



TEXAS TECH UNIVERSITY SYSTEM

BOARD OF REGENTS

AGENDA BOOK

May 16-17, 2019

BOARD OF REGENTS
TEXAS TECH UNIVERSITY SYSTEM

AGENDA

May 16-17, 2019

BOARD OF REGENTS

Mr. Christopher M. Huckabee, Chairman

Mr. J. Michael Lewis, Vice Chairman

Mr. Mark Griffin

Mr. Ron Hammonds

Mrs. Ginger Kerrick

Mr. Mickey L. Long

Mr. John D. Steinmetz

Mr. John B. Walker

Mr. Dusty Womble

Ms. Jane Gilmore, Student-Regent

Standing Committees:

Academic, Clinical and Student Affairs:

Jane Gilmore; Ginger Kerrick; John Steinmetz (Chair); John Walker

Audit:

Ron Hammonds (Chair); Ginger Kerrick; Dusty Womble

Facilities:

Mark Griffin; Ron Hammonds; Mickey Long (Chair)

Finance and Administration:

Mickey Long; John Walker (Chair); Dusty Womble

AGENDA

Board of Regents Meeting

Lubbock, Texas

May 16-17, 2019

Abbreviated Agenda with Approximate Times*

Thursday, May 16, 2019

Swearing-in of new regents

1:00 pm Ceremonial swearing-in of newly appointed regents
Location: Regents Conference Room (104A), First
Floor, System Building, 1508 Knoxville Avenue,
Lubbock, Texas

Board of Trustees Meeting of the Carr Scholarship Foundation
(Shown for informational purposes only.)

1:10 pm Call to Order; convene Meeting of the Board of Trustees of
(or upon completion of the the Carr Scholarship Foundation
swearing in ceremony) Location: Regents Conference Room (104A), First
Floor, System Building, 1508 Knoxville Avenue,
Lubbock, Texas

1:15 pm Adjournment
CONTINUED ON NEXT PAGE

*For general information. All open session meetings of the Board of Regents will take place in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas. Any executive session meetings that should occur throughout the day will take place in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas. The times listed are estimates, with periodic recesses. On Thursday, May 16, 2019, prior to the start of the day's meetings, at approximately 1:00 pm, a ceremonial swearing-in of the newly appointed regents will take place. Immediately following the swearing-in ceremony, the Trustees Meeting of the Carr Scholarship Foundation will commence. Committee meetings will be conducted sequentially upon adjournment of the Carr Scholarship Foundation meeting. Any committee meetings not completed on Thursday, May 16, 2019, will be completed on Friday, May 17, 2019. The Board has the option to convene as a Meeting of the Board/Committee of the Whole and convene into Executive Session after the last committee meeting adjourns or whenever deemed necessary on Thursday, May 16, 2019. The Meeting of the Board is expected to recess for the day on Thursday, May 16, 2019 on or before 5:00 pm; however, if needed, the meeting may continue beyond 5:00 pm until completed. The Meeting of the Board will reconvene at 8:30 am on Friday, May 17, 2019. If necessary, the Meeting of the Board will recess after introductions/ recognitions at approximately 9:00 am to conduct any committee meetings which were not concluded on Thursday, May 16, 2019. The Meeting of the Board will reconvene upon adjournment of the any committee meeting(s), if applicable, at approximately 9:30 am to complete the remainder of its business. The Meeting of the Board is expected to adjourn on or before 12:00 pm; however, if needed, the meeting may continue beyond 12:00 pm until completed. The full board agenda is detailed on pages vi through xiv. The agenda for each session of the board meeting or a meeting of a committee of the board is detailed behind the appropriate divider tab.

Board of Regents Meeting

Lubbock, Texas

May 16-17, 2019

Abbreviated Agenda with Approximate Times*

Thursday, May 16, 2019

Meeting of Standing Committees
(Conducted sequentially)

CONTINUED FROM PREVIOUS PAGE

<p>1:15 pm (or upon adjournment of the Carr Scholarship Fnd. meeting)</p>	<p>Audit Committee Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p>
<p>1:45 pm (or upon adjournment of the Audit Cmte. meeting)</p>	<p>Facilities Committee Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p>
<p>2:15 pm (or upon adjournment of the Facilities Cmte. meeting)</p>	<p>Finance and Administration Committee Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p>
<p>2:25 pm (or upon adjournment of the Finance Cmte. meeting)</p>	<p>Academic, Clinical and Student Affairs Committee Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p>

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Board of Regents Meeting

Lubbock, Texas

May 16-17, 2019

Abbreviated Agenda with Approximate Times*

Thursday, May 16, 2019

Meeting of the Board

CONTINUED FROM PREVIOUS PAGE

- | | |
|--|---|
| 2:45 pm
(or after last committee meeting adjourns or whenever deemed necessary) | Call to Order; convene as Meeting of the Board and Committee of the Whole Board
Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas |
| 2:45 pm | Executive Session
Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas |
| 5:00 pm | Following Executive Session, reconvene into Open Session as Committee of the Whole
Location: Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas |
| 5:00 pm | Recess |

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Board of Regents Meeting

Lubbock, Texas

May 16-17, 2019

Abbreviated Agenda with Approximate Times*

Friday, May 17, 2019

Meeting of the Board

- | | |
|---------------------------|--|
| 8:30 am | <p>Call to Order; reconvene Meeting of the Board</p> <ul style="list-style-type: none"> • Introductions and Recognitions • Meeting of the Committee of the Whole and the Board, or continuation of meetings of the Standing Committees of the Board, if necessary <p>Location: Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p> |
| 9:30 am
(if necessary) | <p>Executive Session</p> <p>Location: Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p> |
| 11:30 am | <p>Following Executive Session, convene into Open Session, and continue as Meeting of the Committee of the Whole and the Board and/or continuation of meetings of the Standing Committees of the Board, if necessary</p> <p>Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas</p> |
| On or before
12:00 pm | <p>Adjournment</p> |

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Board of Regents Meeting

May 16-17, 2019

Agenda

Thursday, May 16, 2019

**Regents Conference Room (104A), First Floor,
System Building, 1508 Knoxville Avenue,
Lubbock, Texas**

Ceremonial swearing-in of newly appointed regents: Before the start of the day’s meetings, the newly appointed regents will participate in a ceremonial swearing-in.

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Board of Trustees of the Carr Scholarship Foundation: This meeting will take place immediately after the swearing-in of the newly appointed regents; refer to agenda provided by the Chief Financial Officer’s Office

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

I. Meeting of Standing Committees

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

A. Audit Committee

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1. TTUS: Report on audits..... 3

2. Executive Session: The Audit Committee will convene into Executive Session in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, to consider matters permissible under Chapter 551 of the Texas Government Code, including:

a. Consultation with Attorney — Section 551.071.

b.	Discussion of personnel matters – Section 551.074.	
3.	Open Session: At the conclusion of Executive Session, the committee will convene into Open Session in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, to consider appropriate action, if any, on items discussed in Executive Session.	
4.	Adjournment	
B.	Facilities Committee	<u>Page</u>
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1.	ASU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report	3
2.	TTU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report	5
3.	TTUHSC: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report	8
4.	TTUHSC El Paso: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report	11
5.	TTUSA: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report	13
6.	ASU: Authorize expenditure for the Angelo State University Mayer Museum project (CMR Pre-construction services).....	15
7.	TTU: Approve expenditures for the National Ranching Heritage Center’s Ranch Life Learning Center project (DP Stage II and CMR Pre-construction services).....	17
8.	TTU: Approve concept and expenditures for the Talkington College of Visual and Performing Arts Theatre & Dance Complex Phase II project (DP Stage I).....	19
9.	TTUS: Report on Facilities Planning and Construction projects.....	21

10. Adjournment

C. Finance and Administration Committee

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1. TTUHSC: Approval of Contract to provide Health Care Services for individuals who are assigned to reside at the Littlefield, Texas Facility.....	2
2. Adjournment	

D. Academic, Clinical and Student Affairs Committee

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	ACS
1. ASU: Approve the addition of the Master of Athletic Training degree with a major in Athletic Training in the Archer College of Health and Human Services	3
2. ASU: Approve the addition of the Master of Science degree in Educational Leadership with Principal Certification in the College of Education	5
3. TTU: Approve appointments with tenure	7
4. TTU: Approve emeritus appointments	8
5. TTUHSC: Approve appointment with tenure	9
6. TTUHSC: Approve conferral of an honorary degree	10
7. TTUHSC El Paso: Approve conferral of emeritus appointment.....	11
8. Adjournment	

II. Meeting of the Board—Call to Order; convene into Open Session of the Board

III. Executive Session: The Board may convene into Executive Session in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example:Chairman Huckabee

- A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and

settlement negotiations – Section 551.071

- B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
- C. Deliberations regarding prospective gifts – Section 551.073
- D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
- E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076

IV. Open Session: The Board will reconvene in Open Session in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive Session.....Vice Chairman Lewis

V. RecessChairman Huckabee

Friday, May 17, 2019
Regents Conference Room (104A), First Floor,
System Building, 1508 Knoxville Avenue,
Lubbock, Texas

VI. Meeting of the Board—Call to Order; reconvene into Open Session of the BoardChairman Huckabee

- A. Introductions and RecognitionsChancellor & President Mitchell,
President May,
President Schovanec, and
President Lange

VII. Recess (if necessary, for standing committees to meet; otherwise continue in Open Session (X.))

VIII. Meeting of Standing Committees (if not concluded on Thursday)

IX. Meeting of the Board—Call to Order; reconvene into Open Session of the Board (only if the Meeting of the Board was recessed to conduct committee meetings)

- X. **Open Session:** The Board will continue in Open Session and meet as a Committee of the Whole and Meeting of the Board to consider and act on:
 - A. Approve minutes of board meetings held on February 21-22, 2019 and March 21, 2019Chairman Huckabee
 - B. Committee of the Whole.....Vice Chairman Lewis

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	CW
1. ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA and TTUS: Approve Consent Agenda; acknowledge review of Information Agenda	9

Consent Agenda

- a. ASU: Approve the revised Academic Workload Calculation Policy (ACS)
- b. TTU: Approve faculty development leave of absence (ACS)
- c. TTUHSC: Approve revisions to the 2019-2020 Code of Professional Conduct of the Student Handbook effective August 1, 2019 (ACS)
- d. TTU: Approve affirmation of managerial group and exclude members of the Board of Regents from access to classified information (CW)
- e. TTU: Approve renaming the Horse Center building (#812) at the New Deal Research and Education Center (F)
- f. TTU: Approve naming of kitchen within the Athletic Dining Facility (F)
- g. TTU: Approve naming of lobby within the Creative Movement Studio building (F)
- h. TTU: Approve naming a physical plant building (#324) (F)
- i. TTUHSC: Approve naming a building of the Lubbock Expansion project (F)
- j. TTUHSC: Approve modification of name of education and conference center at Academic Classroom Building, TTUHSC Permian Basin Campus (F)
- k. TTUHSC: Approve naming of meeting room within Academic Classroom Building, TTUHSC Permian Basin Campus (F)
- l. ASU: Approve FY 2020 holiday schedule (FA)
- m. TTU: Approve commissioning of police officers (FA)

- n. TTU: Approve modification of endowment (FA)
- o. TTU: Approve contract for athletics online merchandise sales (FA)
- p. TTU: Approve Agreement with United Airlines, Inc. (“United”) for Chartered Air Transportation for TTU Football Team (FA)
- q. TTU, TTUHSC and TTUS: Approve purchasing contracts (FA)
- r. TTU and TTUSA: Approve FY 2020 holiday schedule (FA)
- s. TTUHSC: Approve FY 2020 holiday schedule (FA)
- t. TTUHSC El Paso: Approve FY 2020 holiday schedule (FA)

Information Agenda

Information is provided as required by Section 01.02.7.d(4)(c), *Regents' Rules*

- (1) ASU, TTU, TTUHSC and TTUHSC El Paso: Summary of Revenues and Expenditures by Budget Category, FY 2019 (as of February 28, 2019), per Section 01.02.8.d(3)(g), *Regents' Rules* – All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information. Financial reports for the most recently completed quarter for each of the component institutions are available at: <http://texastech.edu/offices/cfo/board-financial-reports.php>
- (2) TTUHSC and TTUHSC El Paso: Contracts for ongoing and continuing health-related service relationships as per Section 07.12.4.c, *Regents' Rules* – “Notwithstanding Section 07.12.3.a or Section 07.12.3.b, *Regents' Rules*, the board delegates to the presidents of health-related institutions the authority to approve the proposals and execute and sign contracts for health related services, as specified herein. This delegation is limited to contracts with entities for which the institution has an ongoing and continuing contractual relationship, to include: revenue contracts from which the institution receives payment for health related services; participation in health provider networks; resident or faculty support; and expense contracts with healthcare providers or suppliers necessary to fulfill the obligation to provide health related services as part of a revenue contract. Before such a contract may be executed, the president shall obtain the prior review of the TTUS Office of General Counsel and the TTUS vice chancellor and

- chief financial officer, or their designees. A list of health related services contracts that have been executed under this delegation of authority since the previous regular board meeting shall be provided to the board as an information item at the next regular board meeting.
- (3) ASU, TTU and TTUHSC El Paso: Consulting contracts with an initial consideration of \$25,000 or less per Section 07.12.4.e.(2), *Regents' Rules* – “(a) Board approval is not required, but the vice chancellor and chief financial officer, in consultation with the chancellor, presidents, and chief financial officers of the institutions, shall review consulting contracts of \$25,000 or less prior to execution of the contract by the chancellor or president, as appropriate. (b) A report of the contract shall be provided as an Information Agenda item at the next board meeting.”
- (4) TTU and TTUHSC: Contracts for sponsored programs projects in excess of \$1,000,000 per annum as provided by Section 07.12.4.b., *Regents' Rules* – “Notwithstanding Section 07.12.3.a, *Regents' Rules*, the board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting.”
- (5) TTU: Emergency or exigent circumstances approval of employment contract by Section 07.12.3.g, *Regents' Rules* – “Unless prohibited by law and upon recommendation of the chancellor, when an emergency or exigent circumstances exist and it is not feasible or practical to convene a quorum of the board within the time in which action is needed, approval may be given for a contract by verbal approval of the chair or of the chair of the Finance and Administration Committee. Contracts approved in this manner shall be presented to the board as an information item at the next board meeting.”
- (6) TTUS: FY 2018 Combined Annual Financial Report Update – “Review with management and/or the Chief Audit Executive: -- The annual financial statements of TTU System and its components.”

- XI. Reports of Standing Committees:** Standing Committee reports will be presented sequentially to the Committee of the Whole.
 - A. Report of the Audit Committee Regent Hammonds
 - B. Report of the Facilities Committee Regent Long
 - C. Report of the Finance and Administration Committee Regent Walker
 - D. Report of the Academic, Clinical and Student Affairs Committee Regent Steinmetz

- XII. The Board will continue in Open Session as the Committee of the Whole and Meeting of the Board of Regents.**
 - A. Schedule for Board meetings:
 - August 8-9, 2019, Lubbock
 - October 3-4, 2019, Lubbock
 - December 12-13, 2019, Lubbock Ben Lock
 - B. President Reports Chancellor & President Mitchell, President May, President Schovanec, and President Lange
 - C. Student Government Association Reports Brayden Woods, Sean Lewis, Tobi Saliu, and Subodh Potla

- XIII. Executive Session:** The Board may convene into Executive Session, in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example: Chairman Huckabee
 - A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071
 - B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
 - C. Deliberations regarding prospective gifts – Section 551.073

- D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
- E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076

XIV. Open Session: The Board will convene into Open Session in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive SessionVice Chairman Lewis
- B. Chairman’s AnnouncementsChairman Huckabee

XV. AdjournmentChairman Huckabee

AUDIT

Audit Committee

Committee Meeting
May 16, 2019

Time: 1:15 pm (or immediately after the swearing-in ceremony of the newly appointed regents)

Place: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Regents: Hammonds (Chair), Kerrick, Womble

Agenda

- Approve minutes of committee meeting held on February 21, 2019
- I.A.** Consideration of items to be recommended by the Audit Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center at El Paso (“TTUHSC El Paso”)

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|----|---|---|
| 1. | TTUS: Report on audits | 3 |
| 2. | Executive Session: The Audit Committee will convene into Executive Session in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue, to consider matters permissible under Chapter 551 of the <i>Texas Government Code</i> , including: | |
| a. | Consultation with Attorney — Section 551.071. | |
| b. | Discussion of personnel matters – Section 551.074. | |
| 3. | Open Session: At the conclusion of Executive Session, the committee will convene into Open Session in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, to consider appropriate action, if any, on items discussed in Executive Session. | |
| 4. | Adjournment | |

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, May 17, 2019.

1. TTUS: Report on audits.

Presenter: Mrs. Kim Turner

Presentation Time: 10 minutes

Report to Board required by: Section 07.02.7, *Regents' Rules*; and Audit Committee Charter

Mrs. Kim Turner, Chief Audit Executive, will present a report on the System's audit projects.

FACILITIES

Facilities Committee

Committee Meeting
May 16, 2019

Time: 1:45 pm (or upon adjournment of the Audit Committee meeting)

Place: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Regents: Long (Chair), Griffin, Hammonds

Agenda

- Approve minutes of committee meetings held on February 21, 2019
- I.B.** Consideration of items to be recommended by the Facilities Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center at El Paso (“TTUHSC El Paso”)

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1.	ASU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.....	3
2.	TTU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.....	5
3.	TTUHSC: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.....	8
4.	TTUHSC El Paso: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.....	11
5.	TTUSA: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.....	13
6.	ASU: Authorize expenditure for the Angelo State University Mayer Museum project (CMR Pre-construction services).....	15

7.	TTU: Approve expenditures for the National Ranching Heritage Center’s Ranch Life Learning Center project (DP Stage II and CMR Pre-construction services)	17
8.	TTU: Approve concept and expenditures for the Talkington College of Visual and Performing Arts Theatre & Dance Complex Phase II project (DP Stage I).....	19
9.	TTUS: Report on Facilities Planning and Construction projects	21
10.	Adjournment	

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, May 17, 2019.

1. **ASU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.**

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.0582

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the updated Angelo State University Five-Year Capital Projects Plan and authorize the submission of Angelo State University's Capital Expenditure Plan ("MP1") Summary Report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The ASU Five-Year Capital Projects Plan is attached on the following page.]

BACKGROUND INFORMATION

Institutions of higher education must submit to the Texas Higher Education Coordinating Board ("THECB") annual updates to the Capital Expenditure Plan/MP1 report. This report, which is based on the Institution's Five-Year Capital Projects Plan, lists all capital construction and major repair and renovation projects, real property acquisition, and major information technology projects that it may accomplish in the next five-years. The report is due to the THECB on July 1, 2019.

The System staff will adjust the MP1 report to meet any last minute changes to the administrative requirements of the report that may occur. Any significant changes or modifications required will be coordinated with the Board of Regents before the submission to THECB.

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
Angelo State University
May 16, 2019

GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION																									
Priority	Bldg. No.	Project Description	Project Type					Square Footage		CIP Code	Project Budget	Funding Source (Millions)																							
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross			Educational & General NASF	Acres	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded									
1	NEW	Angelo State University Mayer Museum	X									30,775	9,320	0	500701	\$ 25,000,000	\$ 5.20														\$	7.80			
2	624	Concho Hall Renovation		X								99,483	0	0	733000	\$ 34,800,000															\$	34.80			
3	102	Sol Mayer Administration Building Theater Renovation		X								8,255	0	0	500501	\$ 3,150,000															\$	3.15			
4	NEW	New Police Station	X									8,000	0	0	839100	\$ 5,500,000															\$	5.50			
5	NEW	Indoor Athletic Competition and Practice Complex	X									40,000	0	0	720100	\$ 26,200,000																\$	26.20		
6	622	Carr Hall Renovation and Conversion		X								18,014	10,808	0	000000	\$ 5,650,000																\$	5.65		
7	NEW	New Arts and Humanities Building	X									30,775	20,120	0	500901	\$ 25,000,000																\$	25.00		
8	NEW	New Science Building	X									80,000	50,000	0	280101	\$ 52,300,000																\$	52.30		
9	LA01	Real Property Purchase				X						0	0	12	000000	\$ 1,000,000															\$	1.00			
TOTALS										\$ 178,600,000	\$ 5.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	161.40

2. TTU: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.0582

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the updated Texas Tech University Five-Year Capital Projects Plan and authorize the submission of Texas Tech University's Capital Expenditure Plan ("MP1") Summary Report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTU Five-Year Capital Projects Plan is attached on the following pages.]

BACKGROUND INFORMATION

Institutions of higher education must submit to the Texas Higher Education Coordinating Board ("THECB") annual updates to the Capital Expenditure Plan/MP1 report. This report, which is based on the Institution's Five-Year Capital Projects Plan, lists all capital construction and major repair and renovation projects, real property acquisition, and major information technology projects that it may accomplish in the next five-years. The report is due to the THECB on July 1, 2019.

The System staff will adjust the MP1 report to meet any last minute changes to the administrative requirements of the report that may occur. Any significant changes or modifications required will be coordinated with the Board of Regents before the submission to THECB.

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)

**Texas Tech University
May 16, 2019**

		GENERAL PROJECT INFORMATION											FINANCIAL INFORMATION																				
Priority	Bldg. No.	Project Description	Project Type											Funding Source (Millions)																			
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General	Acres	CIP Code	Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other, Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded							
1	206	Science and Engineering Complex	X															298,723	184,793	0	000000	\$ 131,200,000	\$ 13.12								\$ 115.08	\$ -	
2	008	Science Building Renovation and Life Safety		X														109,343	65,204	0	400801	\$ 31,700,000									\$ 31.70		
3	83	Dairy Barn Renovation		X														8,000	1,880	0	000000	\$ 2,600,000	\$ 1.04						\$ 0.26	\$ 1.30	\$ -		
4	264	Chilwood Hall - Window Replacements		X														0	0	0	733000	\$ 1,900,000									\$ 1.90	\$ -	
5	35	Bledsoe Hall Repair Concrete Deck and Renovate Restrooms		X														0	0	0	733000	\$ 3,000,000									\$ 3.00	\$ -	
6	36	Gordon Hall Replace Fan Coil Units		X														0	0	0	733000	\$ 1,000,000									\$ 1.00	\$ -	
7	246	Media Comm Tower - Replacement North Windows		X														0	0	0	090100	\$ 1,050,000	\$ 1.05								\$ -	\$ -	
8	445	Jones AT&T Stadium East Side Bldg Finish Out		X														16,201	0	0	720600	\$ 9,300,000									\$ 9.30	\$ -	
9	418	Football Training Facility Repurpose		X														70,000	0	0	720600	\$ 25,000,000									\$ 25.00	\$ -	
10	381	Rp Griffin Park Baseball Clubhouse Renovation and Expansion		X														21,852	0	0	720100	\$ 13,174,252									\$ 13.17	\$ -	
11	40	Jones AT&T Stadium South End Zone Renovation	X															128,000	0	0	720600	\$ 50,000,000									\$ 50.00	\$ -	
12	231	Talkington CVPA - Theatre & Dance Complex Reno II		X														40,100	24,060	0	500501	\$ 20,000,000							\$ 10.00	\$ 10.00	\$ -	\$ -	
13	34	Sneed Hall Renovate Shower/Toilets		X														0	-	0	733000	\$ 2,450,000								\$ 2.45	\$ -	\$ -	

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
Texas Tech University
May 16, 2019

Priority	Bldg. No.	Project Description	GENERAL PROJECT INFORMATION							Project Budget	FINANCIAL INFORMATION															
			Project Type			Square Footage		Acres	CIP Code		Total Project Cost	Funding Source (Millions)														
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure			Leased Space		Gross	Educational & General NASF		HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other, Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other
14	NEW	New Music Building/Psychology Building Renovation	X						125,000	75,000	0	500901	\$ 50,000,000												\$ 50.00	
15	272	Architecture Renovation		X					154,408	92,705	0	500702	\$ 15,000,000												\$ 15.00	
16	405	TT Plaza - Skyviews Renovation		X					6,023	4,273	0	000000	\$ 1,000,000	\$ 0.50											\$ 0.50	
17	205	Library Addition and Life Safety Upgrades		X					365,046	251,076	0	000000	\$ 30,000,000												\$ 30.00	
18	NEW	Recreational Sports Satellite Facility							27,056	0	0	714000	\$ 16,000,000												\$ 16.00	
19	476	NRHC - Ranch Life Learning Center		X					3,000	0	0	000000	\$ 5,400,000												\$ 5.40	
20	NEW	Masked Rider Pavilion/Equine Science Building	X						17,250	12,075	0	010000	\$ 10,000,000												\$ 10.00	
21	245	TTU Museum East Wing Addition		X					18,000	11,700	0	301401	\$ 13,000,000	\$ 2.60		\$ 2.40	\$ 8.00								\$ -	
22	NEW	Vietnam Center, Archive & Museum of Vietnam War	X						50,000	0	0	000000	\$ 25,000,000												\$ 25.00	
23	NEW	New Residence Hall	X						100,000	0	0	733000	\$ 40,000,000		\$ 40.00										\$ -	
24	27	Doak Hall Renovation and Life Safety Upgrade		X					81,768	26,170	0	819900	\$ 22,400,000												\$ 22.40	
25	NEW	School of Veterinary Medicine	X						210,000	136,500	0	000000	\$ 90,000,000				\$ 90.00								\$ -	
			TOTALS										\$ 610,174,252	\$ 18.31	\$ -	\$ -	\$ 48.35	\$ 12.66	\$ 109.30	\$ -	\$ -	\$ -	\$ -	\$ 118.08	\$ -	\$ 303.47

3. TTUHSC: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.0582

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the updated Texas Tech University Health Sciences Center Five-Year Capital Projects Plan and authorize the submission of Texas Tech University Health Sciences Center's Capital Expenditure Plan ("MP1") Summary Report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTUHSC Five-Year Capital Projects Plan is attached on the following pages.]

BACKGROUND INFORMATION

Institutions of higher education must submit to the Texas Higher Education Coordinating Board ("THECB") annual updates to the Capital Expenditure Plan/MP1 report. This report, which is based on the Institution's Five-Year Capital Projects Plan, lists all capital construction and major repair and renovation projects, real property acquisition, and major information technology projects that it may accomplish in the next five-years. The report is due to the THECB on July 1, 2019.

The System staff will adjust the MP1 report to meet any last minute changes to the administrative requirements of the report that may occur. Any significant changes or modifications required will be coordinated with the Board of Regents before the submission to THECB.

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
Texas Tech University Health Sciences Center
May 16, 2019

Priority	Bldg. No.	Project Description	GENERAL PROJECT INFORMATION				FINANCIAL INFORMATION																						
			Project Type		Square Footage		Project Budget		Funding Source (Millions)																				
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General	NAF	Acres	CIP Code	2019 Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded		
1	6501	SWSOP Dallas Renovation		X					38,300	25,000	0	512001	\$ 5,500,000	\$ 5,500														\$ -	
2	6501	SWSOP Dallas Renewals & Repairs		X					63,000	41,000	0	512001	\$ 10,000,000	\$ 2,000														\$ 8,000	
3	New	Amarillo Academic Building	X						40,000	25,000	0	816000	\$ 18,000,000															\$ 18,000	
4	1000	Lubbock LARC Expansion & Upgrades		X					39,000	16,380	0	511201	\$ 23,500,000															\$ 23,500	
5	1000	Facility Research Lab Modernizations - Phase I Pod A		X					66,000	44,200	0	511201	\$ 22,700,000																\$ 22,700
6	IN	Various Facility Modernization and Renewal Renovations				X			0	0	0	839500	\$ 6,900,000															\$ 6,900	
7	New	Amarillo Clinic Building (includes a 2nd floor - Growth)	X						39,000	23,400	0	511201	\$ 20,500,000																\$ 20,500
8	IN	Lubbock Upgrading CHACP II (Addition of Chillers)				X			0	0	0	839500	\$ 5,000,000															\$ 5,000	
9	NEW	Midland Physicians Assistant (PA) Building	X						75,000	50,700	4	510912	\$ 55,000,000															\$ 55,000	
10	1000	Facility Research Lab Modernizations - Phase II Pod B		X					68,000	44,200	0	511201	\$ 22,700,000															\$ 22,700	
11	1000	Facility Research Lab Modernizations - Phase III Pod C		X					68,000	44,200	0	511201	\$ 22,700,000															\$ 22,700	
12	NEW	Ablene LARC		X					6,000	4,000	0	511201	\$ 5,600,000															\$ 5,600	

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
Texas Tech University Health Sciences Center
May 16, 2019

		GENERAL PROJECT INFORMATION											FINANCIAL INFORMATION																										
		Project Type					Square Footage			Project Budget			Funding Source (Millions)																										
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General	Acres	CIP Code	2019 Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Undeveloped													
13	7002	Midland Jenna Welch Expansion	X						7,800	3,430	0	51201	\$ 6,300,000													\$ 6,300													
14	1001	Preston Smith Library Expansion and Renovation	X	X					119,200	83,440	0	51000	\$ 52,300,000													\$ 52,300													
15	4001	Odessa Clinic Building 3rd Floor Expansion	X						6,100	2,684	0	51201	\$ 4,625,000													\$ 4,625													
16	1005	Clinical & Academic Expansion (Heart Care Center)	X						42,000	18,480	0	51201	\$ 28,500,000													\$ 28,500													
17	1001	Lubbock Preston Smith Library Basement Build-Out	X						16,232	7,142	0	73990	\$ 11,800,000													\$ 11,800													
18	IN	Real Property Purchase - Lubbock				X			0	0	5	00000	\$ 5,000,000													\$ 5,000													
19	IN	Real Property Purchase - Abilene				X			0	0	10	00000	\$ 5,000,000													\$ 5,000													
20	IN	Real Property Purchase - Amarillo				X			0	0	5	00000	\$ 3,000,000													\$ 3,000													
21	IN	Real Property Purchase - Permian Basin				X			0	0	5	00000	\$ 3,000,000													\$ 3,000													
													TOTALS	\$ 337,625,000	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,125

4. TTUHSC El Paso: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.0582

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the updated Texas Tech University Health Sciences Center El Paso Five-Year Capital Projects Plan and authorize the submission of Texas Tech University Health Sciences Center El Paso's Capital Expenditure Plan ("MP1") Summary Report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTUHSC El Paso Five-Year Capital Projects Plan is attached on the following page.]

BACKGROUND INFORMATION

Institutions of higher education must submit to the Texas Higher Education Coordinating Board ("THECB") annual updates to the Capital Expenditure Plan/MP1 report. This report, which is based on the Institution's Five-Year Capital Projects Plan, lists all capital construction and major repair and renovation projects, real property acquisition, and major information technology projects that it may accomplish in the next five-years. The report is due to the THECB on July 1, 2019.

