



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

CHAPTER III. SYSTEM - COMPONENT OPERATIONS

1. ITEMS REQUIRING BOARD APPROVAL.

The following items shall be submitted to the Board of Regents for approval at either a regular Board meeting or a special called Board meeting. Each item shall be presented in the form of a motion to the Board for consideration. Inconclusive, open-ended, or multifarious motions shall not be submitted to the Board.

1.1 Contracts.

1.11 Contracts, purchases, and agreements (not involving planning, design, renovation, or construction of buildings and other physical facilities) in the amount of \$500,000 or more (contracts, purchases, and agreements between \$200,000 and \$500,000 must be approved by the Chancellor), whether said amount is income or expenditure, with the exception of:

- (1) Private, governmental, and foundation grants or agreements in which the donor or agency stipulates the purpose for which the funds are to be expended.
- (2) Materials purchased for resale in auxiliary operations and in central supply.
- (3) Materials purchased for normal inventory stock for the physical plant operation.
- (4) Maintenance service contracts on elevators, computers, office equipment, chillers and water treatment services.
- (5) Library subscription services.
- (6) Recurring printing orders.
- (7) Contracts with outside organizations for continuing education or professional programs that use campus facilities.
- (8) Diesel fuel purchased for the operation of a co-generation plant.
- (9) Purchased utilities, including electric, gas, water and waste hauling.

1.12 Depository contracts.

1.13 Food services contracts.

1.14 Vending machine contracts over \$500,000.

- 1.15 Contracts and agreements with support or development foundations.
 - 1.16 Contracts for operation of bookstores on campus.
 - 1.17 Contracts for lease of Component golf course and related services.
 - 1.18 Leases of personal property, including equipment, for one year or more, involving expected aggregate payments exceeding \$500,000. Payments between \$200,000 and \$500,000 must be approved by the Chancellor.
- 1.2 Personnel.
- 1.21 Employment of administrative officers, faculty, and non-classified employees.
 - 1.22 Termination of administrative officers, faculty, and non-classified employees (including resignations, retirements, and discharges).
 - 1.23 Changes of position status of administrative officers, faculty, and non-classified employees.
 - 1.24 Changes in tenure status.
 - 1.25 Dual employment of administrative officers, faculty, and non-classified employees.
 - 1.26 Special employment contracts. (See *Chapter V. Subsections 3.13 and 5.13*).
 - 1.27 Intra-system Contracts. Agreements between or among system Components or between a Component and employee(s) of a sister institution shall be first approved by the appropriate vice chancellor upon review and approval of the Vice Chancellor and General Counsel.
- 1.3 Financial Matters.
- 1.31 Operating budgets (including Component employee salaries).
 - 1.32 Each budget adjustment in excess of \$100,000 for the four year institutions and \$25,000 for the two-year institutions.
 - 1.33 Salary supplements.
 - 1.34 Legislative appropriation requests.
 - 1.35 Proposals for issuance of bonds.
 - 1.36 Capital leasing projects.

- 1.4 Charges, Fees and Rates. No course fee shall be presented for the Board's consideration unless the Vice Chancellor for Finance has first approved such fee as both reasonable and necessary.
 - 1.41 Registration fees.
 - 1.42 Student services fees.
 - 1.43 Medical services fee.
 - 1.44 Student center fees.
 - 1.45 Student transportation fees.
 - 1.46 Room and board rates.
 - 1.47 Special course fees.
 - 1.48 Diploma, certificate, auditing, and extension and correspondence instruction fees.
 - 1.49 Board authorized tuition.
 - 1.4(10) Designated tuition.
 - 1.4(11) International fee.
 - 1.4(12) Computer related charges, including but not limited to computer or technology service, computer access and computer use.
- 1.5 Construction Matters. Prior to submission to the Board for consideration and approval, the following items must be first submitted to and approved by the Associate Vice Chancellor for Contract Administration in consultation with the Chancellor:
 - 1.51 Component Comprehensive Facilities Master Plan and any amendments thereto.
 - 1.52 A Capital Improvements Plan (CIP) encompassing the next six years of construction projects needed to preserve, enhance, and add to facilities assets in line with the approved Master Plan. A Component may amend its CIP at any time with Board approval. It is anticipated that the Board will review and approve a revised six-year CIP prior to the beginning of each fiscal year.
- 1.6 The Texas State University System Policies and Procedures Manual for Planning and Construction (which must also be reviewed and approved by the Vice Chancellor and General Counsel). Such manual shall include a comprehensive set of policies and procedures governing the conduct and administration of the system-wide planning, design and construction program. These policies and procedures shall require compliance with all governing Federal and State laws and regulations

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.*

1.(17) Holiday Schedules. Holiday schedules deviating from those established by the Legislature.⁸

1.(18) Athletics.

1.(18)1 The addition or reduction of university supported athletic teams.

1.(18)2 Changes in athletic association classification.