

# **Policy and Procedures Manual**

## **Volume I**



## **GOVERNANCE**

## **University Mission**

Huston-Tillotson University is an historically black University affiliated with The United Methodist Church, the United Church of Christ and the United Negro College Fund (UNCF). The mission of the University is to provide its increasingly diverse student body with an exemplary education that is grounded in the liberal arts and sciences, balanced with professional development, and directed to public service and leadership. The University prepares students with the integrity and civility to thrive in a diverse society, fosters spiritual development, preserves and promotes interest in the accomplishments and experiences of the University's historic constituents and evolving population, and creates and sustains supportive relationships which advance the Huston-Tillotson University community.

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## 1.0 University Governance

### 1.1 History and Tradition

#### 1.1.1 History of the University

Huston-Tillotson University evolved from Huston-Tillotson College. Huston-Tillotson College, chartered in 1952 by the state of Texas, represents a merger of two former Colleges located in Austin, Texas: Samuel Huston College and Tillotson College. The new institution united the missionary zeal and historic commitments to the education of “Freedmen,” descendants of slavery, of the Congregationalists (now known as the United Church of Christ) and the Methodist Episcopal Church (now known as The United Methodist Church), under the motto, “In Union, Strength.”

The roots of Tillotson College date back to 1875 and build upon an earlier Freedmen’s secondary school sponsored by the American Missionary Association of the Congregational churches. The first principal was a pioneer teacher, Ms. Elizabeth Evans, who later became known as Mrs. Elizabeth Evans Garland. The acquisition of the first permanent site for the institution was made possible by gifts of \$16,000 raised and donated by the Reverend George Jeffrey Tillotson, a Congregational minister from Wethersfield, Connecticut. He also selected the site atop Austin’s second highest hill overlooking the Colorado River.

Chartered in 1877 as Tillotson Collegiate and Normal Institute, the school opened for its first classes on January 17, 1881, following the completion of Allen Hall, “the first building in the state of Texas for the higher education of Negroes, and also the first of its kind west of the Mississippi.” The first President was the Reverend William E. Brooks, former pastor of the Congregational Church of West Haven, Connecticut.

In 1881, there were no public schools for colored people in the city of Austin. Many of Tillotson’s first students had no prior formal education; however, the eager students, who numbered 100 by the end of the first year, knew that they were the “elect” of the colored race. On June 2, 1909, a new charter was issued and the name of the school was changed to Tillotson College.

During the next forty years, Tillotson College grew and survived numerous changes as it lifted its standards, expanded its curriculum, and developed its academic program to address the changing times of the twentieth century. Founded as a “normal school” for the training of teachers for the black community, Tillotson College was renowned for the excellence of its Department of Education and its Music Department, which was established in 1885.

The institution was organized as a junior College in 1925, as a woman’s College in 1926, and again as a senior College in 1931, returning to co-educational status. Tillotson College was accredited with an “A” classification by the Southern Association of Colleges and Schools in 1943.

The roots of Samuel Huston College date back to February 22, 1876, when the Reverend George Warren Richardson, a Methodist minister from Minnesota leased St. Paul Methodist Episcopal Church of Dallas, Texas, as the site for a school for the colored youth of Dallas. Classes began in 1876 under the leadership of the Reverend Richardson with an enrollment of six students, which increased to 60 students by the end

of the first year. In April of 1876, arson destroyed St. Paul and the school was relocated to a temporary site and then to the Colored Methodist Church of America. On November 7, 1876, at the Quarterly Conference at St. Paul, *Minnesota*, the black Methodists requested that the West Texas Conference of the Methodist Episcopal Church adopt the school and rename it Andrews Normal College, in honor of Bishop Andrews. This request was granted on November 29, 1876. On November 26, 1877, the West Texas Conference agreed to relocate the school to Austin, Texas. The new school opened in Austin in September 1878 at Wesley Chapel Methodist Episcopal Church, now known as Wesley United Methodist Church. The name of the school was changed again to West Texas Conference School, and the sponsorship turned over to the Freedmen's Aid Society of the Methodist Episcopal Church. The instruction was still primarily provided by members of the Wesley Church. No satisfactory or permanent site had been located for the school. In December of 1887, Mr. Samuel Huston, a farmer from Marengo, Iowa, donated property estimated to be worth \$10,000, with the understanding that the school would bear his name. A foundation was laid, but the money gave out before the first building was completed. The efforts of the local sponsors and the Freedmen's Aid Society persisted.

Professor Reuben Shannon Lovinggood, a descendant of slavery who had formerly held the Chairperson in Latin and Greek at Wiley University (an institution also established by the Methodist Episcopal Church in East Texas), was elected Principal. Construction on the first building named Lovinggood Hall continued in honor of its leader, and classes were held on the first and second floors of the building located at Twelfth Street and East Avenue.

On August 31, 1910, Samuel Huston College was chartered as a private educational corporation under the laws of Texas. Within ten years, Samuel Huston College had nineteen teachers, five hundred and seven students, seventy-one graduates, five buildings, and \$87,000 worth of property. In 1926, Samuel Huston College was approved as a senior College by the State of Texas Department of Education. The College was accredited with the "A" classification by the Southern Association of Colleges and Schools in 1934.

Throughout the history of Samuel Huston College and Tillotson College, moral and religious instruction undergirded the academic curriculum at both institutions. Located less than one mile apart in East Austin, the institutions enjoyed healthy competition and rivalry in athletic programs, cooperation in student activities, and collegial relationships among the faculty, staff, and students. These distinguished campus life for black youth in the capital city of Texas. A commitment to community service and making a noble contribution to the wider society was always affirmed as the purpose of education. Perhaps most endeared in the memories of the Colleges by its alumni were President Mary Elizabeth Branch (Tillotson College, 1930-1944), who was the second African-American woman to serve as president of an American College, and President Karl Everett Downs (Samuel Huston College, 1943-1948), who was a dynamic preacher and fundraiser who inspired numerous men for ministry in the Methodist Church. It was President Downs who offered Jackie Robinson his first job as a basketball coach at Samuel Huston College, in 1945. Both institutions were also founding members of the United Negro College Fund in 1944.

On January 26, 1952, the trustees of Samuel Huston College and Tillotson College met jointly and agreed to detailed plans for merging the two institutions on the site of Tillotson College, which was then known as "Bluebonnet Hill." The merger was consummated and the new Charter of Incorporation for Huston-Tillotson College was signed on October 24, 1952. At the time of merger, Dr. William H. Jones was President of Tillotson College and Dr. Robert F. Harrington was President of Samuel Huston College.

Dr. Matthew S. Davage was chosen as President of the new Huston-Tillotson College. On September 1, 1955, Dr. John Jarvis Seabrook became President of Huston-Tillotson College. Upon his retirement in 1965, the mantle fell to Dr. John Quill Taylor King, Sr., who provided distinguished leadership as President of the College from 1965 to 1988. On June 30, 1988, Dr. King retired. Dr. Joseph Turner McMillan, Jr. became the fourth President of Huston-Tillotson College on July 1, 1988. On June 30, 2000, Dr. McMillan retired and Dr. Larry L. Earvin became the fifth President of Huston-Tillotson College on July 1, 2000.

## **1.1.2**

### ***Presidents of Huston-Tillotson University***

The President of the University serves as chief executive officer of the corporation and ex-officio member of the Board and reports directly to the Board of Trustees. The following biographical summaries of Huston-Tillotson University presidents are indicative of the premium which the University places on service to community and nation. The tradition exemplified by the University's presidents is one in which all persons affiliated with Huston-Tillotson University can take pride and one which students and alumni are encouraged to emulate.

#### **1.1.2.1 Mathew S. Davage**

The College's first President, Matthew S. Davage (1952-1955), graduated New Orleans University (now Dillard University) with a degree in classics and went on to earn graduate degrees from the University of Chicago and Columbia University. He had compiled an illustrious career in higher education before accepting the presidency of Huston-Tillotson College at the age of 73. Previously, he had been president of George R. Smith College, Haven Institute, Rust College, Samuel Huston College, and Clark University (later Clark College, now Clark Atlanta University). A revered figure in the annals of African-American Methodism, Dr. Davage served on the board of trustees for eight Colleges during his illustrious career and was director of all Methodist Colleges for African-Americans in the United States. Dr. Davage was once described as a "mentor, sage, and elder statesman." To him fell the formidable task of leading the newly merged Huston-Tillotson College through its formative years.

#### **1.1.2.2 John Jarvis Seabrook**

Dr. Davage was succeeded by John Jarvis Seabrook, who held the presidency from 1955 to 1965. Born in Savannah, Georgia, Dr. Seabrook studied at Claflin College (where he later served as President and earned an A.B. degree at Clark College, now Clark Atlanta University); a master's of divinity from Gammon Theological Seminary; and a law degree at Howard University. Dr. Seabrook's career encompassed nearly four decades in Christian education, including periods as chaplain at Langston University and director of the Morgan College Christian Center. Like his predecessor, Dr. Seabrook had been associated with Samuel Huston College before becoming president at Huston-Tillotson College, having been director of the social science division at Samuel Huston College. An active participant in civic affairs, Dr. Seabrook provided service to numerous organizations, including the Coordinating Board of the Texas College and University System, Austin's first Committee on Human Relations, the United Way Board of Directors, the Community Council of Austin and Travis County, the Austin Chamber of Commerce, and the Brackenridge Hospital Board.

#### **1.1.2.3 John Quill Taylor King, Sr.**

Following Dr. Seabrook's tenure, John Quill Taylor King, Sr., became President in 1965, served until 1988, and was named Chancellor and President Emeritus following his retirement. Dr. King ended a distinguished military career with the rank of Major General in the United States Army and was later appointed by the then-governor to the rank of Lieutenant General in the Texas State Guard. He holds bachelor's degrees from Fisk University and Huston-Tillotson College, a master's of science from DePaul University, and the doctorate from the University of Texas at Austin. Active throughout his life in civic affairs and the Methodist Church, Dr. King has been a member of numerous honorary societies and fraternal and professional organizations, including Phi Beta Kappa, the Masons and Shriners, Boy Scouts of America, the Austin Regional Advisory Board, Texas Commerce Bank, and the Philosophical Society of Texas. Listed in [Who's Who in America](#) and other biographical publications, Dr. King has also been widely published and is president of King-Tears Mortuary, Inc.

