee, Laura	M.A.	Lecturer	Communication Studies	.50	7,200.00	Fall 2016
N	Matejowsky, Layce	M.A.	Lecturer	Communication Studies	.20	3,600.00	Fall 2016
R	Mazurek, Anna L.	M.A.	Lecturer	Journalism and Mass Communication	.40	7,250.00	Fall 2016
N	McAllister, John J.	M.F.A.	Lecturer	Theatre and Dance	.20	4,112.00	Fall 2016
R	McCorkle, Amanda	M.F.A.	Lecturer	Theatre and Dance	.50	10,869.30	Fall 2016
N	Menchaca, Michael	M.F.A.	Lecturer	Art and Design	.40	7,112.00	Fall 2016
R	Mintz, Tahila S.	M.F.A.	Lecturer	Art and Design	.75	16,310.66	Fall 2016
N	Niestroy, Aisling C.	M.A.	Lecturer	Journalism and Mass Communication	.20	3,750.00	Fall 2016
R	Paz, Mark A., II	M.A.	Lecturer	Communication Studies	1.00	20,393.01	Fall 2016
R	Quintero, Michelle	M.M.	Lecturer	Music	.20	5,735.00	Fall 2016
R	Schele, Elaine D.	Ph.D.	Lecturer	Art and Design	.20	3,612.00	Fall 2016
N	Smith, Elizabeth	Ph.D.	Lecturer	Communication Studies	.20	3,700.00	Fall 2016
R	Soto, Alvaro J.	M.F.A.	Lecturer	Art and Design	.20	4,112.00	Fall 2016
N	Stern, Jordan C.	B.M.	Lecturer	Music	.40	10,000.00	Fall 2016
R	Summer, Stephen	M.M.	Lecturer	Music	.20	3,935.00	Fall 2016
R	Trittin, Brian L.	D.M.A.	Lecturer	Music	.20	5,512.00	Fall 2016
N	Underbrink, Mary	M.A.	Lecturer	Journalism and Mass Communication	1.00	32,000.04	2016-2017
R	Vandenberg, Scott	B.A.	Lecturer	Theatre and Dance	.20	4,000.00	Fall 2016
N	Vela, Rafael A.	Ph.D.	Lecturer	Journalism and Mass Communication	.20	4,250.00	Fall 2016
R	Ward, Christa J.	Ph.D.	Lecturer	Journalism and Mass Communication	.40	8,000.00	Fall 2016
N	Wotipka, Crystal	Ph.D.	Lecturer	Communication Studies	1.00	14,800.00	Fall 2016

COLLEGE OF HEALTH PROFESSIONS

R	Alcala, Sylvia G.	M.A.	Lecturer	Health Information Management	.40	10,000.00	Fall 2016
R	Alexander, John L., III	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Baker, Christopher	D.C.	Lecturer	Physical Therapy	.40	6,000.00	Fall 2016
R	Barile, John S.	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Benitez, Sylvia	M.A.	Lecturer	Health Information Management	.40	6,000.00	Fall 2016
R	Cline, Kristen A.	M.S.Eng.	Lecturer	Radiation Therapy	.20	4,000.00	Fall 2016
R	Darga, Anne F.	M.S.	Lecturer	Nursing	.40	7,000.00	Fall 2016
R	Dettmann, Carol	D.N.P.	Lecturer	Nursing	.20	5,000.00	Fall 2016
R	Eliason, Renee F.	M.S.N.	Lecturer	Nursing	.40	6,000.00	Fall 2016
R	Farmer, Timothy	M.S.	Lecturer	Respiratory Care	.20	4,000.00	Fall 2016
N	Felske, Carrie L.	M.S.N.	Lecturer	Nursing	.20	4,800.00	Fall 2016
R	Flores, Tiara J.	B.S.R.C.	Lecturer	Respiratory Care	.20	3,500.00	Fall 2016

R	Franklin, Geri C.	B.H.S.	Lecturer	Respiratory Care	.40	8,000.00	Fall 2016
R	Gomez, Valerie	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Gonzalez, Gabriel	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Guevara, Henry	Ph.D.	Lecturer	Nursing	.75	14,000.00	Fall 2016
R	Greathouse, David	Ph.D.	Clinical Professor	Physical Therapy	.20	8,000.00	Fall 2016
R	Hess, Cathy M.	B.S.M.R.A.	Sr. Lecturer	Health Information Management	.40	8,000.00	Fall 2016
R	Hollman, John S.	A.A.S.	Lecturer	Radiation Therapy	.20	4,000.00	Fall 2016
R	Horn, Kelly D.	M.S.N.	Lecturer	Nursing	.20	4,800.00	Fall 2016
R	Imathiu, Elizabeth	M.S.N.	Lecturer	Nursing	.40	6,000.00	Fall 2016
R	Leibert, Bruce A.	M.D.	Lecturer	Nursing	.40	7,000.00	Fall 2016
R	Liles, Gabrielle G.	M.S.N.	Lecturer	Nursing	.20	4,800.00	Fall 2016
R	Lloyd, Linda L.	M.S.	Lecturer	Clinical Laboratory Science	.20	9,000.00	Fall 2016
R	Medrano, Cynthia	M.S.N.	Lecturer	Nursing	.20	4,800.00	Fall 2016
R	Mendoza, Emily	B.S.R.C.	Lecturer	Respiratory Care	.20	6,000.00	Fall 2016
R	Messinger, Catherine J.	D.N.P.	Lecturer	Nursing	.75	18,000.00	Fall 2016
R	Mynatt, Julie A.	M.S.N.	Lecturer	Nursing	.40	6,000.00	Fall 2016
R	Paladino, Andrea	M.S.N.	Lecturer	Nursing	.40	6,000.00	Fall 2016
R	Pereira, Christine	M.S.N.	Lecturer	Nursing	.20	3,000.00	Fall 2016
R	Robbins, Ross B.	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Rodriguez, Andy	B.S.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Salmon, Megan	B.S.R.C.	Lecturer	Respiratory Care	.20	3,000.00	Fall 2016
R	Spann, Lisa A.	M.S.N.	Lecturer	Nursing	.75	12,000.00	Fall 2016
R	Teal, Jennifer L.	M.S.	Lecturer	Health Information Management	.20	3,000.00	Fall 2016

COLLEGE OF LIBERAL ARTS

R	Ahlman, Todd N.	Ph.D.	Lecturer	History	.20	4,000.00	Fall 2016
R	Barton, Seth C.	M.A.	Lecturer	Philosophy	1.00	12,456.05	Fall 2016
R	Bennett, David E.	M.A.	Lecturer	Philosophy	1.00	12,000.00	Fall 2016
R	Benton, Amy E.	M.A.	Lecturer	Anthropology	.20	4,000.00	Fall 2016
N	Bernstein, Beth A.	Ph.D.	Lecturer	Modern Languages	1.00	38,000.00	2016-2017
R	Breland, Nyoka S.	M.S.I.S.	Lecturer	Political Science	.20	3,500.00	Fall 2016
N	Chevaillier, Flore	Ph.D.	Lecturer	English	1.00	30,000.06	2016-2017
N	Clancy, Lyn E.	J.D.	Lecturer	Geography	.20	4,500.00	Fall 2016
R	Collins, Michael L.	Ph.D.	Lecturer	History	.20	4,000.00	Fall 2016
R	Conkling, Parish	M.A.	Lecturer	Philosophy	.40	6,000.00	Fall 2016
N	Cross, Anthony M.	M.A.	Lecturer	Philosophy	1.00	40,441.00	2016-2017
R	Cunningham, Deborah L.	Ph.D.	Lecturer	Anthropology	.20	4,000.00	Fall 2016
R	Decker, Julia C.	M.A.	Lecturer	Political Science	.20	3,612.00	Fall 2016
N	Edwards, Blake A.	M.F.A.	Lecturer	English	0.00	24,000.00	Fall 2016
N	Gazda, Peter F.	J.D.	Lecturer	Political Science	.40	7,112.00	Fall 2016
N	Goyette, Kyle T.	Ph.D.	Lecturer	History	.40	8,000.00	Fall 2016
N	Gray, Rachel K.	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
R	Gulley, Robert L., III	J.D.	Lecturer	Geography	.20	4,500.00	Fall 2016
N	Hays, Autumn M.	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Johnson, Tyrone	M.F.A.	Visiting Professor	English	1.00	85,000.00	2016-2017
R	Kimmel, James	Ph.D.	Professor	Geography	.20	6,000.00	Fall 2016
R	Kucera, Neil W.	J.D.	Lecturer	Political Science	.25	5,782.50	Fall 2016
N	Lamm, Jennifer E.	Ph.D.	Lecturer	Political Science	1.00	45,000.00	2016-2017
N	Lawrenson, Dorothy J.	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Lefebvre, Heather	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Lopez, Joshua C.	M.F.A.	Lecturer	English	.75	22,500.00	2016-2017
R	Marrero Lopez, Christian C.	M.A.	Lecturer	Political Science	.20	3,612.00	Fall 2016
R	McWilliams, James	Ph.D.	Professor of Practice	History	.50	39,026.70	2016-2017

N	Montemayor, Enrique E.	M.A.	Lecturer	Philosophy	1.00	24,000.00	2016-2017
R	Nordquist, Eric R.	M.A.	Lecturer	Psychology	.20	4,000.00	Fall 2016
R	Oliver, Michele L.	Ph.D.	Lecturer	Psychology	.20	5,333.34	Fall 2016
N	Paddison, Joshua	Ph.D.	Lecturer	History	.40	8,000.00	Fall 2016
R	Pepas, Samantha	M.A.	Lecturer	Philosophy	1.00	12,456.05	Fall 2016
R	Plante, Shelly D.	M.A.G.	Lecturer	Geography	.20	4,000.00	Fall 2016
R	Rehbein, Edna	Ph.D.	Lecturer	English	.20	3,500.00	Fall 2016
N	Rivkin, Stanislav	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Scott, Amanda E.	M.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Scott, Brendan S.	M.P.A.	Lecturer	Political Science	.20	3,500.00	Fall 2016
N	Shaw, Shannon S.	M.A.	Lecturer	English	1.00	15,000.03	Fall 2016
R	Springer, Cathryn	Ph.D.	Lecturer	Geography	.40	9,000.00	Fall 2016
N	Stanfield, Candice	M.A.	Lecturer	Psychology	1.00	40,000.00	2016-2017
R	Stimmel, D. Theron	Ph.D.	Distinguished Professor Emeritus	Psychology	.20	4,000.00	Fall 2016
N	Stockton, Travis	M.A.	Lecturer	Philosophy	1.00	24,000.00	2016-2017
N	Swafford, Holly C.	M.A.	Lecturer	English	1.00	15,000.03	Fall 2016
N	Tomasz, David A.	M.A.	Lecturer	Political Science	.40	12,112.00	Fall 2016
N	Valdes, Janelle C.	M.F.A.	Lecturer	English	1.00	15,000.03	Fall 2016
R	Van Der Kolk, Dolores	Ph.D.	Lecturer	Geography	1.00	40,000.00	2016-2017
R	Williams, Thomas	Ph.D.	Lecturer	Anthropology	.20	4,000.00	Fall 2016
N	Wyckoff, Joy P.	M.A.	Lecturer	Psychology	.20	2,666.00	Fall 2016

COLLEGE OF SCIENCE AND ENGINEERING

R	Allison, Jeffrey C.	Ph.D.	Lecturer	Chemistry and Biochemistry	.40	12,875.00	Fall 2016
N	Arledge, Jane A.	Ph.D.	Lecturer	Mathematics	1.00	54,000.00	2016-2017
N	Baykal-Caglar, Eda	Ph.D.	Lecturer	Physics	1.00	46,000.08	2016-2017
N	Bower, Rachel	Ph.D.	Lecturer	Mathematics	1.00	40,000.00	2016-2017
R	Cuevas, Gilberto	Ph.D.	Professor	Mathematics	.20	6,000.00	Fall 2016
R	Debelica, Anica	Ph.D.	Lecturer	Biology	1.00	49,776.93	2016-2017
R	Friedrichsen, James E., III	Ph.D.	Lecturer	Physics	.20	5,500.00	Fall 2016
N	Gomez Ortega, Juan A.	Ph.D.	Lecturer	Engineering Technology	1.00	52,420.00	2016-2017
N	Hemmes, Paul R., Jr.	Ph.D.	Lecturer	Chemistry and Biochemistry	1.00	54,000.00	2016-2017
R	Keller, Christine I.	M.S.	Lecturer	Mathematics	.20	4,000.00	Fall 2016
R	Koke, Joseph R.	Ph.D.	Distinguished Professor Emeritus	Biology	.20	4,000.00	Fall 2016
N	Mamiya, Blain M.	Ph.D.	Lecturer	Chemistry and Biochemistry	1.00	53,000.00	2016-2017
N	Mastroleo, Ricardo	Ph.D.	Lecturer	Physics	.40	10,000.00	Fall 2016
N	Mitra, Shyamal K.	Ph.D.	Lecturer	Physics	.40	10,000.00	Fall 2016
R	Pandey, Raghvendra K.	D.S.C.	Lecturer	Engineering	.20	10,000.00	Fall 2016
N	Sengupta, Aparajita P.	Ph.D.	Lecturer	Physics	1.00	46,008.00	2016-2017
N	Sharma, Harnish	M.S.	Lecturer	Engineering Technology	1.00	52,420.05	2016-2017
N	Vinciguerra, Brittany M.	Ph.D.	Lecturer	Chemistry and Biochemistry	1.00	44,000.00	2016-2017
N	Walter, Scott T.	Ph.D.	Lecturer	Mathematics	1.00	49,777.00	2016-2017
R	Wagner, Matthew	Ph.D.	Lecturer	Biology	.20	5,000.00	Fall 2016
R	Xiao, Jun	D.S.C.	Lecturer	Physics	.40	10,000.00	Fall 2016
N	Zawodniak, Matthew D.	Ph.D.	Lecturer	Mathematics	1.00	40,000.00	2016-2017

HONORS COLLEGE

R	Mercer, William E., Jr.	M.A.	Lecturer	Honors College	.40	7,200.00	Fall 2016
R	Morille, Jordan W.	M.F.A.	Lecturer	Honors College	.25	7,777.80	2016-2017
R	Shiaffini-Vedani, Patricia	Ph.D.	Lecturer	Honors College	.25	3,958.35	Fall 2016
UNIVERSITY COLLEGE							
R	Guel, Autumn B.	M.S.I.S.	Lecturer	General Studies	.20	3,900.00	Fall 2016
R	Springer, Gary J.	Ph.D.	Lecturer	General Studies	.20	4,485.00	Fall 2016

**LAMAR INSTITUTE OF TECHNOLOGY
FEBRUARY 2017**

FACULTY PERSONNEL CHANGES

RESIGNATIONS

1. Vasefi, Maryam, Ph.D., Instructor I, effective 12/31/2016

RETIREMENTS

1. None to report.

LEAVE OF ABSENCE

1. McKeehan, John, A.A.S., Instructor II, began leave, effective 11/22/2016 and returned 01/10/17
2. Mendoza, Kristina, D.D.S., Instructor I, began leave, effective 10/05/2016 and returned 10/12/2016
3. Taylor, Stacy, A.A.S., Instructor II, began leave, effective 01/23/2017
4. Tinsley, Judith, A.A.S., Instructor II, began intermittent leave 12/02/2016 and returned 12/19/2016

NON-REAPPOINTMENTS

1. None to report

CHANGES IN STATUS/TITLE

1. None to report

WITH TENURE

1. None to report

FACULTY APPOINTMENTS, New (N) and Renewal (R)

Name	Degree	Rank	Program	%FTE	Salary	Period
ALLIED HEALTH AND SCIENCE						
N Armstrong, Harriet	D.M.D.	Adjunct	Dental Hygiene	.13	\$1,680	Spr. 2017
R Barron, Bryan	D.C.	Instr. II	Biology	.40	\$4,200	Spr. 2017
R Bridges, Elizabeth	B.B.A.	Adjunct	Dental Hygiene	.08	\$1,680	Spr. 2017
R Boland, Deena	A.A.S.	Adjunct	Sonography	.30	\$9,775	Spr. 2017
R Boudreaux, Christy	D.D.S.	Adjunct	Dental Hygiene	.03	\$1,440	Spr. 2017
R Browning, Tami	A.A.S.	Adjunct	Dental Hygiene	.19	\$1,470	Spr. 2017
R Burke, Shannon	D.C.	Adjunct	Biology	.30	\$4,200	Spr. 2017
R Carpenter, Dave	D.D.S.	Adjunct	Dental Hygiene	.03	\$1,680	Spr. 2017
R Clowe, Christine	B.S.	Adjunct	Dental Hygiene	.13	\$2,730	Spr. 2017
R Cross, Deborah	B.S.	Adjunct	Health Info Tech	.20	\$5,775	Spr. 2017
R Ebarb, Rebecca	A.A.S.	Adjunct	Dental Hygiene	.07	\$1,470	Spr. 2017
R Facey, Barrington	M.B.A.	Adjunct	Respiratory	.14	\$3,640	Spr. 2017
R Fruge, Vicki	B.S.	Instr. III	Chemistry/Physics	.65	\$6,825	Spr. 2017
R Garrett, Coya	A.A.S.	Adjunct	Pharmacy Tech	.23	\$6,475	Spr. 2017
R German, Terri	D.D.S.	Adjunct	Dental Hygiene	.05	\$2,400	Spr. 2017
R Gregory, Larry	B.S.	Adjunct	Chemistry	.25	\$4,200	Spr. 2017

R	Griffin, Joy	B.S.I.T.	Instr. III	Occup. Safety	.06	\$613	Spr. 2017
R	Griffin, Richard	M.B.A.	Adjunct	Occup Safety	.10	\$2,100	Spr. 2017
R	Harris, Regina	A.A.S.	Adjunct	Respiratory	.30	\$5,600	Spr. 2017
N	Jones, Kevin	A.A.S/A.A.	Adjunct	Respiratory	.47	\$5,600	Spr. 2017
R	Keith, Lindsay	A.A.S.	Adjunct	Sonography	.09	\$2,450	Spr. 2017
R	Lanoué, Stephanie	M.A.	Instr. III	Biology	.40	\$4,200	Spr. 2017
R	McKinney, Angela	A.A.S.	Adjunct	Respiratory	.30	\$5,600	Spr. 2017
N	Mitchell, Sherry	B.S.	Adjunct	Biology	.15	\$2,100	Spr. 2017
R	Morgan, Harry	M.Ed.	Adjunct	Biology	.48	\$7,350	Spr. 2017
R	Nantz, William	D.D.S.	Adjunct	Dental Hygiene	.07	\$3,360	Spr. 2017
R	Neal, Bryan	B.S.	Instr. I	Chemistry	.40	\$4,200	Spr. 2017
R	Nwankwo, Ngozi	B.S./M.B.A.	Adjunct	Respiratory Care	.13	\$3,360	Spr. 2017
R	Porter, Jackson	D.D.S.	Adjunct	Dental Hygiene	.03	\$1,440	Spr. 2017
R	Shaw, Arthur	D.D.S.	Adjunct	Dental Hygiene	.10	\$4,800	Spr. 2017
N	Theriot, Shelia	A.A.S.	Adjunct	Health Info Tech	.13	\$1,400	Spr. 2017
R	Thornton, Griselda	A.A.S.	Adjunct	Radiology	.40	\$7,200	Spr. 2017
R	Walden, Gwendolyn	B.S.	Instr. II	Respiratory	.19	\$3,238	Spr. 2017
R	Waldrep, Staci	M.S.	Instr. III	Health Info Tech	.40	\$4,200	Spr. 2017
R	Wiggins, Robert	D.D.S.	Adjunct	Dental Hygiene	.07	\$3,360	Spr. 2017
R	Williams, Roland	D.D.S.	Adjunct	Dental Hygiene	.08	\$3,600	Spr. 2017
R	Yaseen, Niveen	Ed.D.	Adjunct	Chemistry	.20	\$4,200	Spr. 2017

BUSINESS TECHNOLOGIES

R	Adams, Michael	A.A.S.	Adjunct	Comp Networking	.18	\$3,500	Spr. 2017
R	Arnold-Calder, Lauri	M.Ed.	Instr. II	Comp Networking	.73	\$7,700	Spr. 2017
R	Booth, Kara	M.B.A.	Instr. II	Management	.33	\$3,500	Spr. 2017
R	Bourgeois, Luke	B.A.A.S.	Instr. II	Comp Networking	.67	\$7,000	Spr. 2017
N	Cobb, Bonnie	B.S.	Instr. I	Comp. Networking	1.0	\$21,813	Spr. 2017
N	Cobb, Bonnie	B.S.	Instr. I	Comp Networking	.53	\$5,600	Spr. 2017
R	Dockens, Sam	B.S.	Adjunct	Comp Networking	.18	\$3,500	Spr. 2017
R	Flosi, Alicen	Ph.D.	Adjunct	Bus Comp Info	.15	\$2,205	Spr. 2017
R	Hill, Angela	M.E.	Instr. II	Bus Comp Info	.10	\$1,400	Spr. 2017
N	Joiner, Steven	B.S.	Adjunct	Comp Networking	.18	\$3,500	Spr. 2017
N	Jones, Tamalla	M.B.A.	Adjunct	Accounting	.10	\$2,100	Spr. 2017
R	Lewis, Victoria	M.S.	Adjunct	Accounting	.20	\$4,200	Spr. 2017
R	Pratt, Jonathan	M.S.	Adjunct	Accounting	.10	\$2,100	Spr. 2017
R	Peyton, Carole	M.A.	Adjunct	Management	.10	\$2,100	Spr. 2017
R	Rivera, Lizzette	M.A.	Instr. II	Office Technology	.07	\$700	Spr. 2017
R	Stewart, Sean	B.B.A.	Adjunct	Comp Networking	.18	\$3,500	Spr. 2017
R	Storbeck, Timothy	B.A.A.S.	Instr. II	Comp Networking	.33	\$3,500	Spr. 2017
R	Stoudemayer, Linda	M.S.	Instr. III	Bus Comp Info	.53	\$5,600	Spr. 2017
R	Wilsker, Ira	M.B.A.	Instr. IV	Management	.20	\$2,100	Spr. 2017

GENERAL EDUCATION & DEVELOPMENT STUDIES

R	Baker, Mary	M.P.A.	Adjunct	Government	.20	\$4,200	Spr. 2017
R	Carona, Ken	M.S.	Adjunct	Psychology	.10	\$2,100	Spr. 2017
R	Celeste, Renee	Ph.D.	Adjunct	History	.30	\$6,300	Spr. 2017
R	Collins, Amy	M.A.	Adjunct	English	.10	\$2,100	Spr. 2017
R	Courmier, Sharon	M.A.	Adjunct	History	.10	\$2,100	Spr. 2017

R	Culbertson, Patricia	B.A.A.S.	Adjunct	Dev Writing	.05	\$700	Spr. 2017
R	Drake, Regina	M.A.	Instr. I	Sociology	.20	\$2,100	Spr. 2017
R	Duerler, Caitlin	M.A.	Adjunct	Humanities	.10	\$2,100	Spr. 2017
R	Flosi, Alicen	Ph.D.	Adjunct	College Success	.15	\$2,800	Spr. 2017
R	Garza, Andrew	M.S.	Instr. I	Psychology	.13	\$1,400	Spr. 2017
R	Henry, Bradd	M.Ed.	Instr. I	Mathematics	.13	\$1,400	12-Week
R	Hooker, David	M.A.	Instr. III	English	.40	\$4,200	Spr. 2017
R	Katz, Dawn	M.A.	Instr. I	Speech	.40	\$4,200	Spr. 2017
R	Kees, Arthur	M.Ed.	Adjunct	Dev. Math	.10	\$2,100	Spr. 2017
R	Linn, Mary	M.A.	Adjunct	Speech	.20	\$4,200	Spr. 2017
R	Marshall, Vicki	Ed.D.	Instr. I	Dev Writing	.33	\$3,500	Spr. 2017
R	McClelland, Rita	M.A.	Instr. III	Dev Writing	.20	\$2,100	Spr. 2017
R	Mires, Nicholas	M.A.	Adjunct	Philosophy	.20	\$4,200	Spr. 2017
R	Monceaux, Alex	M.A.	Adjunct	English	.10	\$2,100	Spr. 2017
R	Moulton, Irma	M.Ed.	Adjunct	Mathematics	.10	\$2,100	Spr. 2017
R	Partain, Trudie	M.Ed.	Instr. I	College Success	.07	\$700	Spr. 2017
N	Rekieta, Casi	M.A.	Adjunct	Speech	.10	\$2,100	Spr. 2017
R	Ridley, Sarah	B.A.	Adjunct	Dev Writing	.10	\$2,100	Spr. 2017
R	Rueda, Emily	M.S.	Instr. III	Mathematics	.07	\$700	Spr. 2017
R	Sizemore, Mary	M.A.	Instr. I	English	.20	\$2,100	Spr. 2017
R	Sizemore, William	M.A.	Instr. I	English	.40	\$4,200	Spr. 2017
R	Smith, Leigh	Ed.D.	Instr. III	College Success	.33	\$3,500	Spr. 2017
R	Spencer, Tracy	Ph.D.	Instr. II	Humanities	.20	\$2,100	Spr. 2017
R	Toups, Melanie	M.Ed.	Adjunct	Dev Writing	.18	\$3,500	Spr. 2017
R	Winfield, Asha	M.A.	Adjunct	Speech	.10	\$2,100	Spr. 2017

PUBLIC SERVICE & SAFETY

R	Mason, Kenneth	M.S.	Instr. I	Criminal Justice	.20	\$1,260	Spr. 2017
R	Mitchell, Nicole	M.S.	Instr. I	Homeland Sec.	.20	\$1,050	Spr. 2017
R	White, Dennis	M.S.	Instr. II	Homeland Sec.	.40	\$2,310	Spr. 2017

TECHNOLOGY

R	Banks, Baron	B.S.	Instr. II	Process Operate	.50	\$5,250	Spr. 2017
R	Bingham, Jason	A.A.S.	Instr. I	Welding	.27	\$2,800	Spr. 2017
R	Campbell, Brent	M.S.	Instr. I	Comp Drafting	.07	\$700	Spr. 2017
R	Champagne, Steve	A.A.S.	Instr. I	Instrumentation	.07	\$700	Spr. 2017
R	Culp, Thomas	A.A.S.	Adjunct	Instrumentation	.25	\$4,900	Spr. 2017
R	Gaus, Henry	A.A.S.	Instr. II	Heat, Vent, Air	.07	\$700	Spr. 2017
R	Griffin, Thomas	A.A.S.	Adjunct	Instrumentation	.18	\$2,800	Spr. 2017
R	Hoke, Chelsea	B.S.	Instr. I	Instrumentation	.33	\$3,500	Spr. 2017
R	Jacobs, Weldon	B.A.A.S.	Instr. II	Instrumentation	.60	\$6,300	Spr. 2017
R	Koenig, Russell	A.A.S.	Instr. II	Utility Line Tech	.30	\$3,150	Spr. 2017
R	Leblanc, James	N/A	Adjunct	Process Operate	.25	\$5,600	Spr. 2017
R	Lewis, Alex	N/A	Adjunct	Welding	.40	\$4,200	Spr. 2017
R	Matak, Pete	A.A.S.	Instr. IV	Adv. Engine	.20	\$2,100	Spr. 2017
R	McAnally, Richard	A.A.S.	Instr. I	Welding	.33	\$3,500	Spr. 2017
R	McKeehan, John	A.A.S.	Instr. II	Welding	.47	\$4,900	Spr. 2017
R	Neely, Edgar	A.A.S.	Instr. II	Instrumentation	.13	\$1,400	Spr. 2017
R	Noble, Margaret	A.A.S.	Adjunct	Welding	.70	\$11,200	Spr. 2017

R	O'Connor, Patrick	B.S.	Instr III	Comp Drafting	.33	\$700	Spr. 2017
N	Parrack, Brian	A.A.S.	Instr. I	Process Operate	1.0	\$21,085	2016-2017
N	Parrack, Brian	A.A.S.	Instr. I	Process Operate	.07	\$700	Spr. 2017
R	Pousson, Johnny	A.A.S.	Instr. I	Comp Drafting	.27	\$2,800	Spr. 2017
R	Roark, David	N/A	Adjunct	Process Operate	.35	\$6,300	Spr. 2017
R	Rodriguez, Pablo	B.S.I.T.	Instr. III	Process Operate	.33	\$3,500	Spr. 2017
R	Sedoruk, Henry	A.A.S.	Adjunct	Instrumentation	.20	\$3,500	Spr. 2017
R	Spooner, Stanley	B.S.	Instr. I	Comp Drafting	.07	\$700	Spr. 2017
R	Storbeck, Timothy	B.A.A.S.	Instr. II	Comp Networking	.53	\$5,600	Spr. 2017
R	Sweeney, Robert	N/A	Instr. I	Process Operate	.60	\$6,300	Spr. 2017
R	Wallace, Mark	A.A.S.	Adjunct	Heat, Vent, Air	.45	\$0.00	Spr. 2017
R	Williams-Parker, Tiffany	B.A.A.S.	Instr. I	Process Operate	.67	\$7,000	Spr. 2017
R	Willis, James	M.S.	Adjunct	Process Operate	.23	\$4,900	Spr. 2017
R	Worry, Valerie	Ed.D.	Instr. I	Process Operate	.60	\$6,300	Spr. 2017
R	Zarzosa, Miguel	M.A.	Adjunct	Process Operate	.10	\$2,100	Spr. 2017

ADMINISTRATIVE AND UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS

1. Arnold, Stephen, Director of Facilities, at an annual salary of \$85,000, effective 02/01/2017
2. Pigao, Lana, M.A., Executive Director of Marketing and Strategic Communication, at an annual salary of \$85,000 effective 11/28/16

DISMISSALS

1. None to report

RETIREMENTS

1. None to Report

LEAVE OF ABSENCE

1. Garner, Drew, began intermittent leave on 10/27/16

RESIGNATIONS

1. Smith, Jason, Ed.D., Special Assistant to the President, effective 12/01/2016
2. Wright, Daniel C., Ph.D., Special Assistant to the President, effective 11/15/2016

CHANGES IN STATUS/TITLE

1. Albright, Bonnie, B.B.A., Vice President for Finance and Operations to Chief Business and Financial Officer – Interim, at an annual salary of \$118,000, effective 01/01/2017
2. Brown, Joanne, B.A., Director of Development/Executive Director of Foundation to Executive Director of Development/Foundation, at an annual salary of \$80,000, effective 01/01/2017
3. Cioci, Nickolaus, M.Ed., Assistant Dean of Student Services to Coordinator of Student Enrollment Services, at an annual salary of \$60,000 effective 01/01/2017
4. Clark, Angela, B.A., Director of Continuing Education to Coordinator of Continuing Education, effective 1/03/2017
5. Collier, Veronica, N/A, Executive Associate to Executive Assistant to the President, at an annual salary of \$40,000, effective 01/01/2017
6. Cook, Susan, M.A./M.I.T., Director of Computer Services to Director of Information Technology, effective 01/01/2017

7. Johnson, Lori, M.Ed., Director of Testing Center to Coordinator of Testing Center, effective 01/01/2017
8. Lamartiniere, Kenneth, M.A., Director of Corporate Training to Coordinator of Dual Enrollment and Grant Development, effective 1/03/2017
9. Woodall, Jason, M.Ed., Director of Distance Education to Director of Online Learning, effective 01/01/2017

Lamar State College-Orange

FACULTY PERSONNEL CHANGES

ADDITIONS

1. Toni LaGrone, Adjunct Instructor, Vocational Nursing, effective 1/1/17.
2. Hank Ramsey, Adjunct Instructor, Process Technology, effective 1/1/17.
3. Shawn Oubre, Adjunct Instructor, Government, effective 1/1/17.
4. John Cash Smith, Adjunct Instructor, History, effective 1/1/17.
5. Chris Sams, Adjunct Instructor, Mathematics, effective 1/1/17.
6. Elizabeth Charles, Adjunct Instructor, English, effective 1/17/17.
7. Jeffrie Duberville, Adjunct Instructor, Upward Mobility Nursing, effective 1/1/17.

RETIREMENTS

1. None to report.

PROMOTIONS

1. Susan Harris, Instructor, Vocational Nursing, effective 1/1/17.
2. Mande Tucker, Instructor, Upward Mobility Nursing, effective 1/1/17.
3. Gary McLendon, Adjunct Instructor, Process Technology/Welding, effective 1/1/17.
4. Chris Stewts, Instructor, Process Technology/Instrumentation, effective 1/1/17.

LEAVE OF ABSENCE

1. None to report.

TERMINATIONS

1. None to report.

NON-REAPPOINTMENTS

1. Jedidiah Morgan, Adjunct Instructor, Vocational Nursing, effective 12/31/16.
2. Nancy Matt, Adjunct Instructor, Sociology, effective 12/31/16.

RESIGNATIONS

1. None to report.

CHANGES IN STATUS

1. None to report.

WITH TENURE

1. None to report.

FACULTY APPOINTMENTS, New (N) and Renewal (R)

NAME	DEG	RANK	DEPARTMENT	%FTE	SALARY	PERIOD
HEALTH SCIENCES AND WORKFORCE TECHNOLOGY						
FULL-TIME OVERLOAD AND ADJUNCT FACULTY						
R Baker, Suzanne	A.A.S.	Instructor	Vocational Nur	43	5104	Spring 2017
R Boudoin, Kerri	Cert.	Adjunct	Dental Assisting	28	2484	Spring 2017
R Carroll, Linda	A.S.	Instructor	Vocational Nur	13	1512	Spring 2017
R Cole, Angela	B.S.N.	Instructor	Vocational Nur	48	5736	Spring 2017
R Davis, Tammy	B.S.N.	Adjunct	Vocational Nur	118	12369	Spring 2017
Duberville,						
N Jeffrie	M.S.N.	Adjunct	Upward Mobility	61	7296	Spring 2017
R Fletcher, Gina	A.A.S.	Adjunct	Vocational Nur	108	11298	Spring 2017
R Flippen, Carolyn	Cert.	Instructor	Dental Assisting	59	7056	Spring 2017
R Flippen, Jim	D.D.S.	Adjunct	Dental Assisting	106	12672	Spring 2017
R Foreman, Sherri	A.A.S.	Instructor	Vocational Nur	30	3624	Spring 2017
R Granger, Thera	Cert.	Instructor	Pharmacy Tech	36	5000	Spring 2017
R Harris, Susan	A.D.N.	Instructor	Vocational Nur	13	1512	Spring 2017
R Keogh, Drue	A.A.S.	Instructor	Vocational Nur	108	12912	Spring 2017
N LaGrone, Toni	A.A.S.	Adjunct	Vocational Nur	102	9234	Spring 2017
R Land, Richard	Cert.	Adjunct	Emergency Med	60	4316	Spring 2017
R Latham, Stacie	Cert.	Adjunct	Dental Assisting	30	3192	Spring 2-17
R LeBlanc, Lorrie	B.S.N.	Instructor	Vocational Nur	37	4448	Spring 2017
R Lemons, Janet	M.S.N.	Instructor	Upward Mobility	49	11536	Spring 2017
Lumpkin,						
R Denise	M.S.N.	Instructor	Upward Mobility	38	4544	Spring 2017
McGee, Leah						
R Anne	M.S.N.	Instructor	Upward Mobility	13	1600	Spring 2017
Montgomery,						
R Jessica	L.V.N.	Adjunct	Vocational Nur	78	9352	Spring 2017
R Nguyen, Loan	Cert.	Instructor	Pharmacy Tech	10	2500	Spring 2017
R Paulk, Charlene	A.D.N.	Instructor	Vocational Nur	19	2312	Spring 2017
R Procella, Terri	A.S.	Adjunct	Vocational Nur	117	14032	Spring 2017
R Ralston, Magic	L.V.N.	Adjunct	Vocational Nur	32	3395	Spring 2017
Ramsey,						
R Brenda	A.A.S.	Instructor	Vocational Nur	19	2312	Spring 2017
R Simar, Gina	M.Ed.	Instructor	Vocational Nur	13	1600	Spring 2017
R Smith, Kathrine	M.S.N.	Instructor	Upward Mobility	25	7056	Spring 2017
R Switzer, Janice	A.A.S.	Adjunct	Vocational Nur	18	3252	Spring 2017
R Trotter, Jennifer	M.S.N.	Instructor	Upward Mobility	24	2944	Spring 2017

R	Tucker, Mandee	A.A.S.	Instructor	Upward Mobility	49	5904	Spring 2017
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BUSINESS AND TECHNOLOGY

R	Best, A.	M.B.A.	Professor	Economics	20	2400	Spring 2017
R	Bryant, Jennifer	M.S.	Adjunct	Business	60	6300	Spring 2017
R	Burns, Edgar	B.S.	Adjunct	Process Tech	48	5712	Spring 2017
R	Busby, Leah	M.B.A.	Instructor	Business	40	4800	Spring 2017
R	Crockett, Melvin	A.S.	Adjunct	Process Tech	28	2484	Spring 2017
N	Dimas, Jerome	B.S.	Adjunct	Process Tech	69	6252	Spring 2017
R	Dorman, Bonnie	M.Ed.	Instructor	Medical Office	16	931	Spring 2017
R	Dotson, Diane	M.Ed.	Instructor	Information Tech	103	6744	Spring 2017
R	Geis, Earl	B.S.	Instructor	Process Tech	53	1280	Spring 2017
R	Hale, Lacey	B.S.	Adjunct	Information Tech	43	5024	Spring 2017
R	January, Cheryl	M.B.A.	Adjunct	Process Tech	27	2800	Spring 2017
R	Johnson, Dave	A.S.	Adjunct	Information Tech	25	2968	Spring 2017
R	Kirk, Charles	B.S.	Adjunct	Process Tech	64	7648	Spring 2017
R	Lundquist, Gary	Ph.D.	Adjunct	Process Tech	56	6624	Spring 2017
R	McKinney, BJ	B.S.	Adjunct	Process Tech	90	9492	Spring 2017
R	McLendon, Gary	B.S.	Adjunct	Process Tech, Welding	102	9168	Spring 2017
R	Mott, Keith	M.S.	Adjunct	Information Tech	20	5368	Spring 2017
R	Phillips, Cathie	M.S.	Instructor	Information Tech	25	3536	Spring 2017
N	Ramsey, Hank	B.S.	Adjunct	Process Tech	49	3700	Spring 2017
R	Reeder, Mike	B.S.	Instructor	Process Tech	26	3072	Spring 2017
R	Stewts, Chris	M.S.	Instructor	Process Tech, Instrumentation	55	6624	Spring 2017
R	Turner, Carol	A.S.	Instructor	Medical Office	47	4392	Spring 2017
R	Vickers, Amber	M.B.A.	Instructor	Accounting	40	2880	Spring 2017

SCIENCES

R	Foreman, Jason	B.S.	Adjunct	Biology	23	2736	Spring 2017
R	Keeney, Hunter	Ed.D.	Instructor	Biology	18	2160	Spring 2017
R	Lundquist, Gary	Ph.D.	Adjunct	Chemistry	28	3312	Spring 2017
R	McClure, Matt	Ph.D.	Professor	Biology	61	5446	Spring 2017
R	Marshall, Don	Ph.D.	Adjunct	Chemistry	28	3312	Spring 2017
R	Sanford, Jerry	D.C.	Instructor	Biology	30	3648	Spring 2017
R	Song, Ni	Ph.D.	Asst Prof	Biology	33	3984	Spring 2017
R	Taylor, Ronald	Ph.D.	Adjunct	Geology	28	2898	Spring 2017
R	Thomas, Don	M.S.	Instructor	Physical Ed	52	6264	Spring 2017
R	Wilmore, Larry	M.S.	Asst Prof	Biology	8	912	Spring 2017

EDUCATION AND MATHEMATICS (Including DEVELOPMENTAL)

FULL-TIME OVERLOAD AND ADJUNCT FACULTY

R	Babcock, Dorraine	M.Ed.	Adjunct	Education	60	7200	Spring 2017
R	Jureidini, Elias	M.Ed.	Instructor	Mathematics	40	4800	Spring 2017
R	Kennaugh, Christopher	Ph.D.	Adjunct	Mathematics	60	2400	Spring 2017
R	Kim, Jongchul	Ph.D.	Asst Prof	Mathematics	40	4800	Spring 2017
R	Moore, Andrew	B.S.	Adjunct	Mathematics	38	3420	Spring 2017
R	Peveto, Barbara	M.Ed.	Adjunct	Mathematics	40	7200	Spring 2017
N	Sams, Chris	M.S.	Adjunct	Mathematics	20	1800	Spring 2017
R	Scarborough, George	M.S.	Instructor	Mathematics	68	5952	Spring 2017

ARTS, HUMANITIES, AND SOCIAL SCIENCES**FULL-TIME OVERLOAD AND ADJUNCT FACULTY**

R	Ahearn, Frances	M.S.	Adjunct	Psychology	40	4800	Spring 2017
R	Ashworth, Burton	Ph.D	Adjunct	Psychology	20	1800	Spring 2017
R	Ball, Don	Ph.D.	Adjunct	Music	30	3400	Spring 2017
N	Charles, Elizabeth	M.A.	Adjunct	English	20	1800	Spring 2017
R	Doss, Kevin	M.A.	Instructor	Speech	40	3120	Spring 2017
R	Dubuisson, Zachary	B.S.	Adjunct	Art	40	3600	Spring 2017
R	Durso, Cassandre	M.A.	Adjunct	History	20	1800	Spring 2017
R	Harmon, Don	Cert.	Adjunct	Criminal Justice	20	480	Spring 2017
R	Hodges, Lisette	M.A.	Instructor	Psychology	40	4800	Spring 2017
R	Holmes, Bradley	M.A.	Adjunct	Music	30	2600	Spring 2017
R	Kibbe, Tina	Ph.D	Adjunct	History	20	1800	Spring 2017
R	Lacy, Anna	M.A.	Adjunct	Drama	20	2100	Spring 2017
R	Lindley, Neil	Ph.D.	Adjunct	Philosophy	40	4200	Spring 2017
R	Lindsey, Richard	M.A.	Adjunct	Government	40	4800	Spring 2017
R	Little, Meredith	M.A.	Adjunct	History	100	12000	Spring 2017
R	Miller, Bobbi	M.S.	Instructor	Sociology	40	4800	Spring 2017
N	Oubre, Shawn	Ph.D	Adjunct	Government	20	1800	Spring 2017
R	Owens, Eric	M.A.	Instructor	History	40	4800	Spring 2017
R	Peebles, Robert	Ph.D.	Prof Emer	History	40	7200	Spring 2017
R	Preslar, Andrew	M.A.	Instructor	English	60	7200	Spring 2017

R	Rathbun, Diane	M.A.	Adjunct	Speech	40	4800	Spring 2017
R	Rather, Michael	Ed.D.	Instructor	English	40	4800	Spring 2017
R	Sellers, Shana	M.S.	Adjunct	Criminal Justice	20	2400	Spring 2017
R	Sizemore, Mary	M.L.	Adjunct	English	20	2400	Spring 2017
R	Smith, Amanda	MFA	Instructor	English	20	2400	Spring 2017
N	Smith, John Cash	J.D.	Adjunct	History	20	1800	Spring 2017
R	Steinfeldt, Andrew	Ph.D.	Instructor	History	40	4800	Spring 2017
R	Turkel, Arlene	Ph.D.	Professor	English	20	2400	Spring 2017
R	Whitehead, Gwen	Ph.D	Vice Pres.	English	20	2400	Spring 2017
R	Williams, Kathryn	M.A.	Instructor	Speech	20	2400	Spring 2017
R	Wilson, Theresa	M.S.	Adjunct	Psychology	40	4800	Spring 2017

LAMAR STATE COLLEGE-ORANGE

ADMINISTRATIVE and UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS:

1. None to Report.

RETIREMENTS:

1. None to Report.

PROMOTIONS:

1. None to Report.

CHANGE IN STATUS:

1. Garcia, Maria, MA, Coordinator of Student Activities to Director of Purchasing & Contracts, at a 12-month salary of \$55,359 effective January 1, 2017.

Lamar State College – Port Arthur

FACULTY PERSONNEL CHANGES

NEW HIRES

1. Doneane Beckcom, J.D., Instructor II for Paralegal, Business and Technology, at a 9-month rate of \$42,500, on a full-time, non-tenure track appointment effective January 3, 2017.
2. Javier Chavez, A.A.S., Instructor I for HVAC, Inmate Education Program, at a 12-month rate of \$48,000, on a full-time, non-tenure track appointment effective January 3, 2017.
3. Sarita Medhekar, M.S., Instructor I for Drafting, Business and Technology, at a 9-month rate of \$36,500, on a full-time, non-tenure track appointment effective January 3, 2017.

RESIGNATIONS

1. Karen Cauthen, effective December 31, 2016.
2. Patricia Granger, effective May 31, 2017.
3. Stephen Reid, effective January 31, 2017.

RETIREMENTS

1. Kriste Bossley, effective March 31, 2017.
2. Erskine Leysath, effective November 30, 2016.

NON-REAPPOINTMENTS

1. None to report.

CHANGES IN STATUS (as of January 1, 2017)

1. None to report.

WITH TENURE

1. None to report.

FACULTY APPOINTMENTS, New (N) and Renewal (R)

	NAME	DEG	RANK	DEPARTMENT	%FTE	SALARY	PERIOD
ALLIED HEALTH							
R	Arrington, Kim	M.Ed.	Adjunct	Drug/Alcohol	.47	5,264	Spring 2017
R	MacNeill, Shirley	B.S.	Instructor	Reg. Nursing	.11	1,110	Spring 2017
R	White, Linda	M.A.	Adjunct	Drug/Alcohol	.30	2,970	Spring 2017
BUSINESS & TECHNOLOGY							
R	Bohn, George	B.S.	Instructor	Instrumentation	.29	3,131	Spring 2017
R	Brown, Morgan	A.A.S.	Instructor I	Automotive	.14	1,516	Spring 2017
R	Bryant, Jennifer	M.B.A.	Instructor	Economics	.40	4,244	Spring 2017
R	Champagne, Adri	B.A.A.S.	Instructor	Computer Infor.	.5	728	Spring 2017
R	Duhon, Brenda	M.Ed.	Adjunct	Office Infor.	.28	2,930	Spring 2017
R	Guillot, Sheila	M.Ed.	Instr. IV	Medical Office	.20	2,122	Spring 2017
R	Granger, Patricia	M.B.A.	Instr. III	Infor.Technology	.20	3,546	Spring 2017

N	Harbert, Tanya	A.A.S.	Adjunct	Health Infor.	.22	3,183	Spring 2017
N	Hussey, Heather	B.S.	Adjunct	Graphic Design	.64	7,427	Spring 2017
R	Jones, Tamalla	B.S.	Instructor	Accounting	.15	212	Spring 2017
R	McGee, Linda	B.A.A.S.	Adjunct	Office Tech.	.20	2,122	Spring 2017
R	McPherson, Mich	J.D.	Adjunct	Paralegal	.60	6,366	Spring 2017
R	Powell, James	-	Instructor I	Process Tech.	.50	5,356	Spring 2017
R	Smith, Amanda	A.A.S.	Instructor I	Cosmetology	.10	1,111	Spring 2017
R	Sparrow, Mike	-	Instructor	Process Tech.	.31	3,335	Spring 2017
R	Sweat, Ray	B.B.A.	Adjunct	Computer Infor.	.24	2,526	Spring 2017

COMMERCIAL MUSIC

R	Canedo, Blas	M.M.	Adjunct	Comm. Music	.91	9,734	Spring 2017
R	Freyermuth, John	M.A.F.A.	Adjunct	Comm. Music	1.25	13,337	Spring 2017
R	Turner, Kenneth	-	Adjunct	Comm. Music	1.60	17,113	Spring 2017
R	Gillam, Robert	Ph.D.	Asst. Prof.	Comm. Music	.64	9,075	Spring 2017
R	Richardson, Carl	B.A.	Instructor	Comm. Music	.61	8,692	Spring 2017

DEVELOPMENTAL EDUCATION

R	Belyeu, Jeremy	M.A.	Instructor	English	.20	2,122	Spring 2017
R	Brooks, Chandra	M.Ed.	Instructor	English	.20	2,122	Spring 2017
R	Knowles, Mark	M.S.	Adjunct	Math	.20	2,122	Spring 2017
R	McIntire, Darren	M.B.A.	Adjunct	Math	.20	2,122	Spring 2017
R	Pate, Martha	M.S.	Adjunct	Math	.40	4,244	Spring 2017
R	Pitre, James	B.S.	Adjunct	Math	.20	2,122	Spring 2017
R	Steele, Sherry	M.Ed.	Instructor	Math	.40	4,244	Spring 2017

HEALTH, FITNESS, & SPORTS

R	Diehl, Anthony	M.S.	Adjunct	Kinesiology	.20	2,122	Spring 2017
R	Goodman, Casa	M.S.	Adjunct	Kinesiology	.40	4,244	Spring 2017
R	Rowe, Megan	B.S.	Adjunct	Kinesiology	.14	1,322	Spring 2017

INMATE EDUCATION

R	Brown, Bernard	M.S.	Adjunct	Geography	.20	2,122	Spring 2017
R	Brown, Lawanda	M.A.	Adjunct	Sociology	.40	4,244	Spring 2017
N	Cantu, Joseph	M.Ed.	Adjunct	Math	.40	4,244	Spring 2017
R	Carona, Ken	M.S.	Adjunct	Psychology	.20	2,122	Spring 2017
R	Copple, Monteel	M.Ed.	Adjunct	History	.20	2,122	Spring 2017
R	Decker, Bill	B.A.A.S.	Adjunct	Math	.20	2,122	Spring 2017
N	Doiron, Jesse	M.B.A.	Adjunct	English	.40	4,244	Spring 2017
R	Faggard, Albert	M.F.A.	Adjunct	Art	.40	4,244	Spring 2017
N	Henry, Bradd	M.Ed.	Adjunct	Math	.20	2,122	Spring 2017

R	Jeanise, Phyllis	B.S.	Adjunct	Math	.33	3,537	Spring 2017
R	Lowe, Zebulon	M.A.	Adjunct	English	.20	2,133	Spring 2017
R	Megnet, Grace	M.F.A.	Adjunct	Art	.20	2,123	Spring 2017
R	Neely, John	M.A.	Adjunct	Drug/Alcohol	.40	4,244	Spring 2017
R	Pegues, Antonius	M.B.A.	Adjunct	Business	.20	2,122	Spring 2017
N	Peveto, Britton	M.A.	Adjunct	History	.20	2,122	Spring 2017
N	Tait, Linda	M.A.	Adjunct	Math	.20	2,122	Spring 2017
R	Taylor, Ron	Ph.D.	Adjunct	Geology	.55	5,860	Spring 2017
R	Thigpen, Albert	Ed.D.	Adjunct	Government	.80	8,488	Spring 2017
R	Weatherly, Rod	M.A.	Adjunct	Speech	.40	4,244	Spring 2017
R	Williams, Jules	B.S.	Adjunct	Drug/Alcohol	.40	4,244	Spring 2017

LIBERAL ARTS

R	Faggard, Albert	M.E	Instructor	Art	.24	2,627	Spring 2017
R	Gengo, Damon	M.S.	Instructor	Speech	.60	6,366	Spring 2017
R	James, Caitlin	M.A.	Instructor	English	.40	4,244	Spring 2017
R	Lowe, Zebulon	M.A.	Instructor	English	.20	2,122	Spring 2017
R	Megnet, Ruth	M.F.A.	Assoc.Prof.	Art	.04	505	Spring 2017
R	Stafford, Laura	Ph.D.	Professor	Speech	.55	3,742	Spring 2017
R	Wilbur, Christina	M.A.	Instructor	History	.20	2,122	Spring 2017

MATHEMATICS & SCIENCE

R	Askew, Michelle	M.S.	Instruct III	Math	.40	4,244	Spring 2017
N	Brisco, Sonya	M.A.	Adjunct	Sociology	.20	2,122	Spring 2017
R	Broussard, Steph	M.S.	Adjunct	Criminal Justice	.20	2,122	Spring 2017
R	Byrd, Otis	Ph.D.	Asst. Prof.	Physics	.37	3,940	Spring 2017
R	Cammack, James	M.B.A.	Instructor	Busi. Computer	.43	4,548	Spring 2017
R	Carona, Ken	M.S.	Adjunct	Psychology	.40	4,244	Spring 2017
N	Clark, Kristi	M.S.W.	Adjunct	Sociology	.20	2,122	Spring 2017
N	Clark, Gregory	M.S.	Adjunct	Criminal Justice	.20	2,122	Spring 2017
R	Clark, Jamie	M.A.	Instructor	Psychology	.26	2,829	Spring 2017
R	Jordan, Percy	Ph.D.	Assoc.Prof.	Biology	.15	1,617	Spring 2017
R	Jordan, Sue	M.Ed.	Adjunct	Chemistry	.35	3,739	Spring 2017
R	Longlet, Nancy	Ph.D.	Asst. Prof.	Biology	.22	2,425	Spring 2017
R	McQueen, Sarah	M.S.	Instructor	Math	.40	4,244	Spring 2017
N	Ned, Kayla	M.S.	Adjunct	Bus. Computer	.28	3,032	Spring 2017
N	Neeb, Amy	M.S.	Adjunct	Education	.27	2,930	Spring 2017
R	Pollock, Richard	Ph.D.	Instructor	Biology	.13	1,415	Spring 2017
R	Peeler, Robert	M.Ed.	Inst IV	Education	.65	4,142	Spring 2017
R	Son-Guidry, Kyun	Ph.D.	Asst. Prof.	Chemistry	.09	1,516	Spring 2017
R	Taylor, Ron	Ph.D.	Adjunct	Geology	.28	2,930	Spring 2017

R	Trevey, Diane	M.A.	Adjunct	Education	.08	808	Spring 2017
R	Trevey, Robert	M.A.	Adjunct	Education	.20	2,122	Spring 2017
R	Woodard, Amber	M.S.	Adjunct	Nutrition	.20	2,122	Spring 2017

ADMINISTRATIVE and UNCLASSIFIED PERSONNEL CHANGES

ADDITIONS

1. Yumi Shin, M.L.S., Coordinator of Reference/Access for Library at a 12-month rate of \$46,000 effective February 1, 2017.

CHANGES IN STATUS

1. None to report.

DISMISSALS

1. None to report.

RESIGNATIONS

1. Stephen Arnold, effective January 31, 2017.
2. Mark Ducote, effective October 28, 2016.
3. Claire Thomason, effective December 31, 2016.

RETIREMENTS

1. Connie Nicholas, effective January 31, 2017.

CONSENT – MISCELLANEOUS

TSUS: Acknowledgement of Gifts and Gifts-in-Kind

Recommendation

The Board of Regents acknowledges and approves receipt of the gifts and gifts-in-kind received by the Texas State University System components.

Background

In accordance with the System Rules and Regulations, Chapter III, Section 1.(12) Gift Acceptance, Subsection 1.(12)3 The President of each Component will report all gifts with a value of at least \$5,000 (including cash, personal property, and intellectual property) to the Chancellor for reporting publicly to the Board. Upon written request of the donor, the Board report and minutes shall not state the donor's name and/o.r the gift's value

**Lamar University
February 2017**

The following gifts of \$5,000 or more were made payable to Lamar University.

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
9/7/16	Lubrizol Foundation	\$10,000.00	College of Engineering – Chemical Engineering
9/12/16	Jason Alliance of Southeast Texas	\$5,000.00	College of Arts and Sciences – Teaching Environmental Science
9/15/16	Cotton Cargo	\$6,500.00	Department of Athletics – Corporate Sponsorship
9/15/16	Mobiloil Federal Credit Union	\$23,850.00	Department of Athletics – Corporate Sponsorship
9/19/16	Dr. Kendrick T. Aung	\$5,000.00	College of Engineering – Mechanical Engineering
9/20/16	Marathon Petroleum Company	\$6,300.00	College of Engineering
9/28/16	Motiva Enterprises LLC	\$5,000.00	College of Engineering – Mechanical Engineering
10/10/16	The Honorable and Mrs. Ransom Jones, Jr.	\$12,500.00	College of Arts & Sciences – Criminal Justice
10/25/16	The Echo Group, Ltd.	\$9,700.00	Department of Athletics – Corporate Sponsorship
11/3/16	Raising Cane's Chicken Fingers	\$5,750.00	Department of Athletics – Corporate Sponsorship
11/10/16	BASF TOTAL Petrochemicals LLC	\$10,500.00	Department of Athletics – Corporate Sponsorship
11/23/16	ExxonMobil Corporation	\$24,000.00	Distinguished Faculty Lecture Series; College of Engineering
11/28/16	Chevron Phillips Chemical Company, L.P.	\$5,000.00	College of Engineering
		Total: \$129,100.00	

The following Gifts-in-Kind valued at \$5,000 or more were given to Lamar University.

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
11/30/16	Mr. and Mrs. Willis W. Thames II	\$12,500.00	College of Fine Arts & Communication

Total: \$12,500.00

Lamar University Foundation

The following gifts of \$5,000 or more were made payable to Lamar University Foundation.

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
9/14/16	Estate of Mary Jane Garth	\$52,000.00	Mary Jane Garth Regents Scholarship
9/23/16	Mr. and Mrs. Craig Ness	\$13,800.00	President's Associates Fund
9/2016	Mrs. Margie Reeves	\$7,000.00	William E. & Katherine F. Fouts Endowment in Business; Marguerite "Margie" Fanette Reeves Scholarship in Finance
9/28/16	Mr. Fred R. Vernon II	\$15,000.00	Fred Vernon Scholarship
10/5/16	Mr. S. Gerard Bonura	\$8,000.00	Margaret Bonura Memorial & Gerard Bonura Scholarship in Nursing
10/11/16	American Endowment Foundation - Mr. and Mrs. Don Shaver	\$157,480.00	Diane and Don Shaver Distinguished Faculty Fellowships; Diane and Don Shaver Speech and Hearing Sciences Scholarship; Diane and Don Shaver Master of Science Accounting Scholarship; Diane H. Shaver Professorship in Speech & Hearing Sciences
10/17/16	Mr. and Mrs. Clayton Lau	\$25,000.00	Clayton and Georgia Lau Faculty Development Fund in Business
10/18/16	Dr. and Mrs. Garrett K. Peel	\$17,800.00	College of Fine Arts & Communication; Dishman Art Museum
10/19/16	Dr. Anita L. Riddle and Dr. Steven P. Schmidt	\$7,500.00	College of Engineering; Dr. Anita L. Riddle College of Engineering Innovation Fund

10/21/16	Mr. and Mrs. Gene Monger	\$20,000.00	George Anne & Gene C. Monger Scholarship in Accounting in Memory of Norma Hall
10/26/16	Mr. and Mrs. Larry D. Norwood	\$60,000.00	Larry and Cynthia Norwood Distinguished Faculty Fellowship in Engineering
10/27/16	Schwab Charitable Fund - Mr. and Mrs. Chuck Mason	\$320,000.00	Becky and Chuck Mason Distinguished Faculty Fellowship in Science Education
11/3/16	Mrs. And Mrs. Jan M. Greenspan	\$5,000.00	Arthur Greenspan Scholarship in Accounting
11/7/16	Mr. and Mrs. Randy Best	\$300,000.00	Leland Best Distinguished Faculty Fellowships
11/9/16	Drs. Monica and William Harn	\$5,000.00	Monica & William Harn Scholarship in Speech & Hearing Sciences
11/10/16	Mr. S. Gerard Bonura	\$6,000.00	Margaret Bonura Memorial & Gerard Bonura Scholarship in Nursing
11/17/16	Mr. and Mrs. Alan W. Dreeben	\$10,000.00	College of Fine Arts and Communication-Dishman Art Museum
11/21/16	Mr. and Mrs. Mike Bonura	\$7,500.00	Alicia Bonura Memorial Scholarship in Engineering
11/22/16	Estate of Helen L. Clawson	\$99,928.11	Howard McDaniel Presidential Scholarship
11/22/16	Mr. and Mrs. Joshua M. Bonura	\$7,500.00	Alicia Bonura Memorial Scholarship in Engineering
11/28/16	Dr. Anita L. Riddle and Dr. Steven P. Schmidt	\$7,391.70	Dr. Anita Riddle Distinguished Faculty Fellowship in Engineering; Gladys City Spindletop Boomtown Museum; Society of Women Engineers
		Total: \$1,151,899.81	

Explanations

The following gifts of \$5,000 or more were made to Lamar University.

Lubrizol Foundation gave \$10,000.00 to the College of Engineering for five Chemical Engineering Scholarships for the 2016-2017 school year.

Jason Alliance of Southeast Texas gave \$5,000.00 to the College of Arts and Sciences to support the Teaching Environmental Science program.

Cotton Cargo gave \$6,500.00 to the Department of Athletics for a 2016-2017 Corporate Sponsorship.

Mobiloil Federal Credit Union gave \$23,850.00 to the Department of Athletics for a 2016-2017 Corporate Sponsorship.

Dr. Kendrick T. Aung gave \$5,000.00 to the College of Engineering for the American Society of Heating, Refrigerating and Air-Conditioning Engineers Senior Project.

Marathon Petroleum Company gave \$6,300.00 to the College of Engineering in support of the departmental and student engineering organizations.

Motiva Enterprises LLC gave \$5,000.00 to Mechanical Engineering to purchase lab equipment.

The Honorable and Mrs. Ransom W. Jones, Jr. pledged \$12,500.00 as part of the President's Circle to the College of Arts & Science for the Criminal Justice Department.

The Echo Group, Ltd. gave \$9,700.00 to the Department of Athletics for a 2016-2017 Corporate Sponsorship.

Raising Cane's Chicken Fingers gave \$5,750.00 to the Department of Athletics for a 2016-2017 Corporate Sponsorship.

BASF TOTAL Petrochemicals LLC gave \$10,500.00 to the Department of Athletics for a 2016-2017 Corporate Sponsorship.

ExxonMobil Corporation gave \$24,000.00 to the College of Engineering and to underwrite the 2016 Distinguished Faculty Lecture Series.

