

## Marketing Update

May 12, 2005  
Board of Regents Meeting

## Goal

Increase awareness of Texas Tech's  
academic and research  
accomplishments among key  
international, national and regional  
constituent groups

## Strategic Objectives

- ☐ Objectives to help accomplish strategic priorities of the Board of Regents, system administration, and both universities

## Strategic Objectives

- ☐ 2004 Board directive
  - Facilitate increased media visibility throughout state, nation and world

### System-wide Strategic Objectives

- ☐ Facilitate increased diversity of students and faculty
  - ☐ Facilitate increased scholarship funds
  - ☐ Facilitate increase in number of quality new faculty
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### System-wide Strategic Objectives

- ☐ Facilitate general public's and key constituents' awareness of our research enterprise
  - ☐ Impact economic development in the West Texas region
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### TTU Strategic Objectives

- ☐ Facilitate increase in number of quality new graduate students
- ☐ Facilitate increase in number of top honors undergraduate students
- ☐ Advance TTU's regional, national and international reputation in water
- ☐ Advance TTU's national reputation in Southwest Studies

### HSC Strategic Objectives

- ☐ Development of unified, multi-campus institutional visual identity system
  - Development of integrated marketing campaign to elevate visibility of institution and regional campuses
- ☐ Decrease health disparities in minority and rural populations

## HSC Strategic Objectives

- ☐ Increase externally funded research, especially from NIH
- ☐ Increase enrollment and graduation rates of underrepresented minority students
- ☐ Assist in marketing medical practice plans

## Background

2003 – 2004

- Positioning and marketing assessment completed by Lipman Hearne

2004

### Major recommendations

- Visual identity system
- Message architecture
- Expand and strengthen staff
- Website updates

## Background

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- | 2004   | 2005   |
|--|--|
| <ul style="list-style-type: none"><li>- Hire Associate Vice Chancellor for Communications &amp; Marketing</li><li>- Regents' endorse Lipman Hearne report</li><li>- Hire Sherry Matthews agency for adv/mkt services</li></ul> | <ul style="list-style-type: none"><li>- Review of TTU &amp; HSC identity systems</li><li>- Meetings with groups for feedback beginning in March</li><li>- Preliminary recommendations</li><li>- Moving forward</li></ul> |
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## Where are we today?

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### ☐ Visual identity findings

- Lack of institution-wide strategy has forced development of independent identities at departmental, college/school and campus levels
    - ☐ More than 200 identities identified
    - ☐ Not uncommon among growing, decentralized organizations
    - ☐ Mature identity practices not yet in place (source: Sherry Matthews agency)
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## Where are we today?

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- ☐ Need more information sessions to provide information and seek input from key constituents about visual identity and message systems
    - Faculty/staff/students
    - Community
    - Loyal alumni
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## Where to from here?

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- ☐ Texas Tech must build a unified academic identity
    - Continue focus groups and adjust visual identity system design as appropriate
    - Focus on key audiences
    - Stay the course
  - ☐ Develop and launch exciting, multi-faceted national visibility campaign next fiscal year
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# Texas Tech University System Overview of Strategic Marketing Timetable

Fall '06

Public roll-out and start of visibility campaign

Summer '05

Implement visual identity system, messaging system, and new websites

April-May '05

Focus groups about validity of brand claims about TX Tech, academic identity, and campaign messaging

Mar. '05

Presentations begin on visual identity system and branding approach by marketing consultants

Dec. '04

Advertising and marketing firm hired (Sherry Matthews Advocacy Marketing,)

Aug. '04

Lipman Hearne report approved by board of regents

March '04

Creation of position of Assoc. Vice Chancellor for Comm. and Marketing

Nov. '03

Branding analysis and marketing assessment (Lidman Hearne hired to conduct)

Prior to '03

Three different marketing assessments and plans presented in the previous five years

TEXAS TECH UNIVERSITY – BOARD APPROVAL ITEM  
(January 1, 2005 – March 31, 2005)

Activity	Source of Funds		Expense
	Other	Income	
<b><u>Board Action</u></b>			
<b>Faculty Start-Up</b>	1,220,320		1,220,320
To budget the fund balance of the Tuition Set Aside for Designated Tuition for faculty start-up requests.			
<b>Student Info System Project</b>	2,000,000		2,000,000
To budget the fund balance of Communication Services for software, hardware and equipment purchases for the Student Information System Project.			
<b>CHACP I - Repair Boiler #2</b>	250,000		250,000
Use the fund balance of CHACP I for the Boiler # 2 repair and improvements.			
<b>CHACP I - Installation of Chiller #2 Turbine</b>	495,000		495,000
Use the fund balance of CHACP I for the installation of a new steam turbine for # 2 chiller in CHACP I.			
<b>CHACP 2 - Chiller #3 Condenser Replacement</b>	470,000		470,000
Use the fund balance of CHACP 2 to replace the condenser for chiller # 3 and restore the original design capacity using ozone friendly R134a refrigerant.			
<b><u>Board Approval</u></b>			
<b>Student Union Building Renovation Phase III</b>	1,500,000		1,500,000
Use the fund balance of Student Union Fee to fund the Phase III renovation of the Student Union Building.			
<b>New Residence Hall Utility Tie-In</b>	406,382		406,382
Use the unexpended plant fund balance to connect chilled water and steam service to Murray Hall & the Biology Tunnel.			
<b>Jones-SBC Stage IV Planning Account</b>	265,000		265,000
Transfer funds from the foundation account, Jones-SBC Stadium Renovation, to the plant fund account. The funds will be used for the stadium's sound system.			
<b>Total</b>	6,606,702		6,606,702
	6,341,702		6,341,702

## TEXAS TECH UNIVERSITY

### Holiday Schedule for 2005-2006

<u>2005</u>	<u>Day of Week</u>	<u>Holiday</u>
September 5	Monday	Labor Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Thanksgiving Holiday
December 26	Monday	Christmas Holiday
December 27	Tuesday	Christmas Holiday
December 28	Wednesday	Christmas Holiday
December 29	Thursday	Christmas Holiday
December 30	Friday	Christmas Holiday
<u>2006</u>		
January 16	Monday	Martin Luther King Day
March 17	Friday	Spring Break
May 29	Monday	Memorial Day
July 3	Monday	Independence Holiday
July 4	Tuesday	Independence Day

**Total Allowable Holidays 13**

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

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### Holiday Schedule for 2005-2006

<u>2005</u>	<u>Day of week</u>	<u>Holiday</u>
September 5	Monday	Labor Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Thanksgiving Holiday
December 26	Monday	Christmas Holiday
December 30	Friday	Christmas
<u>2006</u>		
January 16	Monday	Martin Luther King
March 17	Friday	Spring Holiday
May 29	Monday	Memorial Day
July 3	Monday	Independence Holiday
July 4	Tuesday	Independence Day

**NOTE:** State law provides for 17 state holidays. During FY 2006, four of the dates fall on weekends. The appropriations bill disallows state holidays occurring on weekends. There are 13 observable days in FY 2006. TTUHSC will observe 10 holidays.

An additional 3 days of holiday entitlement will be accrued to employees' vacation leave balance at the rate of two hours per month.

State employees are entitled to observe the holidays of Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chaves Day in lieu of any holiday(s) on which the institution is required to be open and staffed to conduct business.

## TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION

### Holiday Schedule for 2005-2006

<u>2005</u>	<u>Day of Week</u>	<u>Holiday</u>
September 5	Monday	Labor Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Thanksgiving Holiday
December 26	Monday	Christmas Holiday
December 27	Tuesday	Christmas Holiday
December 28	Wednesday	Christmas Holiday
December 29	Thursday	Christmas Holiday
December 30	Friday	Christmas Holiday
<u>2006</u>		
January 16	Monday	Martin Luther King Day
March 17	Friday	Spring Break
May 29	Monday	Memorial Day
July 3	Monday	Independence Holiday
July 4	Tuesday	Independence Day

**Total Allowable Holidays 13**

**NOTE:** System Administration employees who wish to observe Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday may do so, but must use their accrued compensatory time or vacation leave.

Recommended changes to *Regents' Rules*:

09.01.5 Authorized officials. The board designates the chief financial officer as the authorized investment officer. However, at each August meeting, the board will further delegate its authority to sell, purchase, and transfer investments to the following officers:

a. To authorize and approve the sale, purchase, and transfer of stocks, bonds, and other securities which are owned or controlled by the TTU system provided such action is approved by any two of the officers listed below:

- (1) chief financial officer;
- (2) associate chief financial officer;
- (3) assistant vice chancellor for investments; or

(4) vice president for fiscal affairs. b. However, for all instruments contributed to the TTU system, one of the two officers named below must approve any sale:

- (1) vice chancellor for institutional advancement; or
- (2) legal counsel for institutional advancement.

09.01.9 Investment training. The appropriate officers discussed in Section 09.01.5, *Regents' Rules*, shall attend at least one training session per year relating to the person's responsibilities. The training should include education in investment controls, security risks, strategy risks, market risks, and compliance with certain state statutes and this policy statement. The chief financial officer shall be notified of the completion of the required training by the authorized officers.

## Short and Intermediate Term Investment Fund

### Proposed Intermediate Term Fund Manager

In February 2005, the Board of Regents approved changes to the investment philosophy for the Short and Intermediate Term Investment Fund to allow investing the intermediate portion in an intermediate term bond index fund. The Office of Investments conducted a review of potential bond index funds that could as nearly as possible replicate the return achieved utilizing the former buy and hold philosophy.

The criteria used to evaluate firms providing this bond index option were:

- Rates of return,
- Expenses of the fund,
- Credit quality, and
- Duration


Additionally, firms were excluded on the basis of their involvement in any of the investigations of after hours trading utilizing stale prices and the unnecessary trading of shares to generate commissions, or churning.

From this evaluation process, the following firms were selected for further consideration:

- Vanguard Group
- Pimco
- Weiss Peck & Greer
- Brown brothers Harriman

Each of these firms are in the top tier of returns in this asset class. Vanguard's lower fee structure and the opportunity to make periodic additions and withdrawals, as cash requirements dictate without incurring additional fees, elevated Vanguard Intermediate Term Index Fund above the others. Further, Vanguard has been at the forefront of the governance issue relating to the industry, was not implicated in the trading controversy, and was founded by a well respected icon of the investment industry, known for his integrity, John Bogle. The yield, credit quality and duration of this fund give this new investment philosophy the best opportunity to replicate the returns of the previous investment philosophy.

For these reasons, Vanguard Group and the Vanguard Intermediate Term Index Fund is recommended as the investment manager and the investment fund for the intermediate portion of the Short and Intermediate Term Investment Fund.




**TEXAS TECH UNIVERSITY SYSTEM**

## Investments

*Office of the Senior Vice Chancellor  
and Chief Financial Officer*

Board of Regents  
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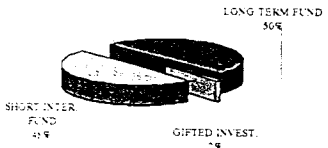


**TEXAS TECH UNIVERSITY SYSTEM**

TEXAS TECH UNIVERSITY SYSTEM  
MANAGED INVESTMENTS  
YEAR ENDED February 28, 2005

FUND	February 28, 2005 MARKET VALUE	ONE YEAR TOTAL RETURN
SHORT/INTERMEDIATE TERM FUND	\$ 416,252,106	1.65%
LONG TERM INVESTMENT FUND	\$ 432,472,758	10.90%
GIFTED INVESTMENTS	\$ 13,163,587	5.17%
<b>TOTAL</b>	<b>\$ 861,888,451</b>	

INVESTMENT ALLOCATIONS



LONG TERM FUND 50%  
SHORT INTER FUND 45%  
GIFTED INVEST. 5%

Board of Regents  
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# TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM  
MARKET VALUES OF INVESTMENT POOLS  
INVESTMENT ACTIVITY  
Quarter Ended February 28, 2005

	SHORT INTERMEDIATE TERM FUND	LONG TERM INVESTMENT FUND
Market Value @ 11/30/04	\$ 427,347,964	\$ 410,948,542
Net Additions	\$ (15,177,593)	\$ 7,049,768
Distributions	\$ -	\$ (7,435,427)
Investment Income	\$ 3,085,400	\$ 2,404,663
Realized Gains (Losses)	\$ (396,553)	\$ 10,066,150
Unrealized Gains (Losses)	\$ 1,392,893	\$ 9,449,072
Market Value @ 02/28/05	<u>\$ 416,252,156</u>	<u>\$ 432,472,768</u>

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# TEXAS TECH UNIVERSITY SYSTEM

## SHORT INTERMEDIATE TERM INVESTMENT FUND TEXAS TECH UNIVERSITY SYSTEM AS OF February 28, 2005

INVESTMENT TYPE	MARKET VALUE 02/28/05	% OF TOTAL	ONE YEAR % YTD	ONE YEAR TOTAL RETURN
<b>SHORT TERM ASSETS</b>				
PRIMARY DEPOSITORY CASH	\$43,786,872	10.7%	1.6%	1.6%
TIME & FINANCIAL BANK REPURCHASE AGREEMENT	\$1,957,780	0.5%	0.2%	0.2%
SECONDARY DEPOSITORY CASH	\$20,742,870	5.2%	1.6%	1.6%
TEXPOL	\$322,415,428	77.3%	1.6%	1.6%
<b>TOTAL SHORT TERM ASSETS</b>	<b>\$388,892,950</b>	<b>93.5%</b>	<b>1.6%</b>	<b>1.6%</b>
<b>SHORT INTERMEDIATE TERM ASSETS</b>				
U.S. TREASURY BILLS (UNITED STATES TREASURY PURCHASES)	\$4,124,022	1.0%	0.6%	0.6%
<b>TOTAL SHORT INTERMEDIATE TERM ASSETS</b>	<b>\$4,124,022</b>	<b>1.0%</b>	<b>0.6%</b>	<b>0.6%</b>
<b>INTERMEDIATE TERM ASSETS</b>				
CALLABLE AGENCY SECURITIES	\$44,897,053	10.7%	4.3%	2.9%
MBS	\$1,788,000	0.4%	3.7%	1.2%
REAL ESTATE MORTGAGE INVESTMENT SECURITIES (REMIC)				
FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA)	\$14,218,132	3.4%	1.4%	1.1%
FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC)	\$17,400,000	4.0%	1.4%	1.1%
<b>TOTAL INTERMEDIATE TERM ASSETS</b>	<b>\$81,303,185</b>	<b>19.5%</b>	<b>3.0%</b>	<b>2.1%</b>
<b>TOTAL SHORT INTERMEDIATE TERM INVESTMENT FUND</b>	<b>\$470,196,135</b>	<b>100.0%</b>	<b>2.0%</b>	<b>1.8%</b>
<b>PERFORMANCE BENCHMARKS:</b>				
LEHMAN BROTHERS INTER. TERM. U.S. TREASURY 1YR			3.7%	0.0%
LEHMAN BROTHERS INTER. TERM. 30Y. GOVERNMENT BOND			3.8%	0.3%

### INVESTMENT COMPONENTS

Component	Percentage
Cash	1.6%
TEXPOL	77.3%
U.S. TREASURY	1.0%
CALLABLE AGENCY SECURITIES	10.7%
MBS	0.4%
REAL ESTATE MORTGAGE INVESTMENT SECURITIES	3.4%
FNMA	4.0%
FHLMC	1.0%

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**TEXAS TECH UNIVERSITY SYSTEM**  
TEXAS TECH UNIVERSITY SYSTEM  
GIFTED INVESTMENTS  
AS OF February 28, 2005

FUND	BOOK VALUE		MARKET VALUE		ONE YEAR YIELD		ONE YEAR TOTAL RETURN	
	11/30/04	02/28/05	11/30/04	02/28/05	11/30/04	02/28/05	11/30/04	02/28/05
RESTRICTED FUNDS	\$1,371,192	\$1,371,192	\$1,371,192	\$1,371,192	4.65%	5.17%		
ENDOWMENT FUNDS	\$551,889	\$575,118	\$560,179	\$584,607				
FOUNDATION/AGENCY FUNDS	\$10,885,827	\$10,577,239	\$11,054,731	\$11,207,788				
<b>Grand Total</b>	<b>\$12,818,908</b>	<b>\$12,923,550</b>	<b>\$12,986,103</b>	<b>\$13,163,587</b>	<b>4.65%</b>	<b>5.17%</b>		

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**TEXAS TECH UNIVERSITY SYSTEM**  
TEXAS TECH UNIVERSITY SYSTEM  
GIFTED INVESTMENTS  
AS OF February 28, 2005

FUND TYPE	BOOK VALUE 11/30/04	MARKET VALUE 11/30/04	BOOK VALUE 02/28/05	MARKET VALUE 02/28/05	ONE YEAR YIELD	ONE YEAR TOTAL RETURN
Total Restricted Funds	\$1,371,192	\$1,371,192	\$1,371,192	\$1,371,192		
Total Endowment Funds	\$551,889	\$575,118	\$560,179	\$584,607		
Total Foundation/Agency Funds	\$10,885,827	\$10,577,239	\$11,054,731	\$11,207,788		
<b>Grand Total</b>	<b>\$12,818,908</b>	<b>\$12,923,550</b>	<b>\$12,986,103</b>	<b>\$13,163,587</b>	<b>4.65%</b>	<b>5.17%</b>

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## TEXAS TECH UNIVERSITY SYSTEM

### Endowment Returns

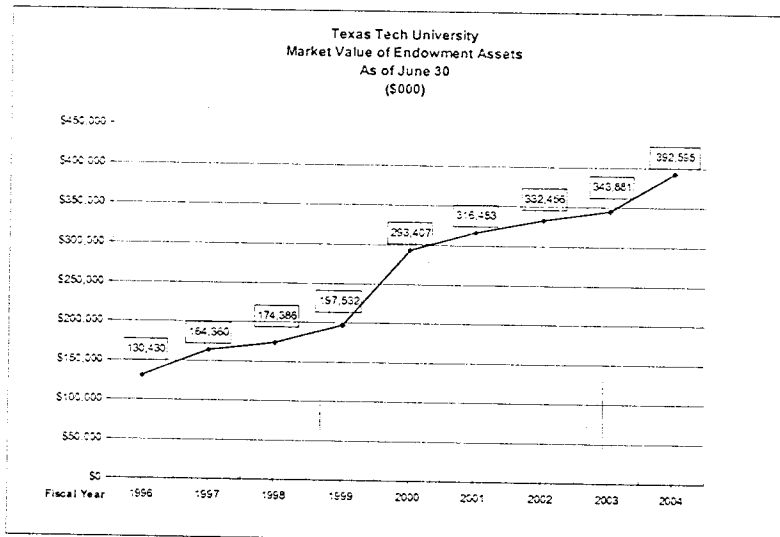
NAME	1997	1998	1999	2000	2001	2002	2003	2004
Texas Tech University	17.7%	19.8%	7.8%	8.0%	-1.4%	-4.5%	3.5%	18.9%
Texas A & M University System	18.8%	20.0%	12.9%	16.6%	-6.1%	-6.0%	0.5%	21.1%
Colorado	23.0%	17.6%	12.3%	21.4%	-6.0%	-5.2%	3.0%	18.8%
Kansas State	20.9%	12.8%	7.9%	16.3%	-3.2%	-4.3%	0.6%	18.5%
University of Texas System	19.9%	18.8%	7.9%	16.5%	-3.5%	-4.3%	3.0%	20.1%
Kansas	19.0%	20.2%	7.2%	10.4%	-3.6%	-7.9%	2.2%	20.3%
Nebraska	25.2%	17.8%	13.5%	16.5%	-6.8%	-6.7%	3.3%	19.1%
Missouri	22.0%	18.3%	15.6%	11.8%	-8.7%	-5.3%	4.1%	17.4%
Baylor	17.8%	19.1%	9.8%	8.6%	-5.4%	-5.8%	2.8%	25.2%
Houston	24.4%	18.7%	8.2%	10.4%	-4.5%	-8.9%	1.6%	13.9%
Iowa State	26.2%	18.9%	8.8%	15.9%	-13.6%	-7.4%	4.4%	16.3%
Oklahoma	20.8%	19.5%	10.0%	7.8%	-6.9%	-7.8%	3.5%	18.1%
Oklahoma State	23.2%	21.7%	13.7%	2.8%	-1.9%	-10.1%	3.7%	16.1%

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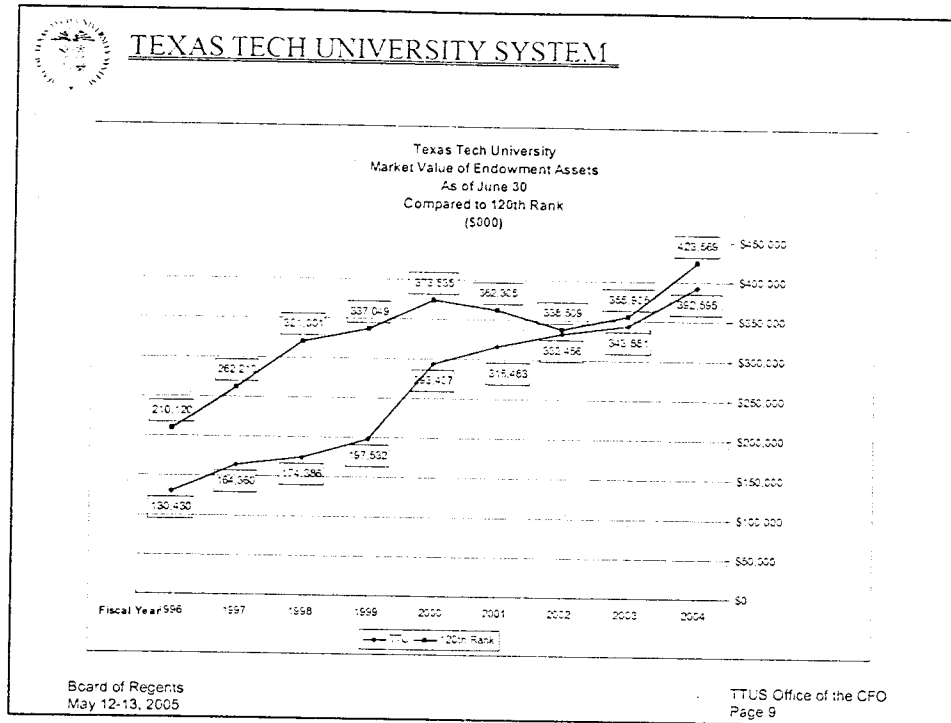


## TEXAS TECH UNIVERSITY SYSTEM



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TEXAS TECH UNIVERSITY – BOARD APPROVAL ITEM  
(January 1, 2005 – March 31, 2005)

Activity	Source of Funds		Expense
	Other	Income	
<b>Jones SBC Stage IV Planning Account</b>	<b>385,000</b>		<b>385,000</b>
Transfer funds from the foundation account, Jones SBC Stadium Renovation, to the plant fund account. The funds will be used for the stadium's sound system.			
<b>Total</b>	<b>385,000</b>		<b>385,000</b>

## TRAFFIC AND PARKING REGULATIONS

Amend the regulations applicable to Texas Tech University to read as follows:

a. Paragraph IV

- IV. The following are the regulations that apply to the University, including fee and refund schedules, and are effective ~~May 17, 2004~~ May 16, 2005, through the end of the week following Graduation in the following Spring Semester.

b. Paragraph V.C.5

5. A shared-use path is a pathway created and signed for the simultaneous use of pedestrians and bicycle traffic.

c. Paragraph VI.H

H. Replacement Permits

1. Replacement for a non-transferable permit will be issued when identifiable remnants or proof of loss or destruction of the permit are provided. ~~A fee of \$2.00~~ The replacement fee indicated in the current fee schedule will be charged for each replacement permit.
2. Replacement for a transferable permit which is reported lost or stolen will be issued ~~for \$5.00 the first time and \$10.00 the second time~~ for the replacement fee indicated in the current fee schedule; thereafter, the cost will be the full price of the permit.

d. Paragraph VI.I

- I. Persons who hold non-transferable reserved registration permits and are assigned reserved spaces may obtain one duplicate permit at no additional charge. ~~One additional~~ A third permit may be purchased for ~~\$2.00~~ the replacement fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor vehicle to be on campus during the reserved period.

e. Paragraph VI.J

- J. Persons who hold Health Sciences Center registration permits and are assigned to Reserved or Area Reserved spaces may also park on the University campus in Visitor ~~and, Time Limit and Park and Pay~~ spaces. University Reserved and Area Reserved permits will be honored in Health Sciences Center Patient and Visitor parking spaces. Parking is restricted to

use in the individual's capacity as an employee which does not include going to attending class as a student.

f. Paragraph VII.H

- H. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.

g. Paragraph IX.F

- F. No personal property or vehicles (including boats, trailers, motor homes, etc.) shall be permitted to be stored or parked on the campus without permission from the Traffic and Parking Office. Such property or vehicles are subject to impoundment.

h. Paragraph XI.F

- F. Commuter permits will be issued for motor vehicles belonging to students residing off campus.
1. Non-transferable permits will be issued to commuters.
  2. Commuter permits are issued to individuals and OWNERSHIP is not transferable. Use of a commuter permit by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all vehicle registration privileges on campus, including parking, for the academic year for all parties involved.
  3. There are three classes of commuter parking:
    - a. Commuter North (Red Lot) includes the C1 and C2 lots and a portion of the Fuller Track lot.
      - i. In addition to these lots, this permit is also honored in the West Commuter lots, as well as in satellite parking and certain designated commuter areas at the Health Sciences Center.
      - ii. When not in use for programs and events, the C1 lot, which is leased from the City of Lubbock, will be available with the exception of the area directly east of the Auditorium which is marked as reserved for the Auditorium/Coliseum.
      - iii. Commuter parking east of Jones Stadium in the C2 lot excludes that area marked as reserved. The use of the 24-hour reserved area requires a valid permit and an "A" permit which can only be authorized by the Athletics Department.
      - iv. On days of home football games, parking lots in the vicinity of Jones SBC Stadium are reserved for game day football parking permit holders. **VEHICLES PARKED IN THESE LOTS NOT**

**DISPLAYING A VALID GAMEDAY FOOTBALL PARKING PERMIT MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**

- b. Commuter West (Blue Lot) includes the C4, C6, C10, C12 and C13 lots located north and west of the United Spirit Arena, as well as certain spaces in the R18 lot.
  - i. In addition to these lots, this permit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
  - ii. Blue Lot permits may park in any commuter lot after 3:00 P.M.
  - iii. Parking in the commuter lots adjacent to the United Spirit Arena is prohibited on days of home basketball games beginning four hours prior to game time (this includes all lots west of Indiana Avenue). This area is reserved for holders of special Athletics basketball parking permits. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A SPECIAL ATHLETICS BASKETBALL PARKING PERMIT MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
- c. Commuter Satellite (Green Lot) includes the S1 and S2 lots located at 10<sup>th</sup> Street and Texas Tech Parkway and the International Cultural Center.
  - i. Off-campus students who cannot be accommodated in the north or west commuter parking lots will be assigned to the satellite lots until the commuter lots have available space. Satellite permits will be honored in the commuter lots after 3:00 P.M.
- d. Bus service will be available from the commuter lots to the main campus. More information on bus routes can be obtained on the Citibus website at [www.citibus.com](http://www.citibus.com).
- e. Only HSC commuter students may register their vehicles at the HSC Traffic and Parking Office.

i. Paragraph XI.I

- l. Temporary registration permits will be issued for the fee indicated in the current fee schedule \$5.00 per week for assignment to area parking and \$10.00 per week for assignment to reserved parking. Temporary permits are not refundable. Certain daily temporary permits, which may be purchased in advance, are available for \$2.00 per day the fee indicated in the current fee schedule.

j. Paragraph XII.A.3

- 3. There are charges for parking in certain visitor areas. Notification will be posted at the entrances to these lots. The fee for parking in these lots can be found in the current *Parking Fees and Refunds Schedule*.

k. Paragraph XII.A.4

4. Departments wishing to purchase parking for visitors to campus may do so by contacting the Event Parking Coordinator at Traffic & Parking Services to obtain a pre-paid parking pass.

I. Parking Fees and Refunds

TRAFFIC AND PARKING REGULATIONS  
2005-2006

I. Introduction

These regulations are established by Texas Tech University in order to facilitate the safe and orderly conduct of business and to provide registered vehicles parking space as conveniently as possible within the limits of space available. Operating a motor vehicle on campus is a privilege and is conditioned, in part, on complying with these rules and regulations.

II. Applicability of State General and Criminal Laws

Article 51.201 of the Texas Education Code provides that: "All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state."

III. Authority of Board of Regents to Make Rules and Regulations

Article 51.202 of the Texas Education Code provides as follows: "Rules and Regulations: Penalty—

- A. The governing board or each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control including, but not limited to, the following:
1. limiting the rate of speed;
  2. assigning parking spaces and designated parking areas and their use and assessing a charge for parking;
  3. prohibiting parking as it deems necessary;
  4. removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and,
  5. instituting a system of registration for vehicle identification, including a reasonable charge.

- B. A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200."

IV. The following are the regulations that apply to the University, including fee and refund schedules, and are effective May 17, 2004 May 16, 2005, through the end of the week following Graduation in the following Spring Semester.

V. General Regulations for Traffic and Parking

- A. Texas Tech is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.

- B. Due to the diverse nature of operations between the University and the Health Sciences Center campuses, it is necessary to have certain regulations that pertain to the specific institution; these are submitted separately by each institution. Following are the regulations that apply to Texas Tech University as defined in C.1 below.
- C. Definitions
1. The campus is defined as all lands owned, managed, or otherwise controlled by the University, herein called "Texas Tech".
  2. Impoundment refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot".
  3. A visitor is an individual with no official connection with Texas Tech as a student, faculty member, or staff member.
  4. A valid parking space is defined as an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.
  5. A shared-use path is a pathway created and signed for the simultaneous use of pedestrians and bicycle traffic.
- D. Texas Tech makes every effort to provide protection for vehicles parking on campus, but cannot assume responsibility for any loss.
- E. The person to whom a vehicle is registered with Texas Tech is responsible for all violations of the parking rules and regulations. If a vehicle is not registered with Texas Tech, and a family member is a currently enrolled student, it shall be presumed that the student is the operator of the vehicle and is responsible for all violations of the parking rules and therefore subject to all Texas Tech traffic rules, policies, and penalties associated with monetary obligations owing Texas Tech.
- F. Pedestrians in crosswalks will be given the right-of-way at all times.
- G. Speed limits on campus are RADAR and/or LIDAR enforced.
- H. No person shall drive, cause or permit a vehicle to be driven on Texas Tech property at a speed greater than is reasonable and prudent under the circumstances then existing, but any speed in excess of the posted limits shall be prima facie evidence that the speed is not reasonable and prudent and that it is unlawful:  
Speed Limits
1. Campus Streets: Twenty miles per hour, unless otherwise posted.
  2. Parking Lots: Ten miles per hour, unless otherwise posted.
  3. Parking Garages: Five miles per hour, unless otherwise posted.
- I. Inoperable, damaged, or dismantled vehicles are to be reported to the Traffic and Parking Office as soon as possible. Operators should identify their problem immediately and follow the instructions given.
- J. The campus is restricted for use as described in these regulations. Any vehicle in violation of the regulations or not having a valid Texas Tech registration permit properly displayed may be issued a campus citation.
- K. Skates and Skateboards  
On the campus of Texas Tech (as defined in Section V.C.1 of these regulations):
1. No person may skate or use a skateboard
    - a. on or in any University building, structure, stairway, elevated sidewalk, access ramp, step, retaining wall, handrail, mall, bench, fountain area or other architectural element;
    - b. on or in planting areas, grass areas or seeded areas;
    - c. on streets open for vehicular traffic;
    - d. where prohibited by sign, by police officer, or where otherwise prohibited by law; or,
    - e. in a manner that is incompatible with the flow of vehicular or pedestrian traffic.

2. No person may use a skateboard in such a way that it is:
  - a. not under the control of the user, or
  - b. operated in an unsafe manner.
3. No person who is skating or using a skateboard may fail to yield the right-of-way to
  - a. a pedestrian;
  - b. a bicyclist;
  - c. a motor vehicle; or
  - d. a wheelchair or other device designed for the transport of persons with disabilities.

Pursuant to Section 51.202, Texas Education Code, a person who violates any provision of this regulation is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$200.

- L. These regulations apply to all persons who operate vehicles on Texas Tech property.
- M. The Chief of the Texas Tech Police Department, the Director of Accounting Services at the Health Sciences Centers (responsible for managing the parking function on that campus), and the Director of Traffic and Parking Services on the University campus are responsible for the implementation and the just and proper enforcement of these regulations.
- N. The parking wheel stops and curbs located all over campus are six inches tall. Many newer and some older model vehicles have special ground effects attachments, air dams, fog/driving lights, or other attachments that reduce ground clearance under the vehicle. Driving such vehicles over the parking wheel stop or curb may cause damage to these vehicles. Drivers are urged to use caution when parking vehicles to avoid damage. Texas Tech University System assumes no responsibility in such cases.

#### VI. Vehicle Registration

- A. In order to operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech community must obtain and display, in his or her name, a vehicle registration permit. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member. Violation of the Traffic and Parking Regulations is prohibited by the Student Affairs Handbook and Texas Tech policy. To benefit from the use of parking spaces designed for persons with disabilities, an eligible faculty/staff member or student MUST display a state issued placard or license plate as well as a Texas Tech disability permit.
- B. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus.
- C. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus. Faculty and staff who share a motor vehicle where one is employed at the University and the other at the Health Sciences Center, must register at each campus if they intend to park at both campuses.
- D. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student permit in addition to the reserved permit. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student permit must be parked in the designated student parking area and not in either the faculty or staff member's reserved space or in the time limit areas on campus.
- E. Any person giving false information when registering a vehicle is subject to appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- F. Texas Tech issues two types of registration permits, non-transferable and transferable.
  1. Non-transferable Permits

Non-transferable permits must be permanently affixed to the front windshield in the lower corner of the driver's side. All such permits are self-adhering and application in any other manner may subject the motor vehicle to ticketing. Vehicle registration is not complete until the permit is properly and completely affixed to the motor vehicle of record.

2. Transferable Permits

Transferable permits are designed and intended to be hung from the rearview mirror. The purpose of these permits is to allow the owner to move them from vehicle to vehicle; the permit MUST be displayed on the motor vehicle parked on campus. Be sure to contact Traffic and Parking personnel if you have any problems with your transferable permit. Texas Tech Police recommend you properly secure your vehicle and any valuables contained therein.

3. All permits are for the exclusive use of the registrant. Permits may not be sold, exchanged, given away or purchased from any person or agency other than Texas Tech University.
4. Permits remain the property of Texas Tech University and may be recalled at any time.
5. All outdated Texas Tech registration permits must be removed from the motor vehicle(s) prior to installation of the current year permit.

- G. Lost or stolen permits should be reported as soon as possible to the Texas Tech Police or the Traffic and Parking Office. The recovery of a lost or stolen permit must be reported immediately to the Texas Tech Police or the Traffic and Parking Office.

H. Replacement Permits

1. Replacement for a non-transferable permit will be issued when identifiable remnants or proof of loss or destruction of the permit are provided. A fee of \$2.00 The replacement fee indicated in the current fee schedule will be charged for each replacement permit.
2. Replacement for a transferable permit which is reported lost or stolen will be issued for \$5.00 the first time and \$10.00 the second time for the replacement fee indicated in the current fee schedule; thereafter, the cost will be the full price of the permit.

- I. Persons who hold non-transferable reserved registration permits and are assigned reserved spaces may obtain one duplicate permit at no additional charge. One additional A third permit may be purchased for \$2.00 the replacement fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor vehicle to be on campus during the reserved period.

- J. Persons who hold Health Sciences Center registration permits and are assigned to Reserved or Area Reserved spaces may also park on the University campus in Visitor and, Time Limit and Park and Pay spaces. University Reserved and Area Reserved permits will be honored in Health Sciences Center Patient and Visitor parking spaces. Parking is restricted to use in the individual's capacity as an employee which does not include going to attending class as a student.

- K. Upon termination of employment with Texas Tech, an employee's parking privileges are revoked. If the registration permit(s) is returned to the Traffic and Parking Office, the refund in effect at the time it is returned will be issued.

VII. Parking Enforcement, Parking Violations, and Sanctions

- A. Parking is governed by markers and traffic signs. Parking is permitted only in areas clearly identified for parking.
- B. The absence of "No Parking" signs does not imply that parking is allowed. Street parking is prohibited except where signs indicate parking is permitted.
- C. The following illegal parking acts may result in a citation being issued:

<u>Violation</u>	<u>Fine</u>
**1. Parking in non-designated areas.	\$25.00
2. Permit not properly installed.	10.00
**3. Parking in a fire lane.	50.00
4. Failure to removed expired permit(s).	20.00
**5. Parking in a no parking or tow away zone.	25.00
**6. Parking in service vehicle spaces, service drives, or access drives.	20.00
**7. Unauthorized parking in reserved parking spaces.	25.00
**8. Obstructing traffic, street, sidewalk, crosswalk, driveway, trash container, building entrance or exit.	25.00
**9. Parking overtime in a time limit zone.	20.00
**10. Parking a bicycle in violation of these regulations.	10.00
11. Parking a motor vehicle beyond the lines of a parking space.	20.00
**12. Parking in reserved zones without proper permit.	25.00
13. Parking on wrong side of street facing oncoming traffic.	20.00
**14. Parking without a valid permit.	25.00
**15. Parking a motor vehicle upon any unmarked (including turf) or unimproved ground which has not been designated for parking.	25.00
**16. Parking in a space or area designated for persons with disabilities without the proper insignia.	200.00
**17. Blocking an access ramp or curb cut designed to aid persons with disabilities.	200.00
**18. Display or use of a lost, stolen, forged, revoked, or altered permit. Such violation may result in the responsible party/parties being referred to the appropriate office for disciplinary action which may include loss of parking privileges for the remainder of the academic year.	Up to 200.00
**19. Other parking violations as defined on the face of the citation.	20.00
20. Failure to display transferable permit.	10.00
21. Failure to pay Pay Station	20.00

**\*\*Impoundable Offenses**

- D. In the state of Texas, motorcycles, mopeds, and bicycles are subject to the same rules and regulations as automobiles. Operators are subject to a moving violation, to be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Article 51.208, for failing to comply with Texas Motor Vehicle Laws and these Regulations. Examples of the most common bicycle violations are:
1. Riding on sidewalks or other prohibited areas
  2. Failing to stop at stop signs and red lights
  3. Failing to yield right-of-way to pedestrians in crosswalks
  4. Operating bicycle without proper lights and reflectors when required
  5. Failing to drive on the right side of the roadway
- The maximum fine for violation of these STATE LAWS is \$500.00.**
- E. Motorcycles and mopeds must be parked in areas designated for parking of such vehicles. Motorcycles and mopeds are not permitted to park in time limit areas unless it displays a current reserved or area reserved permit.
- F. All motorcycle registration permits are issued for the academic year. They may be purchased at any time during the year at a rate that is prorated monthly.
- G. Bicycles should be parked in racks whenever available. Use of shrubs, trees, or any architectural structures to secure bicycles is prohibited. Bicycles are not permitted in Texas Tech academic or administrative buildings. Any bicycle found in violation of this subsection may be impounded. The normal impoundment fee is \$40.00. THE IMPOUNDMENT FEE DOES NOT INCLUDE THE COST OF THE CITATION OR ANY APPLICABLE STORAGE FEES. (See Section IX.A. 1 and 2)

- H. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.
  - I. Bicycle registration is encouraged and conducted free of charge, 24 hours a day, at the Texas Tech Police Department. In addition to registration services, the Texas Tech Police Department offers a Bicycle Safety course. The course is available to any campus user. The goals of the course are to enhance safety and awareness through education and training. Additional information concerning this course is available by contacting the Texas Tech Police Department at 742-3931.
  - J. Any bicycle or locking device not removed from campus at the end of the Spring Semester may be considered abandoned and may be properly disposed of through Property Inventory.
  - K. Scooters that are not required by state law to obtain vehicle registration and inspection are not required to obtain a parking permit and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating scooters on campus must adhere to the regulations pertaining to bicycles.
  - L. Moving Violations
    - 1. All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state, Article 51.201, Texas Education Code. All violations as set forth above may be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Article 51.208.
    - 2. It shall be unlawful for any person to drive, operate, push, park, or leave standing a motor vehicle on any area of the campus not designated for driving such a motor vehicle.
    - 3. It shall be unlawful for any person to drive by, through or beyond a barricade or roadblock that is lawfully erected.
    - 4. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer vested by law with authority to direct, control, or regulate traffic.
- VIII. Resolving Citations

Citations for parking violations may be resolved in one of the following ways:

- A. Pay the stated fee for each citation. If payment is not received within ten (10) calendar days, an additional \$5.00 charge will be assessed. Citation payment information can be found on the Traffic and Parking website at [www.parking.ttu.edu](http://www.parking.ttu.edu).
- B. Appeal the citation in writing, within ten (10) calendar days of the alleged violation, through the individual designated as the supervisor of parking appeals for University violations. Citation appeals must be submitted on line. Appeal information can be found at [www.parking.ttu.edu](http://www.parking.ttu.edu). For those who do not have access to the internet, appeals terminals are available at the Traffic and Parking Services office.
- C. The President shall provide equitable and efficient appeals processes through the establishment of Parking Violation Appeals and Parking Policy Advisory Committees. Written appeals will be provided to the appropriate Appeals Committee when there is a significant dispute over facts or major extenuating circumstances. A final appeals hearing may be provided should an individual wish to contest the findings of the Parking Violation Appeals Committee. The Hearings Officer will be appointed each year by the Law School Student Bar Association. Individuals appearing before the Hearings Officer must bring any supporting documentation and a copy of the current rules and regulations. The decision of the Hearings Officer is final and no further appeals will be provided.
- D. After a period of ten (10) days from the date of issuance of the citation or from the date of final determination of an appealed citation, citations not resolved through the appropriate Traffic and

Parking Office will be overdue. Overdue citations may subject the permit holder's motor vehicle(s) to impoundment and removal of the parking permit(s). Overdue citations may be applied to a student's tuition statement if they remain unresolved or may result in restriction of subsequent academic registration and withholding of a student's transcript until such time as the obligation is satisfied. Parking and these restricted services may be restored when all overdue citations have been resolved. At the discretion of Texas Tech, overdue citations may be adjudicated in a court of competent jurisdiction in accordance with Article 51.208 of the Texas Education Code.