#### **1.1.2.4 Joseph Turner McMillan, Jr.**

Joseph Turner McMillan, Jr., was the College's fourth president, (1988-2000). He received the Bachelor of Science in psychology and a master of arts in student personnel from Howard University and an Ed. D. in higher education administration from Columbia University Teachers College. Prior to his tenure as President, Dr. McMillan was director for 18 years of the United Church of Christ's ministry in church-related higher education. Active in civic, cultural, religious, and educational organizations, Dr. McMillan has

served on boards of directors of organizations throughout the nation, Austin, and Texas. Upon Dr. McMillan's resignation as President, the Board of Trustees bestowed upon him the title of President Emeritus.

#### **1.1.2.5 Larry L. Earvin**

The College entered the twenty-first century under the leadership of Larry L. Earvin, who assumed the presidency in July 2000. In February 2005, Dr. Earvin led the institution to institution to university status and Huston-Tillotson College became Huston-Tillotson University. Dr. Earvin earned his bachelor's degree in business administration at Clark College (now Clark Atlanta University), a master's degree in urban planning from Georgia State University, and a doctorate in American Studies from Emory University. Immediately before coming to Huston-Tillotson University, Dr. Earvin was dean of the School of Arts and Sciences at Clark Atlanta University. He has served on several commissions and committees on higher education and is active in national and international higher educational initiatives and organizations such as the American Academy of Political Science; American Association of Higher Education; National Association of Student Personnel Administrators; the Council of Deans of Arts and Sciences; the Leadership Alliance (based at Brown University); New York University's Faculty Resource Network; Project Kaleidoscope (Washington, D.C.); and the U.S. Department of Commerce's National Oceanic and Atmospheric Administration consortium of HBCU and historically disadvantaged institutions in South Africa. Co-author of numerous papers and publications, Dr. Earvin has received numerous awards and fellowships and is listed in several biographical dictionaries. Locally, he serves on the Austin Convention and Visitors Bureau Advisory Board, the Austin Symphony Advisory Board, and the Austin Area Research Organization.

#### **1.1.3 General Information**

Huston-Tillotson University awards undergraduate, four-year degrees in business, teacher education, the humanities, social sciences, science and technology. A multi-cultural, multi-ethnic, and multi-faith institution, the University welcomes students of all ages, races, and religions.

The University is a 501(c)3 not-for-profit corporation. The President serves as chief executive officer of the corporation.

#### **1.1.4 Corporate Seal**

The corporate seal of the Corporation shall be circular in form, with the words "Huston-Tillotson University, Austin, Texas" embossed around the circumference, with a large Texas Lone Star embossed in the center of the circle.

#### **1.1.5 Motto**

"In Union, Strength

#### **1.1.6 Tag Line**

Learn More

#### **1.1.7 Colors**

Maroon and gold

#### **1.1.8 Mascot**

The ram

#### **1.1.9 Alma Mater**

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*From her eastern windows shining  
Comes the promise of the day.  
Huston-Tillotson, Alma Mater,  
Gentle guardian of the way.  
From the weary plains and lowland,*

*Founded on the Rock Eternal,  
Looking ever tow'rd the light:  
Wise in mind and great in spirit,  
Holding fast her vision bright.  
Come you loyal sons and daughters,*

### **1.1.10**

#### ***Buildings and Facilities***

Huston-Tillotson University is located on a 19-acre tree-lined, flourishing campus near downtown Austin, Texas. The University also owns 6 acres of property adjacent to the campus for future expansion and development and maintains a biological field station south of the city used by faculty and students for environmental research.

Campus buildings are named for past presidents and other distinguished persons in testimony to their outstanding contributions in sustaining the institution and fostering its advancement. The hyphenation of the building names commemorates the University's joint heritage in the United Church of Christ and The United Methodist Church. Each name links a representative of the former Tillotson College (and the United Church of Christ) with a representative of the former Samuel Huston College (and The United Methodist Church).

#### **1.1.10.1 Agard-Lovinggood Classroom and Administration Building**

The "A-L" Building, as it is called on campus, was completed in 1968 and has been refurbished several times. It is named for Dr. Isaac Merrit Agard, President of Tillotson College from 1905 to 1918, and Dr. Rueben Shannon Lovinggood, President of Samuel Huston College from 1900 to 1916. The three-story building serves as the principle administrative hub. The following operational units and personnel are housed in "A-L":

##### **1.1.10.1.1 Provost and Vice President for Academic and Student Affairs**

1. Associate Provost
2. Psychology Faculty offices
3. Registrar
4. Enrollment Management
5. School of Business and Technology

##### **1.1.10.1.2 Vice President for Administration and Finance**

1. Business Office
2. Human Resources
3. Post Office and Duplicating Center
4. Information Technology
5. Coordinate Contracts with Sodexo for Facilities and Food Services

"A-L" also includes several classrooms and three computer labs. A lecture hall/auditorium located on the main floor is equipped with distance-learning technology and has a seating capacity of 216.



### **1.1.10.2 King-Seabrook Chapel/Jackson -Moody Humanities Building**

The chapel-humanities complex was completed in 1974. Named for two presidents of the merged Huston-Tillotson College—Dr. John Q. Taylor King, Sr. (1965-1988) and Dr. John Jarvis Seabrook (1955-1965)—the building includes a 392 seat auditorium and a stage adequate for dramatic and other productions. The humanities portion of the building was named for E. W. Jackson, a former trustee and generous donor, and the Moody Foundation of Galveston, Texas, which made a substantial contribution toward the construction of the building. In this portion of the complex are classrooms, practice rooms for music students, campus support programs, computer labs and testing facilities, and faculty offices for the College of Arts and Sciences.

### **1.1.10.3 Dickey-Lawless Science Building**

Dickey-Lawless was completed in 1954, renovated and modernized in 1993, and laboratories were refurbished with updated workstations and equipment in the summer of 2009. It houses the Dean of the College of Arts and Science, Department of Natural Sciences and Mathematics, an auditorium (which houses Thunder® distance learning technology), several lecture rooms, and science and computer laboratories. The building was named in honor of Dr. James L. Dickey, a Huston-Tillotson University graduate, Central Texas physician, and former member of the Board of Trustees, and Dr. Frederick Lawless, a Chicago physician who also served on the University's Board of Trustees.

### **1.1.10.4 Downs-Jones Library**

The split-level library was completed in 1960 and named for Dr. Karl Everett Downs, President of Samuel Huston College from 1943-1948, and Dr. William H. Jones, President of Tillotson College from 1944-1952. The stack room presently houses more than 92,642 printed volumes and has a capacity capable of housing over 2,000 additional publications. The library subscribes to 294 periodicals, is part of an interlibrary loan program, and provides access to electronic databases. The library is also a participating member of TexShare, a library resource sharing program, which enables students, faculty and staff to borrow books from other member libraries. Downs-Jones Library houses the university's collection of African Art and the State Hermitage Museum Kiosk (a virtual online touch-screen museum). The library's Alma Moss Orme Computer Laboratory offers students a variety of software, internet, and e-mail services.

On the main floor are the general reading room, the computer laboratory, the main stacks, the processing department, and staff offices. A curriculum library for the use of the Teacher Education Department is located on the ground floor and houses a state adopted textbook collection. The lower level also includes the Media Services Area that acquires, manages, and circulates all non-print materials, such as audio-visual equipment and recordings; viewing rooms; and a faculty and staff computer lab.

### **1.1.10.5 Allen-Frazier and Beard-Burrowes Residence Halls**

Located at the north end of the campus, Allen-Frazier (female students) and Beard-Burrows (male students) Residence Halls were occupied for the first time in 1956. Additions and renovations were made in 1965, 1977, 1988, 1997, 2003, and 2006. The halls offer a choice of traditional dormitory-style communal living or suites for four students sharing a common living-study area and bath. Each hall provides telephone service, cable television, laundry facilities, central heat and air conditioning, and a comfortable lounge area. The Student Government Association office is located on the lower level of the Hall.

The residence halls take their names from former buildings on the previous two campuses. Allen Hall was the first building on the Tillotson College campus; Frazier Hall was part of Samuel Huston College and named for Mr. J.W. Frazier, one of the first Samuel Huston professors. Beard Hall was a former Tillotson College women's dormitory, named for Reverend A.F. Beard, Corresponding Secretary of the American Missionary Association from 1902 to 1912; and Burrowes Hall was the first building on the Samuel Huston campus, named for Mr. Edward T. Burrowes, a generous donor. The Health Center is located in the Allen-Frazier Residence Hall. The University has dedicated two study rooms, one in each residence hall, for all students but primarily for students in the W.E.B. DuBois Honors Program. The suite in A-F is named in memory of Mrs. Azie Taylor-Morton, deceased distinguished alumna; while, the B-B suite is named in honor of Dr. DuBois, famed African American sociologist and social activist.

### **1.1.10.6 Davage-Durden Student Union Building**

The Student Union building, constructed in 1963, houses the Dean of Student Affairs, the dining facilities, a snack bar, the President's Dining Room, lounge areas, the campus bookstore, and the offices of the Director of Campus Life and First Year Experience and the Coordinator of the First Year Experience. The building was named for Dr. Matthew S. Davage, President of Samuel Huston College from 1917-1920 and of Huston-Tillotson University from 1952-1955, and for Mrs. Mattie Ella Holman Durden, a Tillotson College graduate who served as Secretary of the Board of Trustees.

### **1.1.10.7 Mary E. Branch Gymnasium - Auditorium**

Constructed in 1952, this building houses the Intercollegiate Athletic Department. Classrooms and training areas are on the lower level. The gymnasium on the upper level is used for indoor athletic and sports events and for special events. The building is named for Miss Mary E. Branch, the only woman to serve as President of these institutions.