The System staff will adjust the MP1 report to meet any last minute changes to the administrative requirements of the report that may occur. Any significant changes or modifications required will be coordinated with the Board of Regents before the submission to THECB.

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
 Texas Tech University Health Sciences Center El Paso
 May 16, 2019

Priority	Bldg. No.	Project Description	GENERAL PROJECT INFORMATION				FINANCIAL INFORMATION																													
			Project Type		Square Footage		Project Budget		Funding Source (Millions)																											
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General NASF	Acres	CIP Code	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded											
1	NEW	Dental School Building	X						160,000	96,000	0	510504													\$ 109.45											
2	NEW	Clinical Sciences Building	X						240,000	144,000	0	511201														\$ 135.90										
3	3009	Administrative Support Building Renovation (Dental Clinic)		X					38,869	23,321	0	26848														\$ 30.50										
4	NEW	Family Medicine Clinic	X						35,000	22,750	0	512918														\$ 22.95										
5	NEW	El Paso Thermal Energy Plant & Parking Garage No. 1	X						450,000	9,108	0	831000														\$ 86.70										
6	NEW	El Paso Parking Garage No. 2 (NOTE 1)	X						420,000	0	0	819900														\$ 35.56										
7	IN	MSBII Surface Parking	X						136,200	0	0	000000														\$ 2.60										
8	IN	Real Property Purchase - El Paso (Adjacent to Main Campus) (NOTE 2)				X			0	0	10	000000														\$ 16.00										
9	IN	Real Property Purchase - El Paso (Remote) (NOTE 3)			X				0	0	5	000000														\$ 4.00										
10	3011	Miles Building Renovation - 301 Rick Francis Street		X					69,297	30,380	0	000000														\$ 4.88										
													TOTALS	\$ 448,534,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449

Note 1: If Federal BUILD 2018 Grant is awarded to the City of El Paso, project will begin within a year and have an 18 month construction time. TTUHSCEP's contribution will be approximately \$5M.
 Note 2: Properties adjacent to campus to include privately owned and City Properties \$12.5M using an estimate of \$25/PSF. UTEP properties \$3.5M at \$25/PSF
 Note 3: Remaining North Properties are approximately \$625k at \$25/PSF and we have always kept this value closer to \$4M in case other properties are made available.

5. TTUSA: Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report.

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.0582

RECOMMENDATION

The chancellor recommends that the Board of Regents approve the updated Texas Tech University System Five-Year Capital Projects Plan and authorize the submission of Texas Tech University System's Capital Expenditure Plan ("MP1") Summary Report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTUS Five-Year Capital Projects Plan is attached on the following page.]

BACKGROUND INFORMATION

Institutions of higher education must submit to the Texas Higher Education Coordinating Board ("THECB") annual updates to the Capital Expenditure Plan/MP1 report. This report, which is based on the Institution's Five-Year Capital Projects Plan, lists all capital construction and major repair and renovation projects, real property acquisition, and major information technology projects that it may accomplish in the next five-years. The report is due to the THECB on July 1, 2019.

The System staff will adjust the MP1 report to meet any last minute changes to the administrative requirements of the report that may occur. Any significant changes or modifications required will be coordinated with the Board of Regents before the submission to THECB.

FIVE-YEAR CAPITAL PROJECTS PLAN (FY2020-2024)
 Texas Tech University System Administration
 May 16, 2019

GENERAL PROJECT INFORMATION		Project Type		Square Footage		Project Budget		FINANCIAL INFORMATION Funding Source (Millions)																				
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General	NA SF	Acres	CIP Code	Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Institutional Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded	
														TOTALS	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

6. ASU: Authorize expenditure for the Angelo State University Mayer Museum project (CMR Pre-construction services).

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents authorize the chancellor or the chancellor's designee to (i) approve expenditures of \$175,268 for a total of \$1,451,876 for the Angelo State University Mayer Museum project with an anticipated total project budget of \$18,004,400; and (ii) award a Construction Manager at Risk ("CMR") Agreement for pre-construction services. The expenditures will be funded through the Revenue Finance System ("RFS") repaid with Gifts. The current total of expenditures includes the previously board authorized expenditures from Gifts (\$1,276,608 cash).

The Board reasonably expects to incur debt obligations for the design, planning and construction of the project, and all or a portion of the debt proceeds are reasonably expected to be used to reimburse the System for project expenditures previously expended. The maximum principal amount of debt obligations to be issued for the Project is \$18,004,400.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

This approval grants authority for execution of a Construction Manager at Risk Agreement to allow the contractor to provide pre-construction activities associated with the planning and design process, i.e., project evaluation; site analysis; constructability review; value engineering; scheduling; cost control; and concept budget development.

The proposed project will program and design an approximate 30,948 GSF new Art Museum building to support the Bachelor of Arts program in Studio Art. The building will include classrooms, class labs, student gallery space, along with faculty and staff offices and support spaces. Specialized laboratories will be constructed for graphic design, and ceramics programs. In addition, this space will be used in support of the annual Angelo State University Ceramics Symposium. The gallery will house the West Texas Collections which is currently located in the Houston Hart University Center. The scope of the project will also include analysis of the site utility infrastructure work required, surface parking, landscape enhancements, and public art.

In February 2019, the Board of Regents approved expenditures of \$851,608 for a total of \$1,276,608 associated with the execution of Design Professional Stage II services consisting of the Design Development, Construction Documents, Construction Administration Phases, and to provide a Statement of Probable Cost and project schedule. The total of expenditures includes the previously board authorized expenditure from Gifts (\$425,000 cash).

In December 2018, the Board of Regents approved a name change for the facility. The revised name for the facility will be “Angelo State University Mayer Museum” on the campus of Angelo State University in honor of Richard and Betty Mayer.

In August 2018, the Board of Regents approved a Design Professional Stage I budget to move forward on the project’s vision through the programming and schematic design phases, and provide a Statement of Probable Cost and project schedule. The Stage I budget was previously board authorized from Gift funds (\$425,000 cash).

In March 2018, the Board of Regents approved a Preliminary Stage I Feasibility Study with a budget of \$425,000.

The vice president for finance and administration has verified the source of funds. The vice chancellor and chief financial officer of the TTU System also acknowledges the source of the funds for this project.

7. TTU: Approve expenditures for the National Ranching Heritage Center's Ranch Life Learning Center project (DP Stage II and CMR Pre-construction services).

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents authorize the chancellor or the chancellor's designee to (i) approve expenditures of \$519,412 for a total of \$712,562 for the National Ranching Heritage Center's Ranch Life Learning Center project with an anticipated total project budget of \$5,400,000; (ii) authorize Design Professional Stage II services; and (iii) award a Construction Manager at Risk ("CMR") Agreement for pre-construction services. The expenditures will be funded through the Revenue Finance System ("RFS") repaid with Gifts. The current total of expenditures includes the previously board authorized expenditures from Gifts (\$193,150 cash).

The Board reasonably expects to incur debt obligations for the design, planning and construction of the project, and all or a portion of the debt proceeds are reasonably expected to be used to reimburse the System for project expenditures previously expended. The maximum principal amount of debt obligations to be issued for the Project is \$5,400,000.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

This approval grants authority for execution of Design Professional Stage II services consisting of the Design Development, Construction Documents, Construction Administration Phases, and to provide a Statement of Probable Cost and project schedule. Also, execution of a Construction Manager at Risk Agreement will allow the contractor to provide pre-construction activities associated with the planning and design process, i.e., project evaluation; site analysis; constructability review; value engineering; scheduling; cost control; and concept budget development.

The National Ranching Heritage Center ("NRHC") proposes to build a Ranch Life Learning Center dedicated to educate the public about the fundamentals of ranching. Told from the perspective of Hank the Cow Dog in partnership with famed author John Erickson, the Ranch Life Learning Center will educate both children and adults about the business and science of ranching, ranch life and

natural resource management. While all ages will benefit, the focus will be on fourth-eighth grade students. In 2016, the NRHC received a grant that funded a space analysis and conceptual designs for the indoor and outdoor space and exhibits. At this time, we have approval from the Ranching Heritage Association board to move forward with the project.

Based on programming, the project will include renovation of approximately 3,500 SF within the Mallet Ranch museum building and a 725 SF addition comprising the following spaces: Orientation Theater, Prairie Ecology Exhibits, Ranching Exhibits, Instruction Space, Security Headquarters, expanded and reconfigured space within the Cogdell's General Store, addition of public spaces and a covered porch. Exterior site improvements of approximately 20,000 SF will include: Water Resources Exhibit, Wildlife Exhibit, Livestock Nutrition Exhibit, Tool Shed and Horse Barn, Ranch House, Amphitheater, Stockade, Footbridge, Cowboy Work Station, Windmill Feature, hardscaping and landscaping.

In October 2018, the Board of Regents approved a preliminary budget of \$193,150 associated with the execution of a Design Professional Agreement in order to move forward on the project's vision through the Programming and Schematic Design phases, provide a Statement of Probable Cost and project schedule.

The vice president for administration and finance and chief financial officer has verified the source of funds. The vice chancellor and chief financial officer of the TTU System also acknowledges the source of the funds for this project.

8. TTU: Approve concept and expenditures for the Talkington College of Visual and Performing Arts Theatre & Dance Complex Phase II project (DP Stage I).

Presenter: Mr. Billy Breedlove

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the concept for the project and authorize the chancellor or the chancellor's designee to (i) approve expenditures of \$555,520 in order to provide planning and design services for the Talkington College of Visual and Performing Arts Theatre & Dance Phase II project, with an anticipated total project budget of \$20,000,000; and (ii) award the Design Professional Agreement and authorize Stage I services. The expenditures will be funded through the Revenue Finance System ("RFS") repaid with Gift funds and Texas Research Incentive Program ("TRIP") matching funds.

The Board reasonably expects to incur debt obligations for the design, planning and construction of the project, and all or a portion of the debt proceeds are reasonably expected to be used to reimburse the System for project expenditures previously expended. The maximum principal amount of debt obligations to be issued for the Project is \$20,000,000.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

This approval grants authority to expend funds to execute a Design Professional Agreement, and authorize Stage I services in order to move forward on the project's vision through the Programming and Schematic Design phases, provide a Statement of Probable Cost and project schedule.

The Talkington College of Visual and Performing Arts ("TCVPA") Theatre & Dance Complex Phase II project will include both renovation and new construction areas within the Charles E. Maedgen, Jr. Theatre building (#231). Renovation of approximately 16,300 GSF will include the lobby, theatre, paint lab and second floor theatre support areas. New construction of approximately 24,000 GSF will include a backstage crossover for actors, an expansion of the current scene shop, additional dressing rooms, small prop, lighting and tool storage areas and office space for new teaching assistant offices, a workroom, meeting space, and a new administrative suite for the TCVPA (currently located in Holden Hall). The Costume Lab currently located in Weeks Hall will also be

relocate to this building as part of the project. The project will address information technology, acoustics, audio visual requirements, and theatrical equipment. Exterior stone and masonry restoration repairs may be required. The project will be designed to bring the building in compliance with all applicable federal, state, and local laws, regulations, and codes, including Life Safety Codes and Texas Accessibility Standards. The project team will analyze the opportunity for landscape enhancements and public art.

The vice president for administration and finance and chief financial officer has verified the source of funds. The vice chancellor and chief financial officer of the TTU System also acknowledges the source of the funds for this project.

9. TTUS: Report on Facilities Planning and Construction projects.

Presenter: Mr. Billy Breedlove
Report requested by: Board of Regents

Presentation Time: 5 minutes

Mr. Billy Breedlove, Vice Chancellor for Facilities Planning and Construction, TTUS, will present a report on Facilities Planning and Construction managed projects.



FINANCE AND ADMINISTRATION

Finance and Administration Committee

Committee Meeting
May 16, 2019

Time: 2:15 pm (or upon adjournment of the Facilities Committee meeting)

Place: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Regents: Walker (Chair), Long, Womble

Agenda

- Approve minutes of committee meetings held on February 21, 2019
- I.C.** Consideration of items to be recommended by the Finance and Administration Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center at El Paso (“TTUHSC El Paso”)

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1. TTUHSC: Approval of Contract to provide Health Care Services for individuals who are assigned to reside at the Littlefield, Texas Facility2
2. Adjournment

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, May 17, 2019.

1. TTUHSC: Approval of Contract to provide Health Care Services for individuals who are assigned to reside at the Littlefield, Texas Facility.

Presenter: Mr. Will Rodriguez

Presentation Time 5 minutes

Board approval required by: Section 07.12.3.a. Regents' Rules

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve a contract with Management Training Corporation ("MTC") for Texas Tech University Health Sciences Center ("TTUHSC") Managed Care ("MC") to provide Health Care Services for residents assigned to reside in the Texas Civil Commitment Office facility in Littlefield, Texas.

BACKGROUND INFORMATION

The Texas Civil Commitment Office has contracted MTC (CCC-20-0001) to provide health care services to individuals assigned, by the Government, to reside at the Texas Civil Commitment Office facility in Littlefield, Texas. MTC has subcontracted with TTUHSC MC to provide health services for the period of May 1, 2019 to August 31, 2019. The value of this contract does not exceed \$1,000,000. TTUHSC MC is responsible for providing and arranging the following services on a regular basis through its healthcare professionals: HIV/AIDS treatment and education, management of serious and infectious diseases, access to on-site health care and in the community as appropriate, and a suicide prevention program. In addition, TTUHSC MC is responsible for initial offsite health care costs up to \$25,000 per resident (currently 315 residents). TTUHSC MC has capped its responsibility for offsite health care costs at \$875,000 per year. Should the resident population increase above 320 or decrease below 320, this cap will increase or decrease as the population shifts per 10 residents. The services require 1 FTE advanced practice provider, 1 FTE director of nursing, administrative oversight from existing MC executive leadership and approximately 6 additional FTEs for clinical operations.

MTC wishes to continue this contract for a five year period beginning September 1, 2019 and ending August 31, 2024 with the option of two additional two year extensions. The contract (CON2337375) includes a 120 day no-fault termination clause. Expected annualized recurring value: \$2,190,000 (based on current population but will increase/decrease as population fluctuates).

Section 07.12.3.a. *Regents' Rules*, requires Board approval of contracts in excess of \$1,000,000.

**ACADEMIC,
CLINICAL AND
STUDENT AFFAIRS**

Academic, Clinical and Student Affairs Committee

Committee Meeting
May 16, 2019

Time: 2:25 pm

Place: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Regents: Steinmetz (Chair), Kerrick, Walker, Gilmore

Agenda

- Approve minutes of committee meeting held on February 21, 2019
- I.D.** Consideration of items to be recommended by the Academic, Clinical and Student Affairs Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center at El Paso (“TTUHSC El Paso”)

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1.	ASU: Approve the addition of the Master of Athletic Training degree with a major in Athletic Training in the Archer College of Health and Human Services.....	3
2.	ASU: Approve the addition of the Master of Science degree in Educational Leadership with Principal Certification in the College of Education	5
3.	TTU: Approve appointments with tenure.....	7
4.	TTU: Approve emeritus appointments.....	8
5.	TTUHSC: Approve appointment with tenure	9
6.	TTUHSC: Approve conferral of an honorary degree	10
7.	TTUHSC El Paso: Approve conferral of emeritus appointment	11
8.	Adjournment	

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, May 17, 2019.

1. ASU: Approve the addition of the Master of Athletic Training degree with a major in Athletic Training in the Archer College of Health and Human Services.

Presenter: Dr. Don Topliff

Presentation Time: 3 minutes

Board approval required by: Section 04.09.01, *Regents' Rules*; ASU Operating Policy 04.05; and Chapter 5, subchapter C, THECB Laws and Rules

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the new degree program request for the Master of Athletic Training ("M.A.T.") degree with a major in Athletic Training in the Department of Health Science Professions within the Archer College of Health and Human Services and authorize submission to the Texas Higher Education Coordinating Board seeking its approval for such a program and to the Southern Association of Colleges and Schools for its review.

Implementation of this new program will begin in summer 2020.

BACKGROUND INFORMATION

In 2016, The National Athletic Trainers' Association reported that over 71% of certified athletic trainers have a master's degree or higher terminal degree. Most athletic trainer jobs are related to sports, although an increasing number also work in non-sport settings. Employment of athletic trainers is projected to grow 23% from 2016 to 2026, much faster than the average for all occupations because of their role in preventing injuries and reducing healthcare costs. Job growth will be concentrated in the healthcare industry, including hospitals and offices of health practitioners. Fitness and recreation sports centers also will provide new jobs because these establishments grow and continue to need additional athletic trainers to provide support for their clients.

The Master of Athletic Training program will prepare athletic training graduates proficient in the entry-level competencies identified by the National Athletic Trainers' Association (NATA) Professional Education Council (PEC). Students in the program will use evidence-based principles to provide patient-centered care in collaboration with other allied health professionals. Through this program students will develop communication, decision-making, social, analytical thinking, and personal development skills necessary for professional practice.

The program offers two methods for admission. The first is a 2-year post-baccalaureate graduate school entry. Candidates will have completed a bachelor's degree that includes number of prerequisites. The second option for admission is a 5-year (3 + 2) option for students completing their undergraduate degree at Angelo State University in Health Science Professions with the Physical Therapy and Allied Health specialization. For these students with a 3.3

GPA, they will be guaranteed admittance into the ASU Athletic Training Entry-Level Masters graduate program pending completion of the application, required paperwork, and interview process. Students who successfully complete the Athletic Training Education Program are awarded a Master Science in Athletic Training. Graduates are eligible to take the National Athletic Trainer's Association (NATA) Board of Certification (BOC) examination.

Enrollment projections are shown in Table 1. At full implementation, the full time student equivalent headcount will be 26 students with 22 graduating in the fifth year.

Projected costs for the proposed program over five years are shown in Table 2 and totals \$834,659. Of this amount, \$295,328 is reassignment of current faculty lines, \$429,321 is new faculty expense, \$30,000 is travel and M&O expense, \$5,000 is library, supplies and other miscellaneous expense, and equipment costs are projected at \$75,000; \$787,298 is projected from designated tuition; and \$523,749 is projected from formula income during years three through five.

Table 1. Five-Year Enrollment Projection

YEAR	1	2	3	4	5
Headcount	14	16	20	24	26
SCH	494	748	914	1122	1268
Attrition	0	2	2	2	2
Graduates	0	12	14	18	22

Table 2. Five-Year Costs and Funding Sources

Five-Year Costs		Five-Year Funding	
Personnel	\$724,659	Reallocated Funds	\$295,328
Facilities and Equipment	\$75,000	Anticipated New Formula Funding	\$523,749
Library, Supplies, and Materials	\$5,000	Designated Tuition and Fees	\$787,298
Other	\$30,000	Other	\$0
Total Costs	\$834,659	Total Funding	\$1,606,375

2. ASU: Approve the addition of the Master of Science degree in Educational Leadership with Principal Certification in the College of Education.

Presenter: Dr. Don Topliff

Presentation Time: 3 minutes

Board approval required by: Section 04.09.01, *Regents' Rules*; ASU Operating Policy 04.05; and Chapter 5, subchapter C, THECB Laws and Rules

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the new degree program request for the Master of Science degree ("M.S.") with a major in in Educational Leadership with Principal Certification in the Department of Curriculum and Instruction within the College of Education and authorize submission to the Texas Higher Education Coordinating Board seeking its approval for such a program and to the Southern Association of Colleges and Schools Commission on Colleges for its review.

Implementation of this new program will be fall 2019.

BACKGROUND INFORMATION

The purpose of the program is to increase the effectiveness in the area of the Educational Leadership with Principal Certification, as it relates to the newly adopted Texas Administrative Code guidelines. These guidelines will allow the program to meet the requirements for the issuance of the Principal as Instructional Leader Certification and Endorsement or the Principal Certification, as outlined in the Texas Administrative Code Chapter 241. This program requires 36 semester credit hours of coursework aimed specifically at the skills and abilities required by the new standards for school principals.

The educational objectives of this degree program are tied directly to the Texas Administrative Code 241.15, Standards Required for the Principal as Instructional Leader Certification Endorsement and Texas Administrative Code 241.55 Standards Required for the Principal Certification.

The Institute for Education Statistics indicates that one in five principals working in schools during the 2011-2012 school year left their school by the following school year. Furthermore, research shows that one out of every two principals is not retained beyond their third year of their principalship. These school leaders are retiring, transferring schools, or taking advantage of new opportunities within the educational arena and are not being replaced by highly qualified individuals. The Occupational Outlook Handbook indicates that the job outlook for elementary, middle, and high school principals between 2016-26 will grow at a rate of 8 percent. Texas Wages and Employment Projections for the time frame

of 2014-24 show that there are 1,378 Educational Administrators in Texas, with a projected growth to 2,973 (an increase of 1,595). This is a 15.7 percent increase

Enrollment projections are shown in Table 1. At full implementation, student headcount will be 105 and the full time student equivalent headcount will be 70 students with 30 graduating in the fifth year.

Projected costs for the proposed program over five years is shown in Table 2 and is \$700,453. Of this amount, \$296,628 is reassignment of a current faculty line, \$308,825 is new faculty expense, \$40,000 is travel and M&O expense, \$5,000 is library, supplies and other miscellaneous expense, and equipment costs are projected at \$50,000; projected funding totals \$963,628 which includes the reassigned faculty line, \$353,133 projected from designated tuition; and \$313,431 projected from formula income during years three through five.

Table 1. Five-Year Enrollment Projection

YEAR	1	2	3	4	5
Headcount	68	90	90	98	105
FTSE	45	60	60	65	70
SCH	408	540	540	588	630
Attrition	20	20	25	20	25
Graduates	20	23	25	27	30

Table 2. Five-Year Costs and Funding Sources

Five-Year Costs		Five-Year Funding	
Personnel	\$605,453	Reallocated Funds	\$296,628
Facilities and Equipment	\$50,000	Anticipated New Formula Funding	\$313,431
Library, Supplies, and Materials	\$5,000	Designated Tuition and Fees	\$353,133
Other	\$40,000	Other	\$0
Total Costs	\$700,453	Total Funding	\$963,628

3. TTU: Approve appointments with tenure.

Presenter: Dr. Michael Galyean

Presentation Time: 2 minutes

Board approval required by: Section 04.02, *Regents' Rules*; TTU Operating Policy 32.17

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the granting of tenure for the faculty as listed below, concurrently with their respective appointments effective the 2019 fall semester.

Dr. Steve Holmes, Ph.D., Associate Professor, Department of History, College of Arts & Sciences. Dr. Holmes will join Texas Tech University after serving as an assistant professor for six years at George Mason University where he is to receive promotion to associate professor with tenure in May 2019.

Dr. Dale Woerner, Ph.D., Associate Professor and Cargill Endowed Professor of Meat Science Sustainability, Department of Animal and Food Sciences, College of Agricultural Sciences and Natural Resources. Dr. Woerner comes to Texas Tech from Colorado State University where he is a tenured associate professor.

BACKGROUND INFORMATION

The faculty members whose names appear above have been judged by the respective department faculty, appropriate committees and administrative personnel as worthy of academic promotion and tenure. University procedures (OP 32.01) for recommending promotion and tenure of qualified members of the faculty have been carefully followed.

Approval of these individuals will bring the number of full-time tenured faculty at Texas Tech University to 805. There are 1,103 full-time tenured and tenure-track faculty. After these appointments, the percentage of tenure-track faculty who have been awarded tenure will be 73%, and tenured faculty represent 48% of all faculty (including part-time). Together, tenured and tenure-track faculty represent 65% of all faculty, and 73% of all full-time faculty.

4. TTU: Approve emeritus appointments.

Presenter: Dr. Michael Galyean

Presentation Time: 2 minutes

Board approval required by: Section 04.01.2, *Regents' Rules*

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents grant emeritus status to the faculty member as listed below.

Margaret Johnson

Associate Professor of Curriculum and
Instruction (26 years)

BACKGROUND INFORMATION

According to the *Regents' Rules*, emeritus appointments shall be honorary and without stipend. The appointments are given at retirement and are intended to recognize long and faithful service, or very distinguished service to the university.

The named individual qualifies for emeritus appointment under the policy of the Board of Regents.

5. **TTUHSC: Approve appointment with tenure.**

Presenter: Dr. Steven L. Berk

Presentation Time: 2 minutes

Board approval required by: Section 04.02, *Regents' Rules*; HSC Operating Policy 60.01

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the granting of tenure to Lisaann S. Gittner, Ph.D. Dr. Gittner joined Texas Tech University Health Sciences Center's (TTUHSC) Department of Public Health as a part-time faculty member in 2014. She has been an important part of our faculty while also working as associate professor with tenure at Texas Tech University (TTU) in the Department of Political Science. Dr. Gittner was granted tenure at TTU in February 2017. On August 1, 2019, she will transition to a full-time faculty position as associate professor at TTUHSC.

Dr. Gittner earned a Bachelor of Science degree from Wright State University in 1981, a Master of Science degree in Toxicology from Wright State in 1983, and a doctorate in Health Policy, Public Administration and Urban Studies from the University of Akron in 2009. Her current research focus is twofold - big data processing to understand predictors of lifestyle diseases (cardiovascular disease, obesity, and cancer) - funded by the National Science Foundation - and utilizing big data to map the intersection between criminal justice and mental health systems for individuals with mental illness – funded by the Department of Justice. As a part time faculty, Dr. Gittner has taught our core course in health policy, two policy elective courses and is the director of our required Integrated Learning Experience. She was instrumental in developing our MPA-MPH dual degree program. Dr. Gittner has 39 publications in peer-reviewed journals, including several she has done with our faculty and students.

BACKGROUND INFORMATION

Pursuant to Section 04.02, *Regents' Rules*, the Board of Regents approves the awarding of academic tenure with initial appointment. Approval of tenure at this BOR meeting for this individual brings the number of tenured faculty in all academic schools of the Health Sciences Center to 153. There are a total of 209 faculty either in the tenure-track or tenured. After this appointment, the percentage of tenure track faculty who has been awarded tenure will be approximately 73.2 percent. The number of faculty on the non-tenure track is 536.

Approval of these individuals will bring the number of full-time tenured faculty at Texas Tech University to 805. There are 1,103 full-time tenured and tenure-track faculty. After these appointments, the percentage of tenure-track faculty who have been awarded tenure will be 73%, and tenured faculty represent 48% of all faculty (including part-time). Together, tenured and tenure-track faculty represent 65% of all faculty, and 73% of all full-time faculty.

6. **TTUHSC: Approve conferral of an honorary degree.**

Presenter: Dr. Tedd Mitchell

Presentation Time: 2 minutes

Board approval required by: Section 12.04.6, *Regents' Rules*

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve the conferral of an honorary degree of Doctor of _____ upon _____ at a future university commencement ceremony or at a time and place mutually agreeable to the president, the chancellor, the board, and the recipient of the award.

Advance notice of the proposed honorary degree was provided to the members of the Board of Regents as required in Section 12.04.6, *Regents' Rules*.

[NOTE: The name of the individual proposed to receive the honorary degree is not to be announced or publicly discussed prior to a Board decision to award the honorary degree. Each member of the Board of Regents was notified of the identity and qualifications of the nominee in advance of the Board meeting. However, in accordance with the requirements of the *Regents' Rules*, the name of the nominee will not be disclosed or publicly discussed prior to or during the Board meeting. As a matter of courtesy, the recipient will be informed of the award prior to a public announcement.]

BACKGROUND INFORMATION

Pursuant to provisions of Section 12.04.4, *Regents' Rules*, an advisory committee has recommended conferral of this honorary degree. This recommendation comes after careful consideration of the proposed recipient's educational background as well as the individual's exceptional service to the community and positive reflection on Texas Tech University Health Sciences Center.

Section 12.04.5, *Regents Rules*, require that the Board of Regents approve the conferral of an honorary degree.

7. TTUHSC El Paso: Approve conferral of emeritus appointment.

Presenter: Richard Lange, M.D., M.B.A

Presentation Time: 2 minutes

Board approval required by: Section 04.01.2, *Regent's Rules* and HSC OP 10.12

RECOMMENDATION

The president recommends and the chancellor concurs that the Board of Regents approve to confer the title of Professor Emeritus onto Manuel Schydlower, M.D. Professor of Pediatrics for his distinguished service to the Texas Tech University Health Sciences Center ("TTUHSC") El Paso Paul L. Foster School of Medicine ("PLFSOM").

BACKGROUND INFORMATION

Dr. Schydlower joined the faculty in 1994, after serving having had a distinguished 20 year military career. The contributions made and service given by Dr. Schydlower to the Texas Tech University System and TTUHSC, and now TTUHSC El Paso have been immense. While serving as a full time tenured faculty member at the El Paso Regional Campus, he not only provided clinical education and service in adolescent medicine, he served as assistant dean for medical education with oversight of graduate medical education programs, student affairs, and continuing medical education. He was a key planner for the transition of the El Paso Regional Campus to PLFSOM. With the formal designation of the PLFSOM, Dr. Schydlower assumed the important pipeline role as founding associate dean of admissions. He oversaw the matriculation of the first ten classes at PLFSOM and fostered an admissions process that focused on matching the right students to the unique needs and attributes of PLFSOM. Dr. Schydlower has been honored by the American Academy of Pediatrics' Section on Adolescent Health with the Adele Dellenbaugh Hoffman Award for exemplary service in the field, the Uniformed Services University of the Health Sciences Center James W. Bass Visiting Professor at the San Antonio Military Medical Center, as well as PLFSOM Dean's Distinguished Service Award. His quiet, unassuming and modest demeanor has allowed to be consistently successful in advancing medical education across all domains. He is the type of faculty member to hold out as a role model, and he has brought honor and distinction to the PLFSOM, TTUHSC El Paso, and Texas Tech University System. Dr. Schydlower retired February 2019.



**MEETING OF THE
BOARD**

Meeting of the Board
Thursday, May 16, 2019

Ceremonial swearing-in of newly appointed regents: Before the start of the day’s meetings, the newly appointed regents will participate in a ceremonial swearing-in.

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Board of Trustees of the Carr Scholarship Foundation: This meeting will take place immediately after the swearing-in of the newly appointed regents; refer to agenda provided by the Chief Financial Officer’s Office

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

I. Meeting of Standing Committees: Conducted sequentially and separately from the Meeting of the Board starting upon adjournment of the Trustees meeting of the Carr Scholarship Foundation—refer to agenda for each respective committee meeting.