- E. Notice of violation for motor vehicles without permits and returned notices of violation will be sent to the address on file with the Texas Department of Transportation, Division of Motor Vehicles.
- F. Six valid violations of the Traffic and Parking Regulations within the academic year may result in vehicle impoundment and/or revocation of the individual's parking privileges for a period of 90 days. If, at the end of the 90 days the individual's parking privileges are restored, a single violation of the Regulations may result in permanent revocation for the academic year.
  - 1. All citations must be resolved before any parking privileges are restored.
  - 2. The revocation period shall commence with the return of the registration permit(s) to the Traffic and Parking Office.

IX. Impounding Vehicles

- A. Vehicles belonging to individuals with ten or more valid violations of the Traffic and Parking Regulations are subject to impoundment on each subsequent violation, regardless of the type of violation.
- B. Impoundment may be accomplished either by towing or through immobilization by use of an auto boot.
- C. When a vehicle has been impounded it will be necessary for the operator of the vehicle to contact the Texas Tech parking dispatcher for release. Prior to the release of the impounded vehicle, satisfactory arrangements for payment shall be made.
  - 1. The impoundment fee for towed vehicles will be a \$15 administrative fee plus the amount charged by the towing company. This amount may vary depending on the vehicle impounded and the current wrecker service contract. Current impoundment charges can be found at the Traffic and Parking Services office or web site.
  - 2. The impoundment fee for booted vehicles will be \$40.
  - 3. **THE IMPOUNDMENT FEE DOES NOT INCLUDE THE COST OF THE CITATION.**
  - 4. Vehicles impounded will be charged storage at the rate of \$6.00 per day, including tax, commencing 24 hours after impoundment.
  - 5. The maximum storage fee to be charged is \$130.00 per month, including tax.
- D. If the owner or driver of a motor vehicle to be impounded arrives before impoundment has begun, the vehicle will not be impounded. If the owner or driver arrives after impoundment has begun, the vehicle will not be impounded if the driver opts to pay the tow truck driver the impoundment fee (See Section IX.C.1) less the \$15 administrative fee (payable in a manner acceptable to the towing company) in lieu of impoundment.
- E. If a motor vehicle or bicycle is parked on Texas Tech property and is not moved for a period of 30 days, Texas Tech may deem the same to be abandoned. Abandoned motor vehicles or bicycles may be impounded and disposed of in the manner prescribed by law. This includes those motor vehicles which have a valid registration permit.
- F. No personal property or vehicles (including boats, trailers, motor homes, etc.) shall be permitted to be stored or parked on the campus without permission from the Traffic and Parking Office. Such property or vehicles are subject to impoundment.

X. Texas Tech Police

- A. Texas Tech Police Officers are duly commissioned peace officers of the state of Texas. Upon request of a police officer of Texas Tech, any person on the campus is required to identify himself with proper identification.
- B. All thefts, accidents, or other offenses that occur on campus should be reported to the Texas Tech Police Department immediately. Accidents should be reported prior to moving the involved vehicles. One-vehicle accidents and inoperable vehicles must also be promptly reported. Keys or valuables should not be left in a motor vehicle. ALWAYS KEEP YOUR VEHICLE LOCKED.
- C. Texas Tech is concerned about the protection of persons and property and places a high priority on striving to maintain a safe environment for students, faculty, staff, and visitors. The University cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility. With that thought in mind, a Personal Safety brochure has been prepared which contains personal safety recommendations, crime statistics, safety services and programs, as well as a list of telephone numbers to contact for help. All visitors and members of the campus community are encouraged to make themselves familiar with this information. The Personal Safety brochure is available at various locations on campus including the Personnel Office, the Texas Tech Police Department, the Center for Campus Life, and the residence halls.
- D. Chapter 46, Section 46.03, Texas Penal Code, provides that a person commits a felony offense if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.

XI. Types of Registration Permits (See Map for Areas)

- A. Reserved parking spaces are assigned to full-time faculty and staff and part-time faculty and staff not enrolled as students as space is available. Any space remaining after the needs of the faculty and staff are met will be available for assignment to part-time instructors, graduate teaching assistants, and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked as necessary to accommodate regular faculty and staff requirements. Reserved spaces are only available on a twelve-month basis.
  - 1. Non-transferable permits will be issued for reserved spaces. The permit will contain the lot and space number assigned to the registrant. The space is reserved from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise indicated. Additionally, in certain designated faculty/staff reserved lots, a limited number of parking spaces are reserved after these hours until 11:00 P.M. for use by any reserved permit holder.
  - 2. Access to the interior portion of the campus during the hours that parking spaces are reserved is restricted to motor vehicles with reserved space and area reserved permits and visitors. The interior portion of the campus is that area controlled by entry stations.
  - 3. Certain residence hall staff living in the residence halls may be assigned spaces that are reserved 24 hours daily.
  - 4. If it is necessary to displace the registrant of a reserved space to an area reserved space for two weeks or more, a partial refund may be issued. (The refund will be equal to the difference between a reserved space and an area reserved space for the affected time period.)
- B. Area reserved parking spaces are available to qualified faculty and staff (See XI.A) in certain designated parking lots. Transferable permits will be issued for all area reserved lots. However, a non-transferable permit may be issued at the registrant's request. In either case, only one area reserved permit will be issued per registrant. Motorcycle areas will not be provided in all area reserved lots; however, motorcycles will be allowed to park in these lots with the proper permit. Area reserved permit holders should overflow to designated overflow lots if all available area reserved spaces in the lot are taken. Area reserved parking is reserved from

7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise indicated. Faculty and staff with reserved permits may park in commuter lots but not residence hall lots, including summer sessions.

- C. Renewal notices for persons assigned reserved and area reserved spaces are sent out prior to the end of the spring semester. Employees who wish to retain a permit for their assigned lot for the next year must renew their registration by the date stated in the renewal notice. Most major credit cards (Visa, MasterCard, and Discover) may be used to make this payment, as well as cash, personal checks, and payroll deductions. (Payroll deductions are not available to Research Assistants/Teaching Assistants due to the way in which they are appointed/semester to semester.)
- D. Spaces are provided in the Flint Ave. Parking Facility for faculty, staff and students. Both reserved and area reserved permits are provided for faculty and staff on a limited basis. A limited number of student permits are available on a first-come first-served basis. Garage reserved and area reserved parking is reserved from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise indicated.
- E. Residence hall lots are reserved for respective residence hall parking permit holders from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise posted.
  - 1. Non-transferable permits will be issued for residence halls parking lots.
  - 2. The owner of a residence hall parking permit should use the commuter lots when space is not available in the residence hall parking lot.
  - 3. Motor vehicles which cannot be accommodated in the residence halls lot will be assigned to the commuter lots until the residence hall lot has available space. Oversized vehicles which cannot park in residence hall lots without impeding the flow of traffic or affecting the ability of vehicles to park near them will be assigned to the commuter lots as determined by the Director of Traffic and Parking Services.
  - 4. A student changing residence halls or moving off campus must exchange his permit at the Traffic and Parking Office.
  - 5. Residence hall permits are issued to individuals and OWNERSHIP is not transferable. Use of a residence hall permit by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all vehicle registration privileges on campus, including parking, for the academic year for all parties involved.
- F. Commuter permits will be issued for motor vehicles belonging to students residing off campus.
  - 1. Non-transferable permits will be issued to commuters.
  - 2. Commuter permits are issued to individuals and OWNERSHIP is not transferable. Use of a commuter permit by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all vehicle registration privileges on campus, including parking, for the academic year for all parties involved.
  - 3. There are three classes of commuter parking:
    - a. Commuter North (Red Lot) includes the C1 and C2 lots and a portion of the Fuller Track lot.
      - i. In addition to these lots, this permit is also honored in the West Commuter lots, as well as in satellite parking and certain designated commuter areas at the Health Sciences Center.
      - ii. When not in use for programs and events, the C1 lot, which is leased from the City of Lubbock, will be available with the exception of the area directly east of the Auditorium which is marked as reserved for the Auditorium/Coliseum.
      - iii. Commuter parking east of Jones Stadium in the C2 lot excludes that area marked as reserved. The use of the 24-hour reserved area requires a valid permit and an "A" permit which can only be authorized by the Athletics Department.
      - iv. On days of home football games, parking lots in the vicinity of Jones SBC Stadium are reserved for game day football parking permit holders. VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A VALID GAMEDAY

**FOOTBALL PARKING PERMIT MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**

- b. Commuter West (Blue Lot) includes the C4, C6, C10, C12 and C13 lots located north and west of the United Spirit Arena, as well as certain spaces in the R18 lot.
    - i. In addition to these lots, this permit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
    - ii. Blue Lot permits may park in any commuter lot after 3:00 P.M.
    - iii. Parking in the commuter lots adjacent to the United Spirit Arena is prohibited on days of home basketball games beginning four hours prior to game time (this includes all lots west of Indiana Avenue). This area is reserved for holders of special Athletics basketball parking permits. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A SPECIAL ATHLETICS BASKETBALL PARKING PERMIT MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
  - c. Commuter Satellite (Green Lot) includes the S1 and S2 lots located at 10<sup>th</sup> Street and Texas Tech Parkway and the International Cultural Center.
    - i. Off-campus students who cannot be accommodated in the north or west commuter parking lots will be assigned to the satellite lots until the commuter lots have available space. Satellite permits will be honored in the commuter lots after 3:00 P.M.
  - d. Bus service will be available from the commuter lots to the main campus. More information on bus routes can be obtained on the Citibus website at [www.citibus.com](http://www.citibus.com)
  - e. Only HSC commuter students may register their vehicles at the HSC Traffic and Parking Office.
- G. Persons with disabilities may be issued disability access registration permits designed to assist them in campus mobility. Parking in spaces reserved for persons with disabilities requires the correct registration permit and the appropriate state issued placard or license plate. General rules for vehicle registration still apply; refer to Section V.A. in the main section of the Regulations. Vehicles displaying valid disability permits must park in designated disability spaces. If all disability spaces in a lot are taken, the vehicle may be parked only in the following areas, which are listed in priority order:
- 1. Visitor space
  - 2. Time limit space
  - 3. Area Reserved space
- H. Motorcycle permits allow parking of motorcycles or mopeds in designated two-wheel areas. Permits must be permanently affixed to the top of the front headlight, front fender, or shock absorbers. Motorcycles are not permitted on the interior of the campus unless registered by a faculty or staff member who parks in a reserved or area reserved parking space. Mopeds and motorcycles may not park in bicycle racks. All motorcycle permits expire in May.
- I. Temporary registration permits will be issued for the fee indicated in the current fee schedule \$5.00 per week for assignment to area parking and \$10.00 per week for assignment to reserved parking. Temporary permits are not refundable. Certain daily temporary permits, which may be purchased in advance, are available for \$2.00 per day the fee indicated in the current fee schedule.
- J. Students attending summer school who have a valid summer school registration permit may utilize residence hall and commuter parking lots.
- K. Students bringing a new motor vehicle on campus when the Traffic and Parking Office is closed are to report to the Texas Tech Police Department where a temporary one-day permit may be issued. This permit is intended to allow students sufficient time to register their new motor vehicle in accordance with these regulations.
- L. The University provides a bus service to assist persons with their on-campus transportation needs. Bus service is provided Monday through Friday between the hours of 7:10 A.M. and 3:00 A.M. during the fall and spring semesters (when school is in session). Limited service is

available on the weekends. One of the buses is lift-equipped to accommodate persons with disabilities. Additional information is available in the Student Government Association office or the Citibus website at [www.citibus.com](http://www.citibus.com).

- M Certain lots are controlled by permit until 8:00 P.M.; for those who don't already have a permit, an hourly pass is available at an adjacent pay station. Texas Tech permits are not honored in these areas prior to 5:30 P.M. Signage should be carefully observed, as some spaces remain reserved after 5:30 P.M. Park and Pay spaces will be managed according to TTU OP78.06.

## XII. Visitor and Time Limit

- A. Visitors are welcome to the campus and special parking areas are set aside for them. Visitor passes are required throughout the University campus during the hours of 7:30 A.M. to 8:00 P.M., Monday through Friday, excluding University holidays. Visitor passes may be obtained at any entry station.
1. Visitors' motor vehicles parked in areas not designated for visitor parking are subject to receiving a campus citation and being impounded at the owner's expense.
  2. Use of outdated or altered visitor passes is prohibited.
  3. There are charges for parking in certain visitor areas. Notification will be posted at the entrances to these lots. The fee for parking in these lots can be found in the current *Parking Fees and Refunds Schedule*.
  4. Departments wishing to purchase parking for visitors to campus may do so by contacting the Event Parking Coordinator at Traffic & Parking Services to obtain a pre-paid parking pass.
- B. Designated time limit parking areas are enforced from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise posted.

## XIII. Service and Vendor Vehicle Parking

Service and vendor motor vehicles found to be blocking a street or creating a hazard may be ticketed and impounded.

### A. University Service Vehicle Parking

Faculty, staff, and students who operate Texas Tech University service vehicles on campus should become familiar with the contents of Operating Policy/Procedure 61.24. Small utility vehicles operated on campus must comply with University OP 80.07 "Vehicle Fleet Management Program". Designated service vehicle parking areas are enforced 24 hours, daily, unless otherwise posted. University service vehicles may be parked only in the following areas, which are listed in priority order:

1. Service area or service drive must be used if the building has one.
2. Time limit space
3. Visitor space
4. Area Reserved
5. On-street parking

### B. Vendor Parking

Vendor vehicles may be parked only in the following areas which are listed in priority order (depending on the access granted by the permit):

1. Service area or service drive MUST be used if the building has one.
2. Time limit space
3. Visitor space
4. On-street parking

### C. Construction Contractor Parking

1. Parking space for construction contractor vehicles will be designated by Director of Traffic and Parking Services or by the contracting department (i.e., Building Maintenance, Grounds Maintenance, etc.) on the University campus.
2. Construction contractor vehicles will display a permit, issued by the Traffic and Parking Office, on the each vehicle which is parked on University property.

FY 2006 Parking Fees and Refunds - Texas Tech University

2005-2006 Rates	Faculty/Staff Surface Reserved Space 12 months			Faculty/Staff Surface Area Reserved 12 months			Faculty/Staff Garage Reserved Space 12 Months			Faculty/Staff Garage Area Reserved 12 Months			Two-Wheeler 12 months		
	Cost	Refund		Cost	Refund		Cost	Refund		Cost	Refund		Cost	Refund	
Through															
June 30	\$421.00	\$380.92		\$146.00	\$128.83		\$449.00	\$406.58		\$281.00	\$232.59		\$47.00	\$38.08	
July 31	385.92	345.83		133.83	116.67		411.58	369.17		257.58	229.17		43.08	34.17	
August 31	367.58	329.17		127.42	110.83		392.33	351.67		245.67	218.33		41.25	32.50	
September 30	350.83	310.75		121.67	104.50		374.17	331.75		234.17	205.75		39.17	30.25	
October 31	334.17	285.75		115.83	89.25		356.67	316.00		223.33	186.00		37.50	28.75	
November 30	315.75	275.67		109.50	92.33		336.75	294.33		210.75	182.33		35.25	26.33	
December 31	300.75	262.33		104.25	87.67		321.00	280.33		201.00	173.67		33.75	25.00	
January 31	280.67	240.58		97.33	80.17		299.33	256.92		187.33	158.92		31.33	22.42	
February 28	267.33	228.82		92.67	76.08		285.33	244.67		178.67	151.33		30.00	21.25	
March 31	245.58	205.50		85.17	68.00		261.92	219.50		163.92	135.50		27.42	18.50	
April 30	233.92	185.50		81.08	64.50		249.67	208.00		156.33	128.00		26.25	17.50	
May 14	210.50	170.42		73.00	55.82		224.50	182.08		140.50	112.08		23.50	14.58	
	200.50	162.08		69.50	52.82		214.00	173.33		134.00	105.67		22.50	13.75	
	175.42	135.33		60.83	43.67		187.08	144.67		117.08	88.67		19.58	10.67	
	167.08	128.67		57.92	41.33		178.33	137.67		111.67	84.33		18.75	10.00	
	140.33	100.25		48.67	31.50		149.67	107.25		93.67	65.25		15.67	6.75	
	133.67	95.25		46.33	28.75		142.67	102.00		88.33	62.00		15.00	6.25	
	105.25	65.17		36.50	19.33		112.25	69.83		70.25	41.83		11.75	0.00	
	100.25	61.83		34.75	18.47		107.00	66.33		67.00	39.67		11.25	0.00	
	70.17	30.08		24.33	7.17		74.83	32.42		46.83	18.42		7.83	0.00	
	66.83	28.42		23.17	6.58		71.33	30.67		44.67	17.33		7.50	0.00	
	35.08	0.00		12.17	0.00		37.42	0.00		23.42	0.00		3.92	0.00	
	33.42	0.00		11.58	0.00		35.67	0.00		22.33	0.00		3.75	0.00	

FY 2006 Parking Fees and Refunds - Texas Tech University (continued)

2005-2006 Rates	Residence Halls Surface		Commuter North/West Surface		Commuter Surface		Student Garage		Commuter Student Satellite Parking	
	9 months		9 months		12 Months		9 months		9 months	
	Cost	Refund	Cost	Refund	Cost	Refund	Cost	Refund	Cost	Refund
Through										
June 30					\$161.00	\$142.58				
July 31					\$147.58	\$129.17				
August 31					434.17	415.75				
September 30	\$146.00 \$139.00	\$124.78 \$148.56	\$124.00 \$118.00	\$105.22 \$99.89	420.75	402.33	\$281.00 \$268.00	\$244.78 \$233.22	\$79.00 \$75.00	\$65.22 \$61.67
October 31	129.78 123.56	108.56 103.11	110.22 104.89	91.44 86.78	407.33	88.92	249.78 238.22	213.56 203.44	70.22 66.67	56.44 53.33
November 30	113.56 108.11	92.33 87.67	96.44 91.78	77.67 73.67	83.92	75.50	218.56 208.44	182.33 173.67	61.44 58.33	47.67 45.00
December 31	97.33 92.67	76.11 72.22	82.67 78.67	63.89 60.56	80.50	63.08	187.33 178.67	151.11 143.89	52.67 50.00	38.89 36.67
January 31	81.11 77.22	59.89 56.78	68.89 65.56	50.11 47.44	67.08	48.67	156.11 148.89	119.89 114.11	43.89 41.67	30.11 28.33
February 28	64.89 61.78	43.67 41.33	55.11 52.44	36.33 34.33	53.67	35.25	124.89 119.11	98.67 84.33	35.11 33.33	21.33 20.00
March 31	48.67 43.33	27.44 25.89	41.33 39.33	22.56 21.22	40.25	21.83	93.67 89.33	57.44 54.56	26.33 25.00	17.56 11.67
April 30	32.44 30.89	11.22 10.44	27.56 26.22	8.78 8.11	26.83	8.42	62.44 59.56	26.22 24.78	17.56 16.67	3.78 3.33
May 14	16.22 15.44	0.00 0.00	13.78 13.11	0.00 0.00	43.42	0.00	31.22 28.78	0.00 0.00	8.78 8.33	0.00 0.00

FY 2006 Parking Fees and Refunds - Texas Tech University (continued)

2005-2006 Rates Through	Summer Student Surface		Summer Student Garage	
	Both Sessions		Both Sessions	
	Cost	Refund	Cost	Refund
	\$50.00	\$32.50	\$112.00	\$79.00
June 14	\$48.00	\$31.00	\$107.00	\$75.25
	\$37.50	\$20.00	\$84.00	\$51.00
July 2	\$36.00	\$19.00	\$80.25	\$48.50
	\$25.00	\$7.50	\$56.00	\$23.00
July 19	\$24.00	\$7.00	\$53.50	\$21.75
	\$12.50	\$0.00	\$28.00	\$0.00
August 6	\$12.00	\$0.00	\$26.75	\$0.00

Park & Pay
\$1 / hr

Temporary Permits (Non-Refundable)
Surface Area \$5.00/week
Surface Area \$2.00/day
Garage Area \$10.00/week
Garage Area \$5.00/day
Reserved Space \$10.00/week

Replacement Permits
Non-Transferable (with identifiable remnants) \$2.00
Transferable 1st Occurrence: \$5.00 2nd Occurrence: \$10.00

Refunds are based on the above schedules and cannot be given unless identifiable remnants of the permit(s) are presented at the time of the refund request.



## TEXAS TECH UNIVERSITY SYSTEM

### Revenue Financing System

*Office of the Senior Vice Chancellor  
and Chief Financial Officer*

Board of Regents  
May 12-13, 2005

TTUS Office of the CFO  
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## TEXAS TECH UNIVERSITY SYSTEM

### Revenue Financing System

- The Revenue Financing System (RFS) is a cost-effective debt program secured by a System-wide pledge of all legally available revenues for debt issued on behalf of both institutions and System Administration.
- Rated Aa3 (or equivalent) by Moody's, Standard & Poor's, and Fitch.
- \$367.6 million of RFS debt outstanding, including \$153.1 million of Tuition Revenue Bond (TRB) debt.

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## TEXAS TECH UNIVERSITY SYSTEM

### Types of Debt

- **Revenue Finance System (RFS) Bonds** – Debt instruments issued with a specific revenue source identified for repayment. Bonds may be issued in one or more issues or series.
  - Tuition Revenue Bonds (TRB)
  - Student Fee Bonds
  - Operations Bonds
  - Higher Education Assistance Fund Bonds (HEAF)
- **Commercial Paper** – Short-term debt instrument used for interim financing. Variable interest rate. A flexible method of financing interim construction costs and equipment purchases before converting to long-term debt.

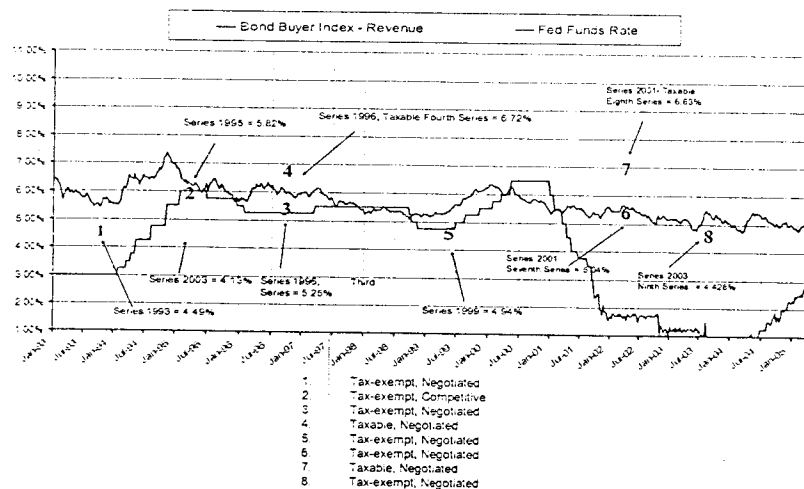
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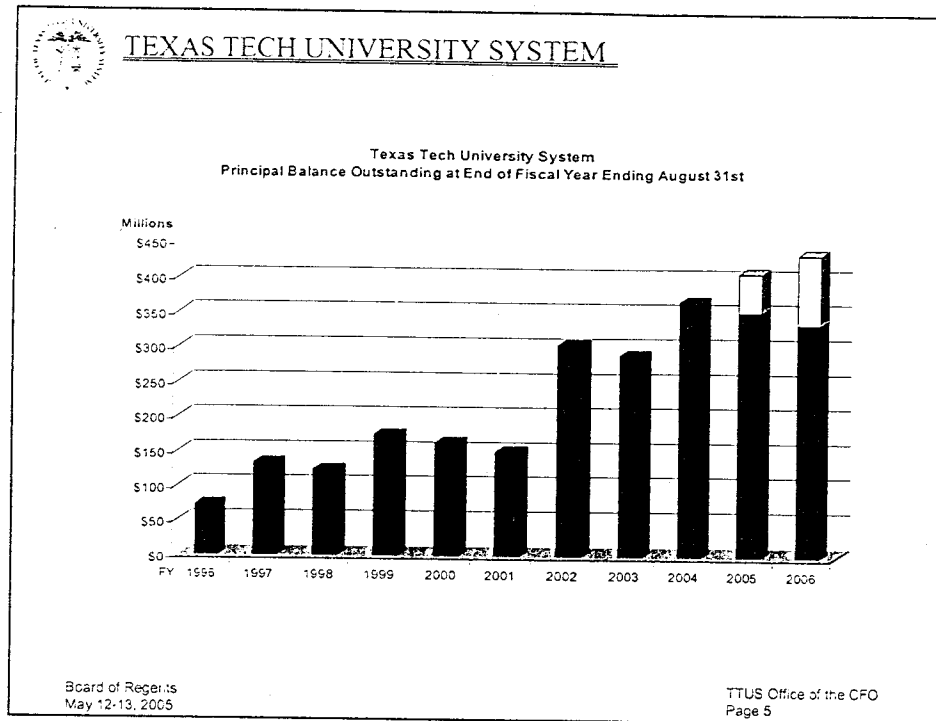
## TEXAS TECH UNIVERSITY SYSTEM

### Bond Buyer Revenue Bond Index vs. Weekly Fed Funds Rate



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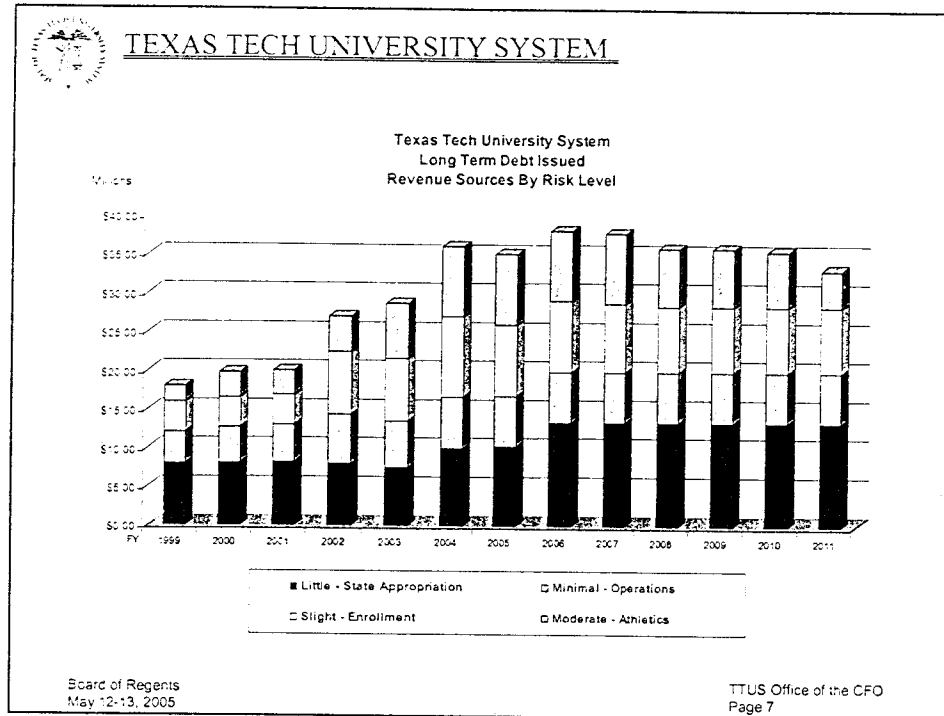
**TEXAS TECH UNIVERSITY SYSTEM**


## Commercial Paper Outstanding

Project	Total Estimated Project Cost	Current Commercial Paper Outstanding
El Paso Medical Facility	\$ 45,000,000.00	\$ -
Hulen/Clement Life Safety	\$ 4,012,000.00	\$ 3,000,000.00
Golf Course	\$ 3,000,000.00	\$ 3,000,000.00
New Residence Hall	\$ 24,000,000.00	\$ 13,500,000.00
Student Union IIB	\$ 6,000,000.00	\$ 500,000.00
Child Development Center	\$ 1,000,000.00	\$ 1,000,000.00
Student Wellness Center	\$ 8,000,000.00	\$ 1,000,000.00
Outreach and Extended Studies	\$ 5,500,000.00	
Wall / Gates Life Safety	\$ 3,700,000.00	
	<b>\$ 100,212,000.00</b>	<b>\$ 22,000,000.00</b>

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 TEXAS TECH UNIVERSITY SYSTEM

## Debt Measures

- Rating
- Policy
- Monitoring
- Next Bond issuance – FY 2006

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## TEXAS TECH UNIVERSITY SYSTEM

### Rating Medians: Moody's Public University Medians

Public Medians for 2003 – By Rating Level

	Aa2	Aa3	TTUS	A1
Total Direct Debt	590.2	271.9	290.4	126.2
Total Financial Resources	1524.5	614.1	847.7	264.2
Total Cash & Investments	1424.8	507.0	510.2	166.0
Total Revenues	1820.4	804.6	900.9	452.9
Total Expenses	1647.4	802.0	813.4	455.8
Total Enrollment FTE	50,350	26,655	25,384	19,594

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## TEXAS TECH UNIVERSITY SYSTEM

### Debt Measures

- Rating
- Policy
- Monitoring
- Next Bond issuance – FY 2006

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## TEXAS TECH UNIVERSITY SYSTEM

### Four Proposed Debt Measures

- **Actual debt service coverage (x)**
  - Measures actual margin of protection for annual debt service payments from annual operations
  - The sum of annual operating surplus (deficit) plus depreciation expense plus interest expense divided by total of principal and interest payments
- **Actual debt service to operations (%)**
  - Measures burden of actual debt service payments relative to overall operating budget
  - Actual annual debt service divided by total operating expenses
- **Expendable financial resources to comprehensive debt (x)**
  - Measures coverage of comprehensive debt by financial resources that are ultimately expendable
  - Expendable financial resources divided by comprehensive debt
- **Unrestricted financial resources to comprehensive debt (x)**
  - Measures coverage of comprehensive debt by the most liquid resources
  - Unrestricted net assets divided by comprehensive debt

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## TEXAS TECH UNIVERSITY SYSTEM

### Debt Measures

- Rating
- Policy
- Monitoring
- Next Bond issuance – FY 2006

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TEXAS TECH UNIVERSITY SYSTEM

## Board of Regents – August 2005

- Financing Known  
New TRBs and HEAF Appropriation
- Standards for Issuance of New Debt
  - Minimums
  - Goals

# **Student Information System Project**

*Report for*

**Texas Tech University System  
Board of Regents**

May 12, 2005

## **Why We Need A New SIS**

- Availability of Maintenance & Support
- Lack of Flexibility
  - Data Rules
  - Data Analysis
- Demand for More Web Services

### **Decision Making Process**

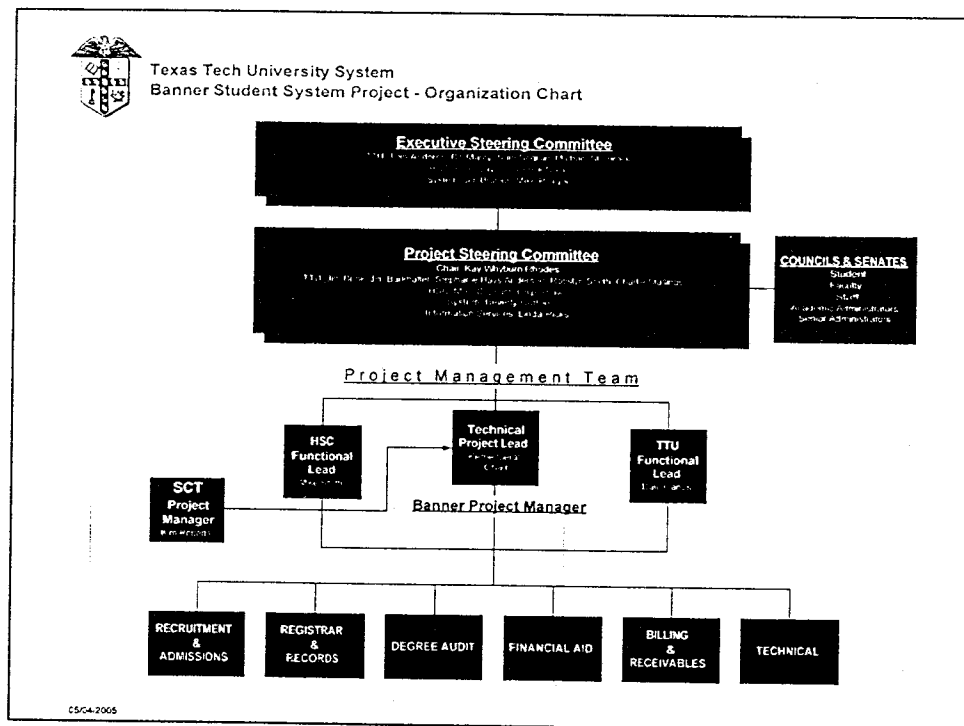
- Workgroup Evaluation & Recommendations
- IT Strategic Oversight Council
- "LEAP" Letter of Intent
- Banner vs. Matrix
- Oracle Strategic vs. Tactical

### **Benefits of Banner**

- "Gold Standard" in Higher Education
- Web-Based Processes Available 24 X 7
- Flexible Rules Structure Supports Unique Policy Decisions
- Alignment of Student Business Processes with Digital Workflow
- Unified Financial Aid Solution

## SIS Project Organization

- Organizational Chart
- Texas Tech Staffing
  - IS Programming Staff
  - Functional Staff During Project
- SCT Professional Services



## **SIS Project Organization**

- Organizational Chart
- Texas Tech Staffing
  - IS Programming Staff
  - Functional Staff During Project
- SCT Professional Services

## **Project Budget & Financing**

- Total Budget - \$3,177,976
  - Software – \$137,800
  - Professional Services – \$1,178,178
  - Database – \$843,245
  - Maintenance & Support - \$164,388
  - Hardware – \$183,565
  - Staffing – \$670,800
- Source of Funding

### **Project Timeline & Milestones**

- Planning Activities
- Hardware & Software Installation
- Student Business Process Design
- Software Implementation
- Training
- Go Live Target

### **Strategic Opportunities**

- Oracle Campus License
- Technology Architecture Roadmap
- Mainframe Migration
- Shared Administrative Applications
- Integrated Digital Workflow Processes

## Executive Summary

### Part IX. Code of Student Conduct

#### Section A: Editorial changes to "General Policy" include:

Change "Student Mediation Center" to "Student Judicial Programs"

#### Section B: Editorial changes to "Misconduct" include:

- 1b. Change to "as defined by federal, state, and/or local law"
- 2a. Change to "permitted by federal, state, and/or local law"
- 2b. Change to "permitted by federal, state, and/or local law"
- 2c. Change to "permitted by federal, state, and/or local law"
- 3a.1. Change to "test paper or devices"
- 3a.2. Change "person giving" to "instructor administering"
- 3a.4. Change "giving" to "administering"
- 3a.5. Add "selling"
- 3a.9. Change to "oneself in order to take a course, take a test, or complete any course related assignment"
- 3a.10. Change to "Paying or offering to pay money..."
- 3a.13. Add new Code item: "Possession at any time of current or previous test materials without the instructor's permission"
- 3c. Change "scholastic" to "academic"
- 3e. Change to "or other assignment to obtain 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."
- 3NOTE: Change "NOTE:" from "Operating Policy 34.03 and/or 34.12 at <http://depts.ttu.edu/opmanual>, the Undergraduate Bulletin and the Faculty Handbook" to "<http://www.depts.ttu.edu/studentjudicialprograms>"
- 4a. Change to "weapon(s) including but not limited to , handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, bb guns, or explosive or noxious materials, on university premises except as expressly permitted by federal, state, and/or local law"
- 4NOTE: Change "NOTE:" from "Possession of weapons by licensed holders of concealed handguns is prohibited on university premises. The Texas Tech Police Department provides storage for weapons and firearms." to "See Residence Hall Policies and Procedures for specifics regarding approved devices."
- 5. Change headed "Arson" to "Flammable Materials/Arson"
- 5a. Change to "used to ignite, spread, or intensify flames for fire"
- 5b. Change "either by intent or through reckless behavior which results, or foreseeably results, in damage of university premises""
- 6a. Change to "university, other university students, other members of the university community, or campus visitors"

- 6c. Change to "university, by university students, members of the university community, or campus visitors"
- 6d. Change "Attempt of" to "Attempted or"
- 6f. Add new Code item: "Possession or use of any form of false identification"
- 7a. *Changes to this area were made to reflect suggestions in the Model Code of Conduct (Stoner and Lowery, 2004) regarding freedom of speech.*  
Change to "Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self or others."
- 7b. Change "other" to "others"
- 7e. Delete "e"
- 7f. Delete "f"
- 7g. Change to "e"
- 7h. Change to "f"
- 8a. Change to "bookmaking as defined by federal, state, and/or local law is prohibited on university premises or by using university equipment or services"
- 9. *The following changes are reflective of wording changes regarding hazing per the Texas Education Code.*  
In opening paragraph, change to "Hazing is any intentional, knowing or reckless act, directed against a student by one person acting alone or by more than one person occurring on or off the premises 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 membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes but is not limited to:"
  - 9a. Change to "beating using a harmful substance on the body or similar activity"
  - 9e. Change "Student Mediation Center" to "Student Judicial Programs"
  - 9NOTE: Change to "NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936 at <http://www.campitol.state.tx.us/statutes/ed.toc.htm>"
  - 12a. Change to "premises or equipment"
  - 12b. Change to "Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device...or equipment"
  - 13NOTE: Change to "NOTE: See Traffic and Parking Policies at <http://www.depts.ttu.edu/studentjudicialprograms>"
  - 14NOTE: Change to "NOTE: See Housing and Residence Life Policies at <http://www.depts.ttu.edu/studentjudicialprograms>"
  - 15NOTE: Change to "NOTE: See Student Recreation and Aquatic Center Regulations at <http://www.depts.ttu.edu/studentjudicialprograms>"
  - 16b. Change to "university official or identify oneself to any university official acting..."
  - 17a. Change to "resources including, but not limited to, private information and passwords"

- 17b. Change to "nonacademic purposes including, but not limited to, illegal access"
- 17<sup>NOTE</sup>: Change to "NOTE: See Information Security Policies at <http://www.depts.ttu.edu/studentjudicialprograms>"
- 19<sup>NOTE</sup>: Change to "NOTE: See Traffic and Parking Policies at <http://www.depts.ttu.edu/studentjudicialprograms>"
- 20. Change "Board of Regents Policy of Texas Tech" to "University Operating Policies and Procedures and Texas Tech Regents Rules"
- 22i. Delete "2004-2005"

**Section B: Substantive changes to "Misconduct" include:**

- 7d. Change to "Sexual misconduct that involves: 1. Deliberate touching of another's sexual parts without consent; 2. Deliberate sexual invasion of another without consent; 3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury; or 4. Unwelcome 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."

**Section C: Editorial changes to "Disciplinary Procedures" include:**

- Change "Student Mediation Center" to "Student Judicial Programs"
- Change to "for the delay and will be accepted on a "case-by-case" basis"
- Change 1 to Introduction paragraph
- 2. Change to "1"
- 1d. Change to "Notice is deemed to have been given when written notification is placed in First Class US Mail or campus mail no less than five university working days prior to the hearing or personally delivered at anytime prior to the hearing"
- 1f. Change to "registration and transcript receipt"
- 1g. Change to "All records related to the disciplinary process concerning a student will remain on file in Student Judicial Programs...Records pertaining to student organizations will remain on file for a minimum of seven years"
- 3. Change to "2"
- 2a. Change to "process will be completed in a timely manner based upon the specific circumstances of each case"
- 4. Change to "3"
- 3b. Change to "The Judicial Officer and the student will inform each other of documents to be introduced, witnesses to be examined, and the anticipated testimony of the witnesses"

- 3c. Delete "will determine the procedure to be used for both open and closed hearings"
- 3d. Change to "or not the student is responsible for the alleged violation"
- 3d.1. Change to "If the recommendation is that the student is responsible for the alleged violation(s)"
- 3d.2. Change to "If the recommendation is"
- 5. Change to "4"

**Section D: Editorial changes to "Disciplinary Sanctions, Conditions and/or Restrictions" include:**

- Change "Student Mediation Center" to "Student Judicial Programs"
- 1b. Delete "2004-2005"
- 3a. Delete "and/or building use privileges"

**Section E: Editorial changes to "Disciplinary Appeal Procedures" include:**

- 1. Change header "Right to Appeal" to "Appeal Process"  
Change "student has the right to one appeal" to "student may appeal"  
Change last sentence to "within five university working days from the notice of the decision will render the original decision final and conclusive"
- 3. Change to "This process serves to review the written consent and validity of the appeal submitted by the student, the record of the case, and the decision making procedures"
- 4. Change "disposition" to decision"
  - 4.1 Change to 4a.
  - 4.2 Change to 4b.
  - 4.3 Change to 4c.
  - 4.4 Change to 4d.
  - 4.5 Change to 4e.