### **1.1.10.8 Conner-Washington Hall**

The two-story wooden frame building located at the center of the campus was constructed in 1938 and served initially as the offices of the University's Home Economics program. It later served as the residence of Dr. John Jarvis Seabrook, President of Huston-Tillotson College, now University, from 1955-1965. The building was renovated in 1995 and named in honor of Dr. B.E. Connor and Dr. M.J. Washington, two distinguished physicians who served students enrolled at Tillotson College and Samuel Huston College prior to the merger of the institutions in 1952. Offices of Career and Graduate Development, first floor, and Campus Safety, second floor, respectively now occupy the building.

### **1.1.10.9 Evans Industrial Building**

Evans Industrial Building is one of two historical structures on the campus. Constructed in 1911-1912 by Tillotson College students, it was completely restored in 1984 and designated as a Texas Historical Site. The building currently houses the Department of Teacher Education and Kinesiology, the Teaching Resource Center, the Human Performance Laboratory, and the Distance Learning Laboratory. Originally known as the Evans Industrial Hall, the building is named for Major Ira H., Evans, who served on the Tillotson College Board of Trustees and who provided funds for the building's construction.

### **1.1.10.10 Anthony and Louise Viaer – Alumni Hall (formerly known as the Old Administration Building)**

Tillotson College students built the Old Administration Building in 1913-1914. It was entered in the National Register of Historic Places in 1993 and full restoration was completed in August 2006. The grand re-opening was celebrated on Charter Day 2006.

The first floor was fully restored in 2005 and currently houses the Small Business Resource Center and African American Heritage center on the first floor. The Institutional Advancement Office is housed on the second floor. The third floor serves to house the Board of Trustees Conference Room, the President's suite, and the Institutional Research and Assessment office. The restoration of the first floor was funded by a grant from the Department of the Interior's National Park Service. Restoration of the second and third floors with modifications to the first floor was funded by a grant from the Department of Commerce's Economic Development Administration.

#### **1.1.10.10.1 President of the University**

1. Institutional Advancement
2. Institutional Research and Assessment
3. Executive Offices
4. African American Heritage Center

5. Wachovia Small Business Resource Center

## **1.2 Mission, Goals, Accreditation, and Memberships**

### **1.2.1 Mission of the University**

Huston-Tillotson University is a historically black University affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund (UNCF). The mission of Huston-Tillotson University is to provide its increasingly diverse student body with an exemplary education that is grounded in the liberal arts and sciences, balanced with professional development, and directed to public service and leadership. The University prepares students with the integrity and civility to thrive in a diverse society, fosters and promotes interest in the accomplishments and experiences of the University's historic constituents and evolving constituency, and creates and sustains supportive relationships which advance the Huston-Tillotson University community.

### **1.2.2 Institutional Goals**

1. The University will position itself as a premier academic institution by strengthening historical and new relationships.
2. The University will offer innovative and excellent academic programs in a learner-centered environment which provides a challenging and exemplary educational experience.
3. The University will increase enrollment by recruiting a diverse student population and retaining them through graduation.
4. The University will create and maintain innovative student programs to foster development of the whole person, to prepare students for position of leadership in the community, the workplace, and the world.

5. The University will operate under a participatory governance structure that involves and educates the entire University community while making use of the skills and talents of the Board of Trustees, faculty, staff, administration, and students.
6. The University administration will ensure fiscal stability and growth through annual formative assessment, sound financial management and stewardship, and enhanced external funding.
7. The University will develop and implement a state-of-the-art technology program to enhance the teaching and learning environment, increase administrative productivity, and improve competitive positioning.

### **1.2.3 Accreditations**

Huston-Tillotson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404) 679-4501) to award baccalaureate degrees.

The University is also approved for listing as an affiliated institution by the University Senate of The United Methodist Church and is affiliated with the United Church of Christ. The University is also approved for veterans training.

### **1.2.4 Memberships**

The University holds memberships in numerous professional organizations and societies, including the following:

American Council on Education

Council for Advancement and Support of Education

Council for Higher Education of the United Church of Christ

Council of Independent Colleges

Independent Colleges and Universities of Texas

National Association of Collegiate Registrars and Admissions Officers

National Association of Independent Colleges and Universities

National Association of Intercollegiate Athletics

National Association of Schools and Colleges of the United Methodist Church

Southern Association of Colleges and Schools

Texas United Methodist College Association

United Negro College Fund, Inc. (UNCF)

Texas Association of Developing Colleges (TADC)

American Library Association

**1.3 Governing Documents of Huston-Tillotson University**  
**1.3.1 Charter**

APPROVED \_\_\_\_\_

\_\_\_\_\_ OF STATE

/S/ Ellis F. Morris

Assistant CHIEF CHARTER DIVISION

**THE CHARTER OF HUSTON-TILLOTSON COLLEGE**

THIS AGREEMENT made this 24<sup>th</sup> day of October 1952, between the TRUSTEES OF SAMUEL HUSTON COLLEGE of Austin, Texas, and the TRUSTEES OF TILLOTSON COLLEGE of the same place,;

WITNESSTH:

WHEREAS, SAMUEL HUSTON COLLEGE was organized as a private educational corporation under the laws of Texas by a charter dated August 13, 1910, and filed in the office of the Secretary of State of Texas the 31<sup>st</sup> day of August 1910; and

WHEREAS, TILLOTSON COLLEGE was organized as a private educational corporation under the laws of Texas by a charter dated June 2, 1909, and filed in the office of the Secretary of State of Texas on June 2, 1909; and

WHEREAS, certified copies of said charters are attached hereto; and

WHEREAS, the respective Trustees of said Colleges have mutually covenanted and agreed and by these presents do mutually covenant and agree to consolidate the said Colleges into a single private educational corporation pursuant to Article 1316 of the General Corporation Law of the State of Texas upon the following terms and conditions: IT IS AGREED:

1. The name of the proposed consolidated College shall be Huston-Tillotson College.
2. This corporation exists, not for profit, but for the purposes of encouraging and promoting the cause of Christian education generally, and to extend the influence of science, art, and Christian culture. Its powers and purposes shall include all of those heretofore given in said charters to SAMUEL HUSTON COLLEGE and to TILLOTSON COLLEGE, and it shall be vested with all the property, property rights, privileges and immunities of SAMUEL HUSTON COLLEGE and TILLOTSON COLLEGE, together with such other corporate powers as shall be necessary to carry on an educational institution in all of its branches.

It shall have the power to receive and hold real estate and personal property, to buy, sell and mortgage the same and to use the principal and income for educational purposes, to contract, sue and be sued, to make pension and annuity agreements, authorize budgets, determine educational policies, grant diplomas and confer degrees. The alumni of SAMUEL HUSTON COLLEGE and of TILLOTSON COLLEGE shall be recognized as Alumni of HUSTON-TILLOTSON COLLEGE.

3. The domicile of the said College shall be in Austin, Texas, or in the vicinity thereof or elsewhere, but meetings of its Board of Trustees may be held at such place or elsewhere in or out of the State of Texas.

4. It shall have a Board of Trustees consisting of 28 members of which 10 members shall be elected by the Board of Education of the Methodist Church, 10 members by the American Missionary Association and 8 members shall be elected by the 20 members as above. Upon termination of their term of office as above provided, the successors of said trustees shall be elected in the manner hereinafter set forth, and for a period of three years, or until their successors have been duly elected and qualified. Vacancies in the first group shall be filled by the Board of Education of the Methodist Church. Vacancies in the second group shall be filled by The American Missionary Association. Vacancies in the third group of eight trustees elected for the first time by the twenty named above shall be filled by election by the entire Board of Trustees.

5. Without the execution or recording of deeds or bills of sale all the real and personal property heretofore belonging to either of the consolidating corporations shall belong to this consolidated College and it may continue to own or sell such property upon such terms as it shall deem for its best interest.

6. The consolidated corporation shall be governed by its Board of Trustees, who are authorized to vest in any of its officers the power to execute contracts, deeds, mortgages, bills of sale and any other instrument which shall be binding upon the corporation.

The trustees first elected as aforesaid by the American Missionary Association and the Board of Education of the Methodist Church shall be elected for a term of years as follows:

Four by each of the said corporation for a period of one year, four by each of said corporations for a period of two years, and two by each of said corporations for a period of three years and these twenty, at the time of electing the eight remaining trustees, shall elect them for a period of years as follows: Three for one year, three for two years, and two for three years.

In case the number of trustees is changed at any future time, the numbers elected by the above mentioned American Missionary Association and Board of Education of the Methodist Church, shall be changed accordingly; these numbers always to remain equal and in each case always to be greater than the number of trustees elected otherwise.

A trustee elected as above provided shall continue in office until his successor is elected and failure to select a trustee or trustees shall not dissolve the corporation. At least one meeting of such Board of Trustees shall be held in each calendar year which shall be known as the Annual Meeting and as many other meetings shall be held as shall be determined by the By-laws or a majority vote of the Board of Trustees.

The Board of Trustees by a two-third vote shall adopt By-laws and such Rules and Regulations for itself, the College, its faculty and students as they may from time to time determine, including amendments thereto.

The Board of Trustees shall elect a president, and shall elect upon nomination of the president a dean of instruction, a business manager and such other administrative personnel as shall be necessary, and shall fix their duties, salaries and tenure of office and shall have power to remove them and to select their successors. The Board of Trustees shall also elect upon nomination of the president the members of the faculty consisting of professors, associate professors, assistant professors, teachers and instructors, and shall have the power to fix their duties, salaries, tenure of office and remove them and select their successors.