Location: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Time: 2:45 pm (or upon adjournment of the last committee meeting of the day, or whenever deemed necessary)

Place: Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue, Lubbock, Texas

Agenda

II. Meeting of the Board—Call to Order; convene into Open Session of the Board.....Chairman Huckabee

III. Executive Session: The Board may convene into Executive Session in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example:Chairman Huckabee

A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071

- B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
- C. Deliberations regarding prospective gifts – Section 551.073
- D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
- E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076

IV. Open Session: The Board will reconvene in Open Session in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive Session.....Vice Chairman Lewis

V. RecessChairman Huckabee

Meeting of the Board
Friday, May 17, 2019

Time: 8:30 am

Place: Regents Conference Room (104A), First Floor, System Building, 1508
Knoxville Avenue, Lubbock, Texas

Agenda

**VI. Meeting of the Board—Call to Order; reconvene into
Open Session of the Board**Chairman Huckabee

A. Introductions and RecognitionsChancellor & President Mitchell,
President May,
President Schovanec, and
President Lange

VII. Recess (if necessary, for standing committees to meet;
otherwise continue in Open Session (X.)).....Chairman Huckabee

VIII. Meeting of Standing Committees (if not concluded on Thursday)

**IX. Meeting of the Board—Call to Order; reconvene into Open Session of
the Board** (only if the Meeting of the Board was recessed to conduct
committee meetings)

X. Open Session: The Board will continue in Open Session and meet as a
Committee of the Whole and Meeting of the Board to consider and act on:

A. Approve minutes of Board meetings held on
February 21-22, 2019 and March 21, 2019Chairman Huckabee

B. Committee of the Whole.....Vice Chairman Lewis

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CW

1. ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA,
and TTUS: Approve Consent Agenda; acknowledge
review of Information Agenda..... 9

Consent Agenda

a. ASU: Approve the revised Academic Workload
Calculation Policy (ACS)

- b. TTU: Approve faculty development leave of absence (ACS)
- c. TTUHSC: Approve revisions to the 2019-2020 Code of Professional Conduct of the Student Handbook effective August 1, 2019 (ACS)
- d. TTU: Approve affirmation of managerial group and exclude members of the Board of Regents from access to classified information (CW)
- e. TTU: Approve renaming the Horse Center building (#812) at the New Deal Research and Education Center (F)
- f. TTU: Approve naming of kitchen within the Athletic Dining Facility (F)
- g. TTU: Approve naming of lobby within the Creative Movement Studio building (F)
- h. TTU: Approve naming a physical plant building (#324) (F)
- i. TTUHSC: Approve naming a building of the Lubbock Expansion project (F)
- j. TTUHSC: Approve modification of name of education and conference center at Academic Classroom Building, TTUHSC Permian Basin Campus (F)
- k. TTUHSC: Approve naming of meeting room within Academic Classroom Building, TTUHSC Permian Basin Campus (F)
- l. ASU: Approve FY 2020 holiday schedule (FA)
- m. TTU: Approve commissioning of police officers (FA)
- n. TTU: Approve modification of endowment (FA)
- o. TTU: Approve contract for athletics online merchandise sales (FA)
- p. TTU: Approve Agreement with United Airlines, Inc. ("United") for Chartered Air Transportation for TTU Football Team (FA)
- q. TTU, TTUHSC and TTUS: Approve purchasing contracts (FA)
- r. TTU and TTUSA: Approve FY 2020 holiday schedule (FA)
- s. TTUHSC: Approve FY 2020 holiday schedule (FA)
- t. TTUHSC El Paso: Approve FY 2020 holiday schedule (FA)

Information Agenda

Information is provided as required by Section 01.02.7.d(4)(c), *Regents' Rules*

- (1) ASU, TTU, TTUHSC and TTUHSC El Paso: Summary of Revenues and Expenditures by Budget Category, FY 2019 (as of February 28, 2019), per Section 01.02.8.d(3)(g), *Regents' Rules* – All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information. Financial reports for the most recently completed quarter for each of the component institutions are available at:
<http://texastech.edu/offices/cfo/board-financial-reports.php>

- (2) TTUHSC and TTUHSC El Paso: Contracts for ongoing and continuing health-related service relationships as per Section 07.12.4.c, *Regents' Rules* – “Notwithstanding Section 07.12.3.a or Section 07.12.3.b, *Regents' Rules*, the board delegates to the presidents of health-related institutions the authority to approve the proposals and execute and sign contracts for health related services, as specified herein. This delegation is limited to contracts with entities for which the institution has an ongoing and continuing contractual relationship, to include: revenue contracts from which the institution receives payment for health related services; participation in health provider networks; resident or faculty support; and expense contracts with healthcare providers or suppliers necessary to fulfill the obligation to provide health related services as part of a revenue contract. Before such a contract may be executed, the president shall obtain the prior review of the TTUS Office of General Counsel and the TTUS vice chancellor and chief financial officer, or their designees. A list of health related services contracts that have been executed under this delegation of authority since the previous regular board meeting shall be provided to the board as an information item at the next regular board meeting.”

- (3) ASU, TTU and TTUHSC El Paso: Consulting contracts with an initial consideration of \$25,000 or less per Section 07.12.4.e.(2), *Regents' Rules* – “(a) Board approval is not required, but the vice chancellor and chief financial officer, in consultation with the chancellor, presidents, and chief financial officers of the institutions, shall review consulting contracts of \$25,000 or less prior to execution of the contract by the chancellor or president, as

appropriate. (b) A report of the contract shall be provided as an Information Agenda item at the next board meeting."

(4) TTU and TTUHSC: Contracts for sponsored programs projects in excess of \$1,000,000 per annum as provided by Section 07.12.4.b., *Regents' Rules* – "Notwithstanding Section 07.12.3.a, *Regents' Rules*, the board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting."

(5) TTU: Emergency or exigent circumstances approval of employment contract by Section 07.12.3.g, *Regents' Rules* – "Unless prohibited by law and upon recommendation of the chancellor, when an emergency or exigent circumstances exist and it is not feasible or practical to convene a quorum of the board within the time in which action is needed, approval may be given for a contract by verbal approval of the chair or of the chair of the Finance and Administration Committee. Contracts approved in this manner shall be presented to the board as an information item at the next board meeting."

(6) TTUS: FY 2018 Combined Annual Financial Report Update – "Review with management and/or the Chief Audit Executive: -- The annual financial statements of TTU System and its components."

XI. Reports of Standing Committees: Standing Committee reports will be presented sequentially to the Committee of the Whole.

- A. Report of the Audit Committee Regent Hammonds
- B. Report of the Facilities CommitteeRegent Long
- C. Report of the Finance and Administration Committee.....Regent Walker
- D. Report of the Academic, Clinical and Student Affairs Committee..... Regent Steinmetz

XII. The Board will continue in Open Session as the Committee of the Whole and Meeting of the Board of Regents.

- A. Schedule for Board meetings:
 - August 8-9, 2019, Lubbock
 - October 3-4, 2019, Lubbock
 - December 12-13, 2019, Lubbock Ben Lock

- B. President ReportsChancellor & President Mitchell,
President May,
President Schovanec, and
President Lange

- C. Student Government Association ReportsBrayden Woods,
Sean Lewis,
Tobi Saliu,
and Subodh Potla

XIII. Executive Session: The Board may convene into Executive Session in the Regents Committee Room (106), First Floor, System Building, 1508 Knoxville Avenue to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example:Chairman Huckabee

- A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071

- B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072

- C. Deliberations regarding prospective gifts – Section 551.073

- D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074

- E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076

XIV. Open Session: The Board will reconvene in the Regents Conference Room (104A), First Floor, System Building, 1508 Knoxville Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive Session Vice Chairman Lewis
- B. Chairman’s Announcements Chairman Huckabee
- XV. Adjournment** Chairman Huckabee

1. **ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA and TTUS:
Approve Consent Agenda; acknowledge review of
Information Agenda.**

RECOMMENDATION

The chancellor recommends that the Board of Regents (i) approves the Consent Agenda for the meeting of May 16-17, 2019; and (ii) acknowledge its review of the Information Agenda for the same meeting.

BACKGROUND INFORMATION

Pursuant to Section 01.02.6.b(2), *Regents' Rules*, the Board of Regents approves certain administrative actions.

This action is required to authorize the various officers and officials of Texas Tech to perform the tasks and duties delineated in the policies of the Board of Regents. This action also confirms the authority to prepare reports, execute contracts, documents, or instruments approved within the Consent Agenda and further confirms that such authority has been delegated to the officer or official preparing and/or executing the said item.

**CONSENT/
INFORMATION
AGENDA**

BOARD OF REGENTS
TEXAS TECH UNIVERSITY SYSTEM

CONSENT AGENDA
and
INFORMATION AGENDA

May 16-17, 2019

BOARD OF REGENTS

Mr. Christopher M. Huckabee, Chairman

Mr. J. Michael Lewis, Vice Chairman

Mr. Mark Griffin

Mr. Ron Hammonds

Mrs. Ginger Kerrick

Mr. Mickey L. Long

Mr. John D. Steinmetz

Mr. John B. Walker

Mr. Dusty Womble

Ms. Jane Gilmore, Student-Regent

Standing Committees:

Academic, Clinical and Student Affairs:

Jane Gilmore; Ginger Kerrick; John Steinmetz (Chair); John Walker

Audit:

Ron Hammonds (Chair); Ginger Kerrick; Dusty Womble

Facilities:

Mark Griffin; Ron Hammonds; Mickey Long (Chair)

Finance and Administration:

Mickey Long; John Walker (Chair); Dusty Womble

**TEXAS TECH UNIVERSITY SYSTEM
BOARD OF REGENTS**

May 16-17, 2019

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INFORMATION AGENDA

(Titles only; full agenda is on page 28)
Information is provided as required by
Section 01.02.7.d(4)(c), *Regents' Rules*

NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

- (1) **ASU, TTU, TTUHSC and TTUHSC EI Paso: Summary of Revenues and Expenditures by Budget Category, FY 2019 (as of February 28, 2019), per Section 01.02.8.d(3)(g), *Regents' Rules*** – All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information. Financial reports for the most recently completed quarter for each of the component institutions are available at: <http://texastech.edu/offices/cfo/board-financial-reports.php>
- (2) **TTUHSC and TTUHSC EI Paso: Contracts for ongoing and continuing health-related service relationships as per Section 07.12.4.c, *Regents' Rules*** – “Notwithstanding Section 07.12.3.a or Section 07.12.3.b, *Regents' Rules*, the board delegates to the presidents of health-related institutions the authority to approve the proposals and execute and sign contracts for health related services, as specified herein. This delegation is limited to contracts with entities for which the institution has an ongoing and continuing contractual relationship, to include: revenue contracts from which the institution receives payment for health related services; participation in health provider networks; resident or faculty support; and expense contracts with healthcare providers or suppliers necessary to fulfill the obligation to provide health related services as part of a revenue contract. Before such a contract may be executed, the president shall obtain the prior review of the TTUS Office of General Counsel and the TTUS vice chancellor and chief financial officer, or their designees. A list of health related services contracts that have been executed under this delegation of authority since the previous regular board meeting shall be provided to the board as an information item at the next regular board meeting.”
- (3) **ASU, TTU and TTUHSC EI Paso: Consulting contracts with an initial consideration of \$25,000 or less per Section 07.12.4.e.(2), *Regents' Rules*** – “(a) Board approval is not required, but the vice chancellor and chief financial officer, in consultation with the chancellor, presidents, and chief financial officers of the institutions, shall review consulting contracts of \$25,000 or less prior to execution of the contract by the chancellor or president, as appropriate. (b) A report of the contract shall be provided as an Information Agenda item at the next board meeting.”

- (4) **TTU and TTUHSC: Contracts for sponsored programs projects in excess of \$1,000,000 per annum as provided by Section 07.12.4.b., Regents' Rules** – “Notwithstanding Section 07.12.3.a, Regents' Rules, the board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting.”
- (5) **TTU: Emergency or exigent circumstances approval of employment contract by Section 07.12.3.g, Regents' Rules** – “Unless prohibited by law and upon recommendation of the chancellor, when an emergency or exigent circumstances exist and it is not feasible or practical to convene a quorum of the board within the time in which action is needed, approval may be given for a contract by verbal approval of the chair or of the chair of the Finance and Administration Committee. Contracts approved in this manner shall be presented to the board as an information item at the next board meeting.”
- (6) **TTUS: FY 2018 Combined Annual Financial Report Update** – “Review with management and/or the Chief Audit Executive: -- The annual financial statements of TTU System and its components.”

a. **ASU: Approve the revised Academic Workload Calculation Policy.**

Board approval required by: Section 04.06, *Regents' Rules*; Section 51.402 and 51.403, *Texas Education Code*

The request is to approve revisions to the Academic Workload Calculation policy effective August 23, 2019 for Angelo State University. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents. [NOTE: The Academic Workload Calculation policy is included as a supplemental attachment to the agenda.]

BACKGROUND INFORMATION

The Academic Workload Calculation policy was revised in accordance with Sections 51.402 and 51.403 of the *Texas Education Code* and approved by President Brian J. May on April 1, 2019. The Academic Workload Calculation policy is included in the ASU Operating Policies and Procedures as OP 06.02. The current policy has been in effect since the fall of 2015 and was due to be reviewed in accordance with ASU guidelines. The Office of the Provost/Vice President for Academic Affairs developed the proposed changes in cooperation with the Angelo State University Faculty Senate. The Faculty Senate voted unanimously to recommend the changes to the Provost who concurs with the proposal. The recommended changes are not substantial with the exceptions of the section that allows faculty members to accumulate partial overloads over a two-year rolling average such that once a full course overload equivalent is reached, the faculty member may then request a course release from the department chair. These proposed changes have been vetted by the System's Vice Chancellor for Academic Affairs and the System's General Counsel's Office.

b. TTU: Approve faculty development leave of absence.

Board approval required by Section 4.05.1, *Regents' Rules*

The request is to approve the leave of absence as listed below. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

FACULTY DEVELOPMENT LEAVE

Faculty development leave with half salary for Sara L. Spurgeon, Professor in the Department of English in the College of Arts & Sciences, for the period of August 2019 through May 2020. Dr. Spurgeon is Texas Tech University's latest recipient of a Fulbright Scholar Award. Under the Fulbright Award, the purpose of this leave is for Dr. Spurgeon to participate in teaching and research at the University of Bergen in Norway.

c. TTUHSC: Approve revisions to the 2019-2020 Code of Professional Conduct of the Student Handbook effective August 1, 2019.

Board approval required by: Section 05.01.2, *Regents' Rules*

The request is to approve the revisions to the *Code of Professional Conduct of the Student Handbook 2019-20* for Texas Tech University Health Sciences Center as amended and noted in the attachment to be effective August 1, 2019.

EXECUTIVE SUMMARY

Proposed revisions to the Student Handbook *Code of Professional and Academic Conduct* are noted in the attached document. The minor revisions are grammatical and formatting with changes of some staff titles; addition of a professional and ethical school standard to the Graduate School of Biomedical Sciences; and a clarification statement to the Anti-Discrimination policy on reporting. Revisions are effective August 1, 2019.

Part II: Code of Professional and Academic Conduct "Student Code"

E. Other Professional and Ethical School Standards

Item 1: Add "Graduate School of Biomedical Sciences

All students entering the Graduate School of Biomedical Sciences are required to subscribe to the Student Handbook Code of Professional Conduct as well as the policies and standards described in the Graduate School of Biomedical Sciences Catalog. GSBS students will make every effort to embrace the Values-Based Culture with conduct that is ethical, honest, respectful, and professional to all."

Part IV: Anti-Discrimination and Sexual Misconduct Policy and Procedures (including Title IX)

C. Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX Policy

Item 1. Add "All students are strongly encouraged to promptly report any incidents of sexual misconduct by a student or student organization to the Title IX Coordinator and/or utilize the online reporting tool available on the University's website at <https://www.ttuhscc.edu/title-ix/default.aspx>."

BACKGROUND INFORMATION

Pursuant to Section 05.01.01, *Regents' Rules*, requires the Code of Professional Conduct be approved by the Board of Regents.

d. **TTU: Approve affirmation of managerial group and exclude members of the Board of Regents from access to classified information.**

Approval required by: Section 01.02.1.b, *Regents' Rules*, and Section 109.001(c), *Texas Education Code*, National Industrial Security Program Operating Manual

The request is to approve the following resolutions affirming the classified material managerial group and excluding members of the Board of Regents from access to classified information, as provided for in Department of Defense 5220.22-M, National Industrial Security Program Operating Manual, 2-104 and 2-106. This request was approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

RESOLVED, that those persons occupying the following positions at Texas Tech University ("TTU") be known as the Managerial Group, having the authority and responsibility for the negotiation, execution and administration of User Agency contracts, as described in Department of Defense 5220.22-M, *National Industrial Security Program Operating Manual*:

President, TTU
 Vice President for Research and Innovation, TTU
 Facility Security Officer, TTU
 Assistant Facility Security Officer(s), TTU

RESOLVED, that the Managerial Group is hereby delegated all of the Board's duties and responsibilities pertaining to the protection of classified information under classified contracts of the Department of Defense or User Agencies of the Industrial Security Program awarded to TTU;

RESOLVED, that the following named officers and members of the Board of Regents shall not require, shall not have, and can be effectively excluded from, access to all classified information in the possession of TTU, and do not occupy positions that would enable them to affect adversely the policies and practices of TTU in the performance of any classified contracts for the Department of Defense or User Agencies of its Industrial Security Program awarded to TTU, and need not be processed for personnel security clearance:

BOARD OF REGENTS

Ms. Jane Gilmore (Non-voting Student Regent)
 Mr. Mark Griffin
 Mr. Ronnie Hammonds

Mr. Christopher Huckabee
Ms. Ginger Kerrick
Mr. J. Michael Lewis
Mr. Mickey Long
Mr. John Steinmetz
Mr. John Walker
Mr. Dusty Womble

BACKGROUND INFORMATION

Protection of classified information is regulated by the Federal Government. Federal regulations regarding security matters provide a means for the Board of Regents to delegate responsibility for the protection of classified information to a Managerial Group. The alternative to a managerial group is for the Board to retain this responsibility under conditions established by federal regulations and which will require Board members to obtain a security clearance for access to classified information. Most universities elect to establish managerial groups.

To operate with a managerial group, the Board, by federal regulation, must exclude themselves from possessing a security clearance and instead appoint officials of the university to act as the managerial group.

With the appointment of the most recent regents, the Board of Regents must update its statement of exclusion to meet the requirements of federal regulations.

e. **TTU: Approve renaming the Horse Center building (#812) at the New Deal Research and Education Center.**

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve renaming the Horse Center building (#812) at the New Deal Research and Education Center. The center's new name will be the "Ruminant Nutrition Center." Appropriate signage for the building will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

Since the acceptance of a gift-in-kind of the Caprock Equestrian Center in 2004, the Texas Tech Equestrian Center has become the home for the Texas Tech Equestrian Team, Horse Judging Team, Ranch Horse Team, Rodeo Team and Therapeutic Riding & Therapy Center. The gift has allowed all horse operations to be removed from the existing Horse Center building (#812) at the New Deal Research and Education Center. The existing building will therefore be renamed the "Ruminant Nutrition Center".

The Ruminant Nutrition Center, includes building #812 and the surrounding fenced area. The center will be primarily used, but not limited to, the conduction of studies involving the use of ruminally-cannulated animals (bovine or ovine). This study concerns the digestive physiology of ruminants. Emphasis on rumen fermentation and its relationship to practical nutrition.

Experts in the College of Agricultural Sciences & Natural Resources continue to lead the way across the country in groundbreaking research and development of better methods for treatment and prevention of disease through areas such as nutrition, antibiotic use and overall health.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

f. **TTU: Approve naming of kitchen within the Athletic Dining Facility.**

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve naming the kitchen within the Athletic Dining Facility the "Dean & Christi Quinn Education Kitchen." The donor concurs with the naming of this interior space. Appropriate signage for the room will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

Dean & Christi Quinn ("Donors") made a generous gift of \$200,000 to the Texas Tech Athletics and the Sports Nutrition Fund ("Athletics") to provide funding for the support of the Sports Nutrition Center for Student Athletes. In honor and recognition of the Donors' generous gift, the education kitchen in the Sports Nutrition Center will be named the "Dean & Christi Quinn Education Kitchen."

Dean Quinn is a graduate of Texas Tech University, receiving a Bachelor of Business Administration in Finance in 1982 and a Juris Doctor in 1985. Dean & Christi reside in Houston, Texas and have two children, Graham and Connor.

The gift meets the minimum fifty percent (50%) threshold requirement for naming a subunit within a facility, as verified by the vice chancellor of facilities planning and construction.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

g. TTU: Approve naming of lobby within the Creative Movement Studio building.

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve naming the lobby within the Creative Movement Studio building as the “Diana Moore Dance Lobby.” The donor concurs with the naming of this interior space. Appropriate signage for the room will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

Luke C. Kahlich, Ed.D. (“Donor”) made a generous gift of \$36,000 to J.T. Talkington College of Visual and Performing Arts (“CVPA”) to provide funding for the Diana Moore Excellence in Dance Award. In honor and recognition of the Donor’s generous gift, the lobby in the Creative Movement Studio will be named the “Diana Moore Dance Lobby,” in honor of Diana Moore, a former dance professor.

Luke Kahlich is a graduate of Texas Tech University, receiving a Bachelor of Arts in 1971. Luke resides in Wilton Manors, Florida. The Donor’s gift is in honor of Diana Moore, who served as a dance professor from 1971 – 2001.

The gift meets the minimum fifty percent (50%) threshold requirement for naming a subunit within a facility, as verified by the vice chancellor of facilities planning and construction.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

h. TTU: Approve naming a physical plant building (#324).

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve naming a physical plant building (#324) located on Texas Tech University property the "Central Heating and Cooling Plant II." Appropriate exterior signage for the building will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

The Central Heating and Cooling Plant II ("CHACP II") was constructed in 1974 to provide steam and chilled water for heating and cooling services to the Texas Tech University Health Sciences Center ("TTUHSC") and the University Medical Center ("UMC").

CHACP II provides its services to over 1.8 million square feet of TTUHSC and UMC through 0.75 miles of utility tunnels. Services include: 120psi steam for heating and humidification, circulates 1.5 million gallons of chilled water for cooling, and also provides a limited supply of compressed air and reverse osmosis water to the TTUHSC. The plant has two emergency generators capable of supplying 4,000 kilowatts of electricity to maintain plant equipment as well as emergency power to TTUHSC and UMC during power outages. CHACP II has two water wells for cooling tower makeup.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

i. **TTUHSC: Approve naming a building of the Lubbock Expansion project.**

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve naming the class/conference center building of the Lubbock Expansion project as the "Academic Event Center." Appropriate signage for the building will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

The class/conference center building is free-standing with 12,250 GSF, being constructed to provide adequate daily, on-site class and conferencing space. This facility is northwest of the new University Center building and north of the existing Academic Classroom Building. The combination of these buildings and their central adjacency to other facilities will provide accessibility, connectivity and promoting the use of the facilities by the entire campus community.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

j. TTUHSC: Approve modification of name of education and conference center at Academic Classroom Building, TTUHSC Permian Basin Campus.

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve the modification of the naming of the Larry and J'Nevelyn Melton Conference Center in the Academic Classroom Building located on the Texas Tech University Health Sciences Center Permian Basin Campus, as previously approved by the Board of Regents on February 22, 2019. The revised name will be "J'Nevelyn and Larry Melton Conference Center." The donor concurs with the naming of this interior space. Appropriate signage for the room will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

The Board of Regents approved the naming, as required under *Regents' Rule* 08.05.1.f, on February 22, 2019. The donor requested the name change.

The Medical Center Health System Foundation ("Donor") made a generous gift of \$2,500,000 to the Texas Tech University Health Sciences Center. In honor and recognition of Donor's generous gift, the conference room in the Academic Classroom Building will be named in honor of the J'Nevelyn and Larry Melton for their contributions to the Odessa community. Larry is a graduate of Texas Tech University, receiving a Bachelor of Science in Industrial Engineering in 1961.

The gift meets the minimum fifty percent (50%) threshold requirement for naming a subunit within a facility, as verified by the vice chancellor of facilities planning and construction.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

k. **TTUHSC: Approve naming of meeting room within Academic Classroom Building, TTUHSC Permian Basin Campus.**

Board approval required by: Section 08.05.1, *Regents' Rules*

The request is to approve naming a meeting room within the Academic Classroom Building, located on the Texas Tech University Health Sciences Center ("TTUHSC") Permian Basin Campus, as the "D'Anne and Fred Martin Meeting Room." The donor concurs with the naming of this interior space. Appropriate signage for the room will specify the approved name. This request has been approved administratively by the president and the chancellor and is recommended for acknowledgement by the Board of Regents.

BACKGROUND INFORMATION

Fred and D'Anne Martin ("Donors") made a generous gift of \$50,000 to Texas Tech University Health Sciences Center's ("TTUHSC") Permian Basin Campus in 2012. The gift has been completed. To honor and recognize the Donors' generous gift, the meeting room in the Academic Classroom Building will be named the "D'Anne and Fred Martin Meeting Room."

D'Anne is a graduate of Texas Tech University, receiving a Bachelor of Science in Nursing in 1991. D'Anne and Fred reside in Odessa, Texas.

The gift meets the minimum fifty percent (50%) threshold requirement for naming a subunit within a facility, as verified by the vice chancellor of facilities planning and construction.

Regents' Rules, Section 08.05.1 requires board approval of the naming of all buildings, subunits, and other facilities within the TTU System.

I. ASU: Approve FY 2020 holiday schedule.

Board approval required by: Section 03.08, *Regents' Rules*, and Section 662.011, *Texas Government Code*

The request is to approve the FY 2020 holiday schedule for Angelo State University as presented on the page that follows page. This request has been approved administratively by the president and chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

Section 662.011, *Texas Government Code*, authorizes the Board to establish the holiday schedule for Angelo State University provided that the number of holidays to be observed does not exceed the number of holidays observed by other state agencies.

State law provides for seventeen (17) state holidays in FY 2020. In FY 2020, Two (2) of the state holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) holidays for FY 2020.

It is recommended that the actual observance of some holidays be transferred to coincide with the academic holiday schedule. This will provide an efficient academic schedule and permit energy conservation and cost avoidance by closing offices during periods when classes are not in session.

ANGELO STATE UNIVERSITY
Holiday Schedule for 2019-2020

	DATE	DAY OF WEEK	HOLIDAY
2019	September 2	Monday	Labor Day
	November 28	Thursday	Thanksgiving Day
	November 29	Friday	Thanksgiving Day
	December 23	Monday	Winter Holiday
	December 24	Tuesday	Winter Holiday
	December 25	Wednesday	Winter Holiday
	December 26	Thursday	Winter Holiday
	December 27	Friday	Winter Holiday
	December 30	Monday	Winter Holiday
	December 31	Tuesday	Winter Holiday
2020	January 1	Wednesday	Winter Holiday
	January 20	Monday	Martin Luther King Day
	April 10	Friday	Spring Holiday
	May 25	Monday	Memorial Day
	July 3	Friday	Independence Day
	TOTAL ALLOWABLE HOLIDAYS		15

NOTE: University employees who wish to observe Rash Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday may do so, but must use their vacation leave.

State law provides for seventeen (17) state holidays in FY 2020. In FY 2020, two (2) holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) observable holidays for FY 2020.

m. **TTU: Approve commissioning of police officers.**

Board approval required by: Section 51.203, *Texas Education Code*

The request is to commission the individual as listed below as a police officer, effective on the date indicated. This request has been approved administratively by the chancellor and the president and is recommended for approval by the Board of Regents.

Celestino Carrillo, effective April 1, 2019

BACKGROUND INFORMATION

The Board of Regents routinely takes action to commission certain employees as peace officers in accordance with *Texas Education Code*, Section 51.203.

n. TTU: Approve modification of endowment.

Approval required by: Texas Tech University Operating Policy 02.08.5

The request is to approve modification of the criteria for the Anita Ramsey Memorial Scholarship Endowment in the Edward E. Whitacre Jr. College of Engineering as follows:

Modified Criteria:

This is a one-year scholarship to be awarded each fall semester to two students entering the Masters of Environmental Engineering program. Total yearly distribution is \$6,000 to be awarded as follows:

1. Awarded to the top two students based on highest and second-highest GPA award of \$3,000 per student.
2. In the event more than two students have the same highest GPA, the \$6,000 shall be split equally among all top students.
3. If the top student has been awarded and there is more than one student having the same second-highest GPA, the \$3,000 shall be split equally among all students with the same second-highest GPA.

If the investment earnings are consistently above \$6,000 per year, evaluation should be made to either award a 3rd scholarship of \$3,000 based on next-highest GPA, or to equally increase the existing two scholarship award amounts.

BACKGROUND INFORMATION

The Anita Ramsey Memorial Scholarship Endowment was established by Ralph H. Ramsey, III, Ph.D. in 2004. Previously, the criteria included providing graduate level scholarships to students studying civil or environmental engineering, preferably female; need to be taken into consideration; scholarships to be granted to students with a minimum 3.5 cumulative GPA; and the option for the scholarship to renew from year to year, provided the recipient maintained a minimum 3.5 cumulative GPA. The donor has requested in writing that the criteria be modified to give guidance in awarding the scholarships from the investment earnings of the endowment.

The balance of the Endowment as of April 10, 2019, including the corpus and spendable is \$150,750.80.

Texas Tech University Operating Policy 02.08.5 states that a modification of an endowment with a principal balance of greater than \$25,000.00 requires a written

request of the donor and approval of the Board of Regents of the Texas Tech University System.

o. TTU: Approve contract for athletics online merchandise sales.

Board approval required by: Section 7.12.3 (d) (1) (b) *Regents' Rules*

The request is to authorize the president or his designee to negotiate and execute a contract with Fanatics Retail Group ("Fanatics") for Texas Tech University ("TTU") Athletics online merchandise sales.

BACKGROUND INFORMATION

Procurement. TTU issued a Request for Proposal ("RFP") on January 17, 2019, seeking competitive responses from qualified vendors, and selected Fanatics as the best value to TTU. The proposed contract will replace the existing contract with Fanatics that has been in effect since September 1, 2015.

Fanatics will serve as the online retailer to sell licensed institutional merchandise and apparel through the TTU Athletics website and provide TTU a revenue share of online sales.

Term and termination. The contract will be effective the date of last signature (no later than September 1, 2019) and will expire after five (5) full years from that date. The contract may be renewed for up to three (3) optional one-year terms if parties agree in writing at least sixty (60) days in advance. The contract does not allow TTU to terminate without cause.

Section 07.12.3.d.1.b *Regents' Rules*, requires Board approval on contracts that involve a sale or lease of land and/or improvements thereon, or a commitment of funds or other resources for more than four years.

p. **TTU: Approve Agreement with United Airlines, Inc. (“United”) for Chartered Air Transportation for TTU Football Team.**

Board approval required by: Section 7.12.3 (a) *Regents’ Rules*

The request is to authorize the president or his designee to negotiate and execute a contract with United Airlines, Inc. (“United”) for 2019 - 2020 chartered air services for the Texas Tech University football team.