**Section F: Editorial changes to "Withdrawal of Consent" include:**

- 1a.1. Change "campus or facility" to "premises"
- 1a.2. Change "campus or facility" to "premises"
- 1<sup>NOTE</sup>: Change to "NOTE: See Texas Education Code, Section 51.233, at <http://www.campitol.state.tx.us/statutes/ed.toc.htm>"
- 2<sup>NOTE</sup>: Change to "NOTE: See Texas Education Code, Section 51.233-51.244, at <http://www.campitol.state.tx.us/statutes/ed.toc.htm>"
- 3c. Change to "within five university working days"

**Section G: Editorial changes to "Code of Student Conduct Committees" include:**

- 1a. Delete "This committee is a recognized University Committee"
- 1b.1 Change "Student Mediation Center" to "Student Judicial Programs"

- 1c. Change "Student Mediation Center" to "Student Judicial Programs"
- 1h. Change "Student Mediation Center" to "Student Judicial Programs"
- 1i. Change "Student Mediation Center" to "Student Judicial Programs"
- 2a. Delete "This committee is a recognized University Committee"
- 2b.1. Change "Student Mediation Center" to "Student Judicial Programs"
- 2c. Change "Student Mediation Center" to "Student Judicial Programs"
- 2h. Change "Student Mediation Center" to "Student Judicial Programs"
- 2i. Change "Student Mediation Center" to "Student Judicial Programs"
- 3d. Change to "c"
- 3d. Change "Student Mediation Center" to "Student Judicial Programs"
- 3e. Change to "d"
- 3f. Change to "e"
- 3g. Change to "f"
- 3g. Change to "from each of the four representative categories"
- 3h. Change to "g"
- 3i. Change to "h"
- 3i. Change "Student Mediation Center" to "Student Judicial Programs"

**PART IX**  
***Code of Student Conduct***  
**Texas Tech University**

The Code of Student Conduct at Texas Tech University is administered through the ~~Student Mediation Center~~ Student Judicial Programs and is based on promoting education and a tradition of excellence regarding student behavior. The goal of the Code of Student Conduct is that acceptable standards of behavior are communicated to, understood and upheld by the students of Texas Tech University.

Student Judicial Programs ~~The Student Mediation Center~~ encourages and facilitates a university environment where students and student organizations take responsibility for their actions. Through a well-defined student judicial process and the Code of Student Conduct, Student Judicial Programs ~~the Student Mediation Center~~ educates students about their rights and responsibilities as members of the Texas Tech University community. In addition, Student Judicial Programs ~~the Student Mediation Center~~ promotes the importance of intellectual development, self-worth, mutual respect, and how we, as members of the university community, interact with each other on a daily basis. Questions of interpretation regarding the Code of Student Conduct are referred to Student Judicial Programs ~~the Student Mediation Center~~. The Code of Student Conduct is reviewed every year by the Code of Student Conduct Review Committee in conjunction with Student Judicial Programs ~~the Student Mediation Center~~ and the Vice President for Student Affairs. Definitions for terms used throughout the Code of Student Conduct are outlined in Part I of the Student Handbook.

**A. General Policy**

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the university community has developed standards of behavior pertaining to students and to student organizations. Students and student organizations are subject to disciplinary action according to the provisions of the Code of Student Conduct and/or the Student Handbook. Student and student organization conduct on or off university premises is subject to university judicial jurisdiction. The university may enforce its own judicial policies and procedures when a student's or a student organization's (referred to hereafter only as student) conduct directly, seriously or adversely impairs, interferes with or disrupts the overall mission, programs or other functions of the university. University judicial proceedings may be instituted against a student alleged to have violated the Code of Student Conduct and/or the Student Handbook. Proceedings under the Code of Student Conduct may be carried out prior to, concurrent with or following civil or criminal proceedings. The proceedings are conducted in a manner which ensures that substantial justice is done and is not restricted by the rules of evidence governing criminal and civil proceedings. The Office of the Vice President for Student Affairs, in conjunction with Student Judicial Programs ~~the Student Mediation Center~~ and the Department of Housing and Residence Life, respects the rights and responsibilities of students and shall consider each violation of the university's substance abuse policy and each violation of federal, state and/or local law on a "case-by-case" situation and shall further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students. Violations of the substance abuse policy shall result in appropriate judicial action through Student Judicial Programs ~~the Student Mediation Center~~ and/or Department of Housing and Residence Life, which may include required attendance and active participation in substance abuse education and/or intervention programs and may result in notification to the parents/guardians of dependent students under the age of 21.

NOTE: See Parent Notification Policy at <http://www.depts.ttu.edu/studentjudicialprograms>.

**B. Misconduct**

Any individual or student organization found to have committed the following misconduct while classified as a student or as a registered student organization is subject to disciplinary sanction(s), condition(s) and/or restriction(s). For definitions, please refer to the Student Handbook, Part IX,

Section D, Disciplinary Sanctions, Conditions and/or Restrictions. Misconduct or prohibited behavior includes, but is not limited to:

1. *Alcoholic Beverages*

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy.
- b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

2. *Narcotics or Drugs*

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
- b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.

3. *Academic Dishonesty*

"Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

- a. "Cheating" includes, but is not limited to,
  1. Copying from another student's test paper or devices.
  2. Using materials during a test materials not authorized by the ~~person~~ instructor administering giving the test.
  3. Failing to comply with instructions given by the person administering the test.
  4. Possession during a test of materials which are not authorized by the person administering giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
  5. Using, buying, stealing, transporting, selling or soliciting in whole or part the contents of an unadministered test, test key, homework solution or computer program.
  6. Collaborating with, seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
  7. Discussing the contents of an examination with another student who will take the examination.
  8. 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 or not to be returned to or kept by the student.
  9. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test or complete any course-related assignment.
  10. Paying or offering to pay money or other valuables ~~thing to,~~ or coercing another person to obtain an unadministered test, test key, homework solution or computer program, or information about an unadministered test, test key, homework solution or computer program.
  11. Falsifying research data, laboratory reports and/or other academic work offered for credit.
  12. 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.
  13. Possession at any time of current or previous test materials without the instructor's permission.
- b. "Plagiarism" includes, but is not limited to, the appropriation of buying, receiving as a gift or obtaining by any means, material that is attributable in whole, or in part, to another source,

- including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.
- c. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic academic dishonesty.
  - d. "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. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree and withdrawal of a diploma.
  - e. "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 to obtain~~ 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.

NOTE: Refer to See [http://www.depts.ttu.edu/studentjudicialprograms/ Operating Policy 34.03](http://www.depts.ttu.edu/studentjudicialprograms/OperatingPolicy34.03) and/or 34.12 at <http://www.depts.ttu.edu/opmanual>, the Undergraduate Bulletin and the Faculty Handbook for additional information.

4. *Firearms, Weapons and Explosives*

- a. Use or possession of any weapon(s), including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, bb guns, or explosives or noxious materials, on university premises except as expressly permitted by federal, state, and/or local law.

NOTE: Possession of weapons by licensed holders of concealed handguns is prohibited on university premises. The Texas Tech Police Department provides storage for weapons and firearms. See Residence Hall Policies and Procedures for specifics regarding approved devices.

5. *Flammable Materials/Arson*

- a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used for to ignite, spread, or intensify flames for fire.
- b. Attempting to ignite and/or the action of igniting university and/or personal property on fire either by intent or as a result of through reckless behavior which results, or foreseeably results, in damage of university premises.

6. *Theft, Damage or Unauthorized Use*

- a. Attempted or actual theft of property or services of the university, ~~of other~~ university students, ~~or other members of the university community,~~ or ~~of~~ 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 owned or leased by the university, ~~by of other~~ university students, ~~or other members of the university community,~~ or ~~of~~ campus visitors.
- d. ~~Attempted or~~ or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account number and/or personal check.
- e. Alteration, forgery or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.

7. *Actions Against Members of the University Community*

- a. Physical harm or threat of harm to self or others. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self or others.

- b. Intentional or reckless conduct which endangers the health or safety of self or others.
  - c. Behavior that disrupts the normal operation of the university, including its students, faculty and staff.
  - d. Sexual misconduct that involves: Harassment, including acts or communications, via any medium, that are intended to intimidate or humiliate any person.
    - 1. Deliberate touching of another's sexual parts without consent
    - 2. Deliberate sexual invasion of another without consent
    - 3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury
    - 4. 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.
  - ~~e. Sexual harassment, including unwelcome sexual advances, requests for sexual favors or submission to consent, via any medium, to which a person's rights or privileges are explicitly or implicitly contingent either explicitly or implicitly.~~
  - ~~f. Sexual misconduct or unwanted sexual behavior including, but not limited to, any attempted or actual physical contact or indecent exposure of a sexual nature.~~
  - ~~g-e. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.~~
  - ~~h-f. Actions involving free expression activities are covered in Part VII, Section F.~~
8. *Gambling, Wagering, Gaming or Bookmaking*
- a. Gambling, wagering, gaming or bookmaking as defined by federal, state, and local laws is prohibited on university premises or with by using university equipment or services, as defined by federal, state and/or local law is prohibited.
9. *Hazing*
- Hazing ~~which is defined as is~~ any intentional, knowing or reckless act, directed against a student ~~by one person acting alone or by more than one person occurring on or off the campus premises by one person alone or acting with others directed against a student 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 membership consists of students are/or include students.~~ Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. The terms Hazing includes but is not limited to include, but are not limited to:
- a. Any type of physical brutality, such as whipping, beating using 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, or 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 of~~ harm or which adversely affects the mental or 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 educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
  - e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which

has occurred and knowingly fails to report the incident in writing to Student Judicial Programs ~~the Student Mediation Center.~~

- f. Any activity in which hazing is either condoned or encouraged or ~~actions of any~~ any action by an officer or combination of members, pledges, associates or alumni of the organization in of committing or assisting in the commission of hazing.

NOTE: See Texas Education Code, Sections 37.151-37.155 ~~7~~ and Section 51.936 at <http://www.capitol.state.tx.us/statutes/ed.toc.htm> ~~http://www.capitol.state.tx.us/statutes.html.~~

10. *False Alarms or Terrorist Threats*

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terrorist threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on university premises.

11. *Financial Irresponsibility*

- a. Failure to meet financial obligations owed to the university, or components owned or operated by the university, including, but not limited to, the writing of checks on accounts with insufficient funds.

12. *Unauthorized Entry, Possession or Use*

- a. Unauthorized entry into or use of university premises or equipment.
- b. Unauthorized possession, use, ~~or~~ duplication, ~~processing,~~ production or manufacture of any key or unlocking device, University Identification Card or access code for use in university premises or equipment.
- c. Unauthorized use of the university name, logotype, registered marks or symbols of the university; however registered student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a student organization at Texas Tech University."
- d. Unauthorized use of the university's name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the university.

13. *Traffic and Parking*

- a. Violation of university Traffic and Parking regulations.
- b. Obstruction of the free flow of pedestrian traffic on university premises.

NOTE: See Traffic & Parking Policies at [http://www.depts.ttu.edu/studentjudicialprograms/http://www.depts.ttu.edu/opmanual/OP\\_78.01.pdf](http://www.depts.ttu.edu/studentjudicialprograms/http://www.depts.ttu.edu/opmanual/OP_78.01.pdf).

14. *Department of Housing and Residence Life Regulations*

- a. Violation of rules that govern behavior in the campus residence and/or dining halls as stated in the F.Y.R.E. Handbook and/or other notifications or publications provided by the Department of Housing and Residence Life.

NOTE: See Department of Housing and Residence Life Policies at [http://www.depts.ttu.edu/studentjudicialprograms/http://www.hous.ttu.edu/ResLife/get\\_involved.asp](http://www.depts.ttu.edu/studentjudicialprograms/http://www.hous.ttu.edu/ResLife/get_involved.asp).

15. *Student Recreation and Aquatic Center Regulations*

- a. Violation of rules ~~which~~ that govern behavior in the Student Recreation Center and Aquatic Center.

NOTE: See Student Recreation and Aquatic Center Regulations at <http://www.depts.ttu.edu/studentjudicialprograms/http://www.depts.ttu.edu/recsports/facilities/policies/php>.

16. *Failure to Comply*

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

- b. Failure to present student identification on request to any university official and or identify himself/herself oneself to any university official acting in the performance of his/her duties.

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

- a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
- b. Use of computing and/or networking resources for unauthorized or nonacademic purposes including, but not limited to, illegal access.
- c. Unauthorized accessing, or copying or installing of programs, records or copywrited data material or software belonging to the university or another user or copyrighted materials or 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 programs, records or data to another person or computer without written authorization.
- g. Attempted or actual destruction, disruption 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 (i.e. people, capacity, computer).
- i. Intentional "spamming" of students, faculty or staff (~~which is~~ defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
- j. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

NOTE: See Information Technology Security Policies at  
<http://www.depts.ttu.edu/studentjudicialprograms/>

18. *Providing False Information or Misuse of Records*

- a. Knowingly furnishing false information 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.

19. *Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices*

- a. Use of skateboards, rollerblades, scooters, bicycles 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.

NOTE: Refer to Traffic and Parking Policies at <http://www.depts.ttu.edu/studentjudicialprograms/>  
<http://www.depts.ttu.edu/opmaunal/OP78.01.pdf>.

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

- a. Violation of any published university policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of University Operating Policies and Procedures and Board of Regents Policy of Texas Tech University Texas Tech Regents' Rules.

21. *Violation of Federal, State and/or Local Law*

- a. Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.

22. *Abuse of the Discipline System*

- a. Failure by a student to respond to a notification to appear before the Judicial Officer 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 Judicial Officer 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 disciplinary 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. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook 2004-2005.
- j. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under the *Code of Student Conduct* by the Judicial Officer as defined in the *Code of Student Conduct*.

#### C. Disciplinary Procedures

4. To file an alleged *Code of Student Conduct* violation, including an incident report from the Department of Housing and Residence Life, the Texas Tech Police Department, any other law enforcement agency or members of the university community, against a student, individuals may meet with a university official and shall deliver a written allegation describing the action or behavior to ~~Student Judicial Programs the Student Mediation Center~~. The written allegation should be received by ~~Student Judicial Programs the Student Mediation Center~~ within ~~twenty~~ 20 university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted more than ~~twenty~~ 20 university working days to ~~Student Judicial Programs the Student Mediation Center~~ will must be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

##### 12. General Procedure

The Judicial Officer will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility and sufficiency of this information. If it is determined that this information is insufficient to warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. The Judicial Officer will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. When a written allegation is filed, the student named in the allegation will be notified in writing to select either an administrative or a discipline committee hearing, and will be asked to appear before the Judicial Officer to discuss the alleged violation(s). The student shall contact the Judicial Officer within five days. Written notification will be delivered to the student's last known official, local address as provided by the student to the Registrar's Office or the Center for Campus Life regarding student organizations respectively. Failure of a student to receive First Class US Mail or Campus Mail does not prevent the disciplinary process from proceeding. If mailed, notification is to be mailed in First Class US Mail or Campus Mail.
- b. In any disciplinary proceeding, the student has the right to:
  1. Notification of the alleged misconduct.
  2. Know the source of the allegation(s).
  3. Know the specific alleged violation(s).
  4. Know the sanctions, conditions and/or restrictions which that may be imposed because of the alleged misconduct.
  5. Be accompanied by an advisor at any disciplinary hearing (for advisory purposes only, not for representation)
  6. Refrain from making any statement relevant to the allegation(s).

7. Know that any statements made by the student can be used during the proceeding.
- c. After the student has been advised of the allegation(s), the student shall choose between having the case resolved through either an administrative or a discipline committee hearing. However, the Judicial Officer has authority in all cases to designate a committee hearing of the case notwithstanding the student's request for an administrative hearing.
- d. After notice has been given to the student, the university may proceed to conduct either an administrative or a discipline committee hearing and deliver a decision or recommendation respectively. The administrative or discipline committee hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. In the absence of the student the Judicial Officer or the University Discipline Committee will consider the information and render an appropriate administrative decision or discipline committee recommendation. Notice is deemed to have been given when written notification is placed in First Class US Mail, or campus mail no later than five university working days prior to the hearing or personally delivered at anytime prior to the hearing. The written notification is given when the notice is addressed to the student's last known official, local address as provided by the student ~~the student's last officially known address as provided by the student~~ to the Registrar's Office or student organization to the Center for Campus Life.
- e. The Judicial Officer may refer the alleged violation to alternative dispute resolution through non-binding mediation in place of the administrative or discipline committee hearing. If alternative dispute resolution is not successful, then the allegation is again referred to either the administrative or discipline committee hearing process.
- f. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative flag may be placed on the student records to prevent further registration and transcript receipt. The administrative flag will remain until such time as the Judicial Officer receives an appropriate response.
- g. All records related to the disciplinary process ~~of disciplinary action taken against concerning a student will remain on file in Student Judicial Programs the Student Mediation Center~~ for seven years from the date the case is completed through administrative or discipline committee hearing and/or disciplinary appeal procedures. Records pertaining to student organizations will remain on file for a minimum of seven years.

### 3.2. Administrative Hearing

- a. The administrative hearing process will be completed in a timely manner based upon the specific circumstances of each case. ~~is usually completed within 20 university working days from the time the written allegation is filed. The Student Mediation Center will make every reasonable effort to accommodate the 20 days notification timeline.~~
- b. After making a determination, the Judicial Officer will provide written notification to the student of the decision and, if any, the sanction(s), condition(s) and/or restriction(s) to be imposed.
- c. The student may ~~appeal based upon~~ utilize the disciplinary appeal process procedures in Section E, Disciplinary Appeals Procedure.

### 3.4. Committee Hearing

If the student requests a committee hearing, the case may be resolved through committee hearing procedures as follows:

- a. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered in person or sent to the student's last known official, local address as provided by the student or student organization to the Registrar's Office or the Center for Campus Life Office, respectively. If mailed, notification is to be mailed by return receipt requested. Failure of a student to receive certified mail does not prevent the University Discipline Committee from proceeding.
- ~~b. The student has a maximum of five university working days from the date of notification of alleged violation(s) to prepare a response prior to this exchange of information and/or supporting materials and scheduled committee hearing. The case will then be heard by the University Discipline Committee.~~
- ~~b. e.~~ The Judicial Officer and the student will inform each other of documents to be introduced, witnesses to be examined and the anticipated testimony of the witnesses. Information and/or

supporting materials may not be considered unless the student and the university's representative have been advised of the source and content at least five university working days in advance of the committee hearing. ~~The Judicial Officer and the student will inform each other of documents to be introduced, witnesses to be examined and the anticipated testimony of the witnesses. This exchange must be completed within five university working days prior to the scheduled committee hearing.~~

- c. d. The University Discipline Committee, Judicial Officers and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be tape recorded. The confidential hearing will be closed unless the student requests to the Judicial Officer, in writing, within five university working days from the date of the "Notification of Violation and Pending Disciplinary Hearing" that the hearing be open to the public. The University Discipline Committee chair is responsible for conducting an orderly hearing, ~~and will determine the procedure to be used for both open and closed hearings.~~ Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge and/or perception of the alleged incident. The chair may deny admission into, or remove from, the hearing anyone due to space limitations or disruptive behavior.
- d. e. Following the hearing, the University Discipline Committee in writing, by consensus, will recommend to the Judicial Officer whether or not the violation student is responsible for the alleged violation(s), as alleged, has occurred.
  - 1. If the finding recommendation is that the student is responsible for the alleged violation(s) has not occurred, the Judicial Officer will be notified in writing of the recommendation by the University Discipline Committee chair. The Judicial Officer will review the recommendation and then determine the sanction(s), condition(s) and/or restriction(s), if any, to be imposed then notify the student in writing of the Judicial Officer's final disciplinary decision within five university working days.
  - 2. If the recommendation finding is that the alleged violation(s) has occurred, the University Discipline Committee will recommend disciplinary sanction(s), condition(s) and/or restriction(s) and the University Discipline Committee chair will notify the Judicial Officer in writing. The Judicial Officer will review the recommendation and then determine the sanction(s), condition(s) and/or restriction(s), if any, to be imposed and notify the student in writing of the Judicial Officer's final disciplinary decision within five university working days.
- e. f. The student may appeal utilize based upon the disciplinary appeal procedures process. (See in Section E, Disciplinary Appeals Procedure.

#### 4.5. Immediate Temporary Suspension

If in the judgment of the Vice President for Student Affairs, or the Vice President's representative, or on recommendation of the Judicial Officer or other university officials, the physical or emotional well-being of a student or other students or members of the university community could be endangered or if the presence of the student would seriously disrupt the normal operations of the university, a student may be temporarily suspended pending completion of disciplinary procedures. The Vice President for Student Affairs or Vice President's representative will notify the Judicial Officer to initiate appropriate disciplinary procedures within five university working days from the date of temporary suspension.

#### D. Disciplinary Sanctions, Conditions and/or Restrictions

The Judicial Officer may impose sanctions, conditions and/or restrictions as a result of an administrative hearing. Additionally, the University Discipline Committee may recommend sanctions, conditions and/or restrictions to the Director of Student Judicial Programs the Student Mediation Center or designee as a result of a University Discipline Committee hearing. Through the administrative hearing or University Discipline Committee hearing, the following educational sanctions, conditions and/or restrictions may be assessed when a student is found to have been responsible for misconduct.

- 1. Sanctions are defined as the primary outcome or decision of the alleged violation. If found responsible, the range of sanctions includes the following outcomes:

- a. *Disciplinary Reprimand:*  
The disciplinary reprimand is an official written notification to the student that the action in question was misconduct. In the case of a student organization, a copy of the notification may be sent to the organization's advisor(s) and international or national organization headquarters.
  - b. *Disciplinary Probation:*  
Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook 2004-2005 during this period may result in additional sanctions, conditions and/or restrictions.
  - c. *Deferred Disciplinary Suspension:*  
Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Additional misconduct or failure to comply may result in additional sanctions, conditions and/or restrictions.
  - d. *Time-Limited Disciplinary Suspension:*  
Time-limited disciplinary suspension is a period of time in which a student may not attend class or participate in university related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript or student organization's registration, during the period of disciplinary suspension. During disciplinary suspension of a student organization, the registration and privileges of the organization are suspended. Upon written request by the student to the University Registrar or by the student organization's representative to the Center for Campus Life, the notation of disciplinary suspension will be removed from the transcript or registration upon readmission or the completion of the disciplinary suspension period. Notification of disciplinary suspension of a student will indicate the date on which the disciplinary suspension begins, the earliest date, if any, upon which the application for student readmission or student organization re-registration will be considered. The Judicial Officer may deny a student's or student organization's request for readmission or registration, respectively, if the student's or student organization's misconduct during a period of disciplinary suspension would have warranted additional disciplinary action. Similarly, if the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission or registration, the Judicial Officer may deny readmission to a student or deny registration to a student organization. On denial of a student's readmission or of a student organization's re-registration, the Vice President for Student Affairs will set a date when another application for readmission or registration may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeals process. (See Section E, Disciplinary Appeals Procedure.)
  - e. *Disciplinary Expulsion:*  
Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be shown on the student's academic record, including the transcript or student organization's registration. These sanctions may or may not be accompanied by conditions and/or restrictions.
2. A condition is defined as a secondary component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:
    - a. Personal and/or academic counseling.
    - b. Discretionary educational conditions and/or programs of educational service to the university and/or community.
    - c. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
    - d. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
    - e. Monetary assessment owed to the university.

- f. Completion of an online alcohol or drug education program.
  - g. Referral to the Raider Assistance Program for assessment.
3. A restriction is defined as a secondary component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will usually be time specific. Some examples of restrictions include, but are not limited to:
- a. Revocation of parking ~~and/or building use privileges~~.
  - b. Denial of eligibility for holding office in registered student organizations.
  - c. Denial of participation in extracurricular activities.
  - d. Prohibited access to university facilities and/or prohibited direct or indirect contact with members of the university community.
  - e. Loss of privileges on a temporary or permanent basis.

Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted.

Exceptions are made only in cases for which, in the judgment of the Vice President for Student Affairs, the physical or emotional well-being of the student, the student organization, other students or other members of the university community may be endangered.

#### E. Disciplinary Appeal Procedures

##### 1. Right to Appeal Process

Any student ~~has the right to one~~ may appeal of the final disciplinary decision assessed by the Judicial Officer. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. Failure to file a written request for an appeal within five university working days from the notice of the decision ~~the allotted time~~ will render the original decision final and conclusive.

##### 2. Grounds for Appeal

###### a. Appeals must be based on:

- 1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process.
- 2. Newly discovered relevant information that was not available at the administrative or committee hearing.

###### b. The specific questions to be addressed on appeal are:

- 1. Were the procedures of the *Code of Student Conduct* followed?
- 2. If a procedural error was committed, were the rights of the student or student organization materially violated so as to effectively deny the student or student organization a fair hearing?
- 3. Was the hearing conducted in a way that permitted the student or student organization's student representative adequate notice and the opportunity to present information?
- 4. Would the newly discovered information presented at the hearing be sufficient to change the decision reached?

##### 3. Notification of Appeal

The appeal must be made in writing in sufficient detail to inform the Judicial Officer or the University Discipline Appeals Committee of the grounds for appeal. ~~The appeal is not intended to afford a rehearing of the case. This process but to serves as a method of to reviewing the written content and validity of the appeal submitted by the student, and the record of the case and the procedures followed in decision making procedures.~~ The student may choose to appeal a hearing outcome to either an administrative hearing appeal officer or the University Discipline Appeals Committee.

##### 4. a. Administrative or University Discipline Committee Hearing Appeal

##### Procedures

The student desiring to appeal an administrative ~~disposition~~ decision or committee hearing recommendation has five university working days from the date of the decision letter to prepare

and submit the written appeal to the Judicial Appeals Officer or the University Discipline Appeals Committee. The Judicial Appeals Officer or the University Discipline Appeals Committee will review materials relevant to the case in the written appeal of an administrative hearing of the student. The disciplinary decision of the Judicial Appeals Officer or University Discipline Appeals Committee is final. The Judicial Appeals Officer or University Discipline Appeals Committee may:

- a. 1) Find that no substantive and/or procedural error has occurred and that ~~the decision be affirmed~~ affirm the decision.
- b. 2) Find that the written appeal submitted is not sufficient to establish the grounds for appeal and ~~affirm the decision that the decision be affirmed~~.
- c. 3) Find that the relevant new materials and written appeal submitted were sufficient to establish that based on the preponderance of evidence, ~~that the alleged misconduct had not occurred, as alleged.~~ The decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who may refer the matter for a new hearing.
- d. 4) Find substantive and/or procedural errors that effectively denied the student or student organization due process; In this event, the decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who will refer the matter for a new hearing.
- e. 5) In cases where a student is seeking readmittance or a student organization is seeking re-registration, the Judicial Appeals Officer or the University Discipline Appeals Committee may affirm the decision or recommend that the student be readmitted or the organization be re-registered.

#### 5.4. Final Decision

The Judicial Appeals Officer or the University Discipline Appeals Committee will provide written notification of the final disciplinary decision to the student of the administrative or committee hearing appeal. If referred to the University Discipline Appeals Committee the chair will communicate in writing the committee's recommendation to the Judicial Appeals Officer. After review of the recommendations, the Judicial Appeals Officer will determine the final disciplinary decision within five university working days.

#### **F. Withdrawal of Consent**

##### **1. Grounds for Removal**

- a. If in the judgment of the Judicial Officer, it is determined that:
  1. The individual has willfully disrupted the orderly operation of the premises campus or facility, or
  2. His/her presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the campus or facility premises.
- b. The Judicial Officer may recommend to the Vice President for Student Affairs that in accordance with the Texas Education Code the student may have his/her consent to be in attendance at the university withdrawn.
- c. If the Vice President for Student Affairs concurs with the Judicial Officer's recommendation, the student will have his/her consent to be in attendance at the University withdrawn. Withdrawal of Consent will not be longer than fourteen (14) days.

NOTE: See Texas Education Code, Section 51.233, at <http://www.capitol.state.tx.us/statutes/ed.toc.htm> <http://www.capitol.state.tx.us/statutes.html>.

##### **2. Registration Flag Following Withdrawal of Consent**

When a student is withdrawn under this section, a registration flag will be placed on the student's readmission to the university. This registration flag will remain in the student's records until the student is readmitted.

NOTE: See Texas Education Code, Sections 51.233-51.244 at <http://www.capitol.state.tx.us/statutes/ed.toc.htm> <http://www.capitol.state.tx.us/statutes.html>.

##### **3. Readmission Procedures and Appeals**

- a. A student who has had a registration flag placed on his or her records under this section must request readmission from the Judicial Officer at least three weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-enroll. The student may be required by the Judicial Officer to submit evidence in writing supportive of his or her present ability to function properly and effectively in the university community. The university will evaluate the student's request and supporting evidence with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Judicial Officer for the removal of the registration flag, the student must then complete the regular university readmission procedures.
- b. If approval for readmission is denied by the Judicial Officer, the student may appeal that decision to the Vice President for Student Affairs. The appeal to the Vice President for Student Affairs must be made, in writing, within five university working days from the date the student is notified in writing by the Judicial Officer that the student's request has been denied.
- c. The Vice President for Student Affairs, upon receiving an appeal request, must inform the student in writing that he or she is entitled to a hearing. This hearing should be held within five university working days from the date that the Vice President for Student Affairs informs the student of the hearing. The hearing will be conducted by the Vice President for Student Affairs or the Vice President's representative. Following the hearing, the Vice President for Student Affairs will either sustain the decision of the Judicial Officer or reverse the decision and allow the student to re-enroll in the university. The Vice President for Student Affairs will notify all parties of this decision in writing within three five university working days following the completion of the hearing.

#### G. Code of Student Conduct University Committees

##### 1. *University Discipline Committee*

###### a. Committee Composition

The University Discipline Committee will conduct disciplinary hearings in referred cases. The Committee will be composed of five full-time faculty members, five full-time undergraduate students and five full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Vice President for Student Affairs. Committee members may be re-appointed for consecutive one-year terms. ~~This committee is a recognized University Committee.~~

###### b. Committee Appointments

University Discipline Committee appointments will be made as follows:

1. The chair will be appointed by the Vice President for Student Affairs and will be a member of the faculty or staff. If the chair is absent, an acting chair may be named by the Director of Student Judicial Programs ~~the Student Mediation Center.~~
2. Five full-time undergraduate student members will be appointed by the Vice President for Student Affairs who will invite recommendations by the President of the Student Government Association, with the advice of the Student Senate.
3. Five full-time faculty members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Faculty Senate, with the advice of the Faculty Senate.
4. Five full-time staff members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Staff Senate, with the advice of the Staff Senate.

###### c. Committee Recorder

The Director of Student Judicial Programs ~~the Student Mediation Center~~, or designee, will serve as a non-voting resource person for the committee.

###### d. Committee Meetings

The committee will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee hearings will be conducted by a subgroup of the minimum fifteen (15) committee members.

###### e. Committee Quorum

A quorum for the committee consists of four members, so long as at least one member is present from each of the three representative categories.

- f. **Committee Deliberation**  
When deliberating a case, the committee will meet in closed session with only voting members and the resource persons present.
  - g. **Committee Removals**  
The Vice President for Student Affairs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.
  - h. **Additional Committee Sections and/or Members**  
The Vice President for Student Affairs or designee may appoint additional sections and/or members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional sections and/or members of the University Discipline Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Committee, and additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the caseload in the university disciplinary process. Cases will be assigned by the Director of Student Judicial Programs ~~the Student Mediation Center~~.
  - i. **Committee Orientation**  
Members of the University Discipline Committee shall be required to participate in an orientation facilitated by Student Judicial Programs ~~the Student Mediation Center~~ prior to serving as a member of any committee hearing.
2. **University Discipline Appeals Committee**
- a. **Committee Composition**  
The University Discipline Appeals Committee will conduct disciplinary appellate hearings in requested cases. The Committee will be composed of three full-time faculty members, three full-time undergraduate students and three full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Vice President for Student Affairs. Committee members may be re-appointed for consecutive one-year terms. ~~This committee is a recognized University Committee.~~
  - b. **Committee Appointments**  
University Discipline Appeals Committee appointments will be made as follows:
    - 1. The chair will be appointed by the Vice President for Student Affairs and will be a member of the faculty or staff. If the chair is absent, an acting chair may be named by the Director of Student Judicial Programs ~~the Student Mediation Center~~.
    - 2. Three full-time undergraduate student members will be appointed by the Vice President for Student Affairs who will invite recommendations by the President of the Student Government Association, with the advice of the Student Senate.
    - 3. Three full-time faculty members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Faculty Senate, with the advice of the Faculty Senate.
    - 4. Three full-time staff members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Staff Senate, with the advice of the Staff Senate.
  - c. **Committee Recorder**  
The Director of Student Judicial Programs ~~the Student Mediation Center~~, or designee, will serve as a non-voting resource person for the committee.
  - d. **Committee Deliberation**  
When deliberating a case, the committee will meet in closed session with only voting members and the resource person(s) present.
  - e. **Committee Removals**  
The Vice President for Student Affairs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.
  - f. **Committee Meetings**

The committee will establish meeting dates and times during which cases will be reviewed and will provide for scheduling special meetings as needed. Appeals hearings will be conducted by a subgroup of the minimum nine members from the committee.

g. Committee Quorum

A quorum for the committee is four members, so long as at least one member is present from each of the three representative categories.

h. Additional Committee Sections and/or Members

The Vice President for Student Affairs may appoint additional sections and/or members of the University Discipline Appeals Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional sections and/or members of the University Discipline Appeals Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Appeals Committee, and the additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the appeal caseload in the university disciplinary process. Cases will be assigned by the Director of Student Judicial Programs ~~the Student Mediation Center~~.

i. Committee Orientation

Members of the University Discipline Appeals Committee will be required to participate in an orientation facilitated by Student Judicial Programs ~~the Student Mediation Center~~ prior to serving as a member of any disciplinary appeal committee hearing.

3. *Code of Student Conduct* Review Committee

a. Committee Composition

The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Vice President for Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The *Code of Student Conduct* Review Committee is composed of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student. Faculty and staff will be appointed for one three- year term, and undergraduate/graduate student(s) will be appointed for a single one-year term.

b. Committee Appointment

1. The chair will be appointed by the Vice President for Student Affairs and will be a full-time member of the faculty or staff.
2. The *Code of Student Conduct* Review Committee will consist of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student.
3. Two full-time undergraduate student members and one full-time graduate student member will be appointed by the Vice President for Student Affairs who will invite recommendations by the President of the Student Government Association, with the advice of the Student Senate.
4. Three full-time faculty members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Faculty Senate, with the advice of the Faculty Senate.
5. Two full-time staff members will be appointed by the Vice President for Student Affairs who will invite a recommendation by the President of the Staff Senate, with the advice of the Staff Senate.

~~c. d.~~ Committee Recorder

The Director of Student Judicial Programs ~~the Student Mediation Center~~, or designee, will serve as a resource person for the committee.

~~d. e.~~ Committee Removals

The Vice President for Student Affairs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

~~e. f.~~ Committee Meetings

The committee will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.

f. g. Committee Quorum

A quorum for the committee is four members, so long as at least one member is present from each of the ~~three~~ four representative categories.

g. h. Additional Committee Sections and/or Members

The Vice President for Student Affairs may appoint additional sections and/or members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional sections and/or members of the *Code of Student Conduct* Review Committee will have the same composition of membership, the same duties and the same authority as the original *Code of Student Conduct* Review Committee, and the additional sections will be alphabetically designated.

h. i. *Code of Student Conduct* Committee Orientation

Members of the *Code of Student Conduct* Committee will be required to participate in an orientation facilitated by the Director of Student Judicial Programs ~~the Student Mediation Center~~ prior to review of the Code of Student Conduct.

Part IX Code of Student Conduct  
Student Handbook  
Approved by the Board of Regents  
~~May 15, 2004~~ May 12-13, 2005  
Effective August 1, 2004 ~~Saturday, August 20, 2005~~

## EXECUTIVE SUMMARY

Proposed revisions to the *Code of Professional and Academic Conduct* of the Student Affairs Handbook 2005-2006 are noted in the attached document.

### Code of Student Conduct

**Section A: Editorial changes to Title include:**

1. Remove "Code of Professional and Academic Conduct"
2. Add "II. TTUHSC STUDENT CODE OF PROFESSIONAL AND ACADEMIC AND PROFESSIONAL AND ETHICAL SCHOOL STANDARDS"
3. Remove "Code of Professional and Academic Conduct" and Replace with "TTUHSC Student Code of Professional and Academic Conduct and Professional and Ethical School Standards" throughout the section.

**Section B: Editorial changes to "Misconduct include:**

Subsection: Alcoholic Beverages

1. Add "or," to line 1a

Subsection: Narcotics or Drugs

2. Add "or," to line 2a.
3. Remove "." from line 2b.
4. Remove "and shall further" and Replace with ", if appropriate," to line 2c.
5. Remove "the" and Replace with "this" to line 2c.
6. Remove "appropriate s" and Replace with "respective S" on line 2c.

Subsection: Firearms, Weapons, and Explosives

1. Add "or," to line 3a.

Subsection: Theft, Damage, or Unauthorized Use

1. Remove "is considered as theft" from line 4b.
2. Add "or;" to line 4c.

Subsection: Gambling, Wagering, or Bookmaking

1. Add "a."

Subsection: Hazing

1. Remove "The term" and Replace with "Hazing"
2. Remove "." and Replace with "or," on line 7f.

Subsection: False Alarms or Terrorist Threats

1. Remove ";

Subsection: Unauthorized Entry, Possession or Use

1. Add "or," to line 10b.
2. Remove "NOTE: Student organizations are permitted to use the word "Tech" as a part of their organizational

names or to use the complete statement "a student organization at Texas Tech University Health Sciences Center."

Subsection: Traffic and Parking

1. Add "or," to line 11a.

Subsection: Abuse, Misuse, or Theft of University Computer Data, Programs,

Time, or Network Equipment

1. Remove "you have" and Replace with "one has" on line 16i.
2. Remove "business" on line 16i.

Subsection: Skateboard, Roller Blades, or Similar Devices

1. Remove "Health Sciences" and Replace with "University"

Subsection: Academic Dishonesty

1. Remove "the" and Replace with "this Student"
2. Remove "unauthorized" line 19.a.1.
3. Remove "or assisting other" line 19.a.1.
4. Add "beyond those authorized by the instructor" line 19.a.1.
5. Add section "19.a.2. as an awareness factor to the code.
6. Add "or dissemination by any means" to line 19.a.3.
7. Add "or," to line 19.a.4.
8. Add "(i.e., using, stating, offering or reporting as one's own, an idea, expression, or product or another without the proper credit to its sources); or," to line 19.b.1.

Subsection: Violation of published University Policies, Rules or Regulations

1. Remove "published" from subsection title and Replace with "Published"
2. Remove "."
3. Add "including, but not limited to, applicable publications for each TTUHSC school, such school handbooks, catalogs, and each course syllabus."

Subsection: Abuse of the Discipline System

1. Add "to comply with or" to line 22.a.
2. Remove "their respective school" and Replace with "his or her"
3. Remove ";" and Replace with "."
4. Remove "F" and Replace with "F"
5. Remove "of their school" and Replace with ","
6. Add "or," to line 22.i.
7. Remove "the Student Affairs Handbook" and Replace with "this Code or files a grievance under the applicable school grievance policy" to line 22.j.

**Section C: Editorial changes to “Disciplinary Procedures” include:**

**Graduate School of Biomedical Sciences:** No changes

**School of Nursing:**

Subsection: Institutional Response for Reported Violations

1. Remove last paragraph. It is a duplicate.

Subsection: Committee Decision/Recommendation

1. Remove “hearing committee” and Replace with “School Hearing Committee, by majority vote
2. Remove “hearing committee” and Replace with “School Hearing Committee, by majority vote” line 1.
3. Remove line 2-4 and Replace with new paragraph.
4. Remove item 3 paragraph and Replace with new item 3 paragraph.

Subsection: Sanctions for Violations may include but are not limited to:

1. Remove “Associate/Regional Dean” and Replace with “administrator designated by the Dean”

Subsection: Appeals Process

1. Item 2. Remove “Associate/Regional Dean” and Replace with “administrator designated by the Dean”
2. Item 3. Remove “Associate/Regional Dean” and Replace with “administrator designated by the Dean”

**School of Allied Health:** No changes

**School of Pharmacy:** No changes

**Emotionally Disturbed Students**

Subsection: Temporary Suspension

1. Remove “If in the judgment of the school, it is determined” and  
Replace with “ The Program Director, for the applicable School may recommend to the Dean that the student be temporarily suspended from the University, if the Program Director believes”
2. Remove “;” and Replace with “or,”
3. Remove “The program director may recommend to the Dean that the student be temporarily suspended from the University”
4. Remove “p” and Replace with “P”
5. Remove “d” and Replace with “D”
6. Remove “.” and Replace with “in accordance with the procedures set forth in the Code.”

Subsection: Readmission Procedures and Appeals

1. Remove "working" and Replace with "business" throughout the section.

## **II. TTUHSC STUDENT CODE OF PROFESSIONAL AND ACADEMIC CONDUCT AND PROFESSIONAL AND ETHICAL SCHOOL STANDARDS**

### **A. General Policy**

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 community has developed standards of behavior pertaining to students and to student organizations. Students and student organizations are subject to disciplinary action according to the provisions of the TTUHSC Student Code of Professional and Academic Conduct and Professional and Ethical School Standards ("Handbook") and/or any other official University publication: rules or regulations.

Student and student organization's conduct on University premises or at University-sponsored events is subject to University disciplinary jurisdiction. The University may enforce its own disciplinary policies and procedures when a student or a student organization conduct directly, seriously, or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the University.

University disciplinary proceedings may be instituted against a student or student organization alleged to have violated the TTUHSC Student Code of Professional and Academic Conduct and Professional and Ethical School Standards and/or any other official University publication. Proceedings under the TTUHSC Student Code of Professional and Academic Conduct and Professional and Ethical School Standards may be carried out prior to, concurrent with, or following civil or criminal proceedings. The proceedings are conducted in a manner, which ensures that substantial justice is done and are not restricted by the rules of evidence or procedure governing criminal and civil proceedings.

It is the responsibility of each student to become familiar with the various regulations of the University and to satisfy them in the proper way. Written policies are described in various 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.

### **B. 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. Use, possession, sale, delivery, or distribution of alcoholic beverages, except as expressly permitted by University policy; or,
- b. Being under the influence of alcohol and/or intoxication.

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 law; or,
- b. Being under the influence of narcotics or drugs, except as permitted by law;

- c. The University respects the rights and responsibilities of students and shall consider each violation of the University's substance abuse policy and each violation of federal, state, and/or local law on a "case-by-case" situation, if appropriate, may ~~and shall further~~ attempt to initially use educational options and subsequent intervention and/or prevention options to assist students. Violations of the this substance abuse policy shall result in appropriate disciplinary action by the ~~appropriate-s~~ respective School, which may include required attendance and active participation in substance abuse education and/or intervention programs, and may result in notification to the parents/guardians of dependent students under twenty-one (21) years of age.