7. The names and residences of those who are to act as its first Board of Trustees, who shall act as incorporators and shall continue as Trustees until their successors shall be elected as hereinabove provided are as follows:

Muriel Day, New York, New York  
J. Wesley Hole, Los Angeles, California  
S.L. Brown, Dallas, Texas  
W. Kenneth Pope, Houston, Texas  
L.H. Lightner, Denver, Colorado  
Samuel Marble, Denver, Colorado  
M.S. Davage, Austin, Texas  
Robert N. Brooks, New Orleans, Louisiana  
C.R. Yerwood Odoin, Austin, Texas  
Albert P. Shirkey, Washington, D.C.  
Charles L. Warren, Oakland, California  
M.J. Washington, Austin, Texas  
U.S. Smith, Fort Worth, Texas  
James Reed, Austin, Texas  
I.B. Loud, Dallas, Texas  
Gerald Harvey, Los Angeles, California  
Fred D. Young, San Antonio, Texas  
Edmund Heinsohn, Austin, Texas

Everett H. Givens, Austin, Texas  
C.A. Barr, Austin, Texas  
Gordon Worley, Austin, Texas  
Wood H. Patrick, Austin, Texas  
Harold Case, Boston, Massachusetts  
Robert F. Harrington, Austin, Texas  
William Earl Brehm, Des Plaines, Illinois  
Mrs. Judson E. Fiebiger, Grinnell, Iowa  
Frederick E. Brooks, Austin, Texas  
John D. Moore, Houston, Texas  
M.E. Durden, Austin, Texas  
L.M. Rymph, Topeka, Kansas  
James E. Walter, Demorest, Georgia  
J.L. Dickey, Taylor, Texas  
H.E. Lee, Houston, Texas  
William C. Burton, Fort Worth, Texas  
Truman B. Douglass, New York, New York  
Mrs. Elbert Read, Shenandoah, Iowa  
Phillip W. Sarles, Detroit, Michigan  
Phillip M. Widenhouse, New York, New York  
William F. Frazier, New York, New York  
William H Jones, Austin Texas

(signatures are on file)

- 8. The term for which this corporation shall exist shall be for a period of fifty years.
- 9. Whenever reference is made herein to the Board of Education of the Methodist Church, it shall mean and include its successors in educational work carried on by said Church, and when reference is made to the American Missionary Association, it is understood that it includes its successors in the educational work carried on by it.
- 10. The estimate of credits, rights, chattels and lands owned by the corporation is \$2,500,000.

IN WITNESS WHEREOF, this agreement has been signed and sealed by the duly authorized officers of the trustees of SAMUEL HUSTON COLLEGE and TILLOTSON COLLEGE, as evidenced by the resolutions of said respective Boards of Trustees, attached hereto.

(Corporate Seal) TRUSTEES OF SAMUEL HUSTON COLLEGE  
by /S/ Edmund Heinsohn, President

/S/Connie R. Yerwood Odom TRUSTEES OF TILLOTSON COLLEGE  
Secretary by /S/ Phillip W. Sarles, President  
(Corporate Seal)

Attest:  
/S/ M. E. Durden  
Secretary

On behalf of the Board of Trustees of the consolidated College, this instrument has been executed by the following members thereof:

/S/ Philip M. Widenhouse

/S/ Matthew S. Davage

/S/ Gordon Worley

Witness: /S/ William Earl Brehm

### **1.3.2 Articles of Incorporation**

Filed in the Office of the  
Secretary of State of Texas  
This 29 day of May 1970

/S/ Donald W. Ray

#### **1.3.2.1 Preamble**

1. Huston-Tillotson College, pursuant to the provisions of Article 4.06 of the Texas Non-Profit Corporation Act, hereby adopts Restated Articles of Incorporation which accurately copy the Articles of Incorporation and all amendments by such Restated Articles of Incorporation as hereinafter set forth and which contain no other change in any provision thereto. The adoption of these Restated Articles of Incorporation, including the amendments therein contained, is without prejudice to the rights of property of the corporation which, as evidenced by its Articles of Incorporation filed in the office of the Secretary of State of Texas under date of October 24, 1952, were acquired by it as successor to the two earlier corporations thereby consolidated, the said property rights so acquired being hereby expressly preserved and reaffirmed.

2. The Articles of Incorporation of the corporation as presently existing (hereafter sometimes called "Existing Articles") are amended by the Restated Articles of Incorporation (hereinafter sometimes called "Restated Articles") as follows:

- a. The entire preamble of the "Existing Articles", to wit, all that portion of the latter preceding Article number one (1), is omitted from the Restated Articles;
- b. Articles numbers one (1), two (2), three (3), four (4), five (5), and six (6) of the Existing Articles are changed so as respectively to read as stated in the correspondingly numbered articles of the Restated Articles.  
The changes of substance thus effected in the six last mentioned Articles are (with regard to Article 2) to clarify the status of the corporation as a non-member corporation under the Texas Non-Profit Corporation Act and to restate its purposes and powers by reference to said Act; and (with regard to Article 4) to change substantially the constitution and selection of the board of trustees; and (with regard to Article 6) to further define the powers of the Board of Trustees by reference to the foregoing Act.
- c. Article seven (7) of the Existing Articles (reflecting the names, addresses and signatures of the original trustees of the Corporation) has been omitted from the Restated Articles, and Article seven (7) of the Restated Articles provides the term of existence of the Corporation to be perpetual, thus replacing and changing Article eight (8) of the Existing Articles (stating said term to be fifty (50) years).
- d. Article eight (8) of the Restated Articles adds a provision having no counterpart in the Existing Articles. It imposes certain self-explanatory limitations on distribution of the corporate property in the event of dissolution of the Corporation.
- e. Articles nine (9) and ten (10) and all following provisions of the Existing Articles are omitted from the Restated Articles. However, the provision of said Article nine (9) concerning successors of the religious bodies therein named is, in effect, included in the second sentence of Article four (4) of the Restated Articles.
- f. All of the changes from the Existing Articles reflected by the hereinafter included text of the Restated Articles, including the changes hereinabove described in paragraphs (a) through (e), as well as all others, whether of substance, phraseology, arrangement of provisions or otherwise, are intended to be by way of amendment to said Existing Articles to the extent necessary for said text henceforward to constitute the full Articles of Incorporation of Huston-Tillotson College as of the date on which said Restated Articles shall be filed in the office of the Secretary of State of Texas.

3. Each such amendment made by these Restated Articles of Incorporation has been effected in



conformity with the provision of the Texas Non-Profit Corporation Act and such Restated Articles of Incorporation were duly adopted in the following manner:

The Restated Articles of Incorporation as so amended were adopted at a meeting of the governing board of the corporation, to wit, its Board of Trustees, legally held on March 12, 1970, and received the vote of a majority of the trustees in office, there being no members of the corporation having voting rights in respect thereof.

4. The Articles of Incorporation and all amendments and supplements thereto are hereby superseded by the Restated Articles of Incorporation set forth on pages numbers five (5) and following hereof which accurately copy the entire text thereof and as amended as above set forth:

### **1.3.2.2 Restated Articles of Incorporation with Amendments**

1. The name of the Corporation is Huston-Tillotson College.
2. This Corporation is one, not-for-profit, but for the purposes below stated and, without prejudice to the hereinafter prescribed nomination procedure for election of its Board of Trustees, is a non-member Corporation within the meaning of the Texas Non-Profit Corporation Act. Its purposes are to encourage and promote, consistently with the moral principles of the Christian Religion, the cause of education generally, including extension of the influence of science, art and culture.

Without prejudice to the powers, and limitations of powers, validly provided herein or by the by-laws, the Corporation shall have all of the powers and privileges permitted by, and be subject to all restrictions imposed by, the above-mentioned Act or other applicable Texas laws.

3. The domicile and principal office of the Corporation is at Austin, Travis County, Texas, but may be changed to any other place within said state by vote of two-thirds of the Trustees present at a meeting at which such change is considered.

4. The Corporation, including its College, shall be governed by one Board of Trustees. The Board, beginning with its Annual Meeting of 1971, shall consist of twenty-eight (28) Trustees, including ex officio the President of the Corporation, all to be elected by the Board, provided that six (6) of them shall be so elected upon exclusive nomination by the Board of Education of the United Methodist Church or its successor organization and six (6) upon exclusive nomination by the American Missionary Association or its successor organization, with the right of these two organizations respectively to submit substitute or alternate nominees in case of rejection of original nominees by the Board of Trustees. The Board may, by two-thirds vote of those present at the corresponding meeting, change the number of its members and thus reduce proportionately the number to be nominated respectively by the two organizations last above named, but shall not, without their previous written consent, give the one greater Board membership representation than the other nor increase the percentage of the total Board to be otherwise nominated. The terms of the Trustees shall be three (3) years and until election of their respective successors. All Trustees elected prior to 1971 for terms expiring thereafter shall serve out their said terms; but, beginning with 1971 and annually thereafter, the number of those elected upon nomination of the above named nominating organizations respectively shall be two (2) each and the number elected otherwise shall be five (5).

Vacancies on the Board within a term shall be filled only for the unexpired portion thereof and upon nomination by the appropriate party and election as for a full term; but failure to fill vacancies shall not necessarily dissolve the Corporation.

The Board of Trustees shall hold, together with such other meetings at such time and places as it may determine, at least one in each calendar year at the principal office of the Corporation, which meeting shall be designated as the Annual Meeting and at which any then existing vacancies on the Board, however occurring, shall be filled and officers for the ensuing year elected, to wit, the Chairman and a Vice Chairman of the Board, a Secretary and a Treasurer, from the membership of the Board, a President, who shall be an ex officio member of the Board and chief executive officer of the Corporation, a Dean of the College and a Business Manager, as well as such other officers, deans and other faculty members and

employees as the by-laws or the Board shall provide.

The Board, by a two-thirds vote of those present at the corresponding meeting, shall adopt, and may from time to time amend, by-laws. The by-laws may include any provision consistent with applicable law and the Articles of Incorporation.

