

Delegations of Authority for Stephen F. Austin State University*

<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders and vouchers for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501; University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$100,000</i></u> Kay Johnson, Executive Director of Finance and Administrative Services	September 1, 2023
CONTRACTS – ACADEMIC AFFAIRS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Academic Affairs. SFASU’s Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU’s Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Dr. Lorenzo Smith, Provost and Executive Vice President for Academic Affairs	September 1, 2023
CONTRACTS – FINANCE AND ADMINISTRATION: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Finance and Administration. SFASU’s Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU’s Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Judy Kruwell, Vice President for Finance and Administration	September 1, 2023

**Please be aware that this chart provides only a brief summary of each delegation memorandum. You will need to review the specific delegation memorandum that is of interest to you for detailed scope and restrictions related to such delegation. As of 8-1-2023, with the exception of certain Special Procedure Contracts, the Board approval threshold for Stephen F. Austin State University is \$2,500,000, and the OGC threshold is \$1,000,000 (see Rule 10501 and UTS145). Delegation chart current as of 3/4/2024.*

<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONTRACTS – DIVISION OF STUDENT AFFAIRS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Student Affairs. SFASU’s Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU’s Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Carrie Charlie, Interim Vice President for Student Affairs	September 1, 2023
CONTRACTS – DIVISION OF UNIVERSITY ADVANCEMENT: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of University Advancement. SFASU’s Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU’s Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Jill Still, Vice President of University Advancement	September 1, 2023

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<u>Board of Regents'</u> <u>Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONTRACTS – DIVISION OF ENROLLMENT MANAGEMENT: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Enrollment Management. SFASU's Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU's Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u>Value of less than \$350,000</u> Dr. Lee Furbeck, Vice President for Enrollment Management	September 1, 2023
CONTRACTS – (SFASU) OFFICE OF GENERAL COUNSEL: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the (SFASU) Office of General Counsel. SFASU's Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU's Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u>Value of less than \$350,000</u> Damon Derrick, Vice President and General Counsel (SFASU)	September 1, 2023

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<u>Board of Regents'</u> <u>Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONTRACTS – DIVISION OF INFORMATION TECHNOLOGY SERVICES: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and service originating in the division of Information Technology Services. SFASU's Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU's Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Michael Coffee, Chief Information Officer	September 1, 2023
CONTRACTS – DIVISION OF MARKETING AND COMMUNICATION: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Marketing and Communications. SFASU's Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU's Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u><i>Value of less than \$350,000</i></u> Graham Garner, Chief Marketing and Communications Officer	September 1, 2023

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<u>Board of Regents'</u> <u>Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONTRACTS – DIVISION OF INTERCOLLEGIATE ATHLETICS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services originating in the division of Intercollegiate Athletics. SFASU's Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU's Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Gina Oglesbee, Interim President	<u>Value of less than \$350,000</u> Ryan Ivey, Director of Intercollegiate Athletics	September 1, 2023
FINANCIAL CERTIFICATIONS RELATED TO FEDERAL AWARDS: Delegation of authority to execute and deliver certain financial certifications related to federal awards.	<i>Rule 10501; 2 CFR 200.415</i>	Gina Oglesbee, Interim President	Judy Kruwell, Interim Vice President for Finance and Administration	September 1, 2023

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<u>Board of Regents'</u> <u>Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
GRANT OR EXTERNAL SPONSOR AGREEMENTS: Delegation of authority to execute and deliver certain grant or external sponsor documents with fully executed Proposal Clearance Forms. Authorized to execute the following documents on behalf of the University: <ol style="list-style-type: none"> 1. Paper and electronic grant applications and amendments to the applications; 2. Routine grant certifications, provisions, and assurances; 3. Documents accepting awards that do not require the signature of the president; 4. Documents related to the submission, acceptance, amendment and reporting or research and sponsored project applications and awards; 5. Approve the University's Proposal Clearance Form. Authority specifically excludes contractual and intellectual property agreements that by SFASU's policy and practice require the review of the SFASU's General Counsel and signature of the President.	<i>Rule 10501</i>	Gina Oglesbee, Interim President	Dr. Lorenzo Smith, Acting Dean of the Office of Research and Graduate Studies	September 1, 2023