3. Firearms, Weapons, and Explosives

- a. Use or possession of weapons, including handguns, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on University premises; or,
- b. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent, or as a result of reckless behavior, which results in damage on University premises.

NOTE: *Possession of weapons by licensed holders of concealed handguns is prohibited on University premises. The Texas Tech Police Department provides storage for weapons and firearms.*

4. Theft, Damage, or Unauthorized Use

- a. Attempted or actual theft of property of the University, of other University students, of other members of the University community, or off campus visitors;
- b. Possession of property known to be stolen or belonging to another person without the owner's permission ~~is considered as theft~~;
- c. Attempted or actual damage to property of the University, of other University students, of other members of the University community, or off 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.

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;
- b. Disruptive behavior;
- c. Harassment, including sexual harassment, acts, or communications that are intended to intimidate or humiliate any person;
- d. Sexual misconduct or unwanted sexual behavior, including but not limited to any attempted or actual physical contact of a sexual nature, regardless of gender;
- e. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization;
- f. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.

6. Gambling, Wagering, or Bookmaking

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

7. Hazing

Hazing, which is defined as any intentional, knowing, or reckless act directed against a student, occurring on or off the campus, by one person alone or acting with others, directed against a student, 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 reasonable defense in a disciplinary proceeding. The term Hazing includes, but is not limited to:

- a. Any type of physical brutality, 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 educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above;
- e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred; and, knowingly 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

- a. Intentional sounding of a false fire alarm; making a false emergency call or terrorist threat; issuing a bomb threat; constructing mock explosive devices; improperly possessing, tampering with; or destroying fire equipment or emergency signs on University premises.

9. Financial Irresponsibility

- a. Failure to meet financial obligations owed to the University, including, but not limited to, the writing of checks on accounts with insufficient funds.

10. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of University facilities; unauthorized possession or duplication, processing, production, or manufacture of any key or unlocking device or access code for use in any University facility;
- b. Unauthorized use of the University name, logotype, registered marks or symbols of the University; or,
- c. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University.

~~NOTE: Student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a student organization at Texas Tech University Health Sciences Center".~~

11. Traffic and Parking
  - a. Violation of University Traffic and Parking regulations; or,
  - b. Obstruction of the free flow of pedestrian traffic on University premises.
12. Housing and Dining Services Regulations
  - a. 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 publication provided by the University Department of Housing and Dining Services.
13. Student Recreation and Aquatic Center Regulations
  - a. Violation of rules, which govern behavior in the University Student Recreation Center and Aquatic Center.
14. Failure to Comply with Reasonable Directions or Requests of University Officials
  - a. 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
  - a. Failure to present student identification on request to any University official and identify himself/herself to any University official acting in the performance of his/her duties.
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);
  - i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above; "spamming" defined as the sending of unsolicited e-mails to parties with whom you have one has no existing business, professional, or personal acquaintance.
17. Providing False Information or Misuse of Records

Knowingly furnishing false information 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.

*NOTE: The Director of Admissions or Director's representative is responsible for resolving issues involving falsification on admission forms.*

18. Skateboard, Roller Blades, or Similar Devices
- a. Use of skateboards, roller blades, or other similar devices in Health Sciences University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property.

NOTE: Also refer to TTUHSC OP 76.32 Attachment A, Section V (K) "Traffic and Parking Regulations."

19. Academic Dishonesty

All students and faculty of the University are expected to subscribe to an honor system which is implicit in accepting admission to the University. The student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of the this Student Code by other students. The faculty shall take all reasonable steps to prevent violations, and each faculty member likewise is responsible for reporting possible violations.

- a. Cheating, including but not limited to:
  1. Use of any unauthorized aid, sources, and/or assistance or assisting others beyond those authorized by the instructor in taking a course, quiz, test, or examination, writing papers, preparing reports, solving problems, or carrying out assignments;
  2. Assisting others in taking a course, quiz, test, or examination, writing papers, preparing reports, solving problems, or carrying out assignments, unless specifically authorized by the instructor.
  3. Acquisition or dissemination by any means, without permission, of tests or other academic material belonging to a member of the University community;
  4. Alteration of grade records; or,
  5. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade.
- b. Plagiarism, including but not limited to:
  1. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (i.e., using, stating, offering or reporting as one's own, an idea, expression, or product or another without the proper credit to its source); or,
  2. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- c. A student who witnesses any of the above or who is approached with an offer to gain unfair advantage is obligated to report that violation to the appropriate authority. Failure to do so may result in disciplinary action.

NOTE: Individual schools' catalogs may have additional school specific violations.

20. Violation of ~~published~~ Published University Policies, Rules, or Regulations
- a. 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 school handbooks, catalogs, and each course syllabus.
21. Violation of Federal, State, and/or Local Law
- a. Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.
22. Abuse of the Discipline System
- a. Failure by a student or student organization to comply with or respond to a notification to appear before the Dean of his or her their respective school, or Dean's representative and/or an official of the University during any stage of a disciplinary proceeding; or, 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, of their school 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 the *Code of Professional and Academic Conduct*;
- 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 grievances or allegations in accordance with ~~the this Code~~ or files a grievance under the applicable school grievance policy ~~Student Affairs Handbook~~ and the individual school's catalog.

C. Disciplinary Procedures

1. To file an allegation, including an incident report from the Texas Tech\_Police Department; any other law enforcement agency or members of the University community, against a student or student organization, individuals may meet with a University official and shall deliver a written allegation(s) describing the action or behavior to the individual school's Office of Student Affairs. For the School of Nursing, a written allegation shall be delivered to the Undergraduate Program Office or the Graduate Program Office. The written allegation should be received within twenty (20) University working days of the alleged incident to initiate disciplinary procedures.
2. The individual school's Office of Student Affairs will inquire, gather, and review information about the reported student or student organization misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. The Director of Student Affairs will ensure that the requirements of due process are fulfilled in accordance with the following procedures:
3. When a written allegation is filed, the student or student organization named in the allegation will be notified in writing to appear before Director of Student Affairs to discuss the alleged violation(s). The student or student organization's student representative will have five (5) University working days from the date of the written notification to respond by contacting the school's Office of Student Affairs. For the School of Nursing, contact the programmatic office.
4. In any disciplinary proceeding, the student or student organization's student representative has the right to:
  - a). notification of the alleged misconduct;
  - b). know the source of the allegation(s);
  - c). know the specific alleged violation(s);
  - d). know the sanctions, conditions and/or restrictions which may be imposed because of the alleged misconduct;
  - e). be accompanied by an advisor at any disciplinary hearing (for advisory purposes only, not for representation);
  - f). refrain from making any statement relevant to the allegation(s);
  - g). know that any statements made by the student or student organization's student representative can be used during the proceeding.

## **Reporting and Responding to Possible Violations of Code of Professional and Academic Conduct**

### **Graduate School of Biomedical Sciences**

It is the policy of the Texas Tech University Health Sciences Center -- Graduate School of Biomedical Sciences to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. Grievance is defined as a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust. "Grievances" under this procedure shall include disputes over grades, academic integrity, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

#### *Early Resolution*

1. A graduate student must attempt to resolve any grievance first with the faculty member, supervisory committee, administrator, or other students involved.
2. If, after earnest attempts, the grievance remains unresolved, the graduate student should discuss the grievance with the Department Chair. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss the alleged violations with the Associate Dean of the Graduate School of Biomedical Sciences (hereafter called the "GSBS Associate Dean"). If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, respondent, and administrative superior involved in negotiations.

#### *Formal Complaint*

1. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the GSBS Associate Dean. The grievance must be submitted to the GSBS Associate Dean within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. The written grievance shall include a clear, concise statement of the policy or procedures violated, and the redress requested. The GSBS Associate Dean shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the GSBS Associate Dean with a copy of his or her written response.
2. Upon receipt of the written response, the GSBS Associate Dean shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a decision regarding the grievance. The GSBS Associate Dean shall appoint, from the membership of the Graduate Council, a committee chair and 2 committee members. Two graduate students will also be appointed by the GSBS Associate Dean to serve on the grievance committee. Both parties can petition to have individuals selected to the committee.
3. The hearing shall be scheduled within 20 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.

#### *Guidelines for Ad Hoc Grievance Committee Hearings*

1. Pre-Hearing Procedures
  - a. Notice of the time and place of the hearing shall be given by the chair to the graduate students and the respondent not less than 10 days prior to the hearing.

- b. The notice shall include the written grievance and the written response of the respondent.
- c. A copy of the procedures guiding the hearing shall accompany the notice.
- d. The following must be submitted by each party to the chair at least five working days prior to the hearing.
- e. A copy of all written supporting documentation that the party will present at the hearing.
- f. A list of witnesses to be called by the party (each party is responsible for ensuring that witnesses are at the hearing), and,
- g. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.

#### *Hearing Procedure*

- a. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
- b. All hearings shall be closed except for parties to the grievance and their advisors.
- c. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
- d. The parties and the committee shall have the opportunity to question all witnesses. Formal rules of evidence shall not apply, and any evidence relevant to a fair determination of the charges may be admitted.
- e. Following the presentation of evidence, the committee will permit each party to present a brief closing statement.
- f. The committee will meet in closed session to render a decision.
- g. The committee's written decision shall be forwarded to the GSBS Associate Dean within 10 working days from the conclusion of the hearing.
- h. The final decision rests with the GSBS Associate Dean.

#### *Appeal of Violations of Due Process*

- 1. Within ten days of receipt of the decision of the GSBS Associate Dean, if the graduate student believes that the *due process* procedures of the GSBS have been violated, an appeal may be made in writing to the Dean of the Graduate School of Biomedical Sciences. Any appeal at this level shall be on the basis of the complete written record only. If a written appeal is not made by the student within ten working days following receipt of the decision from the GSBS Associate Dean, the student's right to appeal is thereby waived.
- 2. The Dean of the Graduate School of Biomedical Sciences shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. The decision shall be forwarded in writing to the parties and the ad hoc committee chair. The decision of the GSBS Dean is final.

#### **School of Medicine**

- 1. Medical professionals are expected, not only by patients but also by society as a whole, to possess certain attributes, which include, but are not limited to:
  - a. Altruism, whereby they subordinate their own interests to take care of their patients
  - b. High ethical and moral standards
  - c. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others.
  - d. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession
  - e. Maintaining confidentiality concerning the patient and the patient's records.
  - f. The School of Medicine TTUHSC expects medical students to exhibit these attributes.

## Medical Student Honor Code

In my capacity as a Texas Tech University Health Sciences Center School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this code by others and will report such violations to the appropriate authorities.

## *Code of Personal/Professional and Academic Conduct*

The purpose of the Code of Personal/Professional and Academic Conduct is to emphasize, in the medical school environment, the qualities of integrity, self-discipline, and professional behavior that are essential to all physicians. The Code is designed expressly for the School of Medicine and is compatible with the regulations and policies of the University and the Health Sciences Center.

The Code of Personal/Professional and Academic Conduct is divided into two sections. The first section deals with standards of personal/professional conduct expected of professionals and is derived largely from the regulations of the Board of Regents of Texas Tech University and Texas Tech University Health Sciences Center. The second section deals with standards of academic conduct and integrity and is developed, by the faculty and students of the School of Medicine, to be unique to that school. All references to faculty and students will refer exclusively to TTUHSC School of Medicine.

Personal/Professional conduct on Health Sciences Center (HSC) property or at HSC-sponsored events is subject to the disciplinary jurisdiction of the School of Medicine. The School of Medicine may also enforce its own disciplinary policies and procedures when personal/professional act, regardless of where it occurs, adversely interferes with or contravenes the overall mission, program, or other functions of the School of Medicine.

Any action, which represents a violation of civil or criminal law, will be dealt with by the appropriate non-HSC agencies as per their policies and regulations. Action of non-HSC authorities in response to any violation of statutes shall not preclude nor replace the right and responsibility of the School of Medicine to review the medical student independently for that violation and to determine and assess its own action in response to such violation. The judgment and action of the School of Medicine relates to the violation as an index of professional behavior and fitness for the physician role rather than as a civil or criminal offense.

Any alleged violation(s) or complaint(s) of personal/ professional conduct will be reported directly to the Dean of the School of Medicine. The Dean may, at his/her discretion:

- a. Exercise immediate and direct authority in dealing with the matter and/or refer the alleged violation (s) or complaint(s) to the Associate Dean for Educational Programs, or his designee, and the Chair of the Student Affairs Committee, requesting that a Student Hearing Committee be convened to hear the matter, as described under *Procedures for the Reporting and Resolution of Alleged Violations of Academic Conduct*.
- b. If, at the time of graduation, unresolved civil or criminal charges or proceedings are pending against a student which, in the sole belief of the Dean if sustained, would prevent the university from conferring a degree of medicine, the Dean shall withhold the degree until such time the matter is resolved. An appeal of this decision for cause may be made to the Office

of the HSC President. In the event the student is exonerated or the charges are dropped, the degree will be conferred, even if the decision follows graduation.

c. The institution has the ability and obligation to rescind a degree in medicine in those specific circumstances, which would require it to do so, i.e. obtaining a degree without the institution's knowledge of fraudulent admission, falsification of documents, etc.

d. While some of the examples of conduct for which disciplinary action may be taken are mentioned in this handbook, any action suggesting lack of integrity, self-control, or professional behavior will be a basis for consideration of possible disciplinary action. Disciplinary actions taken against a student for having violated this code may include, but are not limited to, dismissal, suspension, probation, reprimand, referral for counseling or other means of rehabilitation. Counseling and rehabilitation will be at the medical student's expense.

## 2. Academic Conduct

All students entering the TTUHSC School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Code of Personal/Professional Conduct and Academic Conduct. Notice of this requirement will be stated at the time of matriculation to the School of Medicine. Adherence to the Student Honor Code is considered a requirement for admission to the School of Medicine. **The medical student is likewise responsible for his/her own integrity in academic conduct and is responsible for reporting possible violations of academic conduct by other medical students. The faculty shall take all reasonable steps to prevent violations of academic conduct and each faculty member likewise is responsible for reporting possible violations of academic conduct by medical students.** Examples of conduct for which disciplinary action may be taken include, but are not limited to:

- A. **Dishonesty** which includes, but is not limited to, gaining unauthorized access to an examination or to obtain unfair advantage, using unauthorized sources of information during an examination, cheating or assisting a fellow student in committing an act of cheating, collaborating on assignments without explicit permission of the instructor, entering an office or building to obtain unfair advantage, taking an examination for another student, or altering grade reports, duplicating or reproducing unauthorized items for examinations.
- B. **Plagiarism** which is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another without proper credit to its source.
- C. **Failure to report violations** of academic and personal/ professional conduct.

## 3. Procedures for the Reporting and Resolution of Alleged Violations of Academic Conduct.

- A. Possible violations of academic conduct will be reported by medical students, faculty or TTUHSC employees to the Associate Dean for Educational Programs, or his designee, within five (5) business days of the alleged violation(s), or within five (5) business days of learning about possible violations.

The charge of violations will be in writing, will confine itself to the facts and cannot be changed after submission. A summary statement, prepared by the Associate Dean for Educational Programs or his designee, outlining the charges and their basis, as alleged, will be given to the medical student, the person making the charge(s) and the Dean of the School of Medicine.

- B. Within five (5) business days of receiving the written charges, the accused medical student will respond in writing to the Associate Dean for Educational Programs regarding the charges.

1. If the student admits to the activities as charged, the student will be required to meet with the Dean of the School of Medicine to respond to questions and to offer any possible explanation for those actions.
2. The Dean will be responsible for determining possible actions, if any, to be taken. He may consult with the Student Affairs Committee and other persons he deems appropriate concerning this decision.
3. The Dean, within five (5) business days, will transmit his decision in writing to the medical student, the complainant, the Associate Dean for Educational Programs or designee, and the Chair of the Student Affairs Committee or designee. The Dean's decision shall be final, pending any valid appeal.
4. If the student denies the charges, the Associate Dean for Educational Programs, or his designee, will request, in writing, that the Chair of the Student Affairs Committee or designee convene a Hearing Committee within three (3) business days. A copy of this communication, together with previously submitted documents, and the charge, will be sent to the accused medical student, the complainant and the Dean of the School of Medicine.
5. At the initial meeting of the Student Hearing Committee, the Associate Dean for Educational Programs and the Chair of the Student Affairs Committee will be present only to clarify the nature and circumstances of the charge(s) and to deliver any and all documents received pertinent to the charge(s).

C. The Student Hearing Committee will be comprised of:

1. Three faculty members chosen by the Chair of the School Hearing
2. Committee from its membership.
3. Two faculty members chosen by the Chair of the Student Affairs
4. Committee or designee from its membership.
5. Two Senior Medical students, who are not members of the same class as the accused.
6. They will be chosen by the Chair of the Student Affairs Committee from
7. a list of ten students, five each from the third and fourth year classes.
8. This list will be presented to the Chair of the Student Affairs Committee at the beginning of each academic year by the President of the Student Government. This panel will elect one of the faculty members as its Chair.

D. Procedures of the Student Hearing Committee

1. Obtaining Documentation

The Chair will request in writing that both parties submit within five (5) business days:

- a) Copies of documents to be used.
- b) A list of witnesses, if any, who will be speaking on behalf of the party.
- c) The name of a representative or attorney, if any, who may be present in an advisory capacity at the hearing.

The Chair will send copies of the material submitted to the respective parties, each of whom will have three (3) working days to submit additional material or names of witnesses, if any, in rebuttal. Upon receipt of all material, the Chair will arrange for the Hearing to be conducted within the next five (5) business days.

2. Hearing Process

- a) The order of the proceedings to be followed will be established by the Student Hearing Committee and each party will be informed of the procedure in advance of the hearing.
- b) The procedure will be investigative and not adversarial.

- c) Evidence presented must be related to the complaint as written.
  - d) The duty of proving the facts before the Student Hearing Committee shall rest with the complainant.
  - e) Each party may present his/her case and may call witnesses, who may be questioned by each of the parties and also by members of the Student Hearing Committee.
  - f) Attorneys representing either party, or the Student Hearing Committee, may be present only in an advisory capacity.
  - g) The Student Hearing Committee, at its discretion, may decide as to the relevance of documents and information offered. Only documents and witnesses with information relevant to the complaint will be permitted to be presented.
  - h) The Student Hearing Committee may call other witnesses and/or ask for other materials it deems necessary.
  - i) At the written request of either party in advance of the hearing, the Chair will arrange for a tape recording of the Hearing to be made. The original tape will be maintained in the Office of the Dean of the School of Medicine for a period of one (1) year following the Hearing and the decision of the Dean. Either party may request a copy.
  - j) The proceedings will be closed.
  - k) The standard of proof of the charges will be the "preponderance of the evidence." This is defined as the greater weight of the evidence, superior evidentiary weight that, though not sufficient to free the mind wholly from all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue or the other.
3. Report of the Hearing Committee
- Within three (3) business days of the conclusion of the Hearing, the Chair of the Student Hearing Committee will submit a Report in writing to the Dean of the School of Medicine, which is to include Findings and Recommendations, including minority opinion(s), if any. This report will be provided also to the complainant and the medical student charged with the alleged violation(s). The Findings will indicate whether the Student Hearing Committee conclude that the violation(s) as charged has been established. If violations are found to have been committed, the Report to the Dean of the School of Medicine will recommend, by a majority vote, the disciplinary sanction(s) to be assessed. These may include but are not limited to:
- a) Censure, with a letter to be placed in the student's file. The Student Hearing Committee will recommend whether the letter will remain permanently or may be removed at graduation from the School of Medicine.
  - b) Probation for a specified time period with written conditions for criteria for ending probation and for standards to be maintained thereafter.
  - c) Suspension for a specified time period or for an indefinite period with written criteria for ending suspension and for standards to be maintained thereafter.
  - d) Dismissal with or without the option to apply for readmission. The student's transcript shall reflect the nature of the dismissal.

The above process must be completed as expeditiously as possible. Any change beyond the time lines indicated requires authorization from the Office of the Dean.

E. Appeal Process

1. Either party may appeal the Findings of the Student Hearing Committee only on the grounds that it is believed a procedural violation has occurred. The written appeal must be submitted to the Dean within five (5) business days of receiving the Hearing Committee's Report and must clearly and completely describe the alleged procedural violation(s).
2. An ad hoc Appeal Committee appointed by the Dean will consider the appeal. It will consist of three (3) tenured faculty members, who are not members of the Student Affairs Committee and who have not served on the original Hearing Committee.

Within five (5) business days of its appointment, the ad hoc Appeal Committee will report to the Dean in writing as to whether a procedural violation(s) occurred and, if so, its recommendation for relief for the individual(s) filing the appeal.

3. The Dean, at his/her sole discretion, may affirm, reject or modify the recommendation(s) of the ad hoc Appeal Committee. The Dean's decision will be final and will be transmitted in writing to the medical student and the complainant within five (5) business days of receiving the ad hoc Appeal Committee's report.

#### F. Dean's Decision

After receiving the Report of the Student Hearing Committee and, if applicable, after any appeals have been completed, the Dean of the School of Medicine will notify, in writing, both parties, the Chair of the Student Hearing Committee, the Associate Dean for Educational Programs, and the Chair of the Student Affairs Committee of his/her decision, which will be final.

### School of Nursing

Recognizing that nursing is a profession that demands the highest standards of honesty and integrity, the TTUHSC School of Nursing (SON) wants to impart to its students, faculty and administration the responsibility they have in maintenance of personal, professional and institutional standards in order to bring about a positive reflection upon them-selves, the school and the nursing profession. Failure to meet the requirements of these responsibilities is a serious affront to the institution, its faculty and students and therefore, is dealt with in a firm and vigorous manner commensurate with the offense.

#### **Violations**

Violations of academic integrity are acts of commission or acts of omission that a nursing student does or fails to do in violation of the standards established for nursing students.

1. **Violation of professional standards under this section include conduct by the student that is not in compliance with the American Nurses' Association *Code of Ethics for Nurses* and/or the Texas Board of Nurse Examiners *Nursing Practice Act, Standards of Professional Nursing Practice and Unprofessional Conduct Rules*.** These statements enumerate the expectations required for a safe and sound professional nursing practice. In some situations, reporting to the Board of Nurse Examiners for the State of Texas (or the corresponding board of vocational nursing) is necessitated.

2. *Facilitating or encouraging acts of dishonesty:* Students are not to use their influence in encouraging another student to take an action that will amount to an infraction under this procedure. Association with, aiding and/or abetting an offense is considered an equal transgression as that actually committed.

#### **Process**

**Applicability:** This policy/process is relevant and applicable to all students enrolled or employed on a full-time or part-time basis within the TTUHSC School of Nursing.

**Governing Policy:** This policy/process represents the School of Nursing intent to facilitate the student's right to due process and reflects the general policies of the school and the University.

#### **Institutional Response for Reported Violations:**

*Investigation and Notification:* Upon receiving a report from any source, the Associate/Regional Dean gathers all relevant, appropriate information about the alleged incident. After investigation,

if the Associate/Regional Dean finds probable cause to believe the violation may actually have occurred, the involved student will receive written notification of the details of the charge(s) within five (5) business days of receipt of the initial report. Notice will be given personally with verification noted or by certified mail. All related communications between the SON and the student will be through the Associate/Regional Dean's office. The student is required to make an appointment to meet with the Associate/Regional Dean. The meeting is to be scheduled within five (5) business days of receipt of notification. When appropriate, the reporting individual may also be present. The Associate/Regional Dean renders a decision regarding alleged violation within five (5) business days. If the decision rendered by the Associate/Regional Dean is not acceptable to student, he/she may request a hearing in writing within five (5) business days. If, in the judgment of the Associate/Regional Dean, the student poses a threat to himself, to clients, to others or to normal activity of the school, the student may be temporarily suspended and/or other appropriate restrictive actions may be implemented pending completion of the disciplinary procedure. In such instances the Associate/Regional Dean shall initiate appropriate disciplinary procedures within five (5) TTUHSC SON business days.

~~If, in the judgment of the Associate/Regional Dean, the student poses a threat to himself, to clients, to others or to normal activity of the school, the student may be temporarily suspended and/or other appropriate restrictive actions may be implemented pending completion of the disciplinary procedure. In such instances the Associate/Regional Dean shall initiate appropriate disciplinary procedures within five (5) TTUHSC SON business days.~~

#### **Hearing Procedure**

1. Grievances shall be heard by the School of Nursing Student Hearing Committee, which shall be composed of:

- a. Tenured Faculty member – who will serve as chair;
- b. Two students not directly involved;
- c. Two faculty members not directly involved;

The appropriate Associate/Regional Dean's office will provide technical assistance and support to this committee.

2. As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the grievance.

3. 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. If the student has advisory counsel present during the hearing; counsel will not be allowed to speak, argue, or conduct any questioning during the proceedings. If the student desires the presence of counsel, notice must be given by the student at least five (5) business days prior to the hearing so that the SON may also have advisory counsel present.

4. At least three business days prior to the meeting, all parties will provide to the Chair of the Student Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. At least three business days prior to the meeting, the student and the involved individual(s) shall exchange all information and documents to be considered by the Hearing Committee, including the names of all persons giving evidence and shall provide all such information to the Hearing Committee.

5. The Student and the involved parties shall attend the hearing and will have an opportunity to state their positions, and present testimony and other evidence relevant to the case.

6. The Associate/Regional Dean, faculty members, and involved student **will not** be present during the committee deliberations.

7. The Chair of the Student Hearing Committee shall provide to the appropriate Associate/Regional Dean an audio-taped record of the hearing, which shall include date, time & location of the hearing, names of those present, and any evidence (e.g., records, written

testimony, duplicated material) introduced. These materials shall be stored in accordance with university policy.

### ***Committee Decision/Recommendation***

1. If the School Hearing Committee, by majority vote, hearing committee finds that the facts do not support the allegation, charges will be dismissed. The hearing committee chair will provide written notification of this decision to the student, the faculty member, Associate/Regional Dean within five working days of the hearing. The matter will be considered resolved and no further action will occur.
2. If the ~~hearing committee~~ Student Hearing Committee, by majority vote finds that the facts support the allegation, the ~~hearing committee shall provide a written recommendation to the appropriate Associate/Regional Dean within one (1) business day following the meeting as to whether a violation of academic integrity actually occurred and recommendations for action.~~ School Hearing Committee will make findings and recommend sanctions, if any. The Chair of the School Hearing Committee is responsible for preparing the Findings and Recommendations. Within one (1) business day after the hearing by the School Hearing Committee, the Dean shall appoint a School of Nursing administrator, who is tenured and is not directly involved with the parties to the grievance, to review the Student Hearing Committee's Findings and Recommendations. The Chair of the Student Hearing Committee will deliver the School Hearing Committee's written Findings and Recommendations to the administrator designated by the Dean for review, within one (1) business day after receiving notice of the Dean's appointment.
3. ~~The Associate/Regional Dean reviews this recommendation and other documentation in arriving at a final decision. Within three (3) business days, of receipt of recommendation, the written decision of the Associate/Regional Dean is given to the student personally with verification of receipt noted or is sent by certified mail. The decision shall include the specific action(s) to be taken as a result of the recommendation.~~
3. The administrator designated by the Dean will either accept or reject, with or without modifications, the Student Hearing Committee's Findings and Recommendations. Within three (3) business days from the administrator's receipt of the School Hearing Committee's Findings and Recommendations, the administrator shall provide written notice of his or her decision to the student by hand delivery with verification of receipt noted or by certified mail, return receipt requested. The decision shall include specific sanctions, if any, or other action(s).

### ***Sanctions for Violations may include but are not limited to:***

1. Censure by written letter to be placed in the student's file. The Associate/Regional Dean administrator designated by the Dean will determine whether the letter will remain permanently or may be removed at graduation from the school of nursing.
2. Probation for a specified time period with written conditions for criteria for release from probation.
3. Suspension for a specified time period or for an indefinite period with written criteria for re-entry to the school and for standards to be maintained on re-entry.
4. Dismissal. The student's transcript shall reflect the nature of the dismissal.

### ***Appeals Process***

1. In instances where the student is dissatisfied with the decision of the committee, the student may appeal to the Dean. An appeal must be made, in writing, within five working days, to the Dean of the School of Nursing.
2. If no appeal is requested in writing within five (5) business days of receipt, the decision of the Associate/Regional Dean administrator designated by the Dean is final.
3. If the student seeks appeal, the Dean of the School of Nursing will review the decision of the Associate/Regional Dean administrator designated by the Dean as well as the student's written appeal, and will render a decision. The decision of the Dean is final.

### ***Academic Integrity-Impaired Behavior/Mental Illness***

Students found to have violated the academic integrity policies due to impaired behavior or mental illness may be reported to The Texas Peer Assistance Program for Nurses (TPAPN) for students who are RNs and LVNs) as required by law.

If the violation of academic integrity involves unsafe practice in the clinical area by a student with licensure status, state law requires a report be made to the Board of Nurse Examiners (RN) or the Board of Vocational Nurse Examiners (LVNs), as well as institutional follow-up of the incident.

Incidents of unsafe practice in the clinical area by students are dealt with based on appropriate course expectations, *The Texas Nurse Practice Act* (BNE) and *The Code for Nurses* (ANA).

### ***Confidentiality***

To the extent allowed by law and institutional policy, the "Process" will be conducted with regard to maintaining confidentiality of the issues and decisions, which shall be available to those with a need to know who are involved in the "Process".

### ***School of Allied Health Sciences***

It is the policy of The Texas Tech University Health Sciences Center School of Allied Health Sciences to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. The Student Hearing Committee will administer the School's policies regarding student grievances (both academic and non-academic) and will insure that due process is afforded to all concerned.

All student disciplinary hearings are closed, and for purposes of release of information regarding such hearings, such information is protected from public disclosure.

### ***Procedures:***

#### ***Early resolution***

1. Prior to filing a request for a hearing, the student must attempt to resolve the issue with the individual(s) involved.
2. If not satisfied with the outcome of the effort described in item 1, the student must contact the Program Director. The Program Director will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. (If the grievance is against the Program Director, the student should contact the Department Chair.)

*If the complaint originates on the Amarillo or Odessa campus, the student must contact the Regional Assistant Program Director. A complaint against the Regional Assistant Program Director should be filed with the Program Director.*

3. If not satisfied with the outcome of the first two efforts, the student must contact the Department Chair. The Department Chair will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. The Department Chair will provide a written statement of his/her recommendation to all parties, who will then have five working days\* to respond. (If the grievance is against the Chair of the department, the student should contact the Director of Admissions and Student Affairs.) Every effort should be made to resolve the issue without going beyond this level.

### ***Filing a Hearing Request***

1. If the student is not satisfied with the Department Chair's recommendation, he/she may file a request for a hearing by completing a request form in the Office of Admissions and Student Affairs. 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 Department Chair's recommended resolution.
2. If the student files a request for a hearing, the Student Hearing Committee must convene within 15 working days.
3. The Director of Admissions and Student Affairs will forward the request for a hearing to the Associate Dean, who serves as the Chair of the Student Hearing Committee. If the grievance involves a program under the supervision of the Associate Dean, the Dean will appoint an alternate chair of the Student Hearing Committee.

### ***Hearing Procedure***

1. Grievances shall be heard by the School of Allied Health Sciences Student Hearing Committee which shall be composed of:
  - a. Associate Dean who will serve as chair;
  - b. Two students from programs not directly involved;
  - c. Two faculty members from programs not directly involved;
  - d. Student Affairs will provide technical assistance and support to this committee.
2. As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the grievance. 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.
3. At least three working days prior to the meeting, all parties will provide to the Chair of the Student Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. At least three working days prior to the meeting, the student and the involved individual(s) shall exchange all information and documents to be considered by the Hearing Committee, including the names of all persons giving evidence and shall provide all such information to the Hearing Committee.
4. 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 grievance(s) shall rest with the student.
5. The Student Hearing Committee Chair shall keep an audiotaped which shall include date, time and location of the hearing, names of those present, and any evidence (e.g., records, written testimony, duplicated material) introduced.

### ***Hearing Committee Findings and Final Disposition***

After completion of the hearing, the Hearing Committee shall meet in closed session and prepare written recommendations that will be communicated in a report signed by the committee chair. The Hearing Committee Report shall be forwarded to the Dean for review, approval and determination of necessary action. The Dean will forward a letter to all concerned parties, enclosing copies of the Hearing Committee report, and directing what action will be taken. The decision of the Dean regarding the Hearing Committee's findings of fact and recommendations will be final.

### ***Appeal of Violations of Due Process***

Within ten days of receipt of the decision of the Dean, if the student believes that the *due process* procedures of the School of Allied Health Sciences Student Hearing Policy have been violated, an appeal may be made, in writing, to the President of the Health Sciences Center. The President will review the case and notify the student of his decision within ten working days. If a written appeal is not made by the student within ten working days following receipt of the Dean's letter, the student's right to appeal is thereby waived.

*\*Throughout this document, the phrase "working days" refers to days when the School of Allied Health administrative offices are open, and excludes weekends and holidays.*

### **School of Pharmacy**

1. All candidates and faculty of the TTUHSC School of Pharmacy are expected to subscribe to a Code of Professional and Academic Conduct. Each candidate implicitly and personally subscribes to the Code of Professional and Academic Conduct in accepting admission to the School of Pharmacy. The candidate is responsible for his/her own integrity, and is likewise responsible for reporting possible violation of the Code by other candidates. The faculty shall take all reasonable steps to prevent violation of the Code of Professional and Academic Conduct, and each faculty member likewise is responsible for reporting possible violations.

2. A Pharmacist should never knowingly condone the dispensing, promoting, or distributing of drugs or medical devices, or assist therein, that are not of good quality, that do not meet standards required by law, or that lack therapeutic-value for the patient.

A Pharmacist should always strive to perfect and enlarge professional knowledge. A pharmacist should utilize and make available this knowledge as may be required in accordance with the best professional judgement.

A. Pharmacist has the duty to observe the law, to uphold the dignity and honor of the profession, and to accept the ethical principles. A pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.

A Pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.

A Pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.

A Pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgement and skill, that cause a deterioration of the quality of professional services, or that require consent to unethical conduct.

A Pharmacist should strive to provide information to patients regarding professional services truthfully, accurately, and full and should avoid misleading patients regarding the nature, cost, or value of those professional services.

A Pharmacist should associate with organizations having for their object the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.

3. These 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.

Examples of conduct for which disciplinary action may be taken include but are not limited to:

A. Dishonesty which includes, but is not limited to, gaining unauthorized access to an examination or to obtain unfair advantage, using unauthorized sources of information during an examination, assisting a fellow candidate in committing an act of cheating, collaborating on assignments without explicit permission of the instructor, entering an office or building to obtain unfair advantage, taking an examination for another candidate, or altering grade reports.

B. Plagiarism, which is using, stating, offering, or reporting as one's own, an idea, expression, or product of another without the proper credit to its source. As defined by Webster, plagiarism is "an act or instance of stealing or passing off the ideas or words of another as one's own, using a created production without crediting the source, or presenting as new and original an idea or product derived from an existing source." (Webster's Collegiate Dictionary)

A direct quote should be cited and placed in quotation marks. However, the student should also know that if the ideas of others are used, these must be referenced or you will be guilty of an act of plagiarism. For example...For a direct quote: "Ask not what your country can do for you, ask what you can do for your country". (1) For a non-direct quote: You should consider how you can aid your country; rather than using your country.

It is the policy of the School that acts of plagiarism or any other acts of academic dishonesty, on any assignment, quiz, or examination, will result in a course grade of zero (0). The failing grade and incident of cheating will be reported to the Assistant Dean for Student Services and the appropriate subcommittee of the Student Affairs Committee.

C. A candidate who witnesses any of the above or who is approached with an offer to gain unfair advantage is obligated by the Code of Professional and Academic Conduct to report that violation to the appropriate authority (see below). Failure to do so may result in disciplinary action.

A. Possible violations of the Code of Professional and Academic Conduct will be reported by any source to the Assistant Dean for Student Services; which will be responsible for a preliminary investigation regarding the validity of the charge. A student who stipulates to the charge of academic dishonesty (e.g., plagiarism, cheating) will receive a grade of zero for the course, and the case will be reported to the Assistant Dean for Student Services for formal evaluation. Repeat offenders will receive special sanctions beyond the course grade of zero.

B. The Assistant Dean will undertake a preliminary investigation to determine if there is sufficient cause for a hearing.

C. If no basis for hearing is determined, the Assistant Dean will notify in writing the charging party that no basis for hearing exists.

D. If the charge appears founded, the Assistant Dean shall gather all pertinent information and shall notify the accused candidate verbally and in writing of the charge(s).

E. If, in the judgment of the Assistant Dean, the candidate poses a threat to him/herself, to others, or to normal activity of the school, he may temporarily suspend the candidate and implement such other restrictive actions deemed necessary pending completion of the disciplinary procedure. The Assistant Dean shall initiate appropriate disciplinary procedures within five (5) TTUHSC School of Pharmacy working days.

F. As soon as possible, the Assistant Dean will convene a Hearing Committee composed of the faculty members of the Student Affairs Committee and the President and Vice President of the

Pharmacy School Student Government. A quorum shall consist of at least three faculty members and two candidates present. If necessary, the Dean may appoint alternate faculty members and candidates. The Committee will elect a chair from its membership, and that chair will vote only in case of a tie. The Assistant Dean for Student Services will serve ex-officio as staff to the committee.

G. The accused candidate may choose to appear before the Committee, may choose to present his/her case in writing, or may choose to remain silent. He/she has the right to call witnesses and to produce materials for consideration.

H. While hearings on the Code of Professional and Academic Conduct are informal hearings, the accused candidate may be accompanied by a representative. In that event, the Office of General Counsel shall represent the university. An attorney or other representative may appear only in an advisory capacity and may not address the committee or the other party. If a candidate is to be accompanied by a representative, he/she shall notify the Assistant Dean for Student Services at least five (5) working days in advance of the hearing of such fact.

I. When the Committee has elected a chair, the Assistant Dean will present the nature of the allegation(s) to the Committee in the presence of the accused candidate (if he/she chooses to be present). The Chair of the Hearing Committee shall inform the candidate of the rights listed above and shall determine the candidate's choice.

J. The charging party shall present relevant information to the Committee in the presence of the accused candidate. The candidate and members of the Committee have the right to question the charging party. The charging party may present witnesses and produce materials for consideration. Witnesses likewise may be questioned by the accused and by Committee members.

K. The Committee may call other witnesses or ask for other materials it deems necessary to conduct its investigation.

L. Following the hearing, the Committee, by majority vote, shall determine the validity of the charge(s) and provide written findings as follows:

1. That charge(s) have not been established, the Dean will be notified of that decision in writing by the Committee. The Dean will notify the candidate of the finding. A record of the proceedings is maintained in a confidential file in the Office of Student Affairs, but no copy is placed in the accused candidate's personal file.

2. That charge(s) have been established, the Committee shall determine the disciplinary sanction to be assessed.

M. Sanctions for violation of the Code of Professional and Academic Conduct may include, but are not limited to:

1. Censure by written letter to be placed in the student's file. The Committee will determine whether the letter will remain permanently or may be removed at graduation from Pharmacy school.

2. Probation for a specified time period with written conditions for criteria for release from probation.

3. Suspension for a specified time period or for an indefinite period with written criteria for re-entry to the school and for standards to be maintained on re-entry.

4. Dismissal. The candidate's transcript shall reflect the nature of the dismissal.

5. Lose their privilege to have their name placed in the nomination by the School for Rho Chi or Phi Lambda Sigma (or any other national honor/leadership society).

6. Lose their privilege to receive school based awards during the year, any subsequent year and at graduation where academic attainment of leadership is the basis of the award.

7. Lose their right to be considered for scholarships where the primary criteria is demonstration of academic excellence or leadership. This would NOT apply to any scholarship where financial need is the primary criterion.

- D. The Dean may accept, reject, or modify the Committee's recommendation. The Dean will notify the student in writing of his/her decision.

#### **Appeals Process**

- A. If the candidate feels that (1) the charge against him/her is insufficiently grounded, (2) a procedural error has been committed which adversely affected the committee's decision, or (3) the sanction assessed is inappropriate to the gravity of the offense, he/she may appeal in writing within ten (10) working days to the Dean. The reason for appeal must be clearly stated and justified in the letter.
- B. The Dean will appoint an Appeals Committee of three senior faculty members who will have not been involved in the previous hearing(s). The Committee will be convened by the Assistant Dean for Student Services who will chair the committee but who will have no vote. The chair of the initial hearing committee will present the basis for action for the committee.
- C. The Appeals Committee shall review the case, the written appeal of the candidate, or organization, or circumstances regarding sanctions.
- D. The Appeals Committee will make one of the following recommendations:
1. Find no substantive error and affirm the decision of the initial hearing committee.
  2. Find that the evidence submitted was not sufficient to establish that a violation(s) as charged was committed.
  3. Find procedural errors, which were prejudicial to the candidate sufficient to require another hearing. In this event, the matter will again be referred to the Assistant Dean for Student Services for a new hearing as previously outlined.

E. The Dean may affirm, reject, or modify the recommendation of the Committee. The Dean's decision will be final and will be transmitted in writing to the candidate with a copy of the letter placed in the candidate's file.

#### **Grievance General Procedures**

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern through a dispute resolution process or directly with the individual(s) involved. The general procedures set forth do not apply to applicants for employment. File a Grievance form in the applicable school's Office of Student Services within five business days of the aggrieved occurrence, specifying the relief requested.

An investigation, as may be appropriate, shall follow the filing of a grievance. In most instances, the Assistant Dean of Student Services shall conduct the investigation. The Assistant Dean of Student Services shall respond in writing to the affected parties no later than 5 business days from the date of filing. If the student does not file an appeal within 5 business days after verified receipt of the response, the decision of the school is final.