Nothing herein shall prejudice the rights of the Corporation to property of whatever kind owned or claimed by it upon the date upon which these Articles, as amended and restated, become legally effective, nor shall it affect the continuing recognition of the alumni of any predecessor College as alumni of Huston-Tillotson College. Without prejudice to the powers, and limitations of powers, of the Board of Trustees validly provided herein or in the by-laws, the Board shall have all powers granted to, and the duties imposed upon, the governing body of corporations of its kind by the Texas Non-Profit Corporation Act or other applicable Texas law, including power to delegate to its Board Committees, officers or other representatives authority to bind the Corporation by contracts, deeds, mortgages, bills of sale and any other transactions of acts, whether of the same or a different character. This Corporation shall have perpetual existence.

5. This Corporation shall have perpetual existence.
6. In the event of dissolution of this Corporation, none of its property subject to distribution shall be distributed otherwise than to distributees then exempt from federal income taxation and qualifying as donees of such inter vivos or testamentary gifts as are tax-deductible in respect of the federal income tax of the donor and tax-exempt in respect of federal gift and estate taxes of the donor.
7. The number of directors ("trustees") now constituting the board of directors ("trustees") of the Corporation is twenty-seven (27) and the names and respective addresses of the persons now serving as directors ("trustees") are as follows:

Mr. Stuart R. Aaron  
Dr. Herman A. Barnett  
Mrs. C.A. Barr  
Dr. Evelyn Berry  
Reverend Carl D. Burkle  
Dr. Connie Y. Conner  
Mr. O.H. Elliott  
Reverend John D. Moore  
Bishop Noah W. Moore, Jr.  
Mr. E. Fredric Morrow  
Mr. Robert W. Olson  
Bishop W. Kenneth Pope  
Justice Thomas M. Reavley  
Judge W. St. John Garwood  
Mrs. L. L. Haynes  
Dr. Wesley A. Hotchkiss  
Dr. E. W. Jackson  
Dr. T. K. Lawless  
Attorney Clayton L. LeFevere  
Dr. I. B. Loud  
Dr. Ronald W. Roskens  
Dr. Phillip W. Sarles  
Bishop O. Eugene Slater  
Dr. Howard E. Spragg  
Reverend Arthur G. Swartz  
Dr. Myron F. Wicke  
Mr. Jackie Robinson

8. The street address of the registered office of the Corporation is 1820 East 8<sup>th</sup> Street, Austin, Travis County, Texas; and the name of the registered agent of the Corporation at said address is John T. King.

The foregoing document, including the Articles of Incorporation as amended and restated, is hereby

executed in duplicate originals by the Corporation through its President and Secretary at Austin, Travis County, Texas, on this 28<sup>th</sup> day of May, 1970.

HUSTON-TILLOTSON COLLEGE

By /S/ John T. King  
John T. King, President

By /S/ Connie Y. Conner  
Connie Y. Conner, Secretary

State of Texas  
County of Travis

I, Irene Weider, a Notary Public, do hereby certify that on this 28<sup>th</sup> day of May, 1970, personally appeared before me John T. King, who being duly sworn, declared that he is the president of the Corporation executing the foregoing document in the capacity therein set forth, and that the statements therein contained are true.

In Witness Whereof, I have hereto set my hand and seal the day and year before written.

/S/ Irene Weidner  
Notary Public in and for Travis County, Texas  
My Commission Expires: June 1, 1971

### ***1.3.3 Bylaws of the Board of Trustees of Huston-Tillotson University***

#### **1.3.3.1 ARTICLE I - Authority**

Huston-Tillotson University is organized as a corporation under the Texas Non-Profit Corporation Act. The University's Articles of Incorporation provide that it shall be governed by its Board of Trustees. In the exercise of responsibilities, the Board is directed to adopt bylaws consistent with applicable law and articles. These Bylaws are adopted pursuant to such authority.

#### **1.3.3.2 ARTICLE II - Membership of the Board of Trustees**

##### **A. Election and Number of Trustees**

The Corporation, including its University, shall be governed by one Board of Trustees. The Board shall consist of twenty-eight (28) Trustees, including ex-officio the President of the Corporation, all to be elected by the Board, provided that six (6) of them shall be so elected as representatives of The United Methodist Church, and six (6) of them shall be so elected as representatives of the United Church of Christ, upon consultation with the leadership of the regional adjudicatories of the respective churches. The Board may, by two-thirds vote of those present at a duly called meeting of the Board, change the number of its members and thus reduce proportionately the number to be nominated respectively by the two (2) church bodies, but shall not, without their previous written consent, give one church greater membership representation than the other nor increase the percentage of the total Board to be otherwise nominated. Vacancies on the Board within a term may be filled at any time, but shall be filled only for the unexpired portion thereof and upon nomination by the Board Development Committee and election by the full Board. Failure to fill vacancies shall not necessarily dissolve the Corporation.

## B. Term of Service

### 1. Regular Term of Service

The regular term of service of a trustee shall be three (3) years. The term of a Trustee shall expire following adjournment of the Annual Meeting of the Board of Trustees in the final year of the term of which the Trustee was elected. No trustee shall serve more than three (3) successive full terms, at which time the trustee's eligibility ends for at least one (1) full year from annual meeting to annual meeting. Following one (1) year of ineligibility for Board membership, the Board Development Committee may regard that person as eligible for nomination to serve on the Board for up to another three (3) successive full terms.

### 2. Removal of a Trustee

A Trustee of Huston-Tillotson University may be removed from the Board prior to the completion of the Trustee's term of service at the Trustee's request or for cause. For purposes of these bylaws cause includes, but is not limited to, lack of attendance at trustee meetings, lack of notification of conflict of interest, conduct detrimental to the image of the University or Board, or unethical or unprofessional conduct.

The Board shall provide appropriate due process for any Trustee who is subject to removal from the Board. Such Trustee shall be given written notice of the Board's concern and within twenty-one (21) business days of notification may respond in writing or request a hearing before the Board Development Committee. Should the Trustee choose not to respond to the Board's written notice or request a hearing, the Board Development Committee will proceed with review of the concerns and deliver its findings and recommendations. The findings and recommendations of the Board Development Committee shall be presented to the full Board of Trustees for consideration and vote. Board Development Committee recommendations may include no sanction, censure, or removal. Removal of a Trustee, as recommended by the Board Development Committee, shall require a majority vote of all Trustees in attendance at the Trustee meeting where such matter is considered.

### 3. Alumni Trustees

The alumni of Huston-Tillotson University shall be represented on the Board of Trustees by the President of the Huston-Tillotson University International Alumni and Ex-Students Association as an ex-officio member and by a second representative elected by the Board of Trustees based upon the exclusive nomination of the International Association. Both representatives shall be voting members of the Board. The Term of Service on the Board for the President of the International Association shall be coterminous with the tenure as President of the Association. The term of service for the second Alumni Representative shall be two (2) years, with the provision for the International Association's nomination and the Board's re-election of this person to a second term of two (2) years, which then must be followed by the nomination of a new Alumni Representative. This does not preclude the election of either Alumni Representative to a regular term on the Board upon his or her own merits.

## **1.3.3.3 ARTICLE III - Board Meetings**

### A. Regular Meetings

The Board shall hold two (2) regular meetings at the University each year, one in the spring and one in the fall, the dates to be set by the President and the Chairperson of the Board. The spring meeting shall be the Annual Meeting for the election of trustees, officers, and standing committees of the Board and for such other action as may appropriately be taken at that time.

## B. Special Meetings

Special meetings of the Board may be held at any time upon call, (1) by the President after consultation with the Chairperson of the Board, (2) by the Chairperson of the Board, or (3) by any five (5) trustees.

## C. Meeting Notice

A written notice of each board meeting shall be sent at least fifteen (15) days in advance of the meeting, noting the time and place thereof, directed to each trustee at the trustee's latest known address. When special circumstances require it, however, special meetings may be called on shorter notice. The notice of a special meeting shall state the nature of the business to be considered.

## D. Attendance at Meetings

All trustees are expected to attend meetings of the Board and their Standing Committees on a regular basis. Any trustee who is absent for three (3) consecutive regular meetings of the Board, or a cumulative total of fifty percent (50%) or more of the regularly called meetings of the Board held within the trustee's elected Term of Service, may be removed from the Board based upon the recommendation of the Board Development Committee and the majority vote of the Board.

## E. Quorum

One-third of the persons serving as trustees shall be a quorum. When a quorum is present, a majority of the trustees present may decide any matter properly before the meeting unless otherwise provided by law or the Bylaws. In the absence of a quorum, the trustees present may adjourn the meeting and postpone action to a future date.

## F. Postal or Telecommunicated Ballot

In the absence of a quorum at any meeting, or in the event that a decision by the Board is required on short notice or between regular meetings of the Board or the Executive Committee, the Chairperson of the Board, or President in consultation with the Chairperson may send a postal or telecommunicated ballot to each trustee and request a vote by postal or telecommunicated ballot. The results of all postal or telecommunicated ballots will be reported to the full Board at the next regular meeting of the Board, at which time the decision may be reviewed, ratified, or reconsidered.

## G. Minutes

The proceedings of all meetings of the Board shall be recorded by the Clerk of the Board or, in the absence of the Clerk, by a person designated by the presiding officer. Such minutes shall include the names of all trustees present and absent and shall contain adequate reference to all reports made to the Board by committees or officers. The minutes shall be kept by the Clerk and certified by the Secretary in a permanent record which shall also contain a current copy of the Articles and Bylaws. A copy of the minutes of each meeting shall be mailed to each trustee within sixty (60) days after the meeting.

## H. Conflict of Interest Statement

1. Trustee or an officer shall be considered to have a conflict of interest if:

- a. Such a Trustee or officer has existing or potential financial or other interests which impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of the duties and responsibilities of a trustee of the University, or;
- b. Such Trustee or officer is aware that a family member (which for the purposes of this paragraph shall be a spouse or child) or any organization in which such Trustees or officer (or member of the trustee's family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests.