BACKGROUND INFORMATION

Texas Tech University (“TTU”) intends to award an agreement to United for chartered air transportation for TTU football team competitions for September 1, 2019 - August 31, 2020. This service is required in order to transport TTU staff, guests, and student athletes to various locations throughout the country. TTU Athletics wishes to engage the services for an estimated expense of \$1,036,997. In the event the football team qualifies for post-season activities, United will be further engaged for services not to exceed \$500,000. The commitment of resources exceeds \$1,000,000 per annum.

Section 07.12.3 (a) *Regents’ Rules*, Board approval is required for contracts that involve a stated or implied consideration that totals in excess of \$1,000,000 over the entire term of the contract, unless a different consideration is specified by this policy. This requirement is applicable to both cash and non-cash considerations.

q. TTU, TTUHSC and TTUS: Approve purchasing contracts.

Board approval required by: Sections 07.12.3.a, 07.12.3.c and 07.12.3.d, *Regents' Rules*

The request is to approve purchasing contracts in excess of \$1,000,000 per annum in accordance with *Regents Rules* 07.12.3.a, those contracts with a value exceeding \$5,000,000 in accordance with *Regents' Rules* 07.12.3.c, and those contracts which have a term that exceeds four years in accordance with *Regent's Rules* 07.12.3.d. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

In accordance with the *Regents' Rules*, the Board is routinely requested to approve purchasing contracts. Purchasing contracts are procured and executed in compliance with Texas Education Code §51.9335 as well as the *Regents' Rules* and TTUS component Operating Policies and Procedures.

Section 07.12.3.a, *Regents' Rules*, requires Board approval for contracts that total in excess of \$1,000,000 over the entire term of the contract, unless a different consideration is specified by this policy.

Section 07.12.3.c provides that, for all purchasing contracts that exceed a total value of \$5,000,000 over the life of the contract (even if the annual amount is less than \$1,000,000), the Board must be provided:

- (1) verification that the solicitation and purchasing method and contractor selection process comply with state law and TTU System policies; and
- (2) information on any potential issue(s) that may arise in the solicitation, purchasing, or contractor selection process.

Section 07.12.3.d provides that all contracts with a term that exceeds four years be approved by the Board.

The attached table shows: (1) purchasing contracts that exceed \$1,000,000 per year for which Board approval is required; (2) purchasing contracts that exceed \$5,000,000 over the life of the contract for which the special reporting is required; and (3) those contracts that exceed four years.

Component	Vendor	Purpose	Expenditure (\$ millions)	Contract Term	Procure. Method
TTU	Plains Presort Services, Ltd.	Mail processing services	\$0.32 / year \$2.56 / total	05-01-2019 to 04-30-2027	RFP
	Slate Group	Mail processing services	\$0.15 / year \$1.20 / total	05-01-2019 to 04-30-2027	RFP
	TTUHSC General Services	Mail processing services	\$0.15 / year \$1.20 / total	05-01-2019 to 04-30-2027	RFP
	Sulzer Turbo Services	Steam turbine & large industrial rotating equipment services	\$0.50 / year \$4.00 / total	10-20-2014 to 10-27-2019	RFP
	West Techs Chill Water Specialist	Heating, ventilation & air conditioning services	\$0.15 / year \$1.20 / total	05-01-2019 to 04-30-2027	RFP
	TDI Industries	Heating, ventilation & air conditioning services	\$0.20 / year \$1.60 / total	05-01-2019 to 04-30-2027	RFP
	Anthony Mechanical	Heating, ventilation & air conditioning services	\$0.37 / year \$2.98 / total	05-01-2019 to 04-30-2027	RFP
	Day Break Coffee Roasters	Coffee equipment and supplies	\$0.13 / year \$1.06 / total	03-21-2019 to 03-20-2027	RFP
	Advanced Graphix, Inc.	Promotional and apparel merchandise	\$0.26 / year \$2.08 / total	12-09-2015 to 12-15-2024	RFP
TTUHSC	Kudelski Security	Web gateway security solution	\$1.86 / total	only 1 payment	IFB (Invitation For Bid)
TTUS	MaplesFS Middle Office Services	Performance reporting software	\$0.30 / year \$1.20 / total	03-12-2019 to 03-31-2023	Sole source
	Northern Trust	Custodial investment services and reporting	\$0.20 / year \$1.60 / total	04-02-2019 to 04-01-2027	RFP
	Chem Aqua ★★	Chemical required for heating and cooling systems	\$0.72 / year \$5.76 / total	08-05-2015 to 08-04-2023	Coop. contract

★★ For this + \$5 million contract: the procurement method and contractor selection process comply with state law and system policies; and there are no potential issues in the solicitation, purchasing or contractor selection processes.

r. **TTU and TTUSA: Approve FY 2020 holiday schedule.**

Board approval required by: Section 03.08, *Regents' Rules*; Section 662.011, Texas Government Code

The request is to approve the FY 2020 holiday schedule for Texas Tech University and Texas Tech University System Administration as presented on the page that follows. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

Title 6, Section 662.011, *Texas Government Code*, as amended, authorizes the Board to establish the holiday schedule for Texas Tech University and Texas Tech University System Administration provided that the number of holidays to be observed does not exceed the number of holidays observed by other state agencies.

State law provides for seventeen (17) state holidays in FY 2020. In FY 2020, two (2) holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) holidays for FY 2020.

It is recommended that the actual observance of some holidays be transferred to coincide with the academic holiday schedule. This will provide an efficient academic schedule and permit energy conservation and cost avoidance by closing offices during periods when classes are not in session.

**TEXAS TECH UNIVERSITY
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION
Holiday Schedule for 2019-2020**

	DATE	DAY OF WEEK	HOLIDAY
2019	September 2	Monday	Labor Day
	November 27	Wednesday	Thanksgiving
	November 28	Thursday	Thanksgiving
	November 29	Friday	Thanksgiving
	December 23	Monday	Winter Break
	December 24	Tuesday	Winter Break
	December 25	Wednesday	Winter Break
	December 26	Thursday	Winter Break
	December 27	Friday	Winter Break
	December 30	Monday	Winter Break
	December 31	Tuesday	Winter Break
2020	January 1	Wednesday	New Year's Day
	January 20	Monday	Martin Luther King Jr. Day
	March 20	Friday	Spring Break
	May 25	Monday	Memorial Day
TOTAL ALLOWABLE HOLIDAYS			15

State law provides for seventeen (17) state holidays in FY 2020. In FY 2020, two (2) holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) holidays for FY 2020

s. TTUHSC: Approve FY 2020 holiday schedule.

Board approval required by: Section 03.08, *Regent's Rules*

The request is to approve the FY 2020 holiday schedule for Texas Tech University Health Sciences Center ("TTUSHC") as presented on the page that follows. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

Section 662.011, Title 6 of the Texas Government Code, as amended, authorizes the Board to establish the holiday schedule for Texas Tech University Health Sciences Center provided that the number of holidays scheduled do not exceed the number of holidays observed by other state agencies. There are 17 days in the holiday schedule. In FY 2020, two holidays fall on a weekend and cannot be substituted for other regular working days. The result is 15 holidays for FY 2020. It is recommended that the actual observance of some holidays be transferred to coincide with the academic and clinical holiday schedule. This will provide efficient academic and clinical holiday schedules and permit energy conservation and cost avoidance by closing offices during periods when classes and/or clinics are not in session. TTUHSC will observe 12 days of holidays for academic, administrative and clinical operations and an additional three days of holiday entitlement will be accrued to employees' holiday comp time leave balances.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Holiday Schedule for 2019-2020

	DATE	DAY OF WEEK	HOLIDAY
2019	September 2	Monday	Labor Day
	November 28	Thursday	Thanksgiving Day
	November 29	Friday	Thanksgiving Holiday
	December 23	Monday	Christmas Holiday
	December 24	Tuesday	Christmas Holiday
	December 25	Wednesday	Christmas Holiday
	December 31	Tuesday	New Year's Holiday
2020	January 1	Wednesday	New Year's Holiday
	January 20	Monday	Martin Luther King Jr. Day
	March 20	Friday	Spring Break
	May 25	Monday	Memorial Day
	July 3	Friday	Independence Day Holiday
TOTAL ALLOWABLE HOLIDAYS			12

Note: State law provides for 17 state holidays. In FY 2020, two (2) holidays fall on a weekend. The state will observe fifteen (15) holidays in FY 2020, which is two (2) more than in FY 2019. TTUHSC El Paso will observe twelve (12) holidays. An additional three (3) days of holiday entitlement will be accrued to employees' holiday comp balance at the rate of two hours per month with a maximum accrual of 24 hours.

Under the provisions of Article V of Senate Bill 5, 73rd Legislature, Regular Session, a state employee is entitled to observe optional holidays, such as Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to use vacation leave or compensatory time.

t. TTUHSC El Paso: Approve FY 2020 holiday schedule.

Board approval required by: Section 3.08, *Regent's Rules*

The request is to approve the FY 2020 holiday schedule for Texas Tech University Health Sciences Center at El Paso ("TTUSHC El Paso") as presented on the page that follows. This request has been approved administratively by the President and the Chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

Section 662.011, Title 6 of the Texas Government Code, as amended, authorizes the Board to establish a holiday schedule for Texas Tech University Health Sciences Center El Paso provided that the number of holidays scheduled do not exceed the number of holidays observed by other state agencies. There are 17 days in the state's holiday schedule. In FY 2020, two holidays fall on a weekend and cannot be substituted for other regular working days. The result is 15 holidays for FY 2020. It is recommended that the actual observance of some holidays be transferred to coincide with the academic and clinical holiday schedule. This will provide efficient academic and clinical holiday schedules and permit energy conservation and cost avoidance by closing offices during periods when classes and/or clinics are not in session. TTUHSC El Paso will observe 12 days as holidays for academic, administrative and clinical operations and an additional three days of holiday entitlement will be accrued to employees' holiday comp time leave balances.

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
AT EL PASO
Holiday Schedule for 2019-2020**

	DATE	DAY OF WEEK	HOLIDAY
2019	September 2	Monday	Labor Day
	November 28	Thursday	Thanksgiving Day
	November 29	Friday	Thanksgiving Holiday
	December 23	Monday	Christmas Holiday
	December 24	Tuesday	Christmas Holiday
	December 25	Wednesday	Christmas Holiday
	December 31	Tuesday	New Year's Holiday
2020	January 1	Wednesday	New Year's Holiday
	January 20	Monday	Martin Luther King Jr. Day
	March 16	Monday	Spring Holiday
	May 25	Monday	Memorial Day
	July 3	Friday	Independence Day Holiday
TOTAL ALLOWABLE HOLIDAYS			12

Note: State law provides for 17 state holidays. In FY 2020, two (2) holidays fall on a weekend. The state will observe fifteen (15) holidays in FY 2020, which is two (2) more than in FY 2019. TTUHSC El Paso will observe twelve (12) holidays. An additional three (3) days of holiday entitlement will be accrued to employees' holiday comp balance at the rate of two hours per month with a maximum accrual of 24 hours.

Under the provisions of Article V of Senate Bill 5, 73rd Legislature, Regular Session, a state employee is entitled to observe optional holidays, such as Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to use vacation leave or compensatory time.

CONTENTS OF THE INFORMATION AGENDA

Section 01.02.7.d(4)(c), *Regents' Rules*, provides: “material required by a provision of the *Regents' Rules* to be furnished to the Board as information will be listed in the information agenda.”

NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

INFORMATION AGENDA

Information is provided as required by
Section 01.02.7.d(4)(c), *Regents' Rules*

NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

- (1) **ASU, TTU, TTUHSC and TTUHSC El Paso: Summary of Revenues and Expenditures by Budget Category, FY 2019 (as of February 28, 2019), per Section 01.02.8.d(3)(g), *Regents' Rules*** – All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information. Financial reports for the most recently completed quarter for each of the component institutions are available at: <http://texastech.edu/offices/cfo/board-financial-reports.php>
- (2) **TTUHSC and TTUHSC El Paso: Contracts for ongoing and continuing health-related service relationships as per Section 07.12.4.c, *Regents' Rules*** – “Notwithstanding Section 07.12.3.a or Section 07.12.3.b, *Regents' Rules*, the board delegates to the presidents of health-related institutions the authority to approve the proposals and execute and sign contracts for health related services, as specified herein. This delegation is limited to contracts with entities for which the institution has an ongoing and continuing contractual relationship, to include: revenue contracts from which the institution receives payment for health related services; participation in health provider networks; resident or faculty support; and expense contracts with healthcare providers or suppliers necessary to fulfill the obligation to provide health related services as part of a revenue contract. Before such a contract may be executed, the president shall obtain the prior review of the TTUS Office of General Counsel and the TTUS vice chancellor and chief financial officer, or their designees. A list of health related services contracts that have been executed under this delegation of authority since the previous regular board meeting shall be provided to the board as an information item at the next regular board meeting.”
- TTUHSC:**
- (a) AMEND592606-014 (CON592606) University Medical Center - UMC Lubbock; Provide deficit support for Advanced Practice Providers; Increase of \$200,000 to \$23,890,695 annually.
 - (b) AMEND592422-008 (CON592422) Northwest Texas Healthcare System Inc; Extend Master Service Agreement March 1, 2019 thru August 31, 2019; \$4,058,248.
 - (c) AMEND1731680-001 (CON1731680) Medical Arts Hospital; Amendment to compensation and nursing coverage; Increase of \$260,859 to \$1,862,095 annually.
 - (d) AMEND1670110-002 (CON1670110) Federal Bureau of Prisons – CTS Contracting; Amendment to extend term of substance abuse and mental health treatment services; Increase of \$7,584 to \$ 273,648 annually.

TTUHSC El Paso:

- (a) 05909; Whitman Professional Services, PC, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus and El Paso Children's Hospital, annual amount not to exceed \$300,000, total contract value over term \$1,075,000.
- (b) 06111; Lauren Claire LLC, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus, annual amount not to exceed \$300,000, total contract value over term \$1,025,000.
- (c) 06113; Christopher Overman Company 2, LLC, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus, annual amount not to exceed \$300,000, total contract value over term \$1,025,000.
- (d) 06121; JEE Anesthesia, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus, annual amount not to exceed \$300,000, total contract value over term \$1,050,00.
- (e) 06123; Jose R. Robledo, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus and El Paso Children's Hospital, annual amount not to exceed \$300,000, total contract value over term \$1,025,000.
- (f) 06131; James Joseph Esposito, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus, annual amount not to exceed \$300,000, total contract value over term \$1,050,000.
- (g) 06133; Tijerina Anesthesia, PLLC, "Professional Service Agreement" for TTUHSC El Paso campus, RE: Certified Registered Nurse Anesthetist (CRNA) services for TTUHSC EP at The Hospitals of Providence Transmountain Campus and El Paso Children's Hospital, annual amount not to exceed \$300,000, total contract value over term \$1,050,000.

- (3) **ASU, TTU and TTUHSC El Paso: Consulting contracts with an initial consideration of \$25,000 or less per Section 07.12.4.e.(2), Regents' Rules** – "(a) Board approval is not required, but the vice chancellor and chief financial officer, in consultation with the chancellor, presidents, and chief financial officers of the institutions, shall review consulting contracts of \$25,000 or less prior to execution of the contract by the chancellor or president, as appropriate. (b) A report of the contract shall be provided as an Information Agenda item at the next board meeting."

ASU:

- (a) Academic Research Funding Strategies, LLC; \$1,500. Responsible Administrator: Katie Plum, Director of Sponsored Projects; Selection Process: Consultant has worked with Angelo State University for more than 6 years on training and grantsmanship. Additionally, Academic Research Funding Strategies, LLC principal, Lucy Deckard is an expert in NSF CAREER proposals and has successfully mentored faculty at a variety of institutions in preparing CAREER proposals since the mid-

2000s. Purpose: To assist with grant proposal writing and editing. Deliverables: Grant Proposal will be ready to submit.

TTU:

- (a) The Parking Whisperer, Consulting services to review processes and services pertaining to Texas Tech University's campus transportation and parking; \$6,032; February 11-23, 2019

TTUHSC El Paso:

- (a) 05561; William Marty Morris, "Consultant Services Agreement" for TTUHSC El Paso campus, RE: Consulting services for Obstetrics & Gynecology department to provide faculty counseling and student learner communication training, \$10,000.
- (b) 06000; Attain LLC, "Consultant Services Agreement" for TTUHSC El Paso campus, RE: Consulting services to assist the Office of Sponsored Programs centralization and separation from HSC Lubbock, \$15,000.
- (c) 06149; Heidrick & Struggles Inc., "Consultant Services Agreement" for TTUHSC El Paso campus, RE: Consulting services for Transmountain campus faculty member to assist an executive with interpersonal and coaching tools to be successful, \$4,000.
- (d) 06186 Hunter Consulting & Training "Consultant Services Agreement" for TTUHSC El Paso campus, RE: Consulting services for Physical Plant & Support Services to assist with a strategic staffing analysis, \$7,950.

(4) TTU and TTUHSC: Contracts for sponsored programs projects in excess of \$1,000,000 per annum as provided by Section 07.12.4.b., Regents' Rules –

"Notwithstanding Section 07.12.3.a, Regents' Rules, the board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting."

TTU:

- (a) Educating Engineering Undergraduates to be Industry Innovators and Managers; Timothy J. Dallas, Professor, Electrical and Computer Engineering, and Principal Investigator; National Science Foundation; \$1,000,000 awarded
- (b) Market Lubbock Economic Funds to Support Entrepreneurialism at TTU/TTUHSC; Kimberly M. Gramm, Senior Managing Director, Innovation, and Principal Investigator; Market Lubbock, Inc; \$1,184,000 awarded

TTUHSC:

- (e) Health Resources and Services Administration grant funding entitled "Health Center Cluster"; grant year 03/01/2019 through 02/28/2020; award amount \$2,954,853.

(5) TTU: Emergency or exigent circumstances approval of employment contract by Section 07.12.3.g, Regents' Rules –
"Unless prohibited by law and upon recommendation of the chancellor, when an emergency or exigent circumstances exist and it is not feasible or practical to convene a quorum of the board within the time in which action is needed, approval may be given for a contract by verbal approval of the chair or of the

chair of the Finance and Administration Committee. Contracts approved in this manner shall be presented to the board as an information item at the next board meeting."

- (a) On February 22, 2019, Chairman Lancaster granted an exigent circumstances approval that authorized President Schovanec to execute an employment agreement with Mark Tommerdahl to be the Associate Head Coach, Special Teams Coordinator, and Assistant Offensive Line Coach for the Texas Tech University football program. In advance of the Chairman's action, all regents were provided information regarding the terms of the proposed employment agreement.
- (b) On April 22, 2019, Chairman Huckabee granted an exigent circumstances approval that authorized President Schovanec to execute an amended employment agreement with Chris Beard to continue as the Head Coach for the Texas Tech University men's basketball program. In advance of the Chairman's action, all regents were provided information regarding the terms of the updated employment agreement.
- (c) On May 6, 2019, Chairman Huckabee granted an exigent circumstances approval that authorized President Schovanec to execute an amended employment agreement with Kirby Hocutt to continue as the Director of Intercollegiate Athletics for Texas Tech University. In advance of the Chairman's action, all regents were provided information regarding the terms of the updated employment agreement.

(6) TTUS: FY 2018 Combined Annual Financial Report Update –
"Review with management and/or the Chief Audit Executive: -- The annual financial statements of TTU System and its components."

- (a) During the February 21, 2019 Finance and Administration Committee, Mr. Gary Barnes, Vice Chancellor and CFO, TTUS, provided a report to the Board on the FY 2018 Combined Annual Financial Report ("CAFR"). Since that meeting when the original report was presented to the Board, the State of Texas Comptroller required edits to the FY 2018 CAFR for TTUS that significantly changed the financial statements of TTUS. A summary of these changes and an updated report is being provided to the Board for informational purposes. That summary is included herewith as a supplemental attachment to the agenda, and the final version of the FY 2018 CAFR is available at http://www.depts.ttu.edu/irim/Reports/StateReports/SYSTEM/Financial/FY18_TTUS_CombinedAFR.pdf.

ATTACHMENTS

ATTACHMENT

1

**ASU OP 06.02, Academic Workload Calculation
with proposed revisions
(Consent Item a.)**



Angelo State University
Operating Policy and Procedure

OP 06.02: Academic Workload Calculation

DATE: ~~May 15, 2015~~ (Upon approval date). Approval by the Board of Regents, TTUS

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of faculty in order to comply with Section 51.402 of the Texas Education Code. This OP is a mechanism for ensuring that each faculty member meets the statutory teaching load minimum.

REVIEW: This OP will be reviewed in October every three years, or as needed, by the Office of the Provost and Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December 1. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

POLICY/PROCEDURE

The following faculty academic workload rules and regulations at Angelo State University are designed to support the mission of the university.

1. The workload of faculty members encompasses a variety of teaching, research, and service activities. Teaching load, the number of credit hours taught or equivalent duties assigned to a faculty member, is but one aspect of faculty workload. In carrying out their responsibility to distribute workload, department chairs and deans must assign teaching loads so that:
 - a. Overall workloads are distributed as equitably as possible and in a fashion that is consistent with the unit's mission;
 - b. The university meets its instructional obligations for both undergraduate and graduate programs;
 - c. Each faculty member meets statutory minimum teaching load requirements; and
 - d. Faculty participation in service and the performance of other approved major responsibilities is accommodated.
2. In compliance with Section 51.402 of the Texas Education Code, the minimum teaching load for faculty members paid 100 percent from funds appropriated for instructional purposes is equivalent to 24 semester credit hours of instruction in organized undergraduate and/or graduate classes each nine-month academic year. For purposes of this document, 24 semester credit hours of organized undergraduate and/or graduate instruction equals 24 hours of teaching load credit.

3. For faculty members with less than full-time appointments from funds appropriated for instructional purposes, the minimum teaching load is proportionally less. Normally, courses compensated outside regular faculty salary are not counted as part of a faculty member's minimum teaching load.
4. A reduced teaching load may be granted if classes do not materialize because of insufficient enrollment and when additional classes or equivalent academic work cannot be assigned to the faculty member. This exception will not be made for any particular faculty member in successive years. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during the following long semester.
5. A reduced teaching load may be granted for a faculty member who has an administrative assignment such as chair of a department, head of a comparable administrative unit, or coordinator of special programs or multi-section courses.
6. A reduced teaching load may be granted when a faculty member has taught a load in excess of the normal requirements. Faculty overload information will be maintained by the Provost's Office. Faculty who teach uncompensated overloads over a two year rolling period (most often defined as the current semester plus the previous 3 semesters) that equal one regularly scheduled full semester course will be eligible for a course release the following semester. A reduced teaching load may be granted when a faculty member has taught a load in excess of the normal requirements during the previous long term semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.
7. A reduced teaching load may be granted for significant temporary academic administrative responsibilities relating to the institution as a whole.
8. The responsibility for assigning teaching duties rests with department chairs and deans. The Office of the Provost and Vice President for Academic Affairs monitors these assignments for compliance and equity and provides appropriate reports in accordance with state requirements and the *Regents' Rules*.
9. In calculating teaching load, the equivalencies in the following section will be applied. Normally, a faculty member paid by funds appropriated for instructional purposes will comply with the statutory teaching load requirement by serving as the instructor of record for the equivalent of 24 semester credit hours in organized undergraduate and/or graduate classes in an academic year. In no case, however, will a faculty member paid full-time from funds appropriated for instructional purposes teach fewer than the equivalent of 12 semester credit hours in organized undergraduate and/or graduate classes in an academic year without the approval of the provost and vice president for academic affairs.
10. Equivalencies
 - a. One semester credit hour of organized graduate instruction in a class of five or more students is equated to **1.5** semester credit hours of organized undergraduate instruction. Exceptions may be granted with approval of the department chair, dean of the college, and PVPAA. The appropriate department chair will notify faculty when an exception is under consideration.

- b. Teaching load credit for master's thesis direction by graduate student committee chairpersons shall be granted on an accumulative basis of **.10** of the thesis research semester credit hours that master's students have successfully completed.
- b.c. Teaching load credit for individual instruction classes (e.g., individual research projects, clinical practicum or intern supervision) will be granted on the basis of .3 of the course semester credit hour designation for individual graduate instruction and .2 of the course semester credit hour designation for individual undergraduate instruction per student enrolled. In no case will individual instruction in a single course generate more teaching load credits than if the course were taught as a regularly scheduled, organized class.
- d.e. One semester credit hour of teaching in a large class (above 100) that requires extensive grading and written work may be equated to **1.5** teaching load credits. This adjustment requires the written approval of the dean of the college.
- e.d. Three contact hours in laboratory, studio art, and individual private music courses are equivalent to **two** teaching load credits.
- f.e. One class contact hour of laboratory or discussion section teaching (e.g., science laboratories and classes subject to minimum student enrollment requirements) in courses scheduled to meet more hours per week than the semester credit hour designation of the course is equivalent to **.67** teaching load credits. If a course is a combined lecture/laboratory class that includes a laboratory for which no separate registration is required, the load credit will be assigned in the same manner as specified in this policy for lecture classes and laboratories.
- f.g. Three contact hours of teaching a major ensemble are equivalent to **3** teaching load credits. Three contact hours of teaching a minor ensemble are equivalent to **2** teaching load credits.
- g.g. Supervision of 18 ~~student~~ clinical teachers is equivalent to **12** teaching load credits.
- i. One contact hour of practicum meeting minimum requirements for class size is equivalent to .67 teaching load credits.
- j.h. One contact hour of direct undergraduate clinical supervision is equivalent to **.67** teaching load credits. Minimum student enrollment requirements are not applicable.
- k.i. One teaching load credit will be granted for every 50 clock hours of precepted undergraduate or graduate clinical supervision. Minimum student enrollment requirements are not applicable.
- l.j. Two class contact hours in physical activity classes are equal to **one** teaching load credit.
- m.k. Teaching load credit may be granted for a faculty member who is a department chair, director or head of a comparable unit, up to a maximum of **six** hours of teaching load credit per semester.
- n.l. Up to three teaching load credits per semester may be granted, with prior approval of the college dean, to faculty members for significant administrative responsibilities and for other non-teaching academic service to the department.

[Reviewed: ~~May 15, 2015~~January x, 2019]

om. With appropriate approval, extramural funds may be used on a prorated basis of a faculty member's salary to reduce his or her teaching load.

pn. With the approval of the president, limited teaching load credit may be granted to carry out major responsibilities, not covered above, that are performed in the best interest of the institution's instructional programs as determined by the president. Teaching load credit granted by the president of the university for such purposes is limited to one percent of the total semester credit hours taught at the university during the previous year.

ATTACHMENT

2

**TTUHSC Student Handbook/Code of Professional
Conduct 2019-2020 with proposed revisions
(Consent Item c.)**



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Student Handbook

Code of Professional Conduct

2019-2020

**School of Medicine
Graduate School of Biomedical Sciences
School of Nursing
School of Health Professions
School of Pharmacy**

Rev. 08/01/2019

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STATEMENT OF ACCREDITATION

The Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The Commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.



PART I. FOREWORD

A. General Policy

1. As a comprehensive health sciences center, our mission is to enrich the lives of others by educating students to become collaborative healthcare professionals, providing excellent patient care, and advancing knowledge through innovative research.

TTUHSC Goals:

- Foster the development of competent healthcare professionals and biomedical researchers.
- Recruit, develop, and retain outstanding employees.
- Advance knowledge and healthcare practice through innovative research and scholarship.
- Promote improved community health through the provision of patient care services and healthcare education.
- Operate effectively and efficiently through maximization of available resources.

2. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its components function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual School's catalogs are intended to serve these purposes in the interest of all components of the Texas Tech University Health Sciences Center.

3. The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual Schools' catalogs and any other official University publications. Registered student organizations are required to follow all of these standards, rules and policies.

4. The Texas Tech University Health Sciences Center (TTUHSC or the University) reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC School of Medicine, School of Health Professions, School of Pharmacy, School of Nursing, or the Graduate School of Biomedical Sciences. (See updates at www.ttuhschool.edu/student-services)

B. Tobacco-Free Environment

1. According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. Institutions with smokers suffer from lost productivity, conflict, and plant deterioration (HSC OP 10.19).

2. As a health care institution, TTUHSC is committed to the establishment and enforcement of a healthier tobacco-free environment. TTUHSC OP 10.19, *Tobacco-Free Environment Policy*, includes regulation and assessment.

C. Authority

1. The authority to enact and enforce regulations of the University is vested in the Texas Tech University System Board of Regents. The responsibility for enforcing regulations and imposing penalties is delegated to the Chancellor and/or the President of the University and any University officials the President designates.

2. All references to the Chancellor and/or President of the University, the Executive Vice President for Academic Affairs or designee shall be interpreted to include persons designated to act on behalf of these officials.

D. Policy on Non-Discrimination

The University brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of sex, including pregnancy, race, color, religion, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category class or characteristic, and that equal opportunity and access to facilities shall be available to all. The University is committed to providing educational programs, activities, facilities, or services that are free of unlawful discrimination. For more information, see [TTUHSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Program](#) and [TTUHSC OP 51.02, Non-Discrimination and Anti- Harassment Policy](#), and Part IV of this Student Handbook below.

E. University Name, Documents, and Records

The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the Office of the Vice Chancellor for Institutional Advancement, or any unauthorized use of University documents, records or seal is prohibited. See [TTUHSC OP 67.01, Publication Guidelines](#).

F. Definitions

1. "Accused Student" means any student accused of violating the TTUHSC Code of Professional Conduct set forth in Part II of this Handbook. This term may also mean an accused registered student organization. If a registered student organization is alleged to have violated the Student Code, only one student from the organization may appear or act on behalf of the student organization (such as appearing before a Student Conduct Board or Student Conduct Administrator) for purposes of the Student Code.
2. "Business day" means a day in which the University normally carries on business or business operations, but excludes weekends and official University holidays.
3. "Complainant" means a member of the University community who submits a Complaint alleging that a student violated the Student Code. When a student believes that he or she has been a victim of another student's misconduct, the student who believes that he or she has been a victim will have the same rights under the Student Code as are provided to the Complainant, even if the victim is not acting as a Complainant.
4. "Complaint of Misconduct" or "Complaint" means a formal, written charge against a student(s) or student organization(s) alleging violation(s) of the Student Code(s). An anonymous report or a report by a person who is not a member of the University community shall not constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official.
5. Conduct Board reference F. Definitions, pg. 9, item # 22.
6. "Disciplinary good standing" is defined as relating to a student not currently on disciplinary probation; or, a student, whose disciplinary suspension, expulsion or conditions and/or restrictions imposed, if any, have been totally fulfilled in a timely manner.