#### **Appeals Process**

If the student is not satisfied with the recommendation or finding, he/she may file an appeal in writing within 5 business days to the Dean. The appeal must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Office of Student Services recommended resolution. Submit, in writing, any additional information to comprise appeal to the Dean's office. The responsibility of establishing the validity of the grievance(s) shall rest with the student.

The Dean will appoint an Appeals Committee comprised of faculty members and students. The Assistant Dean for Student Services, who will chair the committee but who will have no vote, will convene the Committee. The school's Student Services Office will provide technical assistance and support to this committee.

As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the grievance. 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.

At least three days prior to the meeting, all parties will provide to the Chair of the Appeals Committee a list of the names of any witnesses or counsel who will attend the hearing. At least three days prior to the meeting, the student and the involved individual(s) shall exchange all information and documents to be considered by the Appeals Committee, including the names of all persons giving evidence and shall provide all such information to the Appeals Committee.

After completion of the hearing, the Appeals Committee shall meet in closed session. The Committee's decision, recommendation(s), and other appropriate comments or information will be forwarded in a report approved and signed by the committee chair to the Dean within one business day of the conclusion of the hearing. Copies of the Appeals Committee chair's report shall be forwarded to all concerned parties.

If a student is dissatisfied with the decision of the Committee, the student may appeal to the Dean. An appeal must be made, in writing, within five business days, to the Dean. The Dean may affirm, reject, or modify the recommendation of the Committee. The Dean's decision will be final and communicated in writing to the student within ten business days. Only in the event that the student believes the school's appeals process has been violated, he/she may, within five business days, appeal, in writing to the President of TTUHSC. The President will notify the student of his/her decision within ten business days. If the appeal is not made within five business days of the receipt of the Dean's decision, the right to appeal to the President is waived.

The Office of Student Services shall maintain all files and records relating to the grievance filed.

### ***Emotionally Disturbed Students***

The University provides evaluation, referral and limited treatment (within the parameters of available System resources) for a student displaying emotional problems, but a student's treatment needs may be beyond the scope of these services.

#### ***Definitions:***

- a. "Abnormal behavior" means overt actions, omissions of actions, or verbal or written statements which are inconsistent with the actions or statements of a reasonable, prudent person under similar circumstances.
- b. "Emotional problems" include, but are not limited to, behaviors resulting from possible physical, drug related, or psychological disorders which may pose potential harm to the physical well-being of the student or members of the University Community, or cause significant disruption to the normal functions of the University.
- c. "An emotionally disturbed student" includes, but is not limited to, a student exhibiting any of the behaviors described above.

#### ***Temporary Suspension:***

The Program Director, for the applicable School may recommend to the Dean that the student be temporarily suspended from the University, if the Program Director believes if in the judgment of the school, it is determined that a student's behavior is:

- a. Disruptive to University functions; or;
- b. Presents a threat of harm or bodily injury to himself/herself or members of the University community;

~~The program director may recommend to the Dean that the student be temporarily suspended from the University.~~

If the Dean concurs with the pProgram dDirector's recommendation, the student will be temporarily suspended until a hearing can be held: in accordance with the procedures set forth in the Code.

### **Registration Flag Following Temporary Suspension**

When a student is suspended or withdrawn under this section, a registration flag will be placed on the student's re-admission to the University. This registration flag will remain in the student's records until the student is readmitted.

### **Readmission Procedures and Appeals**

- a. A student who has had a registration flag placed on his or her records under this section must request readmission from the Director of Admissions at least three (3) weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-enroll. The student may be required by the Director of Admissions to submit evidence in writing supportive of his or her present ability to function properly and effectively in the University community. The University will evaluate the student's request and supporting evidence with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Director of Admissions for the removal of the registration flag, the student must then complete the regular University readmission procedures.
- b. If approval for readmission is denied by the Director of Admissions, the student may appeal that decision to the Dean. The appeal to the Dean must be made, in writing, within five (5) University working business days from the date the student is notified in writing by the Director of Admissions that the student's request has been denied.
- c. The Dean, upon receiving an appeal request, must inform the student in writing that he or she is entitled to a hearing. This hearing should be held within five (5) University working business days from the date that the Dean informs the student of the hearing. The hearing will be conducted by the Associate Dean or the Dean's representative. Following the hearing, the Dean will either sustain the decision of the admissions hearing or reverse the decision and allow the student to re-enroll in the University. The Associate Dean will notify all parties of this decision, in writing, within three (3) University working business days following the completion of the hearing.

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2005

Board Minutes  
May 12-13, 2005  
Attachment 15, Page 1

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF APR 30	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	18,092					
		REQUIRED AUDITS						
Required	TTUS	Texas Tech University Foundation (assist)	Financial	120	Complete	108		12
Required	TTUS	Chancellor and Regent Travel (assist)	Compliance	20	Rpt pending	21		(1)
Required	TTU & HSC	SAO Statewide CAFR audit (assist)	Financial	40	Cancelled			0
Required	TTU & HSC	Texas Higher Education Coordinating Board ARP/ATP Grants	Compliance	250	Complete	336		(86)
Required	TTU	SACS Financial Review (assist)	Financial	400	Complete	305		95
Required	TTU	NCAA Compliance	Compliance	280	In progress	98	182	0
Required	TTU	NCAA Financial Statements (assist)	Financial	240	Rpt pending	309		(69)
Required	TTU	KOHM-FM (assist)	Financial	250	Complete	278		(28)
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	240	Complete	172		68
Required	HSC	El Paso Family Medicine Contract	Compliance	90	Complete	85		5
		TOTALS FOR REQUIRED AUDITS	1,930	(40)		1,712	182	(4)
		AUDITS IN PROGRESS AT AUGUST 1, 2004						
Prior Year	TTU & HSC	SAO Procurement Card (assist)	Compliance	10	Complete	15		(5)
Prior Year	TTU	College of Agriculture	Operational	570	Complete	625		(55)
Prior Year	TTU	Travel Services	Operational	170	Complete	110		20
Prior Year	TTU	Travel- Approved Driver Compliance Review (open item)	Special		40	Complete	40	0
Prior Year	TTU	Financial Accounting & Reporting	Consulting	150	Complete	52		98
Prior Year	TTU	NCAA Compliance	Compliance	50	Complete	15		(35)
Prior Year	TTU	Student Union Building Risk Assessment	Risk Assessment	10	Complete	12		(2)
Prior Year	TTU	Research Compliance	Compliance	5	Complete	2		3
Prior Year	TTU	Post-Award Grant Administration	Controls/Compliance	2	Complete	3		(1)
Prior Year	HSC	MPIP Patient Financial Screening	Compliance/Financial	150	Complete	214		(64)
Prior Year	HSC	School of Pharmacy Cash & Inventory Controls	Controls	20	Complete	17		3
		TOTALS FOR AUDITS IN PROGRESS	1,137	(38)		1,105		(3)
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total hours budgeted for Special Projects & Investigations	5,000	(3,018)			1,982	
		IN PROGRESS AT AUGUST 1, 2004						
Special	TTU	Athletic Department Fiscal Integrity	Special	59	Complete	59		0
Special	TTU	Student Financial Aid Investigation and Audit	Investigation/Controls	20	Complete	20		0
Special	TTU	Athletic Sports Nutrition Office Investigation and Audit	Investigation/Controls	74	Complete	74		0
Special	HSC	Graduate Medical Education Loan Fund Reconciliation	Financial	26	Complete	26		0
Special	HSC	Amarillo Cell Phone Special	Investigation	11	Complete	11		0
		BEGUN AFTER AUGUST 1, 2004						
Special	HSC	SAO Special--Amarillo Physical Plant	Investigation/Controls	897	Complete	897		0
Special	TTU	Chemistry Special	Controls	30	Complete	30		0
Required	TTU	Joint Admission Medical Program Grant	Required	51	Complete	51		0
Required	HSC	Joint Admission Medical Program Grant	Required	52	Complete	52		0
Special	TTU	Hospitality Services--Sam's III Convenience Store	Investigation/Controls	251	Complete	251		0
Special	ALL	Governor's Fraud Initiative	Special	166	Complete	166		0
Required	TTU	Football Attendance Certification	Required	29	Complete	29		0
Required	TTU	NCAA Compliance--Camps & Clinics	Compliance	125	Complete	125		0
Special	TTU	Early Head Start Center Theft	Special	12	Complete	12		0
Special	HSC	Center for Tobacco Prevention and Control Theft	Special	26	Complete	26		0
Special	TTU	Student Affairs Risk Assessments	Risk Assessment	65	Complete	65		0
Special	HSC	El Paso Ob/Gyn Cash Controls	Special	86	Complete	86		0
Special	HSC	Lubbock Ob/Gyn Cash Shortage	Special	28	Complete	28		0
Special	HSC	Lubbock Ophthalmology Cash Shortage	Investigation/Controls	318	In progress	258	60	0
Special	TTU	Health, Exercise & Sports Sciences (SCUBA)	Special	71	Complete	71		0
Special	ALL	SAO Hotline Reports	Special	21	Complete	21		0
Required	TTU	SAO Tuition Deregulation	Required	40	In progress	10	30	0
Required	TTUS	SAO Construction Management	Required	40	Planning	1	39	0
Required	TTUS	SAO A-133 Statewide Single Audit	Required	40	Planning	2	38	0
Required	TTUS	SAO Financial Systems IT Review	Required	40	Planning	1	39	0
Special	N/A	University of Houston Peer Review	Special	80	In progress	13	67	0
Special	HSC	TTUHSC Traffic & Parking Cash Controls	Special	40	In progress	5	35	0
Special	ALL	Confidential Reporting System (Hotline) Implementation	Special	80	In progress	31	49	0
Special	N/A	TeamMate Implementation	Special	240	In progress		240	0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	5,000	3,018		2,421	597	0

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2005

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PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF APR 30	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		HIGHEST PRIORITY							
1	TTUS	Endowment Administration	Operational	500		In progress	292	208	0
1	TTUS	Fraud Risk Assessment	Risk Assessment	300		Stage 1 Complete		300	0
1	TTUS	Investments Risk Assessment (External Consulting Engagement)	Risk Assessment	120				120	0
1	ALL	Institutional Risk Assessments (PricewaterhouseCoopers)	Risk Assessment	160		In progress	60	100	0
1	TTU & HSC	The Institute for Environmental & Human Health	Operational/Controls	400		Complete	541		(141)
1	TTU	Academic Advising	Consulting	240				240	0
1	TTU	Athletics	Operational/Controls	350				350	0
1	TTU	Athletic Ticket Office Follow-Up	Financial/Controls	85		Complete	68		17
1	TTU	Rawls Golf Course Follow-Up	Financial/Controls	200		Planning		200	0
1	HSC	Institutional Review Boards	Compliance	400		FY 06	7		393
1	HSC	Research Compliance	Compliance	400		Planning	6	394	0
1	HSC	Amarillo Control Environment	Management Review	300		In progress	25	275	0
1	HSC	Billing Compliance Follow-Up	Compliance	200		Complete	266		(66)
		HIGHEST PRIORITY TOTALS		3,655			1,265	2,187	203
		MODERATE PRIORITY							
2	ALL	Information Technology	Controls	550	(300)			250	
		Eraser System	Controls		300	In progress	235	65	0
2	TTU	Satellite Campus Operations	Operational/Controls	500	(262)			238	
		Satellite Campuses-Junction	Operational/Controls		262	In progress	124	138	0
2	TTU	Student Mediation Center	Operational	350		Complete	477		(127)
2	TTU	College of Mass Communications	Operational/Controls	180		Complete	264		(84)
2	TTU	College of Visual & Performing Arts	Operational/Controls	250		Complete	383		(133)
2	TTU	Office of Senior Vice President for Administration and Finance	Operational/Controls	300				300	0
2	HSC	Medical Practice Income Plan (MPIP)	Financial/Operational	1,000	(882)			118	
		Anesthesiology	Controls/Operational		250	On hold	7	243	0
		MPIP Business Office Cash Handling Follow-Up	Controls		132	Complete	132		0
		Ophthalmology Business Processes	Controls/Operational		500	In progress	324	176	0
2	HSC	School of Nursing Billing Compliance	Compliance	200	(200)	Cancelled		200	(200)
2	HSC	El Paso Control Environment	Management Review	400				400	0
2	HSC	Texas Higher Education Coordinating Board Reporting Process	Compliance	300				300	0
		MODERATE PRIORITY TOTALS		4,030	(200)		1,946	2,428	(544)
		LOWER PRIORITY							
3	ALL	Continuous Monitoring of Procurement Card Usage	Compliance	250		On hold	2	248	0
3	ALL	Continuous Monitoring of Cellular Telephone Usage	Compliance	200				200	0
3	TTU	Human Resources (Personnel)	Operational	500		In progress	109	391	0
3	TTU	Cash Controls Follow-Up	Controls	120		Complete	254		(134)
3	TTU	Student Recruiting & Admissions Process	Operational	400				400	0
3	TTU	Small Business Development Center Follow-Up	Controls/Compliance	120	(120)	Cancelled			0
3	TTU	Physical Plant Follow-Up	Controls/Compliance	120				120	0
3	HSC	Safety Services	Compliance	300		In progress	179	121	0
3	HSC	KPMG Reportable Condition Follow-Up	Controls	80		Complete	88		(8)
3	HSC	Compliance Review of HIPAA / GLBA / FERPA	Compliance	250				250	0
		LOWEST PRIORITY TOTALS		2,340	(120)		632	1,730	(142)

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
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PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF APR 30	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
OTHER RELATED WORK								
Other	ALL	Cash Handling and Control Environment Classes				44		
Other	ALL	Other Miscellaneous Projects				74		
Other	ALL	Status Report Preparation--Various Engagements				74		
Other	ALL	SSN Elimination Committee				5		
Other	TTU	Strategic Planning Council--Risk Assessment/Risk Management				29		
Other	TTU	Quality Service Award Committee				29	1	
Other	HSC	HIPAA Security Committee				66		
Other	N/A	ACUA Board and Track Coordinator				115		
Other	N/A	ACUA Conference Risk Assessment Presentation			Complete	18		
Other	N/A	Miscellaneous Conference Presentations				8		
Other	N/A	Texas Association of College/University Auditors (TACUA) Board				37		
Other	N/A	Texas Society of CPAs				32		
Other	N/A	Departmental Computer Support				409		
Other		State Agency Internal Audit Forum				15		
		OTHER RELATED WORK TOTALS	0	398		955	1	(558)
		TOTAL ENGAGEMENT HOURS	18,092	0		10,036	9,107	(1,051)
							0	18,092
*****								
ADDITIONAL PROJECTS NOT ON PLAN								
4	ALL	Information Systems--Technical Audits	1,000	Co-sourcing possibility for FY '06				
4	ALL	Fraud Risk Management	1,000	Walkthroughs & control work in areas identified through risk assessment				
4	TTUS	Construction audits (specific projects)	1,000	Co-sourcing possibility				
4	TTUS	Review of Financial Statement Controls	200					
4	TTU	Hill Country Campuses: Operational Assessments	500					
4	TTU	Review of Financial Statement Controls	1,000					
4	TTU	Student Financial Aid	500	Timing issues with ongoing investigation; will be performed FY '06				
4	HSC-EI Paso	Organizational Efficiencies (in structuring second medical school campus)	500					
4	HSC-EI Paso	Research-related Infrastructure	500					
4	HSC	Review of Financial Statement Controls	1,000					
4	HSC-Odessa	Control Environment	300					
		EXTRA AUDIT HOURS NEEDED	7,500					
KEY								
	TTUS	Texas Tech University System						
	TTU	General Academic Campus						
	HSC	Health Sciences Center						
	TTU & HSC	Areas with parallel functions or shared responsibility						
	ALL	Areas that will affect all institutions or that will be performed concurrently						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, OPs, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included on the official plan because of lack of resources.							
Special	Investigations and Special Projects							
Follow-up	Unplanned Follow-up Work							
Other	Other projects, including committee service, class development and instruction, etc.							

Note: The order of the engagements may change priority classification from one report period to the next; however, they will always keep their original classification tag.

**FIVE-YEAR CAPITAL PROJECTS PLAN**  
Texas Tech University System Administration

GENERAL PROJECT INFORMATION		FINANCIAL INFORMATION																												
Priority	Bldg. No.	Project Description	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	Total Project Cost	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	Check Total (\$M)		
1	0405	SYSTEM OFFICE RELOCATION			X									811200	\$ 4,000,000.00	\$ 4.00														\$ 4.00
<b>TOTALS</b>															\$ 4,000,000.00	\$ 4.00														\$ 4.00

**FIVE YEAR CAPITAL PROJECTS PLAN**  
Texas Tech University

General Project Description					FINANCIAL INFORMATION																
MPI Priority	Bldg No.	Facility Name	Project Description	Gross Square Feet	Status	Funding Source (\$ Millions)															
						Project Budget	Current Estimate	HEAF Cash	HEAF Bond	Other Rev. Bonds	Auxiliary Ent. Funds	Other Local Funds	Gifts & Donations	Fed Grants	Unexpended Plant Funds	Leg. Approp	Private Develop	TRB	Other	Unfunded	Check on Totals
0	401	EXPERIMENTAL SCIENCE RESEARCH BLDG.	Interdisciplinary analytical research lab, facility/graduate student offices, conference areas	127,810	Under Construction	\$	51,997,000.00	13.4										23.6	15.0		57.0
0	342	ANIMAL AND FOOD SCIENCE FACILITY	New facility will allow for program expansion and consolidation of department components	62,000	Under Construction	\$	17,000,000.00	17.0													17.0
0	10	STUDENT UNION BLDG. - Phase I & Phase II	Expand/renewable - bookstore, dining, theater, retail, student gov't/org offices, gathering space	174,200	Under Construction	\$	38,000,000.00			37.7	0.3										38.0
0	237	ART 3D ANNEX	Remodel Central Foods Warehouse for Art 3D programs	33,905	Under Design	\$	8,200,000.00	6.9						1.3							8.2
0	245	MUSEUM NSRL ADDITION	Expand facility for collection of specimens and associated library material for research/education	53,330	Under Construction	\$	4,100,000.00							4.1							4.1
0	NEW	PARKING FACILITY	Construct a 1500 car multi-modal park and ride facility	0	Under Construction	\$	2,800,000.00					0.2			2.7						2.9
0	10	STUDENT UNION BLDG. - Phase III	Repairs to the existing roof, stone & masonry, theater, life safety upgrade. Repair of courtyard, theater	58,002	Under Construction	\$	6,000,000.00			5.8		0.2									6.0
0	NEW	MURRAY HALL	Construct a New Residence Hall	165,000	Under Construction	\$	24,000,000.00			24.0											24.0
0	328	DEVITT-MALLETT RANCH BLDG	Administrative/support wing addition to the existing Devitt Mallet Visitor Center	16,010	Under Construction	\$	3,700,000.00						3.7								3.7
0	228	WALLGATES	Life Safety Upgrade	0	Fully Funded	\$	3,700,000.00			3.7											3.7
0	17	CDRC / CSAR	Renovation of existing old bookstore for expanded program, includes classrooms, observation, and offices	32,123	Under Construction	\$	8,000,000.00	0.7		1.0				0.3							6.0
0	NEW	OUTREACH AND EXTENDED STUDIES	Construct new building for Outreach and Extended Studies	32,000	Under Design	\$	8,500,000.00			5.5				3.0							8.5
0	NEW	STUDENT WELLNESS CENTER	Construct a student health and counseling center	35,000	Under Design	\$	8,500,000.00			0.5											8.5
1	5	CHEMISTRY COLLEGE OF ENGINEERING EXPANSION/INNOVATION	Install an automatic sprinkler system in the Chemistry Building	0	SFMO Available Unfunded	\$	1,235,000.00														1.2
2	208	NEW BUSINESS ADMINISTRATION	Renovate & expand the College of Engineering Laboratories	57,605	Planning Budget only	\$	15,000,000.00	10.0						5.0							15.0
3	NEW	LAW SCHOOL LANIER CENTER	New Lewis College of Business Administration Building	131,000	Planning Budget only	\$	60,000,000.00							35.0				25.0			60.0
4	214	EXPERIMENTAL SCIENCE RESEARCH BUILDING OUT	Construct courtroom addition to the School of Law	18,000	Under Design	\$	12,000,000.00							6.0				6.0			12.0
5	401	FOOTBALL TRAINING CENTER AND UNITED SPIRIT ARENA	Build out shell space for research and/or scientific celebration	12,000	Initial Program	\$	6,000,000.00	6.0													6.0
6	390	EXERCISE SCIENCES CENTER	Construct a Hall of Fame display in the Football Training Facility and the United Spirit Arena	0	Planning Budget only	\$	2,500,000.00							2.5							2.5
7	190	AKRON PARKING FACILITY	To consolidate HESS programs into one location	48,83	Committee Evaluation	\$	6,000,000.00														6.0
8	NEW	AKRON PARKING FACILITY	Construct a parking structure to support the Student Union, Davis Hall and Adams buildings	420,000	Planning Budget only	\$	16,000,000.00														16.0

**FIVE YEAR CAPITAL PROJECTS PLAN**  
Texas Tech University

Board Minutes  
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General Project Description					FINANCIAL INFORMATION															
MPI Priority	Bldg No	Facility Name	Project Description	Gross Square Feet	Status	Current Estimate	Funding Source (\$ Millions)													
							HEAF Cash	HEAF Bond	Other Rev. Bonds	Auxiliary Ent. Funds	Other Local Funds	Gift & Donations	Unexpended Plant Funds	Leg. Approp	Private Develop	TRB	Other	Unfunded	Check on Totals	
9	10	STUDENT UNION BLDG. - Phase III	Renovation for Legal Services and meeting rooms	0	Planning Budget only	\$ 1,500,000.00			1.5											1.5
10	P34	CHILLED WATER & SUPPLY	Upgrade the entire chilled water distribution system along with sewer, domestic water, and tunnels	0	Planning Budget only	\$ 13,000,000.00			13.0											13.0
11	NEW	SOCCER FACILITY	Construct a new women's soccer complex	5,000	Planning Budget only	\$ 2,000,000.00					2.0									2.0
12	267	WIDOWS DINING FACILITY	Expand Sam's Place to include service in Widows Dining Facility	0	Planning Budget only	\$ 1,800,000.00				1.8										1.8
13	27	DOAK HALL	Renovation of non air conditioned second and third floors for relocation of Hospitality Services and marketing	0	Planning Budget only	\$ 9,886,095.00				9.9										9.9
14	234	HULEN CLEMENT FOOD EMPORIUM	Renovation of existing dining facility to allow for a Food Emporium	0	Planning Budget only	\$ 5,500,000.00				5.5										5.5
15	40	JONES SRC STADIUM	Construct East and North Side Facade	0	Fund Raising	\$ 9,000,000.00			9.0											9.0
16	272	ARCHITECTURE	Install an automatic sprinkler system in the Architecture Building	0	SFMO Mandate Unfunded	\$ 2,637,052.00												2.6	2.6	
17	35	BLEDSOE GORDON SNEED	Life safety and HVAC upgrade	87,896	Planning Budget only	\$ 7,000,000.00			7.0											7.0
18	35	BLEDSOE GORDON	Renovate existing dining facility to incorporate retail shops for students	0	Planning Budget only	\$ 1,500,000.00				1.5										1.5
19	1	HUMAN SCIENCES	Install an automatic sprinkler system in the Human Sciences Building	0	SFMO Mandate Unfunded	\$ 1,670,000.00												1.7	1.7	
20	NEW	ANIMAL CARE FACILITY	Construct a new animal care and use facility	7282	Initial Program	\$ 5,500,000.00												5.5	5.5	
21	271	BIOLOGY & BIO. GREENHOUSE	Install an automatic sprinkler system in the Biology Building and associated greenhouse	0	SFMO Mandate Unfunded	\$ 2,324,093.00												2.3	2.3	
22	232	STANDEL MURDOUGH	Renovate existing dining facility and construct a food court	0	Planning Budget only	\$ 1,200,000.00				1.2										1.2
23	246	BUSINESS ADMINISTRATION	Academic Classroom Building Renovation	204,495	Planning Budget only	\$ 25,000,000.00											25.0			25.0
24	40	JONES SRC STADIUM	Construct seat expansion	0	Fund Raising	\$ 16,000,000.00				16.0										16.0
25	246	BUSINESS ADMINISTRATION	Install an automatic sprinkler system in the existing ITA building	0	SFMO Mandate Unfunded	\$ 3,043,480.00												3.0	3.0	
TOTALS						\$ 411,894,720.00	\$ 54.00	\$ -	\$ 115.20	\$ 37.72	\$ 7.10	\$ 62.20	\$ 2.70	\$ -	\$ -	\$ -	\$ 78.60	\$ 15.00	\$ 38.30	\$ 411.82

**FIVE-YEAR CAPITAL PROJECTS PLAN**  
Texas Tech University Health Sciences Center

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GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION																
Priority	Bldg. No.	Project Description	Project Type				Square Footage			CIP Code	Total Project Cost	Funding Source (\$ Millions)														
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross			Educational & General	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
0	3005	El Paso - Medical Science Building I	X						93,000	50,416	000000	\$ 38,500,000.00														
0	IN	Texas Tech Parkway	X								000000	\$ 9,237,000.00	\$1.80					\$7.39					\$18.50			
0	IN	LBB - Infrastructure					X				000000	\$ 5,000,000.00	\$5.00													
0	1003	LBB - Clinical Tower / Research Center	X								039100	\$ 5,000,000.00	\$5.00													
0	1301	LBB - Larry Combest Community Health & Wellness Ctr	X						175,565	115,072	511201	\$ 25,702,250.00	\$4.00	\$4.03									\$26.00			
0	1005	LBB - International Pain Center	X						6,495	3,900	511601	\$ 1,605,210.00	\$0.38					\$1.14								
0	1000	LBB - Roof Replacement	X				X		12,760	6,350	511201	\$ 4,250,000.00					\$4.25									
1	2006	El Paso - Medical Education Building	X						122,000	71,630	000000	\$ 2,000,000.00	\$2.00													
2	2003	AMA - Clinic Renovation for Research - Phase I	X						124,400	21,630	511201	\$ 45,000,000.00											\$45.00			
3	MULT	El Paso - MSD I Shift Fit Out & Backfill Renovation	X				X		20,780	15,690	719200	\$ 2,700,000.00	\$2.70													
4	0000	Anaribo - SOP Renovation/Addition	X				X		21,010	21,010	511201	\$ 9,000,000.00											\$9.00			
5	IN	Anaribo - Property Acquisition					X				511201	\$ 7,613,340.00											\$7.61			
6	5003	Dallas - SOP Classroom Addition	X						10,035	10,035	511201	\$ 1,000,000.00												\$1.00		
7	0000	Midland - SOM/PA Expansion	X				X				512001	\$ 3,635,490.00											\$3.64			
8	3007	El Paso - Medical Science Building II	X						40,000	24,000	511201	\$ 13,500,000.00											\$13.50			
9	IN	El Paso - 1,200-space Parking Garage	X						213,390	123,350	511201	\$ 95,000,000.00														
10	3005	El Paso - MSD1 LARC Expansion	X						420,000		000000	\$ 10,000,000.00												\$95.00		
11	2003	AMA - Clinic Renovation for Research - Phase II	X						10,860	5,430	511201	\$ 4,087,000.00												\$10.00		
12	IN	Odesa - Real Property Purchase					X		36,038	23,425	512001	\$ 13,534,000.00												\$4.09		
13	4002	Odesa - Academic Building	X								000000	\$ 225,000.00												\$13.53		
14	1001	LBB - Preston Smith Library Basement	X				X		40,320	24,192	511201	\$ 18,000,000.00												\$0.23		
15	2002	AMA - Renovate Women's Health & Research Institute	X						16,000	10,400	739900	\$ 3,200,000.00												\$10.00		
16	1000	LBB - Renovation for Research	X						72,684	50,000	511201	\$ 12,000,000.00												\$3.20		
17	3001	El Paso - Clinic Backfill Renovation	X				X		146,000	146,000	511201	\$ 27,000,990.00												\$12.80		
18	0000	Autone - SOP Building	X						36,000	36,000	511201	\$ 4,000,000.00												\$4.80		
19	IN	El Paso - Real Property Purchase					X		40,600	26,000	512001	\$ 14,400,000.00												\$14.40		
20	IN	LBB - Real Property Purchase	X								000000	\$ 2,000,000.00												\$2.00		
21	0000	LBB - Institute on Aging	X				X		69,444	45,139	511201	\$ 25,000,000.00												\$2.00		
																								\$25.00	\$0.00	

TOTALS \$ 419,000,700.00 \$ 16.76 \$ - \$ 4.03 \$ - \$ 4.89 \$ 4.25 \$ 0.52 \$ 0.23 \$ - \$ - \$ 144.13 \$ 0.05 \$ 236.82 \$ 419.68

Check Totals (\$M) \$38.50 \$9.24 \$5.00 \$5.00 \$5.79 \$1.61 \$4.25 \$2.00 \$45.00 \$2.70 \$9.00 \$7.61 \$1.00 \$3.64 \$13.50 \$95.00 \$18.00 \$4.89 \$13.53 \$0.23 \$18.00 \$3.20 \$12.80 \$27.00 \$14.40 \$2.00 \$2.00 \$25.00 \$0.00

**Fall 2004 Classroom Utilization - Public Universities**  
**Average Weekly Hours of Use (AWHU)**  
ranked by highest hours of use

Fall 2004 Rank	Institution	Fall 2004 Number of Classrooms <sup>1</sup>	Fall 2004 Average Weekly Hours of Use	Fall 2003 Number of Classrooms <sup>1</sup>	Fall 2003 Average Weekly Hours of Use
1	The University of Texas at San Antonio	144	40.7	155	33.9
2	Texas A&M International University	48	40.6	48	36.9
3	Texas Woman's University	94	38.7	118	23.0
4	Midwestern State University	72	38.5	86	26.2
5	Texas State University-San Marcos	164	38.3	170	39.7
6	The University of Texas at Austin	438	38.3	440	37.5
<b>THECB State Standard<sup>3</sup> for Classroom Use 38.0 AWHU</b>					
7	Texas A&M University-Galveston Campus	14	37.6	14	40.4
8	Tarleton State University	90	36.0	91	29.4
9	The University of Texas at El Paso	113	35.9	108	36.7
10	The University of Texas at Dallas	90	35.7	145	20.0
11	The University of Texas-Pan American	132	35.6	165	24.8
12	Texas Southern University	104	34.5	104	33.1
13	Texas A&M University-Corpus Christi	65	34.2	65	31.3
14	University of Houston	223	33.9	218	36.6
15	University of North Texas	196	33.2	197	30.9
16	The University of Texas of the Permian Basin	33	32.5	29	34.1
17	The University of Texas at Tyler	58	32.4	54	32.0
18	Sam Houston State University	117	32.2	138	26.3
19	The University of Texas at Brownsville <sup>2</sup>	79	32.0	74	35.4
20	The University of Texas at Arlington	179	31.8	189	29.1
21	Prairie View A&M University	115	31.0	119	26.3
22	Texas Tech University	251	30.7	285	25.4
23	Lamar University	106	30.6	112	26.1
24	Texas A&M University***	299	30.1	312	29.6
25	West Texas A&M University	108	27.8	107	30.1
26	University of Houston-Clear Lake	74	27.7	59	32.3
27	University of Houston-Downtown	129	26.6	105	30.4
28	Texas A&M University-Kingsville	123	24.9	125	22.7
29	Texas A&M University-TeXarkana	16	24.3	16	26.7
30	Stephen F. Austin State University	140	24.2	171	21.6
31	Angelo State University	94	23.7	86	25.0
32	Texas A&M University-Commerce	120	21.4	121	22.5
33	Sul Ross State University	55	14.9	48	17.8
34	University of Houston-Victoria	0	0.0	19	15.2
<b>Average</b>			<b>30.9</b>		<b>29.1</b>

Utilization = (Duration in minutes) ÷ (50 minute hour) ÷ (# of available rooms from facilities inventory)

<sup>1</sup> Classrooms include Room Type 110 reported in the Facilities Inventory.

<sup>2</sup> UT-Brownsville shares facilities with Texas Southmost College, which is included in the utilization calculations.

<sup>3</sup> The Coordinating Board changed to its rules related to utilization from "standard" to "guideline". The change is effective for Fall 2004.

Source: March 2004 Facilities Inventory Certified Snapshot and Fall 2003 CBM005 Building and Room Use Report.

**Fall 2004 Class Laboratory Utilization - Public Universities**  
**Average Weekly Hours of Use (AWHU)**  
ranked by highest hours of use

Fall 2004 Rank	Institution	Fall 2004 Number of Classrooms <sup>1</sup>	Fall 2004 Average Weekly Hours of Use	Fall 2003 Number of Classrooms <sup>1</sup>	Fall 2003 Average Weekly Hours of Use
1	Texas A&M International University	7	41.4	7	21.8
2	The University of Texas at Dallas	20	35.5	44	15.0
3	University of Houston-Victoria	1	33.0	6	8.1
4	Texas A&M University-Galveston Campus	16	32.5	16	32.8
5	Tarleton State University	21	32.3	21	30.9
6	The University of Texas at Tyler	6	31.9	7	27.0
7	The University of Texas at Austin	150	30.6	159	29.7
8	The University of Texas at San Antonio	54	30.5	76	22.8
9	Texas State University-San Marcos	60	30.1	56	31.8
10	University of Houston	125	27.8	119	26.8
11	The University of Texas-Pan American	36	27.7	100	13.6
12	Texas Tech University	64	27.6	117	15.9
13	Midwestern State University	28	27.6	34	16.4
14	Texas Southern University	33	27.4	33	22.0
15	West Texas A&M University	56	25.8	59	19.6
16	The University of Texas of the Permian Basin	14	25.6	17	13.9
17	Sam Houston State University	63	25.4	65	22.3
<b>THECB State Standard<sup>3</sup> for Class Laboratory Use 25.0 AWHU</b>					
18	Stephen F. Austin State University	30	23.5	84	15.8
19	The University of Texas at El Paso	54	22.9	45	24.1
20	The University of Texas at Arlington	59	22.0	58	24.5
21	Texas Woman's University	73	21.4	91	16.7
22	University of North Texas	127	21.4	145	17.5
23	Angelo State University	43	20.5	53	12.2
24	Lamar University	51	20.4	62	15.6
25	Texas A&M University-Texarkana	3	20.1	4	18.0
26	The University of Texas at Brownsville <sup>2</sup>	49	20.1	49	19.5
27	Texas A&M University-Corpus Christi	60	19.8	60	18.6
28	University of Houston-Clear Lake	31	18.9	27	20.0
29	Texas A&M University	214	18.8	212	19.1
30	University of Houston-Downtown	36	16.6	37	14.5
31	Texas A&M University-Commerce	29	15.6	30	12.4
32	Prairie View A&M University	84	14.8	85	11.9
33	Texas A&M University-Kingsville	72	13.0	74	12.9
34	Sul Ross State University	55	6.1	57	7.9
<b>Average</b>			<b>24.4</b>		<b>19.2</b>

Utilization = (Duration in minutes) ÷ (50 minute hour) ÷ (# of available rooms from facilities inventory)

<sup>1</sup> Class labs include Room Type 210 reported in the Facilities Inventory.

<sup>2</sup> UT-Brownsville shares facilities with Texas Southmost College, which is included in the utilization calculations.

<sup>3</sup> The Coordinating Board changed to its rules related to utilization from "standard" to "guideline". The change is effective for Fall 2004.

Source: March 2004 Facilities Inventory Certified Snapshot and Fall 2003 CBM005 Building and Room Use Report.

**Fall 2004 Classroom Utilization - Public Technical Colleges**  
**Average Weekly Hours of Use (AWHU)**  
ranked by highest hours of use

Fall 2004 Rank	Institution	Fall 2004 Number of Classrooms <sup>1</sup>	Fall 2004 Average Weekly Hours of Use	Fall 2003 Number of Classrooms <sup>1</sup>	Fall 2003 Average Weekly Hours of Use
<b>THECB State Standard* for Classroom Use 38.0 AWHU</b>					
T1	Lamar State College-Orange	17	36.0	17	31.6
T2	Lamar Institute of Technology <sup>3</sup>	21	34.6	24	29.1
T3	Texas State Technical College-Harlingen	32	24.3	69	18.6
T4	Lamar State College-Port Arthur	27	23.4	22	28.9
T5	Texas State Technical College-Marshall	6	19.6	6	14.4
T6	Texas State Technical College-West Texas	41	18.0	36	13.2
T7	Texas State Technical College-Waco	54	15.4	103	13.5
		Average	24.5		21.3

**Fall 2004 Class Laboratory Utilization - Public Technical Colleges**  
**Average Weekly Hours of Use (AWHU)**  
ranked by highest hours of use

Fall 2004 Rank	Institution	Fall 2004 Number of Classrooms <sup>1</sup>	Fall 2004 Average Weekly Hours of Use	Fall 2003 Number of Classrooms <sup>1</sup>	Fall 2003 Average Weekly Hours of Use
T2	Lamar State College-Orange	10	36.8	10	32.6
T1	Lamar Institute of Technology <sup>3</sup>	31	34.6	31	39.3
T3	Lamar State College-Port Arthur	21	32.6	17	30.2
<b>THECB State Standard* for Class Laboratory Use 25.0 AWHU</b>					
T7	Texas State Technical College-Waco	189	20.6	325	11.3
T4	Texas State Technical College-Harlingen	130	19.2	109	15.9
T5	Texas State Technical College-Marshall	39	16.0	40	15.4
T6	Texas State Technical College-West Texas	108	15.4	130	13.0
		Average	23.1		20.8

*Utilization = (Duration in minutes) ÷ (50 minute hour) ÷ (# of available rooms from facilities inventory)*

<sup>1</sup> Classrooms include Room Type 110 reported in the Facilities Inventory.

<sup>2</sup> Class labs include Room Type 210 reported in the Facilities Inventory.

<sup>3</sup> Lamar Institute of Technology (LIT) shares facilities with Lamar University but this calculation only includes LIT classes and rooms.

<sup>4</sup> The Coordinating Board changed to its rules related to utilization from "standard" to "guideline". The change is effective for Fall 2004.

Source: March 2004 Facilities Inventory Certified Snapshot and Fall 2003 CBM005 Building and Room Use Report.

