



THE TEXAS STATE UNIVERSITY SYSTEM

RULES AND REGULATIONS

LAMAR UNIVERSITY

SAM HOUSTON STATE UNIVERSITY

SUL ROSS STATE UNIVERSITY

SUL ROSS STATE UNIVERSITY RIO GRANDE COLLEGE

TEXAS STATE UNIVERSITY-SAN MARCOS

LAMAR INSTITUTE OF TECHNOLOGY

LAMAR STATE COLLEGE-ORANGE

LAMAR STATE COLLEGE-PORT ARTHUR

Adopted September 1, 1980

Amended May 17, 2007

and shall list all the current Building Codes and Standards that designs will be required to follow. The Board may direct changes to the Chancellor's published polices and procedures at its discretion.

- 1.7 Each construction project in excess of \$1 million shall require specific Board approval at each of the following stages:
 - 1.71 Provision for the project on the Master Plan;
 - 1.72 Inclusion of the project on the CIP;
 - 1.73 At the completion of the Design Development phase (prior to submission of the project to the Texas Higher Education Coordinating Board, when required under Coordinating Board Rules, and prior to starting preparation of construction documents for the project, both of which shall be directed by the Board).
- 1.8 The Board delegates to the Chancellor authority to enter into contracts under \$1 million and to promulgate policies, and otherwise conduct any and all activities necessary to make each project ready for approval by the Board at the stages listed above. The Chancellor may further delegate his authority to appropriate System office staff and/or to the Component Presidents.
- 1.9 At the time each project previously approved by the Board is completed, the Chancellor shall submit a comprehensive Project Completion Report to the Board.
- 1.(10) Curriculum Matters.
 - 1.(10)1 Twelfth and fourth class day reports.⁵
 - 1.(10)2 Small class reports.⁶
 - 1.(10)3 Course additions, deletions, and changes.
 - 1.(10)4 Degree program additions, deletions, and changes.
 - 1.(10)5 Academic department additions, deletions, and changes.
 - 1.(10)6 Out-of-state course offerings.
- 1.(11) Admission Requirements/Standards. Student admissions standards, entrance requirements, and degree qualifications as determined, prescribed and recommended by each Component as specified in *Chapter II, Section 2* of these *Rules and Regulations*.

1.(12) Gift Acceptance.

⁵*Education Code, Sections 51.403(b) and 51.404.*

⁶*Education Code, Sections 51.403(c) and 51.404.*

1.(12)1 Gifts of real property regardless of value.

1.(12)2 Other gifts which exceed \$10,000 in value except cash and securities. When necessary to comply with donor desires, and when recommended by the President of the Component and approved by the Chairman of the Local Committee of the Board, such gifts may be accepted prior to the next Board meeting, but will be reported to the Board at its next regular meeting.

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/or the gift's value.

1.(13) Real Property.

1.(13)1 Purchases, Exchanges, or Sales. The Board must approve all purchases, exchanges, or sales of Components' real property.

1.(13)2 Leases. The Board must approve all leases of Components' facilities or real property except the following, which may be approved by the President or his/her designee:

(1) Short-term leases.

(a) Leases for three days or less.

(b) Leases for less than one year if the total rent is less than \$100,000.

(2) Small-amount leases. Leases in which the annual rent is \$1,000 or less.

1.(14) Naming of Buildings. See *Section 9* of this *Chapter*.

1.(15) Proposed Legislation. Proposed legislation on behalf of the System or its Components.

1.(16) Attorney General Requests. Requests for Attorney General Opinions pertaining to Component or System operations, except for opinions requested in response to a written request for information under the *Public Information Act*⁷, must be requested by the Board Chairman or by the Board. A Component President is authorized to request a *Public Information Act* opinion when such opinion relates exclusively to the President's Component. The Chancellor is authorized to request a *Public Information Act* opinion when such opinion relates to the System Administration or to two or more Components.

⁷*Government Code, Chapter 552.*

6.(10) Acceptance of Small Gifts. The Board welcomes contributions, both large and small, in aid of the various missions of the Component (see *Chapter III, Subsection 1.7*).

6.(11) Establishment of Permanent Endowments. The Board encourages creation of permanent endowments at System Components and authorizes each President to set the monetary levels required to establish such endowments.

6.(12) Travel Guidelines.

6.(12)1 In-State Travel. The Component Presidents, or their respective designees, are authorized to approve the in-state travel for personnel within their Components.

6.(12)2 Out-of-State Travel. The Component Presidents, or their respective designees, are authorized to approve out-of-state travel for personnel within their Components, provided the travel request is sought and approved by the President or the President's designee in advance of the travel.

6.(12)3 Out-of-Country Travel and Reimbursements. All out-of-country official Component travel and reimbursements (excluding trips to Mexico, Canada, and U.S. territories) require advance approval by the Component President and shall be reported annually to the Chancellor and Board. The President's out-of-country-travel and reimbursements require pre-approval by the Chancellor; and the Chancellor's out-of-country travel and reimbursements require pre-approval by the Board chair. Travel by and reimbursements for regents and system office employees require advance approval by the Chancellor. Before being authorized to embark on such travel, the regent, employee or student must sign a liability waiver and release of claims in favor of the Component, the Board of Regents and their employees.

6.(12)4 Official Business. The allocation of funds for individuals to attend out-of-state meetings shall be restricted to expenditures for official business, and the available funds shall be allocated so as to encourage maximum participation by the faculty and staff.

6.(12)5 Reported Travel. Once each year at the fall Board of Regents meetings, each President shall report the total dollars expended for out-of-state and out-of-country travel by his or her Component from all sources for the just concluded Fiscal Year along with the previous four Fiscal Years. The reports shall be included in the Board Agenda.

6.(12)6 Exceptions. Any exceptions to the above guidelines shall require prior approval of the Board of Regents.