7. "Faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by University to be a member of its faculty.
8. "Flag" means the indicator placed on a student's official record which may prevent registration and/or the issuance of a transcript until the student meets the requirements of the University office placing the indicator, as described herein and in the Schools' catalogs.
9. "May" is used in the permissive sense.
10. "Member of the University community" means any person who is a volunteer including high school students, an enrolled student, faculty or staff member, and University official, any other person employed by the University or campus visitors.
11. "Policy" means the written regulations, standards and/or rules of the University as found in, but not limited to, the TTUHSC Student Handbook; Texas Tech University Residence Hall Calendar and Handbook, if applicable; School of Nursing handbook and catalog; School of Medicine catalog; School of Health Professions catalog; School of Pharmacy catalog; the Graduate School of Biomedical Sciences Catalog; and/or the TTUHSC web page and computer use policies.
12. "Department Chair" means the Chair is charged primarily with mentoring and guiding faculty, overseeing Department administrative support, and serving as an interface between faculty and the administration of the School and Texas Tech University Health Sciences Center (TTUHSC). Matters of student misconduct and academic deficiency that are addressed from faculty/program directors etc. are referred to the Department Chair and if not resolved refer to the appropriate student conduct administrator for each school.
13. "Registered student organization" means any number of students who have complied with the formal requirements for University registration.
14. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, and Tax Code. The term "Religious Holy Day" generally means a day on which the tenets of said religion prohibit class attendance or the completion of specific assignments on designated dates. See Tex. Gov't Code § 62.112.
15. "Representative" means a University official authorized on a case-by-case basis by the Dean of each School to investigate and resolve alleged violations of the Code of Professional and Academic Conduct and the Residence Halls Standards of Student Behavior, if applicable.
16. "School" means School of Medicine, School of Nursing, School of Pharmacy, School of Health Professions, or Graduate School of Biomedical Sciences.
17. "Shall" is used in the imperative sense.
18. "Sponsorship and/or co-sponsorship" is defined as minimally including, but not limited to, participation in planning, coordination and implementation directed by members of the sponsoring organizations.
19. "Student" means all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies, specifically excluding School of Medicine House staff. In addition, for purposes of Part II of this Handbook, persons who withdraw or on leave of absence after alleging violating the Code, who are not officially

enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance may be considered “students.”

20. “Student Code” means the TTUHSC Code of Professional Conduct, which is set forth in Part II of this Handbook. Section D, Misconduct, applies to all students, while Section E, Other Professional and Ethical Standards, and applies to students in certain TTUHSC Schools. A student must have applied for admission or be enrolled in the applicable School before a School’s provisions in Section E apply to the student.

21. “Student Conduct Administrator” means a TTUHSC official authorized by the Dean of each School to receive Complaints and administer the procedures outlined herein. The Student Conduct Administrator will provide technical assistance and support to the Student Conduct Board and may be present at the Student Conduct Board Hearing, but will not be present during the Board’s deliberations. In any case in which the Student Conduct Administrator is the Complainant, the Dean or designee of the applicable School will appoint an alternate to serve as Student Conduct Administrator for that case. For each School, appointments are made as follows or as otherwise determined by the Dean.

- a. For the Graduate School of Biomedical Sciences, the Assistant Dean.
- b. For the School of Medicine, the Associate Dean for Academic Affairs.
- c. For the School of Nursing, the Associate Academic Dean for Student Affairs and Education Support Services.
- d. For the School of Health Professions, the Associate Dean for Admissions and Student Affairs.
- e. For the School of Pharmacy, academic violations--~~the Assistant Dean~~ Senior Director for Student Services Affairs; professional violations--Associate Dean for Professional Affairs.

22. “Student Conduct Board” or “Board” means any person or persons authorized by the Dean of each School to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. All persons serving on the Student Conduct Board must acknowledge an ability to be able to serve objectively and shall decline to serve if there is a conflict of interest or an appearance of a conflict of interest with either the Accused Student or the Complainant. When a person declines to serve because of a conflict of interest, or appearance thereof, the Dean shall appoint another person with the same or similar faculty/student status as the person declining to serve. For each School, appointments are made as follows.

- a. For the Graduate School of Biomedical Sciences, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:
 - i. One (1) Faculty member from the membership of the Graduate Council, who shall serve as Chair;
 - ii. Two (2) other faculty members from the membership of the Graduate Faculty; and,
 - iii. Two (2) graduate students from the School.
- b. For the School of Medicine, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:
 - i. Two (2) faculty members chosen by the Chair of the School Hearing Committee or designee;
 - ii. One (1) faculty member chosen by the Chair of the Student Affairs Committee or designee; and,
 - iii. Two (2) medical students, who will be chosen by the Chair of the Student Affairs Committee from a list of second, third, and fourth year students.

iv. The Board will elect one (1) of the faculty members as its Chair.

c. For the School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) tenured faculty member, who will serve as Chair;
- ii. Two (2) faculty members not directly involved with the Complainant or the Accused Student; and,
- iii. Two (2) students not directly involved with the Complaint or the Accused Student.

d. For the School of Health Professions, the Student Conduct Board shall be appointed by the Dean as follows:

- i. The Associate Dean for Admissions and Student Affairs serves as the Student Conduct Administrator and he/she will appoint a Student Conduct Board comprised of the following:
 - ii. One (1) faculty member who will serve as Chair
 - iii. Two (2) faculty members not directly involved with the case
 - iv. Two (2) students not directly involved with the case

e. For the School of Pharmacy, the Student Conduct Board shall be the appropriate Honor Council members pursuant to the School of Pharmacy OP 77.27.

23. "Student Conduct Board Hearing" or "Hearing" refers to an administrative process whereby a student contests the facts upon which charges of inappropriate conduct, violations of the Student Code and/or sanctions resulting from an alleged violation(s) are based. At the hearing, information is presented to the Student Conduct Board in order to determine whether a student's responsibility related to the alleged violation of the Student Code is valid and appropriate sanctions, if any.

24. "Student Handbook" or "Handbook" means the TTUHSC Student Handbook.

25. "Student organization" means any number of students who have complied with the formal requirements for Texas Tech University Health Sciences Center registration.

26. "University" means Texas Tech University System or Texas Tech University Health Sciences Center (inclusive of all regional sites and their components).


27. "University official" means any person employed by Texas Tech University System, Texas Tech University or Texas Tech University Health Sciences Center while performing their assigned administrative or professional responsibilities.

28. "University premises" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

29. "User" means any member of the University community who uses any University computing and/or networking resources.

30. "Will" is used in the imperative sense.

31. State law exclusively refers to the State of Texas



**PART II. CODE OF
PROFESSIONAL CONDUCT
("STUDENT CODE")**

A. General Policy

1. An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry, and expression. Accordingly, the University has developed standards of behavior pertaining to students and to student organizations.
2. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code and/or any other applicable University rules or regulations.
3. Each student is responsible to become familiar with the various regulations of the University and meet the various requirements outlined below. Written policies are described in University publications such as this Handbook and the Schools' individual catalogs. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.
4. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students. Faculty and staff are also responsible for reporting violations.

B. Disciplinary Jurisdiction

1. The Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the professional and ethical standards of each school to which he/she is enrolled and/or the missions of the University and/or pursuit of its objectives. On a case-by-case basis, the Dean and his/her designee of each respective School, in his or her sole discretion, shall determine whether the Student Code should be applied to conduct occurring off premises.
2. All students are expected to comply with the professional and ethical standards of each school to which he/she is enrolled and/or the mission of the University. Such compliance shall be implicit upon accepting admission to the University. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to persons who withdraw after alleged violation of the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

C. Violation of Law and TTUHSC Discipline

A disciplinary proceeding may be instituted against a student regardless of whether conduct allegedly violates either the criminal and/or civil law and/or this Student Code (that is, multiple violations may result from the same factual situation) without regard to the pendency or conclusion of civil litigation or criminal arrests or charges. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings at the discretion of the Dean of each School. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal and/or civil law defendant.

D. Misconduct

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages

- a. The use, possession, sale, delivery or distribution of alcoholic beverages, except as expressly permitted by University policy or as allowed by law.
- b. Being under the influence of alcohol and/or intoxication except as allowed by law.

NOTE: State law will be strictly enforced at all times on all property controlled by the University and is inclusive of all regional sites and its components.

2. Narcotics or Drugs

- a. Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia, except as expressly permitted by the laws of the State of Texas; or,
- b. Being under the influence of narcotics or drugs, except as permitted by law.
- c. The failure of a drug test whether required by TTUHSC or any health care facility to which a student is assigned or has any type of patient care, contact or responsibility.

3. Firearms, Weapons, and Explosives

- a. Use or possession of firearms, ammunition, explosive weapons, illegal knives and other deadly weapons are prohibited on university property except as specifically authorized by federal, state, or local laws.
- b. [TTUHSC OP 10.30](#), Regulations for the carrying of concealed handguns by licensed holders

As a health-related educational institution, TTUHSC facilitates a complex composition of activities, which include education, patient care, research, and community engagement. As such, TTUHSC campuses must accommodate the unique needs of diverse stakeholders, including patients, learners of all types, faculty, staff, contractors, and visitors. Within the context of this unique and complex composition, TTUHSC is committed to the following principles for the campus environment:

- i. TTUHSC will comply with all necessary laws and regulatory requirements regarding safety and security on its campuses;
- ii. Within reasonable effort, TTUHSC will create an environment in which all stakeholders can conduct their business with a sense of personal and collective safety and security;
- iii. TTUHSC will communicate safety policies to stakeholders through all appropriate means.

4. Theft, Damage, or Unauthorized Use

- a. Attempted or actual theft of property of the University, students, of members of the University community or

campus visitors;

b. Possession of property known to be stolen or belonging to another person without the owner's permission;

c. Attempted or actual damage to property of the University, University students, members of the University community or campus visitors; or,

d. Attempted or actual unauthorized use of a credit card, debit card, automated teller machine card, telephone card and/or personal check; alteration, forgery or misrepresentation of any form of identification including, but not limited to, a social security number or driver's license number.

5. Actions Against Members of the University Community

a. Physical harm or threat of harm to any person;

b. Intentional or reckless conduct which endangers the health or safety of any person, including, but not limited to a member of the University community;

c. Behavior that disrupts the normal operation of the University, including, but not limited to a member of the University community; or conduct that otherwise interferes with or creates a hostile or intimidating environment for a member of the University community's academic pursuits or work environment. Such conduct does not necessarily have to be in violation of the law to violate this section.

d. Sexual conduct that involves:

i. Deliberate touching of another's sexual parts without consent;

ii. Deliberate sexual invasion of another without consent; or,

iii. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at risk of sexual injury; see Part IV Anti-discrimination and Title IX.

e. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile or demeaning environment for an individual's:

i. Academic pursuits;

ii. University employment;

iii. Participation in activities sponsored by the University or organizations or groups related to the University; or,

iv. Opportunities to benefit from other aspects of University life; see Part IV Anti-discrimination and Title IX.

f. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to recruit, initiate, retain or otherwise intimidate a student for membership in an organization.

g. Actions involving free expression activities are covered in Parts VII and VIII of this Handbook.

6. Gambling, Wagering, or Bookmaking

Gambling, wagering, or bookmaking on University premises is prohibited.

7. Hazing

Hazing means any intentional, knowing or reckless act directed against a student, occurring on or off campus, by one or more individuals acting alone or collectively, that endangers the mental or physical health or safety of a student for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose members are, or include, students. Consent or acquiescence by a student or students subjected to hazing is not a defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical or emotional brutality, or the threat of such activity, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student;
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk or harm, or which adversely affects the mental, physical health or safety of a student;
- d. Any activity that intimidates or threatens a student with ostracism that subjects a student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of a student, or that discourages a student from entering or remaining registered at this university, or that may reasonably be expected to cause a student to leave the organization or the university rather than submit to acts described above;
- e. Any activity in which a person engages in, solicits, encourages, directs, aids or attempts to aid another, directly or indirectly, in hazing; intentionally, knowingly or recklessly permits hazing to occur; having firsthand knowledge of the planning of a specific hazing incident which has occurred; and fails to report the incident in writing to the specific School's student affairs office;
- f. Any activity in which hazing is either condoned or encouraged or actions of any officer or combination of members, pledges, associates or alumni of the organization in committing or assisting in the commission of hazing; or,
- g. Any act that is unlawful as designated by local, state, or federal government.

NOTE: *Texas Education Code, Sections 37.151-37.157 and Section 51.936*

8. False Alarms or Terrorist Threats

Intentionally or recklessly sounding a false alarm of any kind or character; making a false emergency call or terrorist threat; issuing a bomb threat; constructing mock explosive devices; improperly possessing, tampering with or destroying fire equipment, Automatic External Defibrillators (AED) or emergency signs on University premises.

9. Financial Irresponsibility

Failure to meet financial obligations owed to the University, including, but not limited to, the writing of checks on accounts with insufficient funds, see also 4d above.

10. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of University facilities;
- b. Unauthorized possession or duplication, processing, production, or manufacture of any key or unlocking device or access code for use in any University facility;
- c. Unauthorized use of the University name, logotype, registered marks or symbols of the University; or,
- d. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University without prior written permission.

11. Traffic and Parking

- a. Violation of University Traffic and Parking regulations; or,
- b. Obstruction of the free flow of vehicle, pedestrian or other traffic on University premises.

12. Housing and Dining Services Regulations

Violation of rules, which govern behavior in the campus residence and/or dining halls as stated in the Residence Hall Handbook and/or other notifications or publications provided by the University Department of Housing and Dining Services.

13. Student Recreation and Aquatic Center Regulations

Violation of rules, which govern behavior as determined by TTU or the University Student Recreation Center and Aquatic Center.

14. Failure to Comply with Reasonable Directions or Requests of University Officials

Failure to comply with the reasonable directions or requests of a University official acting in the performance of his or her duties.

15. Failure to Present Student Identification

The failure to present their student identification to any University official upon request and identify himself/herself to any University official acting in the performance of his/her duties. The student identification card is property of the university. Students shall neither allow their student identification card to be used by other persons, nor shall they alter their student identification in any way. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

16. Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment

- a. Unauthorized use of computing and/or networking resources;
- b. Use of computing and/or networking resources for unauthorized or non-academic purposes;
- c. Unauthorized accessing or copying of programs, records or data belonging to the University or another user or copyrighted software, without permission;

- d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to University computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources;
- e. Attempted or actual use of the University's computing and/or networking resources for personal or financial gain;
- f. Attempted or actual transport of copies of University's programs, records or data to another person or computer without written authorization;
- g. Attempted or actual destruction or modification of programs, records or data belonging to the University or another user or destruction of the integrity of computer-based information;
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the University's computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer); or,
- i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

17. Providing False, Misleading or Untrue Statements Misuse of Records

Knowingly providing to the University, or to a University official in the performance of his/her duties, either verbally, or through forgery, alteration or misuse of any University document, record or instrument of identification.

18. Skateboard, Roller Blades, or Similar Devices

Use of skateboards, roller blades or other similar devices in University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property or which disrupts the normal operation of the University.

NOTE: Also refer to [TTUHSC OP 76.32, Traffic and Parking Regulations](#).

19. Academic Misconduct

- a. A student who witnesses academic misconduct or who is approached with an offer to gain unfair advantage or commit academic misconduct is obligated to report that violation to the appropriate authority (See Part II.D). Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct in accordance with Part II.D.
- b. "Academic misconduct" involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.
- c. "Cheating" includes, but is not limited to:
 - i. Using any aid, sources and/or assistance beyond those authorized by the instructor in taking a course, laboratory, field work, quiz, test or examination; writing papers; preparing reports; solving problems; or carrying out assignments;
 - ii. Failing to comply with instructions given by the person administering the test;

- iii. Using, buying, stealing, transporting or soliciting in whole or part the contents of an examination, test key, homework solution or computer program;
- iv. Seeking aid, receiving assistance from, or collaborating (collusion) with another student or individual during a course, quiz, test, examination or in conjunction with other assignment (including, but not limited to writing papers, preparing reports, solving problems or making presentations) unless specifically authorized by the instructor;
- v. Discussing the contents of an examination with another student who will take the examination;
- vi. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room, be returned to or kept by the student;
- vii. Substituting for another person, or permitting another person to substitute for oneself to take a course, test or any course-related assignment;
- viii. Paying or offering money or other valuable thing to, or coercing another person to obtain an examination, test key, homework solution or computer program, or information about an examination, test key, homework solution or computer program;
- ix. Falsifying research data, laboratory reports and/or other academic work offered for credit;
- x. Taking, keeping, misplacing or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
- xi. Possession at any time of current or previous test materials without the instructor's permission;
- xii. Acquisition or dissemination by any means, without written permission, of tests or other academic material belonging to a member of the University community;
- xiii. Alteration of grade records;
- xiv. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade;
- xv. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
- xvi. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without the written permission of the instructor of the course for which the work is being submitted.
- xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, electronic devices, etc.

d. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work (such as words, ideas, expressions, illustrations, or product of another), in whole or in part, and the submission of it as one's own work offered for an academic credit or requirement. When a student presents the works of another (published or unpublished) in his/her academic work, the student shall fully acknowledge the sources according to methods prescribed by his/her instructor.

e. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering, of any official record of the University and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms and reporting forms used by the Office of the Registrar.

f. "Misrepresenting facts" to the University or an agent of the University includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

g. For additional information relating to the School of Medicine Academic Misconduct procedures, please refer to the school handbook.

20. Violation of Published University Policies, Rules, or Regulations

Violation of any published University policies, rules, or regulations that govern student or student organization behavior, including, but not limited to, applicable publications for each TTUHSC School, such as student handbooks, catalogs, professional and ethical standards and course syllabus.

21. Violation of any provisions of federal, state and/or local laws.

22. Abuse of the Discipline System

- a. Failure by an Accused Student to comply with or respond to a notification to appear before the Dean of his or her School, Dean's representative and/or an official of the University, including, but not limited to, the Student Conduct Administrator, during any stage of a disciplinary proceeding. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent the Dean or Dean's representative and/or an official of the University from proceeding with disciplinary action;
- b. Falsification, distortion or misrepresentation of information in disciplinary proceedings;
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- d. Filing an allegation known to be without merit or cause;
- e. Discouraging or attempting to discourage an individual's proper participation in, or use of, the discipline system;
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding;
- g. Harm, threat of harm, or intimidation either verbally, physically or written of a member of a disciplinary body prior to, during and/or after disciplinary proceeding;
- h. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under this Student Code;
- i. Influencing or attempting to influence another person to commit an abuse of the discipline system; or,
- j. Retaliation against any person or group who files a Complaint of Misconduct in accordance with the Student Code or files a grievance under the applicable School grievance policy.

E. Other Professional and Ethical School Standards

In addition to the Misconduct identified in Part II.D. each school shall prescribe professional and ethical standards in their school handbook, the violation of which may form the basis of a disciplinary action.

Graduate School of Biomedical Sciences

All students entering the Graduate School of Biomedical Sciences are required to subscribe to the Student Handbook Code of Professional Conduct as well as the policies and standards described in the Graduate School of Biomedical Science

Catalog. GSBS students will make every effort to embrace the Values-Based Culture with conduct that is ethical, honest, respectful, and professional to all.

School of Medicine

All students entering the TTUHSC School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Student Code. Adherence to the Medical Student Honor Code and the Student Code is considered a requirement for admission to the School of Medicine.

School of Nursing

All students entering into the TTUHSC SON are required to ~~subscribe to the standards and codes of the profession.~~ abide by the TTUHSC Student Code and the Code of Effects for the profession of nursing.

School of Pharmacy

The following principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public. A Pharmacist should hold the health and safety of patients to be of first consideration and should tender to each patient the full measure of professional ability as an essential health practitioner.

School of Health Professions

As a student of the School of Health Professions at the Texas Tech University Health Sciences Center, I will use my knowledge and skills responsibly to improve the quality of life for those we serve. I will seek in all academic, professional and personal endeavors to demonstrate ethical behavior, honesty, integrity and respect for others.

F. Disciplinary Procedures *Academic issues, such as grading and promotion issues, should be addressed by each school's policies and procedures.*

1. Nature of Proceedings. These proceedings are part of an educational process whereby the University applies its values to establishing the best possible learning environment for its students. These proceedings are not intended to follow, or be restricted by, courtroom or judicial procedures, including the rules of evidence. In addition, these proceedings are not intended for grading and promotions issues, which should be addressed under individual School policies.
2. Procedural Deviations. If the Student Conduct Board has not yet been appointed, or in the absence of the Chair of the Student Conduct Board, the parties and the Student Conduct Administrator may agree in advance and in writing to deviations from procedure. If a Student Conduct Board has been appointed, the parties and the Chair of the Student Conduct Board may mutually agree to procedural deviations, such as deadlines for submission of evidence and hearing dates and times.

NOTE: Any notices that are sent by mail will be considered to have been received on the third calendar day after the date of mailing, excluding any intervening Saturday, Sunday or holiday.

3. Filing A Complaint
 - a. Any faculty, staff, or student of TTUHSC may file a Complaint(s) against a student(s) or a student organization(s) for violation(s) of the Student Code. A preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to filing a Complaint. If a basis for the Complaint exists, a student grievance should be completed and submitted at <https://www.ttuhschool.edu/student-services/grievances.aspx> by the Complainant. A Complaint shall be submitted no later than twenty (20) business days from the date of the event or when the Complainant becomes aware of the event. Complaints filed more than twenty business days after the event shall include a justification

- b. for the delay and will be accepted on a “case by case” basis as determined by the Student Conduct Administrator.
- c. When a Complaint is filed, the Student Conduct Administrator will provide the Accused Student with the Complaint of Misconduct filed by the Complainant and will notify the Accused Student in writing that he or she shall appear before the Student Conduct Administrator to discuss the Complaint within five (5) business days from the date of the letter.
- d. The Student Conduct Administrator may conduct an informal meeting to determine if the complaint may be disposed prior to a formal hearing. Any informal disposition must be in writing and agreed to by all of the parties. Such disposition shall be final and there shall be no subsequent proceedings. The Student Conduct Administrator will send a written notification of the resolution to all parties involved.
- e. If the Complaint is not disposed of administratively under Part II.F.3.c above, the Student Conduct Administrator will meet with the Accused Student to determine if the Accused Student admits or denies violating institutional rules.
 - i. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a Student Conduct Board Hearing shall be conducted in accordance with Part II.F.4 but shall be limited to recommending the appropriate sanction(s) Part II.G.
 - ii. If the Accused Student denies violating University rules, the allegations shall be referred by the Student Conduct Administrator for a Hearing before the Student Conduct Board under Part II.F.4 below.
- f. A Student Conduct Board Hearing shall be scheduled within thirty (30) business days after the Accused Student has met with the Student Conduct Administrator under Part II.F.3.d. above. In cases in which an examination period intervenes between the time of the notice to the Accused Student and the Student Conduct Board Hearing date, such Hearing will be held during the first week in which classes are again in session. In the case of inclement weather, the chair of the Student Conduct Board will notify all parties of any cancellations or schedule changes.

4. Student Conduct Board Hearings

- a. *Closed Hearing.* A Student Conduct Board Hearing will be conducted in closed session. Any request for an exception must be submitted in writing to the Chair of the Student Conduct Board, who shall render a final written decision.
- b. *Hearing Notice.* At least fifteen (15) business days prior to the Student Conduct Board Hearing, the Chair of the Student Conduct Board will provide written notice to the parties of the following:
 - i. Date, time and place for the hearing,
 - ii. Name of the members of the Student Conduct Board,
 - iii. Summary statement of the charge(s), or a copy of the complaint and
 - iv. that at least five (5) business days prior to the Student Conduct Board Hearing, the Accused Student and the Complainant submit the information outlined herein below.
- c. *Challenge.* An Accused Student and/or Complainant may challenge in writing the impartiality of any member of the Student Conduct Board up to three (3) business days after receiving the Hearing Notice by submitting their reasons for the challenge to the Student Conduct Administrator. The challenging party shall with specificity, and clarity detail each reason for such challenge. The burden of proving the impartiality or inability of a Conduct Board member to

serve lies solely upon the challenging party. If the challenging party establishes that the challenged member(s) cannot serve with fairness and objectivity such member shall be removed and a substitute will be appointed by the Student Conduct Administrator. If such member is removed the Student Conduct Administrator, may in his or her sole discretion choose to reschedule the hearing.

d. *Evidence Submission.* At least ten (10) business days prior to the date scheduled for the Student Conduct Board Hearing, the Complainant and the Accused Student must submit to the Chair of the Student Conduct Board the following information, if applicable. Requests for extensions to file information with the Student Conduct Board shall be submitted to the Chair.

- i. All pertinent records and exhibits;
- ii. Written statements must be notarized (including Impact or Position Statements);
- iii. A list of all witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant
- iv. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4...i below.

e. *Evidence Exchange.* At least five (5) business days prior to the hearing, the Chair will provide each party with the information, if any, submitted by the other party.

f. *Separate or Joint Hearings.* A Student Conduct Board Hearing involving two or more Accused Students, may be conducted separately or jointly as determined by the Student Conduct Administrator. An accused student may request in writing to the Student Conduct Administrator a separate hearing up to three (3) business days after receiving the notice of hearing. The Student Conduct Board Administrator shall notify the student within three (3) business days the determination of the request.

g. *Recordings.* The University shall record, either digitally, through audiotape, or otherwise as deemed appropriate all Student Conduct Board Hearings until such time that the Student Conduct Board begins discussion and deliberation and prepares its' Findings and Recommendations. Deliberations shall not be recorded. The record is University property. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the student will be allowed to review, but not to copy, the hearing record. 34 C.F.R. § 99.10 (2003). Neither the Complainant, the Accused Student nor any witnesses are permitted to make any independent record of the proceedings.

h. *Hearing Attendance.* The Complainant, Accused Student and their respective advisor, if any, shall be allowed to attend the portion of the Student Conduct Board Hearing at which information is received, excluding deliberations.

i. *Advisors.* The advisor must be a faculty, staff, or student of TTUHSC. However, if an Accused Student is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate only in the same manner as any other advisor. If an advisor for the Accused Student is an attorney, an attorney from the Office of General Counsel may attend the Student Conduct Board Hearing on behalf of the University. The University will provide legal counsel for the Student Conduct Board as the Student Conduct Board Chair deems it necessary.

The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly or indirectly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the Chair upon written request seven (7) business days in advance of the date scheduled for the Student Conduct Board Hearing.

j. *Witnesses.* Members of the Student Conduct Board may question all witnesses, followed by the parties. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board for such issues as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for the efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only during the time they are providing testimony, they are being questioned by the complainant, the accused or the committee unless the Student Conduct Board Chair, in his/her sole discretion determines otherwise.

i. *Parties Witnesses.* The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the Student Conduct Board. The Complainant and the Accused Student are responsible for arranging for the voluntary attendance of his or her own witnesses.

ii. *Board Witnesses.* In its sole discretion, the Student Conduct Board may call other witnesses not identified by the Accused Student or the Complainant. If prior to the hearing the Student Conduct Board anticipates calling additional witnesses, the Board shall notify the Chair of the Student Conduct. The Chair of the Student Conduct Board will then arrange for the voluntary attendance of the witnesses identified by the Student Conduct Board. The Chair of the Student Conduct shall notify the Accused Student and the Complainant of the additional witnesses. If any witness called by the Student Conduct Board intends to present written information to the Board, the Chair of the Student Conduct Board is responsible for forwarding such information to the Complainant, the Accused Student and the Student Conduct Board prior to the Hearing. No Board members shall have communication with any witnesses, except in the Hearing with the Accused Student and Complainant present.

k. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair of the Student Conduct Board. If a Student Conduct Board has not been appointed, the Student Conduct Administrator will issue a final decision in response to procedural questions.

l. *Deliberations.* Once the Student Conduct Board receives all information, the Student Conduct Board shall adjourn the Hearing to discuss, deliberate and prepare Findings and Recommendations. The Student Conduct Board will determine by a simple majority (more than half of the votes cast) of members present at a duly called meeting and then vote whether the Accused Student has violated any section of the Student Code which the student is charged with violating. If the Student Conduct Board finds a violation(s) of the Student Code, the Student Conduct Board may also recommend all or any of the sanctions identified in Part II.G below.

m. *Failure to Appear.* The Accused Student is expected to attend and participate in the Student Conduct Board Hearing. If the Accused Student or the Complainant elects not to attend a hearing after appropriate written notice Section II.F...4.b above, the charges will be reviewed as scheduled on the basis of the information available, and a recommendation will be made by the Board. Although no inference may be drawn against an Accused Student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the Accused Student to attend the hearing or answer the charges.

n. *Findings and Recommendations.* The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations in writing. If the Findings and Recommendations are not unanimous, opinion(s) may be written by those who differ with the Majority's Findings and Recommendations. The Chair will forward the Findings and Recommendations, including differing opinion(s), within ten (10) business days to the Dean, the Student Conduct Administrator, the Accused Student and the Complainant.

o. *Dean's Review.* The Dean will review the Findings and Recommendations from the Student Conduct Hearing along

with the audio recording and supporting documents, and transmit his or her decision in writing within ten (10) business days from receipt to the Accused Student, the Complainant, the Student Conduct Administrator, and the Chair of the Student Conduct Board. Actions of the Dean are not limited to sanctions recommended by members of the Student Conduct Board. The Dean's decision shall be final.

p. *Appeal.* Within five (5) business days of receipt of the decision of the Dean, if either party believes that the due process procedures have been violated, an appeal may be made, in writing, to the President of the University. The President will review the case and notify all parties of his decision within five (5) business days. If a written appeal is not submitted within ten (10) business days following receipt of the Dean's letter, the right to appeal is thereby waived and the Dean's decision is final.

The Accused Student or Complainant may only raise, and the President shall only consider, the following:

- a. Whether a procedural deviation occurred that substantially affected the outcome of the case;
- b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
- c. The President will review the Findings and Recommendations and, at his or her sole discretion, the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing to the Accused Student, the Complainant, the Student Conduct Administrator, the Chair of the Student Conduct Board, and the Dean. The President's decision shall be final.