## Underutilized Buildings

### TTU

#### Building

Weeks Hall

#### Proposed Use

Unknown

*Concept:*

*Broadway Wing - Faculty Offices*

*University Wing – Demolish for*

#### *Parking*

Doak Hall  
Promo

Hospitality Services + Marketing &

Weeks Dining Hall

Unknown

Gaston/Thompson Hall

Demolish

Old Animal Sciences

*Landscape Architecture*

Dairy Barn

Possible Uses Under Study

Bank Building

*System Offices*

ICC

*Extended Studies Joint Use*

Livermore Lab

College of Engineering Expansion

Math Building (Old Library)

Structural Problems

East Lubbock Research Building

Research/Storage

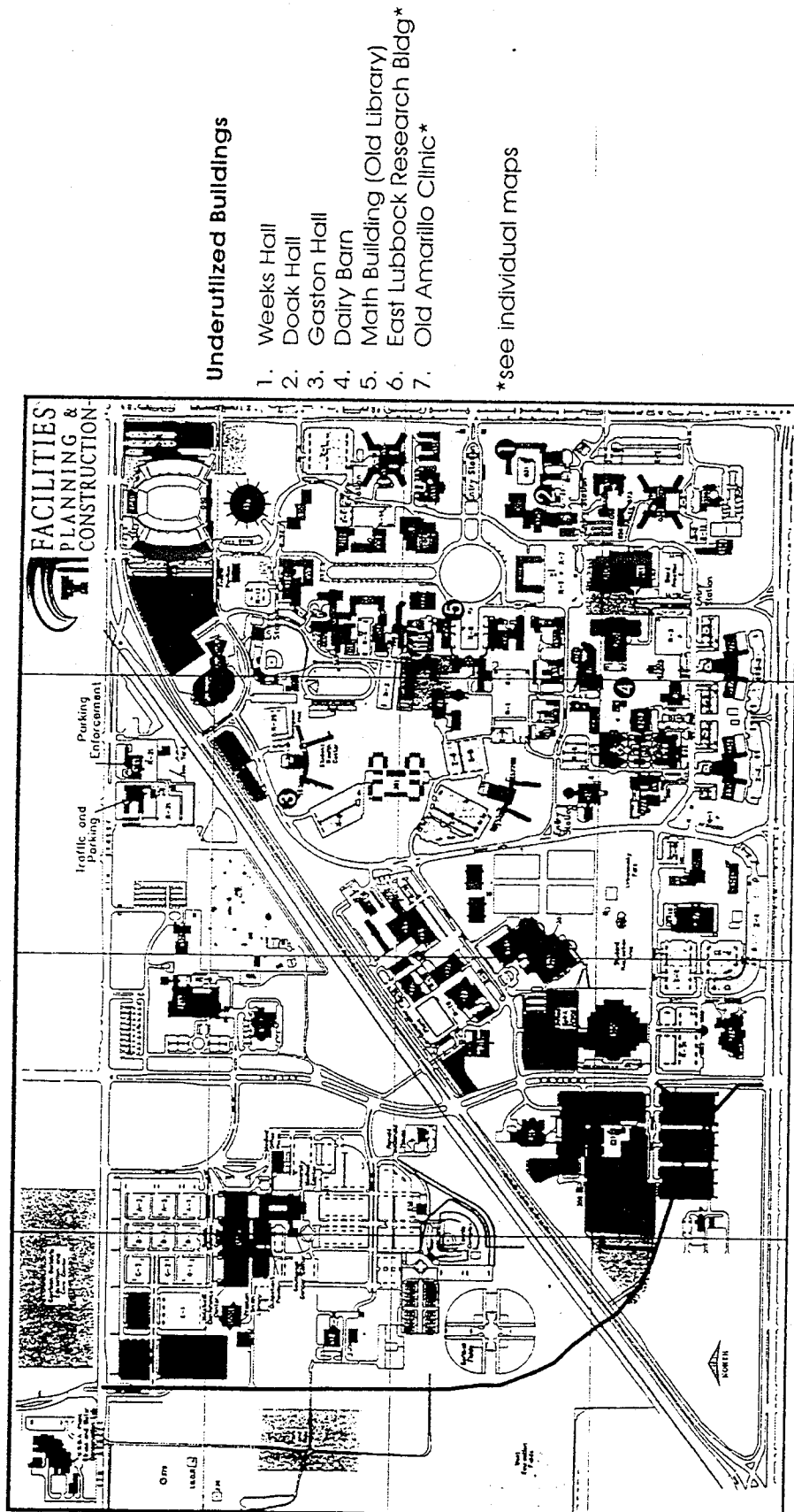
### HSC

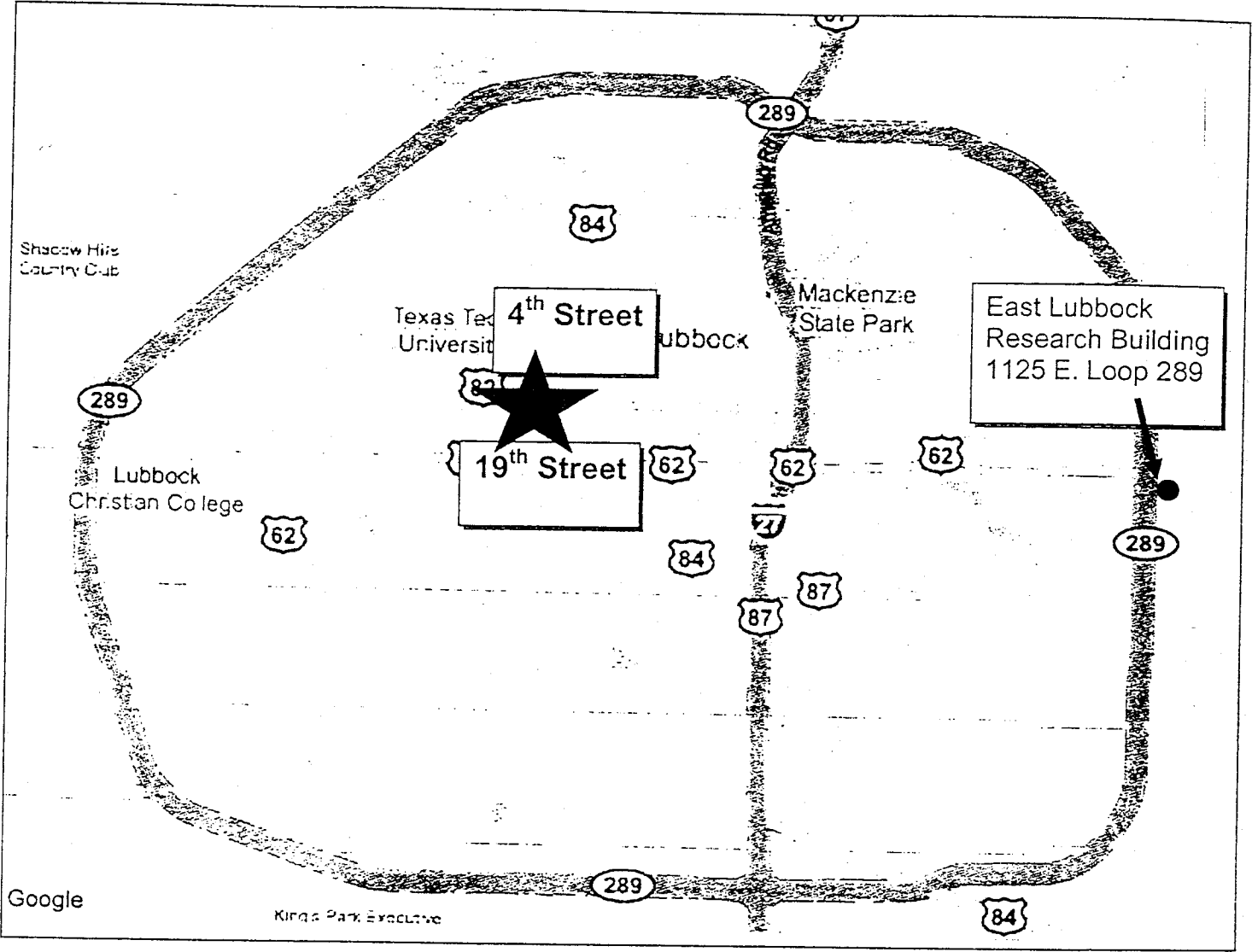
#### Building

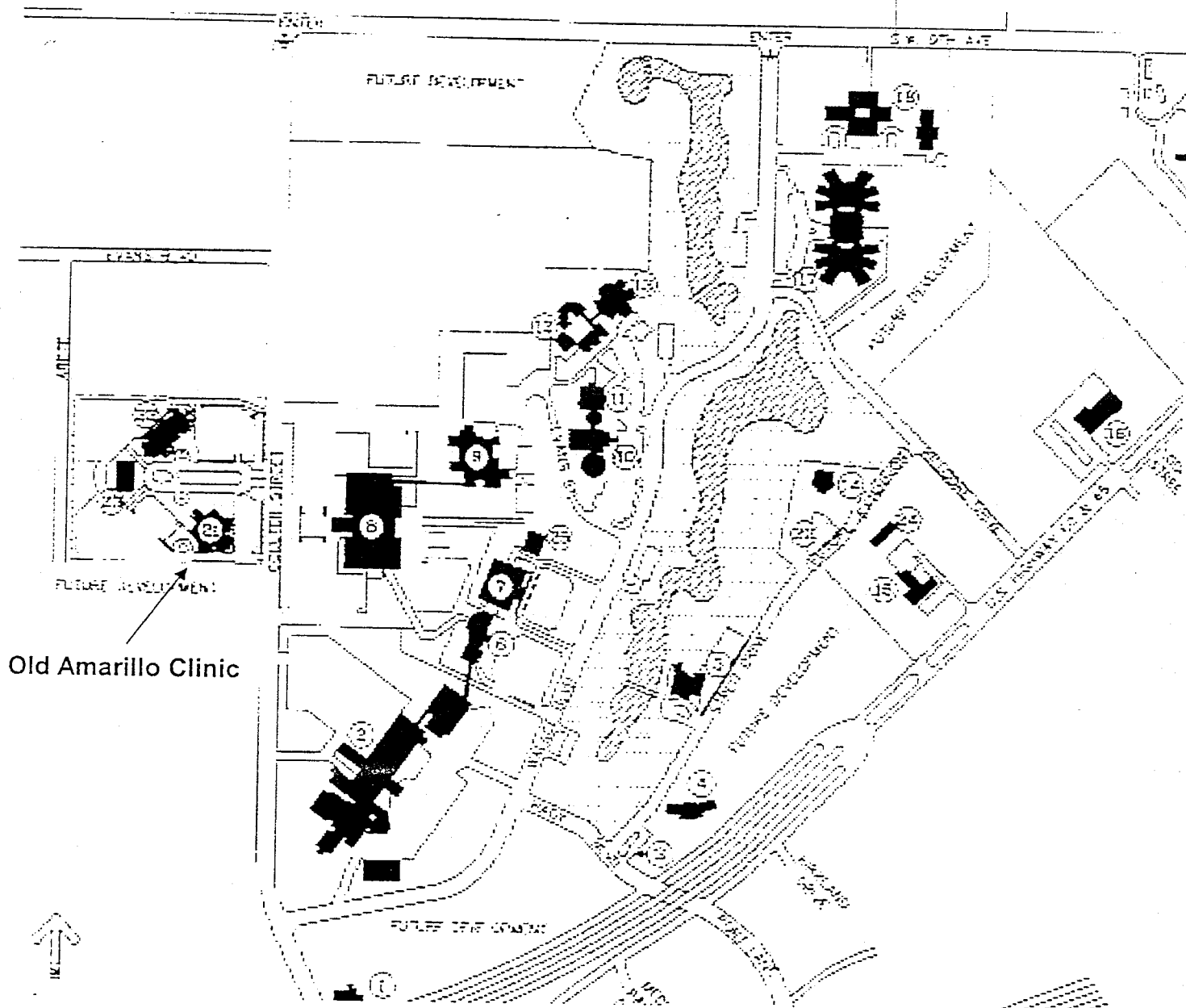
Old Amarillo Clinic

#### Proposed Use

Research








# TEXAS TECH<sup>TM</sup>

Max Hinojosa  
Vice President For Operations

TEXAS TECH *Operations*


- Parking Today
- Future of Parking at TTU
- The Plan
- Financing the Plan

TEXAS TECH *Operations*



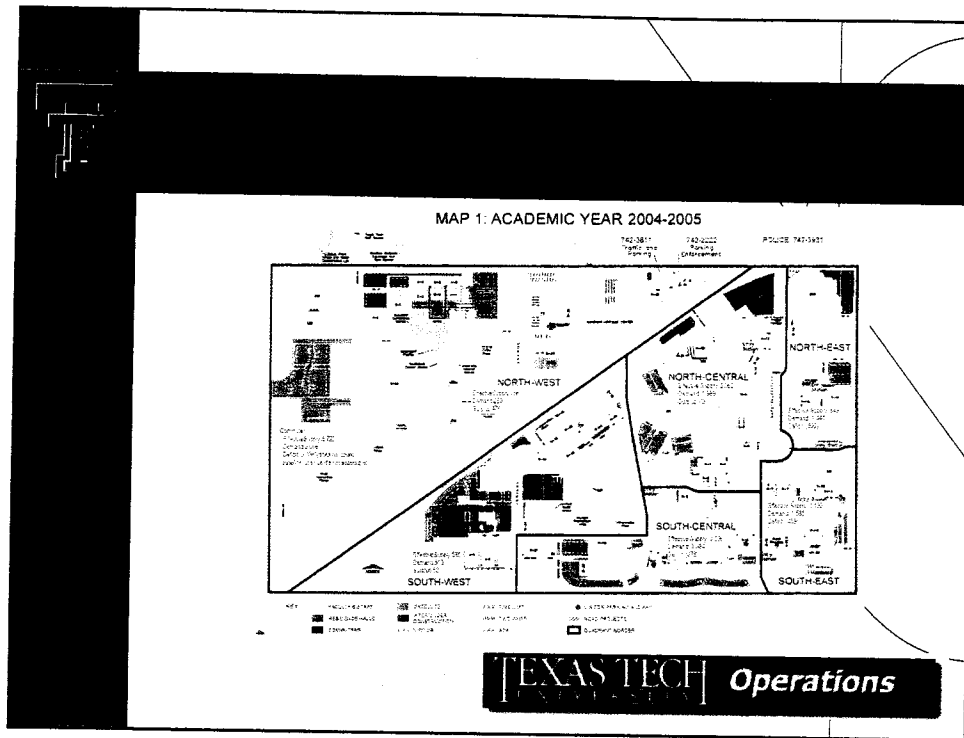
- Builds on Five Year Parking Plan dated Jan 04
- Utilizes data from 2004 Walker Parking Study
- Integrates input from TTU parking community

**TEXAS TECH** *Operations*



- Commuter
- Residence Hall
- Faculty/Staff
- Service Vehicle
- Visitor

**TEXAS TECH** *Operations*



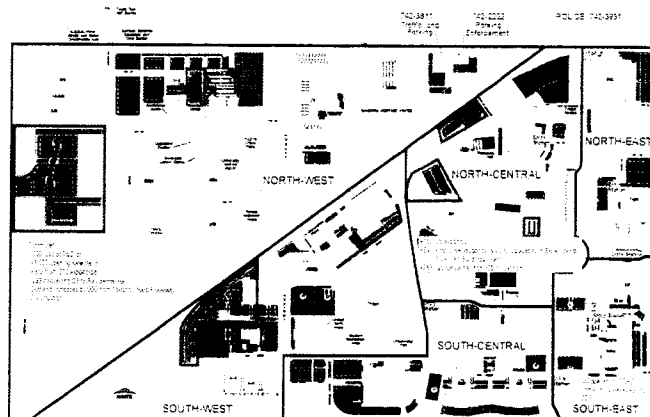
- Goals set by committee and presented to general population
  - ♦ Improve Campus Parking
  - ♦ Provide Choices
  - ♦ Provide Positive Incentives
  - ♦ Set Fair, Equitable Rate Structure
  - ♦ Strive For One Space-One Bed Ratio
  - ♦ Improve Effectiveness of Bus System

• 2005-2006

- ♦ 300 new commuter spaces
- ♦ 167 new residence hall spaces
- ♦ 1,500 new commuter satellite spaces to replace 900 lost to construction

TEXAS TECH *Operations*

MAP 2: ACADEMIC YEAR 2005-2006



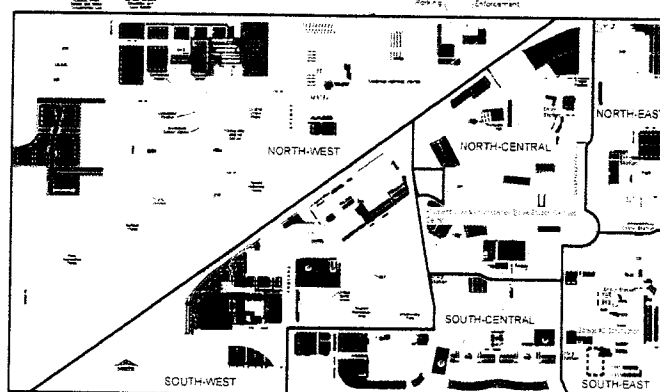
TEXAS TECH *Operations*



- 2007-2008
  - ♦ Garage II construction begins

TEXAS TECH *Operations*

MAP 4: ACADEMIC YEAR 2007-2008



TEXAS TECH *Operations*

- 2008-2009

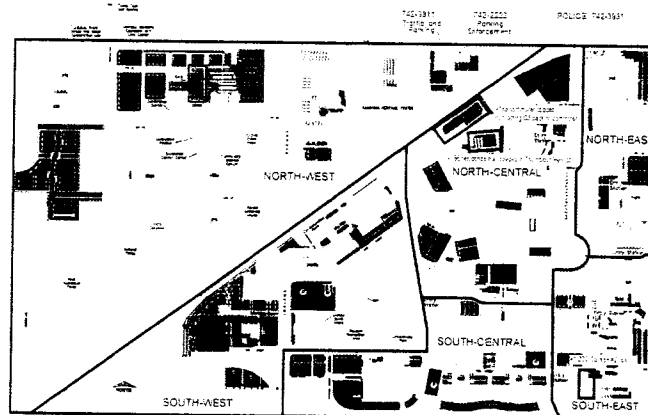
- ♦ Garage II on line with:

- 600 commuter\*
- 240 residence hall\*
- 200 Faculty/Staff\*
- Remainder paid visitor

\*planning numbers for first year

TEXAS TECH *Operations*

MAP 5: ACADEMIC YEAR 2008-2009

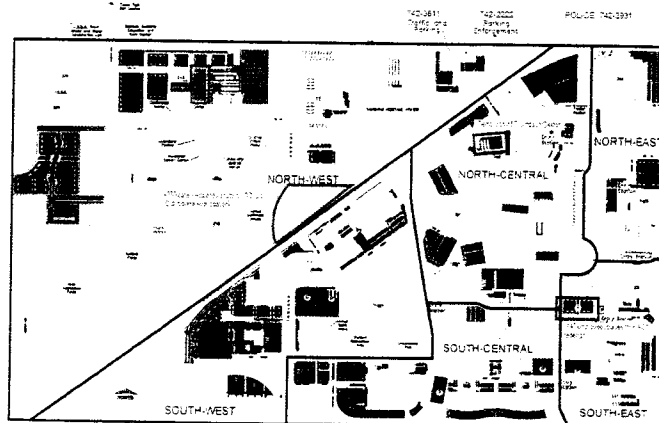


TEXAS TECH *Operations*

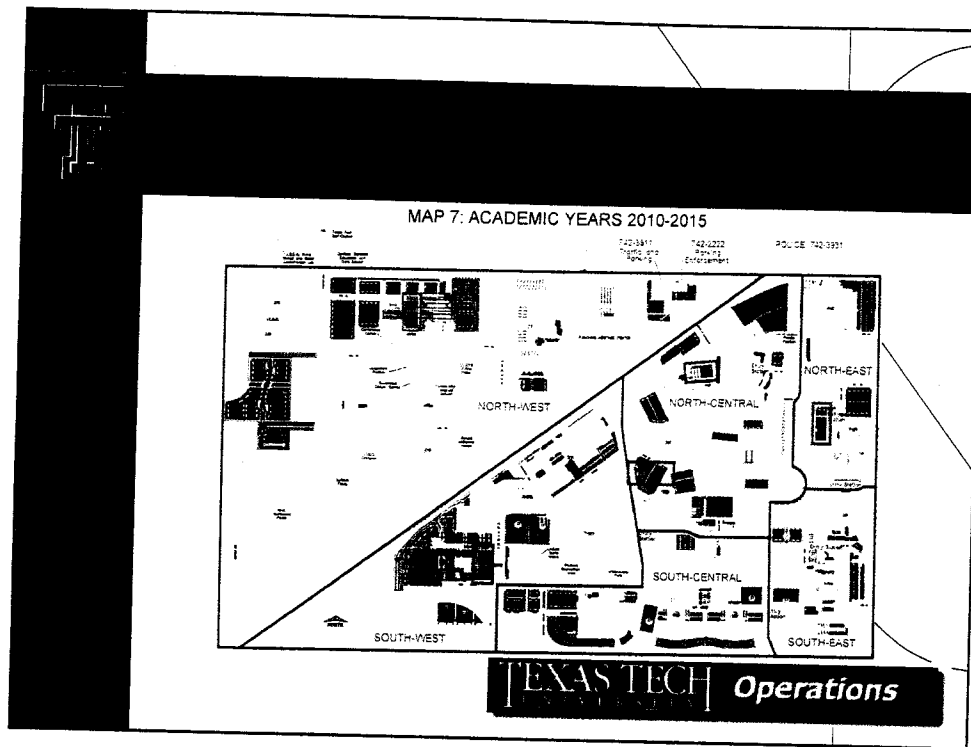
- 2009-2010
  - ♦ Approximately 250 commuter spaces added south of ICC
- 3,717 Total Spaces Added
  - ♦ 3,357 Student Spaces

TEXAS TECH *Operations*

MAP 6: ACADEMIC YEAR 2009-2010

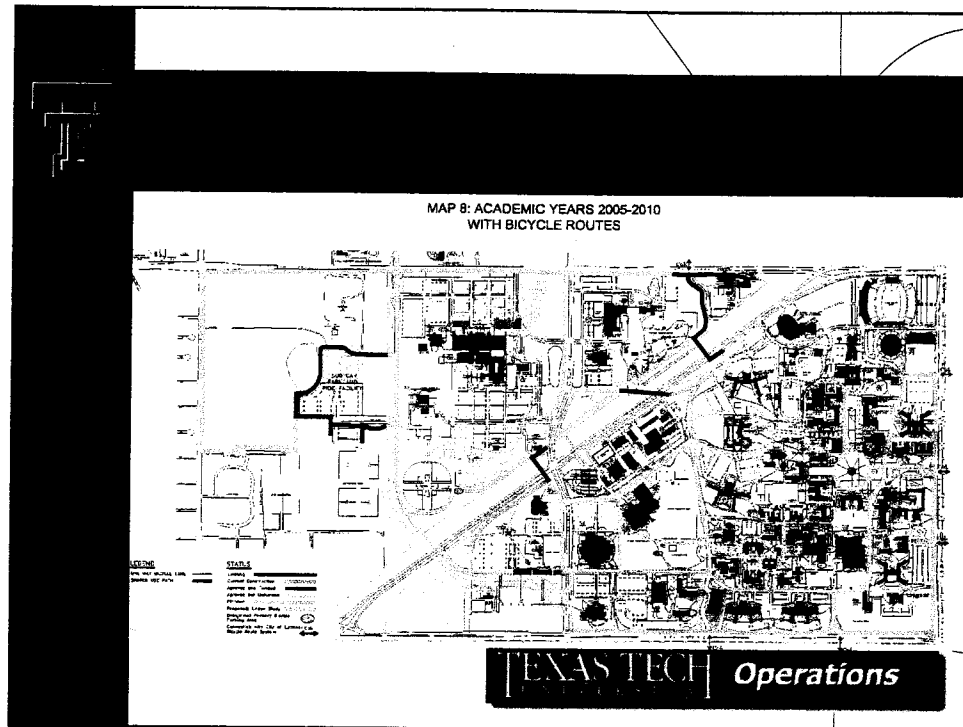


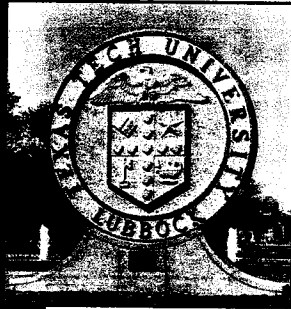
TEXAS TECH *Operations*



- Increase Permit Prices
- Revenue From Outside Source
  - ♦ Event Surcharge
  - ♦ Federal Grants
  - ♦ Game Day Parking Fees
- Compromise Solutions
  - ♦ Permit Prices Raised, But Mitigated

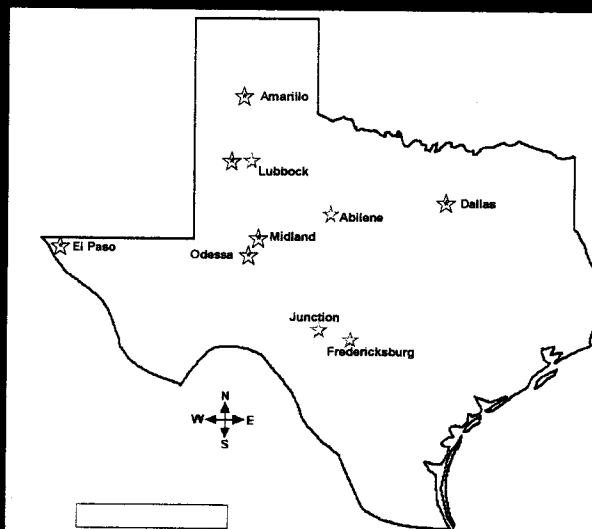
TEXAS TECH Operations





## Lubbock Campus Master Plan May 2005

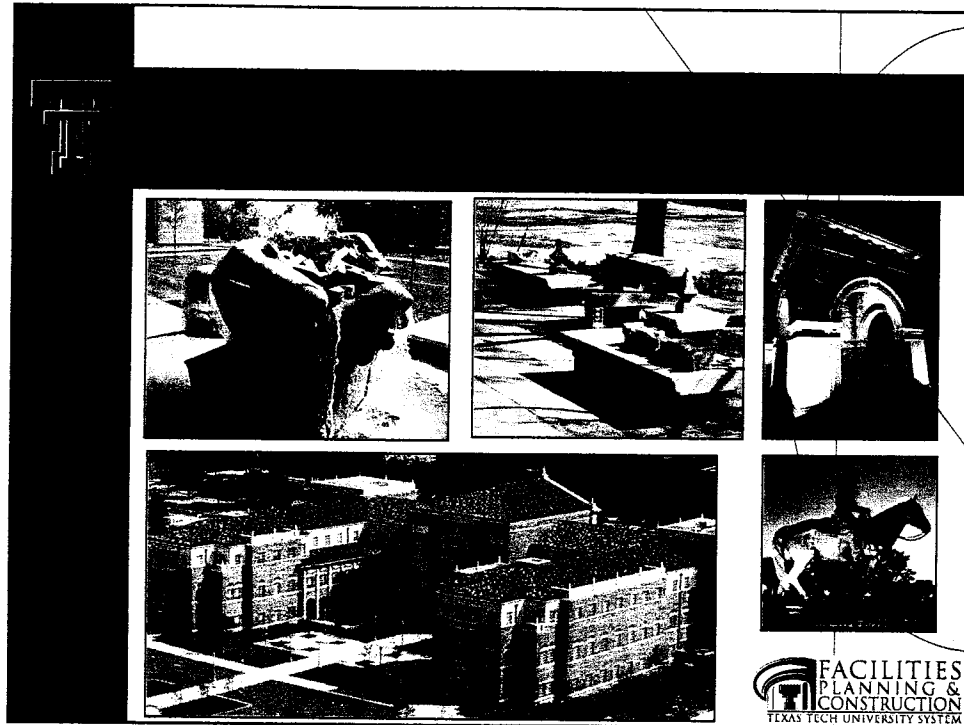
Presented by  
Michael A. Ellicott  
Vice Chancellor  
Facilities Planning & Construction



**TTU** ★  
Lubbock  
Junction  
Fredericksburg  
Abilene

**TTUHSC** ★  
Lubbock  
Amarillo  
El Paso  
Midland  
Odessa  
Dallas





- Overview of 1997 Campus Master Plan
- Master Plan Goals
- Components of the Master Plan
- Framework for Opportunities
- Opportunities

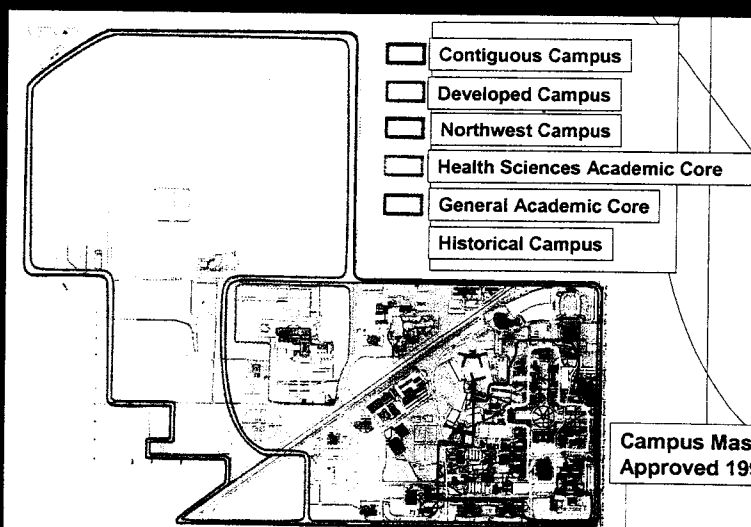
## *Vision for The 21<sup>st</sup> Century*



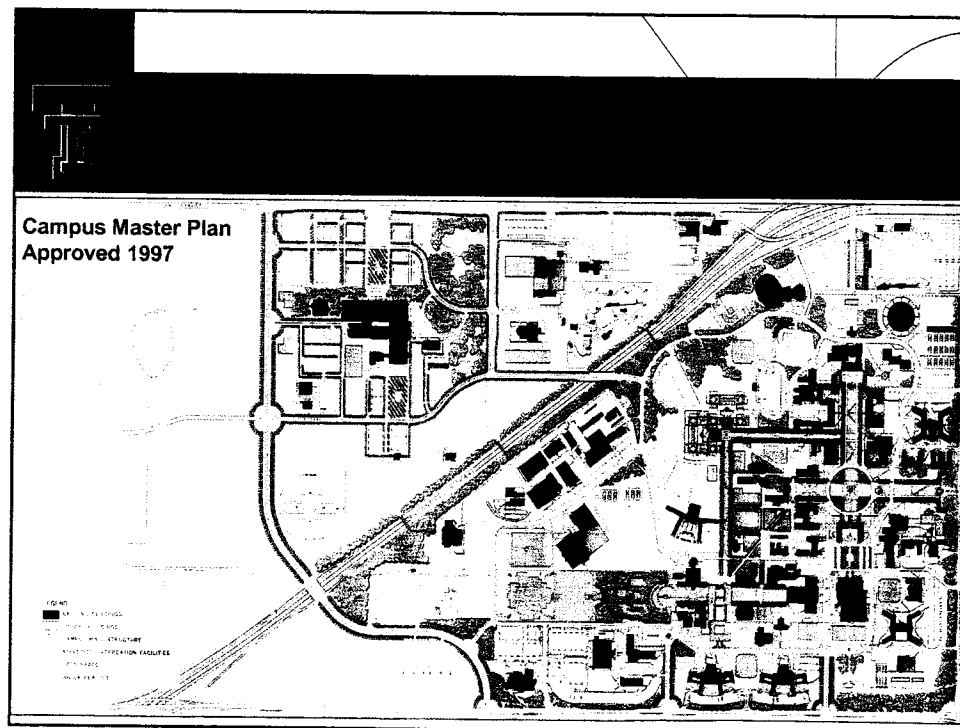
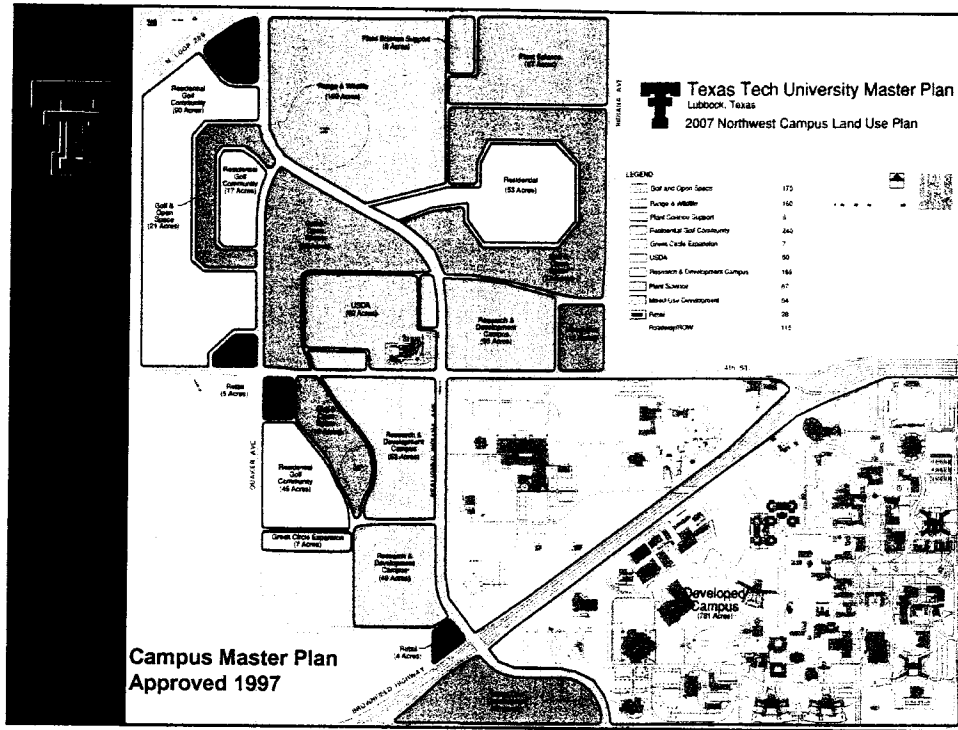
### Key Issues

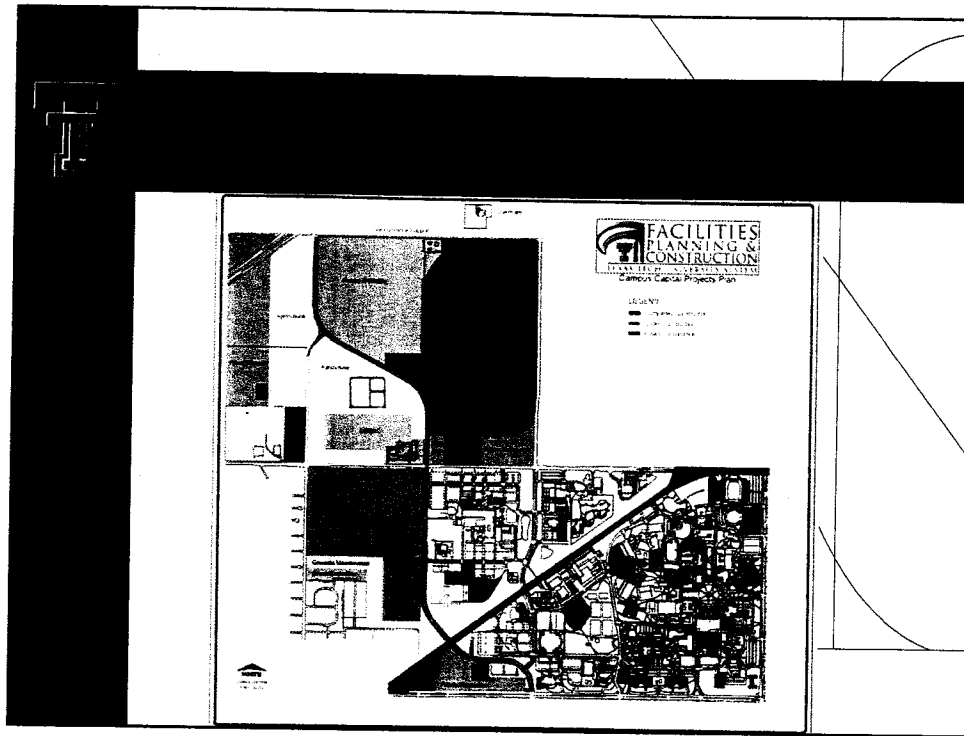
- Growth
- Image
- Unified Campus
- Pedestrian Nature
- Evaluate Endowment Land

Adopted November 1997



Campus Master Plan  
Approved 1997

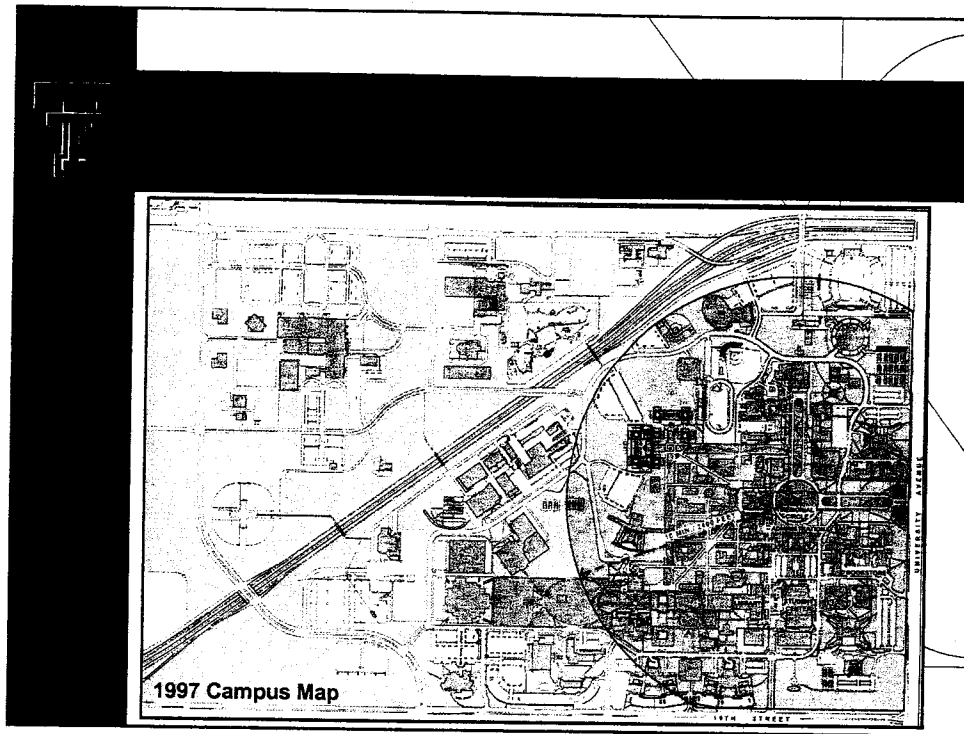




- Guide Campus Development ~ Build Quality Facilities & Spaces
- Maintain Architectural Character of Campus ~ Spanish Renaissance
- Maintain Pedestrian Character ~ 10 Minute Walk

**\* 1997 Goals Still Valid Today**







- Identify new building sites to support growth
- Define campus open space structure
- Create unified and safe campus
- Strengthen Texas Tech's image
- Evaluate the highest and best use of Tech's 1,839 acres

**\* Plan for the Future**



- 
- Original axial plan provides framework for orderly development
  - Use infill strategy to tie new buildings into existing campus fabric
  - Concentrate academic growth within 10-minute walk
  - Use buildings to define campus open space structure




- 
- Develop open spaces which promote social interaction and community
  - Connect campus open spaces with pedestrian linkages
  - Arcades, courtyards, and landscaped walkways enhance the spaces







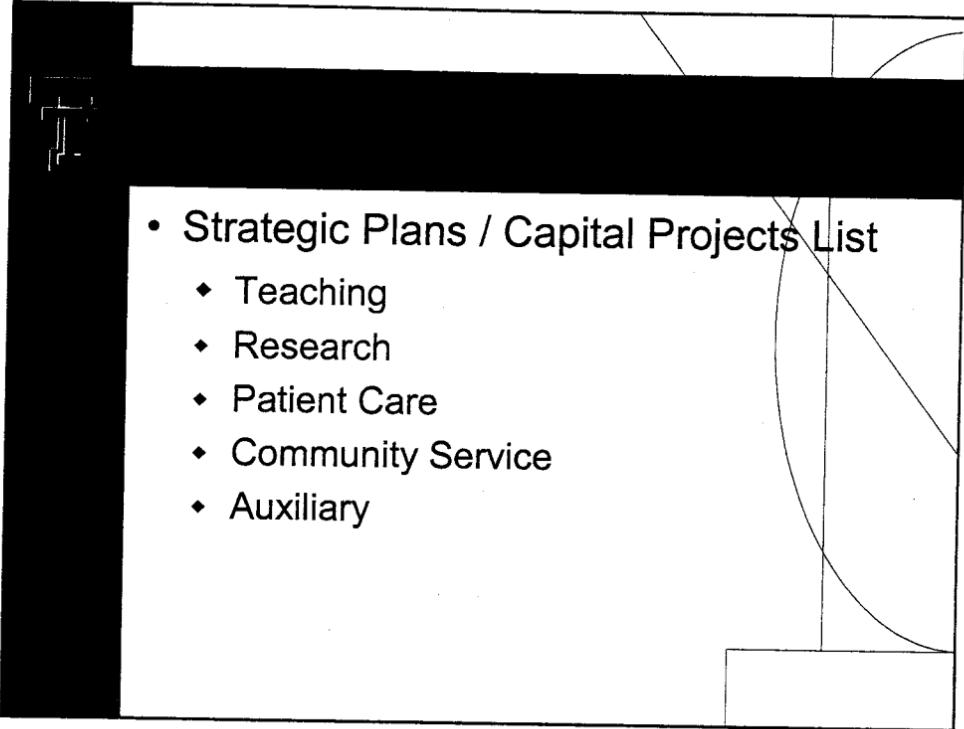
- Connect the TTU and HSC Campuses
- Restructure roadway and bus system
- Create linkages between campus destinations
- Strengthen pedestrian and bicycle linkages



- Create new entry points
  - ♦ Broadway Gatehouses
  - ♦ Senior Class Sign
  - ♦ Marquee
- Extend character of the original campus
  - ♦ Credit Union
  - ♦ USDA
  - ♦ Garrison Center
- Enhancement Components
  - ♦ Landscape
  - ♦ Public Art

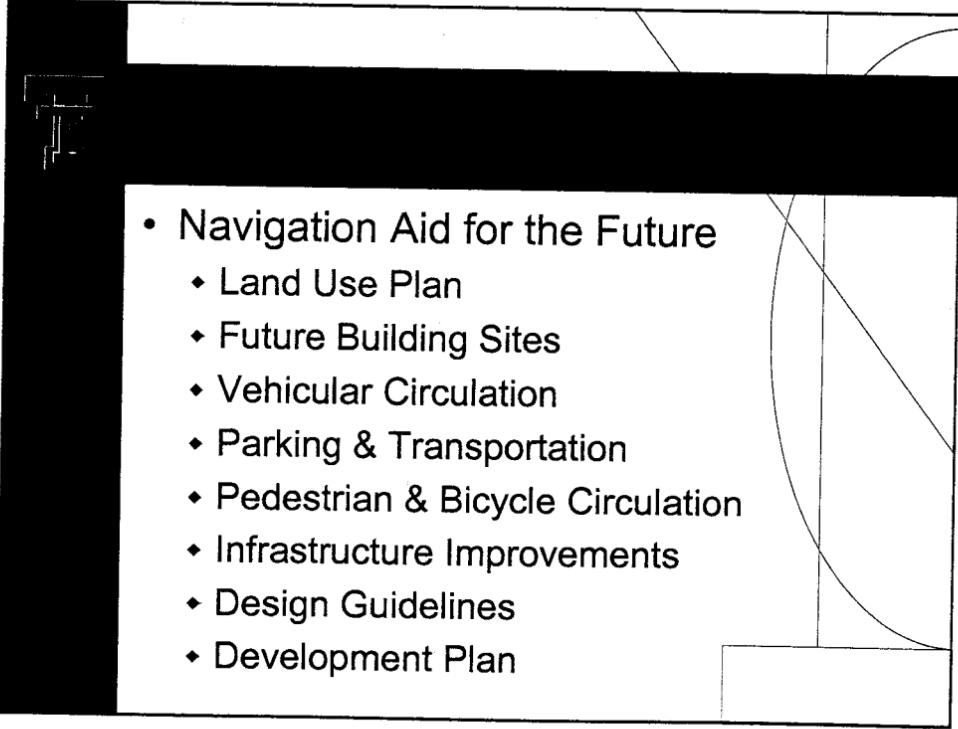


- Evaluate Tech's 1,839 acres
  - ♦ Identify lands designated in the Long Range Development Master Plan as not needed in the foreseeable future to fulfill Texas Tech's academic mission
  - ♦ Lands designated for development are reserved for uses that contribute to overall campus development
  - ♦ Developed lands will increase the value of the property, generate revenue for Texas Tech and provide direct support for Texas Tech Programs
- Strategy
  - ♦ Land Development Policy
  - ♦ Codes, Covenants, and Restrictions