Chevron Phillips Chemical Company gave an unrestricted gift of \$5,000.00 to the College of Engineering.

The following Gifts-in-Kind valued at \$5,000 or more were given to Lamar University.

Mr. and Mrs. Willis W. Thames II gave a 1930's era Steinway Piano to the College of Fine Arts and Communication.

The following gifts of \$5,000 or more were made to the Lamar University Foundation.

The Estate of Mary Jane Garth gave a bequest of \$52,000.00 to add to the Mary Jane Garth Scholarship endowment.

Mr. and Mrs. Craig Ness pledged \$13,800.00 as part of the President's Circle to the President's Associates Fund.

Mrs. Margie Reeves gave \$7,000.00 to the William E. & Katherine F. Fouts Endowment in Business and to the Marguerite "Margie" Fanette Reeves Scholarship in Finance.

Mr. Fred R. Vernon II pledged \$15,000.00 as part of the President's Circle to establish the Fred Vernon Scholarship.

Mr. S. Gerard Bonura gave \$8,000.00 to add to the Margaret Bonura Memorial & Gerard Bonura Scholarship in Nursing.

American Endowment Foundation, upon the advisement of Mr. and Mrs. Don S. Shaver, gave \$157,480.00 to the Diane and Don Shaver Distinguished Faculty Fellowships, Diane and Don Shaver Speech and Hearing Sciences Scholarship, Diane and Don Shaver Master of Science Accounting Scholarship, and to the Diane H. Shaver Professorship in Speech & Hearing Sciences.

Mr. and Mrs. Clayton Lau pledged \$25,000.00 as part of the President's Circle to establish the Clayton and Georgia Lau Faculty Development Fund in Business.

Dr. and Mrs. Garrett K. Peel gave \$17,800.00 to the College of Fine Arts and Communication for underwriting of the Dishman Art Museum Pairings Wine Dinner and Le Grand Bal.

Dr. Anita L. Riddle and Dr. Steven P. Schmidt gave \$7,500.00 to the College of Engineering and to the Dr. Anita Riddle College of Engineering Innovation Fund.

Mr. and Mrs. Gene Monger gave an IRA disbursement of \$20,000.00 to add to the George Anne and Gene C. Monger Scholarship in Accounting in Memory of Norma Hall.

Mr. and Mrs. Larry D. Norwood pledged \$60,000.00 to establish the Larry and Cynthia Norwood Distinguished Faculty Fellowship in Engineering.

Schwab Charitable Fund, upon the advisement of Mr. and Mrs. Chuck Mason, gave \$320,000.00 to establish the Becky and Chuck Mason Distinguished Faculty Fellowship in Science Education.

Mr. and Mrs. Jan M. Greenspan gave \$5,000.00 to add to the Arthur Greenspan Scholarship in Accounting.

Mr. and Mrs. Randy Best pledged \$300,000.00 to establish the Leland Best Distinguished Faculty Fellowships.

Drs. Monica and William Harn pledged an additional \$5,000.00 to add to the Monica & William Harn Scholarship in Speech & Hearing Sciences.

Mr. S. Gerard Bonura gave \$6,000.00 to add to the Margaret Bonura Memorial & Gerard Bonura Scholarship in Nursing.

Mr. and Mrs. Alan W. Dreeben gave \$10,000.00 to underwrite the College of Fine Arts and Communication Dishman Art Museum Wine Parings Dinner.

Mr. and Mrs. Mike Bonura gave \$7,500.00 to add to the Alicia Bonura Memorial Scholarship in Engineering.

The Estate of Helen L. Clawson gave a bequest of \$99,928.11 to add to the Howard McDaniel Presidential Scholarship.

Mr. and Mrs. Joshua M. Bonura gave \$7,500.00 to add to the Alicia Bonura Memorial Scholarship in Engineering.

Dr. Anita L. Riddle and Dr. Steven P. Schmidt gave securities that we valued for our internal purposes at \$7,391.70 to the Dr. Anita Riddle Distinguished Faculty Fellowship in Engineering, Society of Women Engineers, and Gladys City Spindletop Boomtown Museum.

Sam Houston State University

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
9/27/2016	ARAMARK - Higher Education	\$2,500,000.00	Dining Facility Construction Account
10/5/2016	Dora Y. Boyce	\$5,000.00	College Farm Boys Endowment
10/10/2016	Anslow-Bryant Construction, LTD	\$11,000.00	Anslow Bryant Construction Scholarship Endowment
10/10/2016	Deloitte Foundation	\$5,000.00	Hearn Rohrig Scholarship Endowment
10/12/2016	Tommy and Mary Ann Metcalf	\$5,000.00	Tommy Metcalf Scholarship Endowment
10/14/2016	Daniel T. Barnes	\$16,094.00	Dr. Sam Barnes Kaplan Review Scholarship
10/14/2016	Laverne Warner	\$5,680.00	Dr. Laverne Warner Early Childhood Education Endowment; Univ Adv - Scholarship Luncheon Tickets
10/14/2016	Walker County-Treasurer	\$13,136.52	SBDC - Program Income
10/27/2016	Jack C. Turner	\$10,000.00	Jack C. Turner Scholarship Endowment
11/1/2016	Miles L. and Gaynelle B. Schulze	\$5,000.00	Michael Schulze Endowment
11/1/2016	Therm-Omega-Tech, Inc.	\$1,000,000.00	Fred Pirkle Engineering Technology Program Enrichment Endowment
11/7/2016	San Antonio Livestock Exposition, Inc.	\$14,750.00	Department of Agricultural Sciences and Engineering Technology; San Antonio Livestock Expositions, Inc. Scholarship
11/8/2016	Roland E. Black	\$167,977.74	Roland Black Nursing Scholarship Endowment; Bearkat Champions General Fund
11/9/2016	Ellen P. Happe Phillips and Terry Phillips	\$7,500.00	Ellen Happe Phillips Scholarship Endowment Fund; Ellen Happe Phillips Music Scholarship Fund
11/9/2016	Lee E. and Elizabeth B. Olm	\$10,000.00	Lee E. Olm and Elizabeth Schofer Olm Enrichment Endowment
11/10/2016	Norman D. Hendrix, Jr. and Jackie (Brazier) Hendrix	\$5,000.00	Bearkats in Business

11/15/2016	James B. and Elsie Bexley	\$7,000.00	James B. and Elsie M. Bexley Banking/Finance Scholarship Endowment; Bearkat Champions General Fund
11/16/2016	Gary W. and Jill D. Adams	\$25,150.00	Billy Harrell Endowment; Office of Alumni Relations
11/17/2016	HGS Self Storage	\$10,000.00	Golf Enrichment
11/17/2016	Wilfred O. Dietrich	\$5,040.00	Drs. Wilfred and Bobbie Dietrich Endowed Scholarship; Univ Adv - Scholarship Luncheon Tickets
11/22/2016	W. T. Byler Co., Inc.	\$1,000,000.00	Gibbs Ranch Agriculture Facilities
12/8/2016	W. T. Byler Co., Inc.	\$5,000.00	Gibbs Ranch Agriculture Facilities
11/29/2016	Murphy Payne Charitable Trust	\$25,000.00	Frank and Mary McAdams Payne Banking Endowment
12/5/2016	Carolyn L. Faulk	\$11,500.00	Bearkats in Business; President's Circle
12/5/2016	Don A. and Laura K. Sanders	\$10,000.00	Bearkats in Business
12/5/2016	John L. Ruhberg	\$5,000.00	Allene Susie Holman Memorial Library Science Scholarship Endowment
12/7/2016	Listo Drywall Company Inc.	\$10,000.00	Bearkats in Business
12/7/2016	Total Convenience Marketing, Inc.	\$5,000.00	Bearkats in Business
12/9/2016	Chevron Products Company	\$5,000.00	Academic Accounting Scholarships
	Total Gifts:	\$4,904,828.26	

Explanations

ARAMARK – Higher Education generously provided \$2,500,000 for the construction of a new dining facility on campus.

Mrs. Dora Y. Boyce gave \$5,000 to the College Farm Boys Endowment, benefitting students within the Department of Agricultural Sciences and Engineering Technology.

Anslow-Bryant Construction, LTD added \$11,000 to the Anslow Bryant Construction Scholarship Endowment. This scholarship offers support for students majoring in Industrial Technology.

Deloitte Foundation contributed \$5,000 to the Hearn Rohrig Scholarship Endowment. This scholarship offers support for students majoring in Accounting and Finance.

Mr. and Mrs. Tommy Metcalf provided \$5,000 for the Tommy Metcalf Scholarship Endowment. This scholarship offers support for students majoring in any discipline, with preference for students within the College of Business Administration.

Mr. Daniel T. Barnes donated \$16,094 to the Dr. Sam Barnes Kaplan Review Scholarship in support of the Health Sciences Program.

Dr. Laverne Werner gave a total of \$5,600 to the Dr. Laverne Warner Early Childhood Education Endowment, as well as \$80 for the Face to Face scholarship luncheon.

Walker County gave \$13,136.52 to the Small Business Development Center.

Mr. Jack C. Turner established the Jack C. Turner Scholarship Endowment with a gift of \$10,000.

Mr. and Mrs. Miles L. Schulze added \$5,000 to the Michael Schulze Endowment. This endowment provides assistance to students majoring in Criminal Justice.

Therm-Omega-Tech, Inc. contributed a total of \$1,000,000 to the Fred Pirkle Engineering Technology Program Enrichment Endowment.

San Antonio Livestock Exposition, Inc. supported agricultural graduate students' stipends with a gift of \$5,000. The corporation also contributed a combined total of \$9,750 to the San Antonio Livestock Exposition Scholarship Program for undergraduate students in Agriculture.

Dr. Roland E. Black generously provided \$167,477.74 for the Roland Black Nursing Scholarship, and \$500 to the Bearkat Champions General Fund.

Mrs. Ellen P. Happe Phillips and Mr. Terry Phillips donated \$5,000 to the Ellen Happe Phillips Scholarship Endowment Fund, as well as \$2,500 to the scholarship fund.

Dr. and Mrs. Lee E. Olm added \$10,000 to the Lee E. Olm and Elizabeth Schofer Olm Enrichment Endowment, which supports the Department of History.

Mr. and Mrs. Norman D. Hendrix, Jr. supported the 2016 Bearkats in Business event with a gift of \$5,000.

Dr. and Mrs. James B. Bexley gave \$5,000 to the James B. and Elsie M. Bexley Banking/Finance Scholarship Endowment, in addition to \$2,000 to the Bearkat Champions General Fund.

Mr. and Mrs. Gary W. Adams generously contributed \$25,000 to the Billy Harrell Endowment, which provides financial assistance to students majoring in agricultural mechanization. In addition, they gave \$150 for membership in the Alumni Association.

HGS Self Storage provided \$10,000 for the golf program.

Mr. Wilfred O. Dietrich gave \$5,000 to the Drs. Wilfred and Bobbie Dietrich Endowment. This endowment provides financial assistance to students majoring in English, drama or speech. In addition, Mr. Dietrich gave \$40 in support of the Face to Face scholarship luncheon.

W. T. Byler Co., Inc. generously provided a total of \$1,005,000 for construction of the Gibbs Ranch Agriculture Facilities.

Murphy Payne Charitable Trust added \$25,000 to the Frank and Mary McAdams Payne Banking Endowment.

Ms. Carolyn L. Faulk supported the 2016 Bearkats in Business event with a gift of \$10,000, as well as \$1,500 for membership in the President's Circle.

Mr. and Mrs. Don A. Sanders also supported the 2016 Bearkats in Business event with a gift of \$10,000.

Mr. John L. Ruhberg gave \$5,000 to the Allene Susie Holman Memorial Library Science Scholarship Endowment.

Listo Drywall Company Inc. provided \$10,000 for the 2016 Bearkats in Business event.

Total Convenience Marketing, Inc. also supported the 2016 Bearkats in Business event with a gift of \$5,000.

Chevron Products Company gave donated \$5,000 to Academic Accounting Scholarships.

Sul Ross State University

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
10/1/2016	Mr. William Speary	\$5,000.00	College Forward Program
10/12/2016	Mr. R.D. Hayter	\$10,000.00	Jackson Field Turf Project
10/21/2016	Big Bend Ranch Rodeo	\$13,000.00	Rodeo Team Scholarship Fund
10/21/2016	Houston Livestock Show & Rodeo	\$50,000.00	BRI Mentorship Program
10/31/2016	Carl B & Florence E. King Foundation	\$25,000.00	Museum Advantage Fund
11/2/2016	Mr. William Speary	\$5,000.00	College Forward Program
11/17/2016	La Brasada Foundation	\$50,000.00	Museum Advantage Fund
12/1/2016	Mr. William Speary	\$5,000.00	College Forward Program
12/16/2016	Herrmann Family Charitable Foundation	\$5,000.00	BRI Last Frontier Weekend
12/16/2016	Mr. Leo Dominguez	\$10,000.00	Elsa C. & Leo Dominguez Scholarship Fund
12/16/2016	Mrs. Joyce Wildenthal	\$25,000.00	Lora Bell Kunze Lockhart Endowment
12/16/2016	The Bank & Trust	\$6,000.00	The Bank & Trust Scholarship Fund
12/19/2016	Consulado de Mexico	\$15,000.00	IME Becas Fund
12/20/2016	Ms. Ruth Russell	\$5,000.00	BRI Last Frontier Weekend
12/21/2016	Mr. Marty Davis	\$10,000.00	Museum Advantage Fund
12/22/2016	The Shepard Family Private Foundation	\$10,000.00	BRI Last Frontier Weekend
12/24/2016	Mr. John Weisman	\$5,000.00	BRI Last Frontier Weekend
12/24/2016	Mr. John Weisman	\$15,000.00	Museum Advantage Fund

12/26/2016	Mr. William Harte	\$5,000.00	BRI Last Frontier Weekend
12/28/2016	KC Ranch LTD	\$5,000.00	BRI Last Frontier Weekend

Friends of the Center for Big Bend Studies

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
10/17/2016	The Brown Foundation of Houston	\$150,000.00	Center for Big Bend Studies
10/27/2016	Orr Family Foundation	\$65,000.00	Center for Big Bend Studies
11/21/2016	Kim and Annchen Lawrence	\$5,000.00	Center for Big Bend Studies
12/9/2016	Wayne & Jo Ann Moore Charitable Foundation	\$25,000.00	Center for Big Bend Studies
12/27/2016	Cameron Duncan	\$10,000.00	Center for Big Bend Studies

EXPLANATIONS

Sul Ross State University:

Mr. William Speary of The Woodlands, TX donated \$5,000 to the College Forward Program. The College Forward program is a mentoring program to help more area students complete their college education at Sul Ross State University.

Mr. and Mrs. Bob Hayter of Fort Stockton, TX donated \$10,000 to the Jackson Field Turf Project. This fund will artificially turf Jackson Field in order to allow the University to conserve water and resources used to currently maintain the field as well as allow football players to practice and play in inclement weather.

The Big Bend Ranch Rodeo of Alpine, TX donated \$13,000.00 to the Rodeo Team Scholarship Fund.

Houston Livestock Show and Rodeo of Houston, Texas donated \$50,000 to the BRI Mentorship Program. This fund will benefit student mentors for the Borderland Research Institute.

The Carl B. & Florence E. King Foundation of Dallas, TX donated \$25,000 to the Museum of the Big Bend Advantage Fund to support the funding for educational and preservation programs for the Museum of the Big Bend.

Mr. William Speary of The Woodlands, TX donated \$5,000 to the College Forward Program. The College Forward program is a mentoring program to help more area students complete their college education at Sul Ross State University.

The La Brasada Foundation of Fowlerton, TX donated \$50,000 to the Museum of the Big Bend Advantage Fund to support the funding for educational and preservation programs for the Museum of the Big Bend.

Mr. William Speary of The Woodlands, TX donated \$5,000 to the College Forward Program. The College Forward program is a mentoring program to help more area students complete their college education at Sul Ross State University.

The Herrmann Family Charitable Foundation of San Antonio, TX donated \$5,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

Mr. Leo Dominguez of Alpine, TX donated \$10,000 to the Elsa C. & Leo Dominguez Scholarship fund. This scholarship will benefit students from Marfa and Alpine, TX.

Mrs. Joyce Wildenthal of Houston, TX donated \$25,000 to the Lora Bell Kunze Lockhart Endowment Fund.

The Bank & Trust of Del Rio, TX donated \$6,000 to The Bank & Trust Scholarship Fund to provide scholarships to RGC students.

The Consulado de Mexico donated \$15,000 to the IME Becas Fund to support students from Mexico who are attaining their degree.

Mr. William Speary of The Woodlands, TX donated \$5,000 to the College Forward Program. The College Forward program is a mentoring program to help more area students complete their college education at Sul Ross State University.

Ms. Ruth Russell of San Antonio, TX donated \$5,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

Mr. and Mrs. Marty Davis of Dallas, TX donated \$10,000 to the Museum of the Big Bend Advantage Fund to support the funding for educational and preservation programs for the Museum of the Big Bend.

The Shepard Family Private Foundation of Baltimore, MD donated \$10,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

Mr. and Mrs. John Weisman of New Braunfels, TX donated \$5,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

Mr. and Mrs. John Weisman of New Braunfels, TX donated \$15,000 to the Museum of the Big Bend Advantage Fund to support the funding for educational and preservation programs for the Museum of the Big Bend.

Mr. William Harte of San Antonio, TX donated \$5,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

KC Ranch LTD of Fort Worth, TX donated \$5,000 to the BRI Last Frontier Weekend. The event is the kickoff of the BRI campaign.

Friends of the Center for Big Bend Studies:

The Brown Foundation of Houston, TX donated \$150,000 to the Center for Big Bend Studies. These funds support the Trans Pecos Archaeological Program and other programs of the Center for Big Bend Studies aimed at recovering and preserving significant data in archaeological and historical resources in the Trans Pecos and Big Bend areas.

The Orr Family Foundation of donated \$65,000 to the Center for Big Bend Studies. These funds support the Trans Pecos Archaeological Program and other programs of the Center for Big Bend Studies aimed at recovering and preserving significant data in archaeological and historical resources in the Trans Pecos and Big Bend areas.

Kim and Annchen Lawrence of donated \$5,000 to the Center for Big Bend Studies. These funds support the Trans Pecos Archaeological Program and other programs of the Center for Big Bend Studies aimed at recovering and preserving significant data in archaeological and historical resources in the Trans Pecos and Big Bend areas.

Wayne & Jo Ann Moore Charitable Foundation of Midland, TX donated \$25,000 to the Center for Big Bend Studies. These funds support the Trans Pecos Archaeological Program and other programs of the Center for Big Bend Studies aimed at recovering and preserving significant data in archaeological and historical resources in the Trans Pecos and Big Bend areas.

Mr. and Mrs. Cameron Duncan of Tesuque, NM donated \$10,000 to the Center for Big Bend Studies. These funds support the Trans Pecos Archaeological Program and other programs of the Center for Big Bend Studies aimed at recovering and preserving significant data in archaeological and historical resources in the Trans Pecos and Big Bend areas.

Texas State University

The following gifts of \$5,000 or more were made payable to Texas State University.

<u>Date(s) of Gift</u>	<u>Gift Amount</u>	<u>Beneficiary(ies)</u>
9/1/2016	\$8,100	Department of Athletics—Bobcat Club Annual Fund and Athletic Suite Donations
9/1/2016	\$190,000	College of Liberal Arts—Prehistory Research Project
9/1/2016	\$2,500,000	College of Health Professions—Health Professions Building Round Rock Campus
9/2/2016	\$200,000	College of Liberal Arts—Prehistory Research Project
9/2/2016	\$15,000	Department of Athletics—Athletic Suite Donations
9/12/2016	\$200,000	Division of Information Technology—Library and Research Repository Gifts
9/12/2016	\$10,000	McCoy College of Business Administration—Professional Selling Corporate Partners Program
9/13/2016	\$10,000	McCoy College of Business Administration—Professional Selling Corporate Partners Program
9/13/2016	\$11,250	Department of Athletics—Athletic Suite Donations
9/14/2016	\$12,500	Division of Student Affairs—Lorenzo Estavillo Veteran Award for Academic Excellence
9/14/2016	\$8,000	Department of Athletics—Bobcat Club Annual Fund and Athletic Club Seat Donations
9/19/2016	\$7,000	College of Fine Arts and Communication—C3center
9/19/2016	\$15,000	Department of Athletics—Athletic Suite Donations
9/20/2016	\$17,291.25	Department of Athletics—Women’s Golf Non-Membership
9/23/2016	\$5,000	Department of Athletics—Bobcat Club Annual Fund Outright Gifts
9/23/2016	\$5,000	McCoy College of Business Administration—CIS and Quantitative Methods and College of Science and Engineering—Computer Science Department
9/23/2016	\$10,500	Department of Athletics—Athletic Club Seat Donations and Bobcat Club Annual Fund

10/4/2016	\$10,000	Department of Athletics—Football Locker Room Project Donations
10/4/2016	\$75,000	College of Science and Engineering—Industry Support Scholarship Fund (ISSF) and Concrete Industry Management (CIM) Program Support
10/4/2016	\$127,875	College of Health Professions—Long Term Care Administration Certificate Program - Research
10/5/2016	\$10,000	McCoy College of Business Administration—Professional Selling Corporate Partners Program
10/10/2016	\$7,250	Department of Athletics—Bobcat Club Annual Fund and Athletic Club Seat Donations
10/13/2016	\$30,000	College of Science and Engineering—Chemistry and Biochemistry
10/18/2016	\$125,000	Department of Athletics—UFCU Sponsorship – Bobcat Club – Gala on the Gridiron; College of Fine Arts and Communication—UFCU Music Scholarship Fund; Division of Information Technology—Alkek Library One Button Studio; Office of Provost and Vice President of Academic Affairs; Division of Student Affairs—UFCU Sponsorship – Sports Clubs, Residence Life Scholarship, UFCU Sponsorship – Student Involvement, UFCU Sponsorship – Student Life Programming, and UFCU Sponsorship – Family Association; Division of University Advancement—Retired Faculty and Staff Association, Family Association, Cats Caravan, Alumni Non-Memberships, and Alumni-Scholarships;
10/25/2016	\$7,500	Division of Student Affairs—Earl Moseley, Jr. Memorial Scholarship Fund
10/26/2016	\$10,000	McCoy College of Business Administration—Professional Selling Corporate Partners Program
10/27/2016	\$15,000	College of Liberal Arts—Center for Texas Music History - Operating
10/31/2016	\$25,200	College of Liberal Arts—Houston Livestock Grant
11/3/2016	\$10,000	McCoy College of Business Administration—Professional Selling Corporate Partners Program
11/4/2016	\$5,000	College of Fine Arts and Communication—Musical Theatre Gift Account
11/4/2016	\$10,000	Department of Athletics—Men’s Golf Non-Membership
11/10/2016	\$5,750	College of Science and Engineering—Chemistry Biochemistry SPE Student Chapter

11/14/2016	\$30,000	Department of Athletics—Athletic Suite Donations
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TOTAL: \$3,728,216.25

The following Gift-in-Kind valued at \$5,000 or more were made to Texas State University.

<u>Date(s) of Gift</u>	<u>Gift Amount</u>	<u>Beneficiary(ies)</u>
TOTAL:	<u>\$0</u>	

The following gifts of \$5,000 or more were made payable to the Texas State University Development Foundation.

<u>Date(s) of Gift</u>	<u>Gift Amount</u>	<u>Beneficiary(ies)</u>
9/12/2016	\$8,000	College of Fine Arts and Communication—Steven A. Beebe and Susan J. Beebe Communication Studies Graduate Research Endowment
9/12/2016	\$7,000	Division of Information Technology—Robert (Escy) Escobar Memorial Endowed Scholarship
9/15/2016	\$5,000	Department of Athletics—Meuth Family Endowed Scholarship in Football
9/20/2016	\$5,000	Office of the President—President’s Excellence Fund
9/20/2016	\$10,000	College of Fine Arts and Communication—University Star Excellence in Journalism Endowed Scholarship
9/20/2016	\$5,000	College of Health Professions—Katrina Holloway Memorial Scholarship
10/5/2016	\$5,000	Office of the President—President’s Excellence Fund
10/11/2016	\$5,000	College of Fine Arts and Communication—Vera Fischer Endowed Scholarship
10/17/2016	\$50,000	Division of University Advancement—Callaway Foundation Endowed Presidential Scholarship
10/18/2016	\$7,081.98	McCoy College of Business Administration—Carolyn Barkley Scholarship in Marketing and Advertising
10/25/2016	\$15,500	College of Applied Arts—Marshall Littleton Memorial Scholarship
10/31/2016	\$31,000	Office of the Provost and Vice President of Academic Affairs—KIPP Scholarship Program
11/1/2016	\$5,000	Department of Athletics—Bailiff Family Endowed Scholarship

11/4/2016	\$25,000	College of Science and Engineering—Griggs/Mounce Strong Women in Science Endowed Scholarship
11/15/2016	\$150,000	College of Health Professions—Raetta Bell McDuff Endowed Scholarship
11/15/2016	\$100,000	College of Science and Engineering—RGK Foundation Endowment in Mathworks
TOTAL:	<u>\$433,581.98</u>	

The following gifts of \$5,000 or more were made payable to the Emmett and Miriam McCoy College of Business Administration Development Foundation. These gifts benefit scholarships, programs, or initiatives at the McCoy College of Business Administration at Texas State University.

<u>Date(s) of Gift</u>	<u>Gift Amount</u>	<u>Beneficiary(ies)</u>
11/2/2016	\$200,000	McCoy College of Business Administration—Jesse and Betty Luxton Endowed Scholarship
11/11/2016	\$50,000	McCoy College of Business Administration—Mark Westerbeck Endowed Graduate Fellowship in Business
11/14/2016	\$10,000	McCoy College of Business Administration—Diane Eure Endowed Scholarship in Accounting
11/14/2016	\$10,000	McCoy College of Business Administration—Jack Eure Endowed Scholarship in Marketing and Management
TOTAL:	<u>\$270,000</u>	

Explanation

The following gifts of \$5,000 or more were made to Texas State University.

- An alumnus and spouse in Kingwood, Texas, donated \$8,100 to the Bobcat Club Annual Fund account and the Athletic Suite Donations account in the Department of Athletics.
- An organization in San Marcos, Texas, donated \$190,000 to the Prehistory Research Project account in the College of Liberal Arts.
- A foundation in Austin, Texas, donated \$2,500,000 to the Health Professions Building Round Rock Campus account in the College of Health Professions.
- An organization in San Marcos, Texas, donated \$200,000 to the Prehistory Research Project account in the College of Liberal Arts.
- A corporation in San Marcos, Texas, donated \$15,000 to the Athletic Suite Donations account in the Department of Athletics.
- A foundation in Houston, Texas, donated \$200,000 to the Library and Research Repository Gifts account in the Division of Information Technology.

- A corporation in Palo Alto, California, donated \$10,000 to the Professional Selling Corporate Partners Program account in the McCoy College of Business Administration.
- A corporation in Dallas, Texas, donated \$10,000 to the Professional Selling Corporate Partners Program account in the McCoy College of Business Administration.
- An alumnus in Houston, Texas, donated \$11,250 to the Athletic Suite Donations account in the Department of Athletics.
- A couple in San Marcos, Texas, donated \$12,500 to the Lorenzo Estavillo Veteran Award for Academic Excellence account in the Division of Student Affairs.
- An alumni couple in Boerne, Texas, donated \$8,000 to the Bobcat Club Annual Fund account and the Athletic Club Seat Donations account in the Department of Athletics.
- A corporation in Austin, Texas, donated \$7,000 to the C3center account in the College of Fine Arts and Communication.
- An alumni couple in Spring Branch, Texas, donated \$15,000 to the Athletic Suite Donations account in the Department of Athletics.
- A foundation in Victoria, Texas, donated \$17,291.25 to the Women's Golf Non-Membership account in the Department of Athletics.
- A couple in New Braunfels, Texas, donated \$5,000 to the Bobcat Club Annual Fund Outright Gifts account in the Department of Athletics.
- A corporation in Irving, Texas, donated \$5,000 to the CIS and Quantitative Methods account in the McCoy College of Business Administration and the Computer Science Department in the College of Science and Engineering.
- An alumnus in Austin, Texas, donated \$10,500 to the Athletic Club Seat Donations account and the Bobcat Club Annual Fund account in the Department of Athletics.
- An alumnus in Houston, Texas, donated \$10,000 to the Football Locker Room Project Donations account in the Department of Athletics.
- An organization in Carson City, Nevada, donated \$75,000 to the Industry Support Scholarship Fund (ISSF) account and the Concrete Industry Management (CIM) Program Support account in the College of Science and Engineering.
- A foundation in Dallas, Texas, donated \$127,875 to the Long Term Care Administration Certificate Program - Research account in the College of Health Professions.
- A corporation in Austin, Texas, donated \$10,000 to the Professional Selling Corporate Partners Program account in the McCoy College of Business Administration.
- A corporation in San Antonio, Texas, donated \$7,250 to the Bobcat Club Annual Fund account and the Athletic Club Seat Donations account in the Department of Athletics.
- A foundation in Houston, Texas, donated \$30,000 to the Chemistry and Biochemistry account in the College of Science and Engineering.
- A corporation in Austin, Texas, donated \$125,000 to the UFCU Sponsorship – Bobcat Club – Gala on the Gridiron account in the Department of Athletics; the UFCU Music Scholarship Fund account in the College of Fine Arts and Communication; the Alkek Library One Button Studio

account in the Division of Information Technology; the UFCU Sponsorship – VP Academic Affairs account in the Office of the Provost and Vice President of Academic Affairs; the UFCU Sponsorship – Sports Clubs account, the Residence Life Scholarship account, the UFCU Sponsorship – Student Involvement account, the UFCU Sponsorship – Student Life Programming account, and the UFCU Sponsorship – Family Association account in the Division of Student Affairs; the Retired Faculty and Staff Association account, the Family Association account, the Cats Caravan account, the Alumni Non-Memberships account and the Alumni-Scholarships account in the Division of University Advancement.

- An alumnus in Austin, Texas, donated \$7,500 to the Earl Moseley, Jr. Memorial Scholarship Fund account in the Division of Student Affairs.
- A corporation in San Antonio, Texas, donated \$10,000 to the Professional Selling Corporate Partners Program account in the McCoy College of Business Administration.
- A corporation in Nashville, Tennessee, donated \$15,000 to the Center for Texas Music History – Operating account in the College of Liberal Arts.
- An organization in Houston, Texas, donated \$25,200 to the Houston Livestock Grant account in the College of Applied Arts.
- A corporation in San Antonio, Texas, donated \$10,000 to the Professional Selling Corporate Partners Program account in the McCoy College of Business Administration.
- A corporation in Dallas, Texas, donated \$5,000 to the Musical Theatre Gift account in the College of Fine Arts and Communication.
- An alumni couple in Cypress, Texas, donated \$10,000 to the Men's Golf Non-Membership account in the Department of Athletics.
- An organization in Houston, Texas, donated \$5,750 to the Chemistry Biochemistry SPE Student Chapter account in the College of Science and Engineering.
- A corporation in Austin, Texas, donated \$30,000 to the Athletic Suite Donations account in the Department of Athletics.

The following Gift(s)-In-Kind valued at \$5,000 or more were made to Texas State University.

- No gifts were made.

The following gifts of \$5,000 or more were made payable to the Texas State University Development Foundation. These gifts benefit scholarships, programs, or initiatives at Texas State University.

- A couple in San Marcos, Texas, donated \$8,000 to the Steven A. Beebe and Susan J. Beebe Communication Studies Graduate Research Endowment account in the College of Fine Arts and Communication.
- An individual in Houston, Texas, donated \$7,000 to the Robert (Escy) Escobar Memorial Endowed Scholarship account in the Division of Information Technology.
- An alumni couple in Katy, Texas, donated \$5,000 to the Meuth Family Endowed Scholarship in Football account in the Department of Athletics.
- An alumna and spouse in Glen Rose, Texas, donated \$5,000 to the President's Excellence Fund account in the Office of the President.

- An alumna and spouse in Austin, Texas, donated \$10,000 to the University Star Excellence in Journalism Endowed Scholarship account in the College of Fine Arts and Communication.
- An individual in Temecula, California, donated \$5,000 to the Katrina Holloway Memorial Scholarship account in the Department of Athletics.
- An alumnus in Austin, Texas, donated \$5,000 to the President's Excellence Fund account in the Office of the President.
- A corporation in Austin, Texas, donated \$5,000 to the Vera Fischer Endowed Scholarship account in the College of Fine Arts and Communication.
- A foundation in Temple, Texas, donated \$50,000 to the Callaway Foundation Endowed Presidential Scholarship account in the Division of University Advancement.
- An individual in Austin, Texas, donated \$7,081.98 to the Carolyn Barkley Scholarship in Marketing and Advertising account in the McCoy College of Business Administration.
- A couple in New Braunfels, Texas, donated \$15,500 to the Marshall Littleton Memorial Scholarship account in the College of Applied Arts.
- An alumnus and spouse in Houston, Texas, donated \$31,000 to the KIPP Scholarship Program account in the Office of the Provost and Vice President of Academic Affairs.
- An alumnus and spouse in Missouri City, Texas, donated \$5,000 to the Bailiff Family Endowed Scholarship account in the Department of Athletics.
- A corporation in Fort Worth, Texas, donated \$25,000 to the Griggs/Mounce Strong Women in Science Endowed Scholarship account in the College of Science and Engineering.
- An individual (now deceased) in San Antonio, Texas, donated \$150,000 to the Raetta Bell McDuff Endowed Scholarship account in the College of Health Professions.
- A foundation in Austin, Texas, donated \$100,000 to the RGK Foundation Endowment in Mathworks account in the College of Science and Engineering.

The following gifts of \$5,000 or more were made payable to the Emmett and Miriam McCoy College of Business Administration Development Foundation. These gifts benefit scholarships, programs, or initiatives at the McCoy College of Business Administration at Texas State University.

- An alumni couple in Leakey, Texas, donated \$200,000 to the Jesse and Betty Luxton Endowed Scholarship account in the McCoy College of Business Administration.
- An alumnus and spouse in Stafford, Virginia, donated \$50,000 to the Mark Westerbeck Endowed Graduate Fellowship in Business account in the McCoy College of Business Administration.
- A couple in San Marcos, Texas, donated \$10,000 to the Diane Eure Endowed Scholarship in Accounting account in the McCoy College of Business Administration.
- A couple in San Marcos, Texas, donated \$10,000 to the Jack Eure Scholarship in Marketing and Management account in the McCoy College of Business Administration.

LAMAR INSTITUTE OF TECHNOLOGY

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
10/17/2016	Total Port Arthur Refinery	\$7,500.00	LIT Foundation
12/15/2016	Plum Nearly Ranch	\$5,160.00	LIT Foundation
TOTAL:		<u>\$ 12,660.00</u>	

EXPLANATIONS

\$7,500 was received on October 17, 2016 from Total Port Arthur Refinery. \$5,000 for the benefit of the 2016 LIT Salute to the Real American Heroes event and its endowment which provides scholarships for police, fire, emergency medical services, criminal justice and homeland security programs; and \$2,500 for the benefit of the 2016 LIT Shoot-Out event and its endowment which provides scholarships to students enrolled in all educational programs.

\$5,160 was received on December 15, 2016 from Plum Nearly Ranch for the benefit of the 2017 LIT Shoot-Out event and its endowment which provides scholarships to students enrolled in all educational programs.

Lamar State College-Orange

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
11/9/16	Orange County Board of Realtors	\$35,199.73	Lamar State College-Orange Foundation Scholarship Fund

EXPLANATION

The following gift of \$5,000 or more was made payable to Lamar State College-Orange Foundation.

- Scholarship donation from the Orange County Board of Realtors in the amount of \$35,199.73.

LAMAR STATE COLLEGE-PORT ARTHUR

The following gifts of \$5,000 or more were made payable to Lamar State College-Port Arthur.

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
12/13/2016	Port Arthur Higher Education Foundation	\$50,000	Athletic Department Scholarships
12/14/2016	Golden Pass Pipeline LLC	\$25,000	Industrial Technology Center
12/14/2016	Golden Pass LNG Terminal LLC	\$25,000	Industrial Technology Center
12/27/2016	Sheila Umphrey	\$500,000	Industrial Technology Center
1/13/2017	BASF TOTAL Petrochemicals LLC	\$10,800	Industrial Technology Center
TOTAL		\$610,800	

PORT ARTHUR HIGHER EDUCATION FOUNDATION Benefiting Lamar State College-Port Arthur

The following gifts of \$5,000 or more were made payable to the Port Arthur Higher Education Foundation.

DATE	DONOR	AMOUNT	BENEFICIARY(IES)
10/19/2016	Valero-Port Arthur Refinery	\$25,000	Port Arthur Industrial Group Scholarship
11/4/2016	Chevron Phillips Chemical Company	\$10,400	Port Arthur Industrial Group Scholarship
11/14/2016	Sarah & Morris Albright	\$50,000	Bill Picton Memorial Scholarship
TOTAL		\$85,400	

EXPLANATION

The following gifts of \$5,000 or more were made to Lamar State College-Port Arthur.

Port Arthur Higher Education Foundation gave \$50,000 to Athletic Department Scholarships.

Golden Pass Pipeline LLC gave \$25,000 to the Industrial Technology Center.

Golden Pass LNG Terminal LLC gave \$25,000 to the Industrial Technology Center.

Sheila Umphrey gave \$500,000 for the naming rights for the Industrial Technology Center.

BASF TOTAL Petrochemicals LLC gave \$10,800 to the Industrial Technology Center.

The following gifts of \$5,000 or more were made to the Port Arthur Higher Education Foundation.

Valero-Port Arthur Refinery gave \$25,000 to the Port Arthur Industrial Group Scholarship.

Chevron Phillips Chemical Company gave \$10,400 to the Port Arthur Industrial Group Scholarship.

Sarah and Morris Albright gave \$50,000 to create the Bill Picton Memorial Scholarship.

APPENDIX – ACADEMIC AFFAIRS

Texas State University System Certified Enrollment Report Comparison
Certified Fall 2015 vs. Certified Fall 2016

Table 1. Unduplicated Headcount, SCH, Contact Hours, and FTSE

Institution		Fall 2015	Fall 2016	% Change
Lamar	Headcount	14,494	14,390	-1%
	SCH	128,916	125,609	-3%
	FTSE	9,052	8,790	-3%
Sam Houston	Headcount	20,031	20,477	2%
	SCH	237,629	243,056	2%
	FTSE	16,143	16,496	2%
Sul Ross-Total	Headcount	2,992	3,085	3%
	SCH	27,756	29,116	5%
	FTSE	1,923	2,033	6%
<i>Sul Ross-Rio Grande</i>	<i>Headcount</i>	<i>1,019</i>	<i>1,014</i>	<i>0%</i>
	<i>SCH</i>	<i>7,364</i>	<i>7,598</i>	<i>3%</i>
	<i>FTSE</i>	<i>504</i>	<i>536</i>	<i>6%</i>
<i>Sul Ross Univ.</i>	<i>Headcount</i>	<i>1,973</i>	<i>2,071</i>	<i>5%</i>
	<i>SCH</i>	<i>20,392</i>	<i>21,518</i>	<i>6%</i>
	<i>FTSE</i>	<i>1,418</i>	<i>1,498</i>	<i>6%</i>
Texas State	Headcount	37,979	38,808	2%
	SCH	456,771	468,137	2%
	FTSE	31,039	31,812	2%
Lamar-IT	Headcount	2,846	2,757	-3%
	SCH	28,728	27,720	-4%
	FTSE	1,915	1,848	-4%
	Contact	639,344	627,968	-2%
Lamar-O	Headcount	2,318	2,336	1%
	SCH	21,301	21,240	0%
	FTSE	1,420	1,416	0%
	Contact	427,120	438,912	3%
Lamar-PA	Headcount	1,802	2,051	14%
	SCH	16,605	18,268	10%
	FTSE	1,107	1,218	10%
	Contact	341,184	388,720	14%
Total	Headcount	82,462	83,904	2%
	SCH	917,706	933,146	2%
	FTSE	62,599	63,614	2%
	Contact	1,407,648	1,455,600	3%

Table 2. Continuing Education Unduplicated Headcount, Contact Hours, and FTSE

Institution		Fall 2015	Fall 2016	% Change
Lamar-IT	Headcount	931	891	-4%
	FTSE	146	169	15%
	Contact	43,894	50,664	15%
Lamar-O	Headcount	107	74	-31%
	FTSE	23	6	-74%
	Contact	6,916	1,804	-74%
Lamar-PA	Headcount	1,222	1,866	53%
	FTSE	390	341	-13%
	Contact	116,952	102,278	-13%
Total	Headcount	2,260	2,831	25%
	FTSE	559	516	-8%
	Contact	167,762	154,746	-8%

Texas State University System Certified Enrollment Report
Fall 2016

Table 1. Unduplicated Headcount, SCH, Contact Hours, and FTSE

Institution		Undergrad	Master's	Doctoral- Research	Doctoral Professiona	Post-Bach	Total
Lamar	Headcount	9,177	3,973	311	28	901	14,390
	SCH	103,059	20,756	1,464	330	-	125,609
	FTSE	6,871	1,730	163	28	-	8,790
Sam Houston	Headcount	17,902	2,210	259	-	106	20,477
	SCH	227,615	14,177	1,264	-	-	243,056
	FTSE	15,174	1,181	140	-	-	16,496
Sul Ross-Total	Headcount	2,268	701	-	-	116	3,085
	SCH	23,586	5,530	-	-	-	29,116
	FTSE	1,572	461	-	-	-	2,033
<i>Sul Ross-Rio Grande</i>	<i>Headcount</i>	<i>814</i>	<i>144</i>	<i>-</i>	<i>-</i>	<i>56</i>	<i>1,014</i>
	<i>SCH</i>	<i>5,854</i>	<i>1,744</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>7,598</i>
	<i>FTSE</i>	<i>390</i>	<i>145</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>536</i>
<i>Sul Ross Univ.</i>	<i>Headcount</i>	<i>1,454</i>	<i>557</i>	<i>-</i>	<i>-</i>	<i>60</i>	<i>2,071</i>
	<i>SCH</i>	<i>17,732</i>	<i>3,786</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>21,518</i>
	<i>FTSE</i>	<i>1,182</i>	<i>316</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1,498</i>
Texas State	Headcount	34,244	3,515	363	123	563	38,808
	SCH	435,931	28,408	2,393	1,405	-	468,137
	FTSE	29,062	2,367	266	117	-	31,812
Lamar-IT	Headcount	2,757	-	-	-	-	2,757
	SCH	27,720	-	-	-	-	27,720
	FTSE	1,848	-	-	-	-	1,848
	Contact	627,968	-	-	-	-	627,968
Lamar-O	Headcount	2,336	-	-	-	-	2,336
	SCH	21,240	-	-	-	-	21,240
	FTSE	1,416	-	-	-	-	1,416
	Contact	438,912	-	-	-	-	438,912
Lamar-PA	Headcount	2,051	-	-	-	-	2,051
	SCH	18,268	-	-	-	-	18,268
	FTSE	1,218	-	-	-	-	1,218
	Contact	388,720	-	-	-	-	388,720
Total	Headcount	70,735	10,399	933	151	1,686	83,904
	SCH	857,419	68,871	5,121	1,735	-	933,146
	FTSE	57,161	5,739	569	145	-	63,614
	Contact	1,455,600	-	-	-	-	1,455,600

Table 2. Continuing Education Unduplicated Headcount, Contact Hours, and FTSE

Institution		Undergrad
Lamar-IT	Headcount	891
	FTSE	169
	Contact	50,664
Lamar-O	Headcount	74
	FTSE	6
	Contact	1,804
Lamar-PA	Headcount	1,866
	FTSE	341
	Contact	102,278
Total	Headcount	2,831
	FTSE	516
	Contact	154,746

TSUS Certified Enrollment Report: Universities

Institution: Lamar University
 Term or Semester: Fall 2016
 Submitted by: Dr. Gregory Marsh

Table 1.
 Unduplicated Headcount

Level	Off-Campus Only	On-Campus Only	Both On and Off Campus	Total
Undergraduate	1,997	4,478	2,702	9,177
Post-Bach	784	95	22	901
Master's	2,879	760	334	3,973
Doctoral-Research	161	134	16	311
Doctoral-Professional	-	28	-	28
Total	5,821	5,495	3,074	14,390

Note: Headcount and level should be defined using the same criteria as used for THECB CBM001.

Table 2.
 SCH and Full-Time Student Equivalents

Level	Funded		Total	
	SCH	FTSE	SCH	FTSE
Undergraduate	99,593	6,640	103,059	6,871
Master's	20,765	1,730	20,756	1,730
Doctoral-Research	1,464	163	1,464	163
Doctoral-Professional	330	28	330	28
Total	122,152	8,560	125,609	8,790

Note: SCH and level should be defined using the same criteria as used for the THECB CBM004.

TSUS Certified Enrollment Report: Universities

Institution: Sam Houston State University
 Term or Semester: Fall 2016
 Submitted by: Office of Institutional Effectiveness

Table 1.
 Unduplicated Headcount

Level	Off-Campus Only	On-Campus Only	Both On and Off Campus	Total
Undergraduate	15	17,668	219	17,902
Post-Bach	-	105	1	106
Master's	18	2,188	4	2,210
Doctoral-Research	-	259	-	259
Doctoral-Professional	-	-	-	-
Total	33	20,220	224	20,477

Note: Headcount and level should be defined using the same criteria as used for THECB CBM001.

Table 2.
 SCH and Full-Time Student Equivalents

Level	Funded		Total	
	SCH	FTSE	SCH	FTSE
Undergraduate	224,944	14,996	227,615	15,174
Master's	14,177	1,181	14,177	1,181
Doctoral-Research	1,264	140	1,264	140
Doctoral-Professional	-	-	-	-
Total	240,385	16,318	243,056	16,496

Note: SCH and level should be defined using the same criteria as used for the THECB CBM004.

TSUS Certified Enrollment Report: Universities

Institution: Sul Ross State University - Rio Grande College
 Term or Semester: Fall 2016
 Submitted by: Dr. Claudia Wright

Table 1.
 Unduplicated Headcount

Level	Off-Campus Only	On-Campus Only	Both On and Off Campus	Total
Undergraduate	-	814	-	814
Post-Bach	-	56	-	56
Master's	-	144	-	144
Doctoral-Research	-	-	-	-
Doctoral-Professional	-	-	-	-
Total	-	1,014	-	1,014

Note: Headcount and level should be defined using the same criteria as used for THECB CBM001.

Table 2.
 SCH and Full-Time Student Equivalents

Level	Funded		Total	
	SCH	FTSE	SCH	FTSE
Undergraduate	5,476	365	5,854	390
Master's	1,744	145	1,744	145
Doctoral-Research	-	-	-	-
Doctoral-Professional	-	-	-	-
Total	7,220	510	7,598	536

Note: SCH and level should be defined using the same criteria as used for the THECB CBM004.

TSUS Certified Enrollment Report: Universities

Institution: Sul Ross State University - Alpine
 Term or Semester: Fall 2016
 Submitted by: Pamela Pipes

Table 1.
 Unduplicated Headcount

Level	Off-Campus Only	On-Campus Only	Both On- and Off Campus	Total
Undergraduate	130	1,304	20	1,454
Post-Bach	-	60	-	60
Master's	-	557	-	557
Doctoral-Research	-	-	-	-
Doctoral-Professional	-	-	-	-
Total	130	1,921	20	2,071

Note: Headcount and level should be defined using the same criteria as used for THECB CBM001.

Table 2.
 SCH and Full-Time Student Equivalents

Level	Funded		Total	
	SCH	FTSE	SCH	FTSE
Undergraduate	17,337	1,156	17,732	1,182
Master's	3,786	316	3,786	316
Doctoral-Research	-	-	-	-
Doctoral-Professional	-	-	-	-
Total	21,123	1,471	21,518	1,498

Note: SCH and level should be defined using the same criteria as used for the THECB CBM004.

TSUS Certified Enrollment Report: Universities

Institution: Texas State University
 Term or Semester: Fall 2016
 Submitted by: Office of Institutional Research

Table 1.
 Unduplicated Headcount

Level	Off-Campus Only	On-Campus Only	Both On and Off Campus	Total
Undergraduate	1,635	26,975	5,634	34,244
Post-Bach	117	388	58	563
Master's	832	2,014	669	3,515
Doctoral-Research	-	355	8	363
Doctoral-Professional	-	123	-	123
Total	2,584	29,855	6,369	38,808

Note: Headcount and level should be defined using the same criteria as used for THECB CBM001.

Table 2.
 SCH and Full-Time Student Equivalents

Level	Funded		Total	
	SCH	FTSE	SCH	FTSE
Undergraduate	425,169	28,345	435,931	29,062
Master's	28,408	2,367	28,408	2,367
Doctoral-Research	2,393	266	2,393	266
Doctoral-Professional	1,405	117	1,405	117
Total	457,375	31,095	468,137	31,812

Note: SCH and level should be defined using the same criteria as used for the THECB CBM004.

TSUS Certified Enrollment Report: State/Technical Colleges

Institution: Lamar Institute of Technology
 Term or Semester: Fall 2016
 Submitted by: David Mosley

Table 1.
 Unduplicated Headcount, Contact Hours, Full-Time Student Equivalent, and SCH

Level	Headcount	Contact Hours			Credit Hours			FTSE
		Funded	Unfunded	Total	Funded	Unfunded	Total	
Undergraduate	2,757	624,800	3,168	627,968	27,537	183	27,720	1,848

Note: Measures should be defined using the same criteria as used for THECB CBM001/CBM004

Table 2.
 Continuing Education Unduplicated Headcount, Contact Hours, and Full-Time Student Equivalent,

Term	Headcount	Contact Hours	FTSE
Previous Term	1,885	75,847	253
Current Term	891	50,664	169

Note: Measures should be defined using the same criteria as used for the THECB CBM00A.

TSUS Certified Enrollment Report: State/Technical Colleges

Institution: Lamar State College - Orange
 Term or Semester: Fall 2016
 Submitted by: Hunter Keeney

Table 1.
 Unduplicated Headcount, Contact Hours, Full-Time Student Equivalent, and SCH

Level	Headcount	Contact Hours			Credit Hours			FTSE
		Funded	Unfunded	Total	Funded	Unfunded	Total	
Undergraduate	2,336	435,024	3,888	438,912	21,016	224	21,240	1,416

Note: Measures should be defined using the same criteria as used for THECB CBM001/CBM004

Table 2.
 Continuing Education Unduplicated Headcount, Contact Hours, and Full-Time Student Equivalent,

Term	Headcount	Contact Hours	FTSE
Previous Term	124	2,789	9
Current Term	74	1,804	6

Note: Measures should be defined using the same criteria as used for the THECB CBM00A.

TSUS Certified Enrollment Report: State/Technical Colleges

Institution: Lamar State College-Port Arthur
 Term or Semester: Fall 2016
 Submitted by: Petra Uzoruo

Table 1.
 Unduplicated Headcount, Contact Hours, Full-Time Student Equivalent, and SCH

Level	Headcount	Contact Hours			Credit Hours			FTSE
		Funded	Unfunded	Total	Funded	Unfunded	Total	
Undergraduate	2,051	384,944	3,776	388,720	18,076	192	18,268	1,218

Note: Measures should be defined using the same criteria as used for THECB CBM001/CBM004

Table 2.
 Continuing Education Unduplicated Headcount, Contact Hours, and Full-Time Student Equivalent,

Term	Headcount	Contact Hours	FTSE
Previous Term	2,066	147,638	492
Current Term	1,866	102,278	341

Note: Measures should be defined using the same criteria as used for the THECB CBM00A.

APPENDIX – FINANCE AND AUDIT

Texas State University System
Request for Tuition or Fee Change

1 **Institution** Lamar University **Effective Date** Fall 2017

2 **Type of Revenue** Meal Plan Rate-Combined
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	_____	_____	_____	_____	_____	_____
Spring	_____	_____	_____	_____	_____	_____
Summer I	_____	_____	_____	_____	_____	_____
Summer II	_____	_____	_____	_____	_____	_____
Total for Fiscal Year						_____

6 **(Indicate how your institution plans to apply the revenue change to your annual budget)**

Cost of Goods Sold	\$	39,884
Salaries and Wages		_____
Payroll Related Costs (e.g., Benefits)		_____
Professional Fees and Services	\$	9,971
Travel		_____
Materials and Supplies	\$	29,913
Communications and Utilities	\$	19,942
Repairs and Maintenance	\$	99,710
Rentals and Leases		_____
Printing and Reproduction		_____
Debt Service or Interest Expense		_____
Scholarships		_____
Other _____		_____
Other _____		_____
Total for Fiscal Year		\$ 199,420

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 **Student Election & Hearing**

Designated Tuition: Date of Hearing	N/A			
Fees: Date of Last Election (if required)	_____	Outcome	_____	(For / Against)

9 **Residence Hall Occupancy**

Capacity (# of Beds Available)	_____
Occupancy (Avg % for FY 2016)	_____

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Lamar University **Effective Date** Fall 2017

2 **Type of Revenue** Meal Plan D-All Access
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 1,550	\$ 1,600	3.23%	Meal Plan	421	\$ 21,050
Spring	\$ 1,550	\$ 1,600	3.23%	Meal Plan	421	\$ 21,050
Summer I	_____	_____	_____	_____	_____	_____
Summer II	_____	_____	_____	_____	_____	_____
Total for Fiscal Year						\$ 42,100

6 (Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ -

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	_____
Designated Fund	_____
Auxiliary Fund	_____

8 **Student Election & Hearing**

Designated Tuition: Date of Hearing	_____			
Fees: Date of Last Election (if required)	_____	Outcome	_____	(For / Against)

9 **Residence Hall Occupancy**

Capacity (# of Beds Available)	_____
Occupancy (Avg % for FY 2016)	_____

10 **Meal Plan**

	All Access
# of Meals per Plan for Fall Semester	Unlimited
Declining Dollar Option	\$ 125

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Meal Plan C-14 Meal/Week
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

	(A)	(B)	(C)	(D)	(E)	(F)
5 Details	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 1,425	\$ 1,470	3.16%	Meal Plan	213	\$ 9,585
Spring	\$ 1,425	\$ 1,470	3.16%	Meal Plan	213	\$ 9,585
Summer I	n/a					
Summer II	n/a					
Total for Fiscal Year						\$ 19,170

6 (Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing			
Fees: Date of Last Election (if required)	N/A	Outcome	
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plan

	Plan C-14 meals per week
# of Meals per Plan for Fall Semester	243
Declining Dollar Option	\$ 150

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Meal Plan B-10 Meal/Week
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	\$ 1,425	\$ 1,470	3.16%	Meal Plan	417	\$ 18,765
Spring	\$ 1,425	\$ 1,470	3.16%	Meal Plan	417	\$ 18,765
Summer I						
Summer II						
Total for Fiscal Year						\$ 37,530

6 (Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing				
Fees: Date of Last Election (if required)		Outcome		(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plan

	10 Meal/Week
# of Meals per Plan for Fall Semester	173
Declining Dollar Option	\$ 350

Texas State University System
Request for Tuition or Fee Change

1 **Institution** Lamar University **Effective Date** Fall 2017

2 **Type of Revenue** Meal Plan A-90 Block Meal
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

	(A)	(B)	(C)	(D)	(E)	(F)
Details	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 1,315	\$ 1,355	3.04%	Meal Plan	1,119	\$ 44,760
Spring	\$ 1,315	\$ 1,355	3.04%	Meal Plan	1,119	\$ 44,760
Summer I	N/A					
Summer II						
Total for Fiscal Year						\$ 89,520

6 **(Indicate how your institution plans to apply the revenue change to your annual budget)**

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ -

7 **Fiscal Year-End Fund Balance**

	2016	
Education and General Fund		
Designated Fund		
Auxiliary Fund		

8 **Student Election & Hearing**

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 **Residence Hall Occupancy**

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 **Meal Plan**

	90 Block Meal	
# of Meals per Plan for Fall Semester		90
Declining Dollar Option		\$ 450

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Meal Plan F-50 Meals Summer
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall						
Spring						
Summer I	\$ 459	\$ 475	3.49%	Meal Plan	300	\$ 4,800
Summer II	\$ 459	\$ 475	3.49%	Meal Plan	300	\$ 4,800
Total for Fiscal Year						\$ 9,600

6 (Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing				
Fees: Date of Last Election (if required)				Outcome (For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plan

	Summer*
# of Meals per Plan for Fall Semester	50
Declining Dollar Option	\$ 100

**Texas State University System
Request for Tuition or Fee Change**

1 Institution Lamar University **Effective Date** Fall 2017

2 Type of Revenue Meal Plan E-Commuter 50 Meals
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Lamar University's future growth requires a strong food service program to meet the growing demands of the campus community. The proposed increases are based on the impact of increasing cost of goods, average annual employee wage increase, and other operating expenses.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
The proposed increases are a reflection of student's expectations to provide a strong Food-Service program. Meal plans are the foundation of the Dining program. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers.