2. Trustees and officers shall disclose to the Board of Trustees any and all possible conflicts of interest at the earliest practicable time. No trustee shall vote on any matter, under consideration at a Board or Committee meeting, in which such Trustee has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Trustee having a conflict of interest abstained from voting. Any Trustee who is uncertain whether there is a personal or corporate conflict of interest in any matter may request the Board or Committee to determine whether a conflict of interest exists and the Board or Committee shall resolve the question by majority vote. The Trustee indicating a conflict of interest may be counted to determine a quorum for any Board or Committee Meeting.

### **1.3.3.4 ARTICLE IV-Officers of the Corporation**

#### **A. Board Officers and Duties**

The Board shall elect from among its members the following officers of the Board: Chairperson, Vice Chairperson, Secretary, and Treasurer. By election, these officers also serve as officers of the Corporation. The President of the University serves as the Chief Executive Officer of the Corporation and an ex-officio member of the Board.

##### **1. Chairperson**

The Chairperson of the Board shall preside at meetings of the Board, and in general, provide leadership to the Board in discharging its responsibilities. The President of the University and Chief Executive Officer of the Corporation shall not be eligible for consideration and election to the position of Chairperson of the Board; and, the Chairperson of the Board may not serve as the President of the University and Chief Executive Officer of the Corporation.

##### **2. Vice Chairperson**

The Vice Chairperson of the Board shall perform the duties of the Chairperson while the Chairperson is absent. The Chairperson may delegate to the Vice Chairperson any duties that appropriately may be carried out by the Vice Chairperson.

##### **3. Secretary**

The Secretary shall be responsible for reviewing and certifying all minutes of proceedings of the Board, and shall record the minutes and attendance of all Executive Sessions of the Board and Executive Committee. The Secretary shall issue certified copies of minutes and Bylaws, when necessary, provided that in the Secretary's absence this may be done by the President, Chairperson or Vice Chairperson.

##### **4. Treasurer**

The Treasurer shall be responsible for reviewing the fiscal affairs and business operations of the University, in consultation with the President and Vice President for Administration and Finance, and shall report to the Business Affairs Committee the University's compliance with the Board's fiscal policies.

##### **5. Other Board Officers**

The Board may establish additional officers to be elected from among its members, as it shall deem necessary.

#### **B. Other Responsibilities of Board Members**

Each of the officers elected from the Board shall have such additional powers and responsibilities as are conferred upon the officer by law, or are vested in the office by the Board, whether through the Bylaws or by other Board action.

#### **C. Terms of Office**

The regular terms of the elected officers of the Board shall be three years. The term of each office shall expire following adjournment of the Annual Meeting at which a successor is elected to serve as the respective officer of the Board. Except under extraordinary circumstances, the Chairperson of the Board is not eligible to serve a successive term of office. Other officers of the Board may serve successive terms of office if elected by the Board.

#### **D. Chief Executive Officer**

The President of the University shall be elected by the Board and serve as the Chief Executive Officer of the Corporation, and ex-officio, member of the Board of Trustees. Authorized and supported by the Board, the President shall have primary responsibility for the educational program of the University, the proper conduct of the business and financial affairs of the Corporation, and the general well-being of the University and the Corporation. Members of the faculty, administrative staff, and other personnel

employed by the University shall serve under the President's general supervision and direction. The President has authority and responsibility for the hiring, evaluation, and termination of all employees of the University within the policies and guidelines established by the Board of Trustees.

At each Annual Meeting by the Board, the President shall make a written report of the activities and actions of the Corporation during the immediate preceding fiscal year. At such meeting the President shall also submit for action of the Board a budget for the forthcoming fiscal year. Such budget shall have been prepared in collaboration with the Vice President for Administration and Finance and shall have been submitted, previously, to the Business Affairs Committee. The President shall make appropriate reports to all other meetings of the Board, including any proposed revision of the budget last adopted by the Board and any other matters the President may deem appropriate for Board review, dialogue, or action. In the event of a vacancy in the position of President or extended incapacitation of the President, the Board shall appoint an Interim President to serve as Acting Chief Executive Officer of the Corporation until such time as a successor is elected by the Board to serve as President of the University. One candidate shall be nominated and submitted to the Board for the position of President by a search committee appointed by the Board. The President may not serve as the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees shall not be considered or appointed to the position of President or Interim President. The President may not serve as an officer of the Board concurrently with his/her position of President.

#### E. Staff Officers and Positions

The senior management staff positions of the University are as follows: President, Provost and Vice President for Academic and Student Affairs, Vice President for Administration and Finance, Vice President for Institutional Advancement, and the Executive Assistant to the President. The Vice Presidents and Executive Assistant are staff of the corporation and senior administrative officers of the University, who serve under the supervision of the President, and as such, are not officers of the corporation. The Vice Presidents and Executive Assistant may not obligate the corporation in any way, except by the delegation of specific duties and responsibilities by the President, who maintains the authority and accepts all responsibility for their actions and decisions.

### 1.3.3.5 ARTICLE V - Committees of the Board

#### A. Standing and Special Committees

The Board of Trustees shall work generally through Standing and Special Committees. Standing Committees shall be elected by the Board from its members and shall be of such size as the Board may from time to time determine. The Standing Committees of the Board are as follows: Executive with Audit Subcommittee, Academic and Student Affairs, Business Affairs, Investment, Buildings and Grounds, Institutional Advancement, and Board Development. Special Committees or task groups may be created by the Board; and their responsibilities, size, duration, and method of selection shall be determined by the Board. Members on special committees or task groups shall not be restricted to trustees.

##### 1. Election and Terms of Standing Committees

All standing committees shall, so far as practical, be elected at the Annual Meeting of the Board for terms expiring at the next Annual Meeting. There is no limit on a trustee's years of service on a Standing Committee of the Board, except that committee membership is coterminous with Board membership.

##### 2. Quorum, Officers and Reports

A committee quorum shall be one-third of the membership. Each committee shall meet at the time and place designated by its Chairperson or a majority of its membership. Standing Committee Chairs are nominated by the Board Development Committee and elected by the Board. The Chairperson of the Board and the President shall be ex-officio members of all committees. Each committee shall report its proceedings to the next regular meeting of the Board and, so far as practical, in writing.

#### B. Executive Committee and Audit Subcommittee

There shall be a standing Executive Committee which shall have power to transact the business of the

Corporation between meetings of the Board or whenever it is impractical to call a meeting of the Board. The Executive Committee shall transact any special business committed to it and shall be an advisory council for the President of the University. The Committee's regular membership shall include the following persons: the Chairperson of the Board, the President of the University [ex officio], the Immediate Past Chairperson, other officers of the Corporation, and each standing committee chairperson. Action taken by the Executive Committee shall be reported at the next regular Board meeting. Any such action may be revoked by the Board if this can be done without prejudice to the rights of third parties. The Executive Committee shall select from its members an ad hoc subcommittee whose function is to evaluate the President's performance at least annually. The Committee shall keep minutes of its meetings consistent with the record keeping procedures of the Board.

The Executive Committee shall have an Audit Subcommittee of three (3) members. It shall periodically appraise the financial control and accounting systems of the University and recommend any changes it deems appropriate. It shall present to the Board a recommendation on the appointment of an independent auditor; review the independent auditor's proposed audit scope and the results of the firm's audit; and review the management response, the University's procedures of internal control, and the activities of the Business Office and its internal auditors, in compliance with the audit process. The Subcommittee may request any designated independent auditor, or any officer or employee of the University to appear before it to report on the financial condition of the University and answer any questions the Subcommittee may have. The President of the University shall not be an ex-officio member of the Audit Subcommittee, but may, upon invitation of the Subcommittee, attend any meeting.

#### C. Academic and Student Affairs Committee

There shall be a standing Academic and Student Affairs Committee which shall be responsible to the Board for recommending educational policy designed to achieve the objectives of the University and for evaluating compliance with policies and achievement of established goals. The Committee shall, in collaboration with the President and the Provost and Vice President for Academic and Student Affairs, consider and make recommendations concerning all matters primarily appertaining to the teaching, service, and research activities of the University. The Committee shall review and recommend policies and procedures concerning the faculty and student body, tenure and compensation, curriculum, degrees (including honorary degrees), research, and teaching equipment and methods. The Committee, or subcommittee created by it, shall meet with the faculty and students separately or jointly as it deems advisable, to confer with them on matters affecting their educational experience on campus. The Committee shall report regularly to the Board of Trustees, making such recommendations as it deems appropriate.

#### D. Business Affairs Committee

There shall be a standing Business Affairs Committee. The Committee's membership shall include the Treasurer, Chairperson of the Investment Committee, and others as deemed necessary. The Committee shall be responsible to the Board for reviewing and recommending fiscal policy for the effective and efficient operation of the University. The Committee shall meet at least twice annually with the President and the Vice President for Administration and Finance, and make recommendations to the Board concerning the financial needs and resources of the Corporation, revenue and expenditures, actual and prospective; accounting and business methods; insurance coverage including fidelity bonds of persons having control of, or access to, funds or other readily disposable property of the Corporation; and all other matters related to the financial status and business affairs of the Corporation.

The Committee shall submit a proposed budget for consideration by the Board, in collaboration with the President and the Vice President for Administration and Finance, not less than 10 days before the Annual Meeting of the Board. Such budget shall be presented by the President to the Board and shall show anticipated revenue and expenditures including capital items for the fiscal year following such Annual Meeting. An annual budget, when adopted by the Board, may not be exceeded by more than two percent (2%) as to any expenditure line item without prior approval of the Board, or, in proper cases, the Executive Committee. The Committee may recommend to the Board proposals for the sale or purchase by the Corporation of any real estate.

#### E. Investment Committee

There shall be a standing Investment Committee. Meeting quarterly, the Committee shall be responsible for recommending to the Board an Investment Policy for the University and any periodic amendments or



deletions which the Committee may deem appropriate. The Committee shall recommend to the Board persons or firms to serve as Investment Managers for the assets of the endowment fund and other investments. The Committee shall also review the investment portfolio, the buy and sell decisions, the income performance, and other related activities of the Investment Managers, and shall monitor conformity with the Investment Policy approved by the Board.