- Strategic Plans / Capital Projects List

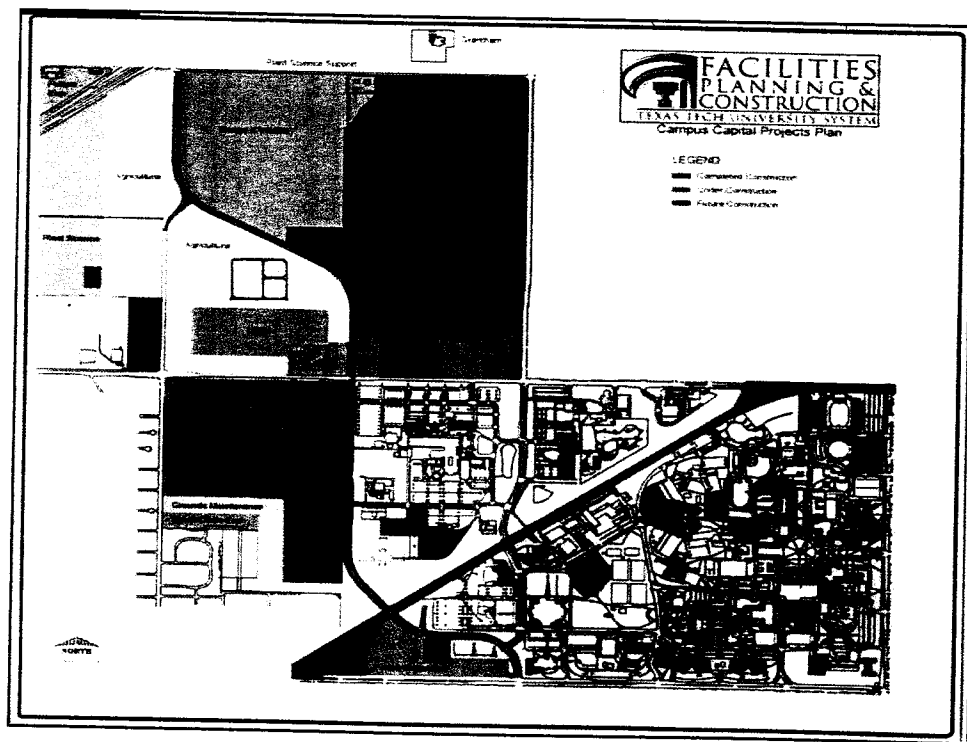
- ♦ Teaching
- ♦ Research
- ♦ Patient Care
- ♦ Community Service
- ♦ Auxiliary

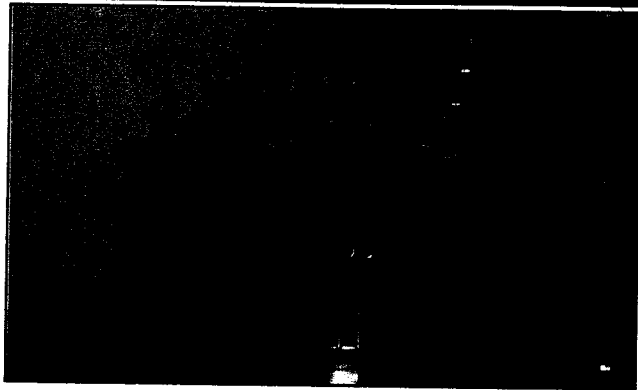


- Navigation Aid for the Future


- ♦ Land Use Plan
- ♦ Future Building Sites
- ♦ Vehicular Circulation
- ♦ Parking & Transportation
- ♦ Pedestrian & Bicycle Circulation
- ♦ Infrastructure Improvements
- ♦ Design Guidelines
- ♦ Development Plan


- Create E/W and N/S pedestrian malls
- Create additional parking
- Adaptive re-use of current facilities
- Create additional memorable spaces
- Improve access to the HSC Campus
- Develop land west and north of the HSC
- Potential of Texas Tech Parkway
- Accommodate Marsh Sharp Freeway





Brought to You by  
**The Facilities Planning and Construction Team**






# TEXAS TECH<sup>TM</sup>


## Facilities Committee

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### Board of Regents Meeting


### April 25, 2005






## Agenda

• TTUSA:	Approval: Five-Year Capital Projects Plan and authorize submission of the MP1 report
• TTU:	Approval: Five-Year Capital Projects Plan and authorize submission of the MP1 report
• TTUHSC:	Approval: Five-Year Capital Projects Plan and authorize submission of the MP1 report
• TTU:	Approval: Changes to the Campus Master Plan
• TTU:	Approval: Naming of Rooms in the National Ranching Heritage Center's Christine DeVitt Wing
• TTU:	Report: Classroom and class lab utilization
• TTU & TTUHSC:	Report: Facilities utilization – underutilized buildings
• TTU:	Report: TTU Parking Study
• TTUS:	Report: Campus Master Plan - Update
• TTUS:	Report: Office of Facilities Planning and Construction Projects







# TEXAS TECH™

## Facilities Committee

**Approval  
TTUSA:  
Five-Year Capital Projects Plan and  
authorize submission of the  
MP1 report**







# TEXAS TECH™

## Facilities Committee

**Approval  
TTU:  
Five-Year Capital Projects Plan and  
authorize submission of the  
MP1 report**







# TEXAS TECH™

## Facilities Committee

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**Approval  
TTUHSC:  
Five-Year Capital Projects Plan and  
authorize submission of the  
MP1 report**




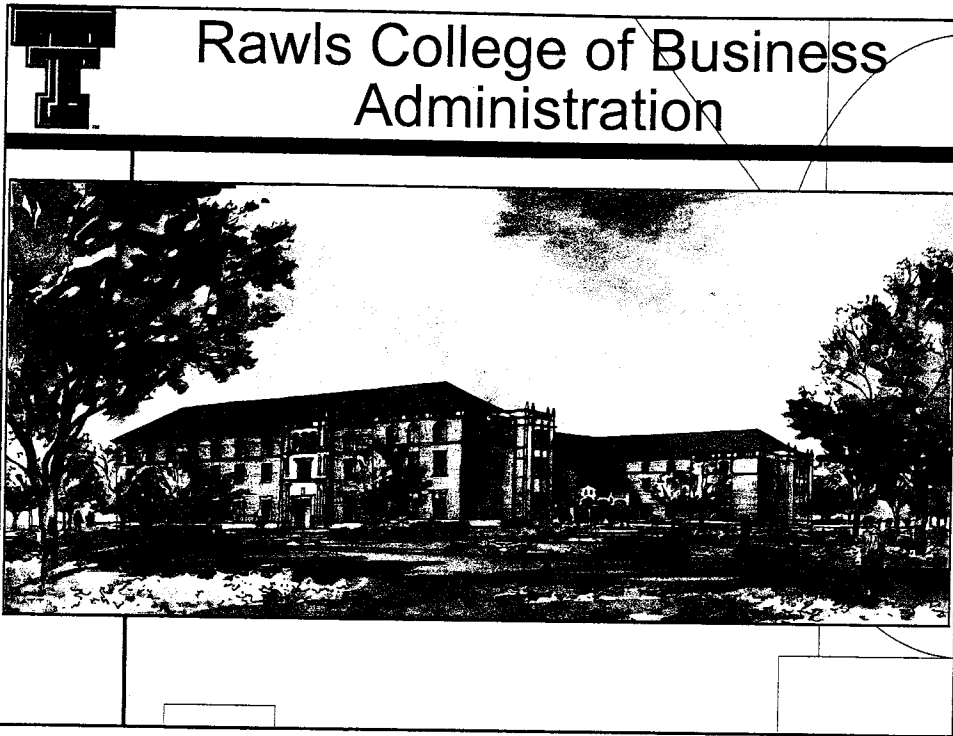
# TEXAS TECH™

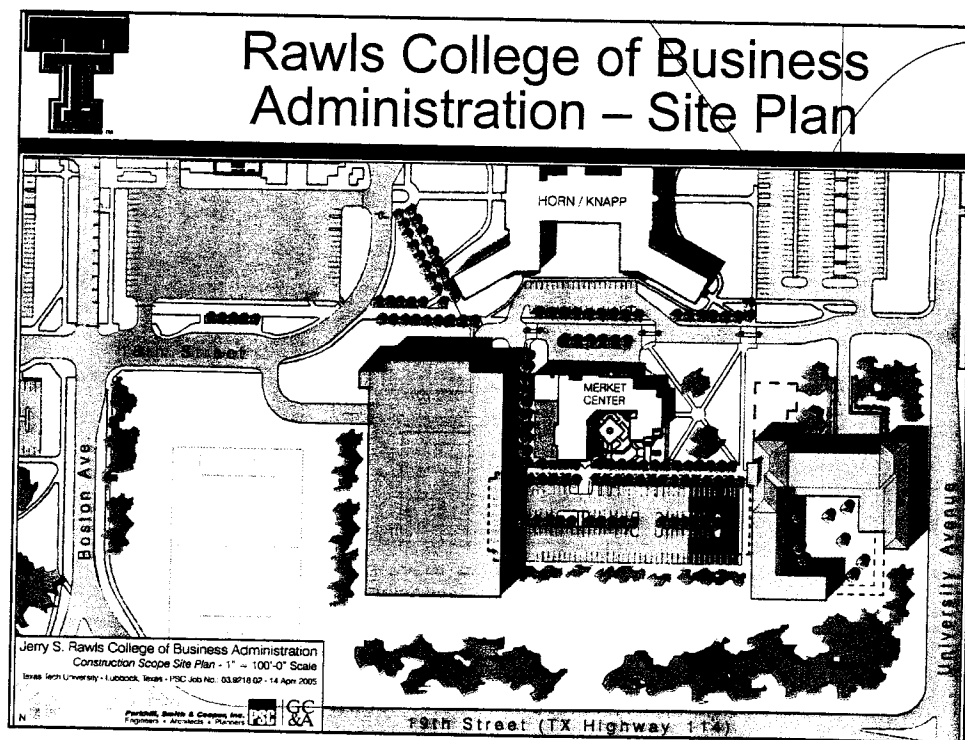
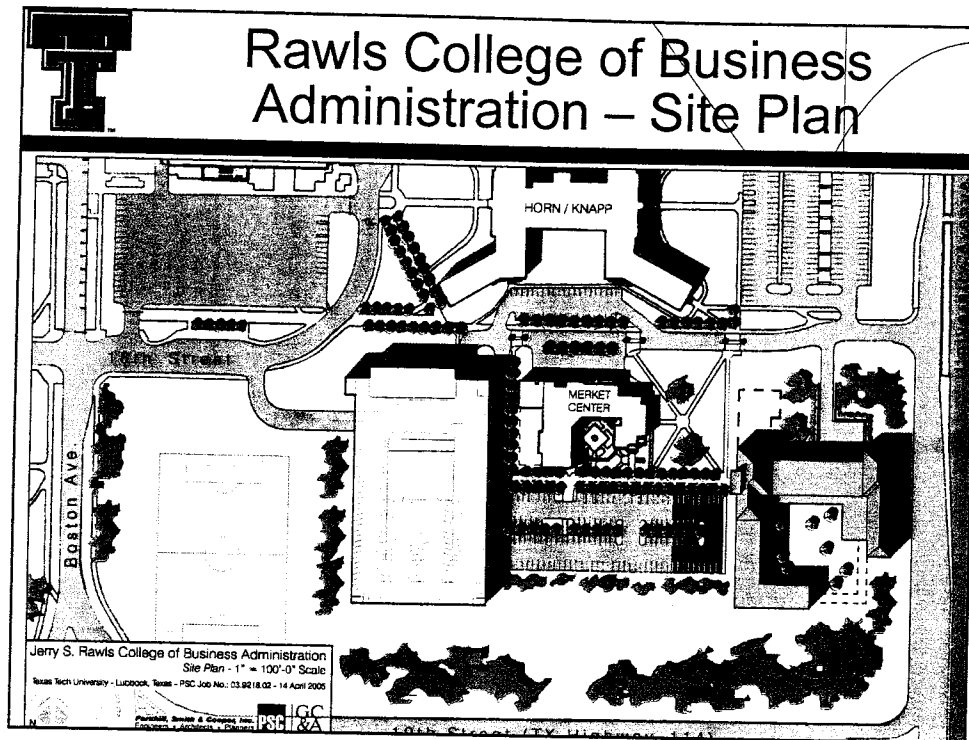
## Facilities Committee

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**Approval  
TTU:  
Changes to the Campus Master Plan**







[illegible]

FACILITIES  
PLANNING &  
CONSTRUCTION  
TEXAS TECH UNIVERSITY SYSTEM

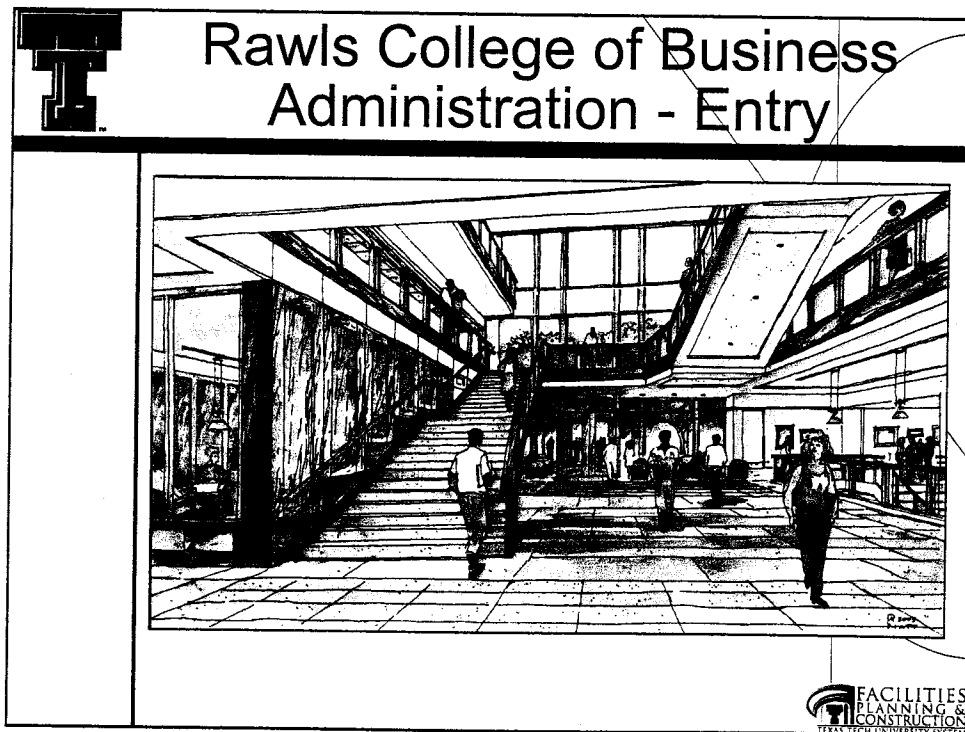
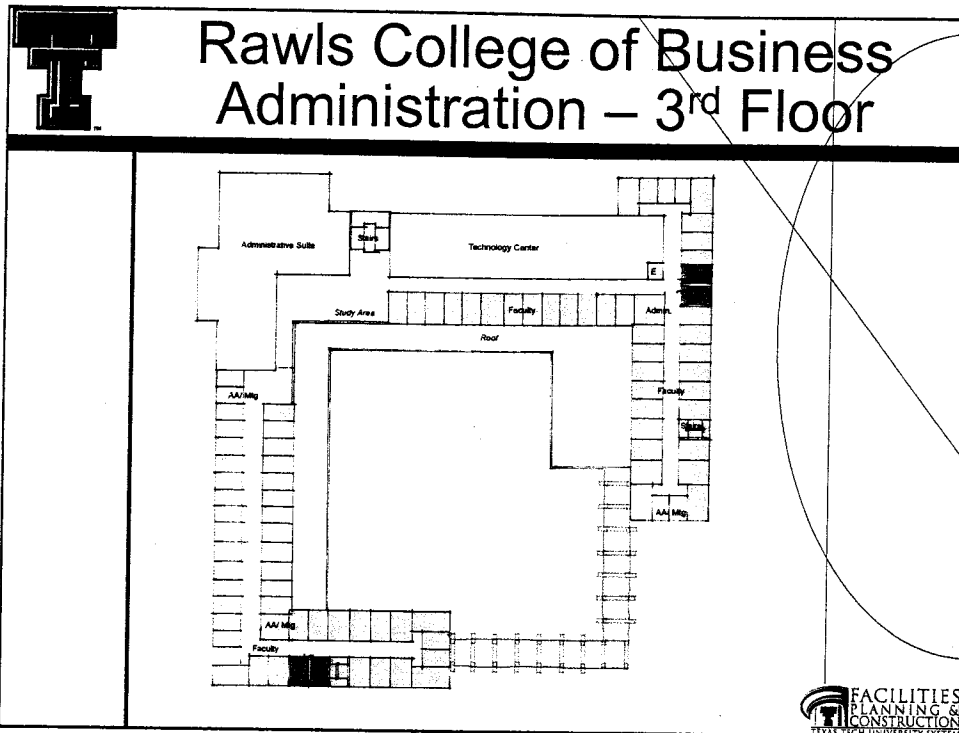


The floor plan illustrates the layout of the University of Georgia Center for the Study of the American South. The building is a large, rectangular structure with a central courtyard. The rooms and their areas are as follows:

- Top Left:** Centers, Study, and another Centers area.
- Top Right:** UG Classroom 2,200 sf.
- Middle Left:** Cephalopod, G Classroom 1,600 sf, Graduate's Lounge, G Classroom 800 sf, G Classroom 800 sf, G Classroom 800 sf, and G Classroom 1,440 sf.
- Middle Right:** UG Classroom 2,200 sf, UG Classroom 938 sf, UG Classroom 938 sf, UG Classroom 1,800 sf, and UG Classroom 1,440 sf.
- Bottom Left:** G Classroom 1,600 sf, G Classroom 800 sf, G Classroom 800 sf, and G Classroom 1,440 sf.
- Bottom Right:** UG Classroom 1,440 sf.
- Central Area:** Courtyard, Galenade Roof, Undergraduate Wing, UG Breakout Rooms, Study Area, and Graduate Wing.
- Other Labels:** Arbutum, G Breakout Rooms, and Stairs.



**FACILITIES  
PLANNING &  
CONSTRUCTION**  
TEXAS TECH UNIVERSITY SYSTEM





## Rawls College of Business Administration - Classroom




FACILITIES  
PLANNING &  
CONSTRUCTION  
TEXAS TECH UNIVERSITY - AMARILLO






## Rawls College of Business Administration-Graduate Lounge







FACILITIES  
PLANNING &  
CONSTRUCTION  
TEXAS TECH UNIVERSITY - AMARILLO


T	Rawls College of Business Administration
	<p><b>Historical Cost Data</b></p> <p>Academic Classroom Building 62,000 square feet, mid-point construction 2002 Construction Budget \$11,705,472 (\$189/sq. ft.) Project Budget \$15,400,000 (\$248/sq. ft.)</p> <p>Animal &amp; Food Sciences Facility 55,000 square feet, midpoint construction 2004 Construction Budget \$13,491,123 (\$245/sq. ft.) Project Budget \$17,000,000 (\$309/sq. ft.)</p> <p data-bbox="1144 934 1299 976"> FACILITIES PLANNING &amp; CONSTRUCTION STATEWIDE UNIVERSITY SERVICES</p>

T	Rawls College of Business Administration																				
	<p><b>Estimated Construction Cost</b> 133,915 square feet, mid-point construction 2008</p> <table> <tr> <td>Base Building</td><td>\$189/SF</td></tr> <tr> <td>Spanish Renaissance 7%</td><td>\$202/SF</td></tr> <tr> <td>Inflation to 2005 14.4%</td><td>\$231/SF</td></tr> <tr> <td>Audio/Video Equipment \$18/SF</td><td>\$249/SF</td></tr> <tr> <td>Inflation to 2008 15%</td><td>\$287/SF</td></tr> <tr> <td>Building Cost 2008</td><td>\$38,400,000</td></tr> <tr> <td>Site Work &amp; Utilities</td><td>\$ 1,250,000</td></tr> <tr> <td>Central Plant</td><td>\$ 3,500,000</td></tr> <tr> <td>Parking</td><td>\$ 500,000</td></tr> <tr> <td></td><td><u>\$43,650,000</u></td></tr> </table> <p data-bbox="1133 1774 1291 1816"> FACILITIES PLANNING &amp; CONSTRUCTION STATEWIDE UNIVERSITY SERVICES</p>	Base Building	\$189/SF	Spanish Renaissance 7%	\$202/SF	Inflation to 2005 14.4%	\$231/SF	Audio/Video Equipment \$18/SF	\$249/SF	Inflation to 2008 15%	\$287/SF	Building Cost 2008	\$38,400,000	Site Work & Utilities	\$ 1,250,000	Central Plant	\$ 3,500,000	Parking	\$ 500,000		<u>\$43,650,000</u>
Base Building	\$189/SF																				
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Audio/Video Equipment \$18/SF	\$249/SF																				
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Building Cost 2008	\$38,400,000																				
Site Work & Utilities	\$ 1,250,000																				
Central Plant	\$ 3,500,000																				
Parking	\$ 500,000																				
	<u>\$43,650,000</u>																				

 <b>Rawls College of Business Administration</b>	
<b>Total Project Cost</b>	
133,915 square feet, mid-point construction 2008	
Building Cost 2008	\$43,650,000
Professional Fees 11%	\$ 4,801,500
IT Equipment	\$ 800,000
Furniture \$18/sq. ft.	\$ 2,400,000
	<u>\$51,651,500</u>
Contingency 10%	\$ 5,165,150
BOR Directed Fees 5%	<u>\$ 2,840,832</u>
<b>Project Cost</b>	<b>\$59,657,482</b>
<b>Project Budget</b>	<b>\$60,000,000</b>
	

 <b>Rawls College of Business Administration</b>	
<b>Project Financing</b>	
Tuition Revenue	\$25,000,000
Bonds	
Donations	\$35,000,000
	

 <b>Rawls College of Business Administration</b>		
➤	<b>Cost Estimate Basis</b>	
	▪ HSC Academic Classroom Building	\$189/SF
	62,000 SF, mid-point construction 2002	
	▪ Animal & Food Sciences Facility	\$245/SF
	55,000 SF, midpoint construction 2004	
➤	<b>Estimated Building Construction Cost</b>	\$287/SF
	Rawls College of Business Administration Bldg.	
	133,915 SF, mid-point construction 2008	\$38,400,000
	<i>Adjusted for Spanish Renaissance Architecture; Inflation and A/V equipment</i>	
➤	<b>Estimated Total Construction Cost</b>	\$43,650,000
	<i>Includes: Site Work, Utility Connections, Central Plant and Parking</i>	
➤	<b>Total Project Cost</b>	\$60,000,000
	<i>Includes: IT Equipment, Furniture, Professional Fees, BOR-Directed Fees, and a Contingency</i>	
		



# TEXAS TECH™


## Facilities Committee


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### Approval

**TTU:**



**Naming of Rooms in the  
National Ranching Heritage Center's  
Christine DeVitt Wing**





## NRHC Room Names

- ♦ John F. Lott, Sr. Terrace
- ♦ J.S. Bridwell Board Room
- ♦ Mary Belle Macy Gallery
- ♦ J.W. "Blue" & Lenora Stevens Gallery
- ♦ Tom & Evelyn Linebery Conference Room
- ♦ Clarence & Dorothy Scharbauer Conference Room
- ♦ Georgia Mae Smith Ericson Education Room




# TEXAS TECH<sup>TM</sup>


## Facilities Committee


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### Report


**TTU:  
Utilization of Classroom  
and Class Lab**




<div>  <h1>Classroom Utilization</h1> <h2>Fall 2004 Classroom Utilization - Public Universities</h2> </div>					
Fall 2004 Rank	Institution	Fall 2004 Classrooms	Fall 2004 Hours/Wk	Fall 2003 Classrooms	Fall 2003 Hours/Wk
1	The University of Texas at San Antonio	144	40.7	155	33.9
2	Texas A&M International University	48	40.6	48	36.9
3	Texas Woman's University	94	38.7	115	23.0
4	Midwestern State University	72	38.5	86	26.2
5	Texas State University-San Marcos	194	38.3	170	38.7
6	The University of Texas at Austin	436	38.3	440	37.5
THECR State Standard for Classroom Use 38.0 AWHU					
7	Texas A&M University - Galveston Campus	14	37.6	14	40.4
8	Tarleton State University	90	36.0	91	29.4
9	The University of Texas at El Paso	113	35.9	108	36.7
10	The University of Texas at Dallas	90	35.7	145	20.0
11	The University of Texas-Pan American	132	35.8	105	24.6
12	Texas Southern University	104	34.5	104	33.1
13	Texas A&M University-Corpus Christi	65	34.2	65	31.3
14	University of Houston	223	33.9	218	36.6
15	University of North Texas	198	33.2	197	30.9
16	The University of Texas of the Permian Basin	33	32.5	29	34.1
17	The University of Texas at Tyler	58	32.4	54	32
18	Sam Houston State University	117	32.2	138	28.3
19	The University of Texas at Brownsville	79	32.0	74	35.4
20	The University of Texas at Arlington	179	31.8	188	29.1
21	Prairie View A&M University	115	31.0	119	28.3
22	Texas Tech University	200	30.7	280	25.4

<div>  <h1>Classroom Utilization</h1> </div>					
	Institution	Fall 2004 Classrooms	Fall 2004 Hours/Wk	Fall 2003 Classrooms	Fall 2003 Hours/Wk
23	Lamar University	106	30.6	112	26.1
24	Texas A&M University	299	30.1	312	29.6
25	West Texas A&M University	108	27.8	107	30.1
26	University of Houston-Clear Lake	74	27.7	59	32.3
27	University of Houston - Downtown	129	26.6	105	30.4
28	Texas A&M University-Kingsville	123	24.9	125	22.7
29	Texas A&M University-Texarkana	16	24.3	16	26.7
30	Stephen F. Austin State University	140	24.2	171	21.6
31	Angelo State University	94	23.7	86	25.0
32	Texas A&M University-Commerce	120	21.4	121	22.5
33	Sul Ross State University	55	14.9	48	17.8
34	University of Houston-Victoria	0	0.0	19	15.2

<div>  <h1>Class Lab Utilization</h1> <h2>Fall 2004 Class Laboratory Utilization - Public Universities</h2> </div>					
Fall 2004 Rank	Institution	Fall 2004 Classrooms	Fall 2004 Hours/Wk	Fall 2003 Classrooms	Fall 2003 Hours/Wk
1	Texas A&M International University	7	41.4		21.8
2	The University of Texas at Dallas	20	35.5	34	15.0
3	University of Houston-Victoria	1	33.0	6	8.1
4	Texas A&M University-Galveston Campus	16	32.5	16	32.8
5	Tarleton State University	21	32.3	21	30.9
6	The University of Texas at Tyler	6	31.9	7	27.0
7	The University of Texas at Austin	150	30.6	159	29.7
8	The University of Texas at San Antonio	54	30.5	78	22.6
9	Texas State University-San Marcos	60	30.1	56	31.8
10	University of Houston	125	27.8	119	26.8
11	The University of Texas-Pan American	38	27.7	100	13.6
12	Texas Tech University	84	27.6	117	15.8
13	Midwestern State University	28	27.8	34	16.4
14	Texas Southern University	33	27.4	33	22.0
15	West Texas A&M University	56	25.8	59	19.6
16	The University of Texas of the Permian Basin	14	25.6	17	13.9
17	Sam Houston State University	63	25.4	65	22.3
THECB State Standard for Class Laboratory Use 25.0 ANHU					
18	Stephen F. Austin State University	30	23.5	84	16.8
19	The University of Texas at El Paso	54	22.9	45	24.1
20	The University of Texas at Arlington	59	22.0	58	24.5
21	Texas Women's University	73	21.4	91	16.7
22	University of North Texas	127	21.4	145	17.5
Average			24.4		19.2

<div>  <h1>Class Lab Utilization</h1> </div>					
	Institution	Fall 2004 Classrooms	Fall 2004 Hours/Wk	Fall 2003 Classrooms	Fall 2003 Hours/Wk
23	Angelo State University	43	20.5	53	12.1
24	Lamar University	51	20.4	62	15.6
25	Texas A&M University - Texarkana	3	20.1	4	18.0
26	The University of Texas at Brownsville	49	20.1	49	19.5
27	Texas A&M University-Corpus Christi	60	19.8	60	18.6
28	University of Houston-Clear Lake	31	18.9	27	20.0
29	Texas A&M University	214	18.8	212	19.1
30	University of Houston-Downtown	36	16.6	37	14.5
31	Texas A&M University-Commerce	29	15.6	30	12.4
32	Prairie View A&M University	84	14.8	85	11.9
33	Texas A&M University-Kingsville	72	13.0	74	12.9
34	Sul Ross State University	55	6.1	57	7.9
Average			24.4		19.2





# TEXAS TECH<sup>TM</sup>


## Facilities Committee

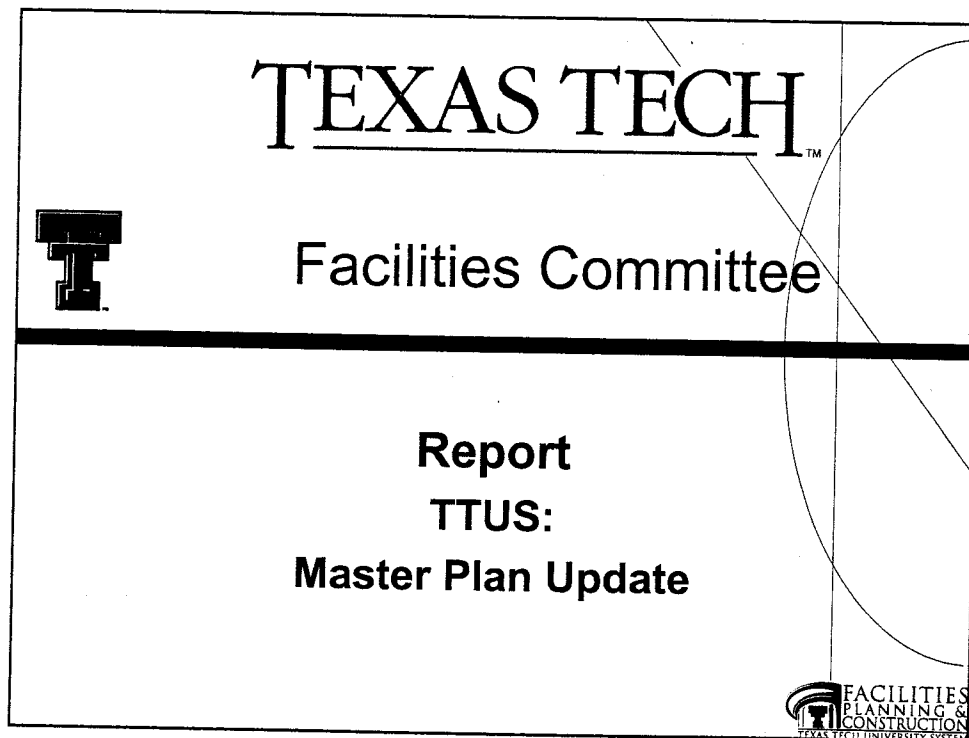
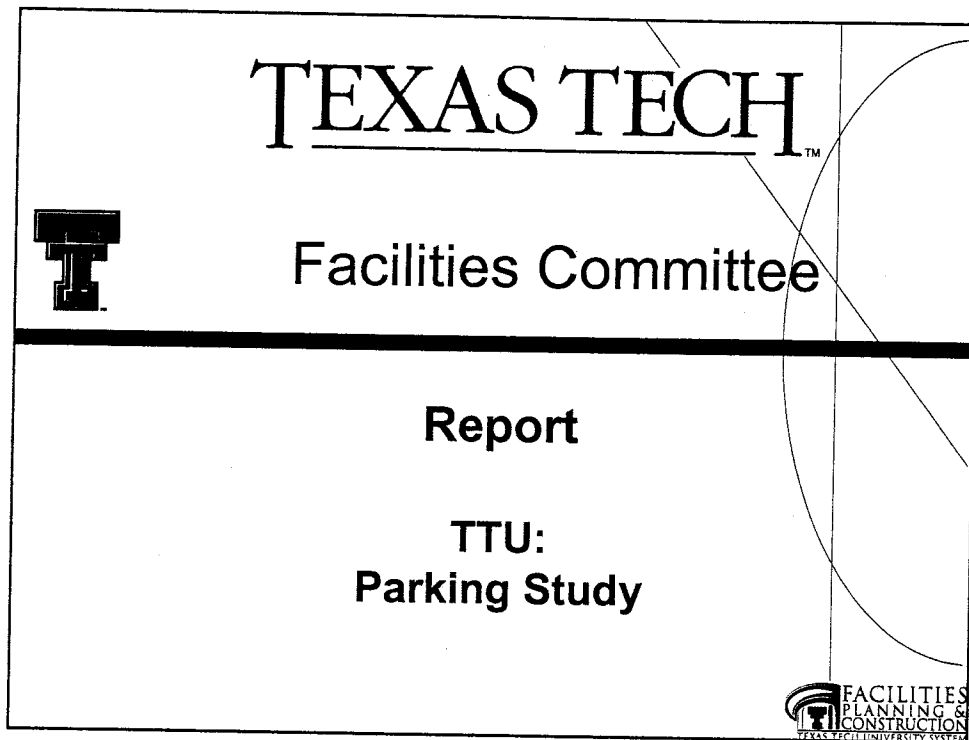
### Report

### TTU & TTUHSC: Underutilized Buildings




 <h2>Underutilized Buildings</h2>	
TTU <u>Building</u>	<u>Proposed Use</u>
Weeks Hall	Unknown; Concept: Broadway Wing – Faculty Offices University Wing – Demolish for Parking Hospitality Services + Marketing & Promo
Doak Hall	Unknown
Weeks Dining Hall	Demolish
Gaston/Thompson Hall	Landscape Architecture
Old Animal Sciences	Possible Uses Under Study
Dairy Barn	System Offices
Bank Building	Extended Studies Joint Use
ICC	College of Engineering Expansion
Livemore Lab	Structural Problems
Math Building (Old Library)	Research/Storage
East Lubbock Research Building	
TTUHSC <u>Building</u>	<u>Proposed Use</u>
Old Amarillo Clinic	Research






# TEXAS TECH™




## Facilities Committee

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**Report**  
**TTUS:**  
**Office of Facilities Planning**  
**and Construction Projects**



<div style="display: flex; align-items: center;">  <div> <b>Bricks &amp; Mortar Report</b>  <b>Projects Under Construction</b>  <b>April 2005</b> </div> </div>			
	Project	Cost	Status
TTU	Experimental Sciences Building	\$ 36,997,000	Under Construction
	Animal and Food Sciences Building	\$ 17,000,000	Substantially Complete
	Student Union Bldg. Expansion/Renov.	\$ 38,085,814	Substantially Complete
	Museum NSRL Addition	\$ 4,100,000	Substantially Complete
	Student Union Bldg. Phase II B	\$ 6,000,000	Under Construction
	Grover E. Murray Residence Hall	\$ 24,000,000	Under Construction
	NRHC - Christine DeVitt Wing	\$ 3,700,000	Under Construction
	English-Philosophy Demo/Restor	\$ 1,210,000	Under Construction
	<b>TOTAL</b>	<b>\$131,092,814</b>	
HSC	HSC Clinical Tower Research Center	\$ 35,792,550	Under Construction
	HSC Campus Infrastructure Improve	\$ 5,000,000	Under Construction
	HSC El Paso Medical Science Bldg. I	\$ 38,890,868	Under Construction
	Texas Tech Parkway	\$ 9,227,265	Under Construction
	Combust Health & Wellness Center	\$ 1,605,210	Under Construction
	<b>TOTAL</b>	<b>\$ 90,515,893</b>	
	<b>GRAND TOTAL</b>	<b>\$221,608,707</b>	


<div> <div>T</div> <div>Bricks &amp; Mortar Report Projects In Design April 2005</div> </div>			
	Project	Cost	Status
TTU	Art 3-D Annex	\$ 8,200,000	Design in Progress
	CDRC/CSAR	\$ 8,000,000	Abatement Complete
	Rawls College of Business Admin	\$ 60,000,000	Design in Progress
	Akron Avenue Parking Garage	\$ 16,000,000	Planning in Progress
	Student Wellness Center	\$ 8,500,000	Design in Progress
	The Rawls Course Clubhouse	\$ 3,000,000	Evaluating Options
	Outreach & Extended Studies Bldg	\$ 8,500,000	Design in Progress
	Engineering Expansion/Renovation	\$ 15,000,000	Program. in Progress
	Marsha Sharp Freeway [TxDOT Proj]	TBD	Contractor Selected
	Wall/Gates Life Safety Upgrade	\$ 3,700,000	GMP Negotiated
	Utility Infrastructure Upgrade	TBD	Study in Progress
	Law School Lanier Center	\$ 12,000,000	Design in Progress
	<b>TOTAL</b>	<b>\$142,900,000</b>	
HSC	International Pain Center	\$ 4,250,000	GMP Negotiated
	El Paso Medical Education Bldg.	\$ 45,000,000	Design in Progress
	Amarillo Clinic Conversion/Renovation	\$ 2,700,000	Design in Progress
	HSC Roof Replacement	\$ 2,000,000	Design in Progress
	<b>TOTAL</b>	<b>\$ 53,950,000</b>	
	<b>GRAND TOTAL</b>	<b>\$196,850,000</b>	

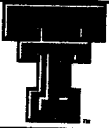
<div> <div>T</div> <div>Bricks &amp; Mortar Report Future Projects April 2005</div> </div>			
	Project	Cost	Status
TTS	System Office Relocation	\$ 4,000,000	Proposed
TTU	Sneed/Gordon/Bledsoe Improvements	\$ 7,000,000	Proposed
	Experimental Science Lab Build Out	\$ 6,000,000	Proposed
	CoBA Building Renovations	\$ 25,000,000	Study Complete
	Jones SBC Stadium Stage IV	TBD	On Hold
	Child Care Center	\$ 4,000,000	On Hold
	Retirement Village	TBD	On Hold
	Vietnam Center	\$ 35,000,000	Proposed
	<b>TOTAL</b>	<b>\$ 77,000,000</b>	
HSC	El Paso Medical Science Bldg I Build Out	\$ 9,000,000	Proposed
	El Paso Medical Science Building II	\$ 95,000,000	Programmed
	Midland Medical Education Expansion	\$ 13,500,000	Proposed
	School of Pharmacy Expansion	\$ 11,250,000	Proposed
	<b>TOTAL</b>	<b>\$128,750,000</b>	
	<b>GRAND TOTAL</b>	<b>\$209,750,000</b>	



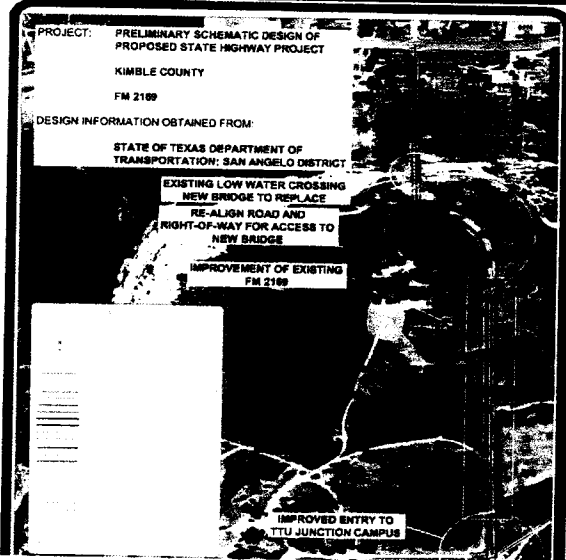
## Rights of Access & Use Junction Campus


- ♦ TxDOT proposes to replace a current low-water crossing with a bridge and realign FM 2169 adjacent to the TTU Junction Campus. This project improves access to the campus and relocates and improves utilities serving the campus.