	(A)	(B)	(C)	(D)	(E)	(F)
5 Details	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 560	\$ 575	2.68%	Meal Plan	50	\$ 750
Spring	\$ 560	\$ 575	2.68%	Meal Plan	50	\$ 750
Summer I	N/A					
Summer II						
Total for Fiscal Year						\$ 1,500.00

6 (Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing					
Fees: Date of Last Election (if required)				Outcome	
					(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plan

	Commuter
# of Meals per Plan for Fall Semester	50
Declining Dollar Option	\$ 200

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Cardinal Village Residence Hall Rent-Combined
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The requested additional lease rates allows the university to compete with off-campus housing for students and ultimately afford the current long-range and renovation goals. The average increase is approximately equivalent to the CPI of 3.6%.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Several capital improvement projects have been postponed. Residence Life has also combined service contracts with other on-campus departments to reduce expenses.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students)</i>	<i>Revenue from Proposed Change Cols ((B)-(A))</i>
Fall	_____	_____	_____	_____	_____	_____
Spring	_____	_____	_____	_____	_____	_____
Summer I	_____	_____	_____	_____	_____	_____
Summer II	_____	_____	_____	_____	_____	_____
Total for Fiscal Year						<u>\$ 453,930</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	22,697	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	68,090	
Communications and Utilities	90,786	
Repairs and Maintenance	158,876	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	45,393	
Other ___ Furniture	68,090	
Other _____	_____	
Total for Fiscal Year		<u>\$ 453,930</u>

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 Student Election & Hearing
Designated Tuition: Date of Hearing N/A
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	2,500
Occupancy (Avg % for FY 2016)	89.90%

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Cardinal Village Residence Hall Rent-Married
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The requested additional lease rates allows the university to compete with off-campus housing for students and ultimately afford the current long-range and renovation goals. The average increase is approximately equivalent to the CPI of 3.6%.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Several capital improvement projects have been postponed. Residence Life has also combined service contracts with other on-campus departments to reduce expenses.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Units (SCH, Students.</i>	<i>Revenue from Proposed Change Cols ((B)-(A))</i>
Married						
Fall	4,010	4,095	2.12%	per unit	9	765
Spring	4,010	4,095	2.12%	per unit	9	765
Summer I	890	920	3.37%	per unit	9	270
Summer II	890	920	3.37%	per unit	9	270
Total for Fiscal Year						\$ 2,070

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other ___ Furniture	
Other _____	
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 Student Election & Hearing

Designated Tuition: Date of Hearing	N/A		
Fees: Date of Last Election (if required)		Outcome	
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Cardinal Village Residence Hall Rent-Single, 2-Person Suite
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The requested additional lease rates allows the university to compete with off-campus housing for students and ultimately afford the current long-range and renovation goals. The average increase is approximately equivalent to the CPI of 3.6%.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Several capital improvement projects have been postponed. Residence Life has also combined service contracts with other on-campus departments to reduce expenses.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A) x Col E)</i>
Single 2 person						
Fall	2,675	2,770	3.55%	per student	2,170	206,150
Spring	2,675	2,770	3.55%	per student	2,170	206,150
Summer I	595	615	3.36%	per student	667	13,340
Summer II	595	615	3.36%	per student	667	13,340
Total for Fiscal Year						\$ 438,980

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other ___ Furniture	
Other _____	
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 Student Election & Hearing
Designated Tuition: Date of Hearing N/A
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Cardinal Village Residence Hall Rent-Single, 3-Person Suite
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The requested additional lease rates allows the university to compete with off-campus housing for students and ultimately afford the current long-range and renovation goals. The average increase is approximately equivalent to the CPI of 3.6%.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Several capital improvement projects have been postponed. Residence Life has also combined service contracts with other on-campus departments to reduce expenses.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students.</i>	<i>Revenue from Proposed Change Cols ((B)-(A))</i>
Single 3 Person						
Fall	2,400	2,490	3.75%	per student	23	2,070
Spring	2,400	2,490	3.75%	per student	23	2,070
Summer I	535	555	3.74%	per student	23	460
Summer II	535	555	3.74%	per student	23	460
Total for Fiscal Year						\$ 5,060

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

- Cost of Goods Sold _____
- Salaries and Wages _____
- Payroll Related Costs (e.g., Benefits) _____
- Professional Fees and Services _____
- Travel _____
- Materials and Supplies _____
- Communications and Utilities _____
- Repairs and Maintenance _____
- Rentals and Leases _____
- Printing and Reproduction _____
- Debt Service or Interest Expense _____
- Scholarships _____
- Other ___ Furniture _____
- Other _____

Total for Fiscal Year \$ -

7 Fiscal Year-End Fund Balance	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 Student Election & Hearing
Designated Tuition: Date of Hearing N/A
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

Texas State University System
Request for Tuition or Fee Change

1 Institution Lamar University Effective Date Fall 2017

2 Type of Revenue Cardinal Village Residence Hall Rent-Double, 3-Person Suite
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The requested additional lease rates allows the university to compete with off-campus housing for students and ultimately afford the current long-range and renovation goals. The average increase is approximately equivalent to the CPI of 3.6%.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Several capital improvement projects have been postponed. Residence Life has also combined service contracts with other on-campus departments to reduce expenses.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students)	Revenue from Proposed Change Cols ((B)-(A))
Double 3 person						
Fall	1,800	1,870	3.89%	per student	46	3,220
Spring	1,800	1,870	3.89%	per student	46	3,220
Summer I	400	415	3.75%	per student	46	690
Summer II	400	415	3.75%	per student	46	690
Total for Fiscal Year						\$ 7,820

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other ___ Furniture	_____	
Other _____	_____	
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance	2016
Education and General Fund	\$ (3,607)
Designated Fund	\$ 43,617,903
Auxiliary Fund	\$ 4,699,826

8 Student Election & Hearing
Designated Tuition: Date of Hearing N/A
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Combined Meal Plan Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Increased cost due to opening of new Dining Facility without an increase in Revenue

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall						
Spring						
Summer I						
Summer II						
Total for Fiscal Year						\$ 265,540.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	\$ 209,548.23	
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies	\$ 22,426.24	
Communications and Utilities		
Repairs and Maintenance	\$ 33,565.53	
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ 265,540.00

7 Fiscal Year-End Fund Balance

	2015
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing

Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)

Occupancy (Avg % for FY 2015)

Request for Tuition or Fee Change.xlsx

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** 15 Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
Increased cost due to opening of new Dining Facility without an increase in Revenue

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	1,810.00	1,855.00	2.49%	Per Student	1045	\$ 47,025.00
Spring	1,810.00	1,855.00	2.49%	Per Student	834	\$ 37,530.00
Total for Fiscal Year						\$ 84,555.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ 84,555.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 **Student Election & Hearing**
 Designated Tuition: Date of Hearing
 Fees: Date of Last Election (if required) Outcome
(For / Against)

9 **Residence Hall Occupancy**
 Capacity (# of Beds Available)
 Occupancy (Avg % for FY 2016)

10 **Meal Plan**

	Plan A
# of Meals per Plan for Fall Semester	1,045
Declining Dollar Option	\$ 225

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** 20 Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
Increased cost due to opening of new Dining Facility without an increase in Revenue

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	1,840.00	1,885.00	2.45%	Per Student	212	\$ 9,540.00
Spring	1,840.00	1,885.00	2.45%	Per Student	109	\$ 4,905.00
Total for Fiscal Year						\$ 14,445.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ 14,445.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 **Student Election & Hearing**
 Designated Tuition: Date of Hearing
 Fees: Date of Last Election (if required) **Outcome**
(For / Against)

9 **Residence Hall Occupancy**
 Capacity (# of Beds Available)
 Occupancy (Avg % for FY 2016)

10 **Meal Plan**

	Plan A
# of Meals per Plan for Fall Semester	212
Declining Dollar Option	\$ 175

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** All Access Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
Increased cost due to opening of new Dining Facility without an increase in Revenue.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	1930	1970	2.07%	Per Student	1654	\$ 66,160.00
Spring	1930	1970	2.07%	Per Student	1390	\$ 55,600.00
Total for Fiscal Year						\$ 121,760.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ 121,760.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 **Student Election & Hearing**
 Designated Tuition: Date of Hearing
 Fees: Date of Last Election (if required) Outcome
(For / Against)

9 **Residence Hall Occupancy**
 Capacity (# of Beds Available)
 Occupancy (Avg % for FY 2016)

10 **Meal Plan**

	Plan A
# of Meals per Plan for Fall Semester	400
Declining Dollar Option	\$ 125

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** 30 Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
Increased cost due to opening of new Dining Facility without an increase in Revenue

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	535.00	555.00	3.74%	Per Student	518	\$ 10,360.00
Spring	535.00	555.00	3.74%	Per Student	518	\$ 10,360.00
Total for Fiscal Year						\$ 20,720.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other _____		
Other _____		
Total for Fiscal Year		\$ 20,720.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 **Student Election & Hearing**
 Designated Tuition: Date of Hearing
 Fees: Date of Last Election (if required) Outcome
(For / Against)

9 **Residence Hall Occupancy**
 Capacity (# of Beds Available)
 Occupancy (Avg % for FY 2016)

10 **Meal Plan**

	Plan A
# of Meals per Plan for Fall Semester	30
Declining Dollar Option	\$ 300

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	765.00	795.00	3.92%	Per Student	281	\$ 8,430.00
Spring	765.00	795.00	3.92%	Per Student	281	\$ 8,430.00
Total for Fiscal Year						<u>\$ 16,860.00</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	<u>\$ 16,860.00</u>

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan

	Plan A
# of Meals per Plan for Fall Semester	60
Declining Dollar Option	\$ 300

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** 90 Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** The proposed overall increase of 2.86%, is based on the impact of increasing cost of goods, average annual employee wage increase of 2%, plus an increase to minimum starting wage and other operating expenses. The structure, pricing and programs are designed to ensure the right mix of plans, improve the value and satisfaction to our customers and are consistent w/ CPI trends for the Food Industry.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
Increased cost due to opening of new Dining Facility without an increase in Revenue

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	1,010.00	1,035.00	2.48%	Per Student	144	\$ 3,600.00
Spring	1,010.00	1,035.00	2.48%	Per Student	144	\$ 3,600.00
Total for Fiscal Year						\$ 7,200.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 7,200.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711
Designated Fund	29,747,245
Auxiliary Fund	8,025,854

8 **Student Election & Hearing**
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) **Outcome**
(For / Against)

9 **Residence Hall Occupancy**
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 **Meal Plan**

	Plan A
# of Meals per Plan for Fall Semester	90
Declining Dollar Option	\$ 300

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A) x Col E
Fall						
Spring						
Summer I						
Summer II						
Total for Fiscal Year						\$ 3,850,230.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	\$ 150,000.00
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	\$ 100,000.00
Repairs and Maintenance	\$ 120,454.00
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	\$ 3,479,776.00
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 3,850,230.00

7 Fiscal Year-End Fund Balance	2016
Education and General Fund	\$ 828,711.00
Designated Fund	\$29,747,245.00
Auxiliary Fund	\$ 8,025,854.00

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy	
Capacity (# of Beds Available)	3758
Occupancy (Avg % for FY 2016)	100.36%

10 Meal Plan
of Meals per Plan for Fall Semester
Declining Dollar Option

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** Residence Hall Rent - All other small houses
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$1,936.00	\$1,996.00	3.10%	Student	345/406	\$ 20,700.00
Spring	\$1,936.00	\$1,996.00	3.10%	Student	345/406	\$ 20,700.00
Total for Fiscal Year						\$ 41,400.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	

\$ 41,400.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 **Student Election & Hearing**

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 **Residence Hall Occupancy**

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Belvin-Buchanan and Elliott Halls
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,128.00	\$2,192.00	3.01%	Student	296/335	\$ 18,944.00
Spring	\$2,128.00	\$2,192.00	3.01%	Student	296/335	\$ 18,944.00
Total for Fiscal Year						\$ 37,888.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ 37,888.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Sam Houston State University **Effective Date** Fall 2017

2 **Type of Revenue** Residence Hall Rent - Estill Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,248.00	\$2,316.00	3.02%	Student	221/251	\$ 15,028.00
Spring	\$2,248.00	\$2,316.00	3.02%	Student	221/251	\$ 15,028.00
Total for Fiscal Year						\$ 30,056.00

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 30,056.00

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 **Student Election & Hearing**

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

9 **Residence Hall Occupancy**

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Jackson-Shaver Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,216.00	\$2,284.00	3.07%	Student	175/198	\$ 11,900.00
Spring	\$2,216.00	\$2,284.00	3.07%	Student	175/198	\$ 11,900.00
Total for Fiscal Year						\$ 23,800.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ 23,800.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Lone Star Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,476.00	\$2,552.00	3.07%	Student	288/296	\$ 21,888.00
Spring	\$2,476.00	\$2,552.00	3.07%	Student	288/296	\$ 21,888.00
Total for Fiscal Year						<u>\$ 43,776.00</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		<u>\$ 43,776.00</u>

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Raven Village
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,932.00	\$3,020.00	3.00%	Student	384/394	\$ 33,792.00
Spring	\$2,932.00	\$3,020.00	3.00%	Student	384/394	\$ 33,792.00
Total for Fiscal Year						\$ 67,584.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 67,584.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing				
Fees: Date of Last Election (if required)		Outcome		(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Sam Houston Village
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,932.00	\$3,020.00	3.00%	Student	512/528	\$ 45,056.00
Spring	\$2,932.00	\$3,020.00	3.00%	Student	512/528	\$ 45,056.00
Total for Fiscal Year						\$ 90,112.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ 90,112.00

7 Fiscal Year-End Fund Balance

2016	
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - White Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,804.00	\$2,888.00	3.00%	Student	137/144	\$ 11,508.00
Spring	\$2,804.00	\$2,888.00	3.00%	Student	137/144	\$ 11,508.00
Total for Fiscal Year						\$ 23,016.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 23,016.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

**Texas State University System
Request for Tuition or Fee Change**

1 Institution Sam Houston State University **Effective Date** Fall 2017

2 Type of Revenue Residence Hall Rent - New Southside Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	n/a	\$2,400.00	n/a	Student	665/700	\$ 1,596,000.00
Spring	n/a	\$2,400.00	n/a	Student	665/700	\$ 1,596,000.00
Summer I	n/a	\$625.00	n/a	Student	75/700	\$ 46,875.00
Summer II	n/a	\$625.00	n/a	Student	75/700	\$ 46,875.00
Total for Fiscal Year						\$ 3,285,750.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____

Total for Fiscal Year \$ 3,285,750.00

7 Fiscal Year-End Fund Balance **2016**

Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sam Houston State University Effective Date Fall 2017

2 Type of Revenue Residence Hall Rent - Bearkat Village Apartments
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Increased costs of operations due to growing student population and increased renovations and repairs, particularly in our older buildings, have been included in the review of housing costs and this request. Funding is also needed for future planned projects to further enhance student housing.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
We are using more energy-saving materials to maintain our buildings in order to assist the Department of Residence Life in operating more efficiently.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$3,112.00	\$3,204.00	2.96%	Student	472/506	\$ 43,424.00
Spring	\$3,112.00	\$3,204.00	2.96%	Student	472/506	\$ 43,424.00
Summer I	n/a	\$800.00	n/a	Student	75/506	\$ 60,000.00
Summer II	n/a	\$800.00	n/a	Student	75/506	\$ 60,000.00
Total for Fiscal Year						\$ 206,848.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____

Total for Fiscal Year \$ 206,848.00

7 Fiscal Year-End Fund Balance **2016**

Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

Texas State University System
Request for Tuition or Fee Increase

(Submit a separate form for each proposed Tuition or Fee Increase.)

Section

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A) Current Rate	(B) Proposed Rate	(C) % Change	(D) Type of Revenue Unit (SCH, Student, etc.)	(E) Number of Revenue Units (SCH, Students, etc.)	(F) Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summer I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summer II	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total for Fiscal Year						\$ 39,062

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	<input type="text"/>
Salaries and Wages	<input type="text"/>
Payroll Related Costs (e.g., Benefits)	<input type="text"/>
Professional Fees and Services	\$ 31,755
Travel	<input type="text"/>
Materials and Supplies	<input type="text"/>
Communications and Utilities	<input type="text"/>
Repairs and Maintenance	\$ 4,330
Rentals and Leases	<input type="text"/>
Printing and Reproduction	<input type="text"/>
Debt Service or Interest Expense	<input type="text"/>
Scholarships	<input type="text"/>
Other Sales Tax	\$ 2,977
Other	<input type="text"/>
Total for Fiscal Year	\$ 39,062

7 Fiscal Year-End Fund Balances

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

Note: The Auxiliary Fund Balance represents primarily funds from operations which were/will be used for debt service in the following year.

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text"/>
Occupancy (Avg % for FY 2016)	<input type="text"/>

10 Meal Plan

# of Meals per Plan for Fall Semester	<input type="text"/>
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Increase

(Submit a separate form for each proposed Tuition or Fee Increase.)

Section

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Meal Plan - 7 Day/20 Meals with \$120 Lobo Bucks
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU contracts with ARAMARK to provide food services to its students. ARAMARK has requested an increase in the rate for this plan from \$1,531 to \$1,565 inclusive of sales tax. This represents an increase of approximately 2.2%. This increase represents the percentage increase in the consumer price index for Food away from home full service meals. ARAMARK has agreed to maintain price increases as low as possible and this added revenue is needed to address the increased cost of providing their service.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
ARAMARK is continuing efforts to hold down the cost of this service while maintaining quality as evidenced by their willingness to hold down their rate increase. ARAMARK has introduced new programs intended to enhance the dining experience for all students and thus add value to the students' overall experience.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	\$1,531	\$1,565	2.22%	Student	207	\$ 7,038
Spring	\$1,531	\$1,565	2.22%	Student	429	\$ 14,586
Summer I	\$553	\$565	2.17%	Student	11	\$ 132
Summer II	\$553	\$565	2.17%	Student	30	\$ 360
Total for Fiscal Year						\$ 22,116

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other Sales Tax _____	
Other _____	
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balances

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

Note: The Auxiliary Fund Balance represents primarily funds from operations which were/will be used for debt service in the following year.

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	314
Declining Dollar Option	\$ 120

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Meal Plan - 7 Day/16 Meals with \$120 Lobo Bucks
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU contracts with ARAMARK to provide food services to its students. ARAMARK has requested an increase in the rate for this plan from \$1,483 to \$1,516 inclusive of sales tax. This represents an increase of approximately 2.2%. This increase represents the percentage increase in the consumer price index for Food away from home full service meals. ARAMARK has agreed to maintain price increases as low as possible and this added revenue is needed to address the increased cost of providing their service.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
ARAMARK is continuing efforts to hold down the cost of this service while maintaining quality as evidenced by their willingness to hold down their rate increase. ARAMARK has introduced new programs intended to enhance the dining experience for all students and thus add value to the students' overall experience.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$1,483	\$1,516	2.23%	Student	338	\$ 11,154
Spring	\$1,483	\$1,516	2.23%	Student	70	\$ 2,310
Summer I	\$532	\$544	2.26%	Student	36	\$ 432
Summer II	\$532	\$544	2.26%	Student	32	\$ 384
Total for Fiscal Year						\$ 14,280

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold		
Salaries and Wages		
Payroll Related Costs (e.g., Benefits)		
Professional Fees and Services		
Travel		
Materials and Supplies		
Communications and Utilities		
Repairs and Maintenance		
Rentals and Leases		
Printing and Reproduction		
Debt Service or Interest Expense		
Scholarships		
Other - Sales Tax		
Other _____		
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing				
Fees: Date of Last Election (if required)		Outcome		
			(For / Against)	

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2015)	

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	254
Declining Dollar Option	\$ 120

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Meal Plan - 200 Meals with \$200 Lobo Bucks
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU contracts with ARAMARK to provide food services to its students. ARAMARK has requested an increase in the rate for this plan from \$1,553 to \$1,587 inclusive of sales tax. This represents an increase of approximately 2.2%. This increase represents the percentage increase in the consumer price index for Food away from home full service meals. ARAMARK has agreed to maintain price increases as low as possible and this added revenue is needed to address the increased cost of providing their service.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
ARAMARK is continuing efforts to hold down the cost of this service while maintaining quality as evidenced by their willingness to hold down their rate increase. ARAMARK has introduced new programs intended to enhance the dining experience for all students and thus add value to the students' overall experience.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	\$1,553	\$1,587	2.19%	Student	65	\$ 2,210
Spring	\$1,553	\$1,587	2.19%	Student	5	\$ 170
Summer I	\$591	\$604	2.20%	Student	3	\$ 39
Summer II	\$591	\$604	2.20%	Student	19	\$ 247
Total for Fiscal Year						\$ 2,666

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other - Sales Tax	
Other _____	
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing					
Fees: Date of Last Election (if required)		Outcome		(For / Against)	

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2015)	

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	200
Declining Dollar Option	\$ 200

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Combined Housing Units FY 2018
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU provides a total of 755 units in residence halls, efficiency apartments, and family apartments. Of these, only Mountainside is not currently operational. The increase requested for all units is approximately 2.9% and reflects the percentage change in the CPI-Housing at School.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
SRSU strives to maintain low deferred maintenance on all of its units in order to keep these costs as low as possible.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols (B)-(A) x Col E</i>
Fall						\$ -
Spring						\$ -
Summer I						\$ -
Summer II						\$ -
Total for Fiscal Year						\$ 94,412

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	\$ 11,500
Payroll Related Costs (e.g., Benefits)	\$ 1,000
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	\$ 11,651
Repairs and Maintenance	\$ 70,261
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other	
Other	
Total for Fiscal Year	\$ 94,412

7 Fiscal Year-End Fund Balance	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available) 703
Occupancy (Avg % for FY 2016) 90%

10 Meal Plan
of Meals per Plan for Fall Semester
Declining Dollar Option (Name)

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Lobo Village - Residence Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU offers residence hall suites in Lobo Village with private bedrooms and shared bathroom and living areas. SRSU is requesting this increase of approximately 3% from \$2,463 per long semester to \$2,534 to offset increased cost of operations and to provide funds to continue to address deferred maintenance. This complex is now 10 years old and with the increased occupancy, maintenance issues must be addressed quickly.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
As the facilities age, maintenance costs increase. We have been focusing on ensuring that deferred maintenance remains low for these facilities by addressing issues as they arise. We have implemented several energy saving measures both with equipment and in procedures to keep utility costs down.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$2,463	\$2,534	2.88%	Student	500	\$ 35,500
Spring	\$2,463	\$2,534	2.88%	Student	410	\$ 29,110
Summer I	\$837	\$861	2.87%	Student	58	\$ 1,392
Summer II	\$837	\$861	2.87%	Student	107	\$ 2,568
Total for Fiscal Year						\$ 68,570

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	
Fees: Date of Last Election (if required)	<input type="text"/>	Outcome <input type="text"/>
		(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	496
Occupancy (Avg % for FY 2016)	91%

10 Meal Plan

# of Meals per Plan for Fall Semester	(Name)
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Fletcher - Residence Hall Double Occupancy

(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU has utilized Fletcher Hall as an overflow facility as well as a lower cost option. 110 double rooms are available in this residence hall. Since this residence hall is one of the older facilities on campus, it requires additional maintenance and upkeep. SRSU is requesting this increase to offset increased cost of operations. This approximate 2.9% increase would allow us to continue to address the increasing cost of maintenance.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase? Additional security cameras were also installed on all floors in an effort to lower damages and thus maintenance costs. This facility is an older building but is popular with the students due to its lower price option.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$1,305	\$1,343	2.91%	Student	100	\$ 3,800
Spring	\$1,305	\$1,343	2.91%	Student	77	\$ 2,926
Summer I	\$427	\$439	2.81%	Student	0	\$ -
Summer II	\$427	\$439	2.81%	Student	0	\$ -
Total for Fiscal Year						\$ 6,726

6 Expenditure Plan

(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	107
Occupancy (Avg % for FY 2016)	85%

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	<input type="text"/>
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Fletcher - Residence Hall Private Occupancy

(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU has utilized Fletcher Hall as an overflow facility as well as a lower cost option. 110 double rooms are available in this residence hall. Students may elect to request private occupancy in this facility at an increased rate. Since this residence hall is one of the older facilities on campus, it requires additional maintenance and upkeep. SRSU is requesting this increase to offset increased cost of operations. This approximate 2.9% increase would allow us to continue to address the increasing cost of maintenance.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase? Additional security cameras were also installed on all floors in an effort to lower damages and thus maintenance costs. This facility is an older building but is popular with the students due to its lower price option.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$1,951	\$2,008	2.92%	Student	0	\$ -
Spring	\$1,951	\$2,008	2.92%	Student	0	\$ -
Summer I	\$641	\$660	2.96%	Student	0	\$ -
Summer II	\$641	\$660	2.96%	Student	0	\$ -
Total for Fiscal Year						\$ -

6 Expenditure Plan

(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	107
Occupancy (Avg % for FY 2016)	85%

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	
Declining Dollar Option	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Mountainside - Residence Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU opened the south wing of the second floor in Mountainside Hall initially as an overflow facility in the Fall 2010 semester to eliminate the need to use hotel rooms when all other housing units were fully occupied. 52 double rooms are available in this facility as needed. Since this residence hall is one of the older facilities on campus, it requires much additional maintenance and upkeep so use of the facility is kept to a minimum. Although not likely to be used much, the private rate for Mountainside Hall would be 150% of the double rate. This increase is requested in order to maintain the proper pricing should the facility be used in the future.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
With the completion of our Campus Infrastructure project and thus the elimination of the Central Boiler system, this facility is no longer on a utility distribution system. Thus utility costs are kept to a minimum.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols (B)-(A) x Col E</i>
Fall	\$1,289	\$1,326	2.87%	Student	0	\$ -
Spring	\$1,289	\$1,326	2.87%	Student	0	\$ -
Summer I	_____	_____	_____	_____	_____	\$ -
Summer II	_____	_____	_____	_____	_____	\$ -
Total for Fiscal Year						\$ -

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing	_____				
Fees: Date of Last Election (if required)	_____	Outcome	_____	(For / Against)	

9 Residence Hall Occupancy

Capacity (# of Beds Available)	52
Occupancy (Avg % for FY 2016)	0%

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	_____
Declining Dollar Option	_____

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Lobo Village - Efficiency Apartment

(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU offers 60 furnished one bedroom efficiency apartments. SRSU is requesting this 2.9% increase from \$585 per month to \$602 per month to offset increased cost of operations and to provide funds to continue to address deferred maintenance.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase? Energy saving measures including range limited thermostats have been implemented. We are making the effort to keep deferred maintenance down as much as possible by addressing issues quickly. These apartments are now 10 years old and have high usage so it is imperative that we continue our maintenance efforts.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$585	\$602	2.91%	Student - month	257	\$ 4,361
Spring	\$585	\$602	2.91%	Student - month	261	\$ 4,437
Summer I	\$585	\$602	2.91%	Student - month	68	\$ 1,148
Summer II	\$585	\$602	2.91%	Student - month	63	\$ 1,071
Total for Fiscal Year						\$ 11,016

6 Expenditure Plan

(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other _____	
Other _____	
Total for Fiscal Year	\$ -

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing				
Fees: Date of Last Election (if required)		Outcome	(For / Against)	

9 Residence Hall Occupancy

Capacity (# of Beds Available)	60
Occupancy (Avg % for FY 2016)	97%

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	
Declining Dollar Option	

Texas State University System
Request for Tuition or Fee Change

1 Institution Sul Ross State University Effective Date Fall 2017 Semester

2 Type of Revenue Lobo Village - Family Apartment
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification SRSU offers 40 furnished two bedroom family apartments. SRSU is requesting this 2.9% increase from \$623 per month to \$641 per month to offset increased cost of operations and to provide funds to continue to address deferred maintenance. We have made a concerted effort to keep deferred maintenance to a minimum in all campus housing operations. These apartments have a history of high use and thus maintenance issues arise frequently.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Energy saving measures including range limited thermostats have been implemented. These apartments are now 10 years old and have high useage so we must continue our efforts to keep deferred maintenance down as much as possible by addressing issues as quickly as we can.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$623	\$641	2.89%	Student - month	171	\$ 3,078
Spring	\$623	\$641	2.89%	Student - month	176	\$ 3,159
Summer I	\$623	\$641	2.89%	Student - month	50	\$ 891
Summer II	\$623	\$641	2.89%	Student - month	54	\$ 972
Total for Fiscal Year						\$ 8,100

6 Expenditure Plan

(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	\$ _____

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text" value="40"/>
Occupancy (Avg % for FY 2016)	<input type="text" value="79%"/>

10 Meal Plan

	(Name)
# of Meals per Plan for Fall Semester	<input type="text"/>
Declining Dollar Option	<input type="text"/>

**Texas State University System
Request for Tuition or Fee Change**

1 **Institution** Texas State University **Effective Date** Fall 2017

2 **Type of Revenue** 150 Block Meal Plan
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 **Justification** Texas State requires a strong food services program to meet the dietary needs of its 6,200 resident diners that reside in traditional campus housing. The proposed increases are based on a 2.18% contractual increase to the dining contractor based on the Consumer Price Index and increased operational cost.

4 **What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?**
The dining plans are priced with the students value first and foremost. The budget was reviewed and reductions in capital expenditures were able to be realized but the increase is still necessary.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ -	# \$ -	3.10%	Per Student	6630	\$ 251,130
Spring	\$ -	# \$ -	3.10%	Per Student	6200	\$ 231,000
Summer I	_____	_____	_____	_____	_____	_____
Summer II	_____	_____	_____	_____	_____	_____
Total for Fiscal Year						<u>\$ 482,130</u>

6 **Expenditure Plan**
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	\$ 438,738.30
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	\$ 43,391.70
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	<u>\$ 482,130</u>

7 **Fiscal Year-End Fund Balance**

	2016
Education and General Fund	\$1,094,634
Designated Fund	\$109,881,346
Auxiliary Fund	\$73,516,512

8 **Student Election & Hearing**
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) **Outcome**
(For / Against)

9 **Residence Hall Occupancy**
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 **Meal Plans**

	Plan A	Plan B	Plan C
# of Meals per Plan for Fall Semester	150	200	250
Declining Dollar Option	\$ 125	\$ 180,912.716	75

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	\$ 1,160 #	\$ 1,196	3.10%	Per Student	3180	\$ 114,480
Spring	\$ 1,160 #	\$ 1,196	3.10%	Per Student	4000	\$ 144,000
Summer I						
Summer II						
Total for Fiscal Year						\$ 258,480

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other _____	
Other _____	
Total for Fiscal Year	

7 Fiscal Year-End Fund Balance 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund Dining Services	

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/> (For / Against)
Fees: Date of Last Election (if required)	<input type="text"/>		

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text"/>
Occupancy (Avg % for FY 2016)	<input type="text"/>

10 Meal Plans

Plan A	
# of Meals per Plan for Fall Semester	150
Declining Dollar Option	\$ 125

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 1,260	# \$ 1,299	3.10%	Per Student	2750	\$ 107,250
Spring	\$ 1,260	# \$ 1,299	3.10%	Per Student	1800	\$ 70,200
Summer I						
Summer II						
Total for Fiscal Year						\$ 177,450

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other _____	
Other _____	
Total for Fiscal Year	

7 Fiscal Year-End Fund Balance 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund Dining Services	

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	
Occupancy (Avg % for FY 2016)	

10 Meal Plans Plan B

# of Meals per Plan for Fall Semester	200
Declining Dollar Option	\$ 100

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	\$ 1,355 #	\$ 1,397	3.10%	Per Student	700	\$ 29,400
Spring	\$ 1,355 #	\$ 1,397	3.10%	Per Student	400	\$ 16,800
Summer I						
Summer II						
Total for Fiscal Year						\$ 46,200

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	
Payroll Related Costs (e.g., Benefits)	
Professional Fees and Services	
Travel	
Materials and Supplies	
Communications and Utilities	
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	
Scholarships	
Other _____	
Other _____	
Total for Fiscal Year	

7 Fiscal Year-End Fund Balance 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/> (For / Against)
Fees: Date of Last Election (if required)	<input type="text"/>		

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text"/>
Occupancy (Avg % for FY 2016)	<input type="text"/>

10 Meal Plans

Plan C	
# of Meals per Plan for Fall Semester	250
Declining Dollar Option	\$ 75

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall - Double					6309	\$ 1,380,053
Spring - Double					6296	\$ 1,378,032
Total for Fiscal Year				@94% Occupancy		\$ 2,758,086

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	
Salaries and Wages	\$ 251,489
Payroll Related Costs (e.g., Benefits)	\$ 105,847
Professional Fees and Services	\$ -
Travel	\$ -
Materials and Supplies	
Communications and Utilities	\$ 278,456
Repairs and Maintenance	
Rentals and Leases	
Printing and Reproduction	
Debt Service or Interest Expense	\$ 1,306,446
Scholarships	
Other - Renovations & Safety	\$ 958,842
Other - Admin. Overhead	\$ 150,142
Other - Property Insurance Adj	\$ (293,136)
Total for Fiscal Year	\$ 2,758,086

7 Fiscal Year-End Fund Balance

	FY 2016
Education and General Fund	\$ 1,094,634
Designated Fund	\$ 109,881,346
Auxiliary Fund	\$ 73,561,512

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

* 96.22% historical occupancy, but plan at 94%

10 Meal Plan
(Name)
of Meals per Plan for Fall Semester
Declining Dollar Option

Texas State University System
Request for Tuition or Fee Change

1 Institution Texas State University Effective Date FY 2018

2 Type of Revenue Residence Hall Rent - Standard Traditional - Community Style- Beretta, Butler, Elliott, Jackson, Lantana, Smith, Sterry
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification The proposed increase to Smith Hall is a technicality that will bring its rate in line with the other Traditional Halls which are receiving no increase for FY 2018. Smith Hall was not included in the Board Order for FY2017 because we believed it would be permanently closed. However, in the months following Board approval of the FY2017 Room Rates, we realized we needed the beds at Smith and decided we would need to open it this year.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?
Rates for the 1,654 residence hall beds in the Traditional category are being held at FY 2017 levels with no increase.

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	2695	2695	0%	Rent	1496	\$ -
Spring	2695	2695	0%	Rent	1495	\$ -
Fall - Smith	2615	2695	3%	Rent	158	\$ 12,640
Spring - Smith	2615	2695	3%	Rent	157	\$ 12,560
Total for Fiscal Year				@100% Occupancy		\$ 25,200

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	_____

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing	
Fees: Date of Last Election (if required)	

Outcome
(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	1654
Occupancy (Avg % for FY 2016)	96.22%

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	
Declining Dollar Option	

Texas State University System
Request for Tuition or Fee Change

1 Institution Texas State University Effective Date FY 2018

2 Type of Revenue Residence Hall Rent - Modified Traditional - Blanco
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - Double	3595	3595	0%	Rent	182	\$ -
Spring - Double	3595	3595	0%	Rent	181	\$ -
Fall - Triple	2725	2807	3%	Rent	252	\$ 20,664
Spring - Triple	2725	2807	3%	Rent	251	\$ 20,582
Fall - Triple Large	2960	3049	3%	Rent	30	\$ 2,670
Spring - Triple Large	2960	3049	3%	Rent	29	\$ 2,581
Total for Fiscal Year					@100% Occupancy	\$ 46,497

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	464
Occupancy (Avg % for FY 2016)	96.22%

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	
Declining Dollar Option	

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - Double	2695	2816	4.50%	Rent	361	\$ 43,681
Spring - Double	2695	2816	4.50%	Rent	360	\$ 43,560
Total for Fiscal Year				@100% Occupancy		<u>\$ 87,241</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	<input type="text"/>
Salaries and Wages	<input type="text"/>
Payroll Related Costs (e.g., Benefits)	<input type="text"/>
Professional Fees and Services	<input type="text"/>
Travel	<input type="text"/>
Materials and Supplies	<input type="text"/>
Communications and Utilities	<input type="text"/>
Repairs and Maintenance	<input type="text"/>
Rentals and Leases	<input type="text"/>
Printing and Reproduction	<input type="text"/>
Debt Service or Interest Expense	<input type="text"/>
Scholarships	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Total for Fiscal Year	<input style="width: 100%;" type="text"/>

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	<input type="text"/>
Designated Fund	<input type="text"/>
Auxiliary Fund	<input type="text"/>

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text" value="361"/>
Occupancy (Avg % for FY 2016)	<input type="text" value="96.22%"/>

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	<input type="text"/>
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - Double	3085	3193	3.50%	Rent	612	\$ 66,096
Spring - Double	3085	3193	3.50%	Rent	611	\$ 65,988
Fall - College Inn	3400	3519	3.50%	Rent	272	\$ 32,368
Spring - College Inn	3400	3519	3.50%	Rent	271	\$ 32,249
Total for Fiscal Year				@100% Occupancy		<u>\$ 196,701</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other _____	_____
Other _____	_____
Total for Fiscal Year	_____

7 Fiscal Year-End Fund Balance

Education and General Fund	<input type="text"/>
Designated Fund	<input type="text"/>
Auxiliary Fund	<input type="text"/>

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text" value="884"/>
Occupancy (Avg % for FY 2016)	<input type="text" value="96.22%"/>

10 Meal Plan

# of Meals per Plan for Fall Semester	<input type="text" value="(Name)"/>
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - Double	3690	3838	4.00%	Rent	1724	\$ 255,152
Spring - Double	3690	3838	4.00%	Rent	1723	\$ 255,004
Total for Fiscal Year				@100% Occupancy		\$ 510,156

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	<input type="text"/>
Salaries and Wages	<input type="text"/>
Payroll Related Costs (e.g., Benefits)	<input type="text"/>
Professional Fees and Services	<input type="text"/>
Travel	<input type="text"/>
Materials and Supplies	<input type="text"/>
Communications and Utilities	<input type="text"/>
Repairs and Maintenance	<input type="text"/>
Rentals and Leases	<input type="text"/>
Printing and Reproduction	<input type="text"/>
Debt Service or Interest Expense	<input type="text"/>
Scholarships	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Total for Fiscal Year	<input type="text"/>

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	<input type="text"/>
Designated Fund	<input type="text"/>
Auxiliary Fund	<input type="text"/>

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input type="text"/>	Outcome	<input type="text"/>
Fees: Date of Last Election (if required)	<input type="text"/>		

(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	<input type="text" value="1724"/>
Occupancy (Avg % for FY 2016)	<input type="text" value="96.22%"/>

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	<input type="text"/>
Declining Dollar Option	<input type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Texas State University Effective Date FY 2018

2 Type of Revenue Residence Hall Rent - Single Bedrooms Only - Arnold, Beretta, Brogdon, New Traditional & Premium Suite - Chautauqua/Gaillardia, Angelina/San Gabriel, Fall Sayers, San Jacinto Hall - all rooms, San Marcos Hall
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification Single Room Rate Pricing Structure - To establish a consistency in how the Single rooms are priced in the Halls, all will now be charged at 125% of the double room rate. The Board has never approved a rate for singles in Arnold or Brogdon which is why no current rate is listed.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - New	4150	4795	15.5%	Rent	864	\$ 557,280
Spring - New	4150	4795	15.5%	Rent	863	\$ 556,635
Fall - Arnold-Std.	N/A	3470	N/A	Rent	113	\$ 392,110
Spring - Arnold Std	N/A	3470	N/A	Rent	112	\$ 392,110
Fall - Brogdon - Reno	N/A	3520	N/A	Rent	7	\$ 3,430
Spring - Brogdon - Reno	N/A	3520	N/A	Rent	6	\$ 2,940
Total for Fiscal Year						@100% Occupancy \$ 1,904,505

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other	_____	
Other	_____	
Total for Fiscal Year		

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	
Designated Fund	
Auxiliary Fund	

8 Student Election & Hearing

Designated Tuition: Date of Hearing		Outcome	
Fees: Date of Last Election (if required)			
			(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	984
Occupancy (Avg % for FY 2016)	96.22%

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	
Declining Dollar Option	

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall - Double	4150	4275	3.00%	Rent	534	\$ 66,750
Spring - Double	4150	4275	3.00%	Rent	533	\$ 66,625
Fall - Single	4750	4893	3.00%	Rent	107	\$ 15,301
Spring - Single	4750	4893	3.00%	Rent	106	\$ 15,158
Total for Fiscal Year @100% Occupancy						\$ 163,834

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other _____	_____	
Other _____	_____	
Total for Fiscal Year		_____

7 Fiscal Year-End Fund Balance FY 2016

Education and General Fund	<input style="width: 80%;" type="text"/>
Designated Fund	<input style="width: 80%;" type="text"/>
Auxiliary Fund	<input style="width: 80%;" type="text"/>

8 Student Election & Hearing

Designated Tuition: Date of Hearing	<input style="width: 80%;" type="text"/>	Outcome	<input style="width: 80%;" type="text"/>
Fees: Date of Last Election (if required)	<input style="width: 80%;" type="text"/>		(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)	641
Occupancy (Avg % for FY 2016)	96.22%

10 Meal Plan (Name)

# of Meals per Plan for Fall Semester	<input style="width: 80%;" type="text"/>
Declining Dollar Option	<input style="width: 80%;" type="text"/>

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

The State Board of Education (SBOE) approved revisions to 19 TAC Chapter 229.9, Fees for Educator Preparation Program Approval and Accountability, at its November 18, 2016, meeting. This revision requires a new \$55 fee for every student who is admitted to an Educator Preparation Certification Program, effective March 17, 2017. This includes students enrolled in both pre-professional and professional certification programs at both the undergraduate and graduate levels.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>% Change</i>	<i>Type of Revenue Unit (SCH, Student, etc.)</i>	<i>Number of Revenue Units (SCH, Students, etc.)</i>	<i>Revenue from Proposed Change Cols ((B)-(A)) x Col E</i>
Fall	NA	\$ 55.00	NA	Student	338	\$ 18,590.00
Spring	NA	\$ 55.00	NA	Student	333	\$ 18,315.00
Summer	NA	\$ 55.00	NA	Student	152	\$ 8,360.00
Total for Fiscal Year						<u>\$ 45,265.00</u>

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other <u>State Board of Education</u>	\$ 45,265.00
Other _____	_____
Total for Fiscal Year	<u>\$ 45,265.00</u>

7 Fiscal Year-End Fund Balance	2016
Education and General Fund	-3,607.24
Designated Fund	43,617,902.88
Auxiliary Fund	4,699,826.24

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan **Plan A**
of Meals per Plan for Fall Semester
Declining Dollar Option

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

The State Board of Education (SBOE) approved revisions to 19 TAC Chapter 229.9, Fees for Educator Preparation Program Approval and Accountability, at its November 18, 2016, meeting. This revision requires a new \$55 fee for every student who is admitted to an Educator Preparation Certification Program, effective March 17, 2017. This includes students enrolled in both pre-professional and professional certification programs at both the undergraduate and graduate levels.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	NA	\$ 55.00	NA	Student	60	\$ 3,300.00
Spring	NA	\$ 55.00	NA	Student	60	\$ 3,300.00
Summer	NA	\$ 55.00	NA	Student	30	\$ 1,650.00
Total for Fiscal Year						<u>\$ 8,250.00</u>

6 Expenditure Plan

(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other <u>State Board of Education</u>	\$ 8,250.00	
Other _____	_____	
Total for Fiscal Year		<u>\$ 8,250.00</u>

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	\$ 1,231,886
Designated Fund	\$ 5,683,164
Auxiliary Fund	\$ 1,775,091

8 Student Election & Hearing

Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy

Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan

of Meals per Plan for Fall Semester
Declining Dollar Option

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

The State Board of Education (SBOE) approved revisions to 19 TAC Chapter 229.9, Fees for Educator Preparation Program Approval and Accountability, at its November 18, 2016, meeting. This revision requires a new \$55 fee for every student who is admitted to an Educator Preparation Certification Program, effective March 17, 2017. This includes students enrolled in both pre-professional and professional certification programs at both the undergraduate and graduate levels.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	NA	\$ 55.00	NA	Student	20	\$ 1,100.00
Spring	NA	\$ 55.00	NA	Student	20	\$ 1,100.00
Summer	NA	\$ 55.00	NA	Student	10	\$ 550.00
Total for Fiscal Year						\$ 2,750.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other <u>State Board of Education</u>	\$ 2,750.00	
Other _____	_____	
Total for Fiscal Year		\$ 2,750.00

7 Fiscal Year-End Fund Balance

	2015
Education and General Fund	\$ 625,284
Designated Fund	\$ 2,501,127
Auxiliary Fund	\$ 864,588

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan
of Meals per Plan for Fall Semester
Declining Dollar Option

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	NA	\$ 55.00	NA	Student	300	\$ 16,500.00
Spring	NA	\$ 55.00	NA	Student	300	\$ 16,500.00
Summer	NA	\$ 55.00	NA	Student	150	\$ 8,250.00
Total for Fiscal Year						\$ 41,250.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____	
Salaries and Wages	_____	
Payroll Related Costs (e.g., Benefits)	_____	
Professional Fees and Services	_____	
Travel	_____	
Materials and Supplies	_____	
Communications and Utilities	_____	
Repairs and Maintenance	_____	
Rentals and Leases	_____	
Printing and Reproduction	_____	
Debt Service or Interest Expense	_____	
Scholarships	_____	
Other <u>State Board of Education</u>	\$ 41,250.00	
Other _____	_____	
Total for Fiscal Year		\$ 41,250.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	828,711.00
Designated Fund	29,747,245.00
Auxiliary Fund	8,025,854.00

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan
of Meals per Plan for Fall Semester
Declining Dollar Option

Texas State University System
Request for Tuition or Fee Change

1 Institution Effective Date

2 Type of Revenue
(Designated Tuition, Student Service Fee, Athletic Fee, Residence Hall Rent, Meal Plan, Laboratory Fee, etc.)

3 Justification

The State Board of Education (SBOE) approved revisions to 19 TAC Chapter 229.9, Fees for Educator Preparation Program Approval and Accountability, at its November 18, 2016, meeting. This revision requires a new \$55 fee for every student who is admitted to an Educator Preparation Certification Program, effective March 17, 2017. This includes students enrolled in both pre-professional and professional certification programs at both the undergraduate and graduate levels.

4 What Cost-Reduction Initiatives did your Institution consider before deciding to request the increase?

5 Details	(A)	(B)	(C)	(D)	(E)	(F)
	Current Rate	Proposed Rate	% Change	Type of Revenue Unit (SCH, Student, etc.)	Number of Revenue Units (SCH, Students, etc.)	Revenue from Proposed Change Cols ((B)-(A)) x Col E
Fall	NA	\$ 55.00	NA	Student	300	\$ 16,500.00
Spring	NA	\$ 55.00	NA	Student	300	\$ 16,500.00
Summer	NA	\$ 55.00	NA	Student	150	\$ 8,250.00
Total for Fiscal Year						\$ 41,250.00

6 Expenditure Plan
(Indicate how your institution plans to apply the revenue change to your annual budget)

Cost of Goods Sold	_____
Salaries and Wages	_____
Payroll Related Costs (e.g., Benefits)	_____
Professional Fees and Services	_____
Travel	_____
Materials and Supplies	_____
Communications and Utilities	_____
Repairs and Maintenance	_____
Rentals and Leases	_____
Printing and Reproduction	_____
Debt Service or Interest Expense	_____
Scholarships	_____
Other <u>State Board of Education</u>	\$ 41,250.00
Other _____	_____
Total for Fiscal Year	\$ 41,250.00

7 Fiscal Year-End Fund Balance

	2016
Education and General Fund	\$ 1,094,634
Designated Fund	\$ 109,881,346
Auxiliary Fund	\$ 73,516,512

8 Student Election & Hearing
Designated Tuition: Date of Hearing
Fees: Date of Last Election (if required) Outcome
(For / Against)

9 Residence Hall Occupancy
Capacity (# of Beds Available)
Occupancy (Avg % for FY 2016)

10 Meal Plan
of Meals per Plan for Fall Semester
Declining Dollar Option

**TWENTY-SECOND SUPPLEMENTAL RESOLUTION TO THE MASTER
RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF BOARD
OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM REVENUE FINANCING
SYSTEM REVENUE BONDS, IN ONE OR MORE SERIES; AND APPROVING AND
AUTHORIZING INSTRUMENTS AND PROCEDURES RELATING THERETO**

Adopted February 16, 2017

**TWENTY-SECOND SUPPLEMENTAL RESOLUTION TO THE MASTER
RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF BOARD
OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM REVENUE FINANCING
SYSTEM REVENUE BONDS, IN ONE OR MORE SERIES; AND APPROVING AND
AUTHORIZING INSTRUMENTS AND PROCEDURES RELATING THERETO**

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TWENTY-SECOND SUPPLEMENTAL RESOLUTION TO THE MASTER RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF BOARD OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM REVENUE FINANCING SYSTEM REVENUE BONDS, IN ONE OR MORE SERIES; AND APPROVING AND AUTHORIZING INSTRUMENTS AND PROCEDURES RELATING THERETO

WHEREAS, on August 13, 1998, the Board of Regents, Texas State University System adopted the "*Master Resolution Establishing The Texas State University System Revenue Financing System*" and on June 19, 2008 the Board adopted a "Resolution Amending the Master Resolution Establishing the Texas State University System Revenue Financing System" (collectively, referred to as the "Master Resolution"); and

WHEREAS, unless otherwise defined herein, capitalized terms used herein shall have the meaning given in the Master Resolution; and

WHEREAS, the Master Resolution establishes the Revenue Financing System and pledges the Pledged Revenues to the payment of Parity Debt to be outstanding under the Master Resolution; and

WHEREAS, the Board has implemented the Revenue Financing System in order to establish a system of financing improvements for Members of the Financing System in a manner consistent with State law; and

WHEREAS, the Board has previously adopted the First through Twenty-First Supplemental Resolutions authorizing Parity Debt, all of which supplement the Master Resolution; and

WHEREAS, the Board has determined that it is in the best interest of the System to proceed with issuing bonds in one or more series to (i) finance the cost of facilities and improvements for Members of the Revenue Financing System, (ii) refund a portion of its long-term Outstanding Parity Debt as described in the definition of Potential Refunded Bonds herein, and (iii) provide permanent financing for facilities and improvements financed with the proceeds of a portion of its then outstanding Commercial Paper Notes (the "Refunded Notes") by refunding such notes; and

WHEREAS, the bonds authorized to be issued in one or more series by this Twenty-Second Supplemental Resolution (the "Twenty-Second Supplement") are to be issued and delivered pursuant to laws of the State of Texas, including Chapters 54 and 55 of the Code, Chapter 1371, Texas Government Code, as amended, and other applicable laws, including Chapter 1207, Texas Government Code, as amended, insofar as it may be required in connection with the refunding of any Refunded Obligations, and constitute Parity Debt pursuant to the Master Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM THAT:

Section 1. DEFINITIONS. In addition to the definitions set forth in the preamble of this Twenty-Second Supplement, the terms used in this Twenty-Second Supplement (except in the FORM OF BOND) and not otherwise defined shall have the meanings given in the Master Resolution or in Exhibit "A" to this Twenty-Second Supplement attached hereto and made a part hereof.

Section 2. AMOUNT, PURPOSE AND DESIGNATION OF THE BONDS. (a) *Amount and Designation.* The Board's bonds each entitled "BOARD OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM REVENUE FINANCING SYSTEM REVENUE BOND," are hereby authorized to be issued in one or more series and delivered in an aggregate maximum principal amount (determined without regard to premium or discount affecting the sale price) of \$993,000,000, with such amount including \$240,000,000 for the refunding of the Refunded Notes. The title of the Bonds shall be designated by the year in which each Series is awarded pursuant to Section 3 below and in the event that another series of bonds is issued by the Board within a calendar year each Series within that year shall have a letter designation following the year. Any Series of Bonds which is issued for the purpose of refunding all or a portion of the Refunded Obligations may include the refunding designation in the title as set forth in the applicable Award Certificate. The authority of the System Representative to execute and deliver an Award Certificate for each Series shall expire at 5:00 p.m. on February 16, 2018, such date being one year from the date of adoption of this Twenty-Second Supplement. Bonds priced on or before February 16, 2018 may close after such date.

(b) *Purpose.* The Bonds of each Series are to be issued for the following purposes: (i) ACQUIRING, PURCHASING, CONSTRUCTING, IMPROVING, RENOVATING, ENLARGING OR EQUIPPING THE PROPERTY, BUILDINGS, STRUCTURES, FACILITIES, ROADS OR RELATED INFRASTRUCTURE FOR THE MEMBERS OF THE REVENUE FINANCING SYSTEM INCLUDING ANY NECESSARY CAPITALIZED INTEREST IN AN AMOUNT NOT TO EXCEED THAT AUTHORIZED BY LAW ALL AS FURTHER PROVIDED IN THE AWARD CERTIFICATE, (ii) REFUNDING THE REFUNDED OBLIGATIONS AND (iii) PAYING THE COSTS OF ISSUANCE OF THE BONDS.

(c) *Refunded Notes.* Each Series of Bonds may be issued under authority of Chapters 1207 and 1371, Texas Government Code, to refund the Refunded Notes. The Refunded Notes are being refunded to convert interim financing into long-term financing, as contemplated by the Board in the operation of the interim financing program provided for in the Eighteenth Supplement. Therefore, the manner in which the refunding of the Refunded Notes is being undertaken by the Board does not make it practicable to make the determinations required by subsection (a) of Section 1207.008, Texas Government Code. The Refunded Notes shall be those outstanding Commercial Paper Notes designated by the System Representative to be refunded and retired with a portion of the proceeds of each Series of the Bonds. The principal amount of the Refunded Notes shall be specifically identified in the Award Certificate.

Section 3. DATE, DENOMINATIONS, NUMBERS, MATURITIES AND TERMS OF BONDS. (a) *Terms of Each Series of Bonds.* The Bonds of each Series shall initially be issued, sold, and delivered hereunder as fully registered bonds, without interest coupons, numbered consecutively from R-1 upward (except the initial Bond of each Series delivered to the Attorney

General of the State of Texas which shall be numbered T-1), payable to the respective initial registered owners thereof, or to the registered assignee or assignees of said bonds or any portion or portions thereof (in each case, the "Registered Owner"), in the denomination of \$5,000 or any integral multiple thereof (an "Authorized Denomination"), each Series maturing not later than March 15, 2057, serially or otherwise on the dates, in the years and in the principal amounts, respectively, dated and be either Taxable Bonds, or Tax-Exempt as provided in Section 4, all as set forth in the Award Certificate of the System Representative.

(b) *Award Certificate.* As authorized by Chapter 1371, Government Code, as amended, the System Representative is hereby authorized, appointed, and designated to act on behalf of the Board in selling and delivering the Bonds of each Series and carrying out the other procedures specified in this Twenty-Second Supplement, including determining and fixing (i) the obligations that comprise the Refunded Obligations, (ii) the date of each Series of the Bonds, (iii) any additional or different designation or title by which each Series of the Bonds shall be known, (iv) the price at which each Series of the Bonds will be sold, (v) the years in which each Series of the Bonds will mature, (vi) the principal amount to mature in each of such years, (vii) the aggregate principal amount of each Series of the Bonds, (viii) whether the Bonds are designated as Tax-Exempt Bonds or Taxable Bonds, (ix) the rate or rates of interest to be borne by each maturity, (x) the interest payment periods, (xi) the dates, price, and terms upon and at which the Bonds shall be subject to redemption prior to maturity at the option of the Board, as well as any mandatory sinking fund redemption provisions, (xii) the amount of capitalized interest, if any, for each Series of Bonds and (xiii) all other matters relating to the issuance, sale, and delivery of each Series of Bonds and the refunding of the Refunded Obligations, all of which shall be specified in a certificate of the System Representative delivered to the Secretary to the Board (the "Award Certificate"); provided that (1) the price to be paid for each Series of the Bonds shall not be less than 90% of the aggregate original principal amount thereof plus accrued interest, if any, thereon from its date to its delivery, (2) Bonds shall be issued to refund all or a portion of the Potential Refunded Bonds only if such refunding, assuming that each Series sold and delivered at the same time constitutes one Series, results in a present value savings on the Annual Debt Service Requirements on the Refunded Bonds, provided further, that in the case of Refunded Bonds being advance refunded more than 90 days prior to their maturity or earlier redemption, the present value savings on the Annual Debt Service Requirements must not be less than an amount equal to 3% of the principal amount of such Refunded Bonds being advance refunded, and (3) each Series of the Bonds shall not bear interest at a rate in excess of the maximum rate allowed by law.

In establishing the aggregate principal amount of a Series of Bonds to be issued to refund Refunded Bonds, the System Representative shall establish an amount, not to exceed the amount authorized in Section 2, sufficient to provide for the refunding of the Refunded Bonds that will result in a reduction in the Annual Debt Service Requirements that otherwise would be payable from the Pledged Revenues with respect to the Refunded Bonds, on a present value basis, provided further, that in establishing the aggregate principal amount of a Series of Bonds to be issued to advance refund Refunded Bonds more than 90 days prior to their maturity or earlier redemption date, the System Representative shall establish an amount, not to exceed the amount authorized in Section 2, sufficient to provide for the advance refunding of such Refunded Bonds that will result in a reduction in the Annual Debt Service Requirements that otherwise would be payable from the Pledged Revenues with respect to the Refunded Bonds, on a present value basis of at least 3%. The amount of savings to be realized from the refunding shall be shown in each Award Certificate.

The Award Certificate of each Series that is issued to refund Refunded Bonds shall also identify the Refunded Bonds being refunded by that Series.

It is further provided, however, that, notwithstanding the foregoing provisions, the Bonds shall not be delivered unless prior to delivery of each Series (i) the Award Certificate has been executed and delivered as required by this Twenty-Second Supplement and (ii) the particular Series of the Bonds have been rated by a nationally recognized rating agency for municipal securities in one of the four highest rating categories for long term obligations, as required by Chapter 1371, Government Code, as amended.

The System Representative is authorized and directed to determine which facilities and improvements will be financed with the proceeds of the Bonds taking into account (i) the scheduled completion dates of the improvements and facilities financed with the proceeds of the Bonds, (ii) the economic projections for each such facility and improvement and the Member on whose campus the facility or improvement is located and (iii) the projected budget impact on the Financing System of such financing. The designation of which improvements or facilities are to be financed or refinanced with the proceeds of the Bonds shall be set forth in the Award Certificate. Before the System Representative may determine that any improvement or facility is to be financed or refinanced with the proceeds of the Bonds, (i) the improvement or facility must have been approved for construction and financing by the Board and (ii) the Board must have made the findings required by Section 5 of the Master Resolution with respect to the Parity Debt to be issued for such improvement or facility.

Each Award Certificate is hereby incorporated in and made a part of this Twenty-Second Supplement.

(c) ***Sale of Each Series of Bonds.*** To achieve advantageous borrowing costs for the Members of the Financing System, each Series of the Bonds shall be sold on a negotiated, placement or competitive basis as determined by the System Representative in the Award Certificate. In determining whether to sell each Series of the Bonds by negotiated, placement or competitive sale, the System Representative shall take into account the financial condition of the State, the System, and the Financing System, any material disclosure issues which might exist at the time, the market conditions expected at the time of the sale, the achievement of the HUB goals of the Board, and any other matters which, in the judgment of the System Representative, might affect the net borrowing costs on each Series of the Bonds.

If the System Representative determines that a Series of the Bonds should be sold at a competitive sale, the System Representative shall cause to be prepared a notice of sale and official statement in such manner as the System Representative deems appropriate, to make the notice of sale and official statement available to those institutions and firms wishing to submit a bid for the Bonds, to receive such bids, and to award the sale of the Bonds to the bidder submitting the best bid in accordance with the provisions of the notice of sale.

If the System Representative determines that a Series of the Bonds should be sold by a negotiated sale or placement, the System Representative shall designate the placement purchaser or the senior managing underwriter for the Bonds and such additional investment banking firms as the System Representative deems appropriate to assure that the Bonds are sold on the most

advantageous terms to the Revenue Financing System. The System Representative, acting for and on behalf of the Board, is authorized to enter into and carry out a Bond Purchase Contract or other agreement for the Bonds to be sold by negotiated sale or placement, with the Underwriter or placement purchaser at such price, with and subject to such terms as determined by the System Representative pursuant to Section 3(b) above. Each Bond Purchase Contract or other agreement shall be substantially in the form and substance previously approved by the Board in connection with the authorization of Parity Debt with such changes as are acceptable to the System Representative, including those covered by Section 18 or Section 21 and any provisions determined to be necessary by the System Representative and Bond Counsel in the event that such Series of Bonds is being sold in a forward delivery transaction, and such determination by the System Representative shall be conclusively evidenced by his or her execution of the Bond Purchase Contract.

(d) ***In General.*** Each Series of the Bonds (i) may and shall be redeemed prior to the respective scheduled maturity dates, (ii) may be assigned and transferred, (iii) may be exchanged for other Bonds, (iv) shall have the characteristics, (v) shall be Tax-Exempt Bonds or Taxable Bonds and (vi) shall be signed and sealed, and the principal of and interest on the Bonds shall be payable, all as provided, and in the manner required or indicated, in the FORM OF BOND set forth in Exhibit "B" to this Twenty-Second Supplement and as determined by the System Representative as provided herein, with such changes and additions as are required to be consistent with the terms and provisions shown in the Award Certificate.

Section 4. INTEREST. Each Series of the Bonds shall bear interest, calculated on the basis of a 360-day year composed of twelve 30-day months, from their date, until maturity or redemption, at the rates set forth in the Award Certificate. Each Series of Bonds shall be designated as Tax-Exempt Bonds or Taxable Bonds as set forth in the Award Certificate. Interest shall be payable to the registered owner of any such Bond in the manner provided and on the dates stated in the FORM OF BOND set forth in this Twenty-Second Supplement and the Award Certificate.

Section 5. REGISTRATION, TRANSFER, AND EXCHANGE; AUTHENTICATION; BOOK-ENTRY-ONLY SYSTEM. (a) ***Paying Agent/Registrar.*** The System Representative is authorized to select a Paying Agent/Registrar for the Bonds. The System Representative is also authorized to enter into and carry out a Paying Agent/Registrar Agreement with the Paying Agent/Registrar with respect to the Bonds in substantially the form previously approved by the Board in connection with the authorization of Parity Debt with such changes as are acceptable to the System Representative.

(b) ***Registration Books.*** The Board shall keep or cause to be kept at the designated corporate trust office of the Paying Agent/Registrar (the "Designated Trust Office") books or records for the registration of the transfer, exchange, and replacement of the Bonds (the "Registration Books"), and the Board hereby appoints the Paying Agent/Registrar as its registrar and transfer agent to keep such books or records and make such registrations of transfers, exchanges, and replacements under such reasonable regulations as the Board and Paying Agent/Registrar may prescribe; and the Paying Agent/Registrar shall make such registrations, transfers, exchanges, and replacements as herein provided. The Paying Agent/Registrar shall obtain and record in the Registration Books the address of the registered owner of each Bond to

which payments with respect to the Bonds shall be mailed, as herein provided; but it shall be the duty of each registered owner to notify the Paying Agent/Registrar in writing of the address to which payments shall be mailed, and such interest payments shall not be mailed unless such notice has been given. The Board shall have the right to inspect the Registration Books at the Designated Trust Office of the Paying Agent/Registrar during regular business hours, but otherwise the Paying Agent/Registrar shall keep the Registration Books confidential and, unless otherwise required by law, shall not permit their inspection by any other entity. A copy of the Registration Books shall be maintained in the State of Texas.

(c) **Ownership of Bonds.** The entity in whose name any Bond shall be registered in the Registration Books at any time shall be deemed and treated as the absolute owner thereof for all purposes of this Twenty-Second Supplement, whether or not such Bond shall be overdue, and, to the extent permitted by law, the Board and the Paying Agent/Registrar shall not be affected by any notice to the contrary; and payment of, or on account of, the principal of, premium, if any, and interest on any such Bond shall be made only to such registered owner. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(d) **Payment of Bonds and Interest.** The Paying Agent/Registrar shall further act as the paying agent for paying the principal of, premium, if any, and interest on the Bonds, all as provided in this Twenty-Second Supplement. The Paying Agent/ Registrar shall keep proper records of all payments made by the Board and the Paying Agent/Registrar with respect to the Bonds.

(e) **Authentication.** The Bonds initially issued and delivered pursuant to this Twenty-Second Supplement shall be authenticated by the Paying Agent/Registrar by execution of the Paying Agent/Registrar's Authentication Certificate unless they have been approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas, and on each substitute Bond issued in exchange for any Bond or Bonds issued under this Twenty-Second Supplement the Paying Agent/Registrar shall execute the PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE (the "Authentication Certificate"). The Authentication Certificate shall be in the form set forth in the FORM OF BOND.

(f) **Transfer, Exchange, or Replacement.** Each Bond issued and delivered pursuant to this Twenty-Second Supplement, to the extent of the unpaid or unredeemed principal amount thereof, may, upon surrender of such Bond at the Designated Trust Office of the Paying Agent/Registrar, together with a written request therefor duly executed by the registered owner or the assignee or assignees thereof, or its or their duly authorized attorneys or representatives, with guarantee of signatures satisfactory to the Paying Agent/Registrar, may, at the option of the registered owner or such assignee or assignees, as appropriate, be exchanged for fully registered bonds, without interest coupons, in the appropriate form prescribed in the FORM OF BOND set forth in this Twenty-Second Supplement, in any Authorized Denomination (subject to the requirement hereinafter stated that each substitute Bond shall be of the same Series and have a single stated maturity date), as requested in writing by such registered owner or such assignee or assignees, in an aggregate principal amount equal to the unpaid or unredeemed principal amount of any Bond or Bonds so surrendered, and payable to the appropriate registered owner, assignee, or assignees, as the case may be. If a portion of any Bond shall be redeemed prior to its scheduled maturity as provided herein, a substitute Bond or Bonds having the same Series designation and maturity date,

bearing interest at the same rate, and payable in the same manner, in Authorized Denominations at the request of the registered owner, and in aggregate principal amount equal to the unredeemed portion thereof, will be issued to the registered owner upon surrender thereof for cancellation. If any Bond or portion thereof is assigned and transferred, each Bond issued in exchange therefor shall have the same Series designation and maturity date and bear interest at the same rate and payable in the same manner as the Bond for which it is being exchanged. Each substitute Bond shall bear a letter and/or number to distinguish it from each other Bond. The Paying Agent/Registrar shall exchange or replace Bonds as provided herein, and each fully registered bond delivered in exchange for or replacement of any Bond or portion thereof as permitted or required by any provision of this Twenty-Second Supplement shall constitute one of the Bonds for all purposes of this Twenty-Second Supplement, and may again be exchanged or replaced. On each substitute Bond issued in exchange for or replacement of any Bond or Bonds issued under this Twenty-Second Supplement there shall be printed an Authentication Certificate, in the form set forth in Exhibit "B" to this Twenty-Second Supplement. An authorized representative of the Paying Agent/Registrar shall, before the delivery of any such Bond, date and manually sign the Authentication Certificate, and, except as provided in (e) above, no such Bond shall be deemed to be issued or outstanding unless the Authentication Certificate is so executed. The Paying Agent/Registrar promptly shall cancel all Bonds surrendered for transfer, exchange, or replacement. No additional orders or resolutions need be passed or adopted by the Board or any other body or person so as to accomplish the foregoing transfer, exchange, or replacement of any Bond or portion thereof, and the Paying Agent/Registrar shall provide for the printing, execution, and delivery of the substitute Bonds in the manner prescribed herein, and said Bonds shall be in typed or printed form as determined by the System Representative. Pursuant to Subchapter D of Chapter 1201, Texas Government Code and particularly Section 1201.063, thereof, the duty of transfer, exchange, or replacement of Bonds as aforesaid is hereby imposed upon the Paying Agent/Registrar, and, upon the execution of the Authentication Certificate, the exchanged or replaced Bond shall be valid, incontestable, and enforceable in the same manner and with the same effect as the Bonds which were originally issued pursuant to this Twenty-Second Supplement. The Board shall pay the Paying Agent/Registrar's standard or customary fees and charges, if any, for transferring, and exchanging any Bond or any portion thereof, but the one requesting any such transfer and exchange shall pay any taxes or governmental charges required to be paid with respect thereto as a condition precedent to the exercise of such privilege. The Paying Agent/Registrar shall not be required to make any such transfer, exchange, or replacement of Bonds or any portion thereof (i) during the period commencing with the close of business on any Record Date and ending with the opening of business on the next following interest payment date, or (ii) with respect to any Bond or portion thereof called for redemption prior to maturity, within 45 days prior to its redemption date. To the extent possible, any new Bond issued in an exchange, replacement, or transfer of a Bond will be delivered to the registered owner or assignee of the registered owner not more than three business days after the receipt of the Bonds to be canceled and the written request as described above.