#### F. Buildings and Grounds Committee

There shall be a standing Buildings and Grounds Committee. The Committee shall make recommendations to the Board concerning all matters primarily related to the campus and other real estate and property of the Corporation, including the upkeep, repair, modification, use and disposition of buildings, fixtures and other improvements to land; the acquisition, sale or leasing of real estate of, or for the Corporation, the planning of new structures, their location, proper design, construction and financing; and when appropriate, shall provide counsel to the Business Affairs Committee regarding the purchase, use, and disposition of vehicles.

#### G. Institutional Advancement Committee

There shall be a standing Institutional Advancement Committee. The Committee shall be responsible for developing and carrying out programs for increasing the financial support and advancing the public relations of the University. The Committee, in collaboration with the President and the Vice President for Institutional Advancement, shall advise the Board on University institutional advancement policies, strategies, and campaigns to involve actively in the advancement of the University the following constituencies: faculty, staff, volunteer groups, alumni, church organizations, corporations, foundations, and friends of the University. The Committee may create sub-committees to handle specialized aspects of its work. The Committee shall report regularly to the Board, making such recommendations as it deems appropriate.

#### H. Board Development Committee

There shall be a standing Board Development Committee. The Committee shall recruit and nominate candidates for election to the Board of Trustees, except those to be otherwise nominated as representatives of the Alumni Association. The Committee shall also make nominations of officers of the Board and chairpersons and members of standing committees. The Committee shall work closely with the Chairperson of the Board and the President to plan and implement an orientation program for new Trustees; to coordinate Board cultivation activities; to monitor the attendance and participation of Board members; and to provide ongoing assessment of Board effectiveness in meeting objectives identified in the University's strategic plan.

### **1.3.3.6 ARTICLE VI-Staff of the Corporation**

#### A. Staff Positions and Duties

##### 1. Provost and Vice President for Academic and Student Affairs

The Provost and Vice President for Academic and Student Affairs shall have, under the President, general charge of the educational and student affairs programs and activities of the University. The Provost and Vice President for Academic and Student Affairs shall have primary responsibility for the academic work of the University and shall strive to maintain sound standards in establishing and administering the curriculum. The Provost and Vice President for Academic and Student Affairs shall advise and give leadership to the faculty on methods of instruction, improvement in quality of the program, and academic counseling. Additionally, the Provost and Vice President for Academic and Student Affairs shall give leadership to the departments within the unit that work cooperatively for the coordination of student recruiting, admission, financial aid, student records, student life, counseling, and human development, which complement the academic programs. In addition, the Provost and Vice President for Academic and Student Affairs shall act as liaison officer between student groups and the administration.

While the President is absent from duty at the University and not reasonably available for adequate prior consultation by usual means of communication, the Provost and Vice President for Academic and Student Affairs may, in addition to regular functions, exercise those of Chief Executive Officer. The Provost and Vice President for Academic and Student Affairs shall, in consultation with the President and/or Chairperson of the Board, execute or take other actions in

the name of the Corporation, if in the judgment of the Provost and Vice President for Academic and Student Affairs, prompt action is required in the particular case, but so far as practicable shall not decide matters of policy. Documents executed or other action taken by the Provost and Vice President for Academic and Student Affairs in the name of the Corporation may be relied upon by third parties to the same extent as if taken or executed by the President.

## 2. Vice President for Administration and Finance

The Vice President for Administration and Finance shall be, under the President, assigned specific areas of administration and general charge of the business affairs of the University. The Vice President for Administration and Finance shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever; and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the policies and procedures of the Board of Trustees. The Vice President for Administration and Finance shall manage the annual budget and oversee the expenditure of funds by the corporation authorized in the approved budget and in the guidelines of restricted grants received by the University for programs consistent with the University's Mission and strategic plan. The specific areas of administration may include the information technology systems, the campus safety, the physical facilities and other properties, and the human resources of the University.

## 3. Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves as the chief fundraiser for the University and works directly with the President and the Board of Trustees to determine the resource needs of the University and to implement a plan to secure those resources. The Vice President supervises the areas of development, gift income, planned and deferred giving, alumni affairs, public and church relations. The Vice President works with the President to promote the University's fundraising priorities through the development of on-going dialogue and relationships with program officers of corporations, foundations, governmental agencies, and selected individuals to solicit major gifts in support of the programs of the University.

## 4. Clerk of the Board

The Clerk of the Board shall supervise the recording of attendance and the taking of minutes of proceedings at all meetings of the Board of Trustees and its Executive Committee, except for Executive Sessions. The Clerk who may be an employee of the University, shall supervise the preparation of a draft of the minutes and submit the draft to the Secretary of the Board for review and/or corrections. The Clerk shall have, under the President, responsibility for maintaining a permanent record of all proceedings of the Board and its Executive Committee. Following the review and certification of the minutes by the Secretary, the Clerk shall send a copy of the minutes to each member of the Board within sixty (60) days after the Board meeting.

## 5. Faculty and Staff of the University

The President shall appoint persons to serve as members of the faculty and staff of the University within the limits imposed by the approved budget and consistent with the personnel policies of the University, upon the recommendations of the Vice Presidents.

### B. Other Staff Responsibilities

All persons serving under the supervision and direction of the President shall have such additional powers and responsibilities as are delegated to them by the President.

### C. Internal Committees

The President may create one or more committees among members of the faculty, staff, and student body, or any combination of these, to facilitate the internal operation and management of the University and the accomplishment of its educational objectives.

### **1.3.3.7 ARTICLE VII-Indemnification**

The Corporation shall indemnify each trustee, officer, committee member, employee, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of that person's actions or omissions within the scope of that person's official capacity in the Corporation, provided that the person acted in good faith and reasonably believed that the conduct was in the Corporation's best interest.

### **1.3.3.8 ARTICLE VIII-Amendments**

These Bylaws shall be subject to amendment, revision, or repeal at the Annual Meeting, or at any regular or special meeting of the Board by an affirmative vote of the majority of the members present, provided that a quorum is present, and provided that a statement of the substance of the proposed amendment, revision, or repeal shall be set forth in the notice of such meeting.

### **1.3.3.9 ARTICLE IX-Corporate Seal**

The corporate seal of the Corporation shall be circular in form, with the words "Huston-Tillotson University, Austin, Texas" embossed around the circumference, with a large Texas Lone Star embossed in the center of the circle.

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Bylaws adopted at the Incorporation of Huston-Tillotson College: October 24, 1952

Amended: October 24, 1980 - to include Section 11-C. ALUMNI TRUSTEES

Amended: April 3, 1981 - to include Section V-1. NOMINATING COMMITTEE

Amended: March 31, 1989 - to include Section V-E. INVESTMENT COMMITTEE

Amended March 31, 1989 - to include Section V-D. BUSINESS AFFAIRS COMMITTEE

Amended: November 1, 1990 - to include Section V-F. AUDIT COMMITTEE

Amended: March 27, 1996 - to include editorial changes in language and format; to establish guidelines regarding attendance at meetings, the postal or telecommunicated ballot, term limits of trustees and officers of the board, and amendments to the bylaws; to clarify the duties of the president and vice presidents, officers of the corporation and standing committees; and to include a statement on conflict of interest voted previously by the board.

Amended: November 22, 2000—to include Article II: Membership of the Board of Trustees, B.

Amended: March 30, 2001 – to include Article IV: Officers of the Corporation, Section A. 1. and 4., D. E.; Article V: Committees of the Board, B. 2., C. D., F., G., H., and I.; Article VI: Staff of the Corporation, A. 1., 2., 3., 4., 5., and 6.

Amended: November 8, 2003-

### **1.3.4 Honorary Degrees**

Huston-Tillotson University recognizes that conferring of honorary degrees is a distinguished tradition in American higher education. The University reaffirms its commitment to honor the tradition and legacy by celebrating and lifting up for the community the exceptional achievements and contributions of selected honorary degree recipients, at its Commencement and Charter Day Convocations.

Candidates to be considered for honorary degrees shall be persons of any race, sex, denomination, profession, or area of human endeavor who have distinguished themselves in their fields of service. The University will seek to honor persons of regional, national, and international eminence.

#### **1.3.4.1 Degrees to be Conferred**

Ordinarily, the following honorary degrees may be conferred by Huston-Tillotson University.

LL.D. Doctor of Laws

D.D. Doctor of Divinity

L.H.D. Doctor of Humane Letters

Sc.D. Doctor of Science

Litt.D. Doctor of Letters

Mus.D. Doctor of Music

There may be persons who distinguish themselves in professions and other areas of human endeavor whom the University may wish to honor with a degree more appropriate than any one listed above. In that case, as in any case, the degree to be conferred will be determined or recommended by the committee at the time the person is being considered for the honor.

#### **1.3.4.2 Number of Degrees to be Conferred**

The number of honorary degrees to be conferred in any one time shall not normally exceed three (3) or a total of six (6) in each academic year. It should be understood, however, that a greater number of honorary degrees may be conferred under extraordinary circumstances, while at some convocations a lesser number or no honorary degrees may be conferred. On special occasions, such as the 125<sup>th</sup> or 150<sup>th</sup> anniversary celebrations of the University, for example, there may be exceptions in the maximum numbers of degrees to be conferred throughout the celebration, upon special approval of the Board of Trustees.

#### **1.3.4.3 Criteria**

The Huston-Tillotson University Honorary Degree is awarded to individuals of exceptional accomplishment who have had a minimum of ten (10) years of experience in the area of their achievement. The achievement of the nominees should have a clear relation to the mission of the University and the principles it perpetuates. No alumni will be granted an honorary degree before having been graduated for at least ten years. Current active members of the Board of Trustees, the faculty, or administration, will be ineligible for receipt of the Honorary Degree, except under unusual circumstances requiring special action by the Board of Trustees.