G. Sanctions

1. Sanctions which may be recommended by the Student Conduct Board, and imposed by the Dean of the School, upon any student found to have violated this Student Code. include but are not limited to the following:
 - a. *Failing Grade or Cancellation of Credit.* Failing grade for an examination or assignment or for a course, and/or cancellation of all, or any portion, of a prior course credit.
 - b. *Censure.* A notice in writing to the student that the student is in violation or has violated institutional regulations. At the Dean's discretion, the censure may remain permanently in the student's disciplinary file or be removed at graduation if certain conditions are met.
 - c. *Probation.* A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the likelihood of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - d. *Loss of Privileges.* Denial of specified privileges for a designated period of time.
 - e. *Restitution.* Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. *Discretionary Sanctions.* Assignments may be made at the discretion of the board, such as work assignments, essays, training, and service to the University, temporary dismissal from a class or rotation site, an unexcused absence, a letter of unprofessional behavior in the disciplinary file or other related discretionary assignments.

g. *Suspension*. Separation of the student from University for a defined (or specific) period of time, after which the student is eligible to return. Conditions for readmission must be specified.

h. *Dismissal With or Without Readmission*. Separation or dismissal of the student from their current program, with or without the option to apply for readmission to the University. The student's transcript will reflect the nature of the dismissal.

i. *Revocation of Admission and/or Degree*. Admission to or a degree awarded by the University may be revoked for fraud, misrepresentation or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

j. *Withholding Degree*. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Disciplinary Procedures.

k. *Multiple Sanctions*. More than one of the sanctions listed above may be imposed for any single violation.

l. *Criminal Trespass*. In accordance with Texas Education Code, Section 51.242, a student who has been suspended or disarmed after a Student Conduct Board Hearing for disrupting the orderly operation of the campus or facility of the institution as a condition of the suspension or dismissal may be denied access to a University campus or facility, or both, for the period of suspension, and in the case of dismissal, for a period not to exceed one year.

m. Any other sanction(s) which may be appropriate under the particular circumstances of the violation.

2. Other than dismissal from the University or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent education record, but shall become part of the student's disciplinary record which is maintained in the Office of the Dean for the applicable School. This section shall not prevent the University from complying with any regulatory agency or licensure board requirements regarding the reporting of disciplinary actions and/or student behavior.

3. In situations involving both an Accused Student(s) (or a registered student organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim.

4. The following sanctions may be imposed upon registered student organizations and/or members thereof:

a. Those sanctions listed above in Part II.G.1 above.

b. Loss of selected rights and privileges for a specified period of time.

c. *Deactivation*. Loss of all privileges, including University recognition and/or registration, for a specified period of time.

H. Interpretation and Revision

1. Any question of interpretation or application of this Student Code shall be referred to the Dean of the appropriate School or his or her designee for final determination.

2. The Student Code Review Committee (Review Committee) shall conduct an annual review of the Student Code and

make recommendations to the President regarding omission, clarifications, constructive changes and other matters relevant to the interpretation and operation of the Student Code. The Review Committee is composed of the Student Affairs representatives from each School. The President may invite recommendations by the President of the Student Government Association. A quorum for the Review Committee is four members.



PART III. WITHDRAWAL OF CONSENT

A. Recommendation to Withdraw Consent During Periods of Disruption

1. The term “period of disruption” is any period in which it reasonably appears that there is any of the following (Texas Education Code § 51.231):
 - a. Threat(s) of destruction to University premises;
 - b. Physical or emotional injury to human life on University premises; or,
 - c. Threat(s) of willful disruption of the orderly operation of the University.
2. During periods of disruption, the Department Chair within the applicable School may recommend to the Dean that prior to a Student Conduct Board Hearing, and in accordance with Texas Education Code, Section 51.233, a student have his/her consent to be in attendance at the University or on University premises be withdrawn when there is reasonable cause to believe that the student has willfully disrupted the orderly operation of University premises and that his/her presence on University premises will constitute a substantial and material threat to the orderly operation of the University premises.
3. Withdrawal of Consent shall not be longer than fourteen (14) days from the date on which consent was initially withdrawn.
4. Withdrawal of Consent is specifically provided by state statute (Texas Education Code § 51.233, et seq.). The provisions of Part III do not affect the power of the University to suspend, dismiss, or expel any student or employee at the University in accordance with the procedures set forth in Part II of this Handbook. If a person is alleged to have violated the Student Code, and Withdrawal of Consent also occurs, the procedures set forth in Parts II and III may occur concurrently.

B. Concurrence by Dean

1. If the Dean concurs with the Department Chair’s recommendation, the student will have his/her consent to be in attendance at the University or on University premises withdrawal in writing by the Dean. Texas Education Code § 51.233(a) & 51.234.
2. The written notice by the Dean shall contain all of the following:
 - a. That consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed fourteen (14);
 - b. Name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;
 - c. Brief statement of the activity or activities resulting in the Withdrawal of Consent; and,
 - d. Notification that the student is entitled to a hearing on the withdrawal not later than three (3) days from the date of receipt by the Dean of a request for hearing from the person.
3. Whenever consent is withdrawn by the Dean, the Dean shall submit a written report to the President within twenty-four (24) hours, unless the Dean has reinstated consent for the student. The report shall contain all of the

following:

- a. Description of the student, including, if available, the student's name, address, and phone number; and,
- b. Statement of the facts giving rise to the Withdrawal of Consent.

C. Confirmation by President

1. If the President or his/her designee upon reviewing the written report described above finds that there was reasonable cause to believe that the student has willfully disrupted the orderly operation of the University or university premises, and that his presence on University premises will constitute a substantial and material threat to the orderly operation of the campus or facility, he/she may enter written confirmation upon the report of the action taken by the Dean. Texas Education Code § 51.236 (b).
2. If the President or his/her designee does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed to have been made for probable cause.

D. Hearing

1. The student from whom consent to remain on campus has been withdrawn may submit a written request for a hearing to the President, within the fourteen (14) day period of withdrawal. The written request must state the address to which notice of hearing is to be sent.
2. The student shall be entitled to the following procedures in accordance with the Texas Education Code, Sections 51.234 and 51.243.
 - a. *Hearing Notice.* Upon receipt of the request for hearing, the President shall grant the request and immediately mail a written notice of the time, place, and date of the hearing, along with pertinent records, exhibits and written statements to the student. A hearing will be conducted not later than three (3) days from the date that the President receives the request for hearing. The Hearing Committee will be appointed by the President and will be comprised of members from the respective schools other than the accused.
 - b. *Representation.* The student may be represented by counsel. The University will be represented by the Office of General Counsel.
 - c. *Witnesses.* The student, as well as the Department Chair who recommended consent be withdrawn, have the right to call and question witnesses and to cross-examine witnesses at the hearing. Members of the Hearing Committee may also question the witnesses. Witnesses are permitted to attend the Hearing only when they are providing information, unless the Hearing Committee, in its sole discretion, allows otherwise. The student shall be advised of the content of the statements, and the names of the persons who made them, at the hearing.
 - d. *Evidence.* All matters upon which the decision to withdraw consent may be based shall be introduced into evidence at the hearing. The decision to withdraw consent shall be based solely on the evidence presented at the hearing. At least one (1) day prior the date scheduled for the Hearing, the parties must submit to the Chair of the Hearing Committee the following information, if applicable.
 - i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
 - ii. A list of witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a

brief summary of the information to be given by each; and,


iii. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4.i.

e. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair.

f. *Recordings.* University shall record, either digitally or through audiotape, or otherwise as deemed appropriate all Hearings until such time that the Hearing Committee begins discussion and deliberation and prepares Findings and Recommendations. Deliberations shall not be recorded. The record is University property.

g. *Appeal to President.* The student may appeal the decision within three (3) days from the date of the decision by sending a written appeal to the President. If the student does not appeal the decision by the hearing committee, the decision is final. The president will review and render a decision within seven (7) days.

h. *Appeal to the Board of Regents.* If the student is not satisfied with the decision by the President, the student may appeal to the Texas Tech Board of Regents by sending a written appeal to the Chairman of the Board of Regents, with a copy to the President, within three (3) days from the date of the President's decision. If the student does not appeal the President's decision, the President's decision is final. If the student appeals to the Texas Tech Board of Regents, the decision by the Board is final.



**PART IV. ANTI-DISCRIMINATION and
SEXUAL MISCONDUCT POLICY and
PROCEDURES (Including TITLE IX)**

A. Introduction

The University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from any form of unlawful discrimination, including sex/gender discrimination. The University is dedicated to fostering and supporting a culture of mutual respect and communication. The University provides a fair and equitable student conduct process utilizing a thorough, neutral, and impartial investigation, from which is generated a prompt resolution.

For purposes of this Part IV of the Student Handbook, the definitions set forth in [TTUHSC OP 51.02](#) and [51.03](#) shall apply.

B. Non-Discrimination and Anti-Harassment Policy (see [TTUHSC OP 51.02](#) for complete policy)

TTUHSC OP 51.02 applies to all University students and employees, visitors, applicants for admission to or employment with the University, as well as University affiliates and others conducting business on campus.

The University does not tolerate discrimination or harassment based on or related to sex, which includes pregnancy, race, color, religion, national origin, age, disability, genetic information, status as a protected veteran or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the University's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

The University expects all members of the University Community to comply with the law. Members of the University Community who violate University policies and laws may be subject to disciplinary action, up to and including termination of employment, expulsion from the University, or being barred from University premises and events.

If a student has a complaint of discrimination or harassment by an employee, whether faculty, staff, or student employee, the provisions relating to the complaint process set forth in TTUHSC OP 51.02 shall apply. Students with complaints of discrimination or harassment by an employee should contact the Office of Equal Opportunity and/or submit a completed Complaint of Discrimination or Harassment form to the Office of Equal Opportunity, which is available on the University's Human Resources website at the following link: <http://www.ttuhs.edu/human-resources/>.

CONTACT	PHONE	ADDRESS	EMAIL
Office of Equal Opportunity	806-742-3627	System Administration Building 1508 Knoxville Ave., Suite 208 Box 41073 Lubbock, TX 79409	eeo@ttu.edu

If a student has a complaint of discrimination or harassment by a student or a student organization, such complaints are guided by the Student Conduct Procedures set forth in Part II of this Student Handbook. Students with complaints of discrimination or harassment by a student or student organization should contact the Office of Student Services and/or utilize the online Incident Report Form available at <http://www.ttuhs.edu/student-services/grievances.aspx>.

CONTACT	PHONE	ADDRESS	EMAIL
Office of Student Services	806-742-2300	Office of Student Services Texas Tech University Health Sciences Center 3601 4th Street, MS 8310 Lubbock, TX 79430	student.services@ttuhsc.edu

In instances of complaints of sex/gender discrimination only, the complainant may also contact the Title IX Coordinator.

CONTACT	PHONE	ADDRESS	EMAIL
TTUHSC Title IX Coordinator	806-743-2900	TTUHSC Office of the President, Room 2B410B Office of the President Texas Tech University Health Sciences Center 3601 4th Street, MS 6262 Lubbock, TX 79430	TitleIXCoordinator@ttuhsc.edu

While Sexual Harassment, Sexual Misconduct, and Sexual Assault may constitute prohibited acts of discrimination, such behavior is prohibited under [TTUHSC OP 51.03 Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX Policy and Complaint Procedure](#).

C. Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX Policy (see [TTUHSC OP 51.03](#) for complete policy)

1. Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX Policy Overview

The University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes Sexual Harassment, Nonconsensual Sexual Contact, Nonconsensual Sexual Intercourse, Sexual Assault, Sexual Exploitation, Stalking, Public Indecency, Interpersonal Violence, Sexual Violence, and any other misconduct based on sex.

While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the University's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

TTUHSC OP 51.03 applies to all University students and employees, visitors, applicants for admission to or employment with the University, as well as University affiliates and others conducting business on campus. TTUHSC OP 51.03 will apply to on-campus and off-campus conduct of which the University is made aware and which adversely impacts the educational and employment environments of the University. The University will take all reasonable steps to prevent recurrence of any Sexual Misconduct and remedy discriminatory effects on the Reporting Party and others, if appropriate.

The University has a Title IX Coordinator who oversees the University's compliance with Title IX, which prohibits discrimination based on sex. The University has also designated a Title IX Deputy Coordinator for employees.

The Title IX Coordinator will investigate complaints of Sexual Misconduct by or between students. The Texas Tech University System Office of Equal Opportunity (Office of EO) will investigate complaints of Sexual Misconduct by or between employees. Student complaints of Sexual Misconduct by an employee will be investigated jointly by the Title IX Coordinator and the Office of Equal Opportunity.

	PHONE	ADDRESS	EMAIL
TTUHSC Title IX Coordinator Coleman Johnson, Special Assistant to the President	806-743-2900	TTUHSC Title IX Office, 2B410B Texas Tech University Health Sciences Center 3601 4th Street, Stop 6262 Lubbock, TX 79430	TitleIXCoordinator@ttuhsc.edu
TTUHSC Title IX Deputy Coordinator for Employees Charlotte Bingham, Assistant Vice Chancellor of Administration, Office of Equal Opportunity	806-742-3627	System Administration Building 1508 Knoxville Ave., Suite 208 Box 41073 Lubbock, TX 79409	TitleIXCoordinator@ttuhsc.edu eeo@ttu.edu

If a student has a complaint of Sexual Misconduct by an employee, whether faculty, staff or student employee, the provisions relating to employees and the complaint process set forth in TTUHSC OP 51.02 and 51.03 shall apply. Students with complaints of Sexual Misconduct by an employee should contact the Title IX Coordinator, the Deputy Title IX Coordinator, or Office of Equal Opportunity, and/or utilize the online reporting tool available on the University's website at <https://www.ttuhsc.edu/title-ix/default.aspx>.

If a student has a complaint of Sexual Misconduct by a student or student organization, the complaint process set forth below in Part IV, Section C (3) of this Student Handbook shall apply. All students are strongly encouraged to promptly report any incidents of sexual misconduct by a student or student organization to the Title IX Coordinator and/or utilize the online reporting tool available on the University's website at <https://www.ttuhsc.edu/title-ix/default.aspx>.

Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication, with the University Title IX Coordinator, Title IX Deputy Coordinator, or Office of Equal Opportunity. However, electing to remain anonymous may greatly limit the University's ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating TTUHSC OP 51.03.

2. Amnesty

a. Subject to the exceptions noted below, the University will not take any disciplinary action against a student enrolled at the University who in good faith reports to the University being the victim of, or a witness to, an incident of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking for a violation by the student of this Student Handbook, occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of the University's disciplinary process regarding the incident, if any.

b. The University reserves the right to investigate to determine whether a report of an incident of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking was made in good faith. After such investigation, the Title IX Coordinator or his/her designee will make a determination as to whether a student is entitled to amnesty. Once a determination is made regarding amnesty for a student, such determination is final and may not be revoked.

- c. Notwithstanding the forgoing, amnesty does not apply to a student who reports the student's own commission or assistance in the commission of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking.
- d. Although students eligible for amnesty may avoid disciplinary action under these amnesty provisions, amnesty does not preclude the University from encouraging students to participate in directives such as counseling or educational opportunities relating to the conduct students were engaged in.
- e. Abuse of these amnesty provisions by a student may result in a violation of this Student Handbook. The amnesty provisions do not impact criminal proceedings or charges, mandatory reporting to state licensing boards, legal actions, or actions required to comply with professional ethic requirements.

3. Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX Complaint Process Involving Students or Student Organizations

These complaint provisions shall apply to Sexual Misconduct that occurs on University premises, at University sponsored activities, or off-campus if it occurred in the context of an educational program or activity of the University or if there is a hostile environment on campus resulting from the off-campus activity. Additionally, these provisions may also be applied to behavior conducted online, via email, or other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites may be in the public sphere, may not be private, and could subject a student to complaints of conduct violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of the University.

All complaint investigations and procedures are entirely administrative in nature and are not considered legal proceedings. Additionally, mediation will not be used to resolve complaints of Sexual Assault and Interpersonal Violence.

Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. As such, these provisions of this Student Handbook shall apply to persons who withdraw after an alleged violation, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

In an effort to respond promptly and effectively to reports of Sexual Misconduct, the University attempts to resolve complaints within sixty (60) days' notice of the incident, not including appeal. However, this time period may vary depending on the complexity of the investigation, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

a. Intake and Initial Inquiry

Upon receipt of a report of Sexual Misconduct, the Title IX Coordinator, or designee, will review the allegations. As reported allegations of Sexual Misconduct have varying degrees of complexity and severity, the investigation and resolution procedures described below may vary. The Title IX Coordinator will inquire, gather, and review information and will evaluate the accuracy, credibility, and sufficiency of the information received. If a formal complaint is not filed, the Title IX Coordinator may nonetheless conduct an investigation if the University learns of alleged Sexual Misconduct through other means depending on the source and nature of the information provided, the seriousness of the alleged incident, the specificity of the information, the objectivity and credibility of the source of the report, whether any individuals can be identified who were subjected to the alleged Sexual Misconduct, and whether those individuals want to pursue the matter.

The Title IX Coordinator may conduct an initial meeting with the Reporting Party to gather additional information regarding the allegation; inform him/her of on and off-campus resources, procedural options, and the University's policy regarding retaliation; and to determine safety, security, or other interim measures. Additional meetings may be necessary depending on the complexity of the reported allegations.

Incidents will not be investigated unless there is reasonable cause to believe TTUHSC OP 51.03 has been violated. Reasonable cause includes some credible information to support a policy violation. If it is determined that an investigation will be conducted, the Responding Party will be given notice of the complaint and an opportunity to respond. If it is determined that an investigation will not be conducted, the Title IX Coordinator may contact the Responding Party to discuss the reported concern.

When a Reporting Party is reluctant, and/or refuses to participate in the investigation process, the Title IX Coordinator may investigate the allegations to the fullest extent possible given the information made available. The University will make every attempt to follow the wishes of the Reporting Party while protecting the University Community.

b. Informal Resolution

Prior to the formal investigative process, either the Reporting Party or the Responding Party may make a request, either orally or in writing, for informal resolution to the Title IX Coordinator. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the University Community to determine whether informal resolution may be appropriate. Mediation will not be used to resolve complaints of Sexual Assault and Interpersonal Violence.

Upon determining that informal resolution is appropriate, the Title IX Coordinator will consult further with the person initiating the request, inform the other party, and gather additional relevant information from the parties and others as useful to assist in the informal resolution process. The Title IX Coordinator may also put in place any appropriate interim measures to protect the educational and work environment of the parties and the University Community.

The University will not compel the Reporting Party or Responding Party to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Participation in informal resolution is voluntary, and the Reporting Party and Responding Party have the option to discontinue the informal process at any time and request a formal investigation. If at any point during the informal resolution process, the Reporting Party, the Responding Party, or the University wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined in this Part IV, Section C(3)(c), of the Student Handbook below will proceed.

c. Investigation Process

If the Title IX Coordinator or designee conducts an investigation of the reported allegation, the investigation may consist of the review of the complaint, any relevant documentation, and interviews with relevant individuals. Each party will be given the opportunity to share information regarding the allegation, as well as any response to such, and identify witnesses and other relevant evidence. The extent of the investigation and its procedures will be determined by the Title IX Coordinator. During the investigative process, it is expected that the Reporting Party and the Responding Party will cooperate with the University in providing all information or evidence that they believe should be considered. Additionally, other administrators may be consulted to assist with the investigation.

Prior to an investigative interview, the Reporting and Responding Parties will be provided a student rights and responsibilities document to review and sign. The student rights and responsibilities document informs the student of his or her rights to be exercised before and during the course of the investigation and student conduct process.

Information gathered during the course of the investigation and student conduct process may only be shared with faculty, staff, students, and/or advisors who are directly involved in the incident or necessary to the student conduct process. Information gathered may also be disclosed in compliance with a judicial order, lawfully issued subpoena, or otherwise required by law.

After the investigation is complete, the Title IX Coordinator will prepare a written investigation report.

Reporting Parties and Responding Parties will have access to the completed investigation report and/or investigative materials relevant to the allegation(s) after the formal investigative process has concluded. In order to protect confidentiality, Reporting Parties and Responding Parties are not given copies of investigation reports and/or investigative materials.

d. Administrative Resolution

At any point in the student conduct process, if the Responding Party accepts responsibility for the alleged violations of TTUHSC OP 51.03, the Parties may choose to resolve the issue through the Administrative Resolution process outlined below. The Administrative Resolution process is voluntary.

The Title IX Coordinator will, in consultation with the appropriate University dean, or if the allegation involves a student organization, the appropriate University staff member advisor of the organization, review the complaint and information gathered about the reported Sexual Misconduct, and if applicable, propose findings and specify appropriate sanctions. The Title IX Coordinator will send written notice to both the Reporting Party and the Responding Party of the proposed findings and sanctions. The Parties will have five (5) business days to review the Administrative Resolution and decide whether they would like to accept or decline the proposed findings and recommended sanctions. Agreement with the terms of the Administrative Resolution is established by one of the two following ways:

- (1) A signature, or an electronic signature, by a Party or the Parties attesting to agreement with the findings and sanctions; or
- (2) No written objection by the Reporting Party or the Responding Party to the findings and sanctions within five (5) business days of the date the proposed findings and recommended sanctions were sent to the Parties.

If both the Reporting Party and the Responding Party agree with the proposed findings and recommended sanctions, the matter is considered concluded. Additionally, if accepted, the Parties waive their right to a hearing, the process ends, the finding is final, and there is no appeal. The complaint will only be reopened if new material, previously unavailable is presented.

If either Party disagrees with or does not accept the proposed findings and/or recommended sanctions, then the complaint will proceed and a hearing will take place.

e. Hearing Procedures

i. Prehearing/Formal Allegations Assigned

Once the investigation is complete, if the complaint is not otherwise resolved, the Reporting Party and the Responding Party will be given notice of a pre-hearing meeting. Should the Reporting Party or the Responding Party not participate in the pre-hearing meeting, the conduct process may continue without their participation through resolution. During this meeting, the Reporting Party and the Responding Party will be given the opportunity to review the investigation report, relevant evidence, and other documents to be used in the hearing. Other documents may include Reporting Party's allegations, list of potential Hearing Officers, and hearing script. Following the pre-hearing, the Reporting Party and the Responding Party will be notified of a date, time, and location of the hearing.

While the Reporting Party and the Responding Party may identify errors in their own statements during the pre-hearing, they are not able to add additional information to the investigation report unless that information, in the judgment of the Title IX Coordinator, was unavailable during the investigative process and is pertinent to the complaint. If a Reporting Party or Responding Party discovers new, previously unavailable information during the time after the pre-hearing but before the hearing, the party should inform the Title IX Coordinator immediately. If the new information is pertinent to the consideration of the complaint, the Title IX Coordinator will determine whether the new information should be included in the investigation report or presented verbally during the hearing. If there is new evidence introduced, the Reporting Party and the Responding Party will be given the opportunity to provide a response to any such evidence that will be presented in the hearing.

The Title IX Coordinator or designee will schedule the hearing no sooner than five (5) business days from the date of the last pre-hearing meeting. The five-day period can be waived by the Title IX Coordinator with agreement by the involved Parties.

ii. Hearing

After notice has been given to the Reporting Party and the Responding Party, the University may proceed to conduct a hearing and render a finding of Responsible or Not Responsible for the Responding Party's alleged misconduct and, in the event of a responsible finding, decide appropriate sanctions, conditions, and/or restrictions. The Executive Vice President of Academic Affairs shall appoint a panel of three (3) Hearing Officers to conduct the hearing. All persons serving as Hearing Officers shall be oriented and trained to adjudicate a Sexual Misconduct case in accordance with this Student Handbook. If there is a conflict of interest, or appearance thereof, with one of the selected Hearing Officers, that person will recuse themselves and the Executive Vice President of Academic Affairs shall appoint another person to the panel. Additionally, both the Reporting Party and the Responding Party may raise issues of conflicts of interest with regard to the potential Hearing Officer panel to the Executive Vice President of Academic Affairs within three (3) business days after notice has been given to the Parties of the panel members. The Executive Vice President of Academic Affairs will weigh these issues and resolve them accordingly. No party has a right to disqualify a Hearing Officer panel member absent a demonstrated bias.

The hearing may be held and a decision or recommendation made, regardless of whether the Reporting Party or the Responding Party fail to respond or fail to attend the hearing. Should the Reporting Party or the Responding Party fail to respond or fail to attend the hearing, the Hearing Officers may consider the available information and render a decision.

Hearings are closed to the public. Both the Reporting Party and Responding Party have the right to be present at the hearing; however, they do not have the right to be present during the deliberation of the Hearing Officers. Arrangements can be made so that Reporting Party and Responding Party do not have to be in the hearing room at the same time. To request changes in the scheduled hearing time, the parties should contact the Title IX Coordinator not less than five (5) business days prior to the scheduled hearing.

During the hearing, the Title IX Coordinator or designee presents the allegations, investigation report, evidence witnesses, and questions for deliberation in the hearing. The hearing Officers may question the Title IX Coordinator, Title IX Investigator, Reporting Party, Responding Party and any witnesses. The Reporting Party and Responding Party do not have the right to question each other nor witnesses directly but may do so through the Title IX Coordinator. The Reporting Party and Responding Party have the right to add or make additional comments about the facts of the complaint. Should new evidence be presented without prior discussion with the Title IX Coordinator, the hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the hearing. In the event the Hearing Officers remove a student due to misconduct in the hearing process, the alleged misconduct in the hearing process will be forwarded to the appropriate student conduct administrator, who will follow the conduct process in Part II of this Student Handbook.

Following the hearing, the Hearing Officers will deliberate and will render a finding of responsible or not responsible for the Responding Party's alleged misconduct as well as decide any sanctions, conditions and/or restrictions if applicable. Any findings of the investigation will be based upon a preponderance of the evidence, which means more likely than not. The Hearing Officers will inform the Reporting Party and the Responding Party in writing within five (5) business days of their decision(s).

Either the Reporting Party or Responding Party may utilize the Appeal Procedures outlined in sub-section "f" below.

iii. Conduct Outcomes/Findings (Sanctions, Conditions, Restrictions)

In the event a Responding Party is found responsible for the alleged misconduct, the Hearing Officers may impose sanctions, conditions, and/or restrictions as described in Part II of this Student Handbook.

Records concerning a student or student organization related to the disciplinary process will remain on file with the Title IX Coordinator for a minimum of seven (7) years from the date the complaint is resolved.

f. Appeal Procedures

Either the Reporting Party or Responding Party may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Hearing Officers by submitting a written appeal to the Executive Vice President of Academic Affairs or his/her designee within five (5) business days of receiving the written decision. The appeal must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The only proper grounds for appeal and the only issues that may be considered on appeal are as follows:

(1) A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)

(2) The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; or the sanctions imposed substantially vary from the range of sanctions normally imposed for

similar infractions.

The Executive Vice President of Academic Affairs will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal. If any of these requirements are not met, the appeal will be dismissed, and the original decision of the Hearing Officers will be final. If the grounds for an appeal are determined proper by the Executive Vice President of Academic Affairs, the Title IX Coordinator will provide the request for appeal to the other party and provide opportunity for response. Any responses must be provided to the Executive Vice President of Academic Affairs within five (5) business days after receiving a copy of the request for appeal.

The results of the appellate process as outlined below will be final.

If the Executive Vice President of Academic Affairs determines that a procedural [or substantive] error occurred that significantly impacted the outcome of the hearing, he/she may order a new hearing. If a new hearing is ordered, all hearing procedures in Part IV, Section C(3)(e), will be followed. The Hearing Officers will notify the Reporting Party and Responding Party of the outcome within five (5) business days of the decision of the Hearing Officers. The decision of the Hearing Officers is final and may not be appealed.

If the Executive Vice President of Academic Affairs determines that new evidence should be considered, he/she may return the complaint to the original Hearing Officers to reconsider the new evidence, or may order a new hearing. If new evidence is considered, the Hearing Officers may increase, decrease, or otherwise modify the findings, sanctions, conditions, and/or restrictions. The Hearing Officers will notify the student of the outcome within five (5) business days of their decision. The decision is final and may not be appealed. If a new hearing is ordered, all hearing procedures in Part IV, Section C(3)(e), will be followed. The Hearing Officers will notify the Reporting Party and Responding Party of the outcome within five (5) business days of their decision. The decision of the Hearing Officers is final and may not be appealed.

If the Executive Vice President of Academic Affairs determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, he/she may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original Hearing Officers or ordering a new hearing. If the Executive Vice President of Academic Affairs makes a decision regarding the sanctions, conditions, and/or restrictions without returning the case to the original Hearing Officers, he/she will notify the student in writing of the outcome within five (5) business days of his/her decision. The decision of the Executive Vice President of Academic Affairs is final and cannot be appealed. If the Executive Vice President of Academic Affairs returns the case to the original Hearing Officers, the Hearing Officers may increase, decrease, or otherwise modify the findings, sanctions, conditions, and/or restrictions. The Hearing Officers or designee will notify the student of the outcome within five (5) business days of their decision. The decision is final and may not be appealed. If a new hearing is ordered, all hearing procedures in Part IV, Section C(3)(e), will be followed. The Hearing Officers will notify the Reporting Party and Responding Party of the outcome within five (5) business days of their decision. The decision of the Hearing Officers is final and may not be appealed.

In those cases in which the error cannot be cured by the original Hearing Officers (i.e., some cases of bias), the Executive Vice President of Academic Affairs may order a new hearing with a new panel of Hearing Officers.

The Title IX Coordinator shall make all reasonable efforts to timely notify the Reporting Party and Responding Party of the status of the appeal throughout the appellate process.

g. Follow up

After the findings(s) and sanctions become final and all appeals, if any, are exhausted, the Reporting Party shall be advised that if the complained of activity persists, they should contact the Title IX Coordinator. Likewise, in the event the Reporting Party believes retaliation for filing a complaint has taken place, they should contact the Title IX Coordinator.

The Title IX Coordinator will follow up with the Reporting Party within sixty (60) calendar days after conclusion of the matter to ensure that the complained of behavior has



PART V. STUDENT RECORDS

A. General Policy

Policies and procedures concerning student records are based on respect for the privacy of the individual. To minimize the risk of improper disclosure, academic records are maintained separately from disciplinary records. (During the time of disciplinary suspension or expulsion, the notice is placed in the student's permanent file.) The conditions for access to each are set forth in the Student Handbook and complies with federal and state statutes and with registered student organization guidelines. The procedures set forth below apply to all persons formerly or currently enrolled at Texas Tech University Health Sciences Center.

B. Address of Record

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community.

C. Student Access to Educational Records

All current and former students of the university have the right to access their educational records as provided by law.

Notification of Rights under FERPA for Postsecondary Institutions the Family Educational Rights and Privacy ACT (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Texas Tech University Health Sciences Center receives a request for access. A student should submit to the Office of the Registrar a request by completing and submitting HSC OP 77.13 Attachment B that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- a. Generally if the Education Record is covered under FERPA, the student may inspect or review the education record at the Office of the Registrar, but does not have the right to receive copies of the education record unless a student is effectively prevented from onsite inspection or review of his/her education record. The student may then have a right to receive copies of the education record at the student's expense after evaluation of the circumstances by the Office of the Registrar.

- b. Official copies of academic records or transcripts will not be released for students who have a delinquent or unpaid financial obligation to the University, have a "hold" at the University, or have an unresolved disciplinary action pending at the University, provided that applicable law does not otherwise require disclosure of the records.

2. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Texas Tech University Health Sciences Center in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or con-

tractor outside of the Texas Tech University Health Sciences Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Texas Tech University Health Sciences Center.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Texas Tech University Health Sciences Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Center
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

4. A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards.

5. Personally identifiable information such as rank in class, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the written consent of the student.

D. Records Not Accessible to Students

The following are records not accessible to students:

1. Records of instructional, administrative and educational personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records of the Texas Tech Police Department, subject to the provisions of 34 C.F.R. 99.8;
3. Records relating solely to an employee of TTUHSC in his/her capacity as an employee that are not available for any other purpose, unless the Student is employed as a result of his/her status as a Student;
4. Student medical and counseling records created, maintained, and/or used only in connection with providing medical treatment or counseling to the Student, that are not disclosed to anyone other than the individuals providing the treatment; and
5. Alumni records or other records that contain information about an individual after he/she is no longer a Student at that agency or institution (e.g., information gathered on the accomplishments of alumni).

E. Disclosure of Education Records

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the

record of disclosures. Texas Tech University Health Sciences Center may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Texas Tech University Health Sciences Center whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31 (a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31 (a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or-State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31 (a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31 (a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31 (a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31 (a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of

the school, governing the use of possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31 (a)(15))

F. Student's Request to Amend Records

Students have the right to request an amendment of their educational records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student Handbooks for each School and the TTUHSC Student Handbook/Code of Professional Conduct. The request is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed to amend the records.

1. Student who believes that his/her Education Records are inaccurate or misleading, or that the records violate his/her privacy rights, must first request an informal discussion regarding the questionable item with the Office of the Registrar, who may or may not honor the request.
2. If the result of the informal discussion with the Office of the Registrar is not satisfactory to the Student, and the Student still wishes to have the record corrected, the Student should submit a [Student Request to Amend Education Records form](#) HSC OP 77.13 to the Executive Vice President for Academic Affairs or designee. The request shall clearly identify the part of the record the Student believes should be changed, and specify why it should be changed, i.e., why the Student believes the record is inaccurate, misleading or in violation of his/her privacy rights. [Note: The substantive judgment of a faculty member regarding a Student's work, expressed in grades or evaluations, is not within the purview of the right to seek amendment of Education Records under this section. This section does not include procedures for Students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student handbooks for each School and the TTUHSC Student Handbook/ Code of Professional Conduct.]
3. After receiving the written request from the Student for a change in his/her Education Records, the Executive Vice President for Academic Affairs ("EVPAA") or designee shall request, and the Office of the Registrar shall provide, a written statement that explains why the request for the change in the Education Record was denied at the informal stage. After reviewing the request by the Student and the response of the Office of the Registrar, the SVPAA or designee will provide written notification to the Student whether or not TTUHSC will implement the change. If not, the SVPAA or designee will notify the Student of the right to a hearing to challenge the information believed by the Student to be inaccurate, misleading, or in violation of the Student's rights.
4. Upon receiving a written request from the Student for a hearing, the EVPAA or designee shall arrange for a hearing and provide written notice to the Student reasonably in advance of the date, time and place of the hearing. The hearing will be conducted according to the following procedures:
 - a. The hearing shall be conducted by a hearing official or committee appointed by the President or designee. Such individual(s) must have no direct interest in the outcome of the case and shall decline to serve if a conflict of interest, or an appearance of a conflict of interest, exists with either the Student or the Office of the Registrar.
 - b. At least five (5) days prior to the date scheduled for the hearing, the Student and the Office of the Registrar, shall submit to each other, as well as to the hearing official or committee, any and all pertinent documents and a list of witnesses and advisors who are to be involved in the hearing process. The Student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. If the Student has an advisor, the Office of General Counsel shall represent the University. The Student and the Office of the Registrar are each responsible for presenting relevant information. Therefore, the advisors and/or attorneys for the Parties are not permitted to speak or participate directly in the hearing.

c. At the hearing, the Student shall have the opportunity to present evidence to support his/her position that the content of the relevant educational record is inaccurate, misleading and/or otherwise in violation of the privacy rights of the Student.

d. Any additional information regarding the hearing procedures will be provided to the Student when notified of the right to a hearing.

e. Within seven (7) business days after the conclusion of the hearing, the hearing officer or chair of the hearing committee, if applicable, will transmit the decision in writing to the Student, the Office of the Registrar, and the EVPAA or designee. The decision must include a summary of the evidence and the reasons for the decision. If, as a result of the hearing, the hearing official or committee determines that the information in the Education Record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the Student, the Student will be notified of the right to place a statement in the record contesting the information in the record or stating why the Student disagrees with the decision of the agency or institution, or both. Any statement provided by the Student shall be maintained with the contested portion of the record for as long as the record is maintained. In the event the contested portion of the record is later requested, the statement shall be disclosed with the record to the extent it pertains to the contested portion.

G. Release of Student Directory Information

The following student information is considered Texas Tech University Health Sciences Center Directory Information:

1. Student Name
2. Permanent and Local Addresses
3. Telephone Numbers
4. Classification
5. Major Field of Study
6. Dates of Attendance
7. Degrees, Awards, and Honors Received
8. Specific Enrollment Status
 - a. Full-time, Part-time, Half-time
 - b. Undergraduate, Graduate
9. Participation in Officially Recognized Sports and Activities
10. Previous Institution's Attended
11. Postgraduate Training/Clinical sites for R.N., M.D., or Ph.D. graduates and degree candidates

This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld by submitting a completed HSC OP 77.13 Attachment A, [Student Consent to Release Education Records](#), or by restricting personal directory information at WebRaider.ttuhscc.edu on the MyTech tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name. The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information". To restrict directory information from appearing in the printed directory, students must go to WebRaider and restrict directory information prior to the 12th class day in the fall term. Restricted directory information will remain restricted until the students unrestricts the information.

H. Destruction of Records

The university constantly reviews the "educational records" it maintains and periodically destroys certain records. The

university will not destroy records if prohibited by state or federal law. The student's basic scholastic record is kept and maintained permanently in the Office of the Registrar. Disciplinary records are maintained for at least seven years in the Student Judicial Programs office. Student Disability Services records are maintained for three years after the last date of enrollment.

I. Letters of Recommendation

1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
2. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

J. Medical Records

Medical records are maintained for students seen by a Student Health Services provider. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student unless otherwise authorized by law. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860.



PART VI. REGISTRATION OF STUDENT ORGANIZATIONS

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the Office of HSC Student Services. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.
2. This application shall contain, but not be limited to, the following information:
 - a. A statement of the organization's purposes;
 - b. Any present or intended relation the organization may have to any other local, state, or national organization;
 - c. The organization's proposed activities;
 - d. A list of the organization's officers;
 - e. A copy of the organization's constitution/bylaws;
 - f. A copy of the constitution/bylaws of any related organization if any; and,
 - g. The signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.
3. Membership in the organization shall be open only to students of Texas Tech University Health Sciences Center without regard to race, religion, sex, handicap or national origin, except in cases of designated fraternal organizations which are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds allocated to the organization from TTUHSC controlled sources must be maintained in a TTUHSC account.
6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization and be lawful and peaceful in its activities.
7. The organization shall not use the name of the Texas Tech University Health Sciences Center, logotype, or symbols of TTUHSC as part of its name or in its publications. In addition, the organization shall not advertise or promote events or activities in a manner, which suggests sponsorship by TTUHSC. The organization is permitted to use the word "TTUHSC Chapter" as part of its name or to use the complete statement "a registered student organization at TTUHSC." Requests to use logos or symbols protected by TTUHSC, Texas Tech University or the Texas Tech University System shall be submitted to Office of the Vice Chancellor for Institutional Advancement.
8. Registration of an organization results from compliance with these regulations; it does not imply TTUHSC approval of the organization or its activities.

B. Faculty or Staff Advisor

Each registered organization shall have a TTUHSC full-time faculty or staff advisor to be available to the officers and members for consultation about the organization's affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization by reviewing credits and debits in OrgSync to offer suggestions regarding the operations of the organization and to oversee adherence to TTUHSC regulations and the organization's constitution and bylaws. The advisor will be required to insure that the current officers are designated with administrator privileges.

C. Conditions for Maintaining Registration

1. In order to maintain its registration, a student organization shall comply with the following requirements:
 - a. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current president of the organization, or his or her designated representative shall file notification of subsequent changes, when such changes occur.
 - b. The organization shall submit to the Office of TTUHSC Student Services for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds or changes in membership requirements.
 - c. The organization shall maintain its funds in accordance with Section A of this part and be in good standing with the Texas Tech University Health Sciences Center.
 - d. The organization shall demonstrate by its activities that it is conducting business to achieve its purpose as stated on the application.
 - e. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable Texas Tech University Health Sciences Center regulations and state statutes.
 - f. The organization shall be responsible for the observance of all applicable TTUHSC regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.
 - g. The Office of TTUHSC Student Services may withdraw the registration of an organization for non-compliance with University policies and procedures.

D. Denial of Registration

1. No student organization will be officially registered with the Texas Tech University Health Sciences Center if the Office of TTUHSC Student Services determines that the organization's actions or activities are detrimental to the educational purposes of the University or not in accordance to the Student Handbook.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision by the Office of TTUHSC Student Services in writing. The applying organization may appeal in writing to the Executive Vice President for Academic Affairs within five (5) business days from the date of the denial letter. The decision of the Senior Vice President for Academic Affairs is final.



**PART VII. USE OF UNIVERSITY SPACE,
FACILITIES AND
AMPLIFICATION EQUIPMENT**

1. Space and Facilities

- a. The space and facilities of the University are intended primarily for the support of the instructional program of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire University community.
- b. TTUHSC buildings, grounds, or property may not be used by individuals or organizations not connected with TTUHSC.
- c. Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC property, but to be eligible for use of campus facilities, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in, planning, coordination, and implementation directly by members of the sponsoring organizations. Sponsors are directly responsible for ensuring that activities and events comply with TTUHSC requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.
- d. Permission to use campus space facilities may be granted only by the offices designated by TTUHSC OP 61.07, Use of TTUHSC Premises and Amplification Equipment. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person.
- e. TTUHSC reserves the right to move the location of any assembly should it appear that the activity might interfere with the normal operations of TTUHSC or interfere with the rights of others. The use of buildings, grounds or TTUHSC property must conform to these regulations and to local, state and federal law.
- f. Although TTUHSC is generally an open campus for purposes of student, faculty and staff free expression activities, students, faculty and staff are encouraged, and person and groups not affiliated with TTUHSC are required, to use the Forum Areas of the campus for free expressions activities. Forum Areas for each campus are set forth in TTUHSC OP 61.07, Use of TTUHSC Premises and Amplification Equipment.
- g. With the exception of free expression activities mentioned above, reservations must be made for the use of TTUHSC premises and must be in accordance with TTUHSC OP 61.07, Use of TTUHSC Premises and Amplification Equipment. The term "TTUHSC premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by TTUHSC (including adjacent streets and sidewalks).



**PART VIII. SOLICITATIONS,
ADVERTISEMENTS AND PRINTED
MATERIALS**

Solicitation and sales and services on University premises or in University-owned or University-controlled buildings are prohibited without prior written approval from the Office of Student Services. This includes financial planners, mortgage vendors and other financial services. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on University premises is also prohibited without prior approval from the Office of Student Services.



PART IX. STUDENT TRAVEL POLICY

A. TTUHSC OP 77.08, *Student Travel Policy*

1. TTUHSC OP 77.08 regulates any travel undertaken by one or more students presently enrolled at TTUHSC to an activity or event that is located more than 25 miles from the campus of TTUHSC. This Operating Policy (OP) applies to any event or activity which is organized, sponsored and/or funded by TTUHSC, is undertaken using a vehicle owned or leased by the university or is a required event or activity by a student organization registered at TTUHSC.

2. Modes of travel by students to events or activities as defined above include:

- a. personally-owned vehicles;
- b. rental cars, vans, chartered buses;
- c. commercial airlines; and
- d. use of TTUHSC-owned vehicle.

3. The purpose of this policy is to help minimize the risks of liability connected with motor vehicle travel by University students. The policy applies to the use of the above modes of travel to any activities directly related to the academic, research and/or administrative responsibility of the department involved. This policy also applies to travel undertaken by one or more students presently enrolled at the University to reach a University-related activity located more than 25 miles from the University. It applies to travel required by a registered student organization.

B. Travel Using University Owned Vehicles

1. *Appropriate Use.* Only persons who are acting within the course and scope of University-related activities should use University vehicles.

2. *Drivers.* Because of the risks of personal injury, it is required that only those persons whose names appear on the approved driver's list be asked or allowed to use University-owned motor vehicles. If students will be using state-owned or rental vehicles, the following is required:

- a. The requesting department or unit must place students who drive on behalf of the University on the approved driver's list.
- b. Qualifications for drivers of all University or rental vehicles are as follows:
 - i. Must possess a valid (Texas or other U.S. state) driver's license, be at least 18 years of age and have held a valid license for at least two years;
 - ii. Must comply with driver record check requirements on an annual basis.
 - iii. Must have available documentation of current personal insurance;
 - iv. Must sign a disclosure statement;
 - v. Must not have any moving violations within the last 18 months,

- vi. Are required to report any driving violations to their immediate supervisor as soon as possible. This includes violations that occur while driving a vehicle not owned by the University; and
- vii. Must not have had any violations for drunk driving, driving under the influence of drugs or reckless driving. Must not have had a reinstated license in effect for less than one year after a revocation.
- viii. Must not have had a reinstated license in effect for less than one year after a revocation.
- ix. Must not have a suspended license.

c. Additional qualifications for drivers of vans equipped for 15 passengers are:

- i. Must be at least 21 years of age;
- ii. Must comply with Motor Vehicle check on an annual basis;
- iii. Must successfully complete a driver training course;
- iv. Must attend retraining annually; and
- v. Must not have any moving violation in the last 18 months.
- vi. Must successfully pass a drug test.

3. *Operator Conduct.*

a. Operators of University vehicles must take a 15-minute break every 3 hours and may drive no more than 10 hours in a 24-hour period. When the vehicle driven is a van with passengers, a second person must remain awake at all times and ride in the front passenger seat.

b. Those who operate a University vehicle represent the University to the general public. The image conveyed does affect the University; therefore:

- i. **SHALL NOT** use University vehicles for personal transportation or business;
- ii. **SHALL NOT** allow alcoholic beverages or narcotics to be transported or consumed in any University vehicle;
- iii. **SHALL NOT** pick up hitchhikers or transport family members;
- iv. **SHALL NOT** allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
- v. **SHALL** observe all traffic rules and regulations;
- vi. **SHALL** drive carefully, safely, and courteously;
- vii. **SHALL** require driver and all passengers to use seat belts and other appropriate occupant restraints at all times the vehicle is being operated;

viii. **SHALL NOT** operate the vehicle unless all occupants are wearing the appropriate restraints; and,

ix. **SHALL NOT** allow the number of passengers to exceed the authorized capacity of the vehicle.

c. When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the operator shall provide a complete statement of the circumstances and a copy of the police report to the department head for appropriate administrative action. Citations for all parking and traffic violations will be the personal responsibility of the operator.

d. Use common sense when driving. For road trips of 100 miles or more, share the driving, if possible, and take frequent breaks.

4. *Accidents.* The following procedures should be followed whenever a University vehicle is involved in an accident, regardless of the extent of damage.

a. Stop immediately and notify local police so that an official report can document the accident;

b. Take necessary steps to prevent another accident;

c. Use the motor pool card with instructions on the front and numbers to call on the back;

d. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives;

e. Get names and addresses of all witnesses;

f. Provide all required information to the police officer;

g. Notify the department head or supervisor (if you are unable to contact or reach someone, contact the Texas Tech Police Department); and,

h. Refer to TTUHSC OP 76.34, *Accidents Involving University Vehicles*, for the completion of required vehicle accident documentation.

C. Travel Using Personal Vehicles

1. *Transportation Generally.* The University recognizes that students occasionally use personal vehicles while engaged in University-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their personal vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. No University coverage for personal injuries is available to students if they drive their personal vehicles on university-related activities as defined hereinabove.

2. *Reimbursement for Costs.* Mileage costs related to any significant use of personal vehicles to conduct University-related business unrelated to required academic experiences, e.g. clinical rotations, clerkships, etc. will not be reimbursed.

3. *Use of Personal Vehicles Not Required.* No individual shall be required to use a personal vehicle to perform University-related activities with the exception of clinical affiliation sites.

4. Policy Concerning Use of Personal Vehicles by Students.

- a. Use of personal vehicles by students to drive to University-related activities is discouraged.
- b. If students use their personal vehicles, and/or transport other students as passengers, their personal insurance will be primarily responsible for any liability that may arise from such use.
- c. No University coverage for personal injuries is available to students if they drive their personal vehicles on University-related activities as defined here in above.

D. Policy Concerning Student Releases and Medical Authorization

Each student who travels by any form of transportation to participate in a University-related activity, including but not limited to academically-related field trips, courses, competitions, or contests, or non-academic activities, must, prior to such activities, execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment.

International Travel by Students

Students traveling abroad for any TTUHSC related reason (e.g., conferences, research, competition, community service, mission work, etc.) in any status (i.e. undergraduate, postgraduate, graduate, supported by scholarships, assistantships, institutional, etc.) must abide and **complete the required forms through the Office of Global Health, (see [HSC OP 10.29](#)) regarding procedures for Pre-Departure 4.(a.), 1; 2(a-e) and Exit Counseling 5(1)a-c.**

Students are not permitted to travel to a nation that is subject to a Travel Warning issued by the United States Department of State. To determine if a country is subject of such a travel advisory, contact the Office of International Affairs (OIA) or the U.S. Department of State Office in Washington, DC at 202-647-4000 or through the web at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. In the event the Department of State issues a travel advisory to a country which a student will be traveling, OIA will contact the student immediately. If the country has been placed on the Travel Warning list, the student must cancel the trip.

When an emergency occurs, procedures for Planned Response to Emergencies Abroad will be followed ([HSC OP 10.29, Attachment B](#)).

E. Guidelines Concerning Safe Travel Practices

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC, Texas Tech University or Texas Tech University System will assume no responsibility, financial or otherwise.
3. Faculty and staff sponsors and organization officers are urged to take all possible pre-cautions to ensure the safety and well-being of all persons participating in off-campus activities.

4. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances: they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.



PART X. MISCELLANEOUS POLICIES

A. Policies and procedures for certain items, including, but not limited to, academic advisement, academic review, appeals, attendance in academic courses, auditing courses, clinical attire, grades, promotions/dismissal, grievance procedures and student employment may be referenced in the various Schools' student handbooks and/or catalogs.

1. Absences

Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

2. Academic Requirements

Academic requirements vary with each TTUHSC School and particular degree program in which the student is enrolled. Students should consult with their respective School's academic/program advisor and/or School's catalog for specific details.

3. Admissions and Applicants

The educational policies of the TTUHSC are founded upon the regulations of the Board of Regents of the Texas Tech University System. TTUHSC is an upper-level, graduate, and professional study institution. The application and admissions policies for TTUHSC are outlined in the individual Schools' catalogs.

Most programs at TTUHSC have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

4. Adding and Dropping Courses

Consult with your academic department for deadline dates for adding and/or dropping courses. Students should make an appointment with his/her advisor to complete appropriate documentation. Students dropping a course to the point of zero hours of enrollment are considered to be withdrawing from the School's program. Please refer to the individual Schools' catalogs and/or handbooks for more specific details relating to your program.

5. Affiliation

The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the student body.

6. Attendance

The faculty member responsible for the course determines attendance requirements for each course. A student who fails to attend any class for any reason is responsible for the material presented in class, assignments, examinations, announcements, etc. to the same extent as though the student had attended the class. Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

7. Bacterial Meningitis

a. General. Meningococcal disease is a potentially life-threatening infection caused by the bacterium *Neisseria meningitidis*. Bacterial meningitis is an inflammation of the membranes that surround the brain and spinal cord. This disease affects approximately 3000 Americans each year, including 100-125 people on college campuses, leading to

5-15 deaths per year among college students.

b. Risks and Exposures. The organism is spread from person-to-person through the exchange of respiratory and throat secretions such as coughing and kissing. Sharing cigarettes, water bottles, eating utensils and food, may increase your exposure. Resident Hall-style living may also play a role as crowded environments facilitate the spread of the infection.

c. Symptoms and Diagnosis. Early diagnosis is important. Your healthcare provider may use a combination of clinical symptoms and laboratory tests to diagnose the disease. Seek medical attention immediately if one or more of these symptoms appear:

- i. High fever
- ii. Severe Headaches
- iii. Vomiting
- iv. Light sensitivity
- v. Stiff neck
- vi. Nausea
- vii. Lethargy
- viii. Seizures
- ix. Confusion and sleepiness
- x. Rash or purple patches on skin

d. Possible Treatment and Consequences If NOT Treated.

Antibiotic treatment may be effective if exposure and disease is detected early. Possible consequences of the disease, include, but are not limited to:

- i. Permanent brain damage
- ii. Kidney failure
- iii. Learning disability
- iv. Gangrene
- v. Coma
- vi. Convulsions
- vii. Hearing loss
- viii. Blindness
- ix. Limb damage that may require amputation
- x. Death

e. Prevention. Vaccinations may be effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the United States. Vaccinations typically take 7-10 days to become effective, with protection lasting 3-5 years. The vaccination is generally safe--most common side effects may include redness and minor pain at the injection site for up to two days.

f. Information.

If you have more questions contact:

i. Your healthcare provider

- ii. Your local or regional Texas Department of Health
- iii. TTUHSC Family Practice Clinic at 806-743-2757
- iv. Visit these web sites for more information - <http://www.cdc.gov/ncird/dbd.html> or www.acha.org

Medical and Religious Exemptions

2010-2011 Texas Vaccine Exemption Information

The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, and college for reasons of conscience including a religious belief or for medical reasons. In 2003, the Texas legislature passed changes to the statutes expanding the reasons a parent can claim an exemption but the Health Department has questionably also increased the bureaucratic red tape necessary for claiming the exemption. There are specific procedures for requesting an official state form and submitting it to the school or for completing a medical exemption that all take some time so please don't wait until the last minute to get your papers in order.

For everyone claiming an exemption for the first time after 9/1/03, you must comply with the new law. If you've submitted an old religious exemption prior to 9/1/03, you are grandfathered under the old law (see notes below) and do not need a new form. The vaccine exemption forms for reasons of conscience including a religious belief are only for students claiming a vaccine exemption for the first time after 9/1/03 when the new law went into effect. If you need to request forms from the state health department, you can do it by fax, mail, personal visit, or through an online submission form. If you send your request by mail, we suggest sending it registered mail with a receipt so you can keep track of your request. If you send it by fax, set your fax machine to print out a delivery receipt. We would like to keep track of the Health Department's processing time.

According to the Texas Dept. of State Health Services: Online requests must be made through the web submission form posted at <https://corequest.dshs.texas.gov/>.

8. Required Immunizations

In order to protect the health of our students and the health of the patients with whom they come in contact, TTUHSC requires all entering students [with direct patient care or as prescribed by your school](#) to provide documentation of all immunizations as listed below. Immunization requirements are based on regulations, guidelines and recommendations available as of October, 2012 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC), and the U.S. Advisory Committee for Immunization Practices (ACIP). The meningitis requirement must be sent in immediately and all other requirements must be met prior to orientation. The student is responsible for all associated costs.

9. Tuberculosis Surveillance

Tuberculosis surveillance for Covered Individuals is based on current U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) Recommendations and Reports (December 30, 2005, 54 (#RR-17):1-147), Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings.

Exposure Management

Institutional management of exposure to: (1) blood-borne pathogens, (2) body fluids and, (3) other miscellaneous exposures is based on regulations, guidelines and recommendations available as of October, 2012 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC).

10. Working with Affiliated Entities-Student Drug Screenings, HSC OP 77.15

a. Defined Terms

For purposes of this policy the term “Student” does not include residents in the Schools of Medicine or School of Pharmacy.

b. Background

I. TTUHSC enters into affiliation agreements with various health care clinical entities (“Affiliated Entities”), such as hospitals and other facilities, in order to provide clinical experience opportunities for its students enrolled in TTUHSC clinical education programs.

II. Affiliated Entities may establish more stringent standards for students who wish to do a clinical rotation at the affiliated entity, than those required by TTUHSC as part of its admission process. Affiliated Entities may require students, among other things, to undergo and satisfactorily pass additional background checks and/or drug screenings as a pre-requisite to participating in a clinical rotation at the Affiliated Entity.

III. Clinical rotations are an essential element in certain degree programs’ curricula. Students who cannot participate in clinical rotations due to a positive drug screening may be unable to fulfill the requirements of a degree program. TTUHSC schools may NOT mandate this requirement for all students. It applies solely to those students who must fulfill the requirement for participation in a clinical rotation at an Affiliated Entity.

c. Clinical Placement.

I. Placements at Affiliated Entities for clinical rotations will be based on the learning objectives as defined by each program consistent with the learning objectives of each student. Determination of unacceptable results of a drug screening will be made by the Affiliated Entity. Any student placed with an Affiliated Entity that requires additional background checks and/or drug screens, who cannot meet these requirements, must discuss all available options with their School’s Office of Student Affairs or their designee.

II. Affiliated entities may conduct their own drug screening. If the student fails the drug test and is consequently denied externship placement, s/he shall be subject to disciplinary action in accordance with the TTUHSC policies.

d. Responsibility of the School

The student’s School shall:

I. Notify the student of the Affiliated Entity’s requirements for a drug screen, to include the type(s) of drug screen required by the Affiliated Entity, deadlines to meet the Affiliated Entity’s requirements, a list of approved drug screen testing vendors, and a completed Authorization, Attachment “A,” for signature by the student.

II. Receive the student’s drug screen test results, which shall be maintained in a confidential, locked file separate from the student’s primary educational records.

III. Notify and ensure the Affiliated Entity that all students prior to their clinical rotation have met their drug screening requirements.

e. Responsibility of the Student

I. The student shall pay for the cost of any and all drug screening required by an Affiliated Entity that is designated for student matriculation by TTUHSC provided articles b, c, d, below are met. The student shall be responsible for the cost of any necessary re-test or subsequent tests at TTUHSC designated Affiliated Entity(s) and any drug screening required by an Affiliated Entity selected for matriculation by the student.

II. The student shall complete the drug screen prior to the deadlines provided by the School and meet the guidelines of the Affiliated Entity. Failure to complete the drug test prior to the deadlines may result in an additional expense to the student, and/or delay in, or denial of, rotation in the Affiliated Entity.

III. The student shall use a drug screen vendor from the designated vendors provided to the student by his/her School and/or the Affiliated Entity. 1) Results from a vendor NOT on designated by the School and/or Affiliated Entity will not be accepted and the student shall be required to have the drug screening test(s) conducted by an approved vendor.

IV. The student will be required to sign a valid consent and authorization, Attachment "A," consenting to the drug screening and giving the vendor performing the test permission to provide the drug screen test results to the person designated by the School to receive student drug screen tests results under this policy.

f. Student Refusal to Consent to Drug Screen

Any student who fails or refuses to consent to a drug screen required by an Affiliated Entity to which the student has been assigned by his/her School shall be subject to disciplinary action in accordance with the TTUHSC Student Handbook/Code of Professional and Academic Conduct, the Schools' written policies, if any, and this policy.

g. Period of Validity – Drug Screen Results

I. Unless otherwise required by an Affiliated Entity, drug screen test results will generally be valid for the time the student is in the program within the School unless there is a break in enrollment, defined as not enrolled for one full semester.

II. Students may be required to undergo drug screening more than once depending on the requirements of each Affiliated Entity in which the student is placed to meet their learning objectives or the number of Affiliated Entities at which the student is placed.

h. Drug Screen Results

I. Diluted Specimen. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student, at his/her expense, will be required to complete and successfully pass a new drug screen test.

II. Negative Drug Screen Results. The School which receives the a student's drug screen test results, may release negative drug screen test results to the student, provided the student has signed the appropriate release form, Attachment A.

III. Positive Drug Screen Results.

1) A positive drug screen is any instance in which a drug screen report shows a positive test for one or more

of the drugs on the panel required by the Affiliated Entity.

2) Any student with a positive drug screen will not be placed in any clinical facility pending review and outcome of appeal with the vendor.

3) The student has the right, at his/her expense, to request an independent review of any positive drug screen, by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is requested, and the student is responsible for all costs related to this review.

4) Any appeal based on a positive drug screen is solely between the student, the Medical Review Officer and the vendor. The student's School will not become involved in the appeal of a positive drug screen.

5) If, after review by the independent Medical Review Officer, there is no valid medical basis which would cause or contribute to the positive drug screen, the test results will stand, at which point the student will be referred to the School's Office of Student Affairs for disciplinary action in accordance with this policy and the School's written policies.

i. Confidentiality of Records

I. Drug screening reports and all records pertaining to the results are considered confidential information with restricted access to the extent allowed by law.

j. Re-admission

I. Any student who is withdrawn due to a positive drug screen without medical validation will only be eligible for readmission to any TTUHSC program of study in accordance with the School's readmission policies.

II. If accepted for readmission after the required period of time, the student must, at his/her own expense, provide a negative drug test and satisfactory documentation of completion of any remedial action required by the School.

k. Right to Change Policy.

I. TTUHSC reserves the right to change, modify, amend or rescind this policy in whole, or in part. at any time.

11. Credit by Exam

Specific credit by examination policies may be found in each of the Schools' catalogs and/or student handbooks; however, the School of Nursing does not offer Credit by Exam. Pass or fail grades earned on examinations for these courses will not be considered in determining grade-point averages. TTUHSC Schools may elect not to accept credit by examination, where it is determined that such academic achievement may hinder the success on national licensure exams/certifications.

12. Disabilities (Students)

TTUHSC OP 10.15 complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and

competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part IV Anti-Discrimination. The grievance process would include the ADA Compliance Officer for Students. Any student seeking accommodations on the basis of disability must register as a disabled student with the ADA Compliance Officer for Students in the Office of Student Services and must provide all required documentation of disability. Students seeking accommodations must complete an application for disability services and provide supporting documentation. For more information, visit www.ttuhs.edu/HSC_OP10.15.pdf.

13. Discrimination/Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by TTUHSC on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, veteran status or disability. Grievances related to discrimination on the basis of race, religion, national origin or age should be pursued through regular administrative channels. Academic problems are to be handled in the academic administrative structure culminating in review by the individual School's Dean. The individual Schools as noted in their Schools' catalogs should direct non-academic student matters to the Office of Student Services. For more information, visit <https://www.ttuhs.edu/hsc/op/op51/op5101.pdf>, *Equal Employment Opportunity Policy and Affirmative Action Plan*.