(g) ***Substitute Paying Agent/Registrar.*** The Board covenants with the registered owners of the Bonds that at all times while the Bonds are outstanding the Board will provide a competent and legally qualified bank, trust company, financial institution, or other agency to act as and perform the services of Paying Agent/Registrar for the Bonds under this Twenty-Second Supplement, and that the Paying Agent/Registrar will be one entity. The Board reserves the right to, and may, at its option, change the Paying Agent/Registrar upon not less than 120 days written

notice to the Paying Agent/Registrar, to be effective not later than 60 days prior to the next principal or interest payment date after such notice. In the event that the entity at any time acting as Paying Agent/Registrar (or its successor by merger, acquisition, or other method) should resign or otherwise cease to act as such, the Board covenants that promptly it will appoint a competent and legally qualified bank, trust company, financial institution, or other agency to act as Paying Agent/Registrar under this Twenty-Second Supplement. Upon any change in the Paying Agent/Registrar, the previous Paying Agent/Registrar promptly shall transfer and deliver the Registration Books (or a copy thereof), along with all other pertinent books and records relating to the Bonds, to the new Paying Agent/Registrar designated and appointed by the Board. Upon any change in the Paying Agent/Registrar, the Board promptly will cause a written notice thereof to be sent by the new Paying Agent/Registrar to each registered owner of the Bonds, by United States mail, first-class postage prepaid, which notice also shall give the address of the new Paying Agent/Registrar. By accepting the position and performing as such, each Paying Agent/Registrar shall be deemed to have agreed to the provisions of this Twenty-Second Supplement, and a certified copy of this Twenty-Second Supplement shall be delivered to each Paying Agent/Registrar.

(h) ***Book-Entry-Only System.*** The Bonds issued in exchange for the Bonds initially issued and delivered to the underwriter shall be issued in the form of a separate single fully registered Bond per Series for each of the maturities thereof registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), and except as provided in subsection (i) hereof, all of the Outstanding Bonds shall be registered in the name of Cede & Co., as nominee of DTC. With respect to Bonds registered in the name of Cede & Co., as nominee of DTC, the Board and the Paying Agent/Registrar shall have no responsibility or obligation to any DTC Participant or to any person on behalf of whom such a DTC Participant holds an interest on the Bonds. Without limiting the immediately preceding sentence, the Board and the Paying Agent/Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a Bondholder, as shown on the Registration Books, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a Bondholder, as shown in the Registration Books of any amount with respect to principal of, premium, if any, or interest on the Bonds. Notwithstanding any other provision of this Twenty-Second Supplement to the contrary but to the extent permitted by law, the Board and the Paying Agent/Registrar shall be entitled to treat and consider the person in whose name each Bond is registered in the Registration Books as the absolute owner of such Bond for the purpose of payment of principal, premium, if any, and interest, with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Paying Agent/Registrar shall pay all principal of, premium, if any, and interest on the Bonds only to or upon the order of the respective owners, as shown in the Registration Books as provided in this Twenty-Second Supplement, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the Board's obligations with respect to payment of principal of, premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than an owner, as shown in the Registration Books, shall receive a Bond certificate evidencing the obligation of the Board to make payments of principal, premium, if any, and interest pursuant to this Twenty-Second Supplement. Upon delivery by DTC

to the Paying Agent/Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., and subject to the provisions in this Twenty-Second Supplement with respect to interest checks being mailed to the registered owner at the close of business on the Record Date, the word "Cede & Co." in this Twenty-Second Supplement shall refer to such new nominee of DTC.

(i) **Successor Securities Depository; Transfers Outside Book-Entry-Only System.** In the event that the Board or the Paying Agent/Registrar determines that DTC is incapable of discharging its responsibilities described herein and in the representation letter of the Board to DTC (as described in Section 23 of this Twenty-Second Supplement) or DTC determines to discontinue providing its services with respect to the Bonds, the Board shall (i) appoint a successor securities depository, qualified to act as such under Section 17A of the Securities and Exchange Act of 1934, as amended, notify DTC and DTC Participants of the appointment of such successor securities depository and transfer one or more separate Bonds to such successor securities depository or (ii) notify DTC and DTC Participants of the availability through DTC of Bonds and transfer one or more separate Bonds to DTC Participants having Bonds credited to their DTC accounts. In such event, the Bonds shall no longer be restricted to being registered in the Registration Books in the name of Cede & Co., as nominee of DTC, but may be registered in the name of the successor securities depository, or its nominee, or in whatever name or names Bondholders transferring or exchanging Bonds shall designate, in accordance with the provisions of this Twenty-Second Supplement.

(j) **Payments to Cede & Co.** Notwithstanding any other provision of this Twenty-Second Supplement to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to principal of, premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the manner provided in the representation letter of the Board to DTC.

(k) **Notice of Redemption and Defeasance.** (i) In addition to the Notice of Redemption set forth in the FORM OF BOND, the System Representative shall give notice of redemption or defeasance to the Paying Agent/Registrar at least 45 days prior to a redemption date in the case of a redemption and on the defeasance date in the case of a defeasance and the Paying Agent/Registrar shall give notice of redemption or of defeasance of Bonds by mail, first-class postage prepaid at least thirty (30) days prior to a redemption date and within thirty (30) days after a defeasance date to each registered securities depository and to any national information service that disseminates such notices. In addition, in the event of a redemption caused by an advance refunding of the Bonds, the Paying Agent/Registrar shall send a second notice of redemption to the registered owners of the Bonds to be redeemed at least thirty (30) days but not more than ninety (90) days prior to the actual redemption date. The Paying Agent/Registrar shall also send a notice of prepayment or redemption to the registered owner of any Bond who has not sent the Bonds in for redemption sixty (60) days after the redemption date.

(ii) Each Notice of Redemption or Defeasance, whether required in the FORM OF BOND or in this Section, shall contain a description of the Bonds to be redeemed or defeased including the complete name of the Bonds, the dated date of the Bonds, the interest rate, the maturity date, the CUSIP numbers and amounts of each maturity called for redemption, the mailing date for the notice, the date of redemption or defeasance, the redemption price, if any, the name of

the Paying Agent/Registrar and the address at which the Bonds may be redeemed or paid, along with any other applicable contact information of the Paying Agent/Registrar.

(iii) All redemption payments made by the Paying Agent/Registrar to the registered owners of the Bonds shall include a CUSIP number relating to each amount paid to such registered owner.

(iv) If at the time of mailing of notice of any optional redemption in connection with a refunding of the Bonds, the Board shall not have deposited with the Paying Agent/Registrar or an eligible financial institution moneys sufficient to redeem all of the Bonds called for redemption, such notice may state that it is conditional in that it is subject to the deposit of the proceeds of refunding bonds with the Paying Agent/Registrar or an eligible financial institution not later than the redemption date, and such notice shall be of no effect unless such moneys are so deposited.

Section 6. FORM OF BOND. The form of the Bonds, including the form of the Authentication Certificate, the form of Assignment and the form of Registration Certificate of the Comptroller of Public Accounts of the State of Texas, with respect to the Bonds initially issued and delivered pursuant to this Twenty-Second Supplement, shall be, respectively, substantially as set forth in Exhibit "B", with such appropriate variations, omissions, or insertions as are permitted or required by this Twenty-Second Supplement and any Award Certificate including specifically information relating to payment dates, the date of the Bonds, redemption provisions and the information to be included in the purpose clause.

Section 7. ESTABLISHMENT OF FINANCING SYSTEM AND ISSUANCE OF PARITY DEBT. By adoption of the Master Resolution, the Board has established the Texas State University System Revenue Financing System for the purpose of providing a financing structure for revenue supported indebtedness of components of the Texas State University System which are from time to time included as Members of the Financing System. The Master Resolution is intended to establish a master plan under which revenue supported debt of the Financing System can be incurred. This Twenty-Second Supplement provides for the authorization, issuance, sale, delivery, form, characteristics, provisions of payment and redemption, and security of the Bonds as Parity Debt. The Master Resolution is incorporated herein by reference and as such made a part hereof for all purposes, except to the extent modified and supplemented hereby, and the Bonds are hereby declared to be Parity Debt under the Master Resolution. As required by Section 5(a) of the Master Resolution, the Board hereby determines that upon the issuance of the Bonds it will have sufficient funds to meet the financial obligations of the Texas State University System, including sufficient Pledged Revenues to satisfy the Annual Debt Service Requirements of the Financing System and to meet all financial obligations of the Board relating to the Financing System and that the Members on whose behalf the Bonds are to be issued possess the financial capacity to satisfy their Direct Obligations after taking the Bonds into account.

Section 8. SECURITY, PAYMENTS AND PERFECTION. The Bonds are special obligations of the Board payable from and secured solely by the Pledged Revenues pursuant to the Master Resolution and this Twenty-Second Supplement. The Pledged Revenues are hereby pledged, subject to the liens securing the Prior Encumbered Obligations, to the payment of the principal of, premium, if any, and interest on the Bonds as the same shall become due and payable.

The Board agrees to pay the principal of, premium, if any, and the interest on the Bonds when due, whether by reason of maturity or redemption.

Chapter 1208, Government Code, applies to the issuance of the Bonds and the pledge of the Pledged Revenues granted by the Board under this Section of this Twenty-Second Supplement, and such pledge is therefore valid, effective and perfected. If Texas law is amended at any time while the Bonds are outstanding and unpaid such that the pledge of Pledged Revenues granted by the Board under this Section of this Twenty-Second Supplement is to be subject to the filing requirements of Chapter 9, Business & Commerce Code, then in order to preserve to the registered owners of the Bonds the perfection of the security interest in said pledge, the Board agrees to take such measures as it determines are reasonable and necessary under Texas law to comply with the applicable provisions of Chapter 9, Business & Commerce Code and enable a filing to perfect the security interest in said pledge to occur.

Section 9. PAYMENTS. (a) Immediately after the delivery of the Bonds, the Board shall deposit any accrued interest received from the sale and delivery of the Bonds to the credit of a special account to be held to pay interest on such Bonds on the first interest payment date.

(b) Semiannually on or before each principal or interest payment date while any of the Bonds are outstanding and unpaid, commencing on the first interest payment date for the Bonds as provided therein, the Board shall make available to the Paying Agent/Registrar, money sufficient to pay such interest on and such principal of the Bonds as will accrue or mature, or be subject to mandatory redemption prior to maturity, on such principal, redemption, or interest payment date. The Paying Agent/Registrar shall cancel all paid Bonds and shall furnish the Board with an appropriate certificate of cancellation.

Section 10. DAMAGED, MUTILATED, LOST, STOLEN, OR DESTROYED BONDS. (a) ***Replacement Bonds.*** In the event any outstanding Bond is damaged, mutilated, lost, stolen, or destroyed, the Paying Agent/Registrar shall cause to be printed, executed, and delivered, a new bond of the same Series, principal amount, maturity, and interest rate, and in the same form, as the damaged, mutilated, lost, stolen, or destroyed Bond, in replacement for such Bond in the manner hereinafter provided.

(b) ***Application for Replacement Bonds.*** Application for replacement of damaged, mutilated, lost, stolen, or destroyed Bonds shall be made to the Paying Agent/Registrar. In every case of loss, theft, or destruction of a Bond, the applicant for a replacement bond shall furnish to the Board and to the Paying Agent/Registrar such security or indemnity as may be required by them to save each of them harmless from any loss or damage with respect thereto. Also, in every case of loss, theft, or destruction of a Bond, the applicant shall furnish to the Board and to the Paying Agent/Registrar evidence to their satisfaction of the loss, theft, or destruction of such Bond, as the case may be. In every case of damage or mutilation of a Bond, the applicant shall surrender to the Paying Agent/Registrar for cancellation the Bond so damaged or mutilated.

(c) ***Payment in Lieu of Replacement.*** Notwithstanding the foregoing provisions of this Section, in the event any such Bond shall have matured, and no default has occurred which is then continuing in the payment of the principal of, redemption premium, if any, or interest on the Bond, the Board may authorize the payment of the same (without surrender thereof except in the case of

a damaged or mutilated Bond) instead of issuing a replacement Bond, provided security or indemnity is furnished as above provided in this Section.

(d) ***Charge for Issuing Replacement Bonds.*** Prior to the issuance of any replacement bond, the Paying Agent/Registrar shall charge the owner of such Bond with all legal, printing, and other expenses in connection therewith including any security or indemnity as may be required by the Board. Every replacement bond issued pursuant to the provisions of this Section by virtue of the fact that any Bond is lost, stolen, or destroyed shall constitute a contractual obligation of the Board whether or not the lost, stolen, or destroyed Bond shall be found at any time, or be enforceable by anyone, and shall be entitled to all the benefits of this Twenty-Second Supplement equally and proportionately with any and all other Bonds duly issued under this Twenty-Second Supplement.

(e) ***Authority for Issuing Replacement Bonds.*** In accordance with Subchapter D of Chapter 1201, Texas Government Code, this Section shall constitute authority for the issuance of any such replacement bond without the necessity of further action by the Board or any other body or person, and the duty of the replacement of such Bonds is hereby authorized and imposed upon the Paying Agent/Registrar, and the Paying Agent/Registrar shall authenticate and deliver such Bonds in the form and manner and with the effect, as provided in Section 5(f) of this Twenty-Second Supplement for Bonds issued in exchange and replacement for other Bonds.

Section 11. AMENDMENT OF SUPPLEMENT. (a) ***Amendments Without Consent.*** This Twenty-Second Supplement and the rights and obligations of the Board and of the owners of the Bonds may be modified or amended at any time without notice to or the consent of any owner of the Bonds or any other Parity Debt, solely for any one or more of the following purposes:

(i) To add to the covenants and agreements of the Board contained in this Twenty-Second Supplement, other covenants and agreements thereafter to be observed, or to surrender any right or power reserved to or conferred upon the Board in this Twenty-Second Supplement;

(ii) To cure any ambiguity or inconsistency, or to cure or correct any defective provisions contained in this Twenty-Second Supplement, upon receipt by the Board of an Opinion of Counsel, that the same is needed for such purpose, and will more clearly express the intent of this Twenty-Second Supplement;

(iii) To supplement the security for the Bonds, replace or provide additional credit facilities, or change the form of the Bonds or make such other changes in the provisions hereof as the Board may deem necessary or desirable and which shall not, in the judgment of the Board, materially adversely affect the interests of the owners of the Outstanding Bonds;

(iv) To make any changes or amendments requested by any bond rating agency then rating or requested to rate the Bonds, as a condition to the issuance or maintenance of a rating, which changes or amendments do not, in the judgment of the Board, materially adversely affect the interests of the owners of the Outstanding Bonds;

(v) To make such changes, modifications or amendments as are permitted by Section 18 (c) (v) of this Twenty-Second Supplement; or

(vi) To make such other changes in the provisions hereof as the Board may deem necessary or desirable and which shall not, in the judgment of the Board, materially adversely affect the interests of the owners of the Outstanding Bonds.

(b) **Amendments With Consent.** Subject to the other provisions of this Twenty-Second Supplement, the owners of Outstanding Bonds aggregating 51% in Outstanding Principal Amount shall have the right from time to time to approve any amendment, other than amendments described in Subsection (a) of this Section, to this Twenty-Second Supplement which may be deemed necessary or desirable by the Board; provided, however, that nothing herein contained shall permit or be construed to permit, without the approval of the owners of all of the Outstanding Bonds, the amendment of the terms and conditions in this Twenty-Second Supplement or in the Bonds so as to:

- (1) Make any change in the maturity of the Outstanding Bonds;
- (2) Reduce the rate of interest borne by the Outstanding Bonds;
- (3) Reduce the amount of the principal payable on the Outstanding Bonds;
- (4) Modify the terms of payment of principal of or interest on the Outstanding Bonds, or impose any conditions with respect to such payment;
- (5) Affect the rights of the owners of less than all Bonds then Outstanding; or
- (6) Change the minimum percentage of the Outstanding Principal Amount of Bonds necessary for consent to such amendment.

(c) **Notice.** (i) If at any time the Board shall desire to amend this Twenty-Second Supplement other than pursuant to (a) above, the Board shall cause notice of the proposed amendment to be published in a financial newspaper or journal of general circulation in The City of New York, New York once during each calendar week for at least two successive calendar weeks. Such notice shall briefly set forth the nature of the proposed amendment and shall state that a copy thereof is on file at the principal office of the Registrar for inspection by all owners of Bonds. Such publication is not required, however, if the Board gives or causes to be given such notice in writing to each owner of Bonds.

(ii) Copies of any modification or amendment to the Master Resolution or this Twenty-Second Supplement shall be sent to Standard & Poor's Ratings Services and Moody's Investors Service, Inc. at least 10 days prior to the effective date thereof.

(d) **Receipt of Consents.** Whenever at any time not less than thirty days, and within one year, from the date of the first publication of said notice or other service of written notice of the proposed amendment the Board shall receive an instrument or instruments executed by all of the owners or the owners of at least 51% in Outstanding Principal Amount of Bonds, as appropriate,

which instrument or instruments shall refer to the proposed amendment described in said notice and which specifically consent to and approve such amendment in substantially the form of the copy thereof on file as aforesaid, the Board may adopt the amendatory resolution in substantially the same form.

(e) ***Effect of Amendments.*** Upon the adoption by the Board of any resolution to amend this Twenty-Second Supplement pursuant to the provisions of this Section, this Twenty-Second Supplement shall be deemed to be amended in accordance with the amendatory resolution, and the respective rights, duties, and obligations of the Board and all the owners of then Outstanding Bonds and all future Bonds shall thereafter be determined, exercised, and enforced under the resolution and this Twenty-Second Supplement, as amended.

(f) ***Consent Irrevocable.*** Any consent given by any owner of Bonds pursuant to the provisions of this Section shall be irrevocable for a period of six months from the date of the first publication or other service of the notice provided for in this Section, and shall be conclusive and binding upon all future owners of the same Bonds during such period. Such consent may be revoked at any time after six months from the date of the first publication of such notice by the owner who gave such consent, or by a successor in title, by filing notice thereof with the Registrar and the Board, but such revocation shall not be effective if the owners of 51% in Outstanding Principal Amount of Bonds, prior to the attempted revocation, consented to and approved the amendment.

(g) ***Ownership.*** For the purpose of this Section, the ownership and other matters relating to all Bonds registered as to ownership shall be determined from the Registration Books kept by the Registrar therefor. The Registrar may conclusively assume that such ownership continues until written notice to the contrary is served upon the Registrar.

(h) ***Insurer Consent.*** Notwithstanding the foregoing provisions of this Section, so long as any Insurer is not in default under its policy, no amendment or supplement to the Master Resolution or this Twenty-Second Supplement may become effective except upon obtaining the prior written consent of any such Insurer, other than a supplement for the issuance of additional debt in accordance with the Master Resolution for which no prior written consent of the Insurer is necessary.

Section 12. COVENANTS REGARDING TAX-EXEMPTION OF INTEREST ON THE TAX-EXEMPT BONDS. (a) ***Covenants.*** The Board covenants to take any action necessary to assure, or refrain from any action which would adversely affect, the treatment of the Tax-Exempt Bonds as obligations described in section 103 of the Internal Revenue Code of 1986, as amended (the "IRS Code"), the interest on which is not includable in the "gross income" of the holder for purposes of federal income taxation. In furtherance thereof, the Board covenants as follows:

(1) to take any action to assure that no more than 10 percent of the proceeds of the Tax-Exempt Bonds or the projects financed or refinanced therewith (less amounts deposited to a reserve fund, if any) are used for any "private business use," as defined in section 141(b)(6) of the IRS Code or, if more than 10 percent of the proceeds of the Tax-Exempt Bonds or the projects financed or refinanced therewith are so used, such amounts,

whether or not received by the Board, with respect to such private business use, do not, under the terms of this Twenty-Second Supplement or any underlying arrangement, directly or indirectly, secure or provide for the payment of more than 10 percent of the debt service on the Tax-Exempt Bonds, in contravention of section 141(b)(2) of the IRS Code;

(2) to take any action to assure that in the event that the "private business use" described in subsection (1) hereof exceeds 5 percent of the proceeds of the Tax-Exempt Bonds or the projects financed or refinanced therewith (less amounts deposited into a reserve fund, if any) then the amount in excess of 5 percent is used for a "private business use" which is "related" and not "disproportionate," within the meaning of section 141(b)(3) of the IRS Code, to the governmental use;

(3) to take any action to assure that no amount which is greater than the lesser of \$5,000,000, or 5 percent of the proceeds of the Tax-Exempt Bonds (less amounts deposited into a reserve fund, if any) is directly or indirectly used to finance loans to persons, other than state or local governmental units, in contravention of section 141(c) of the IRS Code;

(4) to refrain from taking any action which would otherwise result in the Tax-Exempt Bonds being treated as "private activity bonds" within the meaning of section 141(b) of the IRS Code;

(5) to refrain from taking any action that would result in the Tax-Exempt Bonds being "federally guaranteed" within the meaning of section 149(b) of the IRS Code;

(6) to refrain from using any portion of the proceeds of the Tax-Exempt Bonds, directly or indirectly, to acquire or to replace funds which were used, directly or indirectly, to acquire investment property (as defined in section 148(b)(2) of the IRS Code) which produces a materially higher yield over the term of the Tax-Exempt Bonds, other than investment property acquired with:

(A) proceeds of the Tax-Exempt Bonds invested for a reasonable temporary period of 3 years or less (in the case of a refunding bond for an advance refunding, for a period of 30 days or less or in the case of a refunding bond for a current refunding for a period of 90 days or less) until such proceeds are needed for the purpose for which the Tax-Exempt Bonds are issued,

(B) amounts invested in a bona fide debt service fund, within the meaning of section 1.148-1(b) of the Treasury Regulations, and

(C) amounts deposited in any reasonably required reserve or replacement fund to the extent such amounts do not exceed 10 percent of the proceeds of the Tax-Exempt Bonds;

(7) to otherwise restrict the use of the proceeds of the Tax-Exempt Bonds or amounts treated as proceeds of the Tax-Exempt Bonds, as may be necessary, so that the Tax-Exempt Bonds do not otherwise contravene the requirements of section 148 of the IRS

Code (relating to arbitrage) and, to the extent applicable, section 149(d) of the IRS Code (relating to advance refundings); and

(8) to pay to the United States of America at least once during each five-year period (beginning on the date of delivery of the Bonds) an amount that is at least equal to 90 percent of the "Excess Earnings," within the meaning of section 148(f) of the IRS Code and to pay to the United States of America, not later than 60 days after the Tax-Exempt Bonds have been paid in full, 100 percent of the amount then required to be paid as a result of Excess Earnings under section 148(f) of the IRS Code.

(b) **Rebate Fund.** With respect to the Tax-Exempt Bonds, in order to facilitate compliance with the above covenant (8), a "Rebate Fund" is hereby established by the Board for the sole benefit of the United States of America, and such fund shall not be subject to the claim of any other person, including without limitation the bondholders. The Rebate Fund is established for the additional purpose of compliance with section 148 of the IRS Code.

(c) **Proceeds.** With respect to the Tax-Exempt Bonds, the Board understands that the term "proceeds" includes "disposition proceeds" as defined in the Treasury Regulations and, in the case of refunding bonds, transferred proceeds (if any) and proceeds of the Refunded Obligations expended prior to the date of issuance of the Tax-Exempt Bonds. It is the understanding of the Board that the covenants contained herein are intended to assure compliance with the IRS Code and any regulations or rulings promulgated by the U.S. Department of the Treasury pursuant thereto. In the event that regulations or rulings are hereafter promulgated which modify or expand provisions of the IRS Code, as applicable to the Tax-Exempt Bonds, the Board will not be required to comply with any covenant contained herein to the extent that such failure to comply, in the opinion of nationally recognized bond counsel, will not adversely affect the exemption from federal income taxation of interest on the Tax-Exempt Bonds under section 103 of the IRS Code. In the event that regulations or rulings are hereafter promulgated which impose additional requirements which are applicable to the Tax-Exempt Bonds, the Board agrees to comply with the additional requirements to the extent necessary, in the opinion of nationally recognized bond counsel, to preserve the exemption from federal income taxation of interest on the Tax-Exempt Bonds under section 103 of the IRS Code. In furtherance of such intention, the Board hereby authorizes and directs the System Representative to execute any documents, certificates or reports required by the IRS Code and to make such elections, on behalf of the Board, which may be permitted by the IRS Code as are consistent with the purpose for the issuance of the Tax-Exempt Bonds.

(d) **Allocation Of, and Limitation On, Expenditures for the Project.** If the Bonds are issued as Tax-Exempt Bonds, the Board covenants to account for the expenditure of sale proceeds and investment earnings to be used for the purposes described in Section 2 of this Twenty-Second Supplement (the "Project") on its books and records in accordance with the requirements of the IRS Code. The Board recognizes that in order for the proceeds to be considered used for the reimbursement of costs, the proceeds must be allocated to expenditures within 18 months of the later of the date that (1) the expenditure is made, or (2) the Project is completed; but in no event later than three years after the date on which the original expenditure is paid. The foregoing notwithstanding, the Board recognizes that in order for proceeds to be expended under the IRS Code, the sale proceeds or investment earnings must be expended no more than 60 days after the

earlier of (1) the fifth anniversary of the delivery of the Tax-Exempt Bonds, or (2) the date the Tax-Exempt Bonds are retired. The Board agrees to obtain the advice of nationally-recognized bond counsel if such expenditure fails to comply with the foregoing to assure that such expenditure will not adversely affect the tax-exempt status of the Tax-Exempt Bonds. For purposes of this subsection, the Board shall not be obligated to comply with this covenant if it obtains an opinion of nationally-recognized bond counsel to the effect that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

(e) **Disposition of Project.** If the Bonds are issued as Tax-Exempt Bonds, the Board covenants that the property constituting the Project or the projects financed by any Refunded Obligations will not be sold or otherwise disposed in a transaction resulting in the receipt by the Board of cash or other compensation, unless the Board obtains an opinion of nationally-recognized bond counsel substantially to the effect that such sale or other disposition will not adversely affect the tax-exempt status of the Tax-Exempt Bonds. For purposes of this subsection, the portion of the property comprising personal property and disposed of in the ordinary course of business shall not be treated as a transaction resulting in the receipt of cash or other compensation. For purposes of this subsection, the Board shall not be obligated to comply with this covenant if it obtains an opinion of nationally-recognized bond counsel to the effect that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

Section 13. TWENTY-SECOND SUPPLEMENT TO CONSTITUTE A CONTRACT; EQUAL SECURITY. In consideration of the acceptance of the Bonds, the issuance of which is authorized hereunder, by those who shall hold the same from time to time, this Twenty-Second Supplement shall be deemed to be and shall constitute a contract between the Board and the Holders from time to time of the Bonds and the pledge made in this Twenty-Second Supplement by the Board and the covenants and agreements set forth in this Twenty-Second Supplement to be performed by the Board shall be for the equal and proportionate benefit, security, and protection of all Holders, without preference, priority, or distinction as to security or otherwise of any of the Bonds authorized hereunder over any of the others by reason of time of issuance, sale, or maturity thereof or otherwise for any cause whatsoever, except as expressly provided in or permitted by this Twenty-Second Supplement.

Section 14. SEVERABILITY OF INVALID PROVISIONS. If any one or more of the covenants, agreements, or provisions herein contained shall be held contrary to any express provisions of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements, or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements, or provisions and shall in no way affect the validity of any of the other provisions hereof or of the Bonds issued hereunder.

Section 15. PAYMENT AND PERFORMANCE ON BUSINESS DAYS. Except as provided to the contrary in the FORM OF BOND, whenever under the terms of this Twenty-Second Supplement or the Bonds, the performance date of any provision hereof or thereof, including the payment of principal of or interest on the Bonds, shall occur on a day other than a Business Day, then the performance thereof, including the payment of principal of and interest on the Bonds, need not be made on such day but may be performed or paid, as the case may be, on

the next succeeding Business Day with the same force and effect as if made on the date of performance or payment.

Section 16. LIMITATION OF BENEFITS WITH RESPECT TO THE TWENTY-SECOND SUPPLEMENT. With the exception of the rights or benefits herein expressly conferred, nothing expressed or contained herein or implied from the provisions of this Twenty-Second Supplement or the Bonds is intended or should be construed to confer upon or give to any person other than the Board, the Holders, and the Paying Agent/Registrar, any legal or equitable right, remedy, or claim under or by reason of or in respect to this Twenty-Second Supplement or any covenant, condition, stipulation, promise, agreement, or provision herein contained. This Twenty-Second Supplement and all of the covenants, conditions, stipulations, promises, agreements, and provisions hereof are intended to be and shall be for and inure to the sole and exclusive benefit of the Board, the Holders, and the Paying Agent/Registrar as herein and therein provided.

Section 17. CUSTODY, APPROVAL, BOND COUNSEL'S OPINION, CUSIP NUMBERS, PREAMBLE AND INSURANCE. The System Representative is hereby authorized to have control of the Bonds issued hereunder and all necessary records and proceedings pertaining to the Bonds pending their delivery and approval by the Attorney General of the State of Texas. The System Representative is hereby authorized, to the extent deemed necessary or advisable thereby, in the discretion thereof, to request that the Attorney General approve the Bonds as permitted by Chapter 1202, Texas Government Code, in which case the System Representative also is authorized to request the Comptroller of Public Accounts register the Bonds, and to cause an appropriate legend reflecting such approval and registration to appear on the Bonds and the substitute Bonds. The approving legal opinion of the Board's Bond Counsel and the assigned CUSIP numbers may, at the option of the Board, be printed on the Bonds and on any Bonds issued and delivered in exchange or replacement of any Bond, but neither shall have any legal effect, and shall be solely for the convenience and information of the registered owners of the Bonds. The preamble to this Twenty-Second Supplement is hereby adopted and made a part of this Twenty-Second Supplement for all purposes. If insurance is obtained on any of the Bonds, the Bonds shall bear, as appropriate and applicable, a legend concerning insurance as provided by the municipal bond insurance company issuing any such insurance.

Section 18. CONTINUING DISCLOSURE UNDERTAKING. (a) Annual Reports. To the extent that such financial information and operating data is reasonably obtainable under generally acceptable accounting principles applicable to the Board, as modified by the laws of the State of Texas and the rules and regulations of the Comptroller of Public Accounts of the State of Texas, the Board shall provide annually to the MSRB, in an electronic format as prescribed by the MSRB, within six months after the end of each Fiscal Year, financial information and operating data with respect to Board, as determined by the System Representative at the time the Bonds are sold. The Award Certificate shall specify the financial information and operating data to be provided pursuant to this Section. In the event that financial information and operating data of such general type is not reasonably available, financial information and operating data will be provided as prescribed by the applicable accounting principles and the governing laws, rules, and regulations applicable to the Board. The undertaking of the Board contained in the preceding sentence may be modified by the System Representative in the Award Certificate upon advice of counsel. Any financial statements so to be provided shall be (1) prepared in accordance with the

accounting principles described in Exhibit C hereto, as may be modified in the Award Certificate, and (2) audited, if the Board commissions an audit of such statements and the audit is completed within the period during which they must be provided. If audited financial statements are not so provided within the required period, then the Board shall provide unaudited financial statements for the applicable Fiscal Year to the MSRB, in an electronic format as prescribed by the MSRB, and shall file audited financial statements when and if audited financial statements become available. If audited financial statements are not prepared for any Fiscal Year and audited financial statements are prepared with respect to the State of Texas for such Fiscal Year, the Board shall provide, or cause to be provided, the audited financial statements of the State of Texas for the applicable Fiscal Year to the MSRB, in an electronic format as prescribed by the MSRB, within six months after the end of said Fiscal Year or as soon thereafter as such audited financial statements become available from the State Auditor of the State of Texas. Any such audited financial statements of the State of Texas so provided shall be prepared in accordance with generally accepted accounting principles for state governments, as such principles may be changed from time to time to comply with state law.

If the Board changes the Fiscal Year, the Board will notify the MSRB of the change (and of the date of the new Fiscal Year end) prior to the next date by which the Board otherwise would be required to provide financial information and operating data pursuant to this Section.

The financial information and operating data to be provided pursuant to this subsection may be set forth in full in one or more documents or may be included by specific reference to any document that is available to the public on the MSRB's internet web site or filed with the SEC. All documents provided to the MSRB pursuant to this subsection shall be accompanied by identifying information as prescribed by the MSRB.

(b) Certain Event Notices. The Board shall notify the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, of any of the following events with respect to the Bonds:

- A. Principal and interest payment delinquencies;
- B. Non-payment related defaults, if material within the meaning of the federal securities laws;
- C. Unscheduled draws on debt service reserves reflecting financial difficulties;
- D. Unscheduled draws on credit enhancements reflecting financial difficulties;
- E. Substitution of credit or liquidity providers, or their failure to perform;
- F. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701BTEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;

G. Modifications to rights of holders of the Bonds, if material within the meaning of the federal securities laws;

H. Bond calls, if material within the meaning of the federal securities laws, and tender offers;

I. Defeasances;

J. Release, substitution, or sale of property securing repayment of the Bonds, if material within the meaning of the federal securities laws;

K. Rating changes;

L. Bankruptcy, insolvency, receivership or similar event of the Board (which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent, or similar officer for the Board in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Board, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement, or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Board);

M. The consummation of a merger, consolidation, or acquisition involving the Board or the sale of all or substantially all of the assets of the Board, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material within the meaning of the federal securities laws; and

N. Appointment of a successor or additional trustee or the change of name of a trustee, if material within the meaning of the federal securities laws.

The Board shall notify the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner, of any failure by the Board to provide financial information or operating data in accordance with subsection (a) of this Section by the time required set forth therein. All documents provided to the MSRB pursuant to this subsection shall be accompanied by identifying information as prescribed by the MSRB.

(c) Limitations, Disclaimers, and Amendments. The Board shall be obligated to observe and perform the covenants specified in this Section for so long as, but only for so long as, the Board remains an "obligated person" with respect to the Bonds within the meaning of the Rule, except that the Board in any event will give the notice required by this Twenty-Second Supplement of any Bond calls and defeasance that cause the Bonds to be no longer outstanding.

The provisions of this Section are for the sole benefit of the holders and beneficial owners of the Bonds, and nothing in this Section, express or implied, shall give any benefit or any legal or

equitable right, remedy, or claim hereunder to any other person. The Board undertakes to provide only the financial information, operating data, financial statements, and notices that it has expressly agreed to provide pursuant to this Section and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the Board's financial results, condition, or prospects relating to the Financing System or hereby undertake to update any information provided in accordance with this Section or otherwise, except as expressly provided herein. The Board does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell Bonds at any future date.

UNDER NO CIRCUMSTANCES SHALL THE BOARD BE LIABLE TO THE REGISTERED OWNER OR BENEFICIAL OWNER OF ANY BOND OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY THE BOARD, WHETHER NEGLIGENT OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS SECTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH BREACH SHALL BE LIMITED TO AN ACTION FOR *MANDAMUS* OR SPECIFIC PERFORMANCE.

No default by the Board in observing or performing its obligations under this Section shall constitute a breach of or default under this Twenty-Second Supplement for purposes of any other provision of this Twenty-Second Supplement.

Should the Rule be amended to obligate the Board to make filings with or provide notices to entities other than the MSRB, the Board hereby agrees to undertake such obligation with respect to the Bonds in accordance with the Rule as amended.

Nothing in this Section is intended or shall act to disclaim, waive, or otherwise limit the duties of the Board under federal and state securities laws.

The provisions of this Section may be amended by the Board from time to time to adapt to changed circumstances that arise from a change in legal requirements, a change in law, or a change in the identity, nature, status, or type of operations of the Board, but only if (1) the provisions of this Section, as so amended, would have permitted an underwriter to purchase or sell Bonds in the primary offering of the Bonds in compliance with the Rule, taking into account any amendments or interpretations of the Rule to the date of such amendment, as well as such changed circumstances, and (2) either (A) the holders of a majority in aggregate principal amount (or any greater amount required by any other provision of this Twenty-Second Supplement that authorizes such an amendment) of the outstanding Bonds consent to such amendment or (B) a person that is unaffiliated with the Board (such as nationally recognized bond counsel) determines that such amendment will not materially impair the interests of the holders and beneficial owners of the Bonds. If the Board so amends the provisions of this Section, it shall include with any amended financial information or operating data next provided in accordance with this Section an explanation, in narrative form, of the reasons for the amendment and of the impact of any change in the type of financial information or operating data so provided. The Board may also amend or repeal the provisions of this continuing disclosure requirement if the SEC amends or repeals the applicable provisions of the Rule or a court of final jurisdiction enters judgment that such provisions of the Rule are invalid, but only if and to the extent that the provisions of this sentence

would not prevent an underwriter from lawfully purchasing or selling the Bonds in the primary offering of the Bonds.

Section 19. APPLICATION OF BOND PROCEEDS. (a) Proceeds from the sale of each Series of the Bonds shall, promptly upon receipt thereof, be applied by the System Representative as follows:

- (i) accrued interest, if any, for each Series of the Bonds shall be deposited as provided in Section 9;
- (ii) an amount sufficient to accomplish the purposes of Section 2 shall be so applied;
- (iii) the amount of any premium received as a portion of the purchase price of a Series of Bonds issued to finance, or refinance through the refunding of the Refunded Notes, improvements or facilities to be acquired or constructed pursuant to any Section 55.17 Authorization that is not to be counted against the authorized amount of Bonds that can be issued pursuant to such Sections of the Education Code, shall, except as otherwise allowed by state law, including Sections 1201.042 and 1201.029 of the Texas Government Code, be credited to a special account to be held to pay interest on such Series of Bonds on the first interest payment date; and
- (iii) any proceeds from the sale of each Series of the Bonds remaining after the deposits provided for in clauses (i) through (iii) above, shall be applied to pay expenses arising in connection with the issuance of the Bonds and the refunding of the Refunded Obligations, if any.

Any sale proceeds of each Series of the Bonds remaining after making all deposits and payments provided for above shall be applied to the payment of interest on the Bonds.

(b) Additional projects may be added to the list of projects included in the Award Certificate pursuant to Section 3(b) and the amount of the proceeds of a Series of Bonds allocated to each project may be reallocated to other projects in the list, and therefore be financed or refinanced with the proceeds of the Bonds upon satisfaction of the following conditions:

- (i) if then required by state law, the project has received the required approval or review of the Higher Education Coordinating Board to the extent and as required by the provisions of Chapter 61 of the Texas Education Code;
- (ii) the Board shall have approved the construction of the project and made the findings required by Section 5 of the Master Resolution relating to the issuance of Parity Debt to finance the cost of the project;
- (iii) the Board shall have received an opinion of nationally-recognized bond counsel with respect to the Revenue Financing System, to the effect that the amendment of the exhibit, or the financing or refinancing of the project, and the expenditure of the

proceeds of the Bonds to pay the cost of project will not adversely affect the treatment of interest on the Bonds for federal income tax purposes; and

(iv) the System Representative shall execute and deliver a certificate to the Board certifying (a) that the requirements of subsection (b)(i), (ii), and (iii) of this Section have been satisfied and having attached to such certificate copies of the documents referred to in those subsections and (b) that, to the extent that the list of projects set forth in the Award Certificate or the allocation of proceeds set forth in the Award Certificate to finance or refinance improvements and facilities pursuant to Section 55.17 Authorization have been changed, the Board is in compliance with the requirements and limitations of such applicable Sections of the Education Code. A copy of the certificate shall be filed in the minutes of the Board with the Award Certificate.

Section 20. ADDITIONAL DEFEASANCE PROVISIONS. (a) In addition to the defeasance provisions set forth in Section 12 of the Master Resolution, it is hereby provided that, to the extent that the Bonds are treated as Defeased Debt for purposes of Section 12 of the Master Resolution, any determination not to redeem Defeased Bonds that is made in conjunction with the payment arrangements specified in Section 12(a)(i) or (ii) of the Master Resolution shall not be irrevocable, provided that the Board: (1) in the proceedings providing for such defeasance, expressly reserves the right to call the Defeased Bonds for redemption; (2) gives notice of the reservation of that right to the owners of the Defeased Bonds immediately following the defeasance; (3) directs that notice of the reservation be included in any defeasance notices that it authorizes; and (4) at or prior to the time of the redemption, satisfies the conditions of subsection (a) of Section 12 of the Master Resolution with respect to such Defeased Bonds as though it was being defeased at the time of the exercise of the option to redeem the Defeased Bonds, after taking the redemption into account in determining the sufficiency of the provisions made for the payment of the Defeased Bonds.

(b) Notwithstanding the provisions of Section 12(c) of the Master Resolution, in connection with the defeasance of the Bonds pursuant to Section 12 of the Master Resolution, the term "Government Obligations" shall mean (i) direct, noncallable obligations of the United States of America, including obligations that are unconditionally guaranteed by the United States of America, (ii) noncallable obligations of an agency or instrumentality of the United States of America, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date of the purchase thereof are rated as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent, (iii) noncallable obligations of a state or an agency or a county, municipality, or other political subdivision of a state that have been refunded and that, on the date the Board adopts or approves the proceedings authorizing the financial arrangements are rated as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent, and (iv) any other then authorized securities or obligations under applicable state law in existence at the time of such defeasance that may be used to defease obligations such as the Bonds. The foregoing notwithstanding, the System Representative may elect in the Award Certificate to modify the definition of "Government Obligations" by eliminating any securities or obligations set forth in the preceding sentence upon determining that it is in the best interests of the Board to do so.

(c) Notwithstanding the provisions of Section 12 of the Master Resolution, the Board may provide for the irrevocable deposit contemplated by Section 12 of the Master Resolution to be made with the Paying Agent/Registrar or with any other eligible bank or trust company as then authorized by state law and thereafter the Board will have no further responsibility with respect to amounts available to such Paying Agent/Registrar (or other financial institution permitted by applicable law) for the payment of such Defeased Debt, including any insufficiency therein caused by the failure of the Paying Agent/Registrar (or other financial institution permitted by law) to receive payment when due on the Government Obligations.

(d) Notwithstanding the provisions of Section 12 of the Master Resolution or any of the other provisions of this Section, any Taxable Bonds issued under this Twenty-Second Supplement may be designated by the System Representative in the Award Certificate as not being subject to defeasance to the extent that such System Representative determines in the Award Certificate that such treatment is in the best economic interests of the Board.

Section 21. OFFICIAL STATEMENT. The System Representative is authorized and directed to provide for and oversee the preparation of a preliminary and final official statement in connection with the issuance of the Bonds, and to approve such official statement and deem it final in compliance with the Rule and to provide it to the purchasers of the Bonds in compliance with such Rule.

Section 22. FURTHER PROCEDURES. The Chair of the Board, any System Representative, and all other officers, employees, and agents of the Board, and each of them, shall be and they are hereby expressly authorized, empowered, and directed from time to time and at any time to do and perform all such acts and things and to execute, acknowledge, and deliver in the name and under the corporate seal and on behalf of the Board all such instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Twenty-Second Supplement, the Bonds, the sale and delivery of the Bonds and fixing all details in connection therewith. The System Representative is authorized to make application to obtain all approvals necessary in connection with the issuance of each Series of the Bonds including the Texas Bond Review Board and the Texas Higher Education Coordinating Board, if such approvals are then required by law. The System Representative is authorized to sign this Twenty-Second Supplement. Nothing herein shall be construed as a waiver by the Board of its own rules and regulations, policies and procedures. The Board hereby determines that (i) designating the number of this Supplemental Resolution is a ministerial act and (ii) the number of this Supplemental Resolution may be revised at the direction of the System Representative to conform the number of this Supplemental Resolution to the actual sequence of the Board's approval of this Supplemental Resolution in relation to the Board's approval of any other Supplemental Resolution(s) and the actual delivery of Parity Debt under such resolutions. In addition, the System Representative, General Counsel to the Board and Bond Counsel are hereby authorized to approve, subsequent to the date of the adoption of this Twenty-Second Supplement, any amendments to the above named documents, and any technical amendments to this Twenty-Second Supplement as may be required by any rating agency as a condition to the granting of a rating on the Bonds, as may be required by the office of the Texas Attorney General as a condition to the approval of the Bonds or as may be required to assist an underwriter of the Bonds in complying with the Rule.

Section 23. DTC LETTER OF REPRESENTATION. The Board heretofore has executed and delivered to DTC a "Blanket Letter of Representations" with respect to the utilization by the Board of DTC's book-entry-only system and the Board intends to utilize such book-entry-only system in connection with each Series of the Bonds.

Section 24. BOND INSURANCE. In connection with the sale of the Bonds, the Board may obtain municipal bond insurance policies from a municipal bond insurer (the "Insurer") to guarantee the full and complete payment required to be made by or on behalf of the Board on some or all of the Bonds as determined by the System Representative. The System Representative is hereby authorized to sign a commitment letter with the Insurer and to pay the premium for the bond insurance policies at the time of the delivery of each Series of the Bonds out of the proceeds of sale of each Series of the Bonds or from other available funds and to execute such other documents and certificates as necessary in connection with the bond insurance policies as he or she may deem appropriate. Printing on Bonds covered by the bond insurance policies a statement describing such insurance, in form and substance satisfactory to the Insurer and the System Representative, is hereby approved and authorized. The Award Certificate may contain provisions related to the bond insurance policies, including payment provisions thereunder, and the rights of the Insurer or Insurers, and any such provisions shall be read and interpreted as an integral part of this Twenty-Second Supplement.

Section 25. REFUNDING OF REFUNDED OBLIGATIONS: ESCROW AGREEMENTS; REDEMPTION OF REFUNDED BONDS.

(a) Concurrently with the delivery of each Series of Bonds issued to refund Refunded Notes, the System Representative shall cause to be deposited with the Issuing and Paying Agent for the Refunded Notes or with an Escrow Agent, from the proceeds from the sale of such Series of Bonds and other legally available funds, an amount sufficient to provide for the refunding and defeasance of such Refunded Notes. The System Representative is further authorized and directed to apply and there is hereby appropriated such moneys of the Board as are necessary to provide for the defeasance of such Refunded Notes on the date of delivery of the Series of Bonds. In the event that it is deemed necessary, the System Representative is authorized to enter into one or more Escrow Agreements in the standard form previously approved by the Board. In such event, the System Representative is authorized hereby to take such steps as may be necessary to purchase the Escrowed Securities, as defined in the Escrow Agreement, on behalf of the Board, and is authorized to create and fund the Escrow Fund contemplated by the Escrow Agreement through the use of the proceeds of the Series of Bonds, the monies and investments held in the fund securing the Refunded Notes, and other lawfully available monies of the Board.

(b) Concurrently with the delivery of a Series of Bonds issued to refund Refunded Bonds, the System Representative shall cause to be deposited with the Escrow Agent an amount, from the proceeds from the sale of each Series of the Bonds, sufficient, together with other legally available funds of the Board, to provide for the payment and retirement of the Refunded Bonds. In the event that it is deemed necessary, the System Representative is authorized to enter into one or more escrow agreements in the form and substance previously approved by the Board in connection with the refunding of Debt with such changes as are acceptable to the System Representative. In such event, the System Representative is authorized hereby to take such steps as may be necessary to purchase Escrowed Securities, as defined in the Escrow Agreement, on

behalf of the Board, and is authorized to create and fund the Escrow Fund contemplated by the Escrow Agreement through the use of the proceeds of each Series of the Bonds, the monies and investments held in the fund securing the Refunded Bonds and other lawfully available monies of the Board.

(c) Subject to the execution of an Award Certificate by the System Representative, the Refunded Bonds are hereby called for redemption on the first optional redemption date following the delivery of each Series of the Bonds for which all of the notice requirements for redemption can be reasonably met, at a redemption price of par plus accrued interest, if any, to the date of redemption. The System Representative shall take such actions as are necessary to cause the required notice of such redemption to be given.

(d) The System Representative is hereby additionally authorized to enter into one or more escrow agreements with an Escrow Agent and the Texas Tech University System in the form and substance previously utilized by the Board in connection with the refunding by the Texas Tech University System of any Parity Debt issued on behalf of Angelo State University ("ASU Parity Debt"). The System Representative is also authorized to defease any additional Parity Debt of the System with lawfully available funds of the System as necessary to ensure that the redemption of such ASU Parity Debt occurs in authorized denominations.

(e) The System Representative is authorized to select one or more Escrow Agents with respect to each Series of Bonds issued to refund the Refunded Obligations.

Section 26. PUBLIC NOTICE. It is hereby found and determined that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting at which this Twenty-Second Supplement was adopted; that this Twenty-Second Supplement would be introduced and considered for adoption at said meeting; and that said meeting was open to the public, and public notice of the time, place, and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

Section 27. REIMBURSEMENT. The Board expects to pay expenditures in connection with the purposes set forth in the Section 2 of this Twenty-Second Supplement prior to the issuance of the Bonds. The Board finds, considers and declares that the reimbursement of the Board for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the Board and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues Bonds to accomplish the purposes set forth in Section 2 of this Twenty-Second Supplement. All costs to be reimbursed pursuant hereto will be capital expenditures. No Tax-Exempt Bonds will be issued by the Board in furtherance of this Twenty-Second Supplement after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service. The foregoing notwithstanding, no Tax-Exempt Bonds will be issued pursuant to this Twenty-Second Supplement more than three years after the date any expenditure which is to be reimbursed is paid.

Section 28. DEFEASANCE AND REDEMPTION OF OUTSTANDING DEBT. The Board desires to authorize the use of certain lawfully available funds of the Board, as determined by the System Representative, to defease and/or redeem, from time to time, certain outstanding

Prior Encumbered Obligations and outstanding Parity Debt previously issued by the Board in accordance with the applicable defeasance and redemption provisions in the respective resolutions authorizing such debt. The System Representative is hereby authorized to determine and retire, from time to time, the various portions of such outstanding Prior Encumbered Obligations and Parity Debt which are economically advantageous for Board to retire by the defeasance and/or redemption of such debt. The System Representative is authorized to enter into one or more Escrow Agreements in substantially the standard form previously approved by the Board to accomplish such defeasances. In the event of such a defeasance, the System Representative is authorized hereby to take such steps as may be necessary to purchase the escrowed securities identified in such Escrow Agreements on behalf of the Board and is authorized to create and fund the escrow funds contemplated by the Escrow Agreements through the use of the lawfully available funds of the Board. The System Representative is authorized to call for redemption such Prior Encumbered Obligations and Parity Debt to be redeemed pursuant to this section and is hereby authorized to provide and complete an appropriate Notice of Redemption to the paying agent(s) for such Prior Encumbered Obligations and Parity Debt upon the deposit with the Escrow Agent of such available funds and compliance with the conditions set forth in the Escrow Agreements.

Except as provided in the following sentence, the Board hereby (i) expressly reserves the right to call for redemption any Prior Encumbered Obligations and Parity Debt defeased pursuant to this section in accordance with the applicable redemption provisions contained in the resolution authorizing such debt, (ii) requires that the System Representative give notice of the reservation of such right to the owners of such debt immediately following the making of the firm banking and financial arrangements for such defeasance and (iii) directs that notice of such reservation also be included in any Notice of Redemption authorized pursuant to this section. Notwithstanding the foregoing sentence, the System Representative, upon determining that doing so is in the best interest of the Board, may elect on behalf of the Board not to retain the right to call such Prior Encumbered Obligations and Parity Debt for redemption by choosing not to give the notices required in (ii) and (iii) of the foregoing sentence.

Section 29. PAYMENT OF ATTORNEY GENERAL FEE. The Board hereby authorizes the disbursement of a fee equal to the lesser of (i) one-tenth of one percent of the principal amount of each Series of the Bonds or (ii) \$9,500 per Series, provided that such fee shall not be less than \$750, to the Attorney General of Texas Public Finance Division for payment of the examination fee charged by the State of Texas for the Attorney General's review and approval of public securities and credit agreements, as required by Section 1202.004 of the Texas Government Code. The System Representative is hereby instructed to take the necessary measures to make this payment. The Board is also authorized to reimburse the appropriate funds for such payment from proceeds of the Bonds.

Section 30. NO PERSONAL LIABILITY. No covenant or agreement contained in the Bonds, this Twenty-Second Supplement or any corollary instrument shall be deemed to be the covenant or agreement of any member of the Board or any officer, agent, employee or representative of the Board in his individual capacity, and neither the directors, officers, agents, employees or representatives of the Board nor any person executing the Bonds shall be personally liable thereon or be subject to any personal liability for damages or otherwise or accountability by reason of the issuance thereof, or any actions taken or duties performed, whether by virtue of any constitution, statute or rule of law, or by the enforcement of any assessment or penalty, or

otherwise, all such liability being expressly released and waived as a condition of and in consideration for the issuance of the Bonds.

Section 31. REPEAL OF CONFLICTING RESOLUTIONS. All resolutions and all parts of any resolutions that are in conflict or are inconsistent with this Twenty-Second Supplement are hereby repealed and shall be of no further force or effect to the extent of such conflict or inconsistency.

It is specifically recognized that Commercial Paper Notes will be issued in the future pursuant to, in accordance with, and subject to the conditions contained in the Eighteenth Supplemental Resolution.

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The System has caused this Twenty-Second Supplement to be executed by a System Representative and its official seal to be impressed hereon.

TEXAS STATE UNIVERSITY SYSTEM

By: _____
System Representative

EXHIBIT A DEFINITIONS

As used in this Twenty-Second Supplement the following terms and expressions shall have the meanings set forth below, unless the text hereof specifically indicates otherwise:

The term "*Authorized Denomination*" shall mean an Authorized Denomination as defined in Section 3 of this Twenty-Second Supplement.

The term "*Award Certificate*" shall mean each Certificate executed by the System Representative in connection with each Series of Bonds that establishes the terms of the series of Bonds issued pursuant to Section 3 of this Twenty-Second Supplement.

The term "*Bonds*" shall mean one or more Series of the Bonds designated in Section 2 of this Twenty-Second Supplement, and all substitute bonds exchanged therefor, and all other substitute and replacement bonds issued pursuant to this Twenty-Second Supplement; and the term "Bond" means any of the Bonds.

The term "*Business Day*" shall mean any day which is not a Saturday, Sunday, legal holiday, or a day on which banking institutions in The City of New York, New York or in the city where the Designated Trust Office of the Paying Agent/Registrar is located are authorized by law or executive order to close.

The term "*Chancellor*" shall mean the Chancellor of the Texas State University System.

The term "*Commercial Paper Notes*" shall mean the commercial paper notes issued and delivered under the Eighteenth Supplemental Resolution to the Master Resolution.

The term "*Designated Trust Office*" shall have the meaning ascribed to said term in Section 5(b) of this Twenty-Second Supplement.

The term "*DTC*" shall mean The Depository Trust Company, New York, New York, or any successor securities depository.

The term "*DTC Participant*" shall mean securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations on whose behalf DTC was created to hold securities to facilitate the clearance and settlement of securities transactions among DTC Participants.

The term "*Eighteenth Supplemental Resolution*" shall mean the Eighteenth Supplemental Resolution to the Master Resolution adopted by the Board on February 19, 2015 authorizing the issuance of the Commercial Paper Notes.

The term "*Insurance Policy*" shall mean the insurance policy issued by the Insurer guaranteeing the scheduled payment of principal of and interest on a particular Series of the Bonds when due.

The term "*Insurer*" shall mean the company insuring a particular Series of the Bonds, or any successor thereto or assignee thereof as set forth in the Award Certificate.

The term "*IRS Code*" shall mean the Internal Revenue Code of 1986, as amended.

The term "*Master Resolution*" shall mean the "Master Resolution Establishing The Texas State University System Revenue Financing System," adopted by the Board on August 12, 1998 as amended by the "Resolution Amending the Master Resolution Establishing The Texas State University System Revenue Financing System" adopted by the Board on June 19, 2008.

The term "*Maturity*" shall mean the date on which the principal of a Bond becomes due and payable as therein and herein provided, whether at Stated Maturity, by redemption or otherwise.

The term "*MSRB*" shall mean the Municipal Securities Rulemaking Board.

The terms "*Paying Agent/Registrar*," "*Paying Agent*" or "*Registrar*" shall mean the agent appointed pursuant to Section 5 of this Twenty-Second Supplement, or any successor to such agent.

The term "*Potential Refunded Bonds*" shall mean the outstanding Parity Debt previously issued by the Board, excluding the Commercial Paper Notes.

The term "*Refunded Bonds*" shall mean the Potential Refunded Bonds refunded by each Series of the Bonds.

The term "*Refunded Notes*" shall mean the Commercial Paper Notes refunded by each Series of the Bonds.

The term "*Refunded Obligations*" shall mean, collectively, the Refunded Notes, if any, and the Refunded Bonds, if any, refunded by each Series of Bonds, as applicable.

The term "*Record Date*" shall mean, with respect to each Series of the Bonds, the business day of each month as set forth in the Award Certificate.

The term "*Registration Books*" shall mean the books or records relating to the registration, payment, and transfer or exchange of the Bonds maintained by the Paying Agent/Registrar pursuant to Section 5 of this Twenty-Second Supplement.

The term "*Rule*" shall mean SEC Rule 15c2-12, as amended from time to time.

The term "*SEC*" shall mean the United States Securities and Exchange Commission.

The term "*Section 55.17 Authorization*" means Sections 55.1716, 55.1724, 55.1734, 55.1744, 55.1754, 55.1784 of the Education Code or similar provisions hereafter enacted by the Texas Legislature.

The term "*Series*" shall mean any designated series or subseries of Bonds issued pursuant to this Twenty-Second Supplement.

The term "*Twenty-Second Supplement*" shall mean this amended and restated resolution authorizing each Series of the Bonds.

The term "*Stated Maturity*", shall mean, when used with respect to the Bonds, the scheduled maturity or mandatory sinking fund redemption date of a Series of the Bonds.

The term "*System Representative*" shall mean any one or more of the following officers or employees of the Texas State University System, to wit: the Chair of the Board, the Chancellor, the Vice Chancellor for Finance or such other officer or employees of the Texas State University System, authorized by the Board to act as a System Representative.

The term "*Taxable Bonds*" shall mean each Series of Bonds bearing interest at a taxable rate.

The term "*Tax-Exempt Bonds*" shall mean each Series of Bonds bearing interest which is excludable from gross income for federal taxation purposes pursuant to Section 103 of the IRS Code.

All terms not herein defined shall have the meanings given to said terms by the Master Resolution or as otherwise defined in this Twenty-Second Supplement.

EXHIBIT B

FORM OF BOND

**UNITED STATES OF AMERICA
STATE OF TEXAS
BOARD OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM
REVENUE FINANCING SYSTEM REVENUE BOND,
SERIES 20__***

NO. R-__ **PRINCIPAL AMOUNT**
\$ _____

INTEREST RATE* **MATURITY DATE*** **[BOND DATE] [ISSUANCE DATE]** **CUSIP**
*

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS

ON THE MATURITY DATE specified above, the BOARD OF REGENTS, TEXAS STATE UNIVERSITY SYSTEM (the "Board"), being an agency and political subdivision of the State of Texas, hereby promises to pay to the Registered Owner, specified above, or the registered assignee hereof (either being hereinafter called the "registered owner") the principal amount, specified above, and to pay interest thereon, calculated on the basis of a 360-day year composed of twelve 30-day months, from the [Bond Date] [Issuance Date], specified above, to the Maturity Date, specified above, or the date of redemption prior to maturity, at the interest rate per annum, specified above; with interest being payable on _____, 20__*, and semiannually on each _____* and _____* thereafter, except that if the date of authentication of this Bond is later than the first Record Date (hereinafter defined), such principal amount shall bear interest from the interest payment date next preceding the date of authentication, unless such date of authentication is after any Record Date but on or before the next following interest payment date, in which case such principal amount shall bear interest from such next following interest payment date. Notwithstanding the foregoing, during any period in which ownership of the Bonds is determined only by a book entry at a securities depository for the Bonds, any payment to the

*As provided in the Award Certificate. To the extent that the Award Certificate relating to the Bonds is inconsistent with any provisions in this Form of Bond or contains information to complete missing information in this Form of Bond, the language in the Award Certificate shall be used in the executed Bonds.

securities depository, or its nominee or registered assigns, shall be made in accordance with existing arrangements between the Board and the securities depository.