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<u>Board of Regents'</u> <u>Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
TELECOMMUTING: Delegation of authority to approve or deny employee requests for telecommuting.	<i>Texas Govt. Code 658.010; University Policy 03-217</i>	Gina Oglesbee, Interim President	Dr. Lorenzo Smith, Provost and Vice President of Academic Affairs Judy Kruwell, Interim Vice President for Finance and Administration Carrie Charley, Interim Vice President for Student Affairs Michael Coffee, Chief Information Officer Damon Derrick, Vice President and General Counsel Dr. Michara DeLaney-Fields, Chief Diversity Officer Dr. Lee Furbeck, Vice President for Enrollment Management Graham Garner, Chief Marketing and Communications Officer Jill Still, Vice President for University Advancement Ryan Ivey, Director of Athletics Jane Ann Bridges, Chief Audit Executive	September 1, 2023
EXCEPTIONS TO DIR ACCESSIBILITY RULES: Delegation of authority to review and approve all DIR compliance exceptions in accordance with UTS OGC Bulletins 2006-1 and 2009-1.	<i>Ch. 2054 Texas Govt. Code Subch. M; TAC 206.70; TAC 213; UTS 150</i>	Gina Oglesbee, Interim President	Michael Coffee, Chief Information Officer	September 1, 2023

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
AGREEMENTS FOR U.I.L. OFFICIATING SERVICES: Delegation of authority to execute and deliver University Interscholastic League (U.I.L.) officiating agreements. Authority limited to the then-current version of the Game officials Agreement template that has been reviewed and approved by SFASU’s General Counsel’s office for that purpose. Any changes made to the template must be approved by the SFASU General counsel before the modified agreement is signed.	<i>Rule 10501; University Policy 05-302</i>	Gina Oglesbee, Interim President	Ryan Ivey, Director of Intercollegiate Athletics	September 1, 2023
E-FILE STATEMENTS IN CONNECTION WITH STUDENT ACCOMMODATION REQUESTS (DISABILITY SERVICES): Delegation of authority to execute and deliver e-file statements on behalf of the university in connection with student accommodation requests.	<i>Rule 10501</i>	Gina Oglesbee, Interim President	Tiffany Rivers, Director of Disability Services	September 1, 2023
PERSONAL PROPERTY OWNED BY SFASU – TITLES AND ASSOCIATED DOCUMENTS FOR THE PURCHASE, SALE, OR TRANSFER OF: Delegation of authority to execute and deliver titles and related documents for the purchase, transfer, or sale of vehicles, trailers, and marine equipment.	<i>University Policy 05-306</i>	Gina Oglesbee, Interim President	Kay Johnson, Executive Director of Finance and Administrative Services	September 1, 2023
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO STEPHEN F. AUSTIN STATE UNIVERSITY				
HOLIDAY SCHEDULE: Delegation of authority to approve annually the holiday schedule for the respective institutions.	<i>Rule 30201, Section 1</i>	Jonathan Pruitt, Executive Vice Chancellor for Business Affairs	Presidents, The University of Texas	September 1, 2010 (cont. March 1, 2022)

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CAMPUS LEASES – STEPHEN F. AUSTIN STATE UNIVERSITY: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)	<i>Rule 70301; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i>	Jonathan Pruitt, Executive Vice Chancellor for Business Affairs	Vice President for Finance and Administration, Stephen F. Austin State University	November 30, 2023
TRADEMARK LICENSE AGREEMENTS: Delegation of authority to execute and deliver trademark license agreements related to Board-owned trademarks, so long as all trademark license agreements include: (1) the grant clause posted online or a grant clause substantially similar to that grant clause, (2) a statement making the license subject to the Trademark License Agreement Terms and Conditions posted online , and (3) a Trademark Schedule showing the exact mark or marks being licensed and indicating how those marks are to appear (including color, capitalization, typesetting, and any other distinguishing features of the included marks). Ensure proper monitoring of each licensee. All trademarks with a value exceeding institutions’ local contracting authority must be reviewed and processed as outlined in UTS125.	<i>Rule 10501; Rule 90101, Sects. 15.1 and 15.3; UTS125</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	Presidents – UT Institutions Chief Business Officers – UT Institutions and UT System Vice Provosts for Research and Vice Presidents for Research – UT Institutions Chief Legal Officers – UT Institutions	March 6, 2017
SETTLEMENT OF DISPUTES – CHIEF LEGAL OFFICERS: Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of \$75,000 or less.	<i>Rule 10501</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	<u>\$75,000 or less</u> Chief Legal Officers* [*Note: Some institutions have more than one Chief Legal Officer, for the purposes of this delegation. See memo.]	November 8, 2023
INVOICES AND PAYMENTS FOR OUTSIDE COUNSEL SERVICES: Delegation of authority to submit to the Texas Attorney General the outside counsel invoices required by SB 1370 (86R-2019).	<i>SB 1370 (86R); Rule 10501, Sects. 2.1 and 2.8</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	Chief Legal Officers – UT Institutions	July 30, 2019 (eff. September 1, 2019)

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