14. Employment Grievance

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the TTUHSC OP 70.10, *Non-faculty Employee Complaint and Grievance Procedures*. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

15. Exams

Please refer to the individual School's catalogs for more specific exam details relating to your program. Any student seeking exam accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. Appropriate and reasonable accommodations, if any, will be determined by the ADA Compliance Office for Students in the Office of Student Services.

16. Financial Policies

Students must meet all financial responsibilities due the University. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of outstanding loans, and failure to meet any other financial obligations to the University, are considered a lack of financial responsibility. Financial irresponsibility can subject the student to action by TTUHSC, including, but not limited to, denial of registration, withholding of grades and transcripts and possible adjudication under the Code of Professional and Academic Conduct. In addition, failure to meet financial obligations to the University may result in:

- a. Cancellations of the student's registration if tuition and registration fees are not paid by the 12th class day and 20th class day (4th class day and 15th class day in summer), or if a returned check given in payment of tuition and

fees is not redeemed by that time;

b. Loss of University check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check;

c. A flag placed on a student's academic records preventing future registration (before registering or requesting a transcript, students may check on the presence of flags on their records by contacting the Office of the Registrar); and/or,

d. Reporting of financial problems to a credit agency or a collection agent.

17. Grades/Grading

a. The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance.

b. The processing of formal appeal procedures is the responsibility of the School which administers the course. A copy of the grade appeal procedures may be found in the individual Schools' catalogs and/or handbooks. A student must file a formal written appeal within 3 days of the beginning of the next semester in accordance with the individual Schools' policy regarding student grade appeals. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved. After a degree has been posted, no further adjustments can be made on the record except under extraordinary circumstances as determined by the Dean of the School the student is enrolled under.

18. Graduation Procedures

a. Degree requirements are published in the individual School's catalogs.

b. Prior to graduation, all candidates for TTUHSC degrees are required to:

i. Complete all graduation requirements set forth by the applicable School;

ii. Complete and return to the Office of Student Services the University's Graduation Application form in the semester before anticipated graduation (the student's "diploma name" as requested in the Graduation Application form is printed on her/his diploma, and information provided by the student is used in commencement programs);

iii. Be registered in the semester the certificate or degree is to be conferred unless the student is granted an exception by the dean of their school;

iv. Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance, which must be repaid after graduation.

19. Health Services and Health Insurance Information

a. The Texas Tech Physicians Family & Community Medicine clinic provides health services to TTUHSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. To receive health services, you must present a Student I.D. card at the time of the appointment. If you also have private insurance in

addition to Student Health Services, you will need to submit your receipt for the co-pay to your insurance company for reimbursement.

*The Student Health Fee covers only those services provided by the Family & Community Medicine clinic and specific laboratory and radiology service performed at cooperating locations. **All other charges incurred are your responsibility.***

b. Clinic Procedures

Please call to make an appointment. If you need to be seen for a sudden illness, please call that day as early as possible. If you need to be seen after clinic hours, call your campus's clinic phone number and ask to leave a message for the on-call physician. When you check in, please inform the receptionist that you are a TTUHSC student. If you come to the clinic without an appointment, it may be necessary for you to wait for a physician. Immunizations, paper work, and routine procedures are not ordinarily considered urgent care, and may not be taken care of on the same day as requested. If you have a health emergency that requires you to be seen at a hospital emergency room, go to the hospital listed for your campus under "Clinic Locations." Visits to an emergency room that generate a charge from either TTUHSC or the hospital are your responsibility.

c. If the student receives a bill from the Health Sciences Center for services covered by the medical service fees, please contact the Office of Student Services at (806) 743-2300.

d. Students are expected to have hospitalization insurance coverage for each semester enrolled. Students should be prepared to provide proof of coverage at the time of registration.

e. TTUHSC will make available information on student health insurance providers for all registered students in the University. Students may investigate other insurance plans. Insurance information can be found on the Office of Student Services, www.ttuhscc.edu/student-services.

20. Interprofessional Education

All TTUHSC students, regardless of school affiliation, will be required to complete a non-credit, online course in interprofessional education. Implementation of this requirement will vary across schools and degree programs. Students should consult their academic/program advisor and/or school catalog for additional information.

Interprofessional Practice and Education (IPE) Core Curriculum

All TTUHSC students, regardless of school affiliation, will be required to complete the IPE core curriculum prior to graduation. The IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered IPE learning activity. Failure to complete the IPE core curriculum will result in delayed graduation. Students should consult their academic/program advisor and/or school catalog for additional information.

21. Notification of Student Death

The Office of Student Services is the Office of the Chancellor's liaison regarding notification of any student deaths. Schools must notify the Assistant Vice President for Student Services immediately in the event of any student death.

22. Program of Assistance for Students

Personal counseling services are available to all TTUHSC students through the Program of Assistance for Students (PAS). Through the PAS, licensed counselors are available to assist students with all types of problems, including stress associated with academic, legal, or financial concerns; depression, anxiety, and/or other emotional problems; family and relationship issues; alcohol and drug abuse; and other mental health and wellness issues. For more information or to request assistance, please call 1-806- 743-1327 or 1-800-327-0328. In after-hours situations, these PAS phone numbers serve as a 24-hour crisis line. In the event of an emergency, the answering service will connect the student with the counselor who is on call. Through PAS, TTUHSC students and their dependents are eligible to receive five free counseling sessions per year. Additional information about PAS services is published in a brochure that is available from student affairs personnel on all campuses and is also posted on the Office of Student Services website at the following address: www.ttuhs.edu/student-services/documents/PAS_Document.pdf.

23. Student Emergency Contact Information

Students must keep their Emergency Contact Information current. To do so, visit webraider.ttuhs.edu and sign in. Select the “MyTech (for Students)” tab and look in the “Personal Information” box. Click “Update Emergency Contacts” and fill in your information.

24. Student Publications

- a. The Daily Toreador student newspaper and La Ventana yearbook are free of arbitrary and capricious censorship and advance-copy approval, when operated and published within the canons of responsible journalism as established by the University Committee on Student Publications.
- b. All aspects of TTU\TTUHSC Student Publications shall be the responsibility of the President of the appropriate component institution and therefore under his/her direction.

25. Registration

- a. Registration is coordinated by the Office of the Registrar in cooperation with the School in which the student enrolls. Tuition and fees are payable in full at the time of registration unless other arrangements have been completed. Registration for new students is completed as a step in the orientation process, or with the assistance of the Schools’ Student Affairs or Coordinators office.
- b. To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at the University. Any student deemed ineligible due to academic, administrative or disciplinary sanction will be barred from registration. Students must provide all final transcripts to the each school’s Office of Admissions by the end of the first semester in which they are enrolled or a hold will be placed preventing registration in future semesters. *See Student Record and Transcript Policy located at <http://www.ttuhs.edu/registrar/documents/student.record.transcript.policy.pdf>
- c. *Late Registration.* Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge. Consult the Office of the Registrar for deadline dates for registration.

26. Religious Holy Days

a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class and (2) the Director of Student Affairs of his/her School. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or after the absence.

b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the above-stated time.

c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.

d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

27. State Residency Classification

Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to ask for an official determination by the Office of the Registrar. Non-residents who live in Texas taking only online courses are charged non-resident tuition and fees. An applicant whose classification as a resident of the State of Texas is not clearly established should request a Residency Questionnaire from the Office of the Registrar.

28. Sexual Harassment Policy

Harassment of students on the basis of sex is a violation of §106.31 of Title IX of the Education Amendments of 1972. The Deputy Title IX Coordinator for Students is the Assistant Vice President for Student Services, 2C400 Academic Classroom Building, (806) 743-2300. Student concerns about sexual harassment which include faculty, staff, or students should be directed to the individual School's Dean.

29. Tuition and Fees Installment Payment Options

a. Texas Education Code, Section 54.007, provides that state-supported institutions of higher education shall provide students with the election to pay tuition and fees during the fall, spring, or long summer semesters in installments. TTUHSC offers the following payment alternatives:

i. Full payment of tuition and fees in advance of the beginning of the semester; or

ii. One-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and eleventh class weeks, respectively.

b. TTUHSC shall develop procedures which will provide that students may elect to pay tuition and fees using the payment alternative. [Students who elect to pay by installments are required to complete a Financial Responsibility Agreement each semester.](#)

c. TTUHSC is authorized to establish payment due dates in advance of the beginning of a semester and prior to the

Sixth and eleventh class weeks respectively so that required payments have been received and student records have been appropriately updated on the dates required by law.

d. If a student elects to pay tuition and fees using the payment alternative, he or she shall be assessed an installment option fee in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect all costs incurred in operating and handling payments under the installment alternative. The rates of the fee shall be approved by the Board of Regents.

e. If a student who has elected to pay tuition by installment fails to pay in full all amounts of tuition, other registration fees, installment option fee, late payment fees, and other authorized fees by the end of the business day of the last day of the semester, then he or she will be dropped from School for failure to pay.

f. TTUHSC shall develop procedures so that students are notified of the requirements, provisions, and penalties of the installment payment options.

g. Bi-annual approval of tuition and fees by the Board of Regents shall approve the assessment and collection of fees from Texas Tech University Health Sciences Center (TTUHSC) and Texas Tech University (TTU) students. The amounts to be collected are presented in a Global Fee Document to the Board of Regents two years for approval.

30. Tuition and Fees Refund Policies

Withdrawal / Refund Policies

Refund Policies (Institutional and Title IV Withdrawal / Refund Policies)

Detailed information about the impact of decreasing course load on:

- ✓ Institutional Refund Policy - All students who withdraw from TTUHSC or drop all courses during a term
- ✓ Additional considerations for students who received financial aid and withdraw from TTUHSC or drop all courses during a term

Institutional Refund Policy

Refund Policies for Tuition and Fees. Texas Education Code, Section 54.006, provides the amount of tuition and fees to be refunded to students who drop courses or withdraw from the institution. Class day count is based on the official institution calendar for the school, not the specific course dates.

Students who drop a course, but remain enrolled at the institution will be refunded at the following rate:

Term	Class Day	Percent of Refund of Charges
Summer - More than 5 weeks but less than 10 weeks in duration	1st class day through 4th class day	100%
	After the 4th day of class	None
Fall, Spring or Summer - Duration of 10 weeks or longer	1st class day through 4th day of class	100%
	After the 4th day of class	None

Students who withdraw from the institution (zero semester credit hours) are required to pay tuition and fees according to the following schedule based on their official withdrawal date:

Term	Class Day	Percent of Refund of Charges
Summer - More than 5 weeks but less than 10 weeks in duration	Before the 1st class day	100%
	1st, 2nd, or 3rd class day	80%
	4th, 5th, or 6th class day	50%
	7th class day or later	None

Term	Class Day	Percent of Refund of Charges
Fall, Spring or Summer - Duration of 10 weeks or longer	Before the 1st class day	100%
	1st five class days	80%
	2nd five class days	70%
	3rd five class days	50%
	4th five class days	25%
	21st class day and after	None

Students who withdraw from TTUHSC or drop all courses during a term that receive(d) financial aid.

It's important for students who receive financial aid and withdraw or drop all courses during the term to be aware of the refund policies and to understand the impact they will have on the aid released and the continued financial aid eligibility. Current refund policies for students who withdraw or drop all courses during a term are determined by the Higher Education Title IV refund regulations.

Federal Refund and Repayment calculations must be performed for students who receive Title IV (Pell, FSEOG, Perkins and/or Stafford Loans) funds and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence prior to the 60% date of the term. All "unearned aid" must be returned to the federal aid programs as determined by the Federal Refund and Repayment calculations.

- a. The requirements for Title IV program funds are separate from the university refund policy. As such, you are responsible for unpaid institutional charges remaining after the refund calculation. You are also responsible for charges/balances created by the returning of Title IV program funds that the school was required to return.
- b. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID(1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

~~In order to keep all the financial aid issued in each term, students must be enrollment for at least 60% of the term. After this point in the term students have earned 100% of the Title IV funds released for the term. Therefore, it is in your best interest~~

to maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds

How the calculation works:

1) Number of days attended ÷ Days in semester = % of semester completed

2) Total \$ disbursed X % completed = Earned \$

3) Total \$ disbursed - Earned \$ = \$ to be returned

Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid at TTUHSC or any other institution, until this debt is cleared.

To remain eligible for financial aid, a student must maintain satisfactory academic progress. This consists of two categories: (1) grade point average on hours attempted (qualitative) and (2) hours successfully completed (quantitative) based on hours enrolled. As a general rule, a student must successfully pass 67% of the hours they attempt (hours as of the census date). You can find more information here: <http://www.ttuhs.edu/financial-aid/faq.aspx>



**PART XI. STUDENT COMPLAINT OR
GRIEVANCE POLICIES AND
PROCEDURES**

The following narrative summarizes TTUHSC's student complaint or grievance policies and procedures. Links to specific policies and procedures are provided on the Office of Student Services website: [www.ttuhscc.edu/student-services/Student Grievances.aspx](http://www.ttuhscc.edu/student-services/Student_Grievances.aspx).

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel toward students. Policies and procedures exist for the following areas of student complaints:

- Complaints regarding the general or academic misconduct of another student
- Complaints regarding discrimination
- Complaints regarding student records
- Complaints regarding employment at TTUHSC
- Complaints regarding grades or grading
- Complaints regarding other types of mistreatment
- Other institutional-level student complaint procedures

The Student Resolution Center, which is located on the Texas Tech University campus in Lubbock, serves as a neutral, objective third party to provide students in the Texas Tech University System including TTUHSC with informal assistance in resolving student-related problems, conflicts, and disputes. The Student Resolution Center is available by phone to assist all TTUHSC students in identifying appropriate complaint-resolution procedures and resources.

A. Complaints regarding the general or academic misconduct of another student

Policies and procedures governing complaints regarding the general or academic misconduct of students are defined in the Code of Professional and Academic Conduct (Student Code), which is published as Part II of this handbook. Students, faculty, and staff are all encouraged to report violations of the Student Code in accordance with the Disciplinary Procedures outlined in the Student Code.

B. Complaints regarding discrimination

This handbook identifies several policies intended to ensure the fair and equitable treatment of all members of the university community. The processes for filing complaints are detailed in the TTUHSC Operating Policies and Procedures. The following list identifies key institutional policies governing complaints regarding discrimination:

- [HSC OP 51.04, Access for Individuals with Disabilities](#)
- [HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan](#)

C. Complaints regarding student records

[HSC OP 77.13, Student Education Records](#), provides detailed information about filing complaints relating to student records.

D. Complaints regarding employment at TTUHSC

Information about employment grievances for students who are employed at TTUHSC is provided in [HSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures](#). This policy covers complaints concerning issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job promotions, job assignments, or similar matters involving management decisions concerning the employee.

E. Complaints regarding grades or grading

The processing of formal grade appeal procedures is the responsibility of the school which administers the course. Relevant school policies are listed below:

- School of Health Professions: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Grading Policy, Promotions Policy , and policies and procedures for Challenging Student Records or Grades
- TTUHSC School of Nursing: Academic Grade Challenges/Appeals
- School of Pharmacy: Grade Grievance Resolution
- Graduate School of Biomedical Sciences: Grade Appeals Policy

F. Complaints regarding other types of mistreatment

Students who feel that they have been mistreated in a manner that is not directly addressed by any of the specific policies identified above are encouraged to refer to the policies and procedures governing student complaints, grievances, and appeals within their school. Relevant school policies include the following:

- School of Health Professions: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals) and Academic Misconduct Policy (addresses academic complaints against a student)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Student-Student Dispute Resolution Policy, Part IV Anti-Discrimination and Title IX,
- School of Nursing: Academic Grade Challenges/Appeals and Complaint or Grievance Resolution (Non-Grade Related)
- School of Pharmacy: NonGrade Grievance Resolution
- Graduate School of Biomedical Sciences: Appeals Policy for Students and Grade Appeals Policy

Students should process their complaints or appeals through the appropriate channels. Procedures are delineated in the policies identified above. Students are required to bring their concerns to the designated student affairs officer of their school. The student affairs officer in each school is as follows:

- School of Health Professions: Associate Dean for Admissions and Student Affairs
- School of Medicine-Lubbock: Assistant Dean for Student Affairs
- TTUHSC School of Nursing: Assistant Academic Dean for Education Support and Student Affairs
- School of Pharmacy: ~~Assistant Dean~~ Senior Director for Student ~~Services~~ Affairs
- Graduate School of Biomedical Sciences: Assistant Dean

The deans of the schools have final authority in resolving disputes related to academic issues, such as grading and promotion, and in non-academic issues involving the school's faculty and staff.

Every effort should be made to resolve complaints against faculty and other school personnel at the school level. If the complaint is about personnel or services at the institutional level, the student is advised to contact the TTUHSC Office of Student Services in accordance with the following institutional-level student complaint procedures. These procedures are also published on the Office of Student Services website.

G. Other Institutional-Level Student Complaint Procedures

The procedures defined below apply to student complaints that fall outside the scope of other institutional and school-based policies and procedures governing specific types of student complaints (Student Complaint or Grievance Policies and Procedures), including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer this institutional policy and will insure that due process is afforded to all concerned.

1. Early Resolution

Prior to contacting the TTUHSC Office of Student Services, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or does not feel comfortable talking to the administrator or staff member involved, the student may contact the Assistant Vice President for Student Services. The student shall address the issue and initiate action under this policy within 30 days of the event-giving rise to the complaint.

2. The Assistant Vice President for Student Services may counsel the student to discuss the issue with the involved administrator or staff member. If the student does not feel comfortable talking to the person involved, the Assistant Vice President of Student Services will investigate the complaint, attempt to reconcile differences, and propose a solution. The Assistant Vice President for Student Services will provide a written statement of his or her recommendation to all parties within ten working days following the initial receipt of the student's report of the complaint. All involved parties will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level. The Assistant Vice President of Student Services will attempt to facilitate a resolution before proceeding with a hearing, as described below. (If the complaint is against the Assistant Vice President for Student Services, the student should meet with the Executive Vice President for Academic Affairs, who will follow the procedures outlined here.)

3. Filing a Hearing Request

If the student is not satisfied with the recommendation of the Assistant Vice President for Student Services, he/ she may file a request for a hearing by submitting a written complaint to the Assistant Vice President for Student Services. The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Assistant Vice President for Student Services' recommended resolution.

If the student files a request for a hearing, a Student Hearing Committee as defined below must convene within 15 working days.

4. Hearing Procedure

Upon receipt of a written request for a hearing, the Assistant Vice President for Student Services will appoint a Hearing Committee according to the following procedure:

a. Each party will propose in writing a list of four TTUHSC faculty, staff, and/or students to serve on the Hearing Committee. The Assistant Vice President for Student Services will contact one person from each list in order of the submitting party's preference to determine the person's willingness to serve. Through this process, one person will be selected from each list. The two people selected will then select a third member (a TTUHSC faculty or staff member) and these individuals will comprise the Hearing Committee. This group will select a chair from among themselves.

b. The Assistant Vice President for Student Services will provide technical assistance and support to this committee.

c. As soon as the hearing is scheduled, the chair of the Hearing Committee will send a written notice to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the complaint. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.

d. At least three days prior to the hearing, all parties will provide to the chair of the Hearing Committee and the Assistant Vice President for Student Services a list of the names of any witnesses or counsel who will attend the hearing. If the student will be represented by counsel, the University may be represented by the Office of General Counsel. The student and the involved individual(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

e. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the complaint rests with the student.

f. The Hearing Committee chair may keep a recording of the hearing, which shall include date, time, and location of the hearing, names of those present, and any evidence introduced (e.g., records, written testimony, duplicated materials).

5. *Committee Decision*

a. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare a written recommendation. Copies of the Hearing Committee chair's report shall be forwarded to the involved parties within five working days.

b. The appeal must be made, in writing, within three working days, to the Executive Vice President for Academic Affairs.

c. The Executive Vice President for Academic Affairs will review the complaint resolution and render a decision within five working days. The decision of the Executive Vice President for Academic Affairs is final.

d. If the Executive Vice President for Academic Affairs is serving as a mediator in the case, then the President or his designee will review the complaint resolution and render a decision within five working days. The decision of the President is final.

6. Complaint Forms

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel towards students. Policies and procedures for student complaints can be found in the TTUHSC Student Handbook (http://www.ttuhscc.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf).

• Incident Report Form <https://app4.ttuhscc.edu/grievanceforms/>

• Title IX Complaint <https://www.ttuhscc.edu/title-ix/default.aspx>



**PART XII. CONTACT
INFORMATION FOR STUDENT
SERVICES PERSONNEL**

Student Business Services	(806) 743-7867
Office of Student Services	(806) 743-2300
Office of Student Financial Aid	(806) 743-3025
Office of the Registrar	(806) 743-2300
Graduate School of Biomedical Sciences	(806) 743-2560
School of Health Professions Admissions and Student Affairs	(806) 743-9025
School of Medicine Student Affairs	(806) 743-3005
School of Nursing Student Affairs	(806) 743-2025
School of Pharmacy Student Services	(806) 414-9393
Deputy Title IX Coordinator for Students	(806) 743-6426
Title IX Coordinator for TTUHSC	(806) 743-9894

ATTACHMENT

3

**TTUS FY 2018 Combined Annual Financial
Report ("CAFR") UPDATE/FINAL
(Information Item 6.)**



TEXAS TECH UNIVERSITY SYSTEM™

TTUS: FY 2018 Combined Annual Financial Report (“CAFR”) UPDATE / “FINAL”

Gary Barnes, *TTUS Vice Chancellor and CFO*

May 17, 2019

FY 2018 TTUS CAFR

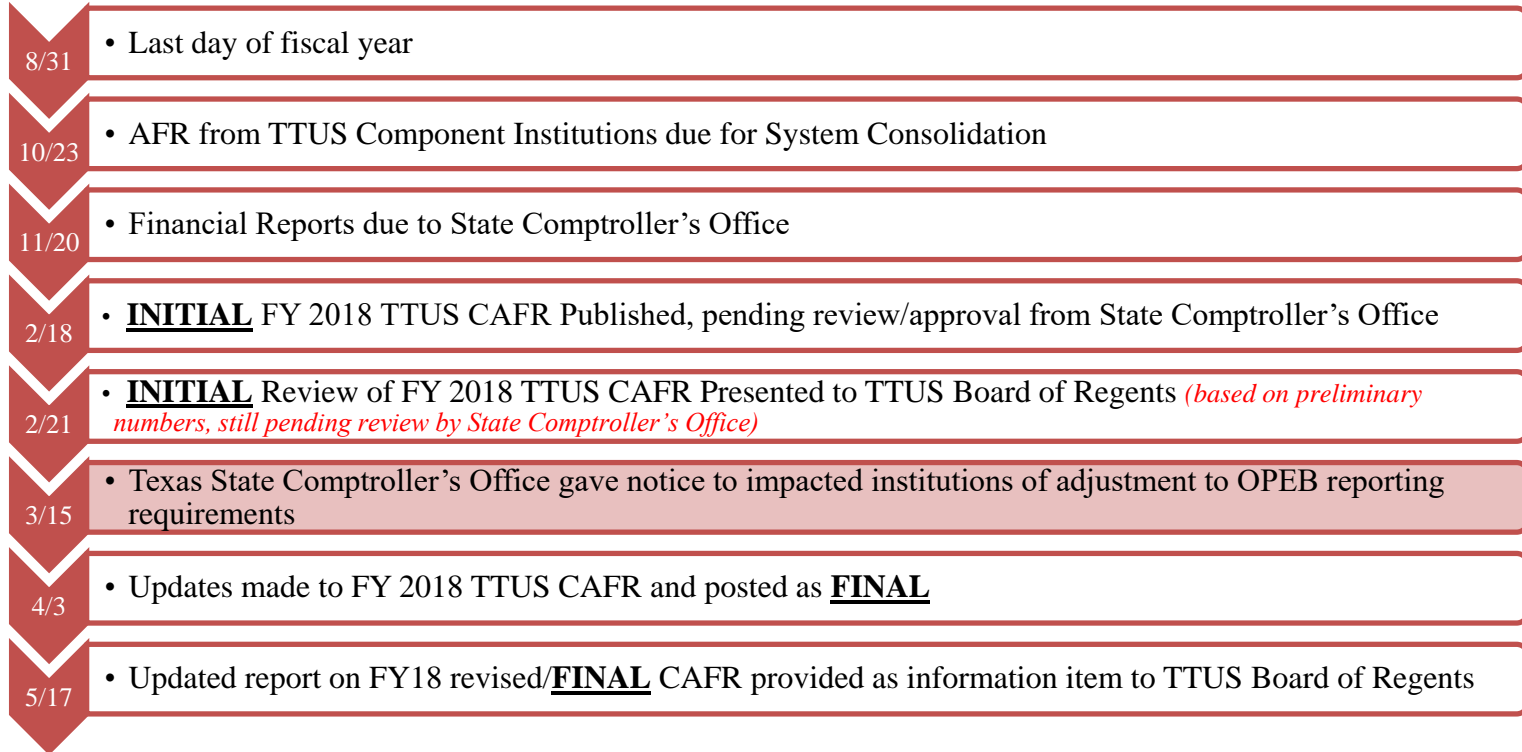
Notice of Adjustment to the Financial Statements



- The unaudited, TTUS CAFR for the fiscal year ended August 31, 2018 (FY 2018) has been revised subsequent to the required disclosure deadline of 6 months after the fiscal year end, February 28, 2019.
- The adjustment is due to a reporting methodology/allocation change for “other post-employment benefits” (OPEB) activity, as determined by the Texas State Comptroller's Office. This change impacted many State Agencies and was communicated to TTUS by the Comptroller’s Office March 15, 2019.

FY 2018 TTUS CAFR

Timeline for FY 2018 TTUS CAFR



Revenues, Expenses and Changes in Net Position

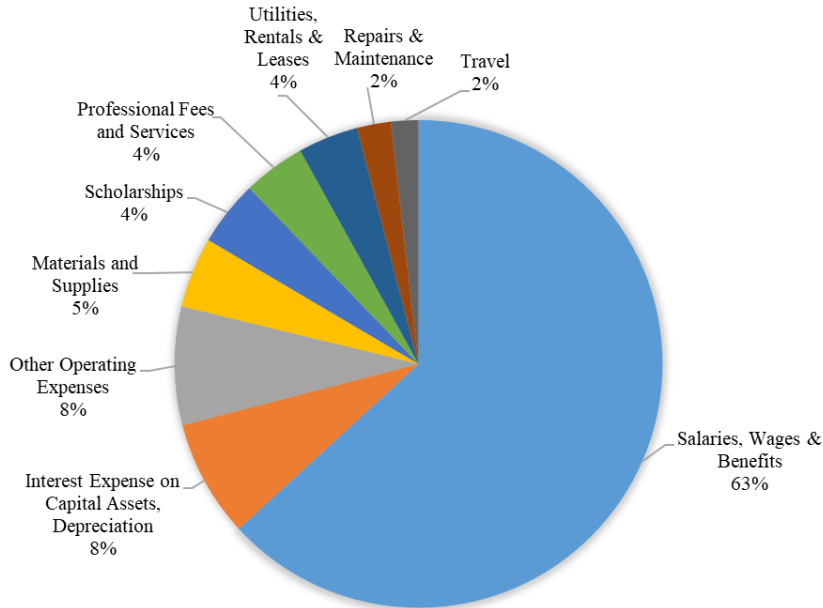
Adjustments for FY 2018 “FINAL” vs. “INITIAL” report outlined below



as of August 31 (in thousands)							
	2014	2015	2016	2017	2018 (INITIAL)	2018 FINAL (updated April 2019)	Change (\$)
Beginning Net Position	\$ 2,603,698	\$ 2,685,809	\$ 2,732,250	\$ 2,924,055	\$ 2,833,287	\$ 2,833,287	-
Revenues							
Tuition and Fees	348,344	380,658	404,505	413,531	429,179	429,179	-
Patient Fees	244,555	254,662	262,154	260,173	273,361	273,361	-
Sales and Services-Room Rent, Meals, Athletics	162,286	181,365	185,717	191,103	194,800	194,800	-
Grants and Contracts	347,152	346,389	400,650	397,159	400,522	400,522	-
Other Revenue	31,841	23,202	49,780	56,421	52,567	52,567	-
Legislative Appropriations (General Revenue)	466,857	468,174	515,430	541,934	554,682	554,682	-
Private Gifts	95,216	83,318	123,267	92,203	88,246	88,246	-
Investment Income	113,740	56,594	80,557	117,710	82,715	82,715	-
TOTAL REVENUE	1,809,991	1,794,362	2,022,060	2,070,234	2,076,072	2,076,072	-
Expenses							
Salaries, Wages & Benefits	996,509	1,049,394	1,105,158	1,184,505	1,149,009	1,219,859	70,850
Professional Fees and Services	64,091	64,588	76,200	80,018	79,680	79,680	-
Travel	31,104	31,396	33,651	33,796	35,146	35,146	-
Materials and Supplies	85,731	90,832	91,457	93,380	90,384	90,384	-
Utilities, Rentals & Leases	62,747	65,952	69,172	75,182	77,120	77,120	-
Repairs & Maintenance	37,706	38,556	38,473	39,357	43,273	43,273	-
Interest Expense on Capital Assets, Depreciation	148,142	154,915	142,400	145,044	149,957	149,957	-
Scholarships	65,817	69,515	77,794	83,208	83,698	83,698	-
Other Operating Expenses	116,649	129,511	170,150	141,139	151,467	151,467	-
TOTAL EXPENSES	1,608,496	1,694,659	1,804,455	1,875,629	1,859,734	1,930,584	70,850
Other							
Increase (Decrease) in Fair Mkt Value of Inv	47,998	(59,284)	(26,711)	65,927	40,631	40,631	-
Prior Period Adjustment(s)	(167,382)	(53)	911	(351,300)	-	-	-
Ending Net Position	\$ 2,685,809	\$ 2,726,175	\$ 2,924,055	\$ 2,833,287	\$ 3,090,256	\$ 3,019,406	(70,850)

Total Expenses, FY 2018

Adjustments for FY 2018 “FINAL” vs. “INITIAL” report outlined below



Expenses (in thousands)	FY 2018 (INITIAL)		FY 2018 (FINAL)		CHANGE (\$)
Salaries, Wages & Benefits	1,149,009	62%	1,219,859	63%	70,850
Interest Expense on Capital Assets, Depreciation	149,957	8%	149,957	8%	-
Other Operating Expenses	151,467	8%	151,467	8%	-
Materials and Supplies	90,384	5%	90,384	5%	-
Scholarships	83,698	5%	83,698	4%	-
Professional Fees and Services	79,680	4%	79,680	4%	-
Utilities, Rentals & Leases	77,120	4%	77,120	4%	-
Repairs & Maintenance	43,273	2%	43,273	2%	-
Travel	35,146	2%	35,146	2%	-
					-
TOTAL EXPENSES	<u>1,859,734</u>		<u>1,930,584</u>		70,850



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