THE PRINCIPAL OF AND INTEREST ON this Bond are payable in lawful money of the United States of America, without exchange or collection charges, solely from funds of the Board required by the resolution authorizing the issuance of the Bonds to be on deposit with the Paying Agent/Registrar for such purpose as hereinafter provided. The principal of this Bond shall be paid to the registered owner hereof upon presentation and surrender of this Bond at maturity or upon the date fixed for its redemption prior to maturity, at the designated corporate trust office in _____, Texas (the "Designated Trust Office") of _____, which is the "Paying Agent/Registrar" for this Bond. The payment of interest on this Bond shall be made by the Paying Agent/Registrar to the registered owner hereof on each interest payment date by check, dated as of such interest payment date, and such check shall be sent by the Paying Agent/Registrar by United States mail, first-class postage prepaid, on each such interest payment date, to the registered owner hereof, at the address of the registered owner, as it appeared on the last business day of the month next preceding each such date (the "Record Date") on the Registration Books kept by the Paying Agent/Registrar, as hereinafter described; provided, that upon the written request of any owner of not less than \$1,000,000 in principal amount of Bonds provided to the Paying Agent/Registrar not later than the Record Date immediately preceding an interest payment date, interest due on such Bonds on such interest payment date shall be made by wire transfer to any designated account within the United States of America. In addition, interest may be paid by such other method acceptable to the Paying Agent/Registrar, requested by, and at the risk and expense of, the registered owner hereof. Any accrued interest due upon the redemption of this Bond prior to maturity as provided herein shall be paid to the registered owner upon presentation and surrender of this Bond for redemption and payment at the Designated Trust Office of the Paying Agent/Registrar. The Board covenants with the registered owner of this Bond that on or before each principal payment date and interest payment date for this Bond it will make available to the Paying Agent/Registrar, the amounts required to provide for the payment, in immediately available funds, of all principal of and interest on the Bonds, when due. Terms used herein and not otherwise defined have the meaning given in the Bond Resolution (hereinafter defined).

THIS BOND is one of a series of Bonds, dated as of _____, 201_, authorized in accordance with the Constitution and laws of the State of Texas in the aggregate principal amount of \$ _____*, issued pursuant to a Master Resolution adopted August 13, 1998 as amended on June 19, 2008 by a "Resolution Amending the Master Resolution Establishing the Texas State University System Revenue Financing System" (collectively, referred to as the "Master Resolution"), and pursuant to a Twenty-Second Supplement Resolution adopted on February 16, 2017 referred therein (collectively, the "Bond Resolution"), **FOR THE PURPOSE OF (i) ACQUIRING, PURCHASING, CONSTRUCTING, IMPROVING, RENOVATING, ENLARGING OR EQUIPPING THE PROPERTY, BUILDINGS, STRUCTURES, FACILITIES, ROADS OR RELATED INFRASTRUCTURE FOR THE MEMBERS OF THE REVENUE**

*As provided in the Award Certificate. To the extent that the Award Certificate relating to the Bonds is inconsistent with any provisions in this Form of Bond or contains information to complete missing information in this Form of Bond, the language in the Award Certificate shall be used in the executed Bonds.

FINANCING SYSTEM INCLUDING ANY NECESSARY CAPITALIZED INTEREST IN AN AMOUNT NOT TO EXCEED THAT AUTHORIZED BY LAW ALL AS FURTHER PROVIDED IN THE AWARD CERTIFICATE, (ii) REFUNDING THE REFUNDED OBLIGATIONS, AND (iii) PAYING THE COSTS OF ISSUANCE OF THE BONDS.*

ON _____, 20____*, or on any date thereafter, the Bonds of this series maturing on and after _____, 20____* may be redeemed prior to their scheduled maturities, at the option of the Board, with funds derived from any available and lawful source, as a whole, or in part, and, if in part, the particular Bonds, or portions thereof, to be redeemed shall be selected and designated by the Board (provided that a portion of a Bond may be redeemed only in an integral multiple of \$5,000), at par and accrued interest to the date fixed for redemption; provided, that during any period in which ownership of the Bonds is determined only by a book entry at a securities depository for the Bonds, if fewer than all of the Bonds of the same maturity and bearing the same interest rate are to be redeemed, the particular Bonds of such maturity and bearing such interest rate shall be selected in accordance with the arrangements between the Board and the securities depository.

THE BONDS maturing on _____, 20____* are subject to mandatory sinking fund redemption by lot prior to maturity in the following amounts, on the following dates and at a price of par plus accrued interest to the redemption date.

Bonds Maturing _____, 20____*	
Redemption Date	Principal Amount
_____, 20____	\$ _____
_____, 20____H	_____H

_____H Final Maturity

THE PRINCIPAL AMOUNT of the Term Bonds required to be redeemed pursuant to the operation of the mandatory sinking fund redemption provisions shall be reduced, at the option of the Board by the principal amount of any Term Bonds of the stated maturity which, at least 50 days prior to a mandatory redemption date, (1) shall have been acquired by the Board and delivered to the Paying Agent/Registrar for cancellation, (2) shall have been purchased and canceled by the Paying Agent/Registrar at the request of the Board or (3) shall have been redeemed pursuant to the optional redemption provisions and not theretofore credited against a mandatory sinking fund redemption requirement.

AT LEAST 30 days prior to the date fixed for any redemption of Bonds or portions thereof prior to maturity, a written notice of such redemption shall be sent by the Paying Agent/Registrar by United States mail, first-class postage prepaid, not less than 30 days prior to the date fixed for

*As provided in the Award Certificate. To the extent that the Award Certificate relating to the Bonds is inconsistent with any provisions in this Form of Bond or contains information to complete missing information in this Form of Bond, the language in the Award Certificate shall be used in the executed Bonds.

any such redemption, to the registered owner of each Bond or portion thereof to be redeemed at its address as it appeared on the registration books of the Paying Agent/Registrar on the 45th day prior to such redemption date; provided, however, that the failure to send, mail or receive such notice, or any defect therein or in the sending or mailing thereof shall not affect the validity or effectiveness of the proceedings for the redemption of any Bond. By the date fixed for any such redemption due provision shall be made with the Paying Agent/Registrar for the payment of the required redemption price for the Bonds or portions thereof which are to be so redeemed. If such written notice of redemption is sent and if due provision for such payment is made, all as provided above, the Bonds or portions thereof which are to be so redeemed thereby automatically shall be treated as redeemed prior to their scheduled maturities, and they shall not bear interest after the date fixed for redemption, and they shall not be regarded as being outstanding except for the right of the registered owner to receive the redemption price from the Paying Agent/Registrar out of the funds provided for such payment. If a portion of any Bond shall be redeemed, a substitute Bond or Bonds having the same maturity date, bearing interest at the same rate, payable in the same manner, in any authorized denomination at the written request of the registered owner, and in aggregate principal amount equal to the unredeemed portion thereof, will be issued to the registered owner upon the surrender thereof for cancellation, at the expense of the Board, all as provided in the Bond Resolution.

WITH RESPECT TO any optional redemption of the Bonds, unless certain prerequisites to such redemption required by the Bond Resolution have been met and moneys sufficient to pay the principal of and premium, if any, and interest on the Bonds to be redeemed shall have been received by the Paying Agent/Registrar prior to the giving of such notice of redemption, such notice shall state that said redemption may, at the option of the Board, be conditional upon the satisfaction of such prerequisites and receipt of such moneys by the Paying Agent/Registrar on or prior to the date fixed for such redemption, or upon any prerequisite set forth in such notice of redemption. If a conditional notice of redemption is given and such prerequisites to the redemption and sufficient moneys are not received, such notice shall be of no force and effect, the Board shall not redeem such Bonds and the Paying Agent/Registrar shall give notice, in the manner in which the notice of redemption was given, to the effect that the Bonds have not been redeemed.

IF THE DATE for the payment of the principal of or interest on this Bond shall be a Saturday, Sunday, a legal holiday, or a day on which banking institutions in The City of New York, New York, or in the city where the Designated Trust Office of the Paying Agent/Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not such a Saturday, Sunday, legal holiday, or day on which banking institutions are authorized to close; and payment on such date shall have the same force and effect as if made on the original date payment was due.

THIS BOND OR ANY PORTION OR PORTIONS HEREOF IN ANY AUTHORIZED DENOMINATION may be assigned and shall be transferred only in the Registration Books of the Board kept by the Paying Agent/Registrar acting in the capacity of registrar for the Bonds, upon the terms and conditions set forth in the Bond Resolution. Among other requirements for such assignment and transfer, this Bond must be presented and surrendered to the Paying Agent/Registrar, together with proper instruments of assignment, in form and with guarantee of signatures satisfactory to the Paying Agent/Registrar, evidencing assignment of this Bond or any portion or portions hereof in any authorized denomination to the assignee or assignees

in whose name or names this Bond or any such portion or portions hereof is or are to be transferred and registered. The form of Assignment printed or endorsed on this Bond shall be executed by the registered owner or its duly authorized attorney or representative, to evidence the assignment hereof. A new Bond or Bonds payable to such assignee or assignees (which then will be the new registered owner or owners of such new Bond or Bonds), or to the previous registered owner in the case of the assignment and transfer of only a portion of this Bond, may be delivered by the Paying Agent/Registrar in exchange for this Bond, all in the form and manner as provided in the next paragraph hereof for the exchange of other Bonds. The Board shall pay the Paying Agent/Registrar's fees and charges, if any, for making such transfer or exchange as provided below, but the one requesting such transfer or exchange shall pay any taxes or other governmental charges required to be paid with respect thereto. The Paying Agent/Registrar shall not be required to make transfers of registration or exchange of this Bond or any portion hereof (i) during the period commencing with the close of business on any Record Date and ending with the opening of business on the next following principal or interest payment date, or, (ii) with respect to any Bond or any portion thereof called for redemption prior to maturity, within 45 days prior to its redemption date. The registered owner of this Bond shall be deemed and treated by the Board and the Paying Agent/Registrar as the absolute owner hereof for all purposes, including payment and discharge of liability upon this Bond to the extent of such payment, and, to the extent permitted by law, the Board and the Paying Agent/Registrar shall not be affected by any notice to the contrary.

ALL BONDS OF THIS SERIES are issuable solely as fully registered bonds, without interest coupons in the denomination of any integral multiple of \$5,000 (an "Authorized Denomination"). As provided in the Bond Resolution, this Bond, or any unredeemed portion hereof, may, at the request of the registered owner or the assignee or assignees hereof, be exchanged for a like aggregate principal amount of fully registered bonds, without interest coupons, payable to the appropriate registered owner, assignee, or assignees, as the case may be, having the same maturity date, in the same form, and bearing interest at the same rate, in any Authorized Denomination as requested in writing by the appropriate registered owner, assignee, or assignees, as the case may be, upon surrender of this Bond to the Paying Agent/Registrar for cancellation, all in accordance with the form and procedures set forth in the Bond Resolution.

WHENEVER the beneficial ownership of this Bond is determined by a book entry at a securities depository for the Bonds, the foregoing requirements of holding, delivering, or transferring this Bond shall be modified to require the appropriate person or entity to meet the requirements of the securities depository as to registering or transferring the book entry to produce the same effect.

IN THE EVENT any Paying Agent/Registrar for the Bonds is changed by the Board, resigns, or otherwise ceases to act as such, the Board has covenanted in the Bond Resolution that it promptly will appoint a competent and legally qualified substitute therefor, and promptly will cause written notice thereof to be mailed to the registered owners of the Bonds.

IT IS HEREBY certified, recited, and covenanted that this Bond has been duly and validly authorized, issued, and delivered; that all acts, conditions, and things required or proper to be performed, exist, and be done precedent to or in the authorization, issuance, and delivery of this Bond have been performed, existed, and been done in accordance with law; that the series of Bonds of which this Bond is one constitute Parity Debt under the Master Resolution; and that the interest

on and principal of this Bond, together with the other Bonds of this series and the other outstanding Parity Debt are equally and ratably secured by and payable from a lien on and pledge of the Pledged Revenues, subject only to the provisions of, and the lien on and pledge of certain Pledged Revenues to, the Prior Encumbered Obligations.

THE BOARD has reserved the right, subject to the restrictions referred to in the Bond Resolution, (i) to issue additional Parity Debt which also may be secured by and made payable from a lien on and pledge of the aforesaid Pledged Revenues, in the same manner and to the same extent as this Bond and (ii) to amend the provisions of the Bond Resolution under the conditions provided in the Bond Resolution.

THE REGISTERED OWNER hereof shall never have the right to demand payment of this Bond or the interest hereon out of any funds raised or to be raised by taxation or from any source whatsoever other than specified in the Bond Resolution.

BY BECOMING the registered owner of this Bond, the registered owner thereby acknowledges all of the terms and provisions of the Bond Resolution, agrees to be bound by such terms and provisions, acknowledges that the Bond Resolution is duly recorded and available for inspection in the official minutes and records of the Board, and agrees that the terms and provisions of this Bond and the Bond Resolution constitute a contract between each registered owner hereof and the Board.

IN WITNESS WHEREOF, the Board has caused this Bond to be signed with the manual or facsimile signature of the Chairman of the Board and countersigned with the manual or facsimile signature of the Secretary of the Board, and has caused the official seal of the Board to be duly impressed, or placed in facsimile, on this Bond.

Chairman, Board of Regents

Chancellor, Secretary of the Board

(SEAL)

FORM OF PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE:

PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE

It is hereby certified that this Bond has been issued under the provisions of the Bond Resolution described in this Bond; and that this Bond has been issued in conversion of and exchange for or replacement of a bond, bonds, or a portion of a bond or bonds of an issue which originally was approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

Paying Agent/Registrar

Dated _____

Authorized Representative

FORM OF ASSIGNMENT:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto

Please insert Social Security or Taxpayer
Identification Number of Transferee

(Please print or typewrite name and address,
including zip code of Transferee)

the within Bond and all rights thereunder, and hereby irrevocably constitutes and
appoints _____,
attorney, to register the transfer of the within Bond on the books kept for registration thereof, with
full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

NOTICE: Signature(s) must be guaranteed by
an eligible guarantor institution participating
in a securities transfer association recognized
signature guarantee program.

NOTICE: The signature above must
correspond with the name of the registered
owner as it appears upon the front of this Bond
in every particular, without alteration or
enlargement or any change whatsoever.

**FORM OF REGISTRATION CERTIFICATE OF
COMPTROLLER OF PUBLIC ACCOUNTS TO ACCOMPANY
THE INITIAL BOND:**

COMPTROLLER'S REGISTRATION CERTIFICATE:

REGISTER NO. _____

I hereby certify that this Bond has been examined, certified as to validity, and approved by the Attorney General of the State of Texas, and that this Bond has been registered by the Comptroller of Public Accounts of the State of Texas.

Witness my signature and seal this

Comptroller of Public Accounts
of the State of Texas

(COMPTROLLER'S SEAL)

INSERTIONS FOR THE INITIAL BOND

The initial Bond shall be in the form set forth in this Exhibit, except that:

A. immediately under the name of the Bond, the headings "INTEREST RATE" and "MATURITY DATE" shall both be completed with the words "As shown below" and "CUSIP NO." shall be deleted.

B. the first paragraph shall be deleted and the following will be inserted:

"**ON THE MATURITY DATE SPECIFIED ABOVE**, the Board of Regents of the Texas State University System (the "Board"), being a political subdivision, hereby promises to pay to the Registered Owner specified above, or registered assigns (hereinafter called the "Registered Owner"), on _____* in each of the years, in the principal installments and bearing interest at the per annum rates set forth in the following schedule:

Principal Maturity Interest Initial
Amount () Rate Yield

(Information from the Award Certificate of the System Representative to be inserted)

*As provided in the Award Certificate. To the extent that the Award Certificate relating to the Bonds is inconsistent with any provisions in this Form of Bond or contains information to complete missing information in this Form of Bond, the language in the Award Certificate shall be used in the executed Bonds.

The Board promises to pay interest on the unpaid principal amount hereof (calculated on the basis of a 360-day year of twelve 30-day months) from _____, 20__* at the respective Interest Rate per annum specified above. Interest is payable on _____, 20__* and semiannually on each _____* and _____* thereafter to the date of payment of the principal installment specified above; except, that if this Bond is required to be authenticated and the date of its authentication is later than the first Record Date (hereinafter defined), such principal amount shall bear interest from the interest payment date next preceding the date of authentication, unless such date of authentication is after any Record Date but on or before the next following interest payment date, in which case such principal amount shall bear interest from such next following interest payment date; provided, however, that if on the date of authentication hereof the interest on the Bond or Bonds, if any, for which this Bond is being exchanged is due but has not been paid, then this Bond shall bear interest from the date to which such interest has been paid in full."

C. The initial Bond shall be numbered "T-1"

*As provided in the Award Certificate. To the extent that the Award Certificate relating to the Bonds is inconsistent with any provisions in this Form of Bond or contains information to complete missing information in this Form of Bond, the language in the Award Certificate shall be used in the executed Bonds.

EXHIBIT C

DESCRIPTION OF ACCOUNTING PRINCIPLES

The financial statements of the Texas State University System will be prepared in accordance with the Texas Comptroller of Public Accounts' Annual Financial Reporting Requirements, and follow to the extent practical, the AICPA Industry Audit Guide Audits of Colleges and Universities, 1973, as amended by AICPA Statement of Position (SOP) 74-8, Financial Accounting and Reporting by Colleges and Universities, or such other accounting principles as the Board may be required to employ from time to time pursuant to state law or regulation.

THE TEXAS STATE UNIVERSITY SYSTEM



Contract Management Handbook

January 2017

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A. Purpose

As an agency of the State of Texas, the Texas State University System (TSUS) is governed by the TSUS Board of Regents. TSUS contracting policy is established pursuant to [Texas Education Code, § 51.9335](#), which grants authority to acquire goods or services to institutions of higher education. To exercise this authority, institutions of higher education must also comply with [Texas Education Code § 51.9337](#), which requires governing boards to establish certain standards, and in particular, “a Contract Management handbook that provides consistent contracting policies and practices and contract review procedures, including a risk analysis procedure.” [\(§ 51.9337\(b\)\(3\)\)](#). In addition, governing boards must establish, by rule, a contract review checklist that must be reviewed and approved by the Office of General Counsel [\(§ 51.9337 \(d\)\)](#). See also Exhibit A *Contract Review Checklist*.

Accordingly, TSUS has developed this Contract Management Handbook (“Handbook” or “CMH”), the purpose of which is to comply with the above statutory requirements, and to coordinate with the TSUS Rules and Regulations and TSUS institutions’ operating policies and procedures.

Texas State University System

- <http://www.tsus.edu/about.html>
- <http://www.tsus.edu/about/policies.html>

Texas Statutes

- <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm>

Lamar Institute of Technology Operating Policies

- <http://www.lit.edu/PDFView.aspx?PDF=2>

Lamar State College – Orange Operating Policies

- <http://www.lSCO.edu/hr/AdministrativePoliciesProcedures.pdf>

Lamar State College – Port Arthur Operating Policies

- <http://www.lamarpa.edu/Lamar/media/Lamar/Files/Policy-and-Procedure-Manual-March-2016.pdf>

Lamar University Operating Policies

- <http://facultystaff.lamar.edu/financial-matters/finance/policies-procedures.html>

Sam Houston State University Operating Policies

- <http://www.shsu.edu/intranet/policies/index.html>

Sul Ross State University Operating Policies

- <http://www.sulross.edu/book/1140/administrative-policy-and-procedure-manual>

Sul Ross State University – Rio Grande College Operating Policies

- <http://www.sulross.edu/book/1140/administrative-policy-and-procedure-manual>

Texas State University Operating Policies

- <http://www.txstate.edu/effective/upps/>

B. Order of Control

In the event there is a conflict with language of this Handbook, applicable federal or state statutes and regulations shall prevail, followed by TSUS Rules and Regulations, and then institutional operating policies and procedures.

See [TSUS Rules and Regulations](#) regarding the TSUS *Planning/Construction Policies & Procedures Manual*.

C. Contract Management

Contract Management is the coordination and management of five core processes:

- Planning – Section IV;
- Procurement – Section IV F, V, VI, and VII;
- Contract formation/cost or revenue rate establishment and other terms and conditions – Section VIII;
- Contract Administration – Section IX; and
- Contract Closeout – Section X.

Contract management for the TSUS is governed by Texas law, TSUS Rules and Regulations, and institutional operating policies and procedures. Various types of contracts may be subject to different statutory standards, practices, processes, and strategies for successful implementation.

D. Contract Management Handbook

This Handbook is intended to serve as a general guideline for the contract management process and to establish best practice recommendations for the System. In accordance with [Texas Government Code § 2261.256 \(b\)](#) this Handbook is also intended to be consistent with the State of Texas Comptroller's Contract Management Guide.

This Handbook does not apply to every type of contract. The nature and level of risk associated with each step in the process varies depending on factors including: dollar amount, type of contract, funding source, the contractor, and other factors. The purpose of the Handbook is to provide consistency in the contracting process.

This Handbook will assist institutional personnel involved in contract management. It is not possible to address all issues that may arise during contract management. For complex or unusual contracts, personnel should seek specific assistance from the TSUS Office of General Counsel and the TSUS Office of Finance (and others depending on the circumstances) as early as possible in the contract management process.

While this Handbook was developed to establish consistent practices for the System, each institution may adopt operating policies and procedures to address specific institutional needs. The exhibits in

this Handbook describe policies and procedures applicable to a particular institution and are intended as a guide.

In general, this Handbook:

1. Provides best practices for contract management.
2. Describes the duties of a Contract Manager and Contract Administrator, including guidance to negotiate a contract, award a contract, and monitor contractor and subcontractor performance and compliance with contract terms and conditions.
3. Supplements, but does not replace, existing statutory requirements, [TSUS Rules and Regulations](#), or institutional operating policies and procedures. Each institution is independently responsible for using sound business practices in accordance with applicable federal and state laws and regulations, and TSUS Rules and Regulations.
4. Is not intended to be a manual on contract law or constitute legal advice. Where legal principles are discussed, these are general principles only, which may have exceptions. Always consult the TSUS Office of General Counsel for legal advice concerning contracts.
5. Includes model contract provisions, distinguishing between essential, recommended and optional contract provisions.
6. Summarizes the requirements of the [TSUS Rules and Regulations](#) for contract approval.

TSUS reserves the right to interpret, change, modify, amend, or rescind this Handbook, in whole or in part, at any time.

This handbook, as well as any institutional operating policies, shall be posted on each components' internet website.

E. Training

Institution officers and employees authorized to execute contracts for the institution or to exercise discretion in awarding contracts, are required to receive training, continuing education, and certification. This requirement includes training on the selection of an appropriate procurement method by project type and training conducted by the Department of Information Resources on procurement of technology goods or services. The training also includes required ethics training. ([Texas Education Code §51.9337\(b\)\(5\)](#) and [Texas Government Code § 2155.078 \(a\), \(a-1\) and \(b\)](#)).

All institutional purchasers and contract management personnel, including agencies exempted from the procurement authority of the Comptroller, must receive the training to the extent required by rule of the Comptroller prior to an employee or official performing any duties assigned to a Contract Administrator or Contract Manager.

Training is available through the Texas Comptroller of Public Accounts (Comptroller) or equivalent training from a national association recognized by the Comptroller.

F. Professional Certification

Contract management and procurement personnel shall be trained and certified to the extent required by state law and the administrative rules of the Comptroller . The Comptroller offers three certifications: Certified Texas Purchaser (CTP), Certified Texas Purchasing Manager (CTPM), and Certified Texas Contract Manager (CTCM).

Additional information can be found at <https://www.comptroller.texas.gov/purchasing/training>

G. Definitions

(Institutions should utilize consistent terms in operating policies and procedures, forms, and training materials.)

Addendum: A written change, addition, alteration, correction, or revision to a solicitation document or a contract.

Amendment: An agreed addition to, deletion from, correction, or modification of a contract signed by all authorized parties. An amendment may include a renewal or extension of a contract.

Assignment: An authorized legal transfer of contractual rights from one party to another party.

Auxiliary Enterprise: A business activity that is conducted at a state agency, providing a service to the agency and is not paid for with appropriated money ([Texas Government Code § 2252.061 \(1\)](#)).

Best Value: Factors to be considered in determining best overall value for the TSUS and its institutions in accordance with [Texas Education Code §51.9335 \(b\)](#).

Bid: An offer to contract submitted in response to an Invitation for Bid. The term “bid” may also be referred to as a “response”.

Bid Bond: An insurance agreement, accompanied by a monetary commitment, by which a third party accepts liability and guarantees that a bidder will not withdraw a bid during the Invitation for Bid process. A bid bond may also be required in a Request for Proposal process.

Bid Opening: The official process in which sealed bids are opened, usually in the presence of one or more witnesses, at the time and place specified in the Invitation for Bid.

Bid Tabulation: A document used to record the responses received from bidders in the Invitation for Bid process.

Bidder: An individual or contractor who submits a response to an Invitation for Bid. The term includes anyone authorized to act on behalf of the individual or other entity that submits a bid, such as agents, employees, and representatives. See also “Respondent” below.

Change Order: A written alteration that is issued to modify or amend a purchase order.

CMH: Contract Management Handbook.

Component: See “Institution” below.

Comptroller: The Texas Comptroller of Public Accounts.

Conflict of Interest: A conflict of interest refers to a situation in which an employee’s financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, the employee’s judgment in exercising any duty or responsibility, including the conduct or reporting of research, owed to the institution.

Construction Project: Major Construction Project (total project budget \$4,000,000 or more) and minor Construction Project (total project budget less than \$4,000,000), TSUS Rules and Regulations.

Consultant: An individual or firm that provides consulting services to an institution and does not involve the traditional relationship of employer and employee ([Texas Government Code § 2254.021](#)).

Consulting Services: The services of studying and advising an institution per [Texas Government Code § 2254.021](#).

Contract: A legally binding written agreement executed between the System or an institution and a third party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to: letter agreements, co-operative agreements, memorandums of understanding (MOU), interagency contracts, interlocal contracts, easements, licenses, leases, and purchase orders.

Contract Administration: Following the award of a contract, the administrative actions to oversee full compliance with all of the terms and conditions contained within the contract.

Contract Administrator: The Contract Administrator is the department-level individual responsible for adherence to all provisions contained within a contract and for managing the performance of a contract.

Contract Close-out: The process conducted at the completion of the contract during which the Contract Administrator confirms and documents compliance with the terms and conditions of the contract, that final deliverables are received, and outstanding payments are made.

Contract Management: The complete contracting process from planning through contract administration and concluding with contract close-out.

Contract Manager: An individual who is: 1) employed by an institution in the Procurement/Purchasing Office or Contracting Office and 2) is responsible for coordinating the processes required for effective Contract Management. For construction project contracts, the Contract Manager will be an individual within the institution charged with the duty to oversee the construction project. The Contract Manager will provide guidance to Contract Administrators.

Contract/Evaluation Review Team: A team comprised of such members as the Contract Manager, the Contract Administrator, and as needed, cross-functional members such as: subject matter experts, information technology, risk management, legal, and price/cost analysts. The size and the members of the team are dependent on the nature and complexity of the project.

Contracting Office: The office designated by the TSUS or institution to review contracts for compliance, and where appropriate, seek additional review and approval of the Office of General Counsel for compliance with applicable statutes, the TSUS Rules and Regulations, and institutional operating policies and procedures. See also "Procurement / Purchasing Office" below.

Contractor: An entity or individual that has a contract to provide goods or services to the TSUS or any institution. For the purposes of this Handbook, "Contractor" is used interchangeably with the term "Vendor".

Cooperative Agreement: A cooperative arrangement in which several government agencies agree to aggregate demand in order to contract for best value. The cooperative conducts the procurement process and provides general contract oversight. An institution is allowed to utilize the competitively procured contracts in accordance with [Texas Education Code § 51.9335](#) and any institutional operating policies and procedures.

Deliverable: A unit or increment of work required by the contract, including such items as goods, services, reports, or documentation.

Electronic State Business Daily (ESBD): The electronic marketplace maintained by the Comptroller, where bid opportunities over \$25,000 are posted.

Emergency Purchase: Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest, an Emergency Purchase may be warranted to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the institution.

Exempt Purchase: Certain goods or services that are exempt from the competitive procurement rules, either by statute or if the exemption is in the best interest of the public.

Goods: Supplies, materials, or equipment as defined in [Texas Government Code § 2155.001](#). Goods do not include services or real property.

Handbook: This TSUS Contract Management Handbook.

Historically Underutilized Business (HUB): A for-profit entity with its principal place of business in the State of Texas that is at least 51% owned by a Black American, Hispanic American, Woman, Asian Pacific American, Native American or Disabled Veteran as defined in [Texas Government Code § 2161.001](#). See also [Comptroller HUB website](#).

Independent Contractor: An individual or company who contracts to perform work for an institution according to his or her own processes and methods. The contractor is not subject to another's control except for what is specified in a mutually binding agreement.

Institution(s): Components of the Texas State University System (TSUS) including: Texas State University System Administration, Lamar Institute of Technology, Lamar State College – Orange, Lamar State College – Port Arthur, Lamar University, Sam Houston State University, Sul Ross State University, Sul Ross State University – Rio Grande College, Texas State University.

Institutional: References to “institutional” also pertain or refer to each institution.

Interagency Contract: A contract between one or more agencies of the State of Texas as defined by [Texas Government Code § 771.002](#).

Interlocal Contract: A contract between one or more agencies of the State of Texas and local government as defined by [Texas Government Code § 791.003](#).

Invitation for Bids (IFB): A procurement process used when the requirements are clearly defined, negotiations are not necessary, and price is the major determining factor for selection.

Liquidated Damages: A specified contract provision which entitles an institution to demand a set monetary amount determined to be reasonable estimate of damages an institution will incur due to contractor's failure to fulfill contract requirements.

Major Construction Project: a Construction Project with a budget \$4,000,000 or more. See [TSUS Rules and Regulations](#).

Minor Construction Project: a Construction Project with a budget less than \$4,000,000. See [TSUS Rules and Regulations](#).

Major Consulting Services Contract: A consulting services contract for which it is reasonably foreseeable that the value of the contract will exceed \$25,000, and modifications that increase the consideration. [Texas Government Code § 2254.021](#).

Minor Consulting Services Contract: A consulting services contract that is not a Major Consulting Services Contract.

Negotiation(s): Conferring, discussing, or bargaining to reach a mutual agreement between two or more parties.

Office of General Counsel: The TSUS Office of General Counsel.

Opening Date: The date and time, after submission of proposals, when sealed proposal responses are opened.

Operating Policies and Procedures: The manuals maintained by each institution to standardize and provide a consistent and coherent method of defining institutional policies.

Originating Department: The department from which a solicitation or procurement is originated.

Person: An individual or a business entity. Texas [Government Code § 572.002\(7\)](#).

Payment Bond: A bond solely for the protection and use of Payment Bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply labor or materials in fulfillment of contractual obligations.

Performance Bond: An instrument executed, subsequent to award, by a successful proposer, bidder, or respondent that protects an institution from loss due to the contractor's inability to complete the contract as agreed.

Procurement (Procure): Purchasing, renting, leasing, or otherwise acquiring any goods and services, including all functions that pertain to the acquisition through contract close-out.

Professional Services: Services directly related to professional practices as defined by the Professional Services Procurement Act ([Texas Government Code § 2254.002](#)). These include services within the scope of the practice of: accounting, architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing. Services provided by professionals outside the scope of their profession (e.g., consulting services provided by accounting firms) are not considered professional services.

Project: See "Construction Project".

Proposal: A response to a Request for Proposals (RFP) intended to be used as a basis to negotiate a contract award.

Proposal Opening: The public opening of proposals, in which the names of the respondents to a solicitation are publicly read and recorded. No prices are divulged at a proposal opening as these types of solicitations are subject to negotiations.

Proposer: An entity submitting a Proposal Response to a Request for Proposal. The term includes anyone authorized to act on behalf of the individual or other entity that submits a proposal, such as agents, employees, and representatives. See also "Bidder" and "Respondent."

Proprietary Purchase: A good or service produced or marketed by a contractor having the exclusive right to manufacture or sell it. See [Texas Government Code § 2155.067](#) and the Comptroller's Procurement Manual for more information.

Public Works Contract: A contract for constructing, altering, or repairing a public building or carrying out or completing any public work. A governmental entity, including a public institution of higher education, is authorized by State of Texas law to make a Public Works Contract.

Purchase Order: A legal document issued to a contractor which formalizes the terms and conditions of any purchase of goods or services.

Procurement/Purchasing Office: The office designated by the institution to purchase goods or services and oversee compliance with federal, state, and institutional procurement operating policies and procedures. For purposes of this Handbook, the phrase "Procurement/Purchasing Office" also encompasses "Contracting Office."

Procurement/Purchasing Office Personnel: Includes the Chief Procurement Officer, the Contract Manager, and other employees who report to those positions and are involved in contract management.

Qualification: A Response to a Request for Qualifications (RFQ) intended to be used as a basis to qualify a contractor for a solicitation.

Quote: A document setting forth an offer to sell goods or services at a certain price under specified conditions.

Renewal: The process where an existing contract is renewed for an additional time period in accordance with the terms and conditions of the original contract.

Request for Information (RFI): A general invitation requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation.

Request for Proposal (RFP): A solicitation requesting submittal of a proposal in response to the required specifications and which usually includes some form of a cost proposal. The RFP process allows for negotiations between a proposer and the issuing institution.

Request for Qualifications (RFQ): A solicitation document requesting submittal of qualifications in response to the scope of services required.

Request for Quote (Quote): A solicitation requesting pricing on informal purchases as determined by each institution's Chief Procurement Officer.

Response: A submission to System Administration or a TSUS institution from a potential contractor in response to a solicitation.

Responsible: A respondent who is fully capable to meet all of the financial and technical requirements of a solicitation and any subsequent contract.

Responsive: The respondent has complied with all material aspects of the solicitation, including submission of all required documents in accordance with the specifications.

Respondent: An individual or entity submitting a response to a solicitation.

Scope of Work (or "SOW"): A detailed, written description of the conceptual requirements contained within the specifications.

Scoring Matrix: A chart used to document the evaluation criteria of a response.

Service(s): The furnishing of labor, time, and effort by a contractor or auxiliary enterprise, including for a Construction Project, which may involve to a lesser degree, the delivery or supply of products.

Solicitation: A method or process used to obtain responses for the purpose of gathering information or entering into a contract.

Solicitation Conference: A meeting chaired by the Procurement/Purchasing Office or Contracting Office which is designed to help potential respondents understand the requirements of a solicitation. May also be known as a Pre-Bid Conference, Pre-Solicitation Conference, or Pre-Proposal Conference.

Specification(s): Description of the requirements for goods or services including the Scope of Work, to be fulfilled by a contractor.

State: The State of Texas.

Statute: A law enacted by a legislature.

Subcontractor: An individual or business entity retained by a contractor to perform part of a contractor's duties under a contract.

System: The Texas State University System and its component institutions.

System Administration or System Office: The administrative office for the TSUS.

TPASS Contract: Contract that is competitively procured and awarded by the Comptroller.

TSUS Rules and Regulations: Rules established by the TSUS Board of Regents that govern all TSUS institutions. <http://www.tsus.edu/about/policies.html>

Vendor: An individual or business or governmental entity that has a contract to provide goods or services to the State of Texas. Used interchangeably with the term "Contractor."

Vendor Debarment: The designation status of any vendor who is debarred from conducting business with the TSUS or its institutions by either the Comptroller or the federal government. Debarment protects the State of Texas from risks associated with awarding contracts to vendors who have exhibited an inability or unwillingness to fulfill contractual requirements or who have displayed improper conduct. Debarment may include a vendor's successors-in-interest. Debarment does not relieve the vendor from responsibility for fulfilling existing obligations

Vendor Performance Form: A form prepared by the Contract Administrator that reports satisfactory and unsatisfactory performance by a contractor.

The *National Institute of Governmental Purchasing: Public Procurement Dictionary of Terms* (April 2012) was used as a reference for certain definitions used in this Handbook.

H. Institutional Procurement and Contracting Policies

Each institution shall develop and maintain operating policies and procedures to guide procurement and contract management processes. The following provides a reference to applicable operating policies for each institution.

Lamar Institute of Technology

- <http://www.lit.edu/common/pdfs/PolicyProcedureManual.pdf#page=55>

Lamar State College – Orange

- http://www.lSCO.edu/finance/Purchasing_Guidelines-Rev-5-13-Final.pdf

Lamar State College – Port Arthur

- <http://www.lamarpa.edu/Lamar/media/Lamar/Files/Business%20and%20Finance/LSCPA-Purchasing- Guidelines.pdf>

Lamar University

- <http://facultystaff.lamar.edu/financial-matters/purchasing.html>

Sam Houston State University

- http://www.shsu.edu/intranet/policies/finop/procurement_business_services/

Sul Ross State University

- http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/president/chapter_3.02_purchasing_policy_0.pdf

Sul Ross State University – Rio Grande College

- http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/president/chapter_3.02_purchasing_policy_0.pdf

Texas State University

- <http://www.txstate.edu/effective/UPPS/>

SECTION II – ETHICAL STANDARDS AND POLICIES

A. General

It is important that the people of Texas have complete confidence in the integrity of public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. [Texas Education Code §51.9337\(b\)](#) requires the Board of Regents to establish a code of ethics for institutional officers and employees, including provisions governing authority to execute contracts or exercise discretion in awarding contracts. The TSUS Code of Ethics is articulated in Chapter VIII, Paragraph 4 of the TSUS Rules and Regulations. For further information, refer to each institution's Ethical Standards Policies and Procedures (listed below).

It is the policy of the State of Texas that a state officer or state employee may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties in the public interest per Texas Government Code 572.001.

TSUS personnel involved with procurement and contract management must adhere to the highest level of professionalism in discharging their official duties. The nature of procurement and contracting functions makes it critical that everyone in the process remain independent and free from the perception of impropriety. Any erosion of public trust or any shadow of impropriety is detrimental to the integrity of the process. Consequently, the credibility of a procurement and contracting program requires that a clear set of guidelines and rules be established. Such guidelines and rules are designed to prevent actual and potential contractors from influencing employees or officials in discharging their official duties. Furthermore, these guidelines and rules will help prevent the TSUS employees' or officials' independent judgment from being compromised.

For federal awards, the institution must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with the awarding agency's policy. [§ 200.112 of 2 CFR, Part 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

With these principles in mind and in accordance with state and federal law, the following policies and procedures are to be adhered to by all TSUS employees, officials, contractors, and potential contractors.

B. Conflicts – Rules and Policies

Institutions shall have policies governing conflicts of interest, conflicts of commitment, and outside activities ensuring that the primary responsibility of officers and employees is to accomplish the duties and responsibilities assigned to that position. [Texas Education Code § 51.9337\(c\)\(2\)](#).

Following are links to the TSUS Rules and Regulations and institutional operating policies and procedures related to conflict of interest/commitment policies and ethical standards:

Texas State University System

- [TSUS Rules and Regulations](#) (see Chapter VIII, Ethics Policy)

Lamar Institute of Technology

- <http://www.lit.edu/common/pdfs/PolicyProcedureManual.pdf> (see pg. 155)

Lamar State College – Orange

- <http://www.lisco.edu/hr/AdministrativePoliciesProcedures.pdf>

Lamar State College – Port Arthur

- <http://www.lamarpa.edu/Lamar/media/Lamar/Files/Policy-and-Procedure-Manual-March-2016.pdf>

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Lamar University

- <http://facultystaff.lamar.edu/human-resources/policy-manual/hr-manual-sec2-23.html>

Sam Houston State University

- http://www.shsu.edu/intranet/policies/finop/procurement_business_services/documents/PUR-02Ethics3-28-11.pdf - PUR-02 Ethics
- <http://www.shsu.edu/dotAsset/eb395aa5-5aa6-41e1-ad66-f8ba2b3ab0a6.pdf> - E-8 Conflict of Interest
- http://www.shsu.edu/intranet/policies/finop/human_resources/documents/E-4.pdf - E-4 Multiple State Employment

Sul Ross State University

- http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/president/chapter_3.02_purchasing_policy_0.pdf

Sul Ross State University – Rio Grande College

- http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/president/chapter_3.02_purchasing_policy_0.pdf

Texas State University

- <http://www.txstate.edu/effective/UPPS>

C. Ethics Training

See I. Introduction, Section E - Training and Section F – Certification.

D. Standards of Conduct of Officers and Employees

As state officers or employees, each institutional officer or employee is expected to comply with all federal, state, and local laws and is subject to disciplinary action for a violation of those laws. [Texas Education Code §51.9337 \(c\)\(1\)](#). A violation by an officer or employee may subject the individual to disciplinary action and any applicable civil or criminal penalty if the violation constitutes a violation of another statute or rule.

In accordance with [Texas Government Code Chapter 572, part C](#), Standards of Conduct and Conflict of Interest Provisions, [§ 572.051](#), a state officer or employee shall not:

- 1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- 2) Accept employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the officer's or employee's position;
- 3) Accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- 4) Make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the institution's interest; or
- 5) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

See TSUS Rules and Regulations, Chapter VIII, Paragraph 4.1 and 4.2, for additional guidelines.

E. Disclosure of Potential Conflicts by Institution Officials and Employees: Prohibited Contracts

- 1) Institutional procurement of goods or services is subject to [Texas Government Code, Chapter 2261](#) - State Contracting Standards and Oversight, and applies to related contracts and contract management activities.

Institutional employees and officials involved in procurement or in contract management for the institution must disclose to the institution, as required by state law, TSUS Rules and Regulations or institutional operating policies and procedures or other applicable policies, any potential conflict of interest that is known by the employee or official with respect to any contract or purchase of goods or services from a contractor by the institution. [Texas Government Code § 2261.252 \(a\)](#) – Disclosure of Potential Conflicts of Interest; Certain Contracts Prohibited.

- 2) Each institution shall evaluate any disclosed potential conflict of interest when contracting for goods or services. Under [§ 2261.252\(b\)](#), if any of the following institutional employees or officials or certain family members has a financial interest in a private vendor, the institution is unable to enter into a contract for the purchase of goods or services with the person:
 - (a) A member of the agency's governing body (i.e., the TSUS Board of Regents);
 - (b) The governing official, executive director (i.e., the Chancellor, institutional Presidents, General Counsel, Chief Procurement Officer, or Procurement Director of the institution); or
 - (c) A family member related to an employee or official described by (1) or (2) within the second degree by affinity or consanguinity.

There is a financial interest under [Texas Government Code § 2261.252 \(c\)](#), if the employee or official:

- (a) Owns or controls, directly or indirectly, an ownership interest of at least one percent in the person, including the right to share in profits, proceeds, or capital gains; or
- (b) Could reasonably foresee that a contract with the person could result in a financial benefit to the employee or official.

Reference – *Disclosure of Potential Conflicts by Institution Officials or Employees*

Reference - *Disclosure of Conflict of Interest Form for Purchasing Office or Contracting Office personnel:*

F. Conflict of Interest: Disclosure, Representations and Warranties by Potential Contractors and Respondents; Employment of Current and Former Institution Employees

1. To avoid conflicts of interest, institutions shall request all potential contractors and respondents to disclose, in their response to solicitations and during the term of any resulting contract, any actual or potential conflicts of interest in their proposed provision of goods or services or other performance under any contracts resulting from the solicitations.

In accordance with Texas Government Code 2252.908 and the TSUS Rules and Regulations, Chapter VIII, Paragraph 12, an institution may not enter into a contract with a business entity that requires an action or vote by the Board or that has a value of at least \$1 million, unless the business entity submits a Disclosure of Interested Parties at the time the business entity submits the signed contract to the institution. The Board will not approve any contract that is not accompanied by such disclosure statement and a representation by the component that such statement was timely submitted to the Texas Ethics Commission as required by law.

- (a) This provision does not apply to a sponsored research contract, an interagency contract, or a contract related to health and human services if the value of the contract cannot be determined at the time the contract is executed and any qualified vendor is eligible for the contract.
- (b) The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission and include a list of each interested party for the contract of which the contracting business entity is aware and the signature of the authorized agent of the contracting business entity acknowledging that the disclosure is made under oath and under penalty of perjury.

The component shall submit a copy of the disclosure to the Texas Ethics Commission not later than the 30th day following the date the component receives a Disclosure of Interested Parties. Further information and a link to the Disclosure of Interested Parties form can be found on the contracts checklist included in Section V, G-7.

Potential contractors and respondents shall submit a Disclosure of Interested Parties certificate on the form prescribed by the Texas Ethics Commission, and institutions shall acknowledge receipt of the certificate, both of which shall be accomplished through the website available at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

An institution shall not enter into a contract that requires TSUS Board approval prior to execution or has a value of at least \$1 million without the requisite disclosures by potential contractors or bidders. [Texas Government Code § 2252.908](#). This requirement does not apply to the following contracts:

- a) where the governing body has properly delegated authority to execute the contract and the governing body does not participate in selecting the contractor ([Texas Ethics Commission, Chapter 46](#));

- b) a sponsored research contract of an institution; an interagency contract of an institution; or a contract related to health and human services if the value cannot be determined at time of execution and any qualified contractor is eligible for the contract ([Texas Government Code §2252.908 \(c\)](#)).
2. In responses, potential contractors and respondents are required to:
- (a) Represent and warrant that contractor's or respondent's provision of services or other performance under the contract will not constitute an actual or potential conflict of interest and represent and warrant that it will not reasonably create even the appearance of impropriety.
 - (b) Disclose any current or former employees who are current or former employees of the institution.
 - (c) Disclose any proposed personnel who are, or are related to, current or former employees of the institution.
 - (d) Represent and warrant that contractor or respondent has not given and will not give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant or employee or representative of the institution in connection with the solicitation or any resulting contract.
 - (e) Verify that it or any of its principals (including, but not limited to, an owner, proprietor, sole or majority shareholder, director, president, or managing partner) are not debarred, suspended, or otherwise excluded from doing business with the TSUS. Institutions may also verify that an entity or principals are not debarred, suspended or otherwise excluded to confirm that no contracts are awarded, extended or renewed.

G. Contracts with Former or Retired Employees

The following restrictions also apply to potential contractors and respondents:

- 1) [Texas Government Code § 2252.901](#), CONTRACTS WITH FORMER OR RETIRED AGENCY EMPLOYEES. An institution may not enter into an employment contract, a professional services contract, or consulting services contract with a former or retired employee before the first anniversary of the last date on which the individual was employed by the institution if appropriated funds are used to make payments under the contract. Such contracts may be made with an employer of a former or retired employee within one year if the individual does not perform services on procurements or projects on which the individual worked while employed by the institution.
- 2) [Texas Government Code § 2254.033](#), RESTRICTION ON FORMER EMPLOYEES OF A STATE AGENCY. An individual who offers to provide consulting services to an institution and who was employed by the institution or another state agency any time during the prior two years shall disclose in the offer the nature or previous employment, the date employment terminated, and annual compensation at the time of termination.
- 3) [Texas Government Code §572.069](#), CERTAIN EMPLOYMENT FOR FORMER STATE OFFICER OR EMPLOYEE RESTRICTED. A former state officer or employee of a state agency who during the period of state service or employment participated on behalf of a state agency in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the officer's or employee's service or employment with the state agency ceased.

H. Subcontractors or Assignees

Contractors are not allowed to assign their duties and obligations under a contract to others such as subcontractors or assignees except as expressly provided in the contract with institutional consent and subcontractors or assignees are subject to the same disclosure requirements and restrictions set forth in this section. Contractors remain responsible for the disclosure requirements and performance of the contract notwithstanding any such assignment or subcontract. This ensures that the evaluated and selected individual or entity will actually be responsible for performance and that proposed transactions may be reviewed for compliance with the Conflict of Interest and related party provisions. ([Texas Comptroller's Contract Management Guide](#))

SECTION III – CONTRACT MANAGEMENT OVERVIEW

Effective contract management techniques, coupled with the contractor's own quality assurance program, will help to ensure that standards for acceptable performance are met. It is essential for a contract manager to manage the overall procurement and contract process and have the ability to communicate with all parties involved. The five steps of the contract management process are:

Planning - Identify objectives and contracting strategy for procurement.

CMH Section IV

Procurement –Purchasing, renting, leasing or otherwise acquiring goods or services including all functions that pertain to the acquisition such as Planning, Solicitation, Award, Contract Formation, Contract Administration. (Section I. G. Definitions.)

Preparing the Solicitation

CMH Section V

Advertising the Solicitation

CMH Section VI

Evaluation and Award

CMH Section VII

Contract Formation – Ensure the contract contains provisions that hold the contractor accountable to the specifications and all state and federal required terms and conditions. **CMH Section VIII**

Post-award Contract Administration – Following the award of a contract, the management actions that must be taken for oversight to have full compliance with all of the terms and conditions contained within a contract.

CMH Section IX

Contract Closeout – Perform final review of the received goods or services, confirm the receipt of all deliverables, prepare the contract close-out form, and finalize any payments.

CMH Section X

Public Information/Open Records – Provides the public the right to request access to government information.

CMH Section XI

The level of risk associated with each of these processes varies depending on the type of business relationship and the nature and scope of goods or services obtained. For example, a Contract for Professional Services may present more risk than a small dollar procurement of goods.

SECTION IV – PLANNING

The first step in the contract management process is planning. Planning is crucial to the successful outcome of any procurement or contract. Planning assists an institution in determining the need for goods or services, preparing the specifications and budget, choosing the appropriate solicitation type, negotiating and drafting a contract, and evaluating the necessary level of contractor monitoring and oversight. Proper planning reduces risk in the procurement process. During the planning phase, each of the following elements must be considered:

A. General Planning

General planning includes identifying a Contract/Evaluation Review Team, assessing risk, developing a communication plan, determining the solicitation method and content of the procurement, and determining any financial obligation.

As defined by an institution's operating policies and procedures, a Contract Manager, a Contract Administrator, and program personnel may assist in the contract management process. The level of participation should be directly related to the level of risk and complexity associated with the procurement or contract. Institutional Procurement/Purchasing Offices and Contracting Offices will review contracts for compliance with institutional operating policies.

The institutional originating department shall submit a request to issue a solicitation to the Procurement/Purchasing Office or Contracting Office. The originating department will provide input as needed to develop the Scope of Work and serve as the subject matter expert for the procurement. The originating department will assign a Contract Administrator to oversee the contract, confirm the goods or services are received, and payment is made in accordance with the contract.

Depending on the complexity of the solicitation and the level of risk, the Procurement/Purchasing Office or Contracting Office personnel will consult with the Office of General Counsel, the Chief Financial Officer, the Chief Information Officer, risk management, accounting services, and other institutional departments to obtain input about compliance with state laws and regulations, institutional operating policies and procedures, and the contract.

B. Accountability and Risk Analysis Procedure

As an aspect of governance, accountability has been central to discussions related to problems in the public sector, nonprofit, and private worlds. Accountability is the principle that employees who accept an assignment and the authority to carry it out are answerable to a superior or higher authority for the outcome. In public higher education procurement, employees are not only answerable to a higher authority, but also to grantees, taxpayers, and donors.

Risk analysis can be the management of factors that create the possibility of loss or injury, waste, fraud, or abuse in the performance of a contract; includes all activities necessary to identify, analyze, plan, track, or control risk management activities.

Each institution must develop and comply with a procurement accountability and risk analysis procedure. [Texas Government Code, § 2261.256 \(a\)](#). The procedure must address:

1. Assessing the risk of fraud, abuse, or waste in the contractor selection process, contract provisions, and payment and reimbursement rates and methods for the different types of goods or services for which the institution enters into contracts.
2. Identifying contracts that require enhanced contract monitoring or the immediate attention of Contract Administrator or Contract Administration Team and personnel

- a. All contracts with an annual value in excess of \$1 million require enhanced contract monitoring. Enhanced contract monitoring is required throughout the life of the contract and may be reasonable to continue for a period after the termination of the contract.
 - b. Each institution may establish criteria to require enhanced contract monitoring for contracts with an annual value less than \$1 million.
3. Establishing clear levels of purchasing and contracting accountability and related personnel responsibilities.

The institution shall post on the institution's internet website the procedures described in paragraphs 2 and 3 above and submit to the Comptroller a link to the web page that includes the procedures. [Texas Government Code, § 2261.256 \(c\)](#).

C. Risk Assessment ([Texas Comptroller's Contract Management Guide](#))

Risks are inherent in all stages of the procurement process. Institutions will identify risk factors to focus monitoring resources on contractors with the highest risk of noncompliance with contract terms and on contracts that pose the greatest risk to the institution. Risk factors are indicators that assess the risk of the contract or project objectives not being achieved. Risk assessment is a dynamic process that should be updated to reflect the results of monitoring, reviews of payment vouchers, desk reviews, etc. For example, if the contractor has fallen significantly behind schedule in delivering goods or services, the risk assessment should be updated to indicate the elevated risk, which impacts how the contract is monitored in the future.

Reference – *General Planning*

<https://www.comptroller.texas.gov/purchasing/docs/contract-management-guide.pdf> Comptroller Contract Management Guide, Page 31

During negotiations of a contract and prior to execution, a preliminary risk assessment should be conducted to make an initial determination about the level, type, and amount of management, oversight, and resources required to plan and implement the contract from beginning to end. As the risk associated with a contract increases, the level and degree of contract manager and contract administrator participation and oversight should be increased.

Risk assessments for each contract should be documented and retained. The documentation should evidence the factors considered, mitigating controls that might reduce the identified risk(s), and alternative strategies should the level of risk be greater than management is willing to assume.

D. Risk Management ([Texas Comptroller's Contract Management Guide](#))

Risk management follows risk assessment and includes identifying specific risks of a procurement or contract and seeking to minimize the risks to the TSUS or institutions through contract terminology, insuring the risk, managing the risk at an appropriate level, or risk avoidance.

There is not an objective or mathematical formula that can be used to identify or quantify the risk imposed by a particular contract. Risk determination is based on both objective and subjective experience.

Risk management activities should be included in the formal risk assessment documentation.

E. Communications Plan ([Texas Comptroller's Contract Management Guide](#))

Institutions need to manage both internal and external communications. After identifying internal and external stakeholders (executive management, oversight entities, etc.), the Procurement/Purchasing Office or Contracting Office will provide guidance to communicate to all stakeholders regarding how communications will be delivered and acceptable content. Institutions should focus on centralized communication throughout the contract term utilizing the Contract Manager or the Contract Administrator, particularly for any Scope of Work communication. Individuals involved in any procurement process shall sign a non-disclosure form.

F. Determining the Procurement Method ([Texas Comptroller's Contract Management Guide](#))

If a procurement of goods or services requires a solicitation, the Procurement/Purchasing Office or Contracting Office shall determine the appropriate method of solicitation. (See next section regarding Exempt Purchases.)

The Procurement/Purchasing Office or Contracting Office may request the Originating department to provide sufficient information for the Contract/Evaluation Review Team to develop the Scope of Work.

Reference - <https://www.comptroller.texas.gov/purchasing/docs/contract-management-guide.pdf>
Comptroller Contract Management Guide, Page 37

1. Invitation for Bids (IFB) - The IFB uses the competitive sealed bid method. This method is used when requirements are clearly defined, negotiations are not necessary and price is the major determining factor for selection.
2. Request for Information (RFI) - Requests for Information are used primarily as a planning tool. The RFI is an optional method that may be used to gather information when an institution does not have the necessary information to prepare a complete and accurate solicitation document. RFIs are used to identify industry standards, best practices, potential performance measures, or to generally ascertain the level of interest of prospective respondents. A preliminary solicitation document which provides an initial description of the program objectives and scope of work usually accompanies the RFI for review by potential respondents. Institutions may use, but are not required to incorporate, information contained in a response into an RFI.
3. Request for Offer (RFO) – Generally used for IT Commodity Purchases exempt from the DIR IT Commodity Program. The process is generally the same as the RFP process. Request for Offer purchases include the purchase of automated information systems and are covered under Texas Administrative Code, Title 34 and Section 20.391.
4. Request for Proposal (RFP) – Used when competitive sealed bidding is not practicable or advantageous, such as when factors other than price are to be considered or when objective criteria cannot be defined. One of the key differences between an IFB and an RFP is that negotiations are allowed in an RFP. Discussions are allowed with proposers and best and final offers are solicited.
5. Request for Qualifications (RFQ) – Generally used to select a provider of professional services under the [Texas Government Code, Chapter 2254](#), Professional Services Procurement Act. Selection and award to respondents is based solely on demonstrated competence to perform the services, and for a fair and reasonable price. Under § 2254.003, price is negotiated after the institution has made a selection based on qualifications.
6. Request for Quote (Quotes) – A bid method utilized in the informal bid process, as determined by the institution's Chief Procurement Officer, to obtain quotations from potential contractors

for the purchase of goods or services. Quotes are obtained for small dollar transactions and shall be governed by the purchase order terms and conditions.

Each institution will develop, to the extent possible, standard solicitation templates to facilitate a consistent process and ensure that each solicitation document contains the required provisions. Templates will be reviewed and updated periodically. See Section V, Preparing the Solicitation.

G. Dollar Thresholds for Direct and Competitive Procurement

Purchasing personnel and program staff will first refer to any Applicable Laws, TSUS Rules and Regulations and University Rules that may direct the use of a specific procurement method. If Applicable Laws or Rules do not direct a specific method, institution's purchasing/procurement staff may set limits not to exceed the following contract value thresholds to determine whether direct/spot market, informal or formal procurement methods should be used.

Estimated Spend	Procurement Activities
<\$15,000	No competitive procurement required.
\$15,000 to \$25,000	Informal quotes from three or more potential vendors are required (Institutions may allow end users to secure these quotes directly). Two (2) HUB quotes are strongly encouraged within this range.
>\$25,000	Formal procurement by the institution directly or via another state agency or a GPO. The institution's purchasing office, not program staff, must take lead responsibility for conducting or overseeing the procurement.

NOTE: A large purchase may not be divided into small lot purchases to meet the contract value thresholds prescribed by this Section.

H. Exempt Purchases ([Texas Comptroller's Contract Management Guide](#))

Some procurement transactions may be exempt from competitive procurement requirements. Each institution shall maintain a list of exempt purchase goods or services. Examples of exempt purchases include, but are not limited to, the following.

1. Emergency Purchases

An emergency purchase occurs as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest, an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the institution. Institutions should address emergency procurements in their operating policies and procedures.

2. Proprietary Purchases

A Proprietary Purchase (or sole source) is justified only when an equivalent good or service is not available or not suitable. A written justification must be provided by the originating department when a specification requirement limits consideration to one supplier, one good(s), or one service provider AND the amount of the purchase exceeds the informal bid threshold at the institution (either in a one-time purchase or repetitive purchases of the same

goods or services during a fiscal year). Price and personal preferences are not acceptable as determining factors. A Purchasing Office or Contracting Office reserves the right to require additional quotes or bids for proprietary purchases.

The written justification will include:

- Explanation of why a unique scope of work for a good or service is required;
- Details on the unique features of the good or service;
- Reason that competing goods or services are not satisfactory;
- Any other relevant information to support the sole source documentation; and
- Confirmation that the procurement does not violate conflict of interest and conflict of commitment policies.

Institutions shall have specific rules or policies pertaining to proprietary purchases within their operating policies and procedures.

3. Other Exempt Purchases

Certain goods or services are considered exempt from the competitive procurement rules, either by statute or if an exemption is in the best interest of the public. Bids or proposals are not required when procuring exempt goods or services but may be requested to confirm best value for the institution and shall have a valid business purpose.

I. Purchases from Persons with Disabilities

Applicable Laws (including the best value statutes) require institutions to comply with applicable laws related to the Purchases from Persons with Disabilities program.

The Purchases from Persons with Disabilities program (1) furthers the state's policy of encouraging and assisting persons with disabilities to achieve maximum personal independence by engaging in useful productive employment activities; and (2) provides state agencies, departments, and institutions and political subdivisions of the state with a method for achieving conformity with requirements of nondiscrimination and affirmative action in employment matters related to persons with disabilities. Institutions must report any exceptions taken.

J. Group Purchases

Institutions may use contracts created by or through Group Purchasing Organizations (GPOs). Staff should analyze the particular requirements of a proposed purchase or contract and determine whether a GPO contract is the best method for completing the procurement. For one-time purchases of small dollar amount, use of GPO contracts without modification may be reasonable. However, for large procurements, or where a master contract will be created, staff may need to renegotiate the terms of the GPO contract, complete a contract rider, or may determine that a separate competitive process is needed.

Group Purchasing Organizations (GPOs) are entities that have been developed to aggregate and leverage the purchasing power of groups of businesses, government agencies, or other members to obtain steeper discounts from suppliers, based on its collective bargaining power. Many, but not all, GPOs are funded by administrative fees, either in the form of annual membership fees, or contract administration fees assessed on each purchase under the contract. Some GPOs that the TSUS uses include: Novation, E&I, US Communities, BuyBoard, First Choice, and choice Partners.

K. Planning for Contract Content

Clearly identifying general contracting objectives (i.e., needs assessment), assumptions, and constraints is an important step in the contracting process. This step may seem obvious, but when a contract fails, it often fails because the expectations were not met and there was not a true meeting of the minds regarding expectations. A clear understanding of the contracting objectives is essential to success. Typically a contract will be part of a larger organizational project. Institutions must carefully consider how the objectives, assumptions, and constraints integrate into the larger organizational project. Identify potential integration risks so that a strategy for mitigating or managing those risks will be developed later.

L. Technique

Defining the contract objectives, assumptions, and constraints may sound simple and straightforward, but this definition process can be quite complex. Institutions may find that individuals in the Contract/Evaluation Review Team hold different views as to the procurement's objectives.

Each procurement transaction is different; therefore the description of the objective, assumptions, and constraints will vary. A good measure of the quality of the Scope of Work is whether the contract objectives, assumptions, and constraints make sense. Are the objectives, assumptions, and constraints described too broadly or too narrowly?

M. Solicitation Research

The contract/evaluation review team will seek input from System Administration or institutional personnel and other agencies or institutions who have developed solicitations, drafted contracts, and engaged in contractor oversight similar to the solicitation that is being planned.

Recommended methods of research include:

- Use the internet to search for similar solicitation documents, contracts, and oversight documents;
- Review websites of potential contractors for useful information;
- Check with universities, trade associations, and professional organizations to identify industry standards; and
- Publish a Request for Information (RFI).

While researching, institutions may wish to contact potential contractors to discuss the procurement. This is an acceptable practice as long as the institution solicits information from more than one contractor and advises the contractor up front that the institution's interest at this point is strictly for solicitation research purposes and that any formal requests for pricing or other information will be made through a formal solicitation process ([Texas Comptroller's Contract Management Guide](#)).