## Rights of Access & Use Junction Campus



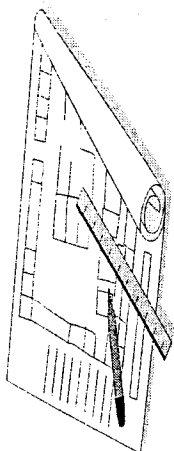


# Bricks and Mortar Report

## Projects Under Construction

### May 2005

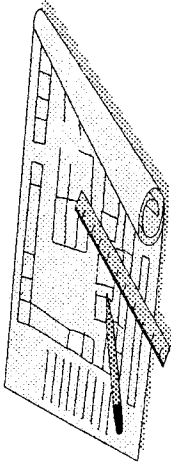
www.fpc.ttu.edu



Project	Cost	Status	Completion Date
<b>TTU</b>			
Experimental Sciences Building	\$36,997,000	Under Construction	August 2005
Animal and Food Sciences Facility	\$17,000,000	Substantially Complete	June 2005
Student Union Bldg. Expansion/Renov.	\$38,085,814	Substantially Complete	October 2003/February 2005
Student Union Building Phase II B	\$6,000,000	Under Construction	September 2006
NRHC - Christine DeVitt Wing	\$3,700,000	Under Construction	April 2006
Museum NSRL Addition	\$4,100,000	Substantially Complete	May 2005
Grover E. Murray Residence Hall	\$24,000,000	Under Construction	August 2005
English-Philosophy Demo/Discovery Mall	\$1,210,000	Under Construction	April 2005
Marsha Sharp Freeway [TxDOT Project]	TBD	Under Construction	2010+
<b>TOTAL</b>	<b>\$131,092,814</b>		
<b>HSC</b>			
HSC Clinical Tower Research Center	\$35,792,550	Under Construction	December 2006
HSC Campus Infrastructure Improvement	\$5,000,000	Under Construction	May 2005
HSC El Paso Medical Science Bldg. I	\$38,890,868	Under Construction	November 2005
Texas Tech Parkway	\$9,227,265	Under Construction	September 2005
Combest Health & Wellness Center	\$1,605,210	Under Construction	December 2005
<b>TOTAL</b>	<b>\$90,515,893</b>		
<b>GRAND TOTAL</b>	<b>\$221,608,707</b>		

# Bricks and Mortar Report

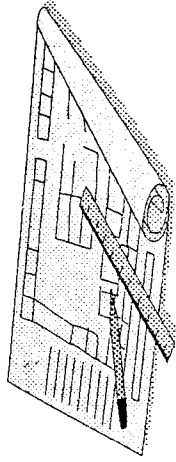
## Projects In Design May 2005



Project	Cost	Status	Completion Date
<b>TTU</b>			
Art 3-D Annex	\$8,200,000	Design in Progress	TBD
CDRC / CSAR	\$8,000,000	Abatement Complete	August 2006
Rawls College of Business Administration	\$60,000,000	Planning in Progress	TBD
Akron Avenue Parking Garage	\$16,000,000	Planning in Progress	TBD
Student Wellness Center	\$8,500,000	Design in Progress	TBD
The Rawls Course Clubhouse	\$3,000,000	Evaluating Options	TBD
Student Union Building Phase III	\$1,500,000	Design in Progress	TBD
Outreach & Extended Studies Building	\$8,500,000	Design in Progress	August 2006
Engineering Expansion/Renovation	\$15,000,000	Programming in Progress	TBD
Walls/Gates Life Safety Upgrade	\$3,700,000	GMP Negotiated	August 2005
Utility Infrastructure Upgrade	TBD	Study in Progress	TBD
Mark & Becky Lanier Professional Dvlpmnt Cnt	\$12,000,000	Design in Progress	February 2008
<b>TOTAL</b>	<b>\$144,400,000</b>		
<b>HSC</b>			
International Pain Center	\$4,250,000	GMP Negotiated	June 2006
El Paso Medical Education Bldg.	\$45,000,000	Design in Progress	May 2008
Amarillo Campus Renovations	\$2,050,000	Design in Progress	TBD
HSC Roof Replacement	\$1,900,000	Contractor Selected	TBD
<b>TOTAL</b>	<b>\$53,200,000</b>		
<b>GRAND TOTAL</b>	<b>\$197,600,000</b>		

# Bricks and Mortar Report

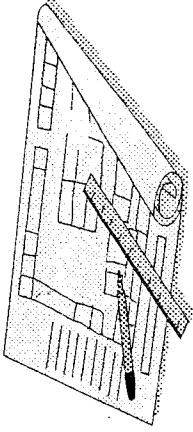
Future Projects  
May 2005



Project	Cost	Status	Completion Date
<b>Texas Tech System</b>			
System Office Relocation	\$4,000,000	Proposed	TBD
<b>TTU</b>			
Sneed/Gordon/Bledsoe Improvements	\$7,150,000	Proposed	August 2005
Experimental Science Lab Build Out	\$6,000,000	Proposed	TBD
CoBA Building Renovations	\$25,000,000	Study Complete	TBD
Jones SBC Stadium Stage IV	TBD	On Hold	TBD
Child Care Center	\$2,000,000	On Hold	TBD
Retirement Village	TBD	On Hold	TBD
Vietnam Center	\$35,000,000	Proposed	TBD
<b>TOTAL</b>	<b>\$75,150,000</b>		
<b>HSC</b>			
El Paso Medical Science Building I Build Out	\$9,000,000	Proposed	TBD
El Paso Medical Science Building II	\$95,000,000	Programmed	TBD
Midland Medical Education Expansion	\$13,500,000	Proposed	TBD
School of Pharmacy Expansion	\$11,250,000	Proposed	TBD
<b>TOTAL</b>	<b>\$128,750,000</b>		
<b>GRAND TOTAL</b>	<b>\$207,900,000</b>		

# Bricks and Mortar Report

Projects Completed  
May 2005



## TTU

Project	Cost	Status	Completion Date
Admin Building Stone Repair	\$2,332,099	Substantially Complete	January 2005
Jones SBC Stadium Stage IIA /IIB	\$53,740,000	Complete	May 2004/Sept 2004
Hulen Clement Fire Protection	\$3,623,110	Complete	August 2004
Football Training Facility	\$11,000,000	Complete	May 2004
Marsha Sharp Center for Student Athletics	\$3,850,266	Complete	January 2004
The Rawls Course Support Facilities	\$1,692,000	Complete	November 2003
Admin Building Roof Repairs	\$827,901	Complete	November 2003
The Rawls Course	\$9,013,000	Complete	August 2003
Horn/Knapp Fire Suppression	\$3,600,000	Complete	December 2002
Campus Conference Bonfire Circle	\$400,000	Complete	September 2002
English-Philosophy & Education Complex	\$46,199,000	Complete	August 2002
Flint Avenue Parking Facility	\$10,900,000	Complete	August 2002
Dan Law Field	\$1,612,000	Complete	June 2002
Fuller Track Field House	\$480,000	Complete	June 2002
Pflugger Fountain	\$826,000	Complete	April 2002
Museum Addition	\$6,900,000	Complete	March 2002
Recreation Center Expansion/Renovation	\$12,000,000	Complete	November 2001
Jones SBC Stadium Stage I	\$22,000,000	Complete	September 2001
Frazier Plaza & Masked Rider Statue	\$515,000	Complete	September 2001
Tennis-Softball Complex	\$4,059,784	Complete	September 2001
Campus Fiber Optic Connection	\$1,667,000	Complete	September 2001
West Hall/Visitors Center	\$6,000,000	Complete	August 2001
Broadway Gatehouses	\$816,000	Complete	August 2001

Marquee	\$352,000	Complete	August 2001
Stangel/Murdough Fire Suppression	\$1,704,000	Complete	August 2001
Chitwood/Weymouth Fire Suppression	\$2,769,000	Complete	August 2000
<b>TOTAL</b>	<b>\$208,878,160</b>		

## HSC

Project	Cost	Status	Completion Date
HSC El Paso Clinic Expansion/Renov	\$9,780,000	Substantially Complete	February 2005
HSC El Paso Hydronic Pipe Replacement	\$1,700,000	Substantially Complete	February 2005
HSC Academic Classroom Bldg.	\$15,400,000	Complete	October 2003
HSC Synergistic Center	\$2,300,000	Complete	March 2003
Amarillo Academic/Clinic Facility	\$23,319,252	Complete	April 2002
Midland Physicians Assistant Building	\$6,000,000	Complete	August 2001
HSC Admin Relocation	\$1,862,000	Complete	March 2001
Odessa Clinic Renovation	\$1,200,000	Complete	September 2000
Communications Disorders Renovation	\$2,161,000	Complete	May 2000
<b>TOTAL</b>	<b>\$63,722,252</b>		
<b>GRAND TOTAL</b>	<b>\$272,600,412</b>		

## **Executive Summary TTU Parking 5 Year Plan 2005-2010**

Texas Tech's Department of Traffic and Parking has updated its 5 Year Plan first released in January, 2004. This revision was necessary to address the issues surrounding parking at Texas Tech and to provide cost effective choices for the parking community.

This 5 Year Plan is built upon the 2004 plan and integrates the findings of the Walker Parking Associates Parking Study commissioned late in 2004. Additionally, the study integrates information gathered across Texas Tech's parking community. This information was gathered formally in a survey given to faculty and staff (through the Earl Survey Research Laboratory) and through focus groups of students, staff, and faculty (conducted by Marketing and Promotions for Student Affairs). Information was also gathered from a series of four town-hall meetings held for faculty, staff, and students.

There are obvious trends in the audience's responses to their feelings about parking and the future of parking at Texas Tech. These trends are summarized as follows:

### **Town Hall Meetings**

#### **Faculty/Staff:**

- Greatest desire is mobility on campus afforded by personal automobile
- Off campus park and ride/commuter/satellite parking is not desirable
- Cars on campus is seen as a quality of life issue
- Garages located outside core campus is perceived as inconvenient for some
- Voiced concern with pedestrian safety in the administration parking lot

#### **Students:**

- Primary concern is management of parking system for their convenience
- Voiced concern with pedestrian safety in the administration parking lot

### **Surveys**

Survey questions were created to answer specific questions about the faculty and staff feelings concerning the construction of a second parking garage. Students were surveyed to determine a cost threshold for a second garage.

#### **Faculty/Staff:**

- Prefer surface area reserve to garage or reserve parking

#### **Students:**

- For significant numbers cost threshold appears to be \$300 per semester

### **Focus groups**

#### **Faculty/staff:**

- Most indicated a walking threshold of five minutes from car to work place
- Having car nearby was overriding concern
- Bus transportation is seen as undesirable in all instances (on and off campus)
- Van/car pooling, as an option, did not generate interest (even with incentives)

**Executive Summary  
TTU Parking 5 Year Plan  
2005-2010**

- Location of the garage is more important than price

**Students:**

- Location of a garage in relation to classrooms is important
- If faced with equal walk, students prefer surface commuter to garage
- A garage located at 18<sup>th</sup> and Boston is not convenient to any classroom but a convenience for library, music and Student Union

The plan enhances parking for students with the addition of 3,340 spaces as follows:

**2005-2006**

- 300 commuter spaces
- 150 residence hall spaces
- 1,500 commuter satellite spaces to replace 900 lost to construction

**2006-2007**

- 300 commuter spaces reclaimed from remnants of C7/8/9

**2007-2008**

Garage II construction: sited in the SE Quadrant of campus a second parking structure will satisfy the need of additional staff/faculty parking and fully support the additional requirements for parking attendant with the construction of a COBA in the same quadrant

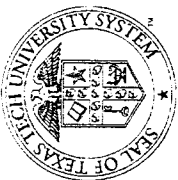
**2008-2009**

- Garage II on line with:
- 600 commuter
- 240 residence hall spaces

**2009-2010**

- 250 commuter spaces added south of ICC

The Texas Tech Administration is recommending a 5% increase in parking for the 2005-2006 school year. This serves to keep prices as low as possible while solutions for funding the major parking improvements are sought.



TEXAS TECH UNIVERSITY SYSTEM

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# Texas Tech University System

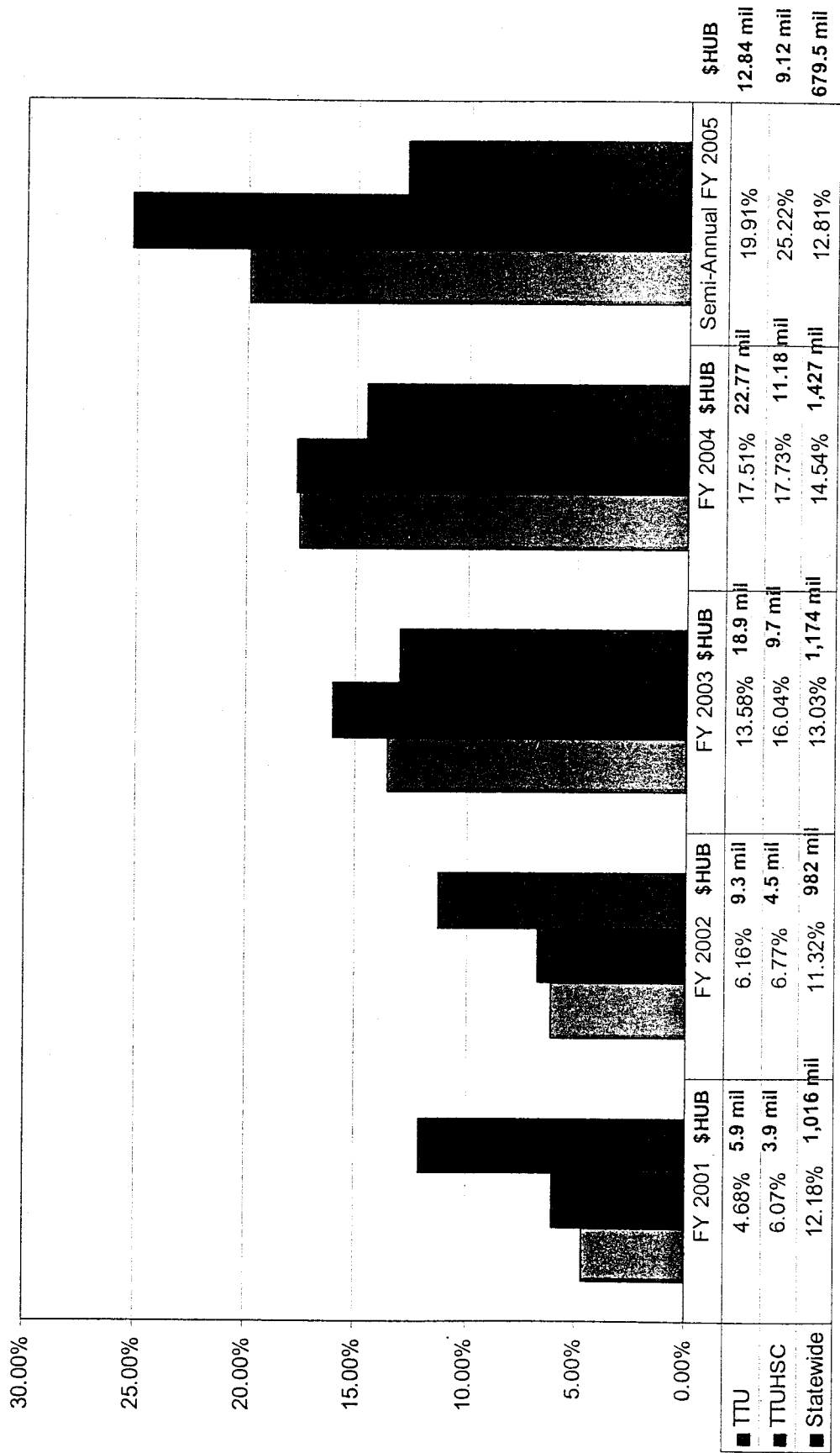
## HUB Report Semi Annual FY 2005

*Office of the Senior Vice Chancellor  
and Chief Financial Officer*



# TEXAS TECH UNIVERSITY SYSTEM

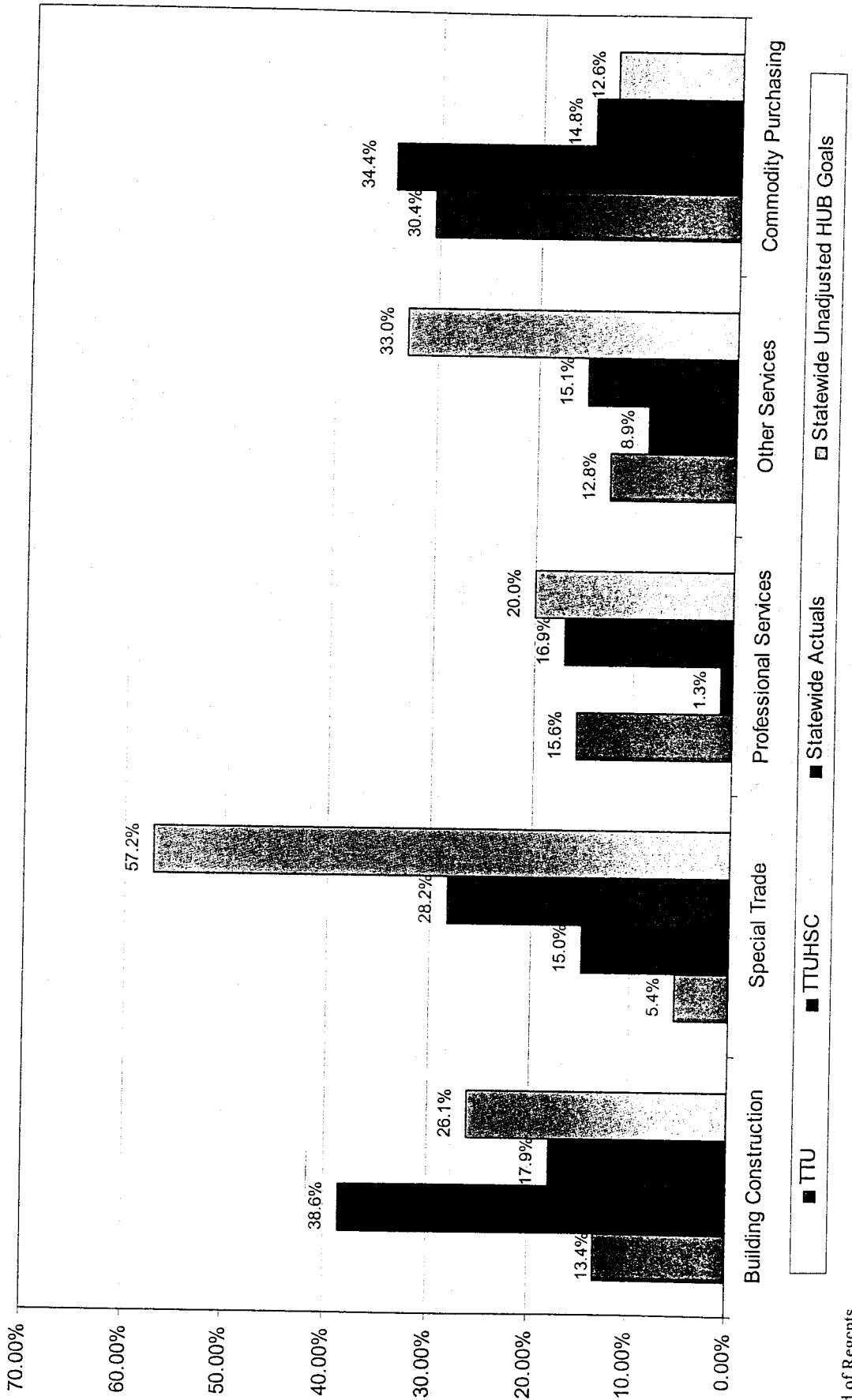
## Texas Tech University System HUB Expenditures as a % of Total Expenditures





# TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University System HUB % of Expenditures Semi-Annual FY 2005 YTD vs. Statewide Goals



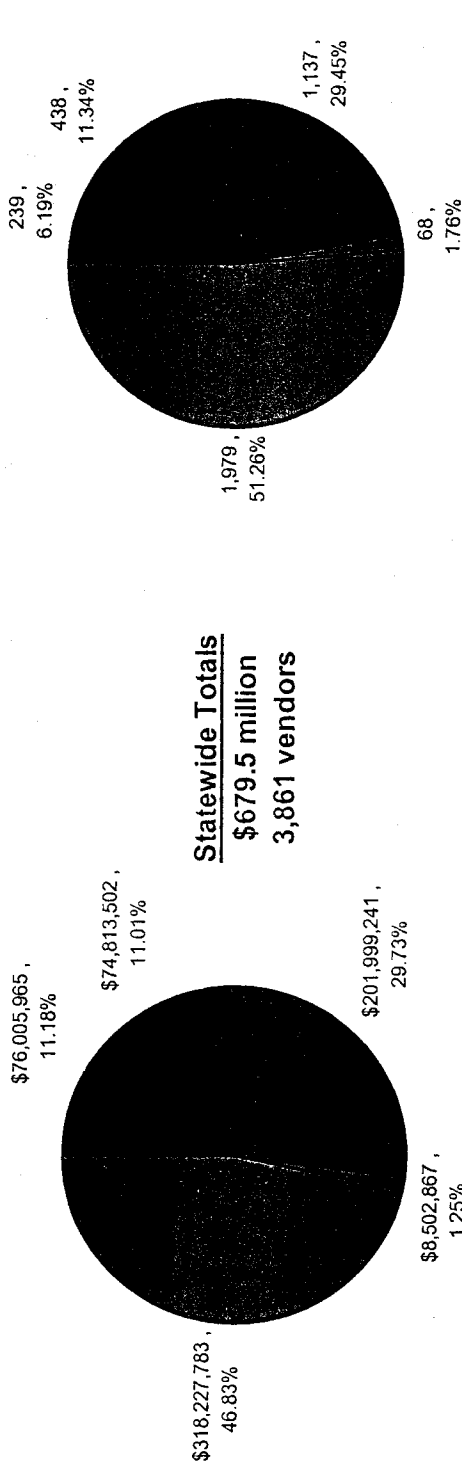


# TEXAS TECH UNIVERSITY SYSTEM

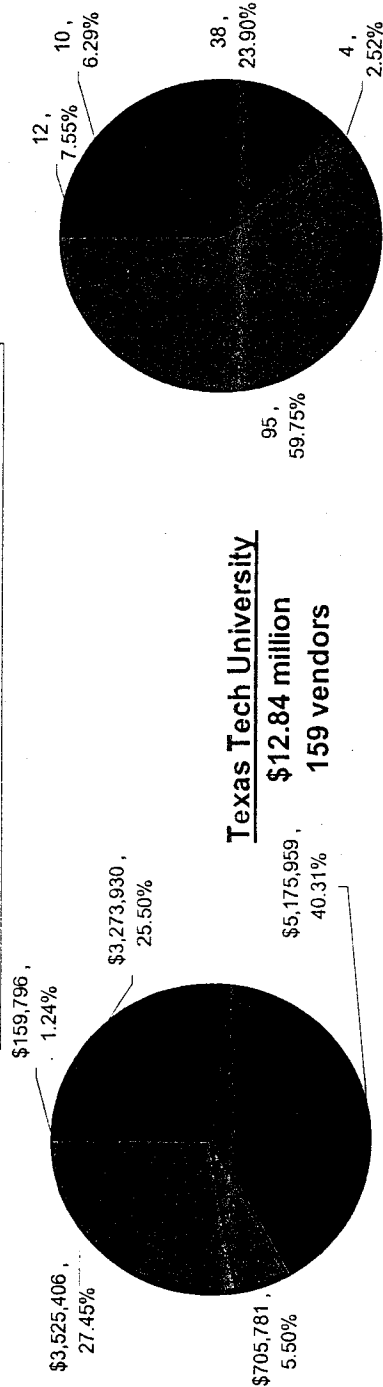
## HUB Expenditures By Ethnicity/Gender 6 mo. FY 2005

HUB \$

NUMBER OF INDIVIDUAL HUBS



■ Asian Pacific ■ Black ■ Hispanic ■ Native American ■ Women





# TEXAS TECH UNIVERSITY SYSTEM

## HUB Expenditures By Ethnicity/Gender 6 mo. FY 2005

HUB \$

NUMBER OF INDIVIDUAL HUBS

\$76,005,965,  
11.18%

\$74,813,502,  
11.01%

\$318,227,783,  
46.83%

\$8,502,867,  
1.25%

\$201,999,241,  
29.73%

Statewide Totals  
**\$679.5 million**  
**3,861 vendors**

1,979,  
51.26%

1,137,  
29.45%

68,  
1.76%

■ Asian Pacific ■ Black ■ Hispanic ■ Native American ■ Women

\$196,120,  
2.15%

\$2,696,539,  
29.56%

\$2,719,090,  
29.81%

\$3,510,464,  
38.48%

Texas Tech University  
Health Sciences Center  
**\$9.12 million**  
**138 vendors**

74,  
53.62%

48,  
34.78%

10,  
7.25%

6,  
4.35%



# TEXAS TECH UNIVERSITY SYSTEM

## HUB Vendors by Ethnicity 2nd Quarter - FY 2005

	HUB %	Black	Hispanic	Woman
Texas Tech University	19.90%	\$ 3,273,930	\$ 5,175,959	\$ 3,525,406
UT @ Austin	14.60%	652,793	3,738,011	11,707,211
Texas A & M University	20.80%	373,015	4,917,751	9,995,034
University of Houston	15.10%	1,114,640	3,212,597	3,242,305
University of North Texas	17.20%	308,055	3,927,398	1,349,229



# TEXAS TECH UNIVERSITY SYSTEM

## FISCAL YEAR 2005 SEMI-ANNUAL HUB REPORT TOP 50 AGENCIES BY TOTAL EXPENDITURES

RANK	AGENCY	AGENCY NAME	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
1	601	Texas Department Of Transportation	\$2,547,513,446.19	\$237,278,041.89	9.31%
2	720	University Of Texas System	\$266,614,383.58	\$41,014,457.40	15.38%
3	506	UT M D Anderson Cancer Center	\$258,921,619.46	\$40,256,411.29	15.55%
4	529	Health & Human Services Commission	\$152,294,059.06	\$25,531,041.71	16.76%
5	723	UT Medical Branch At Galveston	\$143,480,388.25	\$21,493,505.02	14.98%
6	696	Texas Dept Of Criminal Justice	\$139,699,269.50	\$12,810,847.38	9.17%
7	721	University Of Texas At Austin	\$118,148,945.74	\$17,304,444.13	14.65%
8	537	Department Of State Health Services	\$109,645,756.23	\$8,653,739.97	7.89%
9	710	The Texas A & M University System	\$82,285,257.23	\$12,520,775.02	15.22%
10	729	UT Southwestern Medical Ctr/Dallas	\$79,207,742.52	\$9,431,365.80	11.91%
11	711	Texas A & M University (Main Univ)	\$76,186,262.34	\$15,883,222.51	20.85%
12	362	Texas Lottery Commission	\$76,117,579.20	\$19,210,070.14	25.24%
13	730	University Of Houston	\$73,470,737.57	\$11,157,923.47	15.19%
14	733	Texas Tech University	\$64,506,392.30	\$12,840,873.50	19.91%
15	701	Texas Education Agency	\$56,350,959.43	\$7,200,758.66	12.78%
16	405	Department Of Public Safety	\$50,324,591.06	\$8,625,133.74	17.14%
17	744	UT Health Science Center - Houston	\$47,703,324.77	\$6,679,221.00	14.00%
18	754	Southwest Texas State University	\$43,538,209.99	\$5,949,025.47	13.66%
19	752	University Of North Texas	\$39,093,417.95	\$6,729,231.92	17.21%
20	739	Tx Tech Univ Health Sciences Center	\$36,164,100.63	\$9,122,215.37	25.22%
21	539	Dept Of Aging And Disability Svcs	\$32,813,880.38	\$2,724,382.48	8.30%
22	302	Office Of The Attorney General	\$30,873,767.37	\$6,099,636.27	19.76%
23	753	Sam Houston State University	\$30,557,421.03	\$4,240,625.97	13.88%
24	802	Parks And Wildlife Department	\$28,647,879.12	\$4,176,704.09	14.58%
25	582	Texas Comm. On Environmental Quality	\$28,040,843.63	\$8,534,107.89	30.43%



# TEXAS TECH UNIVERSITY SYSTEM

## FISCAL YEAR 2005 SEMI-ANNUAL HUB REPORT TOP 25 AGENCIES SPENDING MORE THAN \$5 MILLION with LARGEST PERCENTAGE SPENT with HUBs

RANK	AGENCY	AGENCY NAME	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
1	759	University Of Houston - Clear Lake	\$9,627,029.48	\$4,182,690.66	43.45%
2	751	Texas A & M University - Commerce	\$6,067,596.72	\$2,196,341.84	36.20%
3	320	Texas Workforce Commission	\$18,116,133.86	\$6,022,125.27	33.24%
4	760	Texas A & M Univ - Corpus Christi	\$8,320,744.62	\$2,718,485.24	32.67%
5	731	Texas Woman's University	\$16,953,757.92	\$5,534,250.64	32.64%
6	713	Tarleton State University	\$7,009,915.25	\$2,248,560.10	32.08%
7	732	Texas A & M University - Kingsville	\$6,871,634.45	\$2,186,898.90	31.83%
8	582	Texas Comm. On Environmental Quality	\$28,040,843.63	\$8,534,107.89	30.43%
9	724	University Of Texas At El Paso	\$15,016,036.59	\$4,158,145.84	27.69%
10	530	Dept Family And Protective Services	\$11,213,505.12	\$3,008,225.58	26.83%
11	757	West Texas A & M University	\$7,558,599.04	\$1,917,103.76	25.36%
12	362	Texas Lottery Commission	\$76,117,579.20	\$19,210,070.14	25.24%
13	739	Tx Tech Univ Health Sciences Center	<b>\$36,164,100.63</b>	<b>\$9,122,215.37</b>	<b>25.22%</b>
14	304	Comptroller Of Public Accounts	\$16,672,946.66	\$4,004,023.11	24.02%
15	303	Tx Building & Procurement Commission	\$14,179,181.02	\$3,353,229.46	23.65%
16	743	University Of Texas At San Antonio	\$21,332,796.21	\$4,951,820.83	23.21%
17	709	Texas A & M Health Science Center	\$5,539,210.39	\$1,237,300.63	22.34%
18	305	General Land Office	\$23,336,562.40	\$5,145,108.13	22.05%
19	711	Texas A & M University (Main Univ)	\$76,186,262.34	\$15,883,222.51	20.85%
20	763	Unt Health Science Ctr At Fort Worth	\$10,940,304.43	\$2,265,408.59	20.71%
21	716	Texas Engineering Extension Service	\$8,033,960.60	\$1,652,330.23	20.57%
22	750	University Of Texas At Tyler	\$6,308,873.45	\$1,269,793.24	20.13%
23	747	University Of Texas At Brownsville	\$5,661,023.77	\$1,128,978.59	19.94%
24	733	Texas Tech University	<b>\$64,506,392.30</b>	<b>\$12,840,873.50</b>	<b>19.91%</b>
25	302	Office Of The Attorney General	\$30,873,767.37	\$6,099,636.27	19.76%

President's Report  
Texas Tech University  
Board of Regents Meeting  
May 13, 2005

President Whitmore stated that he wanted to discuss growth in quality and excellence at Texas Tech as the primary overriding goal. We are making great progress with that at the end of the academic year. It is time to reflect on that. The board witnessed by the five students—three of whom were in attendance to be introduced—that the absolute top level and quality of our student graduates is at the highest level and competitive with any university in the country. The Law School that Regent Sitton mentioned with a 91 percent first-time pass rate of those students who took the bar exam and the highest in the state is another indicator. There are many other indicators, but those are two very clear examples. Another one is a visit we had by the Phi Beta Kappa Society, which is the highest level undergraduate student honor society in America. Texas Tech is under serious consideration by them for a chapter. We had a successful visit, but they do have a vote by the membership at a national meeting that they only hold every third year. So, we are about 18 months away from knowing finally whether we will be admitted or not. Certainly, we are in a great position to do that. We intend to send a delegation, including myself, to that national meeting to be able to answer any questions that they may have of us.

Secondly, we are hiring outstanding new faculty. As the board saw from the list of tenured people who were approved, these are people from Yale, Nebraska, Kansas, the University of Victoria in British Columbia, UCLA, Penn State, etc. These are top level people who are competitive at any quality institution in the country. We are attracting them to Texas Tech and they are making an added difference to the university, starting this fall. We had about one hundred plus searches this year. Those are turn-over lines, retirement lines and 43 new positions. That is about a 12 percent turnover in faculty in a single year. These new people will add to the quality of the faculty that are here now and move us forward.

Also, we are in the final throws of a search for a vice president for research. The search committee has done an outstanding job. The search is still in the search committee's hands. They are bringing in five or six candidates. They have had four visit the campus already. These are people from the University of Missouri, from Kansas State, from Arizona State and from Ohio State. These are people of great experience at excellent universities and I have no question that we will make a final appointment. It will take three or four more weeks before an offer can be made, but the board will be fully informed at the time and before we go public with a final offer.

Also, this year has been a great year for athletic achievements at the university. This is not just in the primary sports, but in golf, tennis, track and field and an increase in softball with a new coach. The athletic programs are successful on the playing field and

court, but they are also being very successful in the academic arena. We are proud of those achievements. If you have not seen it, *Sports Illustrated* has a post-spring practice national rankings for next year in football and Texas Tech is ranked 20<sup>th</sup> in the nation.

Finally, we will graduate almost 3,000 outstanding students including Law School students on Saturday. Some of the regents will be present to enjoy that festive occasion. This is the largest class that we have ever had. It is clear on all these categories—student achievement, faculty appointments and achievements as you have met our new Horn Professors, a very positive search for a vice president for research, fine success across the board on athletic programs and this fine group that is graduating—that Texas Tech is moving forward in very positive ways. We look forward to continuing to work with the board and the new regents to keep this happening. Onward and upward.

Thank you.

President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
May 13, 2005

President Wilson reported that Dr. Richard Homan, the Dean of the School of Medicine, announced two days ago that he was leaving to become the Vice President for Clinical Affairs and Dean of the School of Medicine at Drexel University. One of the positives that Dr. Homan was able to accomplish, which was different from the previous dean, is a very, very good relationship with the hospital. That is very important to maintain. Dr. Wilson informed the board that he met with the leadership of the hospital yesterday morning to find out who they felt comfortable with as interim dean and they submitted three or four names. Interestingly, those three or four names that they gave me were the three or four names that he had been thinking about anyway. That worked out very well. Over the next several weeks, he will be speaking with select faculty in order to gain additional input before naming an interim dean. In the meanwhile, we will start putting together a search committee. He expects to finalize that within the next couple of weeks and start the national search for a replacement.

The second item to mention, some of the board members have already seen this, but you have in front of you the El Paso Economic Impact Study. This is the additional revenues that the community of El Paso will realize as a result of the current regional campus becoming a four-year school. This was a study that we commissioned from people who do this at the University of Texas at El Paso. It is a huge amount—over \$1.6 billion until 2013. This is something we thought might be useful for the board, but also for the legislators as they continue to deliberate about the merits of our proposal for funding in El Paso and also for the El Paso community as we continue to try to raise monies locally. We will be launching a campaign formally on June 30 for further fundraising. We thought this study would be helpful for the community to understand how important it is for them to support the establishment of this four-year school.

Regent Black commented that Drexel's gain will be our loss, with regard to Dr. Homan. Regent Black added that he has been involved now with the board over his tenure as dean and he has seen the progress that has been made and the accomplishments that he has made and experienced at the School of Medicine. Regent Black asked that Dr. Wilson convey the board's best wishes and congratulations to Dr. Homan on his new opportunity, but we wish he was not taking it. Regent Black also asked that Dr. Wilson extend the board's wish of all continued success in the future to Dr. Homan.

Chairman Francis requested that Dr. Wilson inform the board that with the advent of El Paso coming on-line, a logical question that he has received locally is how is that going to impact the School of Medicine in Lubbock and what are the implications of the new four-year School of Medicine in El Paso. Dr. Wilson responded that the short answer is that it will impact all of the campuses positively. Dr. Nairn just wrote an op-ed piece

which we hope to get published over the next several weeks. It has been completed and we plan to submit it to various newspapers. Dr. Nairn's report details exactly how many more students each of the students will get as a result of the students who currently are trained in the third and fourth years in El Paso having to be distributed elsewhere. There are different scenarios. We have yet to finalize the exact numbers, but there are hundreds of students at any one time at El Paso. Those students would have to go elsewhere now between Lubbock, Amarillo and a new program in Odessa. Along with those students comes funding at about \$55,000 per student. In addition, because of the increase in the student load, we will have to increase our faculty numbers. Again, this will have a positive impact from an economic standpoint on the community, but also a positive impact in terms of our academic productivity as we continue to increase our faculty numbers. Each of the campuses will stand to gain. From a national reputation standpoint, that is something else that each campus will gain as a result of greater national reputation of the Health Sciences Center, as a whole, because there are only two other institutions in the country that have more than one medical school—one is Michigan and one of their schools is an osteopathic school, so that doesn't count, in a way. The other school is in New Jersey. We will actually be only the second institution that has more than one allopathetic medical school. As a result of that, that gives us an opportunity to tout something that is unusual and depending on how we publicize that and market that and how we continue to build on that, each of the campuses will benefit.

Regent Griffin added that it is fair to say that the Lubbock campus will only be enhanced and enlarged, but not detracted from or suffer any kind of siphoning off from Lubbock to El Paso. Dr. Wilson agreed.

Chairman Francis noted that Lubbock wins, Amarillo wins, Midland-Odessa wins—it is a giant win for all of West Texas.

Thank you. That concludes my report.

Chancellor's Report  
Texas Tech University System  
Board of Regents Meeting  
May 13, 2005

Dr. Smith welcomed the three new board members. He noted that we have a great team and an exciting future in front of us in the case of the University and the Health Sciences Center. It is interesting to note that as we try to round out this legislative session, it is very likely that the budget that you are presented as we come this fall could well be close to or over \$1 billion for the first time in the history of the Texas Tech University System. That is not what is noteworthy, however. It is the fact that over the course of the last four or five years, we have actually grown by almost \$250 million over that period of time. Of course, our impact not only on this region of Texas, but in the state and nationally has continued to grow. This will be something not just to celebrate, but to challenge ourselves as we try to position the University and the Health Sciences Center in this state and in this nation. Indeed, we have something to offer in a much larger sandbox than just this region of the country. We have something to offer on a state-wide, national and international platform.

Dr. Smith added first of all, in the area of fundraising this year, we have raised just about \$47 million. That is about 15 percent over year-to-date last year. As you recall last year, by Chase definition, we raised about \$56 million. We are ahead of the game from last year. As you know, we are not counting federal grants as they are a by-case definition. We have not had deferred gifts, as we are in a focus campaign. As we gear up, it will be most appropriate that we begin to think about that side of our operation. We will need help from the board in that regard, as well.

Dr. Smith also added that we were reviewing some other data regarding the benchmarking and fundraising and since 2002, one of the key priorities for both the University and the Health Sciences Center—but more for the University—is the area of scholarship fundraising. We are just under a total of \$30 million for that period of time in funds raised for scholarships. About \$17 million of that has gone into endowments. Obviously, we have a recurring line item, but we need to continue to push the envelope there because of the issues of accessibility more first generation students, i.e., African American, Hispanic students that are going to have difficulty with access and we are going to have to help make a great institution like this accessible.

Dr. Wilson's needs are a little different in this regard. He has a much more selective environment. Scholarships are not quite as important as obviously, faculty support, faculty start up and research needs that he has in his aspirations. Although, Dr. Wilson has an aggressive agenda on diversity.

Dr. Smith presented a report regarding the legislative agenda at both the national and state level. At the federal level, we continue to expand our relationships. Dr. Smith

wanted to commend both presidents for their work in this regard as well as working with our alumni association and of course, Beto Cardenas and the work of the national group. Not only are we working diligently with our own delegation in Texas. As you know, many of the members of the Appropriations Committee are not from West Texas. Obviously, the relationships with people like Kay Granger and Henry Bonilla are pivotal. Except for John Carter, who is now on the Appropriations Committee and is a Tech alum, that helps us a great deal. We have had to broaden our bridges, particularly since Chairman Combest has retired from Congress. This does not say, though, that we are not getting a lot of help from Randy Neugebauer, Mack Thornberry, Sylvester Reyes, Mike Conaway, and all of the West Texas delegation which has been very helpful and most receptive and have signed on to our almost \$40 million in requests for the two universities. On average, we tend to get somewhere between \$10 and \$18 million a year in federal appropriations. We usually rank within the top ten percent of all institutions at the national level. It looks like we are on target again this year for a similar type of accomplishment. Beto Cardenas is here and we appreciate his work on behalf of the Health Sciences Center and the System. Also, people like Vince Versage working with the university. But more importantly, Dr. Smith wanted to thank both John and Roy for their trips to Washington and that personal touch that is very important to be successful in that environment. As you all know, each year we will be working with the regents. We will be doing an annual trip, obviously, timely to the appropriation process. Usually we go up in the spring so we will be working with you and your calendars because usually we take a small contingent of regents up because they do listen, you do have relationships and that is what it is all about in Washington. We have been very successful in that regard. We have had good meetings recently with some of the leadership and some of the key leaders in other states because we have had to broaden out to work with a number of the individuals. Some of the individuals we are working with are Senator Coleman from Minnesota and Senator Dewine who is from Ohio. We are trying to build those kinds of coalitions, as well, because there is some synergy sometimes that you can develop with companion states or those that have similar needs.

There are some significant issues, besides appropriations in Washington, that we are tracking. There is the reauthorization of the Higher Education Bill, once again. There is considerable debate with many of the federal grant scholarship and Pell grants. Some are going up and some are going down. With our family incomes being where they are in West Texas—lower than many other parts in this country and the state—we need to continue to provide the support to our students that are need-based.

On the area of the state front, everybody has been very busy from Chas to Mike and Martha, John Opperman and others. Both presidents have been down to Austin a number of times. Roy Wilson has been working with the Senate, actually with the conferees, on both El Paso and some of the needs we have across the system. John has been down several times talking about Tier I status and research. He has been called in as an expert in that regard. We appreciate their time and effort in working through with the members. As you all know, at this time, we are in the middle of the final throws of the conference committee for the budget. The best guess at this time is

that as early as mid-next week we might have some solid answers relative to higher education Article 3. It may drag to late next week, however. There has been some good movement and progress, as you all recall. Our priorities have to do with funding the formulas, not only the issues of catching back on the cuts that we had in the past, but also dealing with the growth that both universities have experienced. Tuition revenue bonds, where we have major requests from both universities for the College of Business Administration, for the Law School where we have the expansion to match and the opportunity to match the Lanier gift, and then at the Health Sciences Center where we need to get our previous authorization funded for El Paso and then we have new tuition revenue bonds for Midland where we have an expansion opportunity for our P.A. Program as well as for obstetrics and gynecology and several other programs down there.

The other area just mentioned is research development funds. This is the old Excellence Fund. We have not forgotten the fact that this has been a pivotal source for us to get recruitment packages and to retain good faculty. We had half of that restored in the base budget. We need to try to get the rest of that for the university.

There are also a number of special items. The board knows about El Paso. That is moving along very well at this point. Dr. Smith commended Chairman Francis and the business leadership team in El Paso that has been working through some novel ways to create funding mechanisms that are now working their way from the House to the Senate. We will keep our fingers crossed. Obviously, the Midland component—that is about \$13 million, the Hill Country initiative, the initiatives of wind and water and some of the other special items. If you get a chance and you see leadership, we are working very well with leadership—the Governor, Lieutenant Governor and the Speaker's Office. They have been very helpful this session. If you have the opportunity, we need to express that gratitude. Senator Ogden, the chairman of the Conference Committee and Senate Finance, has been a big supporter. He and Senator Duncan are very good colleagues and strong friends. They work together very well. Chairman Pitts from the House Appropriations side and the vice chair for this appropriations process for the conferees, has also been most attentive. It is very easy to get in to see him. If you have the opportunity to see him, thank him as well because they do appreciate that kind of advice. They hear a lot of other things during the session and it is not always "thanks." It is getting down to the point in time where it just might make a difference to say that to them because we do appreciate their hard effort.

Dr. Smith noted that he is optimistic and we will know more in the next week and a half. We will keep the board informed as we start to finalize those details related to formula and those special items.

Thank you.