N. Cost Estimates

An estimated cost of the procurement will provide an idea of the range of goods or services to be included in the scope of work.

It is recommended that institutions contact someone within the institution who has knowledge in the subject area to assist with the cost estimate. However, if unable to find anyone with knowledge in the subject area, institutions may choose to conduct research to obtain pricing information. If contractors are contacted, be sure to advise them that you are obtaining price estimates for information purposes only and that the estimate is not a formal solicitation. In obtaining price estimates from potential bidders or proposers, care should be taken to avoid giving a potential respondent a competitive advantage.

O. Procurement Lead Time

In order to process a contract prior to its start date, the table below is provided to assist System Administration and institutions in the planning process.

TASK	SUGGESTED LEAD TIME FROM CONTRACT START DATE
Begin Preparation of Solicitation Document – Program Personnel	180 days
Solicitation document completed	150 days
Advertise and Issue Solicitation	145 days
Receipt of Responses	115 days
Evaluation of Responses	60 days
Contract Negotiation (if allowed) and Formation	50 days
Contract Execution – All signatures are obtained	15-50 days
Performance Begins (effective date)	0 days

The lead times above are suggestions only and may vary depending on the specific requirements, the complexity of the contract, and the workload of the Purchasing Office and Contracting Office. Less complex procurements may be accomplished in less time, while more complex procurements may require more time.

- If the procurement is very complex and requires respondents to submit significant documentation and/or complex pricing, additional time for the solicitation period should be allowed.
- Evaluation of the bids or proposals may take more or less time, depending on the size of the Contract/Evaluation Review Team and the complexity of the evaluation. The evaluation period could also increase if oral presentations, discussions, or best and final offers are utilized.
- Contract negotiation and formation timeframes may vary depending on the complexity of the procurement.
- The contract execution timeframe may also differ significantly between a purchase order and a contract.
- Depending on the approval and signature requirements of the institution and the contractor, the contract execution lead time may need to be adjusted.

SECTION V – PREPARING THE SOLICITATION

After an institution's Purchasing Office determines which solicitation method is appropriate, the solicitation document is prepared. Relevant statutes, operating policies and procedures, [TSUS Rules and Regulations](#), and industry best practices should be reviewed prior to preparing the solicitation document. The Contract/Evaluation Review Team involved in preparing a solicitation, any institutional personnel reviewing the solicitation, and any other institutional or outside representative who is involved in the procurement process must disclose to the agency any potential conflict of interest or conflict of commitment specified by state law or agency policy.

A. Preparing the Specifications

A Specification document should include the following:

1. Table of Contents
2. Introduction
3. Background Information
4. Schedule of Events
5. Definitions
6. Solicitation Requirements
7. Solicitation Procedures
8. HUB Subcontracting Requirements
9. Scope of Work
10. Evaluation and Award Process
11. Contractor Questionnaire
12. Terms and Conditions or a Sample Contract
13. Preferences
14. Execution of Offer
15. Affirmations and Conflict of Interest
16. Pricing Submittal Form
17. Exhibits

The specifications for a Request for Proposal process or a Request of Qualification process will be much more comprehensive than the specifications for an Invitation to Bid or a Request for Quote.

B. Organization of the Scope of Work

The Scope of Work ("SOW") is very important as it forms the basic framework for the resulting contract. The SOW is a detailed description of the conceptual requirements for the procurement of goods or services. The SOW is included within the specifications. The success or failure of a contract can usually be linked to the adequacy of the planning, analysis, and thoroughness of the SOW. Time spent planning, analyzing, and drafting the SOW will improve the quality of the goods or services provided.

It is very important that the SOW:

1. Secure the best economic advantage utilizing best value;
2. Be clearly defined;
3. Be contractually sound;
4. Be unbiased and non-prejudiced toward respondents;
5. Encourage innovative solutions to the requirements described, if appropriate; and
6. Allow for free and open competition to the maximum extent reasonably possible.

Reference – *Scope of Work Guidelines*:

<https://www.comptroller.texas.gov/purchasing/docs/contract-management-guide.pdf>
Comptroller Contract Management Guide, Page 51

One way of organizing the SOW is to divide each of the general contracting objectives into logical parts. Contracts are often divided into phases, such as:

1. Planning;
2. Development;
3. Implementation and Operation;
4. Installation;
5. Testing;
6. Operation; and
7. Maintenance.

The phases should support the subject matter and purpose of the contract. Phases can be further divided into small components of work (segments) and deliverables can be defined within each segment.

C. Characteristics of an Effective Specification

1. **Simple:** Avoid unnecessary detail, but be complete enough to ensure that requirements will satisfy the intended purpose.
2. **Clear:** Use consistent terminology that is understandable to the institution and to potential contractors. Use correct spelling and appropriate sentence structure to eliminate confusion. Avoid legalese type language and jargon whenever possible.
3. **Accurate:** Provide accurate units of measure compatible with industry standards and that are specific to the goods or services being requested in the solicitation.
4. **Competitive:** Draft specifications that encourage competition and provide opportunities for cost savings. Avoid additional requirements that could reduce or eliminate potential contractors.
5. **Flexible:** Avoid specifications that lack flexibility which prevent the acceptance of a response that could offer a greater value.

A specification is a description of the requirements for a good or service that an originating department seeks to procure, and is also a description of what a respondent must offer to be considered for an award.

D. Specification Types

This Handbook will focus on two of the most common types: Performance Based Specifications and Design Specifications.

1. Performance Based Specifications

Performance-based specifications focus on outcomes or results rather than processes, and the required goods or services rather than how the goods or services are produced. Performance-based specifications allow respondents to bring their own expertise, creativity, and resources to the procurement process without restricting them to predetermined methods or detailed processes. This allows the respondents to provide the goods or services at less cost and shifts some of the risk to the contractors. Performance-based specifications are fashioned so that respondents are allowed maximum flexibility when satisfying the requirements of a solicitation.

2. Design Specifications

Design specifications focus on resources and outline exactly how the contractor must perform the services or how the goods are made. Design specifications limit flexibility. Design specifications are appropriate for the purchase of low cost, low risk goods or services as determined by the Contract/Evaluation Review Team.

3. Other Specification Options

- a. **Incentives:** Institutions can include incentives in their contract language. Incentives are used for outstanding performance which exceeds the goals contained in the contract. Incentive limitations shall be predetermined by the Contract/Evaluation Review Team.

E. Elements of a Deliverable

Deliverables defined in a solicitation may include the following elements:

1. A description of the work;
2. A standard for performance;
3. Test conditions, methods, or procedures to verify that the deliverable meets standards;
4. A method or process to monitor and ensure quality in the deliverable;
5. An acceptance process for each deliverable;
6. A compensation structure that is consistent with the type and value of goods or services provided; and
7. A contractual remedy, if appropriate.

The SOW should provide a clear and thorough description of the goods or services to be provided. If appropriate, provide the relevant environment where the goods or services will be used. In certain types of procurements, it may be critical to describe the existing business processes and operating policies and procedures. If the existing business process will change as a result of the procurement, then also describe what the business process will be after the procurement objectives are completed. If the institution wants the respondent to recommend new business processes, this information must be included in the solicitation.

F. Contract Term

The contract term shall comply with the [TSUS Rules and Regulations](#) and institutional operating policies and procedures. The maximum contract term must be established prior to solicitation and must be included in the solicitation document. All contracts must have an effective date, an expiration date and for construction/design, an expiration upon completion of scope of work clause. Options for renewals shall be clearly defined as to the number and length of each potential option.

G. Contract Requirements

The below checklist of applicable issues should be completed prior to submitting a contract for legal review or signature.

CONTRACTS THAT MUST BE SIGNED BY THE CHANCELLOR OR THAT REQUIRE APPROVAL OF THE BOARD OF REGENTS

The general rule is: a contract in the amount of \$1 million or more is subject to approval by the Board and signed by the Chairman of the Board of Regents; a contract between \$500,000 and \$1 million must be signed by the Chancellor. Research grants are not subject to Board of Regents

approval, and granting agencies usually do not allow changes to their standard contracts. Therefore, it is not necessary to send grant contracts to the Office of General Counsel for review unless there is a legal question. Likewise, contracts within Presidential Spending Authority are not required to be submitted to the Office of General Counsel for review. Presidential Spending Authority (generally) includes contracts with a value under \$500,000. Applicable rules and the exceptions are found in Chapter III, Section 1.11 of the TSUS Rules and Regulations.

Any contract that must be signed by the Chancellor or the Board of Regents MUST be submitted directly to the Vice Chancellor and General Counsel. This process will allow the general counsel to review, identify, and correct legal issues early in the contracting process and prevent undue delay in the contract approval process. It also allows for coordination with other System Administration offices, such as the Office of Finance.

Use the required Signature Block (below) if the contract is to be submitted to the Board of Regents.

*If the contract does not have to go to the Board of Regents but must be approved by the Chancellor, remove the entire portion of the signature block after the Chancellor's signature line before finalizing the document and obtaining the signatures.

TEXAS STATE UNIVERSITY SYSTEM

Examined and Recommended:

President _____

Date _____

Chancellor _____

Date _____

Approved as to legal form:

Vice Chancellor and General Counsel

APPROVED by the Board of Regents on [date of meeting] at [place of meeting].

The Honorable _____
Chairman of the Board

Date _____

SAMPLE LANGUAGE FOR CONTRACTS

- Title IX Language** - "Nondiscrimination: In their execution of this agreement, all contractors, subcontractors, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement."

(Require this wording be included in all contracts. If there is an objection, contact the Office of General Counsel.)

2. **Indemnification Provisions** - Any provision stating that the University (or College) will “indemnify” and/or “hold harmless” the other party (parties) must be modified by adding language to the beginning of the provision which states: “To the extent provided by Texas law” (and then the indemnification language) and the following sentence must be included at the end of any Indemnification provision: “Notwithstanding any provision to the contrary in this contract, nothing herein constitutes a waiver of the constitutional, statutory or common law rights, privileges, immunities or defenses of the parties.”

If you have any questions regarding this provision, please consult the Office of General Counsel.

3. **Choice of Law and Venue Provisions** - Institutions should only agree to governing law in Texas with venue in the county in which the institution is located or in Travis County. Venue in real estate contracts must be in the county where the property is situated.

4. **Dispute Resolution** - Use the following language:

“If a dispute, or controversy, or claim arises out of or relates to this agreement, the parties will make a good faith attempt to resolve the issues. If the dispute cannot be settled by the parties, the parties agree to follow the dispute resolution process in Chapter 2260 of the Texas Government Code.”

SAMPLE LANGUAGE FOR CONTRACTS REQUIRING BOARD OR CHANCELLOR APPROVAL AND FOR CONTRACTS FOR GOODS AND SERVICES

1. **Public Information Act** – University (or College) strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code. Contractor is required to make any information created or exchanged with the state pursuant to this contract, that is not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. The following format(s) shall be deemed to be in compliance with this provision: electronic files in Word, PDF, or similar generally accessible format.”
2. **Tax Exempt Status** - University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax in accordance with Section 151.309, Texas Tax Code, and Title 34 Texas Administrative Code ("TAC") Section 3.322.
3. **Right to Audit** - The University retains the right to audit the financial records related to the provisions of the contract.
4. **Personnel Placed Permanently On Campus** - (See TSUS Rules and Regulations, Chapter III, Paragraph 10.3) When Contractors and/or their subcontractors place personnel permanently on the campus during the duration of the contract, the following language should be included:

“Contractor will provide representation that it has conducted the following background checks on its officers, employees, or other persons it causes to be on the campus full time during the life of the contract:

- Sex offender and criminal history databases where the above individuals will be on the campus full time, working with or around students;

- Criminal history and credit history background checks where the above individuals will be handling money, informational technology, or other security-sensitive areas as determined by University;

Contractor will determine on a case-by-case basis whether each individual assigned to perform the Work is qualified to provide the services. Contractor will not knowingly assign any individual to provide services on University's premises who has a history of criminal conduct unacceptable for a university campus or healthcare center, including violent or sexual offenses.

Contractor will provide University a letter signed by an authorized representative of contractor certifying compliance with this Section. Contractor will provide University an updated certification letter each time there is a change in the individuals assigned to perform the Work. The president may require the vendor to remove any person from the campus that, in his or her judgment, poses a danger to health or safety.

5. **Contract Subject To All Applicable State Law** - In accordance with Texas Education Code, Section 51.9335 (h), any contract for the acquisition of goods and services to which an institution of higher education is a party, any provision required by applicable law to be included in the agreement or contract is considered to be a part of the executed agreement or contract without regard to:

- (1) Whether the provision appears on the face of the agreement or contract; or
- (2) Whether the agreement or contract includes any provision to the contrary.

6. **Ethics Matters – Disclosure Of Interested Parties** - Use the following language when applicable: "This agreement complies with Texas Government Code, Section 2252.908 as it applies to contracts requiring approval of the Board of Regents or has a value of at least \$1 million. The statute requires a business entity entering into a contract to submit a Disclosure of Interested Parties form (Disclosure) as prescribed by the Ethics Commission.

Following is the link to the form: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
The form must be submitted to the institution at the time the signed contract (or amendment) is submitted and must include:

- (a) a list of each interested party ("interested party" is defined as a person who has a controlling interest in a business entity with whom a governmental entity contracts, or, who actively participates in facilitating the contract or negotiating the terms of the contract), and
- (b) the signature of the authorized agent of the business entity.

In accordance with the new statute, the institution of higher education shall submit this form to the Texas Ethics Commission not later than 30 days after receipt from the business entity."

This provision does not apply to (a) sponsored research grants or contracts, (b) interagency contracts or (c) a contract related to health and human services if the value cannot be determined at the time of execution of the contract and if any qualified vendor is eligible for the contract.

H. Historically Underutilized Business (HUB) Requirements

Institutions are required to make a good faith effort to utilize HUBs in contracts in accordance with institutional operating policies and procedures. These goals can be achieved through contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with [Texas Government Code, Chapter 2161, Subchapter F](#) and [Texas Administrative Code, Title 34 Part 1, Chapter 20, Subchapter B](#).

Specific HUB procedures should be detailed in the operating policies and procedures of each institution.

Each institution that considers entering into a contract with an expected value of \$100,000 or more over the life of the contract (including any renewals) shall, before an institution prepares the solicitation, determine whether subcontracting opportunities are probable under the contract [Texas Administrative Code, Title 34 Part 1, Chapter 20, Subchapter B, Rule § 20.14 \(a\)](#).

For all solicitations and contracts with an estimated value greater than \$100,000, in which the institution has determined that there are subcontracting opportunities, HUB subcontracting forms must be submitted or the response will be considered non-Responsive as addressed in [Texas Administrative Code, Title 34 Part 1, Chapter 20, Subchapter B, Rule § 20.14 \(b\)](#).

I. **Payment Types** ([Texas Comptroller's Contract Management Guide](#))

The method of payment has a direct impact on how the SOW is written and how a contract is managed. Institutions must measure or verify that the work is complete and how much and how often the institution will pay the contractor. As with specification types, there are also various payment types. The payments should be consistent with the type of good or service delivered. Payments should be structured to fairly compensate the contractor and encourage timely and complete delivery of the goods or services. As a general rule, payment should be approximately equal to the value of the delivered goods or the completed services.

1. **Cost Reimbursement** - reimbursement of allowable costs in accordance with the approved budget. May be associated with grants. Example: Contracts for Services.
2. **Cost Plus Incentives** – Contractor's costs plus a percentage of cost or cost plus a fixed fee.
3. **Fee for Service** – A specific fee for a unit of service. Payments are made for each unit of service completed. Example: Providing flu shots.
4. **Firm Fixed Price** – A firm fixed price at the time the contract is awarded. Contractor carries all risk as the payment does not change, regardless of how much it costs the contractor to provide the goods or services. Example: Procurement of furniture
5. **Firm Fixed Price with Escalator** – Similar to the "Firm Fixed Price" except that it includes a provision for price escalation. Escalators are usually based on the Consumer Price Index.
6. **Progress** – Payment is based on pre-established deliverables. The deliverables must be measureable. Example: A search firm agreement.
7. **Time and Material** – Payment is based on the number of hours worked for a specific SOW. Example: Services of an electrician.
8. **Other Payment Provisions**
 - i. **Travel** – the reimbursement of travel expenses should generally be limited to the rates allowed by the General Services Administration (GSA) or the State of Texas unless otherwise agreed to in writing.
 - ii. **Payment Discounts** – Institutions should encourage respondents to include payment discounts such those for prompt payments, centralized receiving, or limited weekly deliveries.

In addition, an institution may want to recognize cost savings by requiring electronic invoicing and payment. These incentives or requirements must be defined in the SOW.

The Purchasing Office or Contracting Office shall verify that the payment type complies with applicable statutes, TSUS Rules and Regulations, institutional operating policies and procedures, and Comptroller Guidelines.

J. Define the Institution's Role ([Texas Comptroller's Contract Management Guide](#))

Clearly define the role the institution will play in the work to be performed and any specific contributions, resources, or tasks the institution will provide. Detail any background data or work already accomplished that the anticipated contract will build on and make it available during the solicitation phase of the procurement. Specify whether the contractor should rely on the accuracy of any such background data or work or whether the data or work is provided for informational purposes only. If provided for informational purposes only, advise if the contractor is responsible for verifying the accuracy of the information to the extent necessary to perform the contract. Define the roles of institutional personnel who will administer the contract and monitor the contractor's progress.

K. Quantity

The solicitation document must quantify the amount, frequency and/or location required to meet performance.

L. Quality

The solicitation document must identify the level of quality required for acceptable performance.

M. Established Standards

If established standards (international, national, state, local) are available, they can be used to assist in defining the contract performance requirements. Examples of national and international standards include American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM) and International Organization for Standardization (ISO). Using established standards provides consistency in measuring acceptability, quality or accuracy of the performance of one or more parties to a contract.

Contracts will often incorporate by reference "standards" maintained by entities representing particular industries such as Generally Accepted Accounting Principles (GAAP), Institute of Electrical and Electronic Engineers (IEEE), or International Organization for Standardization (ISO). If a standard is incorporated by reference, identify any industry, state or institutional standards of performance that relate to each good or service received by the institution. Merely referring to "industry standards" is usually inadequate. If an industry standard is used, specifically identify the standard.

N. Warranties

A warranty is a type of standard that can describe performance. Consider including warranty language as a contractual standard of performance. An express warranty and an implied warranty are technically different. However, each standard works to describe a type of contractually based performance.

Unless excluded or modified by the language in the contract, warranties or standards may be implied or imposed into a contract by a statute or case law. For example, in the sale or lease of some types of personal property or goods there may be statutory warranties implied into a contract, such as: a warranty of title, a warranty that the goods shall be merchantable, or a warranty that goods are fit for a particular purpose.

The best practice is to include clear standards for the contractual performance or an express warranty describing the objective expectation of performance rather than relying on an implied warranty. Generally, it is not necessary to the creation of an express warranty that the seller use

formal words such as “warrant” or “guarantee” or that the seller have a specific intention to make a warranty. However, a mere affirmation of the value of the goods or a statement merely purporting to be the seller’s opinion or commendation of the goods does not create a warranty.

O. Contractor Qualifications

The SOW should specify the minimum qualifications required of the contractor. At a minimum, the SOW should require that the contractor have a specified level of experience, certification, or training in the type of goods or services to be delivered as determined by the Contract/Evaluation Review Team.

P. Bonding Requirements

The three most common forms of bonding are Bid Bonds (deposits), Performance Bonds, and Payment Bonds.

Institutions must advise the respondents in a solicitation if a bond is required and what forms are acceptable (e.g., irrevocable letter of credit or cashier’s check). When considering whether or not to use a bond, remember that the cost of the bond is typically passed on to the institution by the contractor. Some bonds are required by statute for specific types of procurements as set forth in:

[Texas Government Code § 2253.021\(a\)](#):

- (1) A Performance Bond if the contract is in excess of \$100,000, and
- (2) A Payment Bond if the contract is in excess of \$25,000.

Texas Government Code, Subchapter C, Private Auxiliary Enterprise Providing Services to State Agencies or Institutions of Higher Education - [§ 2252.064](#):

- (a) A Contractor shall execute a bond issued by a surety company authorized to do business in this state in an amount determined by the institution, but not to exceed the contract price.
- (b) The bond must be payable to the institution and conditioned on the faithful performance of the terms of the contract.

Each institution must evaluate the risk of performance failure prior to issuing the solicitation and determine the need for a Performance Bond or Payment Bond.

Q. Insurance Requirements

Institutions must also evaluate the risks associated with each solicitation and include any insurance requirements in the specification. The Contract/Evaluation Review Team shall consult with the Risk Manager on insurance requirements as determined by the Chief Procurement Officer and shall consult with the Risk Manager on high risk solicitations.

During the term of this agreement, provider agrees to procure and maintain, at its expense:

1. Workers’ Compensation Insurance coverage for each of Provider’s employees employed on this project. Provider will certify the existence of such insurance as provided in Labor Code section 406.096; and

2. Public Liability and Property damage insurance to cover sums that either party becomes obligated to pay arising from this agreement. The policy will name the institution as an additional insured and will provide for the defense of the institution in the event of suit.

The policy will be in the minimum amounts of \$250,000 for bodily injuries, including accidental death, to any one person, \$500,000 for any one accident, and \$100,000 for damage to property. Contractor will furnish Texas State proof of this insurance before the beginning of the term of this agreement.

3. A Certificate of Professional Liability Insurance is required with a minimum limit of \$1,000,000 each claim and \$1,000,000 aggregate. The certificate shall indicate the expiration date of the A-E's professional liability and errors and omissions insurance. The certificate is to identify the specific name of the project according to the terms of this agreement and identify the TSUS and the institution as additionally insured.

R. Evaluation Criteria ([Texas Comptroller's Contract Management Guide](#))

The solicitation document must advise the respondents how a solicitation response will be evaluated. The evaluation criteria must reflect the essential qualities or performance requirements necessary to achieve the objectives of the contract. The criteria should allow the Contract/Evaluation Review Team to objectively evaluate the responses. The evaluation criteria may take a variety of sources of information into consideration such as the written response, oral presentations, documented past performance of the respondents, and references relevant to the contract. Specific portions of the required response should directly relate to the evaluation criteria. To ensure fairness in evaluation, the evaluation criteria are to reflect only those requirements specified in the solicitation document. The language within the solicitation will determine the scope of the evaluation criteria and the flexibility the Contract/Evaluation Review Team will have when evaluating proposals, so the evaluation criteria should not be unduly restrictive. Respondents must have notice in the solicitation of all requirements.

Criteria that was not included in the solicitation may not be used in the selection or ranking of a proposal. For example, if respondents receive additional points for possessing a national accreditation, or meeting the unique needs of the customers, these criteria must be included in the solicitation so that the respondents know there is an opportunity to score higher by providing these options. Likewise, if this information is not requested in the solicitation, respondents who fail to offer these options cannot be penalized during the evaluation process.

S. Best Value Considerations ([Texas Comptroller's Contract Management Guide](#)) and [Texas Education Code § 51.9335](#)

Best Value considerations must be included in the specifications. The lowest cost is not necessarily the best value for all procurements. For example, a commodity or service of higher quality, such as a longer life span, may be a better value and investment for an institution, even if the initial cost is more. Institutions need to think strategically when considering their procurement needs.

Some items which may typically be considered under best value include:

1. Installation costs;
2. The long-term cost to the institution of acquiring the contractor's goods or services;
3. The quality and reliability of the goods or services;
4. Delivery terms;
5. Contractor's past performance, including the contractor's experience;
6. The reputation of the contractor and of the contractor's goods or services;

7. The extent to which the goods or services meet the institution's needs;
8. The contractor's past relationship with the institution;
9. The impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods or services from persons with disabilities;
10. The cost of employee training;
11. The effect of the purchase on the institution;
12. The contractor's anticipated economic impact to the region;
13. Other factors relevant to determining the best value for the institution; and
14. Any relevant factor that a private business entity would consider in selecting a contractor.

T. Proposal Submission Requirements

The specifications must include a listing all of the required information that respondents must submit with their response to assist respondents in submitting a complete response. Additionally, recommended or required response formats must be specified in this section, such as order of information, page number limitations, and electronic format. If hard copy responses are permitted, the institution may want to specify the size of paper, number of copies, etc.

U. Monitoring

The methods used to monitor contractor performance must be clearly stated in the solicitation to give contractors advance notice if requirements include producing time-consuming reports or maintaining stringent testing requirements outside normal industry parameters. The institution may develop and include a monitoring strategy in the solicitation. The amount of monitoring should be balanced and adequate to meet the need, but limited in type, scope, and frequency sufficient to achieve the desired result without unnecessarily increasing costs. Overly restrictive oversight can interfere with the contractor's ability to accomplish the work and may unnecessarily and inadvertently increase the cost of the work.

The SOW must set deadlines for completion of tasks and a schedule for submittal of deliverables, required meetings, presentations, or other activities. The Contract Manager must consider monitoring methods to ensure the contractor performs as specified in the SOW.

V. Reporting

Status reporting is a term used to describe information that a contractor must provide to evidence the performance of a contract. These terms must be defined in the SOW and the definition of each should include content, frequency, and audience for each report. A status report describes the level of completion of the work and/or the cost of the contract. "Percent complete" is often used to describe status. For the report to be useful, a baseline should be established for timelines and budgeting.

If deliverables are specified, include the format of the deliverable and the quantity required. For example, if a deliverable is a final project report, state how many copies of the report are needed and specify the format of the report. Provide details of all items that must be included in the report. These requirements are usually addressed in the SOW within the solicitation.

If contractor provided information is anticipated to be reported as part of the institutions' performance measures, ensure that there are requirements that allow for data verification and that the data corresponds with the data required for the performance measures.

W. Inspection and Testing

The SOW must provide any requirements for inspection and testing and institutions shall describe provisions for inspection and testing of goods or services purchased under the contract.

Tests may be performed on samples submitted from regular shipments.

All external costs of inspection and testing should be borne by the contractor. In the event inspected and tested goods or services fail to meet or exceed all conditions and requirements of the contract, the goods or services should be rejected in whole or in part and must be replaced at the contractor's expense. Latent defects can result in cancellation of a contract. "Latent defects" are those that are not known by or expressly disclosed to the buyer or not discoverable by a reasonably prudent inspection.

The institution will not have an obligation to the contractor for any lost overhead or profit resulting from a replacement or cancellation.

X. Final Acceptance

The SOW must clearly define how an institution will determine that a contract has been satisfactorily completed. The SOW sets a standard for acceptance of the goods or services and establishes a procedure to accept or reject the goods or services based on specific factors. A formal acceptance process for each requirement in a contract allows the Contract Administrator and a contractor to monitor the contract performance.

Y. Additional Issues to Consider

Listed below are additional issues which institutions should consider when preparing the SOW. Institutions should consider the effect on costs when including these items:

- Licenses or permits required;
- Use of institutional equipment;
- Storage space for contractor materials or supplies;
- Intellectual property or copyright issues;
- Subcontractor requirements; and
- Conflict of interests and other organizational restrictions.

Z. Contract Checklist –See Attachment at end of Handbook

The Contract Checklist will assist institutions in assuring that all documentation, reviews and procedures have been completed for a specific contract.

SECTION VI – ADVERTISING THE SOLICITATION

When marketing a solicitation, consideration must be given to the type of procurement method used. For example, the advertising requirements of goods or services are different from those of a Major Construction Project. Institutions should refer to the appropriate statute to ensure the proper advertising procedures are followed. Below is a table to assist in determining recommended advertising options.

Type of Procurement	Applicable Statute*	Advertising Method(s)
Goods or Services	Texas Education Code §51.9335	Institutional bidding systems, Electronic State Business Daily (ESBD), Centralized Master Bidder’s List (CMBL), newspapers, HUB organizations, print media.
Professional Services	Texas Government Code Chapter 2254	Institutional bidding systems, Electronic State Business Daily (ESBD), Centralized Master Bidder’s List (CMBL), newspapers, HUB organizations, print media.
Major Consulting Services over \$25,000	Texas Government Code Chapter 2254	Institutional bidding systems, Electronic State Business Daily (ESBD), Centralized Master Bidder’s List (CMBL), newspapers, HUB organizations, print media. The solicitation shall be posted in the Texas Register if paid for by appropriated funds.
Construction	Texas Education Code § 51.9335 and Subchapter T - §§ 51.776-51.785	Institutional bidding systems, Electronic State Business Daily (ESBD), Centralized Master Bidder’s List (CMBL), newspapers, HUB organizations, print media.

A. The Centralized Master Bidders List (CMBL)

The CMBL is an electronic mail list administered by the Comptroller which is a database of contractors registered by commodity codes that have provided information for the primary contact, commodity codes, and the goods or services they offer. Institutions may utilize the list to solicit Bids or proposals from contractors registered on the CMBL.

B. The Electronic State Business Daily (ESBD)

The Electronic State Business Daily (ESBD) is an internet based resource used for posting procurement opportunities. It is also administered by the Comptroller. Institutions can utilize the ESBD to solicit procurements to Vendors on the CMBL. The ESBD is available on the internet at <http://esbd.cpa.state.tx.us/>.

C. The Texas Register

The Texas Register is used to advertise various types of appropriated funded procurements as required by statute. The Texas Register is administered by the Secretary of State's Office.

D. Institutional Bidding System

Each component institution may publish the solicitation notifications in their respective institutional bidding system. The institutional bidding system may also accommodate electronic submittals of procurement responses.

E. Newspapers

If required by statute or institutional policy, each component institution shall publish procurement notices, in a newspaper of general circulation in print or online.

F. Pre-Solicitation Conferences

Institutions may conduct mandatory or non-mandatory pre-solicitation conferences. Institutions should carefully consider the use of a mandatory conference as this may limit competition. Conferences should be mandatory only if an on-site visit is required to have a full understanding of the procurement or if the solicitation is so complex that the institution's Contract/Evaluation Review Team believes attendance is critical for potential respondents to fully understand the procurement. Pre-solicitation conferences provide a forum for institution personnel to respond to questions regarding a solicitation. The benefits derived from conducting pre-solicitation conferences include:

1. The conferences allow potential respondents to address specific questions or concerns with the solicitation. If any issues are identified at the conference, the institution will publish an Addendum to the solicitation.
2. The conferences provide an opportunity to explain the solicitation process and detail the submittal requirements.
3. Conferences are important when there is a need for on-site visits by contractors prior to submitting their response. In some cases, it may be sufficient to take digital pictures of the sites and provide this information in a slide presentation at the conference in lieu of the conference attendees traveling to the various sites. A copy of the slide presentation can be provided to the conference attendees and can be posted online.
4. Conferences provide a forum for institutions to provide additional information, schematics, plans, reports, or other data that is not easily transferable or distributed through hard copy.
5. Subcontracting relationships may develop through the contacts established at the conferences.
6. Respondents attending will all receive the same information.

The solicitation document must indicate the date, time, and location of the pre-solicitation conference. All conference attendees must be documented through a sign-in sheet. This is especially important if the conference is mandatory since the institution can use the sign-in sheet to document respondent attendance at the conference.

The Procurement/Purchasing Office or Contracting Office will conduct the conference, in coordination with relevant institutional representatives. Facilities Administration staff may conduct a conference for construction related solicitations.

The Procurement/Purchasing Office or Contracting Office should facilitate the meeting and answer Procurement process related questions, while other institutional representatives may respond to the technical questions. It may not be possible to answer all questions at the conference. In these circumstances, the answers may be provided as an Addendum. It is recommended that the Purchasing Office or Contracting Office record minutes of the pre-solicitation conference.

Facilities Administration and Construction staff may facilitate and conduct pre-solicitation conferences for construction projects.

All changes to solicitations must be made through an Addendum issued by the institution. The Addendum is provided to all potential respondents, usually by posting online. When issuing an Addendum, consider the amount of time remaining until the Opening Date of the solicitation. It may be necessary to extend the Bid Opening or RFP deadline – which must also be done through the Addendum process.

Below is a typical agenda for a pre-solicitation conference:

1. Opening – Procurement/Purchasing Office or Contracting Office representative introduces institution representatives and explains their roles in the procurement process.
2. Introduction – Attendees introduce themselves and identify the company they are representing.
3. Solicitation Overview/Review – This is the main focus of the conference. The key components of the solicitation document are to be addressed, but it is not necessary or recommended to read the entire document. If applicable, HUB requirements are addressed.
4. Closing Summary – Summarize the changes that were agreed to be made through the issuance of an Addendum. Review any unanswered questions to be addressed at a later date. Remind attendees that no oral changes are binding; the changes must be in the form of a written Addendum.

G. Communication With Respondents

All communication with potential respondents flows through the Procurement/Purchasing Office or Contracting Office or other designated personnel as detailed in the solicitation document. The solicitation document shall identify a single point of contact within the Procurement/Purchasing Office or Contracting Office and describe all applicable forms of communication such as telephone, email, etc. Should a potential respondent contact other institutional personnel, they must politely decline to discuss the procurement and advise the respondent to contact the appropriate person. While the Procurement/Purchasing Office or Contracting Office or other designated personnel may not be able to answer all of the technical questions posed by potential respondents, they will post the information online and distribute it to all registered potential respondents.

Other designated personnel may include Facilities Administration and Construction staff.

A respondent that contacts someone other than authorized Procurement/Purchasing Office or Contracting Office personnel in regards to a solicitation may be disqualified.

H. Written Questions

The solicitation document may invite respondents to submit written questions concerning a solicitation. This option may be in addition to or in lieu of a pre-solicitation conference. The date and time for submission of written questions must be specified in the solicitation document, if applicable. Written questions may be submitted by mail, email, posted through the institutional bidding system, or hand delivery.

The questions and answers will may be posted in the institutional bidding system or the Electronic State Business Daily (ESBD).

I. Barring Vendors from Participating in Institutional Contracts

Under [Texas Government Code § 2155.077](#), the Comptroller may bar a contractor from participating in state contracts based on the following including, but not limited to:

1. Substandard performance under a contract with the state or a state agency.
2. If there are material misrepresentations by a contractor in a bid or proposal to a state agency or during the course of performing a contract with a state agency.
3. A contractor may be barred due to fraud or breach of a contract with a state agency.
4. If the contractor has received unfavorable performance reviews under [Texas Government Code, § 2155.089](#) or repeated unfavorable classifications under [Texas Government Code, § 2262.055](#).
5. If more than two contracts between the contractor and the state have been terminated for unsatisfactory contractor performance during the preceding three years.

If a contractor is barred from participating in state contracts, the Comptroller shall determine the period of Vendor Debarment. The period for Vendor Debarment must be commensurate with the seriousness of the contractor's action and the damage to the state's interests.

While Institutions of Higher Education are excluded from Texas Government Code §2155, TSUS are encouraged to voluntarily adhere to this provision.

J. Solicitation Submission and Opening ([Texas Comptroller's Contract Management Guide](#))

The solicitation documents shall state the date, time, and location of the public opening to be held by the institution if applicable. Respondent's proposals may be evaluated on a variety of factors in addition to price. At the sole discretion of each institution and as indicated in each solicitation documentation, institutions may choose to not conduct a public reading of respondent names or pricing tabulations prior to award of contract(s). The solicitation document must provide information to the respondent(s) that the responses cannot and will not be provided prior to award of contract(s).

K. Consulting Services

1. Texas Government Code, Subchapter B: Main Provisions as Applicable to Institutions of Higher Education

[Texas Government Code § 2254.021](#) – Definitions

“Consulting Service” means the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee.”

“Major Consulting Services Contract” means a Consulting Services Contract for which is it reasonably foreseeable that the value of the contract will exceed \$25,000.”

[Texas Government Code § 2254.023](#) – Applicability of Subchapter. This subchapter applies to Consulting Services, **excluding professional services** that a state agency acquires with money:

- (1) Appropriated by the legislature;
- (2) Derived from the exercise of the statutory duties of a state agency; or
- (3) Received from the federal government, unless a federal law or regulation conflicts with the application of this subchapter.

[Texas Government Code § 2254.024 – Exemptions](#)

(a) This subchapter does not apply to or discourage the use of Consulting Services provided by:

- (1) practitioners of Professional Services described in Subchapter A;
- (2) private legal counsel;
- (3) investment counselors;
- (4) actuaries;
- (5) medical or dental services providers; or
- (6) other Consultants whose services are determined by the governing board of a retirement system trust fund to be necessary for the governing board to perform its constitutional fiduciary duties, except that the governing board shall comply with Section [2254.030](#).

[Texas Government Code § 2254.026](#) – Contract with a Consultant. A state agency may contract with a Consultant only if:

- (1) There is a substantial need for the Consulting Services; and
- (2) The agency cannot adequately perform the services with its own personnel or obtain the Consulting Services through a contract with a state governmental entity.

2. Texas Government Code, Subchapter B: Provisions Establishing Oversight Requirements

[Texas Government Code, Chapter 2254, Subchapter B](#), **establishes six (6) oversight requirements** for institutions using private Consulting Services paid for with appropriated funds. See table below. Because different state entities oversee these requirements, the distinctions between them may not be obvious. The statutory guideline for each requirement is:

Requirement	Basic Description of Requirement	Statutory Reference Government Code	Contact Agency
Notification	Provide notice regarding consent to contract with consultant and provide information demonstrating that the state agency has complied or will comply with § 2254.026 and § 2254.027	§ 2254.028(a)	Legislative Budget Board
Finding of Fact	Obtain a finding of fact showing that consulting services are necessary	§ 2254.028(a)	Office of the Governor Budget Division

30-Day RFP Publication	Publication must: (1) invite consultants to provide offers; (2) name the individual who consultants should contact; (3) state closing date for receipt of offers; and (4) provide the procedure by which contract will be awarded.	§ 2254.029	Secretary of State
20-Day Selection Publication	Publication must: (1) describe the activities that the consultant will conduct; (2) state the name and business address of the consultant; state the total value as well as the beginning and ending dates of the contract; and (4) state the due date for documents, films, recordings, or reports from consultant to state agency.	§ 2254.030	Secretary of State
Archives	On request, must provide copies of all documents, films, recordings, or reports compiled by the consultant under the contract.	§ 2254.036	Office of the Governor Budget Division and Legislative Budget Board

3. Texas Government Code, Subchapter B: Provisions for Major Consulting Services Contracts

[Texas Government Code § 2254.028](#) – Notice of Intent, using appropriated funds. See *Table Above for Description of § 2254.028(a)*.

- [Section 2254.028\(c\)](#): Subsection (a) does not apply to a Major Consulting Services Contract if an institution includes in the invitation published under [Texas Government Code § 2254.029](#) a finding by the president of an institution that the Consulting Services are necessary and an explanation of that finding.

[Texas Government Code § 2254.029](#) – Publication in Texas Register **Before** entering into Major Consulting Services Contract. See *Table Above for Description*.

[Texas Government Code §2254.030](#) – Publication in Texas Register **After** Entering into Major Consulting Services Contract. See *Table Above for Description*

L. Professional Services

Contracts for Professional Services are exempt from complying with the above provisions of [Texas Government Code Chapter 2254, Subchapter B](#) (Consulting Services):

However, contracts for Professional Services must comply with [Texas Government Code § 2254, Subchapter A](#), the Professional Services Procurement Act. Professional Services means Services:

- (A) within the scope of the practice, as defined by state law, of:
- i accounting ;

- ii architecture;
- iii landscape architecture;
- iv land surveying;
- v medicine;
- vi optometry;
- vii professional engineering;
- viii real estate appraising;
- ix professional nursing; or

(B) provided in connection with the professional employment or practice of a Person who is licensed or registered as:

- i. a certified public accountant;
- ii. an architect;
- iii. a landscape architect;
- iv. a physician, including a surgeon;
- v. an optometrist;
- vi. a professional engineer;
- vii. a state certified or state licensed real estate appraiser; or
- viii. a registered nurse.

Services provided by the above professionals that fall outside their scope of practice may be governed by other procurement requirements. For instance, Consulting Services provided by a certified public accountant would not be exempt as a Professional Service. In order to contract for such services, the institution would follow the Consulting Services Contract requirements.

M. Mixed Services

When a contract involves both Consulting Services and one or more other services, an institution must comply with the Consulting Services requirements when the primary objective of the contract is the purchase of Consulting Services. For instance, if a contractor proposes to analyze the institution's information systems needs and develop and implement an automated information system, the primary objective of the contract is not the analysis provided. It is the delivery of a data information system. This contract is not a Consulting Services Contract; therefore, the requirements for Consulting Services Contracts do not apply. However, the institution must comply with the procurement procedures under [Texas Education Code, § 51.9335](#) and any institutional policies.

Institutions are prohibited from using competitive bidding to purchase or award a Contract for Professional Services. [Texas Government Code § 2254.003](#). The selection of a contractor or award of a contract for "Professional Services" must be based on two criteria:

1. The demonstrated competence and Qualifications to perform the services; and
2. A fair and reasonable price.

The professional fees under the contract:

1. Must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations; and
2. May not exceed any maximum provided by law.

N. Architectural, Engineering, or Land Surveying Services

When procuring professional architectural, engineering, or land surveying services, institutions must follow special procedures. [Texas Government Code § 2254.004](#).

Institutions must:

1. Select the most highly qualified provider of those services on the sole basis of demonstrated competence and Qualification without initially considering price; and then
2. Attempt to negotiate with that chosen provider a contract at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the institution must:

1. Formally end negotiations with that provider;
2. Select the next most highly qualified provider; and
3. Attempt to negotiate a contract with the contractor a fair and reasonable price.

SECTION VII – EVALUATION AND AWARD

Institutions must conduct evaluations in a fair and impartial manner consistent with Texas law governing procurement, purchasing, and contracts.

The purpose of an evaluation process is to identify which responses are responsive and to have sufficient and accurate information to make a sound decision.

As previously discussed in Section V, the Request for Proposal and Request for Qualification solicitation documents will include a general description of the evaluation process, the predetermined evaluation criteria, and the relative weights to be assigned to each evaluation criterion. The responses will be evaluated on criteria in addition to cost. In the RFP process, the Contract/Evaluation Review Team will determine the best overall value to the institution. In the RFQ process, the Contract/Evaluation Review Team will determine the best qualified response(s) in accordance with the specifications.

In an Invitation for Bid process, a Contract/Evaluation Review Team will evaluate if the bidder is Responsive in accordance with the requirements and if a response complies with the specifications. A Contract will be awarded to the bidder who meets the specifications and provides the lowest overall cost to the institution.

A. Contract/Evaluation Review Teams

1. Composition and Role. A Contract/Evaluation Review Team will be comprised of individuals who are stakeholders in the final goods or services or individuals who have the necessary technical or program expertise. It is important that team members understand the needs of the institution and the desired outcome of the procurement. The Contract/Evaluation Review Team should bring together as much knowledge as possible to select the contractor. Contract/Evaluation Review Team members will have input into the solicitation document. The team members should fully understand the requirements of the solicitation, be able to critically read and evaluate responses, and to document their independent judgments concisely and clearly in accordance with the evaluation criteria.
2. Size of Teams. The recommended size of a Contract/Evaluation Review Team is three to five members. However, some projects may require additional members or additional teams due to the nature of the procurement. Coordination and management of the evaluation process becomes more difficult as the size and number of teams increase. To avoid potential individual bias, it is strongly encouraged that a Contract/Evaluation Review Team not be less than three members.
3. Appointment and Voting. A Contract/Evaluation Review Team is appointed by or under the supervision of Chief Procurement Officer who provides, or assigns responsibility to provide, an orientation to team members about their role in the evaluation and award process. Generally, a representative from the Procurement/Purchasing Office or Contracting Office is appointed to serve as the team leader for a Contract/Evaluation Review Team and is a non-voting member. Other personnel from the Procurement/Purchasing Office or Contracting Office may serve as voting members for the evaluation and award process.
4. Team Training. Before evaluating any responses, the Contract/Evaluation Review Team leader will be available to instruct the Contract/Evaluation Review Team and outline the team's duties and responsibilities, specifically including the critical nature of confidentiality to the integrity of the evaluation process. **Each Contract/Evaluation Review Team member will submit a signed Non-Disclosure and Conflict of Interest Form to the Procurement/Purchasing Office or Contracting Office prior to any activity as a team member.**

The team leader will be available to review all evaluation criteria with the team members and explain how the evaluation process will be conducted. Each response must be evaluated individually against the requirements of the solicitation document. Each solicitation document response is considered independently of all other solicitations.

B. Scoring Matrix

A Scoring Matrix is used by the Contract/Evaluation Review Team members to score individual responses based on the specifications and evaluation criteria defined in the solicitation document. The team leader shall provide instructions for completing the Scoring Matrix.

C. Responsive Submissions

After all responses are opened and recorded, the Procurement/Purchasing Office, Contracting Office or Facilities Administration/Construction does an initial administrative review to determine if the responses submitted are Responsive and the contractor is Responsible. At a minimum, this review shall include confirmation of the following:

- signed affirmation and Conflict of Interest disclosure,
- HUB subcontracting plan,
- bonds and evidence of insurability,
- any other required documentation in accordance with the specifications, and
- that the minimum qualifications are met.

Consultation with legal counsel is sometimes necessary to determine a proposal's responsiveness.

Only those responses deemed to be responsive and from a responsible respondent will be provided to the Contract/Evaluation Review Team.

D. Rejection of Responses

If an institution receives less than three responses to a solicitation, the institution may elect to accept these responses, extend the opening, or reject the responses and reissue the solicitation. In the determination, an institutions should review the specifications for any unduly restrictive requirements and contact potential respondents to determine why a response was not submitted.

The institution shall include language in the solicitation document which defines the rights of the institution in this situation. Proper documentation shall be retained to fully support all actions.

E. Proposal and Qualification Evaluations

Once responses have been reviewed and considered responsive and a contractor is deemed Responsible by the Procurement/Purchasing Office, Contracting Office or Facilities Administration/Construction, the Contract/Evaluation Review Team shall be provided with the qualified responses. The evaluations may be conducted via electronic sourcing system or manually in person with entire evaluaton team present, along with a Procurement or Contract Administration staff member. All written and oral evaluation questions should be presented to the Contract/Evaluation Review Team leader to seek answers to such questions, prior to evaluation.

Once evaluations are complete, the team leader will collect the evaluation Scoring Matrix from each team member. The Contract/Evaluation Review Team leader will review the Scoring Matrix and verify the accuracy of calculations for input into the final evaluation summary.

If it is apparent that one or more team members' evaluations differ significantly from the majority, the team leader should verify with all team members that the criteria was clear and that information was not overlooked or misunderstood. If after this discussion, a team member feels that he/she did not understand the criteria, the requirement, or missed information that was included in the response, the evaluator, at his or her own discretion, may revise their evaluation score.

Under no circumstances shall any team member attempt to pressure other members to influence evaluation scores.

F. References, Background, and Credit Checks

The Contract/Evaluation Review Team, the Procurement/Purchasing Office, the Contracting Office or Facilities Administration/Construction may verify any references included in the response and conduct any other reference, credit check, or background check deemed appropriate. The Contract/Evaluation Review Team may also use the Comptroller's Vendor Performance System in evaluating a contractor's past performance, see the following:

<https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>

All reference, credit, or background checks must be documented in writing. It will be beneficial if the individual conducting the reference, credit, or background check uses a consistent script to provide a fair process to all respondents.

Sometimes it is difficult to obtain information from the references provided, either because the references have a policy of not providing reference information or because they cannot be reached in a timely manner. The institution may want to consider using the following statement in the solicitation document in lieu of checking references for all respondents:

[Institution name] reserves the right to check references, credit, or background information prior to award. Any negative information received may be grounds for disqualification of the Response

By using this clause, an institution is not required to check references, credit, or background information but may choose to do so. Whether or not to verify information as part of the evaluation criteria is at the discretion of an institution.

G. Oral Presentations and Discussions

Oral presentations or discussions with respondents are conducted at the option of the institution, and if used the solicitation document will provide a summary of the presentation. Oral presentations and discussions provide an opportunity for respondents to highlight the strengths and unique aspects of their response and to provide answers to questions the institution may have regarding the response. Demonstrations of product functionality are recommended when appropriate, such as information technology procurements or solution based procurements.

Oral presentations and demonstrations can be scheduled for all respondents or limited to the top ranked respondents in the competitive range of the evaluation process as determined by the Chief Procurement Officer or his or her designee. The competitive range shall consist of those responses determined to be reasonably considered for award selection.

Oral presentations and demonstrations must be fair to all parties. The time allowed and the format should be consistent for all presenters. A prepared script will help ensure consistency.

H. Best and Final Offers

An institution may request Best and Final Offer(s) (BAFO(s)) from the respondents in the Request for Proposal process. The BAFO serves as an official revision of the RFP response. A provision for the BAFO process is included in the solicitation document.

Revisions of responses are normally accomplished by formally requesting BAFOs after the initial evaluation process or at the conclusion of oral presentations and discussions with a deadline set for receipt of BAFOs and including instructions as to exactly what is to be submitted in response to the BAFO. After consideration of all BAFO responses, an institution may choose to select the best value respondents with which to commence negotiations.

I. Negotiations

In any contract, there are usually terms or conditions that each party may be willing to relinquish. The first step in the negotiation process is determining the best value responses. Then, an institution must identify those terms and conditions that are essential, desirable, or subject to negotiation.

An institution may negotiate terms and conditions in some solicitations and not in others. For example, the Invitation for Bid method does not allow negotiations unless only one (1) bidder submitted a bid or in the case of an Emergency or Proprietary Purchase, while the RFP method does allow negotiations. Other competitive processes generally contemplate and allow a certain amount of negotiation. Whether or not the solicitation process permits negotiations will be determined by the Chief Procurement Officer.

NOTE: A request for a respondent to clarify an offer is not the same as negotiating about specifications or terms and conditions so long as the request to clarify does not afford one respondent an advantage over another.

Negotiations are not authorized to use technical leveling or technical transfusion techniques.

- Technical leveling is helping a respondent to bring their response up to the level of other responses through successive rounds of discussion, usually by pointing out response weaknesses.
- Technical transfusion is the disclosing of technical information or approaches from one response to other competitors in the course of discussion
- Prohibited disclosures include: ([See Texas Government Code § 552.153 \(2\) \(C\)](#)).
 - 1) disclosing competing respondents' cost or prices (even if the disclosure is made without identifying the other respondent by name); and
 - 2) advising a respondent of its cost or price standing relative to other respondents.

Even in the RFP process, care must be taken to avoid inadvertently changing the specifications in order to provide an advantage to one or more respondents.

J. Negotiation Strategies

Negotiation strategy must be tailored to suit the particular facts and circumstances of the specific solicitation. In all events, an institution may continue with negotiations with the next best value contractor until the best interest of the institution is achieved which may result in either an award or a termination of the negotiation.

Like other parts of the contract management process, planning is essential to conducting a successful negotiation. Members of a Contract/Evaluation Review Team should communicate with the Office of General Counsel for assistance to determine which business terms and conditions are essential and those that may be negotiated. The Office of General Counsel will identify the terms and conditions that are essential to the contract or are mandated by law. These are the terms or conditions upon

which an institution is either unable or unwilling to compromise. The Contract/Evaluation Review Team in conjunction with the Office of General Counsel can then cooperatively negotiate the contract.

Do **not** provide the list of essential or other prioritized issues to the respondent as the list will offer a negotiating advantage. Before meeting with the respondent, review any objections to the contract terms and conditions. The objection should explain why the respondent is objecting to each term or condition.

Be prepared to explain why a particular term or condition is essential or objectionable and place the burden on the respondent to identify an alternative solution that meets an institution's needs. Do not feel pressured to agree or disagree to a single term or condition without considering the impact of all negotiated terms and conditions within the context of a final agreement. When all negotiated terms and conditions are completed, consider any resulting new risks, costs, or benefits.

Negotiations can reach an impasse over conflicting terms thought to be essential to each party. The three question approach used to assist the institution in identifying contract objectives may be useful to assist the parties in clarifying and harmonizing potentially divergent objectives and interests. The three questions are:

1. What does the institution want, specifically? (Can it be obtained without undue risk to the institution?)
2. What will having what the institution wants, specifically, do for the institution? (Examining this aspect may provide common ground to explore options that meet the needs of both parties.)
3. How will the institution know, specifically, when the institution has received what it wants?

If the parties cannot reach an agreement, the institution should consider beginning negotiations with the next respondent.

NOTE: Once an institution proceeds to negotiate with the next best value respondent, the institution cannot return to the negotiation process with any of the respondents with which negotiations failed.

K. Award

An institution shall award a contract for the purchase of goods or services that provides the best value for the institution in compliance with the specifications. In some cases, an institution may elect to issue only a Purchase Order that serves as the agreement between the parties. The terms and conditions of the Purchase Order will state that it governs over a response, a quote and any other document provided by a respondent.

Upon award of a contract an institution shall notify all respondents as to the award.

The information in this chapter is not intended to constitute legal advice.

The purpose of this chapter is to provide general guidelines regarding contract formation. However, there are many variations and exceptions to these general instructions. Please consult the Office of General Counsel for any questions about applicable statutes, regulations, TSUS Rules and Regulations, and operating policies and procedures.

A. Approach to Contract Formation

Fundamentally, the purpose of a written contract is to establish the rights and obligations of the parties in order to prevent misunderstanding and conflict. Without a clearly framed contract, conflicts may later surface and jeopardize enforceability of the instrument and in a worst case scenario send require legal action.

Therefore, it is important that the parties document clear terms and address potential issues as completely as possible. The person who drafts the contract must understand the subject matter and concerns of the parties well enough to anticipate potential areas of disagreement and specifically address them in the contract. Once signed, it may be difficult to amend unclear terms or add terms to address issues since all parties must agree to any changes.

Additionally, creating contracts for a state institution of higher education is complicated by the interplay of state and federal statutes, regulations, [TSUS Rules and Regulations](#), and operating policies and procedures pertaining to issues such as fiscal constraints, constitutional and statutory requirements, and requirements to be a contractor with a state agency.

B. Elements of a Contract

The basic and essential elements necessary to form a binding contract are:

1. **Offer:** the present intent and willingness to enter into a bargain. A party must show the following to prove that an offer was made:
 - The offeror intended to make an offer,
 - The terms of the offer were clear and definite, and
 - The offeror communicated the essential terms of the offer to the offeree;
2. **Acceptance:** Once there is a valid offer, there must then be acceptance of that offer. A valid acceptance must show the following:
 - The acceptance was made before the offer lapsed or was revoked by the offeror
 - The manner in which the acceptance was made strictly complied with the terms of the offer
 - The acceptance was communicated to the offeror, and
 - The form of the acceptance was clear and definite
3. **A communication** that each of the parties has consented to the terms of the contract. The parties must agree to the same terms and conditions. The agreement must be based on an objective standard. If there are issues that arise after the agreement is signed, the decision makers will consider what the parties did and said, not their subjective states of mind.
4. **Execution and delivery** of the contract with an intent that it become mutual and binding on the parties; and

5. Consideration—is a bargained-for exchange of promises. It can consist of a benefit to the promisor or a loss or detriment to the promisee.

NOTE: a contract is **not** formed if the underlying purpose of the agreement is illegal or if a party is legally incompetent, which would negate elements of formation.

C. Drafting a Contract

Contracts typically include standard terms and conditions, often referred to as 'boilerplate' or 'standard' terms and conditions. This chapter provides reference to standard terms and conditions used by the institutions in most contracts, but unless otherwise specified, may be modified to meet an institution's needs.

An institution that repetitively bargains for the same or similar goods or services may develop a template contract with terms that are standard for a specific type of transaction.

Appropriate terms included in a contract will fully describe the actual agreement of the parties. Some provisions that are typically included in contracts include, but are not limited to:

1. Administrative provisions;
2. Financial provisions;
3. Provisions that allocate risk;
4. The Statement of Work.
5. Provisions relating to the contract term, termination, governing law, and dispute resolution; and
6. Provisions that relate to rights and ownership of work product and intellectual property.

D. Planning for the Contract

Just like other contract management processes, an institution needs to plan for drafting a contract allowing adequate time to prepare and review the final contract. A best practice is to include a draft of the standard institution contract in the solicitation document. This allows the respondent to make an offer with knowledge of the proposed contractual terms and conditions. However, as a practical matter, it may be difficult to prepare a draft contract with a detailed SOW due to the potential for Negotiation and resource limitations.

Some recommended planning steps are:

- Collecting and reviewing similar contracts. Do not automatically adopt terms and conditions from another contract without a thorough and independent review of how the terms and conditions relate to the current procurement. Studying risks, contracting objectives, assumptions, and constraints in other contracts may be helpful.
- Prepare an outline containing headings for the major terms and conditions. This makes it easier to group related terms and conditions. An outline will also illustrate gaps in the structure of the contract.
- Finally, allow adequate time to consult with the Office of General Counsel regarding potential legal issues.

E. Form of the Contract

An agreement can be in the form of a contract, with recitals, negotiated terms and signature blocks, but Purchase Orders are also considered contracts. Each of these forms has advantages and disadvantages. Determining which format is appropriate should be based on an assessment of the risks involved.

1. Formal Contract

A formal contract offers the greatest opportunity to avoid conflicting provisions, because all of the terms and conditions are negotiated, contained in one document and both parties sign the document. Contract management is sometimes easier when all of the provisions regarding the duties, obligations and responsibilities of each party can be logically organized and easily found. On the other hand, formal contracts require more time to plan, prepare, and review.

2. Purchase Order

A Purchase Order uses a layered approach, i.e., the Purchase Order usually relies on a number of documents that in combination, constitute a contract. Applying the formation rules in a simple manner, a contractor delivers an offer, in a form of a quote or a solicitation response, and the institution indicates acceptance of the offer by issuing a Purchase Order with standard terms and conditions attached. Together these various documents comprise the offer and acceptance and evidence of the basis of an agreement.

There is potential for conflicting or additional terms among the various documents. When used properly, a Purchase Order is quick and efficient, but the institution's standard terms and conditions need to clarify which document governs in the event of conflicting language. When using a Purchase Order as evidence of a contract, an institution is advised to use its terms, rather than accepting terms a contractor proposes.

F. Contract Terms

There are certain terms and conditions that are essential and many that must be included in all contracts. Please consult with the Office of General Counsel regarding questions related to the applicability of contract terms and developing standard terms and conditions.

G. Authority to Contract (See [TSUS Rules and Regulations](#))

Refer to TSUS Rules and Regulations – Planning /Construction Policies & Procedures Manual, Section 2. Chapter III, Section 1 contains information regarding what contracts and agreements must be approved by the Board of Regents or the System Chancellor. All of the agreements that must be approved by the Board or the Chancellor must be submitted in advance to the Vice Chancellor and General Counsel for review.

H. Signatures

The System and its institutions accept digital signatures that are compliant with the ESIGN Act of 2000 and the Uniform Electronic Transaction Act (UETA) of 1999 when the signature platform authenticates users by password, and the platform produces a time stamp for the digital signature. Compliant digital signatures are considered "original signatures."

SECTION IX – POST-AWARD CONTRACT ADMINISTRATION

The following section serves as recommended guidance for the Contract Administration process. Each institution shall develop a contract administration operating policy and procedure in order to formalize the process.

A. Post-award Contract Administration Overview

1. Post-award Planning
2. Monitoring Performance
3. Change Management
4. Payment Approval
5. Dispute Resolution
6. Termination
7. Contract Closeout

The primary tasks of Contract Administrator:

1. Read and understand the contract. Consult with Contract Manager or where appropriate, the Office of General Counsel when there are questions.
2. At regular intervals verify contractor performance for compliance with contract requirements.
3. Identify possible noncompliance with a contract by monitoring a contractor's performance.
4. Determine if corrective action is necessary and communicate with the Contract Manager.
5. Develop plan/checklist for Contract Closeout.

The SOW is the roadmap for contract administration. The goal is for the parties to satisfactorily perform their responsibilities. Effective contract administration minimizes or eliminates problems and potential claims and disputes.

The extent of contract administration will not be the same for all contracts. The level of contract administration necessary should be consistent with the complexity and level of risk of the contract, the contract term, and dollar value.

B. Contract Manager Responsibilities at the Procurement/Purchasing Office or Contracting Office

Contract award is not the final measure of success. The Contract Manager will guide the Contract Administrator until the completion of services or final receipt of goods.

A key factor in successful Contract Management post-award contract administration is communication between a Contract Administrator and a Contract Manager.

The primary post-award responsibilities of a Contract Manager may include, but are not limited to:

1. Guiding the Contract/Evaluation Review Team throughout the process.
2. Consulting with Office of General Counsel to address any legal concerns or issues.
3. Receiving and responding to formal contract communications between the institution and the contractor.
4. Managing, approving, and documenting any changes to the contract.
5. Documenting and assisting in resolving disputes with contractor in a timely manner.
6. Establishing control of correspondence, data, and reports.
7. Coordinating with the Procurement/Purchasing Office or Contracting Office provide all contract documentation in the repository.

8. Providing notices and exercising remedies, as appropriate, when a contractor's performance is deficient in consultation with the Office of General Counsel.
9. Providing formal written documentation accepting the deliverables as appropriate.
10. Reviewing encumbrances to confirm compliance with the contract.
11. Performing random sampling of invoices to verify compliance with institutional operating policies and procedures and the contract terms.
12. Providing oversight of the Contract Close-out process to properly document the contract file.
13. Regularly review performance for contract administration process improvement.

C. Contract Administrator Responsibilities at Originating Department

The Procurement/Purchasing Office or Contracting Office shall identify a single Contract Administrator at the Originating department.

A Contract Administrator needs to have a proficient understanding of the contract provisions, the ability to communicate about contract obligations to all parties involved, and maintain control over the contract performance.

A good Contract Administrator monitors that contract requirements are satisfied, that goods or services are delivered in a timely manner, and that financial interests of the institution are protected.

Contract Administrators must have sufficient knowledge of contracting principles as it relates to their responsibilities in managing the contract. It is the contractor's responsibility to perform and meet the requirements of the contract. To do so, contractors need technical direction and approval from a Contract Administrator, provided in a timely and effective manner. All guidance provided to a contractor must be within the scope of the contract. All variances shall be clearly defined in the specifications.

The primary post-award responsibilities of the Contract Administrator may include, but are not limited to:

1. Serving as the point of contact for disseminating instructions regarding the SOW to the contractor.
2. Receiving and responding to informal communications between an institution and a contractor.
3. Establishing scope of authority, clear lines of communication and reporting, and specific individuals who will interact directly with a contractor.
4. Managing institutional assets used in contract performance.
5. Providing access to institution facilities, equipment, data, personnel, materials, and information.
6. Identifying, documenting, and resolving minor disputes with a contractor in a timely manner.
7. Implementing a quality control and assurance process.
8. Maintaining appropriate documentation as required by the applicable retention guidelines.
9. Documenting significant events including deficiencies, deliverables, and milestones.
10. Monitoring the contractor's progress and performance to confirm goods or services conform to the contract requirements.
11. Inspecting and approving the final goods or services received and providing documentation of acceptance to a Contract Manager.
12. Monitoring budgets to verify sufficient funds are available for the duration of the contract.
13. Monitoring default terms and conditions in the contract.
14. Authorizing payments consistent with the contract documents and in accordance with institutional operating policies and procedures.
15. Performing the Contract Close-out responsibilities.

Contract Administrators are **not** authorized to:

1. Instruct a contractor to start work prior to a fully executed contract and receipt of any required bonds and insurance or other requirements.
2. Alter the scope or terms of the contract without a formal contract amendment processed through the Procurement/Purchasing Office or Contracting Office.
3. Approve changes to the HUB Subcontracting Plan or approve substitutions or additions of subcontractors without written approval from the Procurement/Purchasing Office or Contracting Office.
4. Extend the term of the contract without execution of formal contract amendment processed through the Procurement/Purchasing Office or Contracting Office.
5. Allow the contractor to incur any obligations outside of the scope of the contract.

D. Contract/Evaluation Review Team Responsibilities

The number of participants in the Contract/Evaluation Review Team will vary in number from one to many depending on the size, level of risk, and complexity of the contract. Early in the procurement process, the Procurement/Purchasing Office or Contracting Office shall identify personnel to participate on the Contract/Evaluation Review Team. The Contract/Evaluation Review Team responsibilities continue through the post-award Contract administration phase.

The primary post-award responsibilities of the Contract/Evaluation Review Team may include, but are not limited to:

1. Reviewing the sequence of activities, dependencies, required or desired outcomes, and acceptable performance levels.
2. Reviewing post-award timetable and start and end date for each performance component. Include milestones with accompanying timeframes, and monitoring and reporting requirements.
3. Monitoring and documenting contractor activity on a specified frequency to identify problem areas.
4. Meeting with a contractor to review progress, discuss problems, and consider necessary changes.
5. Reviewing contract performance problems and providing input on viable solutions.

E. Post-Award Planning

In order to properly plan, a Contract Administrator must understand all components of the solicitation and the contract.

Procedures for contract administration are described in the solicitation document. A Contract Administrator should use template checklists to monitor contract compliance, key components of which may include, but are not limited to:

1. Expected costs
2. Potential risks
3. Timelines for performance
4. Options for inspection and acceptance
5. Key dates of the contract

F. Post-Award Conference

Not every contract requires a formal post award conference. The Contract/Evaluation Review Team shall decide if a post-award conference is necessary. Factors used to determine the need for a post-award conference include:

1. Type of contract;
2. Level of risk associated with the contract;

3. Value and complexity;
4. Length of contract, period of performance, or delivery requirements;
5. Procurement history of the goods or services required;
6. Institution's prior experience with the contractor;
7. Any special or unusual contract requirements; and
8. Any special or unusual payment requirements.

For less complex, low risk, low-dollar value contracts, a post-award conference is not necessary. A Contract Manager shall provide the name of the Contract Administrator to the contractor.

A post-award conference is held soon after a contract is awarded. It is a meeting held with a contractor awarded a contract, and **prior** to beginning performance under a contract, to verify that a contractor fully understands the expectations, will perform accordingly, and can provide the foundation for an effective contract administration effort. Although both a contractor and institution personnel should be fully aware of the contract requirements, the post-award conference assists those involved directly in the contract administration process to understand all requirements of contract performance. The post-award conference cannot be used to change the terms of the contract.

G. Monitoring Performance

Monitoring the performance of a contractor is a key function of proper contract administration in order to assess whether the contractor is performing all duties in accordance with the contract and to allow the Contract/Evaluation Review Team to identify and address any developing issues.

Small dollar value or less complex contracts normally require little, if any, monitoring. However, that does not preclude the possibility of more detailed monitoring if deemed necessary by the Contract/Evaluation Review Team. Conversely, large dollar contracts may need little monitoring if the goods or services procured are not complex, and an institution is comfortable with the contractor's performance and the level of risk associated with the contract.

There are different types of monitoring available, including but not limited to:

- Site Visits
- Desk Review
- Expenditure Document Review

For some contracts, especially highly technical contracts, the obligation of monitoring the progress is best assigned to another contractor.

Each institution shall develop a procedure to identify each contract that requires enhanced contract or performance monitoring and submit information on the contract to the Board of Regents via the TSUS Risk Manager within the Office of Finance. An institutions' Chief Procurement Officer shall immediately notify the Board of Regents of any serious issue or risk identified with respect to a contract monitored in accordance with [Texas Government Code § 2261.253\(c\)](#).

H. Reporting

Reports are used by the contracting parties to monitor the progress of contract compliance. Reporting requirements must be clearly defined in the solicitation document providing for the frequency, content, format, and recipients of each report.

Below is a listing of common contract reports that may be utilized by the parties. The Contract/Evaluation Review Team will determine what reports are effective monitoring tools for each contract.

1. **Service Level Reports** are used to document the performance of a contractor. These reports may provide information on backorders, product returns, and fulfillment cycles.
2. **Progress or Milestone Reports** are a useful means of assessing the routine progress of a contractor. The report can be used as a gauge of determining milestone completion and can be used as an approval tool for progress payments.
3. **Subcontractor Reports** document the activity of subcontractors. Often, these reports are required by statute or other governmental regulation.
4. **Product Usage Reports** are useful reports for commodity contracts. These reports detail purchases of a product category and can be used to determine pricing advantages. An example would be a store brand versus name brand report.
5. **Ordering Activity Reports** provide information to the institution on spend trends. An example would include a report on the number of orders less than \$50. This information can be used to negotiate improved shipping prices for the institution.
6. **Historical Metrics** are used to measure contract success. Historical metrics are used to compare the progress of a contract over a longer period of time. Historical metrics may include total spend reports across multiple years of the contract.
7. **Asset Reports** may be required by the institution to document assets being purchased on behalf of the institution by the contractor. This would assist the institution in identifying any asset that would necessitate inventory tracking.
8. **Revenue Reports** are often required on Auxiliary contracts that provides revenue for the institution. The report should clearly detail the net sales received by the contractor, the formula used to calculate the revenue, and the revenue amount payable to the institution.
9. **Statutory Reports** are required by statute and the requirements should be clearly defined in the SOW. This may include HUB Subcontracting reported information.
10. **Regulatory Reports** are required by a regulatory body and should be clearly defined in the SOW. This may include reports on hazardous materials utilized in the performance of the contract.
11. **Contract Close-Out Reports** provide value to both contracting parties as the reports document the completion of the SOW. Examples may include construction punch-out lists, final sales reports, audits, lessons learned, and Vendor Performance Forms.

I. Risk Management

A preliminary risk assessment should be conducted to make an initial determination on the level, type, and amount of resources required to successfully manage the risk associated with the contract. As the risk associated with a contract increases, the degree of Contract Review Team oversight should be increased. (Refer back to Section IV C).

J. Payment Approval

Any costs incurred by a contractor are to be in accordance with the contract terms.

Payments must be reviewed by the Contract Administrator or his or her designee for compliance with the contract pricing terms. Payment review shall include, but is not limited to:

1. The contractor is billing only for goods or services received by an institution;
2. The goods or services have been inspected and accepted;
3. The invoice is correct and complies with the pricing, terms and conditions of the contract; and
4. The total payments do not exceed the contract limits.

If a Contract Administrator disputes a payment, the accounts payable office will be notified and payment withheld until a Contractor Administrator, with input from a Contract Manager, is satisfied with the contract performance. (See next section.)

Payments must be made in accordance with [Texas Government Code Chapter 2251 Payment for Goods and Services](#) providing for payment of invoices within 30 days unless the contract performance is in dispute. The invoice payment date is determined by the later of the date that a correct invoice is received, or the date goods are received or the performance of services was completed.

Advance payments are only permissible if necessary and serves a public purpose.

1. Books and library materials for an institution;
2. Cost savings recognized by an institution;
3. Expedited delivery;
4. Lease costs;
5. Penalties;
6. Purchase of real property;
7. Specialized goods or services;
8. Subscriptions; and

Each institution shall develop and maintain an Operating Policy and Procedure addressing payment approvals.

K. Withholding Payment

The Procurement/Purchasing Office or Contracting Office is responsible to protect the interests of an institution and under appropriate circumstances, it may be necessary to withhold payments from contractors. Circumstances where it may be necessary to withhold payment include, but are not limited to:

1. There is a material breach of the contract by a contractor;
2. Errors in the invoice;
3. Unsupported or undocumented costs;
4. To remedy previous overpayments on the same contract; and
5. contractor's performance is non-conforming or unacceptable.

L. Contract Changes

Throughout the term of the contract it may become necessary to make changes to the contract. These changes can be minor, administrative changes such as a change of address, or they can be substantial changes that affect the price, delivery and other material provisions.

Changes can be by mutual agreement, in which all parties to the contract agree in writing that a modification is necessary to alter a provision of the contract. Contact the Office of General Counsel for assistance in amending the contract.

Failure to manage and control changes can result in an unintended modification to the SOW, extension of the schedule, increase in the contract cost, circumvention of the procurement process, and diminished contractor accountability. An effective change management process may include, but is not limited to:

1. Formal, written approval by all parties of contracts changes prior to the change taking place;
2. Evaluation of the impact of each change to the contract objective;
3. If the contract contains a contingency allowance, a plan for deductions against this allowance will be requested and approved in writing;
4. Formal documentation of all changes in compliance with an institution's operating policies and procedures; and

5. Purchasing Office or Contracting Office review and authorization any formal Change Order document.

M. Contract Change Types

1. Material Contract Changes

Whether or not a change is considered a material change to the contract depends upon the solicitation process, and the contract. The contract and any amendments must be consistent with the specifications, the procurement cooperative program requirements, or be allowed by [TSUS Rules and Regulations](#) and institutional operating policies and procedures.

If a change is needed to a contract that was competitively solicited, the change must be within the scope of the solicitation.

In order to determine what constitutes a change to the specifications, a Contract Manager will determine whether the changes are material. Material changes are measured by whether the changes would substantially alter the original specifications. Where there is a need for material changes, the Chief Procurement Officer of an institution will evaluate the changes and determine if there is a need to resolicit to allow for fair competition.

2. Administrative Changes

These are changes that are within the scope of the contract and do not affect or alter the rights of the parties. These changes are typically executed via a bilateral amendment.

Examples of administrative changes include:

1. Changes in billing or contact information;
2. Corrections of typographical errors not affecting the substance of the contract;
3. Changes as permitted by the specific contract language; and
4. Changes in institution personnel assigned to the contract.

3. Substantive Changes

These are changes to a contract that affect the rights of both parties. Such changes generally require bilateral amendments.

Examples of substantive changes include:

1. Change in the price of the contract;
2. Change in the delivery schedule;
3. Change in the quantity;
4. Change or nature of deliverables;
5. Change in SOW that is non-material;
6. Change of key personnel by the contractor; and
7. Change of any terms and conditions (administrative changes excluded).

4. Constructive Changes

If a contractor perceives that work beyond the scope of the contract was ordered by the institution, the contractor may claim that the contract was “constructively” changed, and the contractor may be entitled to additional compensation for the changes. A constructive change will require a bilateral amendment or Change Order.

Constructive changes may occur when institution personnel:

1. Provide suggestions to a contractor;
2. Accelerate the delivery schedule;
3. Direct the work to be performed differently;
4. Change the sequencing of the work;
5. Delay accepting or rejecting deliverables;
6. Delay reviewing invoices and approving payment; and
7. Interfere with or hinders performance.

The Contract Administrator is responsible for managing the performance of a contract and is charged with managing the contract in a way to prevent constructive changes.

N. Dispute Resolution

Dispute resolution is governed by [Texas Government Code Chapter 2260](#) for certain contract claims against an institution and the state. The goal of any dispute resolution process is to resolve problems before these escalate to the next level. To avoid escalation, and avoid institution personnel actions exacerbating potential problems, it is imperative that the Contract Administrator respond promptly to all contractor inquiries by taking the following initial steps including, but not limited to:

1. Identify the problem - many times what may appear to be a problem can be resolved by providing a contractor with information or clarification.
2. Report – a Contract Administrator shall report the issue to the Contract Manager even in cases where action may not be required from the Contract Manager.
3. Research facts – obtain information regarding the potential problem from all relevant sources including members of the Contract/Evaluation Review Team and the contractor. This resulting information will be maintained in the contract file.
4. Evaluation – review the facts in conjunction with the requirements and terms and conditions of the contract. A Contract Manager, in consultation with Office of General Counsel and the Contract/Evaluation Review Team, will then determine an appropriate course of action.

O. Termination for Default Notifications

Prior to terminating a Contract for default, a cure notice should be sent to the contractor if the parties so agreed in the contract. A cure notice letter allows a contractor to have a defined period of time to “cure” the deficiency or violation. The Contract Administrator and Contract Manager shall consult with the Chief Procurement Officer who shall then consult with the Office of General Counsel in his or her discretion before sending cure notices.

If the contractor fails to cure the situation or provide a satisfactory explanation as requested and within the time allowed, the contract may be terminated by sending a notice of termination containing at least the following information:

1. The contract number or Purchase Order number;
2. The date of contract or Purchase Order;
3. The effective date of termination;
4. Reference to the clause under which the contract is being terminated;
5. A concise, accurate statement of the facts justifying the termination; and
6. A statement that the goods or services associated with a contract being terminated may be solicited and that the contractor may be held liable for additional costs (if permissible under the contract).

P. Termination

When a contract is terminated, the parties are relieved from further unperformed obligations in accordance with the agreed terms and conditions. A contract may be terminated under the following processes.

1. Termination For Convenience

A termination for convenience, also known as no-fault termination (or “without cause”), allows an institution to terminate a contract, in whole or in part, at any time in its sole discretion, if it is determined that such termination is in the best interest of the institution.

The Procurement/Purchasing Office or Contracting Office shall provide a contractor with written notice specifying whether an institution is terminating all or part of the contract. The notice of termination shall give the effective date of termination. If the contract is being selectively terminated, the notice shall specify which part(s) of the contract are being terminated.

It is recommended that institutions include a no-fault termination clause in the solicitation documents and the contract. There may be circumstances in which an institution should not enter into a contract with a no-fault termination clause

If the institution includes a no-fault cancellation clause, it is important to include language that the institution will not be liable for anticipated profits, unabsorbed overhead, or interest on borrowing.

2. Termination for Default

A contract may be terminated for default (or “with cause”) when an institution concludes that a contractor has failed to perform, make progress, or has otherwise breached the contract. An institution is not required to terminate a contract even though the circumstances permit such action. The Procurement/Purchasing Office or Contracting Office may determine that it is in the institution’s best interest to pursue other alternatives. Examples of such alternatives include extending the delivery or completion date, allowing a contractor to continue performance, or working with a contractor’s surety to complete the outstanding work.

Conversely, a contractor may also have the right to terminate a contract for default if an institution fails to perform.

Termination for default should be used as last resort and not as punishment. The purpose of a termination for default is essentially to protect the interests of an institution.

Factors to consider prior to making a termination for default decision include, but are not limited to:

1. Has the institution done everything within reason to assist the contractor in curing any default?
2. The provisions of the contract and applicable regulations.
3. The specific contractual failure(s) and the explanation provided for the failures.
4. The urgency of the need for the contracted goods or services. An institution may need to weigh the respective benefits or disadvantages of allowing a delinquent contractor to continue performance or re-soliciting a new contractor.
5. The availability of the goods or services from other sources and the time required to obtain them (compared to the additional time the current contractor needs to complete the work).
6. Availability of funds or resources to re-purchase in the event such costs cannot be recovered from the delinquent contractor. Under a termination for default, the institution is within its rights to demand additional costs from the defaulting contractor. Nevertheless, a contractor may not

be financially capable to finance the costs or such demand may result in protracted legal action.

A contract must describe in detail the default obligations of the parties. A defaulting party may have additional financial obligations to the other party.

3. Force Majeure Termination

A contract shall not be terminated for default when the failure to perform is due to excusable causes. In order to qualify as an excusable cause, the cause must be beyond the control, and without the fault or negligence of the defaulting party. Such excusable causes include, but are not limited to:

1. Acts of God or a public enemy.
2. Acts of an institution.
3. Fire.
4. Floods.
5. Epidemics.
6. Strikes.
7. Freight embargos.
8. Unusually severe weather.

Severe weather, although beyond the control of either party, will not generally constitute an excusable delay if it is not considered "unusually severe weather". For example, a snow storm in Amarillo in February would not be considered unusual, while it would be considered unusual in Austin. On the other hand, a snow storm in Amarillo in June would be unusual.

If a contractor's failure to perform is due to the default of a subcontractor, in order to qualify as an excusable cause, the default must arise out of causes beyond the control and without the fault or negligence of both the contractor and the subcontractor. Even if this requirement is met, the cause will not be excusable if the goods or services to be provided by the subcontractor could have been obtained from other sources in time to meet the contract delivery schedule.

Q. Institution Reporting of Contracting/Purchase Order Information

[Texas Government Code § 2261.253](#) requires the institution to post on its internet website a listing of contracts/purchase orders for the procurement of goods or services from a private contractor over \$15,000 for the public to view. The posting shall include:

1. Each contract the institution enters into until the contract expires or is completed, including contracts entered into without inviting, advertising for, or otherwise requiring competitive bidding before selection of the contractor;
2. For contracts that are not competitively Bid or are entered into without compliance with competitive bidding procedures, the statutory or other authority under which the contract was awarded and executed; and
3. For contracts that were the subject of competitive procurement, the Request for Proposal or Invitation for Bid until the contract expires or is completed.

Request for contract/purchase documentation may be obtained by contacting the institutions Procurement/Purchasing Office or Contracting Office.

An institution monthly may post contracts that are valued at less than \$15,000.

Each institution by rule shall establish a procedure to identify each contract that requires enhanced contract or performance monitoring and submit information on the contract to TSUS's Office of Finance. The institutions's contract management office or procurement director shall immediately

notify the Office of Finance or governing official, as appropriate, of any serious issue or risk that is identified with respect to a contract monitored under this subsection.

[Texas Government Code § 2261.253](#), does not apply to a memorandum of understanding, interagency contract, interlocal agreement, or contract for which there is not a cost.

In accordance with [Texas Government Code § 2261.254](#), each institution shall develop and implement contract reporting requirements for each contract for the purchase of goods or services that has a value exceeding **\$1,000,000**. Each institution must provide information to its Chief Financial Officer on:

1. compliance with financial provisions and delivery schedules under the contract,
2. corrective action plans required under the contract and the status of any active corrective action plan, and
3. information about any Liquidated Damages assessed or collected under the contract.

In addition, each institution shall verify the:

1. accuracy of any information reported about the contract is based on information provided by a contractor &
2. receipt showing delivery of goods or services scheduled under the contract.

In accordance with [Texas Government Code § 2261.255](#) the institution's Chief Procurement Officer must report the following information to the institution's Chief Financial Officer and the System's Chief Financial Officer for contracts with a value exceeding **\$5,000,000**:

1. Verification from the Chief Procurement Officer that the solicitation method and contractor selection process complies with state law and institution policy; and
2. Submit to the TSUS Office of Finance information on any potential issue that may arise in the solicitation, procurement, or contractor selection process.

R. Institution Reporting to the Legislative Budget Board (LBB)

Recent changes to statute and the General Appropriations Act (GAA) affect how our institutions report contracts to the Legislative Budget Board (LBB). LBB staff does not have an approval role but is required to notify the LBB, the Governor, and Comptroller regarding any unmitigated risks.

Contract reporting will be done through the LBB Contracts Database, regardless of the type of contract being reported. The new LBB Contracts Database was released September 1, 2015 and includes enhanced controls over data entry, additional fields for analysis, and improved consistency with The Comptroller's Centralized Accounting and Payroll/Personnel System(CAPPS) contract data fields.

In general, our institutions are required to report the various types of contracts to the LBB. For Construction contracts signed by the System Office, the Office of Contract Administration will be responsible for applicable reporting. The following chart addresses the various types of contracts the LBB requires institutions to report, see next page.

LBB Contract Reporting Requirements

TYPE OF CONTRACT	VALUE THRESHOLD	REPORTING TIMEFRAME	CITATION	SOURCE OF FUNDS
Professional Services	> \$14,000	10 days after award	2254.006, 2254.0301 Government Code	All Funds
Construction	> \$14,000	10 days after award	2166.2551 Government Code	All Funds
Major Information Systems	> \$1,000,000	10 days after award	2054.008 Government Code	All Funds
All	> \$50,000	End of fiscal year	GAA Article IX, Sec 7.04	Appropriated
Non-Competitive/ Sole Source	> \$1,000,000	10 days before payment	GAA Article IX, Sec 7.12	Appropriated
Emergency	> \$1,000,000	48 hours after payment	GAA Article IX, Sec 7.12	Appropriated
All	> \$10,000,000	10 days before payment	GAA Article IX, Sec 7.12	Appropriated

- *Higher Ed is not required to report contracts for Consulting Services.*

S. Contract File

Institutions are required to maintain documentation related to each contract. Under [Texas Government Code § 441.1855](#) each institution:

1. shall retain records of each contract entered into by the institution and all related contract solicitation documents; and
2. may destroy the contract and supporting documentation only after the **seventh anniversary** of the date:
 - A. the contract is completed or expires; or
 - B. all issues that arise from any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the contract or supporting documentation are resolved.

This retention period for contracts and associated documents applies notwithstanding an institution's retention schedule.

T. Documentation File

The Chief Procurement Officer at each institution shall develop a plan for procurement and contracting file contents, which should be stored electronically as resources allow.

Generally, it is recommended that the following documents are retained in a central repository in the Procurement/Purchasing Office or Contracting Office:

1. A copy of the current contract and all amendments.
2. The solicitation document, the contractor's response, evaluation determination, and the notice of award document.
3. A list of institutional furnished property or services.
4. A copy of the pre-award conference summary, if conducted.
5. A copy of all general correspondence related to the contract;
6. A copy of correspondence with the Office of the General Council
7. A copy of all routine reports required by the contract.
8. A copy of all notices to proceed, stop work orders, deficiency notices, or Change Orders.
9. The records and minutes of all meetings, both internal and external. Include sign-in sheets and agendas.
10. A copy of all contractor invoices, credit memos, information relative to discount provisions for prompt payment, letters pertaining to contract deductions or fee adjustments; a copy of all backup documentation for contractor payment or progress payment.
11. Copies of any audit documentation.

Because of limited storage resources, the following contract documentation may be retained in the contract Administrator's office or stored electronically as resources allow:

1. A copy of all specifications, drawings or manuals incorporated into the contract by reference;
2. A list of contractor submittal requirements;
3. A schedule of compliance review, internal correspondence, if applicable;
4. A copy of all general correspondence related to the contract issued from the Contract Administrator;
5. The originals of all contractor data or report submittals;
6. A copy of all routine reports required by the contract;
7. A copy of all letters of approval pertaining to such matters as materials, the contractor's quality control program, prospective employees, and work schedules;

8. The records and minutes of all meetings, both internal and external. Include sign-in sheets or agendas; and
9. Contract monitoring documentation.

SECTION X – CONTRACT CLOSE-OUT

The purpose of the Contract Close-out process is to confirm that both parties to the contract have fulfilled all contractual obligations. In addition, Contract Close-out is the time to assess the success of the contract and recognize any process improvements for future contracts. The Chief Procurement Officer at each institution shall determine the appropriate contract threshold that requires a formal Contract Close-out.

To initiate the close-out process, an institution should first determine that a contractor has substantially performed all required contractual obligations.

A contract is completed when all goods or services have been received and accepted; all deliverables have been accepted; all administrative actions have been accomplished; and all institutional furnished equipment and materials have been returned.

Upon confirmation of completion, an institution shall make final payment to a contractor. Final payment shall not be made until all compliance and corrective actions have been successfully completed and the Contract Administrator or his or her designee has provided final acceptance.

Reporting Contractor Performance

Upon completion or termination of a contract, and as part of the close-out process, each institution may review the contractor's performance and report to the Comptroller using the Vendor Performance Tracking System VPTS in accordance with [Texas Government Code § 2155.089](#) and [§ 2262.055](#).

An institution may report contractor's performance on any purchase of \$25,000 or more including delegated purchases, TPASS Contracts, and Exempt Purchases. [34 TAC, Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.108](#).

SECTION XI – PUBLIC INFORMATION/ OPEN RECORDS

The Texas *Public Information Act*, Texas *Government Code Chapter 552* (the *TPIA*), gives the public the right to request access to government information. All information written, provided, collected, assembled or maintained under a law or ordinance or in connection with the transaction of official business by or for a governmental body, including TSUS and its institutions, is public information subject to disclosure under the provisions of the *TPIA*, unless the information is confidential by law or falls within the *TPIA*'s specified exceptions. Under the *TPIA*, the failure of good faith compliance with its disclosure and/or withholding requirements can result in civil and criminal penalties. Below is a description of the basic procedures, rights and responsibilities under the *TPIA*.

A. Authority

The Chief Executive Officer of TSUS and each of its institutions is its Public Information Officer (PIO). The PIO may designate a Public Information Coordinator (PIC) to receive, process and respond to *TPIA* requests. In the event a PIO or PIC determines that information responsive to a *TPIA* request is confidential, the Office of General Counsel must be notified.

An institution's President is authorized to request an opinion of Office of the Attorney General ("OAG") under the *TPIA* to withhold information that relates exclusively to the institution. The Chancellor is authorized to request an opinion of the OAG to withhold information that relates to the System Administration or two or more TSUS institutions. Such requests will be submitted through the Vice Chancellor and General Counsel or his/her designee.

B. Making a Request

All requests to view or copy TSUS's institutions' or System Administration's public information must be in writing and should be addressed to its PIO/PIC. Neither TSUS nor its institutions accept or respond to oral requests for public information. If an oral request is received, the requesting party should be directed to address the request in writing to the institution's PIO/PIC. Requests submitted via email or fax transmission must be sent to the System Administration's or institution's designated email address or fax number. The System Administration's and each institution's website will include the contact information for its PIO or PIC, including the designated email and fax number to receive public information requests.

Note: A written request received by an institution via U.S. mail or hand delivery but not addressed specifically to its PIO/PIC is still valid and remains subject to a ten (10) business day time limit (from the date of receipt) to seek an OAG opinion on disclosure and to meet additional statutory deadlines under the *TPIA*.

C. Charges to the Requestor

A person may ask to view the information, get copies of the information, or both. If a request is for copies of information, an institution may charge for the copies. If a request is only for an opportunity to inspect information, then usually an institution may not impose a charge on the requestor. All charges imposed by an institution for copies or for access to information must comply with the rules prescribed by the OAG.

SECTION XII – CONSTRUCTION CONTRACTS

Construction contracts information can be viewed at the following TSUS website in the ***Planning/Construction Policies & Procedures Manual*** section:

[TSUS Policies and Disclosures](#)



Institution: _____

CONTRACT CHECKLIST

Contractor Name:	
Contract Number/Purchase Order Number:	
Total Contract Amount (original term):	
Annual Contract Amount:	
Contract Term:	
Renewal Description:	
Contract Administrator (Dept):	
Contract Manager (Procurement):	

The **Contract Checklist** shall be used by the Contract Manager to verify compliance with contract requirements.

This checklist should be used on the following contracts:

- Purchase Orders/Contracts in excess of \$1,000,000.
- Contracts in excess of \$25,000 that require competitive solicitation
- Contracts that require Chancellor or Board of Regents approval

	Yes	N/A	Date/Initial	Notes
Solicitation Phase				
1. Solicitation request form				
2. Solicitation method				
3. Post in ESBD/SciQuest				
4. Response evaluation				
a. Number of responses received				
b. Solicitation tabulation complete				
c. Financial Summary				
d. <i>Non-Disclosure and Conflict of Interest</i> form received from all Contract Review Team				
e. Response evaluation forms received from all contract Review Team members				
f. Response clarification				
g. BAFO documentation				
h. BAFO evaluation form				
i. Intent to award letter to successful respondent				
5. HUB Subcontract Required forms received (above \$100,000)				
6. BOR Compliance BOR Item #: _____				
a. Above \$1,000,000 per annum				
b. Consultant Contract in excess of \$25,000				
c. Commitment of resources for more than 4 years without out-clause				
d. Initial placement of vending machines				

Award Approval: _____ Date: _____

Legal Review Phase				
7. Issue contract number				
8. Prepare file (if required)				
9. Contracting legal review				
10. Performance bond (if required)				
11. Insurance certificate				
12. Payment bond (if required)				
13. Contract data entered into Contract Manager (CM)				
14. Specialized contracts (if applicable)				
a. Outside counsel contracts– Attorney General approval				
b. Audit contracts – State Auditor’s Office approval				
c. IT contracts– VPIT documentation and review				
15. Texas Ethics Commission disclosure (above \$1,000,000 or BOR approval required)				
16. Route contract				
a. Review and Approve by Procurement/Purchasing				
b. Above \$500,000 Vice Chancellor and General Counsel review				
17. Termination notice date: _____ No. of days notification requirement: _____				
18. Final review of contract manager record				
19. Report Form for Contracts Requiring Enhanced Contract Monitoring above \$1,000,000				
20. Distribute contract to stakeholders and contractor				
Solicitation Completion Phase (if applicable)				
21. Post award information to SciQuest Sourcing and ESBD				

Contract Manager: _____

Date: _____

APPENDIX – PLANNING AND CONSTRUCTION

CIP Project Information Form

Project Name: Unit Operations Lab

Component: Lamar University

Program Year: 2017

New or Amended: New

On Campus Master Plan? No

Project Type: Laboratory, General

Gross square footage: 3.212

Site/Location: Lucas Engineering Building

Project Need: The existing lab was built in the late 1950's for other purposes and has not undergone a major renovation since. The Unit Operations Laboratory, created in 1978, has introduced scores of chemical engineering students to various types of industrial units, including distillation, absorption and cooling towers, as well as heat exchangers and gas separation membrane units. Advances in technology and automation, and the need to simulate the challenges facing the chemical process industry today, make upgrading the laboratory an urgent need. The old space will be completely gutted and fully renovated with new building systems to comply with current building and life safety codes, as well as to accommodate the equipment planned for the space, including a distillation system to teach mass and energy balance, a shell & tube heat exchanger, a gas absorption system, membrane ultrafiltration system and modification of the existing fluid flow system.

Preliminary Project Cost: \$1,800,000

Source(s) of Funding: Higher Education Fund

Comments: The preliminary project cost is based on an internal estimate by the component.

APPENDIX – PRESIDENTS' REPORTS



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

President's Briefing
for the Board of Regents
February 2017

RETENTION & RECRUITMENT: After an essentially flat, but nonetheless record-setting, fall semester enrollment, spring 2017 enrollment data appear off to a good start and, by census date (20th day) should include healthy, perhaps record-setting, numbers for headcount and semester credit hours. Especially pleasing are the sustained and even up-ticked enrollment in online courses and programs; innovative online partnerships which reach throughout the state, nation, and world; and continued gains in new recruiting territories. Lamar's new recruitment initiatives (in South Houston, West Houston, North Houston, the Dallas-Fort Worth Metroplex, and with numerous two-year institutions) have continued to gain traction leading to optimistic predictions for fall 2017 enrollment. Lamar's institutional investment in and scale of recruitment (in new administrative personnel, number of admission representatives, CRM technologies, social media, marketing, consultants, and strategic recruitment scholarships) have expanded dramatically, to record levels. Returns are expected to appear immediately. Student retention services have been reorganized. A new Executive Director is in place and new EAB student success technologies should be incorporated during the spring semester.

Prompted by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Lamar explored several Quality Enhancement Program (QEP) areas during 2016, all tied to improved student retention and success. Lamar's QEP topic will be "mainstreaming" TSI-restricted students through a parallel delivery of college readiness courses and so-called "gate-keeper" courses (college algebra, English composition, and American history). The QEP will be pilot tested, carefully assessed, and then prepared for full fall 2017 implementation. Due to the tragic death of our SACS-liaison and the unexpected departure of our QEP and First-Year Experience (FYE) director, Lamar's efforts were delayed. New administrators have been hired and the SACS/QEP/FYE wheels are again turning.

ACADEMIC AFFAIRS:

College of Arts & Sciences (2016-17)

College Event: *Fall Academic Lecture, hosted by the College of Arts and Sciences*

On November 7, 2016, the College of Arts and Sciences hosted the Fall Academic Lecture featuring Richard Phillips, captain of the MV Maersk Alabama during its 2009 hijacking by Somali pirates. For five days, the MV Maersk Alabama was the subject of world news during an historic conflict that began on April 8, 2009 when a small band of pirates boarded the container ship ferrying food aid to East Africa. The standoff lasted until April 12, when Navy SEAL snipers fired at the pirates after witnessing one aim his machine gun at Phillips's back and concluded he was in immediate danger.

The Lamar University Academic Lecture Series is funded by student service fees, and Arts and Sciences student representatives were involved in every phase of the event, which also was open to the public free of charge. Approximately 450 faculty, staff, students, and community members attended the event.

Program Recognition: *AffordableColleges.com*, an independent website, has ranked Lamar's online Master's in Criminal Justice program 19th nationally using the criteria of affordability and quality (see <http://www.affordablecolleges.com/methodology/>).

Faculty: Dr. Jiangiang (Jane) Liu, Professor of Computer Science, was selected for the Texas State University Systems Chancellor's Faculty Fellowship Program (2017). Dr. Liu has been keenly involved in course and program development aimed to support Lamar's Strategic Plan to design innovative active and collaborative learning opportunities that will "empower students with the skills and knowledge to thrive in their personal lives and their chosen careers." Dr. Liu's Fellowship Proposal, titled *First Year Success*, centers upon creative strategies for improving (1) Lamar's freshman retention rates and (2) by extension Lamar's four-year graduation rates.

Dr. Jeff Forret, Professor of History, selected as winner of the 18th Annual Frederick Douglass Book Prize for his book *Slave Against Slave: Plantation Violence in the Old South*. The Douglass Prize created jointly by the Gilder Lehrman Center for the Study of Slavery, Resistance, and Abolition at Yale University's MacMillan Center and the Gilder

Lehrman Institute of American History in New York City. Awarded annually by the Gilder Lehrman Center for the best book written in English on slavery or abolition. Presentation of the \$25,000 prize award to Dr. Forret on January 31, 2017 took place at a reception sponsored by the Gilder Lehrman Institute in New York.

Students: Lamar's 2016 Moot Court Team gave an exceptional performance at the University of North Texas School of Law's Invitational Moot Court tournament in October 2016. Ms. Danelle Sanders, Political Science major and Legal Studies minor, ranked as #1 Speaker from among 124 student participants and received a scholarship for her first place showing. Tournament Director, Dr. Kimi King of the University of North Texas, noted that Danelle's award marked the first time in tournament history that a new student advocate has won the Top Speaker Award. Lamar's Moot Court Team included Siara Dodds, Levi Morris, Robert Root, Danelle Sanders, Ryan Sherer, Tori Smith, and Miraslava Zendejas.

In conjunction with the Reaud Honors College, the Department of Political Sciences sponsored four Lamar student participants in the National Presidential Nominating Conventions through the Campaign 2016 Program of the Washington Center. The participants included Ms. Tara Hoch (Political Science major, French minor), and Ms. Madison Marino (Economics major, Legal Studies minor) who attended the Democratic Convention in Philadelphia, and Victoria LeFleur (Accounting and Finance major) and Ryan Sherer (Management major, Legal Studies minor) who attended the Republican National convention in Cleveland. Dr. Terri Davis, Chair of the Department of Political Sciences, serves as the internship advisor and coordinator for students, and Dr. David Castle, Professor of Political Sciences, serves as the academic advisor for the Washington Center internships.

Faculty and Students: Dr. Matt Hoch, Professor of Biology, and his team of ten undergraduate research students from the past year authored four poster presentations about their research on Lake Sabine Estuary and Sat Bayou Watershed Estuary at the Gulf Estuarine Research Society November 2-5, 2016 in Pensacola, Florida. Students included Biology majors Chelsea McDonald, Jordan Goldstein, Kelli Creel, David Bassa, Hostin May, Linda Pham, Datron Brown, Tran B. Nguyen, Taylor Marshall, and Environmental and Environmental Engineering major Travis McCawley.

College of Business (2016-17)

The Lamar University chapter of Beta Alpha Psi, the honorary organization of accounting professionals, was recognized nationally as a Distinguished Chapter. This award is a significant accomplishment that recognizes excellence in the areas of professionalism and leadership. In academic year 2015-2016, members of the organization completed 315 hours of professional activities and 339 hours of community service benefiting charitable organizations such as the Southeast Texas Food Bank, Habitat for Humanity, McFaddin Beach, and the Humane Society.

Faculty: Several College of Business faculty members worked on a research project with undergraduate students which resulted in a conference presentation and a paper that has been submitted for publication. The title of the project is "A Spirit of Shared Learning: Bringing Classroom Content Alive". Participants: Jeff Dyson, Alicen Flosi, Dale Fontenot, Shilpana Bhawal, Marva Craig, Catherine Knuth, and Deep Narula.

Ricardo Tovar-Silos, assistant professor of statistics, was awarded a Research Enhancement Grant for the project "Volatility Cross-Correlation of Exchange Rates and Stock Prices in Latin-American Emerging Markets". Two students were involved in the project that resulted in two peer-reviewed articles. One of the articles already published and part of the research results will become the basis of a case study for students taking Dr. Tovar-Silos' statistics class.

Faculty and Students: Undergraduate Marketing student Emily Blanke, along with professors Kathy Fraccastoro and Craig Escamilla, presented a case study on the ethical concerns of social media use in fraternal organizations at the 2016 International Academic Conference on Business, Las Vegas in October 2016. The trio also presented about their research process for the Lamar University Office of Undergraduate Research Expo in November 2016.

College of Fine Arts & Communication (2016-17)

Department of Art

Faculty: Professor Donna M. Meeks, Chair, achieved the following accomplishments:

- work included in the Texarkana Regional Arts & Humanities Council national juried exhibition 28th Annual Juried Exhibition on view July 8th to August 13th, in Texarkana, Texas. Curator of Prints and Drawings at the Arkansas Arts Center, Little Rock, Dr. Ann Prentice Wagner served as exhibition juror, selecting two works by Meeks to be included in this exhibition.
- work included in It's Political! – political art in a political season, on view from June 2nd to July 2nd at Gallery 114, Portland, Oregon. Gallery members selected 32 pieces out of more than 300 submissions to this national juried exhibition.

- work included in the Women’s Caucus for Art Colorado State of Unions exhibition, on view May 26th to June 12th in the Core Annex in Denver, Colorado. Denver art consultant and owner of Alpha Gallery, Ms. Hilary DePolo, served as juror for this national exhibition, choosing 40 pieces from 257 submissions from 23 states.

Assistant Professor Dr. Joana Hyatt achieved the following accomplishments:

- attended the International Conference on Studies in Humanities and Social Sciences in Paris, France during June 2016. Joana received "*Best Session Paper*" during the conference.
- will have a chapter featured in the Peter Lang publishing series: Counterpoints: Studies in Postmodern Theory of Education. The book titled, “The Concept of Ma: Materiality in Teaching and Learning” (2016 publication).
- had a collaborative group article accepted for publication in the *Journal of Art Education* in September 2016.

Department of Deaf Studies and Deaf Education

Faculty: Conferences-

Musyoka, M. & Gentry, M. (June 2016). Voices from the classroom: Experiences of teachers of deaf and hard of hearing students with additional disabilities. CAID, Louisville, KY.

Wolsey, J. A., Misener Dunn, K., Gentzke, S., Joharchi, H., & CSEDL Team (2016, February). Deaf/hearing research partnership. Poster presentation at the annual meeting of the Association for College Educators-Deaf and Hard-of-Hearing (ACE-DHH), New York, NY.

Mary Morgan Moore Department of Music

Faculty: Dr. Bryan Proksch, associate professor of music history and literature, assumed the Office of President of the American Musicological Society, Southern Chapter in Feb 2016 for a two-year term.

He is the Panel Organizer, Chair, and Presenter of “The Mid-Career Crisis, or, What to do After Tenure,” which is sponsored by the American Musicological Society, Committee on Career-Related Issues. Dr. Proksch will give a presentation titled “Changing Research and Service Agendas after Tenure” at the annual Meeting of the American Musicological Society, Vancouver, BC, in November 2016.

His essay, “Mixed Messages: Trumpet and Bugle Calls in Classical Music,” has been published in the International Trumpet Guild Journal. (2016). 40(4): 59–61.

Department of Speech and Hearing Sciences

Faculty: 2016 Articles-

Manchaiah, V., Dockens, A., Bellon-Harn, M., Tome, D., & Ganesan, P. (in press). Preference to patient-centeredness in undergraduate audiology students in Portugal. *Journal of the American Academy of Audiology*.

Abdollahi, F. Z., Ahmadi, T., Manchaiah, V., & Lotfi, Y. (2016). Auditory Brainstem Response Improvements in Hyperbilirubinemic Infants. *Journal of Audiology & Otology*, 20(1), 13-16.

Department of Theatre and Dance

Faculty: Brian LeTraunik directed productions of "The 39 Steps" and "A Year With Frog and Toad" for the Department of Theatre and Dance. He also served on faculty at the Winter Wonderland Workshop in Chicago, the largest regional stage combat workshop in the country. Brian has been appointed as Assistant Professor for the 2016-2017 school year. He previously served as an instructor in the department.

Golden Wright, Chair of Theatre & Dance, and Jeff Palis, Director of Global Studies and Study Abroad, coordinated a guest residence for 16 dancers and four faculty members from the Department of Dance at Tainan University of Technology in Tainan, Taiwan. Faculty from both universities taught classes for students from Taiwan and the Beaumont Community. Golden Wright choreographed a work that was performed in the Spring Dance Concert *Dance Unleashed*. The Taiwan students also performed two works choreographed by their faculty. Tainan University of Technology also performed their own concert *Journey of the Mind*, which portrayed freedom of movement with props such as silk and bamboo representing wind, water and stone.

Reaud Honors College (2016-17)

The Benjamin A. Gilman International Scholarship Program offers grants for U.S. citizen undergraduate students of limited financial means to pursue academic studies or credit-bearing, career-oriented internships abroad. This congressionally funded program, sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State, is administered by the Institute of International Education office in Houston, Texas. Brittney Crossley, along with the team effort of Drs. Dodson, Schwartz, Venta, and Ms. Staudt worked closely and successfully with two students

throughout the exchange and scholarship application process. Linda Pham (Mathematics major) and Kay-Alana Turner (Business Management and Spanish major) each received a Gilman Scholarship. Linda will be studying on exchange at Seoul National University of Science and Technology. She received the maximum Gilman award amount of \$8,000, thanks to studying a critical-need language (Korean) alongside her STEM classes. Kay-Alana will be studying on exchange at ESC Rennes School of Business in France. Her award is \$4,000.

Office of Undergraduate Research (2016-17)

Lamar University has been invited to participate in the “Texas Undergraduate Research Day at the Capitol”. A campus liaison, a student researcher and his/her mentor will attend the event in Austin on March 28, 2017.

Jaylen Lee, a mathematics and statistics major from James Madison University, presented his research at the 2016 REU Symposium hosted by the Council on Undergraduate Research and National Science Foundation on October 23 at the NSF Atrium. Jaylen conducted his research at Lamar during the past summer under the guidance of Dr. Kumer Das.

Blake Wheeler’s submission (Virtual Relations) for the Southwestern Social Science Association 2017 Annual Meeting has been accepted. The Conference will take place in Austin, TX from April 12, 2017 to April 15, 2017. Blake is a social science major and is a recipient of the Summer Undergraduate Research Fellowship grant offered by the Office of Undergraduate Research.

UNIVERSITY ADVANCEMENT:

Lamar University Distinguished Alumni 2017. Lamar University has named four individuals as Distinguished Alumni for 2017. Their dedication to their professions, service to their communities and loyalty to their alma mater epitomize the Lamar University spirit. The award is the highest granted by Lamar University to its graduates.

Charles “Chuck” (1972) and Becky (1971) Mason. Becky and Chuck Mason are the first couple selected as distinguished alumni in the history of the institution. Chuck graduated from Lamar University with a degree in Biology. Two years prior to his graduation from Lamar, Chuck joined Mason Construction and quickly assumed responsibility for the company's business operations. Under his leadership, Mason Construction has continued to grow in size and capabilities to reach its present workforce of over 250 employees. Perhaps more significantly, the company has shown a profit every single year since 1972. During Chuck's tenure as president, Mason Construction has been honored with the BBB "Torch Award for Business Ethics" (1999), as well as the Beaumont Chamber of Commerce "Spindletop Award" in 2010.

Becky graduated from Lamar University with a degree in Elementary Education. After a short career as a teacher, Becky went to work with her husband in Mason Construction. Becky retired from Mason Construction in 2014 from her position as Director of safety and human resources. Her role at Mason Construction was critically important since, as a leading petrochemical and industrial construction contractor, the company has complex safety requirements and human resources needs which span the scale of professional trades, and includes labor and non-labor work forces.

Becky and Chuck Mason have both been extremely active in the Southeast Texas community and have served in leadership positions for most business, community service, and fine arts organizations in the region. At Lamar University, Chuck has served on the Board of Trustees for the Lamar University Foundation for more than two decades, most recently as Vice President of the Board. Chuck also serves as a member of the Lamar University Construction Management Board of Advisors. Becky has served Lamar University on the Alumni Advisory Board, the Board of the JASON Project, as co-chair of the Women and Philanthropy Program, on the Executive Committee of the Friends of the Arts Board where she is serving a second term as Vice President, and on the Advisory Councils for the College of Education and the College of Fine Arts and Communication.

Jorge Quijano (1973, 1974). Jorge Quijano is the CEO of the Panama Canal Authority. He has worked with the proclaimed Eighth Wonder of the World for more than 40 years, having worked his way up from his first job as Director of the Canal then Executive Vice President of the Engineering and Programs Management Department. He made plans for the expansion of the Canal and was promoted to CEO in 2012 where he oversaw the expansion project. The project created a new lane of traffic along the Canal through the construction of a new set of locks, doubling the waterway’s capacity. The previous locks allowed the passage of vessels which carry up to 5,000 TEUs. After the expansion Post-Panamax vessels transit through the Canal with up to 13,000/14,000 TEUs.

Jorge Quijano received both his Bachelor of Science in Industrial Engineering and his Masters in Engineering Science from Lamar University. He moved back to Panama City immediately after graduating in 1974 to begin his career with the Texaco Oil Refinery that would bring him up the corporate ladder to CEO of the Panama Canal Authority. At Lamar University, Jorge serves as a member of the Civil Engineering Advisory Council and in 2013, he received the Lamar

University Industrial Engineering Lifetime Achievement Award. He has conducted tours of the Panama Canal for Lamar University students studying abroad over Spring Break, and he has given internships to Lamar University engineering students. In his daily life, Quijano strives to build trust between himself and his employees. He said he understands that even though the work is technical, it is people who perform the work, so he works hard to know his employees and have a relationship built on trust in order for them to truly succeed. He currently manages thousands of people from 36 different nationalities, and he says he enjoys every second of his career.

Hyattye Simons (1979). Hyattye is a seasoned senior legal professional with over three decades of experience in providing legal advice, legal representation, and legal management. His professional career culminated in his position as General Counsel for the Dallas Area Rapid Transit from which he retired in 2012. Hyattye began his employment at DART in 1988 as Assistant General Counsel, and worked his way up to his final position. Hyattye also practiced law working for the Texas Secretary of State, the City of Dallas, Mahomes Bolden, P.C., and Dean International, Inc. He is the recipient of the 2009 Magna Stella Award for excellence in leadership and management for a non-profit or government agency from the General Counsel Forum, a legal association of over 600 general counsels and senior managing counsel, representing more than 400 companies and organizations.

Hyattye has dedicated much of his time to pro bono legal work and community service, serving as general counsel for InfraGard North Texas Members Alliance, Dallas Asian American Youth Orchestra, and DFW Asian American Citizen Council. Hyattye has served on the Board of Directors for the Dallas FBI Citizens' Academy Alumni Association, the Dallas Asian American Youth Orchestra, and the InfraGard North Texas Members Alliance. He has also been involved with more than a dozen other community service organizations in the Dallas area and across the State of Texas. At Lamar University, Hyattye has been a mentor in the African American Male Professionals (AAMP) program since its inception in 2007. He is a frequent speaker for student programs and forums at his alma mater.

CAPITAL IMPROVEMENTS:

Wayne A. Reaud Administration Building: Construction is complete and the building is fully occupied. The project is in under budget, with substantial savings expected to be returned to Lamar from construction contingency and buy-out savings. The public art piece "Spirit Columns" by Jesús Moroles was installed in late July. Substantial completion for the building interiors was achieved on August 26, 2016. The building exterior and site achieved substantial completion on September 30, 2016. All remaining items on the punch list are expected to be completed by mid-January. There are ongoing challenges regarding the performance of the HVAC system and other warranty issues are being addressed as they occur.

Center for Innovation and Commercialization: Despite significant weather impacts in the late spring and summer, the project achieved substantial completion on November 30, 2016, one day beyond the scheduled date. One change related to a code compliance issue resulted in a 1% increase to the overall project budget. Most of the punch list items have been completed, with final completion expected to be granted in mid-January, 2017. Furniture will be installed in late January. The center program manager has taken temporary occupancy and the building is hosting the JASON Project during the month of January.

Setzer Student Center Renovation: The GMP was executed on October 18, 2016, and mobilization began immediately in late October. Construction is estimated to be completed in early January 2018. The project budget is \$27.9M, which entails Lamar's direct costs for the renovation. Subcontractor procurement is ongoing, asbestos abatement is 90% complete, interior demolition is approximately 70% complete and site demolition is also approximately 70% complete. The Barnes & Noble bookstore has been isolated and is fully functional. The new food service venues will be constructed by the food service provider, Chartwells. They have established alternative food venues throughout campus, including a new venue at the Dining Hall, a new freestanding barbeque stand on the north side of campus and daily food trucks at a central location near the library.

New Science & Technology Building: Construction of the central plant upgrades is anticipated to start in March 2017 and building construction will begin in May 2017. The project is scheduled to be completed in September 2018. The total project budget is \$60M and the scope of the project includes physical expansion of Lamar's South Central Plant as well as infrastructure expansion and upgrades to accommodate the service loads of the new building and to bring the Central Plant services up to current codes. The Design Development package was approved in November and construction documents are nearing 50% completion. With the inclusion of a rooftop mechanical penthouse, the building is approximately 83,000 gsf.

Cardinal Village Improvements: Planning has begun for the second phase of the planned multi-year refurbishment. Lamar has elected to escalate one year of the Capital Improvement Plan by undertaking renovations of interior finish and exterior corridors in the summer of 2017 to two of the residence halls, Combs and Morris Halls. A contractor has

been hired to assist with inventory of minor repairs needed and an RFP for the work is expected to be posted in mid-February 2017.

Music Annex Building: Construction has been delayed due to fee negotiations with the selected contractor. Once underway, it is estimated to take 6 months for completion. The new building will be 4,000 gsf and will provide faculty offices, instrument storage, and a practice hall for the percussion ensemble and drumline.

Library Lobby Renovation/Starbucks: The first phase of work began over the winter 2016 break to isolate the future construction area from the rest of the library and to create a new temporary building entrance. The University will provide infrastructure and Chartwells will construct the Starbucks coffee shop in the northern third of the lobby. The remainder of the Lamar scope will be publicly bid and construction will start in spring 2017 and is expected to take 4 months. The University work includes new storefront for a new entrance to the library, modernization of lobby finishes, infrastructure upgrades and modifications to the two east stairwells to make them compliant with current life safety codes.

INFORMATION TECHNOLOGY: *Completed projects* include an upgrade of our CRM used for student recruiting; Blackboard to Banner grade integration; and multi-factor authentication (system-level collaborative project). *New projects* chartered during the past quarter include EAB's student success collaborative. **Current projects** include: endpoint encryption; Qualtrics survey implementation (system-level collaborative project); implementation of a Science DMZ through NSF cyberinfrastructure grant; IT Service Management (ITSM) implementation; Ad Astra room scheduling solution; College of Engineering high performance computing cluster (HPCC) implementation; digital signage; development of encryption standards; phase II of campus network refresh; security awareness program deployment; continued security camera and access control system deployment; upgrades to Ellucian Banner 9; IT risk assessment; and security and system management policy development. *Upcoming projects* include: additional Banner 9 modules; student BYOD (bring your own device) printing; data loss prevention; and eSignature deployment.



SAM HOUSTON STATE UNIVERSITY

President's Briefing for the TSUS Board of Regents February 2017

RECRUITMENT AND RETENTION

The Museum of Natural History at Sam Houston State University is now home to more than 300,000 parasitic wasp specimens that can be used for research. The wasps are a part of the Discover Life program and database that made its move to SHSU earlier in the semester. Researching these wasps can provide experts with knowledge on their biological functions and how environments across the world can benefit from the introduction of the specimens. The collection, which is the third largest in the nation, gives SHSU students the chance to directly work with some of the leading scientists in the field.

The Running Start/Walmart Star Fellowship is a program that promotes the engagement of women in politics. The program brings 14 college women to Washington, DC each year and places them in the offices of female Members of Congress on Capitol Hill where they hone their policy and political skills. Megan Chapa and Jazmin Perez, both from SHSU, were selected as Fellows; this is the first time since the program's inception that two students from the same university were named to the same cohort.

INSTITUTIONAL DEVELOPMENT

As of December 16, 2016, approximately \$6.5 million dollars in gifts had been received from the university, which compares to nearly \$5 million given during the same period last year. Almost 5,600 individuals have made gifts and pledges as compared to 5,900 during 2015-16.

The development staff continues to prepare and present major gift proposals to foundations, corporations, and major donor prospects in preparation for the comprehensive fund-raising campaign. The campaign will publicly launch on Saturday, January 28, 2017, at the Waterway Marriott Hotel and Convention Center in The Woodlands, Texas. The announced goal is expected to be \$125 million, with approximately \$84 million in gifts, pledges and verbal commitments made to date.

The SHSU Alumni Association's membership is 12,200 versus 10,100 a year ago at the same time. Nearly 2,900 members have lifetime status. The association will hold its annual Life Member Celebration on February 25, 2017, at the J.W. Marriott Downtown, which is near Houston's Brown Convention Center and the Toyota Center. The alumni relations office has already held 110 meetings and events that have been attended by 8,000 alumni and other friends.

Marketing & Communications has reported 10,000 media placements during the first three months of 2016-17 and has completed 1,600 marketing projects. The new Email Management System has been fully implemented and is being utilized to increase the effectiveness of university communication with alumni and other supporters, especially for fund-raising, alumni



SAM HOUSTON STATE UNIVERSITY

membership, and outreach through special emails. The system allows the university to know how many of its emails are opened and the number of “click throughs” by each recipient.

The Advancement Services Department is now managing a development-alumni database of more than 136,000 individuals with valid addresses. It also has 130,000 good telephone numbers for those alumni and friends.

CAPITAL IMPROVEMENTS

Bernard G. Johnson Coliseum officially reopened its doors in November after a six-month renovation process. Updates and additions include new bleachers, a renovated upstairs lounge, a training room with hot and cold hydrotherapy tubs, locker rooms for coaches and officials, and a media room. Over 60% of the renovation went toward a new HVAC.

The South Residential Complex is approximately 87% complete.

The Biology Laboratory Building is approximately 30% complete.

CAMPUS SPECIFIC ITEMS

Sam Houston State University head coach K.C. Keeler was named the winner of the 2016 STATS FCS Eddie Robinson Award, given to the top coach in the FCS. Keeler is the first Bearkat head coach to claim the Robinson Award and the third from the Southland Conference. Coach Keeler also received the Southland Conference Coach of the Year honor at the conclusion of the regular season, making him just the third Bearkat coach – along with Willie Fritz and Ron Randleman – to have taken that honor.

Three researchers at Sam Houston State University will evaluate a new training initiative by the Houston Police Department designed to improve response to sexual assault and domestic violence victims. Cortney Franklin, Leana Bouffard and William Wells received a nearly \$400,000 grant from the Office of Violence Against Women at the U.S. Department of Justice to study the effectiveness of the training, which is aimed at reducing gender bias in police responses to these crimes.

Patrick Buzzini, Sam Houston State University associate professor of forensic science, received a National Institute of Justice grant to develop chemical signatures for counterfeit currency or questioned documents produced with inkjet printers that could help lead investigators back to the source. Dr. Buzzini is collaborating with the U.S. Secret Service on the project.



SUL ROSS STATE UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™



**President's Briefing for the Board of Regents
February 2017**

Institutional Effectiveness

The focus of this department continues to be on preparations for the SACSCOC Accreditation Compliance Certification document that is due September 10, 2017. In December, Dr. Kibler, Dr. Case, Dr. Qvarnstrom, Dr. Mendez, and Ms. Newman traveled to Atlanta to attend the SACSCOC 2016 Annual Meeting and attend sessions that addressed key areas of accreditation. The group brought back valuable information for the Accreditation Committee that is guiding the compliance process.

Institutional Effectiveness continues to support the Faculty Core Curriculum Committee to implement instruction and assessment in personal and social responsibility skills. A Faculty Exchange is scheduled for January 31, 2017 where professors will present embedded assessments and their findings for these core curriculum skills from the Fall 2016 assessment period.

After a semester of robust meetings, the QEP Oversight Committee has selected a theme for the Quality Enhancement Plan that they are developing. The theme will be "Raise the Bar: Communicating for Success", and it will focus on oral and written communication skills.

The Institutional Effectiveness department reviewed all of the Administration Assessment Reports and the Academic Assessment Reports for 2015-2016; and faculty and staff are working on the 2016-2017 reports that will be a central component of the Accreditation Compliance Certification.

Retention and Recruitment

The spring 2017 semester continues to show positive growth. Overall semester credit hours show a 5% overall gain from last spring and 14% from spring 2015. Retention of both the fall 2015 and 2016 cohorts remains strong. Fall applications for first time freshmen continue to outpace 2015 and 2016 with a 22% increase in admitted freshmen students over the same time last year. prior prior year financial aid application that opened October 1st. To date, fall applications show an overall increase of 42% from the same date in fall 2016 with notable gains in freshmen and transfer applications. Enrollment Management recently purchased the text platform Mongoose and has effectively used it to contact applicants with regards to their application status. This, in conjunction with communication methods already in place, has more than doubled the number of admitted freshmen as compared to this time in fall 2016.

The Executive Committee on Enrollment Management and Student Success met throughout the 2015-2016 academic year to formulate strategies aimed at reaching the 2020 goals as put forward in the university's 2020 Vision-Progress Report. As a result, a comprehensive strategic enrollment plan, will be produced at the end of the spring semester.

In addition to the strategic enrollment plan, Enrollment Management plans to embark on two other large projects- our web presence as it relates to prospective students, parents, alumni and donors; and the implementation of a CRM.

University Advancement

The University received gifts from individuals and foundations totaling \$842,735 over this quarter, and continues to focus on strengthening alumni and major donor giving, as well as increased support from corporate and private foundations. We initiated an annual giving campaign and continue to work with consultants to for a feasibility study about a major campaign. Our annual Hall of Honor and Distinguished Alumni Banquet is scheduled for February 18, 2017 at which time we proudly honor past students for their accomplishments.

Rio Grande College

Rio Grande College enrollment for spring shows a 14% increase as compared to the same time last year for head count and 12% for semester credit hours when compared to last year. Advanced registration for summer (terms combined) was running 44% ahead of the same day last year. Castroville enrollment continues to grow, though slower than expected. RGC continues to offer a very large percentage of distance learning courses (80%) with web-based instruction the fastest growing segment. RGC established an excellent partnership with Sam Houston State online division to provide training for RGC faculty in online course development this spring and later this summer. All locally, yearly funded scholarships have been renewed for the 2017-18 academic year ahead of previous years. Another scholarship was funded for next year by a local teachers association. This constitutes 11 different scholarships from six separate donors. RGC has participated extensively in the preparation of the SACSCOC reaffirmation compliance certification documents as well as continued refinement of the university Strategic Plan. Charles Wiley spoke to students and community person in November. He is one of the few remaining WW II veterans still alive. He has been making a bi-yearly appearance at RGC for the past 10 years. Noncredit Financial Literacy classes offered by local financial institutions at no cost to RGC students were again offered last fall. All scholarships awarded next fall will require completion of this free class.

Capital Improvements

Work on Phase One of the Campus Access Project continues as we approach project close out. Final Punch List items and issues that surfaced during construction are being addressed by Artchitecture and Pride Contractors from El Paso. A site visit by all parties to address remaining items in the field is scheduled for the week of January 16, 2017. Construction Documents for the Phase Two portion of the Campus Access Project are scheduled to be completed by the end of February 2017 and bids for that phase should be received by the end of March. Also scheduled for the mid-January visit of the design team is a review of the preliminary design efforts from Artchitecture for Phase Three of the Campus Access Project and the Visitor Center. Notices to proceed for Phase Three and the Visitor Center were sent to Artchitecture on December 14, 2016.

The construction of the Outdoor Classroom at the Agricultural and Natural Resource Sciences Center is at substantial completion and the Contractor – Alpha Building of El Paso, Texas – is addressing the final punch list items. Final drawings of the Native Seed Research Center are expected from the architect the Vandergriff Group for final review by January 17, 2017.

Vandergriff Group architects are working with their project surveyor to review the grades for the Kokernot Amphitheater renovations. Following the survey work we will receive their schedule for completing the project. Vandergriff is also planning a site visit to further investigate the Kokernot Lodge apartment area, the lodge roof and the proposed requirements for the amphitheater lighting.

Work on remediation of damages resulting from the major hail storm suffered in summer 2014 continues with several more roofs repaired. All other damage to windows, etc. has been

addressed. Funding received from insurance proceeds is being used to fund these repairs.

Information Technology

The Office of Information Technology is in the final stages of working on and awarding a contract for a new telephone system for the campus. In 2016, an RFP was posted and fourteen proposals were received. Our plans are to award the contract in the February/March timeframe and implement the new phone system over the summer months. The solution chosen allows Sul Ross to have a unified communications mechanism that provides greater flexibility for the institution.

Over the coming months, DegreeWorks, which was implemented for the Alpine campus in the October/November 2016 timeframe, is scheduled to be implemented for the RGC campuses. This additional effort provides a common experience for all Sul Ross students.

Institutional Development

The Center for Big Bend Studies continues to seek funding from a variety of sources for the Trans-Pecos Archaeological Program (TAP) and for research of the historic period in the region. The Center's report for the long-term archaeological survey of Big Bend National Park has moved forward and now is very close to being completed. It reports on intensive archaeological survey of over 60,000 acres and documentation of over 1,500 sites, and presents a predictive model for the vast unsurveyed portion of the park. The CBBS remains actively engaged in archaeological research on several private ranches, with a focus on Pinto Canyon Ranch (PCR) and the 02 Ranch. On PCR, excavations continue at three sites—Gateway Terrace, Cerro Hueco, and Second Gate—where intact buried thermal features from all portions (Early, Middle, and Late) of the lengthy Archaic period (ca. 6500 B.C.–A.D. 800) are being uncovered; a rare, buried Late Paleoindian dart point was recently found at Cerro Hueco, and further efforts at that site will target this time period. Significantly, a biface cache recently discovered at the Mas Manos site on PCR was fully excavated; it consists of two finished bifaces/knives and one preform. On the 02 Ranch a block excavation at the 11,000-year-old Genevieve Lykes Duncan (GLD) site has moved closer to completion; excavation of a mostly intact 10,600-year-old oven is ongoing and deep testing is now also underway. Additional work will occur in the next few weeks at Perdiz Trail, a shallowly buried ca. 500-year-old site where we have identified two possible structural remnants.

The CBBS continues down the path in construction of a searchable rock art database for the region, having made small strides with it recently. The CBBS has a number of publications undergoing final writing/editing: 1) the seventh publication in the TAP series, "Middle Archaic People of Eastern Trans-Pecos Texas: Their Life and Times"; 2) a history of PCR to be published by Texas A&M Press entitled "In the Shadow of the Chinatis: A History of Pinto Canyon in the Big Bend of Texas"; and 3) a manuscript on the Mexican Revolution slated for publication as part of our Occasional Papers series (it contains select articles from our past journals as well as 3–5 new articles, in addition to a newly written Introduction and Conclusion).

The CBBS held a very successful annual conference on November 11–12. We had 44 presentations (ca. 33 is the norm), over 200 attendees (ca. 175 is the norm), and an international presence with a number of presenters and attendees from Mexico. The banquet presentation was given by Ms. Mary Margaret McAllen who spoke on "Maximilian and Carlota: Europe's Last Empire in Mexico."

Plans for the CBBS to collaborate with Spain and Mexico on a project focused on a portion of the Spanish period (ca. A.D. 1683–1760) at La Junta (area around the confluence of the Rio Grande and Rio Conchos of Mexico) continued during the annual conference. Currently, the CBBS and *Instituto Nacional de Antropología e Historia* (INAH) are negotiating a cooperative agreement that would allow collaborations on a number of projects. Efforts to find and translate

pertinent Spanish documents is ongoing at two archives in Mexico: the *Archivo General de la Nación* and the *Centro de Estudios de Historia de México*; additional efforts are underway in Spain. A second phase of work on this project will involve excavations of Spanish mission sites; those in Chihuahua by INAH archaeologists and those in Texas by CBBS archaeologists. This collaboration promises to take the efforts of the Center to an international audience.

Recent CBBS grants and donations received:

\$31,465 received from individuals as donations

\$240,000 received from Foundations as donations

Rio Grande Research Center personnel are involved in the ongoing study of the impact of the removal of invasive species (primarily giant river cane) in Boquillas canyon in Big Bend National Park. Our contributions include topographic surveys of sand and gravel bars in the canyon to monitor sediment mobility that should result from the removal of the cane.

RGRC is also continuing a sediment characterization study, "Quantifying Channel Morphologic Change along the Rio Grande in Boquillas Canyon within Big Bend National Park," through support from the World Wildlife Fund.

Borderlands Research Institute within the College of Agricultural and Natural Resource Sciences – mission: to help conserve the natural resources of the Chihuahuan Desert Borderlands through research, education, and outreach. To meet that mission the BRI plans and conducts research investigations on various aspects of the natural world and provides the results to the land managers so that they may more effectively manage the resources with which they are entrusted. Here are highlights for October through December 2016:

Grants/Gifts:

--BRI was awarded \$50,000 from Houston Livestock Show & Rodeo for the BRI Undergraduate Research Mentorship Program.

--BRI was awarded \$20,000 from the San Antonio Livestock Expo for fall semester graduate fellowships.

Events/Activities:

--BRI is coordinating the Last Frontier Weekend, a VIP event at Cibolo Creek Ranch as a kickoff for the BRI Capital Campaign.

--BRI undergraduate and graduate students presented papers and posters at the Texas Section of the Society for Range Management.

Faculty/Staff/Students Accomplishments:

-- BRI Director, Dr. Louis Harveson, received the Outstanding Alumnus Award from the Texas Tech University Department of Natural Resource Management.

Proposals being finalized:

SRSU-Alpine has submitted a grant proposal for an **Upward Bound Program** through the Department of Education. This five-year grant will serve 70 students from 3 high schools: Culberson County-Allamore (Van Horn), Sierra Blanca and Terlingua and prepare these students for successful attainment of a college degree. (appx. \$301,952 per year for 5 years).

Dr. Martin Terry has submitted a proposal to work with UT Austin on a Texas Parks and Wildlife grant to research endangered plants species in Big Bend National Park. The subrecipient

proposal is for \$5,028.

Dr. David Leaver, Dr. Christopher Ritzi and Dr. Yanfeng Yue submitted a proposal to the National Science Foundation, Major Research Instrumentation Program for the acquisition of a GCMS – Gas Chromatography Mass Spectrometry instrument, total proposal budget: \$117,187.

Campus Specific Items

Experiential Learning program makes a difference. Sul Ross students Bianca Moreno and Jessica Lubbers, both from El Paso, are making a difference in their education and in the community. Within a few short months, Sul Ross State University student Bianca Moreno elevated from an untried intern to a permanent employee at the Alpine Chamber of Commerce. Jessica Lubbers developed an interest in X-ray technology after sustaining a high school sports injury and becoming a participant in the procedures. As a Sul Ross State University student, her internship at Big Bend Regional Medical Center is giving her a head start on her future career. Since February 2016, through the efforts of Dr. Jennifer Penland, Director of Experiential Learning, a total of 30 academic internships, mostly paid positions, have been developed, with 17 piloted, through Sul Ross' Experiential Learning program, funded through the Title V grant (El Camino Del Lobo Al Exito – Lobo Road to Success).

McNair-Tafoya Symposium recognizes excellence in undergraduate research. Oral and poster presentations highlighting undergraduate research were featured at the 9th annual McNair-Tafoya Research Symposium held on October 31. Student scholars making presentations were: Laura Cardona, Fort Davis; Keziah Munoz, San Antonio; Dominic Carrillo, Midland; Fabiola Muniz, San Antonio; Joey Chavez, Alpine; Alondra Arce, El Paso; Fabiola Baeza, Presidio; Gloria Villanueva, San Antonio; Jarrod Richter, George West; Yelixza Avila, El Paso; Stephanie Elmore, Fort Stockton; Jesus R. Guerrero, El Paso; Jasmin Quinonez, Tornillo; and Adrian Maldonado, Alpine. The annual symposium is also named in honor of the late Dr. Jesus Tafoya, Sul Ross Professor of Spanish, and a long-time advocate of the program. Ms. Dominique Vargas is director of the program.

Fort Davis resident donates fine-press book collection to Wildenthal Library. The donation of the Van Robinson Fine Press Book Collection to SRSU was celebrated in an opening reception and lecture by donor Van Robinson of Fort Davis held on November 10. Books from the Van Robinson Fine Press Collection were produced by the finest book designers and printers in the United States and Europe. The 260-book collection represents an entire century of exquisitely crafted books from renown printers such as Ashendene, Arion, Book Club of Texas, Doves, and others. They are printed on the finest paper, some handmade, illustrated with original drawings, etchings or engravings. Many are produced in limited editions, giving audiences a rare chance to see these volumes in person. The collection was featured in a special exhibit that ran from November through January.

Alejandra Melendez appointed new Director of Institutional Research. Alejandra Villalobos Melendez, SRSU's new Director of Institutional Research, arrived on campus at the end of October. Villalobos Melendez, who grew up in Juarez, Mexico, began her new duties October 27. Most recently, she worked at the University of New Mexico's Institute of Social Research. She received a B.B.A. in International Business from the University of Texas El Paso and a M.S. in Natural Resource and Applied Economics from the University of Alaska, Fairbanks.

H. Joaquin Jackson Academy graduates six. Six cadets graduated from the H. Joaquin Jackson Law Enforcement Academy at Sul Ross State University graduated on November 17 in the Morgan University Center.

Houston artist exhibits at SRSU. “Silence is the Flower,” drawings by Makuko Ono Gray, Houston, was on exhibition from November 2016 through January 2017 at the Main Gallery, Francois Fine Arts Building on the Sul Ross State University campus. Gray, who was born in Japan and has been a Houston resident since 1996, received her MFA from University of Houston in 2007. She is a gallery director and adjunct professor of Art at the College of the Mainland, Texas City.

SRSU delegation goes to the Republic of South Africa. Dr. Hamin Shabazz, Dean of the College of Education and Professional Studies, led a delegation from SRSU to the Republic of South Africa to visit with officials in the Ministry of Education, officials at regional universities, and municipal officials to explore the possibilities of developing formal educational exchanges with South African universities. Dr. Shabazz had previously been in discussions with South African officials regarding higher educational opportunities in his role as department chair at Stevenson University in Maryland. In addition to Dr. Shabazz, the delegation was comprised of Dr. Jim Case, Provost; Dr. Rob Kinucan, Dean of the College of Agricultural and Natural Resource Sciences; Dr. Jay Downing, Dean of the College of Arts and Sciences, and Dr. Rumsey, Director of International Studies.

Outdoor classroom opened at College of Agricultural and Natural Resource Sciences. The new outdoor classroom to be used largely by the faculties of the departments of Natural Resource Management and Agricultural Science is completed. The project was funded through the PPOHA grant.



TEXAS STATE UNIVERSITY
President's Briefing
for the Board of Regents
February 16-17, 2017

PLANNING

The development of the 2017-2023 University Plan is underway. Since reviewing the proposed mission, values, and goals last summer, the President's Cabinet drafted initiatives to achieve the goals. Members of the campus were asked for feedback on the main components of the plan. After reviewing comments from the University community on the proposed mission, values, goals, and initiatives, the President's Cabinet edited the preliminary University Plan and the President approved it. The revised mission will be brought to the Board of Regents and to Texas Higher Education Coordinating Board in spring of 2017, after which approvals, unit and division plans will be drafted. In addition, 10 background briefs providing a futuristic perspective of issues in higher education were prepared to inform the development of unit plans.

Annual progress reports for the 2012-2017 University Plan continue to be compiled and posted on the University Plan website.

RETENTION AND RECRUITMENT

As of January 16, 2017, freshman applications for spring totaled 816 -- an increase of 104 applications (+14.6 percent) over 2016. Freshman acceptances for the spring increased to 226 -- an increase of 53 (30.6 percent). Spring transfer applications totaled 2,887 -- a decrease of 149 (-4.9 percent) over the prior year. Transfer acceptances are down 22 (-1.2 percent).

Spring applications for master's students total 1,352 -- an increase of 179 applications (+15.3 percent) over 2016. The number of accepted master's students has reached 730, which represents an increase of 59 (+8.8 percent). The number of spring doctoral applications equals 20 -- a decrease of six applications (-23.1 percent) over last year. Doctoral acceptances for the spring total 10 -- a decrease of two (-16.7 percent) in comparison to 2016.

The outlook continues to be bright for this fall's enrollment. As of January 16, 2017, we have received 24,446 freshman applications, an increase of 8.8 percent (+2,056 applications) over the prior year. Freshman acceptances now total 12,563, which is 18.1 percent (+1,928 acceptances) ahead of last year. A total of 1,262 transfer applications have been received thus far, which represents an increase of 5.9 percent (+70 students). Transfer acceptances increased 1.9 percent (+9 acceptances) over last year.

CAPITAL IMPROVEMENTS

Campus Master Plan

SmithGroupJJR and sub-consultants specializing in academic space needs planning, auxiliary space planning, transportation and traffic planning, research planning, civil engineering, utilities engineering, information technology, and cost estimation have been working with Texas State University since January 2016 to develop the 2017-2027 Campus Master Plan. The planning process began with a series of meetings in January and March 2016, to gather information from the university community. A master plan web page was launched in January 2016 to solicit feedback from the university community and alumni. It can be found at <http://www.txstatemasterplan.com/>.

Meetings have been held with the Texas State University Campus Master Plan Committee, a committee that includes Local Committee Chair Regent Donna Williams, University representatives, City of San Marcos representatives, and The Texas State University System staff. Meetings have also been held with the City Manager of the City of San Marcos and his staff. Meetings on the San Marcos Campus have been focusing on the adequacy of existing academic, research, athletic, recreational, student health, dining, and student residence facilities and the impact of future programs in their related strategic plans. Meetings have also been held concerning the Spring Lake area, the Round Rock Campus, and STAR Park. Additionally, parking, shuttle service, and infrastructure systems are being assessed.

Preliminary recommendations, shared with the university in May 2016, were based on current space deficits and projected enrollment increases. These recommendations included the following: adding 2.1 million gross square feet (GSF) of academic and support space; 2,400 residence hall beds; 25,000 square feet of dining space; several outdoor recreation fields; 2,000 parking spaces; and an expanded Student Health Center. In August 2016, after making adjustments based on feedback received during the May 2016 meetings, the consultants reviewed the final drivers for the plan: 1.5 percent projected undergraduate growth annually; 3.0 percent projected graduate growth annually; achieving 68 assignable square feet per full-time equivalent student by 2027; achieving \$52 million total restricted research expenditures by 2017; and adding approximately 2,400 student beds on campus by 2027. This equates to approximately 2.2 million gross square feet of new space. SmithGroupJJR then presented two scenarios to the campus and to the Texas State University Campus Master Plan Committee, each

addressing different approaches to density, integration of academic and student life, and location. The President's Cabinet reviewed the "scenarios" and identified the priorities for the team.

The consultants returned to the campus in early October 2016 to present the Preliminary Master Plan to the University Community. They returned again in mid-October 2016 to present the Preliminary Master Plan to the Texas State University Campus Master Plan Committee, including Regent Donna Williams. On December 14, 2016, discussions were held with the consultants regarding the STAR Park Master Plan, including placement of the Infrastructure Research Lab and proposed Multi-Tenant Research and Development Building. The proposed final Campus Master Plan and the recommended STAR Park master plan will be shared with the campus community February 20-21, 2017, after which time the master plan document will be written. A presentation to The Texas State University System Planning and Construction Committee will be made in May 2017 and the presentation to the Board of Regents will be made in August 2017.

The final document will include a look at "The Campus Today"; review of the findings for the San Marcos Campus, the Round Rock Campus, and STAR Park; address design guidelines; and include an implementation plan that will identify potential new and renovation capital projects, recommended sizes, locations, and basic cost estimates. The implementation plan will cover three phases: Short-Term Priorities for 2017-2022, Mid-Term Priorities for 2023-2027 and Long-Term Priorities Beyond 2027.

Projects in the Planning and Programming Phase:

The **Albert B. Alkek Library Learning Commons** has a total project cost (TPC) of approximately \$10.9 million for Phase One and is on the current CIP. The re-purposing of space for creation of a Learning Commons on the second floor, and portions of the first, third, and fourth floors of the Library is under review. Facility Programming & Consulting completed the initial Architectural Space Program in September 2016. Based on the input from the Library staff, a revised Program focusing on space adjacencies was provided for review with a target completion of February 2017. An updated cost impact analysis is underway.

Texas State University is working with Facilities Programming and Consulting and has finalized the Feasibility Study for expanding the Wittliff Gallery to accommodate growth and related needs. This is the **Albert B. Alkek Library 7th Floor Wittliff Collections Expansion** project. The Feasibility Study identifies space needs, building utility infrastructure, life safety concerns, accessibility, the potential for a phased expansion, and a preliminary cost estimate. The TPC is anticipated to be \$5.6 million.

Blanco Residence Hall Renovations TPC is estimated to be \$47.3 million. The scope of renovations and improvements includes: upgrades of the building utilities infrastructure; minor modifications to the main entry area, living rooms, bedrooms, and restrooms; and repairing/enhancing the exterior. A Request for Qualifications (RFQ) for selecting the architect is to be posted on Electronic State Business Daily with responses due in February 2017. The project will likely be undertaken in phases over a period of several years.

Facility Programming and Consulting is preparing the Architectural Space Program for the **Health Professions Building Space Reconfigurations** project which was added to the CIP in May 2015. The 50 percent review of the Architectural Space Program is scheduled for February 2017. The scope of this project focuses on the repurposing and remodeling of the vacated spaces in the existing building. User interviews will be scheduled in early 2017. The anticipated TPC is \$5,400,000. The design begins in summer 2017, and construction will commence in summer 2018, with an anticipated completion in summer 2019.

The **New Residence Hall Complex** project, which was planned to include the demolition of four existing residence halls (Arnold, Burluson, Hornsby, and Smith) and construction of a new complex with a total of approximately 1,200 beds on the Hilltop area of campus is currently on hold pending a final determination of the Master Plan Committee on the best site for the project and the best use for the current Hilltop site. Facility Programming & Consulting completed the program in November 2015, which remains valid. The current TPC is estimated to be approximately \$152 million, and is on the CIP at a TPC of \$132 million.

Urgent repairs in an estimated amount of \$5 million are needed as part of the **Hines Academic Center Structural Improvements** project. The project will include rebuilding the exterior façade of one side of the building and making associated structural repairs. A total building assessment is underway by Sightlines Consulting.

The **Ingram School of Engineering Structures Testing Laboratory** is on the CIP. The name is to be changed to **Infrastructure Research Laboratory**. This project is targeted to be operational in time for the new Civil Engineering program which will begin in fall 2019. The laboratory design will allow the testing of full-size highway bridge girders and may include both a strong wall and strong floor areas. Other components of the project will include, but not be limited to, an overhead crane, reaction frames, environmental chambers, and a specimen furnace. The TPC budget is targeted at \$12 million. The Architectural Space Program is underway and a 50 percent review set is due in February 2017 which will also include a preliminary estimated TPC.

The **LBJ Student Center Expansion** program is complete with the current TPC at \$47.6 million which includes the construction of an approximate 63,500 GSF addition that will enlarge the Student Center footprint into the existing amphitheater area. The renovations of about 35,500 existing GSF are also included in the program. Request for Qualifications (RFQ) for the Architect is scheduled to be posted on Electronic State Business Daily with responses due in February 2017.

Facility Programming and Consulting is preparing the Architectural Space Program for the **RF Mitte Building Space Reconfigurations** project which is on the current CIP. The scope of this project will focus on the repurposing and reassessment of the vacated spaces in the existing building after selected departments relocate to the new Engineering and Science Building. User interviews will be scheduled in early 2017. The anticipated TPC is \$5,400,000. Design will begin by summer 2017, and construction will commence in summer 2018 with an anticipated completion in summer 2019.

Texas State Facilities Procurement issued an RFQ for design on the **Spring Lake Dam Phase 1 Stabilization** project in July 2016. Dr. Thom Hardy, Chief Science Officer of The Meadows Center for Water and the Environment and Professor in the Department of Biology at Texas State, prepared the biological assessment, and Dr. Todd Ahlman, Director of the Center for Archaeological Studies in the Department of Anthropology, prepared the archeological assessment. A report was issued to the Texas Historic Commission for concurrence. All preparatory work has been completed and the project is ready for issuance of a memorandum of agreement with all regulatory agencies. Dialog with the Federal Emergency Management Agency (FEMA) continues as the university requests partial federal reimbursement for the project. An additional six-month extension has been submitted with approval expected in January 2017. Texas State is on track for emergency funding from FEMA for stabilization funds. Freese and Nichols Engineering is under contract for services and a kick-off meeting is scheduled in January 2017. Construction activities are anticipated to begin in April 2017.

Projects in the Design Phase:

The Feasibility Study for the development of new multi-use **Campus Recreation Sports Fields** resolved basic inquiries regarding options for developing natural grass recreation playfields on a site previously used as the University's golf course. The existing Golf Pro-Shop wood structures have been removed and a structural analysis is complete which determined that the historic stone shell of the building is stable for repurposing. A contract has been issued to Sink Combs Dethlefs Architects of Denver, Colorado, and preliminary concepts are to be reviewed in late January 2017.

Projects in the Construction Phase:

The **Albert B. Alkek Library Renovations** project includes the phased repairs and upgrades of electrical, information technology systems, and limited mechanical infrastructure components. Vaughn Construction is finalizing the work, as designed by PBK Architects, and construction is about 96 percent complete with contract Substantial Completion in February 2017. Additional work is planned to remove and replace the lower levels roofs which will extend the contract to April 2017.

The **Archives and Research Center** TPC is \$15.4 million, which includes \$14.7 million for the construction of the building, and approximately \$700,000 for STAR Park site development and utilities' infrastructure improvements. The project is approximately 58 percent complete. The project completion and occupancy is targeted for summer 2017. This project was previously referred to as the "Library Repository."

The **Engineering and Science Building** TPC is \$120 million, funded through a combination of funds, at a total size of 166,851 GSF. Construction is approximately 5 percent complete and is on schedule. Occupancy is targeted for July 2018 to accommodate the students by August 2018.

The **Health Professions Building-1 Round Rock Campus** TPC is \$67.5 million, funded through a combination of funds, at a total size of 107,708 GSF. Construction is underway and is approximately 16 percent complete. Occupancy is targeted for May 2018 to accommodate use by the first cohort of students by June 1, 2018.

The scope of work on the **LBJ Student Center Renovation** includes repairs and upgrades of the infrastructure components and incidental interior/exterior renovations and repairs. The TPC is \$20 million. Construction is underway and is approximately 2 percent complete. The anticipated completion date is May 2018.

The **Retama Hall Renovations** TPC is \$9 million and construction is underway with substantial completion anticipated by summer 2017. The project is approximately 32 percent complete.

The **University Events Center** TPC is \$62.5 million. The 81,282 GSF expansion includes space for commencement ceremonies and athletic programs which are being relocated from Jowers Center. Additional seating will be added to the arena's capacity. The project also includes a new chilled water plant, a new loading dock/access to the lower court level, additional parking, a multi-purpose suite, sports locker rooms, and offices. Construction is underway and is approximately 2 percent complete with occupancy anticipated by fall 2018.

Projects Completed:

The **Bobcat Trail Mall Redevelopment/Enhancement** project, designed by TBG Partners and constructed by Flynn Construction, reached Substantial Completion in September 2016. The project is to be submitted to the TSUS System staff for Final Close Out in May 2017 -- pending receipt and approval of final pay app and several close out documents from the CMR.

The **Joann Cole Mitte and Sabinal Renovations** projects, designed by Lym Miller Architecture and constructed by Vaughn Construction, reached Substantial Completion in August 2016. The project is to be submitted to the TSUS System staff for Final Close Out in May 2017 -- pending receipt and approval of final pay app and several close out documents from the CMR.

The **Jones Dining Hall Renovation**, designed by Pfluger Architects and constructed by Vaughn Construction, reached Substantial Completion in April 2016. The project is to be submitted to the TSUS System staff for Final Close Out in May 2017 -- pending receipt and approval of final pay app and several close out documents from the CMR.

The **Moore Street Housing (Angelina Hall and San Gabriel Hall)** project is a 598-bed facility, and reached Substantial Completion in May 2016. The public art committee has reconvened to review additional public art submittals with the art consultant. The project is to be submitted to the TSUS System staff for Final Close Out in August 2017 -- pending final report which is contingent on installation of art.

The **STAR One Expansion** project, designed by Philo Wilke Architects and constructed by Hill & Wilkinson, reached Substantial Completion in May 2016. The project was submitted to TSUS System staff for consideration for Final Close Out.

INSTITUTIONAL DEVELOPMENT

As of January, the university has raised nearly \$10 million in fiscal year 2017 and is on pace to continue the fundraising success from the prior two record-setting fiscal years. Over \$7 million of this amount has come from 18 major gifts valued over \$100,000, including three planned gifts totaling \$450,000 and a gift of \$2 million from Drs. Bill and Sally Wittliff in support of the Wittliff Collections.

The gift from the Wittliffs has been submitted for a 100 percent match from the Texas Research Incentive Program (TRIP). In total, 10 gifts worth over \$5 million have been submitted to TRIP in fiscal year 2017. Since Texas State first qualified for the program in 2012, we have submitted a total of 90 gifts worth \$32 million for TRIP matches, generating nearly \$23 million in matched funds from the state toward research. These funds are a critical support on our path to achieving National Research University Fund (NRUF) eligibility.

The university has been actively engaged in strategic planning over the past year. Concurrent with the university planning process, the Development Foundation and Alumni Association are also developing strategic plans to align their efforts with the university vision to achieve NRUF status over the next decade. The Alumni Association has also begun implementing the young alumni engagement plan approved by the Association board of directors last fiscal year. This has included honoring three recipients of the inaugural Young Alumni Rising Star Award at the Distinguished Alumni Gala this fall and the launch of a Young Alumni Leadership Council.

SPONSORED PROGRAM AWARDS – RESEARCH AND INSTRUCTIONAL

New sponsored programs awards obtained during the period of October 4 – December 16, 2016, are in both the Instructional Awards and the Research Awards categories. The Instructional Awards category consists of awards that cannot be classified as research according to definitions provided by the Texas Higher Education Coordinating Board. The Research Awards category includes both Restricted Research and Total Research and Development expenditures for the University. Both of these research related metrics contribute to determining NRUF eligibility and Core Research Support Funding allocated to Emerging Research Universities via the Texas Higher Education Coordinating Board.

Please find below the quarterly research and instructional award distributions over \$100,000 that have been received since the last report.

Recipient/Unit	Funding	Project Title and Purpose
Dr. Pete Blair Advanced Law Enforcement Rapid Response Training Center	\$6,427,880 United States Department of Justice	ALERRT Center Training Program The awarded funds will allow the Advanced Law Enforcement Rapid Response Training (ALERRT) Center to deliver and support 845 classes to more than 21,000 local and state police officers, in large and small agencies, throughout the country.
Dr. Marla Erbin-Roesemann St. David's School of Nursing	\$2,015,637 St. David's Foundation	Healthy Futures The awarded funds will provide the startup of two new Master of Science in Nursing degree tracks for 2016.
Dr. Daniel Brown University College	\$1,137,755 United States Department of Education	IMPACTing STEM Success at Texas State University The awarded funds will enhance and develop the Science, Technology, Engineering and Math (STEM) success pipeline through high impact practices including outreach and professional development research.

Dr. Thom Hardy The Meadows Center for Water and the Environment	\$936,109 Texas Comptroller of Public Accounts	Dune Sagebrush Lizard Status and Habitat The awarded funds will assess the benefits provided to the species and its habitat by the Texas Conservation Plan for the Dune Sagebrush Lizard.
Dr. Tim Bonner Department of Biology	\$875,000 Texas Comptroller of Public Accounts	Endangered Species Research Projects on Freshwater Mussels The awarded funds will evaluate the conservation status of protected freshwater mussel species in the Colorado River Basin.
Mrs. Kathy Martinez-Prather Texas School Safety Center	\$279,134 Texas Department of State Health Services	Tobacco Special Grant Program The awarded funds will aim to reduce minors' access to tobacco products.
Dr. Stan McClellan Ingram School of Engineering	\$148,428 Jacobs Technology	Jacobs Technology Task Order The awarded funds will develop protocols, processes and procedures to enable the curation and sample handling of new collections.
Dr. Matthew Eichler Department of Agriculture	\$146,342 United States Department of Agriculture	RURAL-V: Reaching Underserved Rural Agricultural Latinos and Veterans The awarded funds will serve over 360 socially disadvantaged Latino and veteran farmers through online, in-person and educational events, including delivery of information to over 200 farmers per month via a website communication hub.
Mrs. Theadora D. Whalen Texas Justice Court Training Center	\$129,731 Texas Department of Transportation	Texas Justice Court Traffic Safety Initiative The awarded funds will reduce driving while intoxicated scenarios by providing judicial education and support in the following areas: bond conditions, blood search warrants, online detainee locator system inquests, and alcohol offenses involving minors.
Dr. Shawn McCracken Department of Biology	\$125,881 Texas Parks and Wildlife Department	Houston Toad Recovery The awarded funds will be used to evaluate Houston Toad head-start recovery efforts, and the status of the post drought breeding population.
Dr. Namwon Kim Ingram School of Engineering	\$110,000 American Chemical Society	Computational and Experimental Investigations of Wormlike Micellar Fluids for Enhanced Oil Recovery The awarded funds will be used to obtain a predictable, stable gas-liquid two-phase flow model for micro-scale high throughput screening for bioanalytical applications including DNA analysis, forensics and drug screening based on the polymer microfluidic platforms.

INFORMATION TECHNOLOGY

During the 2016 winter break and continuing into early January 2017, Texas State migrated its student, faculty, and staff email from its current on-premise environment to the Office 365 Cloud. The migration involved moving over 70,000 email accounts. This implementation will free up human resources in email support and avoid a significant capital expense to replace the aging email infrastructure. The move has also allowed Texas State to take advantage of additional features in Office 365 not previously available to the institution.

Texas State University is in the midst of the university-wide wireless upgrade that includes all Texas State campuses, including student housing facilities. The physical implementation of the new wireless infrastructure began in early November, and will continue during the early part of 2017. The remainder of this project will include finishing implementation in the remaining student housing facilities that were not completed over the winter break. Currently, over 92 percent of buildings and 53 percent of residence halls have been upgraded to the new wireless solution.

In December 2016, Texas State released a completely new mobile application. The new mobile platform came with new base features, such as user roles, that were not in our previous app. The mobile app is now available for download from the iTunes and Google Play stores. During 2017, we plan to add considerable functionality to the new mobile platform to support our constituents.

The initiative for a TSUS-wide agreement for electronic signatures (Adobe Sign) is now complete, and each institution is moving forward at its own pace and with its own priorities as far as implementation of the technology. Texas State hopes to have its first production uses in place during the first quarter of 2017.

The Albert B. Alkek Library has been undergoing numerous renovations, and all them are on track. First, the library infrastructure project is coming to an end with transformer replacements during spring break. Programming of the learning commons project is near completion, with the design stage scheduled to follow.

CAMPUS SPECIFIC ITEMS

Dr. Oleg Komogortsev, Associate Professor of Computer Science has been selected to receive the Presidential Early Career Award for Scientists and Engineers. This is the highest honor bestowed by the U. S. Government on science and engineering professionals in the early stages of their independent research careers.

Dr. Wayman Mullins, Professor of Criminal Justice, was awarded the 2016 Negotiator of the Year by the National Tactical Officers Association. The award is given each year to a person who significantly contributed to the crisis negotiations field by exemplifying in a real-life situation the skills and techniques needed to defuse a critical incident; by instructing nationally recognized negotiation concepts; or by advancing the negotiations/tactical team concept.

Graduates of the St. David's School of Nursing at Texas State achieved a 100 percent pass rate on the 2016 Texas Board of Nursing Examination Report. Texas State is one of just five out of 44 Bachelor of Science in Nursing programs to attain a perfect pass rate. Of those five programs, the 82 St. David's School of Nursing graduates represent by far the largest group.

Graduates of Texas State's Clinical Laboratory Science program obtained a 100 percent pass rate on the 2016 Medical Laboratory Scientist credential exam. Nineteen students took the exam after graduation in August.

The Albert B. Alkek Library at Texas State began digitizing an estimated 1.5 million photographic negatives to make the digital copies available to researchers. The project, funded by a \$25,000 "TexTreasures" grant from the U.S. Institute of Museum and Library Services and the Texas State Library and Archives Commission, allowed Alkek Library to install two custom-built film negative capture stations to digitize negatives held in the University Archives.

Internationally acclaimed author Sandra Cisneros gave students and faculty a preview of her literary archive at the Wittliff Collections on October 6, 2016. The Wittliff Collections hosted the reception for Cisneros. In addition to providing attendees with a sneak peek at treasures from her archive before they formally open for research in spring 2017, Cisneros also gave a reading and participated in a discussion of her work.

Texas State hosted a rededication of the STAR One technology incubator in the Science, Technology and Advanced Research (STAR) Park on October 24, 2016. The expansion added 16,000 square feet of lab space and office suites, bringing STAR One's square footage up to a total of 36,000 square feet. The new wet labs support the needs of a broad range of users requiring chemistry, materials and life sciences lab space to advance new products and processes more quickly to the market place. A conference room, large multipurpose room, leasable offices and an open collaborative space were included in the expansion.

Duncan Tonatiuh and Ashley Hope Pérez were named the Tomás Rivera Mexican American Children's Book Award recipients for works published in 2014-15. Tonatiuh and Pérez were honored during a series of events November 3 and 5, 2016, on the Texas State San Marcos Campus and at the Texas Book Festival in Austin. The award, established at Texas State University in 1995, is designed to encourage authors, illustrators and publishers to produce books that authentically reflect the lives of Mexican American children and young adults in the United States.

The College of Education and the Texas School Safety Center at Texas State were awarded a four-year, \$4.3 million grant by the National Institute of Justice to study a process for integrating law enforcement officers into an educational setting. Over two full school years, half of the participating schools will be guided by the center using research-based framework for implementing their school-based law enforcement program. The framework involves setting tailored goals, including all stakeholders in decision-making, training officers and school staff, and using data-driven decision making to make program adjustments and solve problems.

An Integrated Natural and Cultural Resources Team (INCRT) from Texas State was awarded a five-year cooperative agreement with the U. S. Army Corps of Engineers. Under the agreement, up to \$45 million could be awarded for Corps and Department of Defense (DoD) project "task orders" that Texas State's INCRT will compete for. For projects Texas State is the winning bidder on, the INCRT will collect, analyze and apply environmental and cultural resource data for the Corps, and implement land rehabilitation and maintenance for optimal management of public lands under control of the DoD nationwide -- including Alaska, Hawaii and U. S. territories.

U.S. Rep. John R. Carter (R-TX-31) hosted a tour and briefing at Texas State's Advanced Law Enforcement Rapid Response Training (ALERRT) facility in San Marcos on November 2, 2016. The success of the ALERRT program provided the basis for the Protecting Our Lives through Initiating COPS Expansion Act, a bill U. S. Representative Carter sponsored with U. S. Senator John Cornyn, and which was signed into law in July 2016. The act enables local law enforcement and first responders to use federal grant funding for active shooter response training.

A five-year, \$5.8 million grant from the U. S. Department of Education enables Texas State to develop and enhance support services and strategies enhancing student success in science, technology, engineering and mathematics fields. The Hispanic-Serving Institutions -- Science, Technology, Engineering or Mathematics and Articulation Program, sponsored by the U. S. Department of Education, will provide approximately \$1,138,000 annually for the duration of the grant. Texas State was among only 21 public universities to be awarded funding in this year's competition.

LAMAR INSTITUTE OF TECHNOLOGY
PRESIDENT'S BRIEFING
(2017 February)



LIT Shared Vision (2017-2022):

As an update on our LIT **Shared Vision**, Phase-I began September 6th with innovative management-related cost-savings, for which the institution has realized a savings of 35.3%.

Next, a college-wide meeting occurred on November 15th to present the Phase-II changes that became effective December 31st. These changes resulted in a net cost savings of \$150,254 and resulted in the repurposing of several other positions, with the addition of seven newly created positions.

Additionally, LIT will be developing new college goals that align with the 60x30TX Plan and the chancellor's TSUS Vision 2020. These new goals are:

1. Increase Enrollment and Student Success.
2. Expand Community and Business Opportunities.
3. Promote Excellence through Training and Entrepreneurship.

Recruitment and Retention:

- The Texas Higher Education Coordinating Board Base Period calculations show that LIT is currently up 6.8% in total contact hours (n=1,526,733) for the 2018-2019 Biennium as compared to the 2016-2017 Biennium (n=1,430,079).
- For the Fall 2016 semester, LIT certified enrollment of 2,757 (Unduplicated) credit students, which when compared to the certified enrollment for the Fall 2015 semester represents a -3.1% (n = -89) decline.
- In addition, LIT enrolled 888 non-credit students who generated 50,664 Contact Hours for Quarter 1, 2016 which represents a -4.3% decrease in headcount and a 15.42% increase in Contact Hours over the previous Quarter 1, 2015 (n= 928 / n= 43,894) respectively.
- An Academic Advisor attended a recruiting event held at Hemphill High School and spoke to over 150 students about the benefits of attending Lamar Institute of Technology.
- Several LIT Faculty members participated in the JASON Project in conjunction with Lamar University on January 10th. The science, technology, engineering and mathematics based program engages students in activities meant to be both fun and educational to cultivate their interest in the STEM fields.
- Two faculty members from the Instrumentation program went to the Silsbee Middle school, visiting with 8th graders to discuss the importance of science and math in industry as well as to how to apply to LIT.
- Starfish – LIT is using the Starfish Early Alert System to actively engage students. For the Fall 2016 semester, 2,126 flags have been raised by faculty and staff indicating students need assistance or are at risk. Faculty and staff have cleared 2,126 flags by contacting students and providing needed assistance or advice.

Engaging Students:

- Student Leadership Conference - 20 students attended this conference at the University of Houston-Clear Lake, each receiving 8 hours of leadership training certification.
- LIT welcomed 40 Silsbee Early College High School Students for a campus visit on November 2nd. Students received ID badges, toured the learning lab, and attended various college courses on campus to observe how college classes differ from high school classes.
- Financial Aid - Total disbursements for the Fall 2016 semester were \$ 3,490,422.
- SAB/Communications Officer /SGA President and SGA Vice President traveled to Austin, Texas, for the November 16th and 17th, Texas State University System Board of Regents meeting hosted by Sam Houston State University.

Budget & Finance:

- Finance completed LIT's 2016 Annual Financial Statement. LIT had a decrease in net position of \$1.1 million. This was due primarily to flat revenue and increased payroll and benefits costs. Together with the Leadership team, we created a Reorg plan including eliminating and repurposing positions to address the concern. Additional cost savings will be evaluated as well as plans for increasing enrollment. LIT is moving forward in a positive direction with a Leadership team aware and concerned with the cost and efficiency of running the campus.

Capital Projects:

- Construction – The 15.7M Technology Center construction phase continues on schedule with the pouring of the slab.

Happenings on Campus:

- LIT's first Veterans' Social was held at the QEP Annex on November 9th. Twenty-five students attended the social.
- LIT hosted the 7th annual Leadership Southeast Texas Y-LSET youth leadership program at the Paul and Connie Szuch Multipurpose Center on November 17th. More than 170 students from 31 high schools in an eight-county area attended this leadership program. LIT has hosted the event from the inception of the program.
- Utility Linemen crew volunteered to assist the City of Silsbee in their annual hanging of Christmas lights on Main Street November 21st. LIT Student Activities provided hot dogs, chips, and snacks for the student volunteers.
- Student Activities provided chips and snacks on November 22nd to the evening General Education students utilizing the Silsbee campus.
- 'Tis the Season with Dr. Howard - a SGA Christmas themed social with games and prizes for the students was held in Mega Bytes Café December 7th. The event was a huge success and provided fellowship for students, faculty, staff, and administration.

Resource Development:

- LIT Foundation Committee on Directors, Development, Investment, Scholarship, and Audit committees met. The Foundation received a clean audit report for FY2016 with an 8.25 increase in net assets.
- Grants – The Governor’s Office announced that the Beaumont Independent School District (BISD) and LIT joint Early College High School (ECHS) Austin Innovation Center Petroleum Refining Academy \$375,000 grant had been selected for funding. This competitive grant establishes an ECHS Innovative Academy at BISD to provide educational opportunities for students that lead to direct employment in high-demand occupations in Instrumentation Technology and Process Operating Technology.

Information Technology (IT):

- The Microsoft Azure (cloud) network environment is in production. Duplicating critical network services (e.g., domain name service, logon services) in the cloud improves continuity of operations in the event of a disaster.



LAMAR STATE COLLEGE-ORANGE

PRESIDENT'S BRIEFING TSUS BOARD OF REGENTS February 16-17, 2017

CAPITAL PROJECTS

Construction of our multipurpose building is still on schedule and within budget. The structural steel is up, and the roof decking is in place. A substantial portion of the parking lot is also finished. The building should be ready for the Fall 2017 semester.

Repairs associated with the Sabine River flood in March 2016 are almost complete. The Workforce Education Building renovation should be finished by the end of March, allowing us to proceed with the demolition of the flood-prone Green Avenue Building. Our welding shop is relocating from a leased facility at the Port of Orange to our downtown campus. Building modifications to accommodate the welding program should be finished by April.

ENROLLMENT

Official enrollment numbers for the fall show a slight increase in headcount enrollment and a three percent increase in contact hour production compared to the previous year. Preliminary figures for the spring are reflecting a continuation of this trend. The stable enrollment is good from a budget perspective, but our goal continues to be growth. The industrial technology programs are growing. We have seen significant interest in welding and maritime technology but non-credit enrollment will not begin until later in the spring. We are pursuing the addition of a traditional two-year RN program as a means of capitalizing on the strong interest in nursing careers.

PLANNING/BUDGETING

Local revenue remains in line with the projections that were used to build the FY17 budget. Expenditures are also within budget. The planning/budgeting cycle for FY18 has started with a review of the campus strategic plan. The next step is development of operational plans for each department. The unknown element in that process is the amount of state support that will be available for the next biennium. The executive planning committee will not issue guidelines for budget preparation until April or early May.

INSTITUTIONAL DEVELOPMENT

The Orange Board of Realtors has given several scholarship gifts over the past ten years. The group decided to liquidate their assets and merge with their counterparts in Jefferson County. They presented the LSC-O Foundation with a check for \$35,000, bringing their endowment to \$70,000. Plans for the foundation's annual scholarship fundraiser are well underway. The event is scheduled for April 1 at the Brown Estate.

INFORMATION TECHNOLOGY

In an effort to improve security, Lamar – Orange is installing an IDP server in the Texas State datacenter. This is the first step in positioning the campus to join the inCommon federation. The Blackboard distance learning platform was successfully implemented for the fall semester. The campus is adding the web conferencing feature, Collaborate, this

semester. Our IT department partnered with Invista to host Simtronics training for the company's employees.

CAMPUS SPECIFIC ITEMS

- I am very proud to note that Dr. Ni Song, Associate Professor of Biology, is one of three people to receive the Chancellor's Fellowship for 2017. Dr. Song is an outstanding teacher with a deep commitment to student success. She will be focusing her attention on enhancing student support programs and working with leaders from the TSUS community to identify best practices and promising strategies related to support programs.
- Our maritime technology program is waiting on certification from the U.S. Coast Guard in order to begin offering courses. We have purchased and installed simulation software that allows for training related to the use of automated radar plotting aids. Students can sit in the simulation lab and be presented with a variety of radar scenarios on waterways around the globe. They have to interpret the radar signals and decide upon the appropriate action.
- We are partnering with San Jacinto Community College to host the 2017 Southeast Texas Maritime and Transportation Workshop in Orange. The purpose of the workshop is to introduce counselors at the middle school and high school level to marine training opportunities available from our colleges. The event will provide a great platform for introducing our program to an important audience.
- Mr. Butch Campbell, director of security, was named "Citizen of the Year" by the Greater Orange Area Chamber of Commerce in recognition of his outstanding record of service to the community. Butch has volunteered countless hours of his time and energy to assisting those who are in need and to helping organizations that are working for the betterment of our community. The award is well deserved.



LAMAR STATE COLLEGE PORT ARTHUR
President's Briefing
February 2017

CAPITAL IMPROVEMENTS

Construction of the **Sheila McCarthy Umphrey Industrial Technology Center** is underway. The Legislature appropriated \$8,080,000 in 2015 for construction of an industrial technology building. The Board approved design development documents and the guaranteed maximum price for the project in August 2016. Hill International was hired to serve as project manager. Johnston LLC of Houston was awarded the contract for architectural services while SpawGlass, a Texas-based general contractor and construction manager with offices in Austin, Houston, North Texas, San Antonio and Beaumont is serving as construction manager at-risk.

The building has been programmed to house the Heating, Ventilation, and Air Conditioning, Drafting, Instrumentation, and Process Technology programs. The building is on schedule for completion and occupancy in August 2017. Most recently, planning has centered on art, furniture, interior design, and landscaping. To date, donations and financial commitments totaling \$650,000 have been made to support the programs scheduled for the Sheila McCarthy Umphrey Industrial Technology Center.

The Texas Higher Education Coordinating Board awarded LSCPA a **HECB Grant** of \$198,000 to enhance the nursing programs. Funds are slated for laboratory simulation equipment and concomitant faculty training. However, a significant portion of the grant is being coupled with local funds to remodel the Allied Health Annex and establish a simulated intensive care unit. Remodeling started the week of January 9, 2017.

ACADEMIC AFFAIRS

The **Aspen College Excellence Program** aims to advance higher education practices, policies, and leadership that significantly improve student outcomes. Through the Aspen Prize for Community College Excellence, the New College Leadership Project, and other initiatives, the College Excellence Program works to improve colleges' understanding and capacity to teach and graduate students, especially the growing population of low-income and minority students on American campuses.

The Aspen Prize for Community College Excellence is awarded biennially to 10 of the more than 1,000 two-year colleges in the United States. Although not selected as one of the 10 finalists, Lamar State College-Port Arthur was included in a group of 150 national semifinalists for 2017.

Selection for consideration was derived from an independent analysis of reported data and focused on retention, completion, transfer, improvement in performance over time, and equity as defined as performance outcomes for minority and low-income students. Only 16 of 84 public two-year colleges in Texas were recognized.

In the category "Credentials Awarded per 100 FTE Students", Lamar State College Port Arthur posted a figure of 71.6 degrees or certificates earned per 100 FTE. This was the highest ratio of any of the 150 institutions reviewed. The College's ratio of "Credentials Awarded per 100 FTE



Minority Students"—48.8/100—was the fifth-highest nationally and the highest in Texas. The first-year retention rate and the three-year graduation rate were above the national average.

The **U.S. Department of Education** announced that Lamar State College-Port Arthur is one of sixty-seven colleges and universities selected to participate in the new **Second Chance Pell** pilot program, an initiative to test whether participation in high quality education programs increases after expanding access to financial aid for incarcerated individuals. The pilot allows eligible incarcerated Americans to receive Pell Grants and pursue postsecondary education with the goal of helping them get jobs, support their families when they are released, and to reduce the risk of recidivism. The College was approved to award Pell Grants at the TDCJ Stiles Unit and two units at the Federal Correctional Complex-Beaumont beginning with the Spring 2017 Semesters. Academic transfer courses were offered to all three units in January as well as technical education courses in automotive mechanics and heating and air conditioning at Stiles.

Lamar State College-Port Arthur and Port Arthur ISD continued the **Early College High School (ECHS)** this semester and welcomed the return of 99 ninth grade students. Students are taking one three-hour course on the Lamar-Port Arthur campus five days per week and the balance of their schedule at the PAISD Ninth Grade Academy. The ECHS offers a general academic plan leading to an Associate of Arts degree as well as technical education plans leading to an Associate of Applied Science degree in the fields of computer network administration, software developer, instrumentation technology, and process technology for the remaining students. Students could graduate with an associate degree or certificate and a high school diploma during the same semester. An additional 90-100 ninth grade students are planned for each successive year until a capacity of up to 400 students in grades nine through twelve is reached in fall 2019.

An ECHS is required to reapply for the designation annually during the first three years of operation. College personnel worked with Port Arthur ISD officials in preparing and submitting a reapplication in December 2016 that was comparable to the original 2015 application in detail and scope.

Lamar State College Port Arthur continues its five-year **Quality Enhancement Plan (QEP)** *Seahawks SOAR: Students Obtaining Achievement in Reading*. Activities associated with *SOAR* include student and faculty reading clubs, campus-wide events, and lectures by visiting authors and researchers. The Office of Institutional Effectiveness and Assessment has implemented a strategy to measure improvement in reading across the student body. The QEP Student Book Club selection this semester is reading *The Song of Solomon* by Nobel Prize-winning author Toni Morrison. Six student book clubs meet on campus, a club consisting of 49 dual enrollment students (High School Hawks) are engaged at Nederland High School, and another club interacts on Facebook. The Faculty Book Club is reading *In the Garden of Beasts* by Erik Larson, a book chronicling the rise of Hitler in Germany and fascism in Europe. The QEP will conclude its activities in December 2017.

WORKFORCE TRAINING AND CONTINUING EDUCATION

Fall has been a quarter of completing ongoing projects, working through a process-improvement analysis of this year's offerings, and intense planning for the Spring 2017.

In maturing plans from the Department's last report, the Department has:

1. Completed two CDL classes under the new CDL testing rules. New rules also required the Department to begin sending students and trucks 100 miles away to area-wide testing centers in either Houston or Livingston.
2. The CDL program had a strong enrollment for its spring offering of CDL coming out of the New Year illustrating continued strong TWC support.

3. The end of the Fall 2016 Semester saw the close of the first Intermediate Welding Certificate classes. Students that complete the course earn the NCCER CORE Certification, NCCER Level 1 Welding Certification, NCCER Welding Level 2 Certification and an Intermediate Certificate in Welding issued by LSCPA.
4. The Department continued a strong partnership with both ISTC and ABC earning contact hours in workplace safety and welding respectively.
5. The Department continues to partner with various organizations to provide continuing education programs scheduled on campus for Spring 2017.
6. The Department hosted one half-day faculty development for Port Arthur ISD in the Fall and has a full-day training for 200 teachers scheduled in January 2017.
7. A partnership with a company based in Austin has matured through the last quarter and has resulted in several workshops planned for the first quarter of 2017.

PLANNING

The Office of Institutional Effectiveness provided an opportunity for unit managers to receive training to complete their respective Unit Plan Assessment Reports and to develop their 2016-2017 Unit Plan. The office will begin the process to review the campus Strategic Plan and continues to collect assessment documents, analyze, and report the findings in support of the campus mission and SACSCOC Principles of Accreditation. A timeline has been developed to complete the **Fifth Year Interim Report 2018**.

LSCPA submitted an application for an Eligibility Application and Waiver for a Department of Education **Title V Grant**. The college did not meet the Core Expenses requirement, so a waiver was submitted. A Grant Planning Committee has begun to collect information to propose goals for a Title V Grant Application. The college has identified an experienced grant writer to assist with the grant development and application process.

STUDENT SERVICES

Once again the Student Services areas had extended hours the week prior to, and the week of the start of classes. We ended fall semester with a Staff Development and Team Building program for all Student Services staff, followed by luncheon. The Student Services Fee Allocation Committee met to finalize forms and clarify policies for the 2017-18 budget process.

Academic Advising

Felicia McAdams our Director of Advising and Retention, conducted several training sessions for faculty interested in serving as Academic and Registration Advisors for returning students. She also provided registration and advising updates for all faculty and staff. The Academic Advisors have been busy recruiting, advising, and registering additional co-enrollment students and helping with the Early College High School Program.

Enrollment Services

Our Enrollment Services office is busy identifying and coaching prospective students through school visits and College Nights throughout Southeast TX and Louisiana. We are pleased to see a continued increase in the number of applications, as well as new students.

Financial Aid

The Financial Aid staff continues their regular professional development through membership in the National Association of Student Financial Aid Advisors. Staff also attended the US Department of Education training in December. Financial Aid is very involved in determining and awarding the Second Chance Pell Grant to incarcerated students.

Admissions and Registration

Two "Registration Raffles" were held to entice returning students to register as soon as registration opened. Students received one entry for each week they were registered and the winners were given up to \$500 towards tuition and fees for the Spring 2017 Semester. The Transcript Evaluator, in conjunction with Financial Aid, has begun entering LSCPA students into the National Clearinghouse database, which reduces duplication of efforts and allows us to see how our graduates are doing at other campuses. Admissions has also been involved with accepting and registering inmates for the Second Chance Pell Grant Program.

Student Activities

The campus food drive kicked off the month of November which resulted in much needed donations distributed to local food banks. A pep rally was held to introduce the new cheer and basketball teams. Coaches introduced members to a packed student center filled with faculty, staff, and students ready to cheer them on for the upcoming season. **Arthur Seahawk's birthday** was celebrated the same day with refreshments served to everyone in attendance. Members of the **Emerging Leaders Program** and students in campus organizations attended a leadership conference on Saturday, November 5 at the University of Houston Clear Lake campus.

SGA President Jessica Jones and Vice-President Bradley Fant attended the November **Student Advisory Board Meeting (SAB)** in Huntsville. Student Government officers will attend the SAB Meeting in Austin February 16 & 17, 2017.

Lamar State College-Port Arthur students, faculty and staff led by our SGA and the Student Activities Staff, again partnered with Life Share Blood Centers in a blood drive. Student Activities and SGA presented a holiday movie night on November 29.

In the month of December, SGA officers assisted Chi Alpha in decorating for their **Black and White Ball**, an annual event held prior to final exams. Students participated in the City of Port Arthur Annual Lighted parade on Saturday, December 10.

In January, the spring semester kicked off with **Welcome Week** activities hosted by SGA and Student Activities. Events included: information stations, organizations on campus provided information about their respective clubs, and cocoa and cookies were enjoyed.. Student Activities brought comedian/motivational speaker **Adam Grabowski** to campus on Monday, January 23. A **Homecoming Pep Rally** was held with the chili cook-off and homecoming game on Saturday, February 11. Student Activities and Student Government participated in an **Open House** held February 18 in the Carl Parker Center. The month of February also highlighted Black History month. Student Government and Student Activities hosted an educational trivia game show for students to participate in. Students will participate in the **Mardi Gras** of Southeast Texas celebration on Thursday, February 23 with the college-lead walking parade and riding the LSCPA float.

INFORMATION TECHNOLOGY SERVICES

In the 4th Quarter 2016, significant effort and time was directed towards Banner Reporting, Microsoft System Center Implementation, Wireless Network Upgrade, Information Security, Internal Systems and Network Audit, Implementation of Microsoft Identity Federation Services (ADFS), and Enhanced Databases and Servers Security.

Infrastructure Services

The Information Technology Services Department is in the process of implementing *Microsoft System Center* to maintain windows updates, software distribution, and image deployments. The Departments has installed, configured, and tested windows updates using this product. Software distribution and image deployments have also been successfully tested. The project is now

complete with the implementation of automated desktop security and features updates implemented.

IT Services is upgrading the campus wireless network. The equipment needed is being identified and the costs of replacement determined. Representatives from Cisco and Ruckus are participating to identify upgrade solutions and equipment. Final selection of a vendor should occur in early 2017.

Information security continues to be a priority. The Information Security Officer, Server Administrators, Network Administrator, Assistant Director of Infrastructure Services, and the Director of Information Technology Services meet regularly to review and update the DIR (Department of Information Resources) Security Plan (risk assessment) in the new Archer SPECTRIM portal that was submitted to the DIR in October 2016.

IT Services regularly evaluates and enhances the College's overall security posture. Host-based firewalls have been added to the standard edge firewall to add an additional measure of security to our databases including Banner and Microsoft SQL. This additional measure will enhance our security posture from internal security threats.

IT Services has also implemented multi-factor authentication for Virtual Private Network (VPN) and server access. The software used, *DUO*, is one that all TSUS institutions have purchased as a group. *DUO* prevents any user from gaining remote access to LSCPA's network without obtaining dual authentication (one method being the username and password and the second a push to a cell phone that must be approved and acknowledged by the user). LSCPA will be phasing out direct remote access in the first quarter of 2017.

The same infrastructure for VPN has also been implemented on all servers. The security for this implementation is even more sophisticated. Only users authorized by the Director of Information Technology Services are allowed to attempt access to the servers. If authorized for access they are be prompted to acknowledge that attempt on their cell phones.

IT Service has implemented Microsoft's *Active Directory Federation Services* single sign-on federation service. The service enables single sign-on to Microsoft's *Office 365* offerings including webmail and OneDrive. IT Services plans on rolling out access to OneDrive for Business for all LSCPA students. This will enable students to access their network drive on campus with single sign-on capability from any campus computer and store their documents. They will be able to access these documents from off-campus via the *Office 365* portal from any place at any time.

Between October 1, 2016 and December 31, 2016, the Infrastructure Services unit received 375 work orders and completed 347 totaling 275 employee hours.

Information Services

Sixty-four Ellucian and Texas Connection Consortium (TCC) software releases were installed in Production. The releases were resolutions and/or enhancements primarily for the Banner Finance, HR/Payroll Banner, Document Management, and Student/Financial Aid modules.

Institutional Research completed all Coordinating Board and System Office reporting due during this period in a timely manner. Data collection for IPEDS spring reporting has started. Spring statistical jobs were established and automated. Fall jobs were discontinued after applicable census dates or other deadlines passed.

Information Services continued to work with the Payroll department on beta testing of HR revisions being done by TCC to meet state ERS reporting changes.

Plans for the eventual Banner 8 to XE transformation continue to be fine-tuned. Ellucian *Solution Manager* (ESM) is being tested and problems resolved. Ellucian's *Database Extension Utility*

(DBEU) will be updated to the latest version early in 2017. Completion of these two tasks will lead into the implementation and testing of App Navigator software, the final pre-requisite necessary for the implementation of Banner XE modules. User training plans will be completed and processed in 2017. Production implementation is currently scheduled towards the end of 2017 and early 2018.

IT Services representatives met with TCC committees in Dallas the week of October 4, 2016, for the annual regional Cohesion conference to discuss XE transformation and other plans for the upcoming year. Additional meetings with Ellucian representatives will occur at the annual Summit conference in March 2017.

Between October 1, 2016, and December 31, 2016, the Information Services unit completed 138 work orders for a total of 370 employee hours. Of these work orders, 99 were new requests.

Information Security

The Information Security Officer, working with the Information Technology Services department, submitted the College's Information Security Plan to the Department of Information Resources in October. The security plan was submitted using a template from DIR that is based on the NIST-800-53 security model. The plan is used to gauge the overall maturity of the college's security infrastructure. The plan will serve as a vehicle that can be used by the security and systems personnel to identify and prioritize areas where security could be improved. The security plan was submitted to DIR via the SPECTRIM portal.

System audit staff is auditing IT Services relating to systems and network physical security. This is a scheduled audit and anticipated to be completed early 2017.

The College's information security policies are under review. The DIR has revised Texas Administrative Code (TAC) 202 to include selected federal requirements and is phasing in the new requirements for 2016 and 2017. The College's policies are being updated to correspond with the changes by the DIR to TAC 202.

The Information Security Officer completed the Texas Security Policy and Assurance training course offered by the DIR. Additional certification and training through DIR's INFOSEC Academy is planned.

The Information Security Officer regularly participates in monthly TSUS ISO conference calls and the monthly DIR State Security Officer webinar.

MEMORANDUM

TO: Student Advisory Board

FROM: Brian McCall, Ph.D., Chancellor

RE: Response to November 18, 2016, report to the Board of Regents

This memorandum responds to your November 18, 2016, report to the Board of Regents. The System Office compiled this report with assistance from the component institutions. The topics included in your report to the Board of Regents, and the System's responses, where appropriate, are listed below.

Mandatory Fee Waivers

Many of the points raised in the Student Advisory Board's report, including the impact of fee waivers on student services, were considered during the decision making process leading up to the Board of Regents meeting in November. In setting tuition and fees, the Board must always find a balance between maintaining affordability for students and generating revenue needed to maintain quality. The board must also find ways to best align the cost of a service with those who receive the service.

The System Office understands that certain programs will not be expanded under the adopted fee structure, but other funding sources are available for those services. As we re-evaluate tuition and fee rates, we will continue to seek input from students, parents, member institutions and other stakeholders.

Student Advisory Board Structure

The Texas Legislature has determined that higher education fees are to be set by university governing boards pursuant to a process that includes meaningful student input (*Education Code, Section 54.003*). Student Fee Advisory Committees have also been established to advise university governing boards and administrations as to the type, amount and expenditure of student service fees. Five of nine Committee members are appointed by the student government or directly by the students.

To maximize student awareness and input, the Committees' meetings must be posted in advance, and they are open to the public. No fewer than 12 other *Education Code* provisions—some applying to all universities, some governing only TSUS or its components—address specific fees. Unless approved by a majority of students participating in an election, the fees or fee increases may not be implemented. This is very meaningful input.

The law states that the "student regent has the same powers and duties as members of the board of regents for the system, including the right to attend and participate in meetings" with the two exceptions pointed out by the SAB. It is important to note that the student regent has been granted substantial and important powers, including:

- Access to all materials and notices provided to all regents;
- Access to confidential information provided to all regents;
- Participation as an equal at both quarterly and special called meetings;
- Attendance and participation in executive sessions; and,
- Access to regents and system executive staff.

Veteran Resource Centers

House Bill 450, introduced in the 84th Legislative Session, would have required the Texas Veterans Commission to establish 15 veterans resource center throughout the state, situated on university campuses and funded largely by universities. The bill was left pending in the House Defense and Veterans' Affairs Committee.

The Texas State University System does not support or oppose legislation, but may inform and educate the legislature about the impact of certain bills on member institutions. As both the House- and Senate-introduced budgets seek to reduce spending in the next biennium, we believe any new legislation with significant fiscal impact is unlikely to succeed this session.