The Honorary Degree will be conferred on the basis of exceptional achievement for:

1. Creative or scholarly productivity, educational innovations, and scientific research in the various academic disciplines;
2. Distinguished and exemplary leadership and/or services in education and teaching; in business, industry, governmental, civic, political and community affairs; in other professions and occupations; and/or in philanthropic contributions to education or humanitarian causes; and,
3. Distinguished and meritorious service to and interest in Huston-Tillotson University.

#### **1.3.4.3 Procedures for Consideration of Nominees**

Nominations of a candidate for an honorary degree may originate from any source. Recommendations may also originate with the President. The University will carefully evaluate credentials of all nominees for the degree, and will seek to honor those individuals who exhibit exceptional achievement.

1. Persons desiring to sponsor an individual for an honorary degree may forward the name, justification for the nomination, and a complete résumé to the University President, at any time on or before January 15<sup>th</sup> of each year, in order for the nominee to be considered for the current calendar year.
2. Special provisions may be made by the President for consideration of nominations received after the deadline date when the nominee has made an extraordinary accomplishment or contribution to the University, and when the award of an honorary degree within the current calendar year is most significant for the University.
3. The University will not consider any application submitted directly by the person seeking the degree.

4. The Academic Honors and Awards Subcommittee of the Convocations and Assemblies Committee, appointed by the President, will study the qualifications of persons recommended for honorary degrees. Subsequent to review of credentials, committee members will prepare ballots that are presented to the full faculty.
5. Upon approval of the faculty and President, names of individuals being recommended for an honorary degree are presented by the President to the Academic and Student Affairs Committee of the Board of Trustees for its review, approval, and recommendation to the full Board for final approval.
6. Upon approval by the Board of Trustees, the nominees become candidates for honorary degree from the University, and shall be notified by the President of the University. Honorary Degrees shall routinely be conferred at the Charter Day and Commencement Convocation. Persons receiving honorary degrees shall be considered as members of the Huston-Tillotson University International Alumni Association, and are entitled to all privileges pertaining thereto.
7. No honorary degree shall be conferred in absentia, except in extraordinary circumstances, which require special action of the Board of Trustees.

## **1.4 Administration Organization of Huston-Tillotson University**

### **1.4.1 President and Chief Executive Officer**

See Paragraph 1.3.3.4 (D).

Reporting directly to the President are the Executive Assistant to the President, the Director of Institutional Research and Assessment, the Director of Intercollegiate Athletics, the Director of Sponsored Programs and Title III Coordinator, the Vice President for Institutional Advancement, the Provost and Vice President for Academic and Student Affairs, and the Vice President for Administration and Finance.

#### **1.4.1.1 Executive Assistant to the President**

The Executive Assistant to the President assists and advises the President on a wide range of administrative matters; serves as liaison between the Office of the President and the Board of Trustees and as the Clerk of the Board; maintains an overall standard of excellence for the staff in the Office of the President; manages the personnel, fiscal and other operations of the office; supervises the administrative staff; and performs other related duties as assigned. The Executive Assistant is a full member of the President's Cabinet and participates in that group in a coordinating as well as substantive capacity. See also Paragraph 1.3.3.6 (A) (3).

#### **1.4.1.2**

##### **Director of Institutional Research and Assessment**

The Director of Institutional Research and Assessment is primarily responsible for designing, developing, implementing and maintaining a comprehensive institutional database and effectiveness program. The Director of Institutional Research and Assessment works collaboratively with all major units of the University.

#### **1.4.1.3 Director of Intercollegiate Athletics**

The Director of Intercollegiate Athletics serves as coordinator and supervisor of the Intercollegiate Athletic Department, and is responsible for enhancing its integrity and competitiveness and for maintaining a high level of morale, goodwill, and cooperation among athletes, coaches, the University, and the broader community. The Director of Intercollegiate Athletics may also serve as a head coach for one of the athletic teams at Huston-Tillotson University, operating under NAIA bylaws and regulations.

#### **1.4.1.4 Director of Sponsored Programs and Title III Coordinator**

The Director of Sponsored Programs and Title III Coordinator serves as the manager of the University's public sector grants and is responsible for overseeing the development of proposals, the evaluation of the

effectiveness of activities, the monitoring of the budget, and the submission of all reports to the government. The Director is also responsible for developing, facilitating, and managing the grant solicitation process throughout the University. This includes identifying appropriate funding resources for proposal writers and grant applications; writing University proposals or providing technical assistance to University personnel in grant writing; and maintaining a database of funding contracts, proposal submissions and grants awarded.

The Director also coordinates the University's Title III Program funded by the U.S. Department of Education and is responsible for overseeing development of Title III proposals, the evaluation of the effectiveness of activities, the monitoring of the budget, and the submission all reports to the government.

#### **1.4.2 Vice President for Institutional Advancement**

The Vice President for Institutional Advancement serves as the chief fundraiser for the University and works directly with the President and the Board of Trustees to determine the resource needs of the University and to implement a plan to secure those resources. The Vice President supervises the areas of development, gift income, planned and deferred giving, alumni affairs, public and church relations. The Vice President works with the President to promote the University's fundraising priorities through the development of on-going dialogue and relationships with program officers of corporations, foundations, governmental agencies, and selected individuals to solicit major gifts in support of the programs of the University. Reporting directly to the Vice President for Institutional Advancement is:

##### **1.4.2.1 Director of Communications and Marketing**

The Director of Communications and Marketing is responsible for coordinating an aggressive marketing and public relations program for the University which interprets the mission, vision, and-strategic plan to the Austin Community and to the broader constituencies of the University. The Director of Communications and Marketing serves as the University's primary contact with the print and electronic media.

##### **1.4.2.2 Director of Alumni Affairs**

The Director of Alumni Affairs is responsible for managing the Office of Alumni Affairs, coordinating the University's alumni relations efforts, and managing the alumni annual fund. The Director serves as the University's liaison and resource person for the International Alumni and Ex-Students Association and individual alumni chapters and assists in the organization of new chapters. The Director collaborates with the chief fundraising officer in setting fundraising goals and in all fundraising matters that affect alumni.

##### **1.4.2.3 Director of Development and Major Gifts**

The Director of Development organizes and manages annual campaigns of solicitation of corporate, foundation, and individual gifts. The Director plans and executes fundraising campaigns to increase operating revenues, the University endowment and funding for capital projects; and coordinates special events which advance the University, such as the annual United Negro University Fund (UNCF) Campaign.

##### **1.4.2.4 Director of Advancement Services and Systems**

The Director of Advancement and Services and Systems is responsible for maintaining a current database of alumni, constituents, donors, and friends. Advancement Services and Systems provide research on constituents to assist the University in meeting its institutional mission, vision and goals. Advancement is also responsible for donor relations and stewardship, and the timely recording, receipting and acknowledging gifts to the University.

#### **1.4.3 Provost and Vice President for Academic and Student Affairs**

The Provost and Vice President for Academic and Student Affairs is the chief academic and student affairs officer of the University and provides leadership in academic affairs, student affairs, and enrollment management. The Vice President is an advocate for the creation and maintenance of a learning centered environment and the development of the "total" student. Through the Associate Provost, the Deans of

Student Affairs and Enrollment Management, the Provost organizes, monitors, and coordinates all aspects of the academic program, including the curriculum, educational policies and the library; develops and implements goals, policies, regulations and programs in the areas of housing, intercollegiate athletics, religious life, student activities, and student support services, which includes counseling, placement, and testing; and oversees all aspects of enrollment management, including admission and retention of students. The Provost serves on the President's Cabinet, the Budget and Planning Committee and other committees as assigned. Reporting directly to the Provost and Vice President for Academic and Student Affairs are: See also Paragraph 1.3.3.6 (A) (1).

#### **1.4.3.1 Associate Provost**

The Associate Provost assists the Provost and Vice President for Academic and Student Affairs in accomplishing the goals of the University's academic unit. The Associate Provost coordinates and monitors all aspects of the academic program including curriculum, educational policies, the academic budget and academic personnel. The Associate Provost leads and coordinates the delivery of baccalaureate education programs, maintains accreditation standards, and oversees other University programs. The Associate Provost collaborates with faculty, staff and administration in responding to outside accrediting agencies, and helps provide guidance and direction in strategic planning, faculty performance evaluations, academic program reviews and other assessments of the University. The Associate Provost supervises the University's faculty development programs. Reporting to the Associate Provost are:

##### **1.4.3.1.1 Director of the Honors Program**

The Director of the Honors and Interdisciplinary Studies Program coordinates and monitors a program of enhanced academic courses to challenge high achieving students. The Director works with Enrollment Management to increase the number of academically talented students recruited to and who graduate from Huston-Tillotson University. The Director identifies and trains honors faculty, oversees the development of interdisciplinary honors courses and upper division courses, coordinates a lecture series and other cultural enhancement activities, and assists honors graduates in selecting and enrolling in graduate or professional studies schools.

##### **1.4.3.1.2 Coordinator of Distance Learning/Education**

The Coordinator is responsible for supporting faculty members with the identification, acquisition, and integration of technology to support teaching, learning, and collaboration in face-to-face and distance environments. In addition, the Coordinator is tasked to coordinate HT distance learning and professional development activities associated with the Texas Association of Development Colleges (TADC); serve as academic administrator for the University's learning management system (Blackboard) and distance delivery system (Thunder). The Coordinator is responsible for training and evaluation of the University's distance learning program and courses to ensure quality and compliance with institutional and accreditation guidelines.

#### **1.4.3.2 Dean of Enrollment Management**

The Dean of Enrollment Management is responsible for recruitment strategies, enrollment planning and strategic issues related to the admission and retention of students. The Dean provides leadership in the development and implementation of a comprehensive recruitment and enrollment plan and provides direct supervision for Recruiting and Admission, Financial Aid, the Registrar's office, and the Upward Bound program. The Dean works with the Deans of Academic and Student Affairs, Division Chairs, faculty, staff, alumni and current students to expand and increase enrollment. The Dean also collaborates with faculty, staff and administration in responding to outside accrediting agencies and helps provide guidance and direction in strategic planning, performance evaluations, program reviews and other assessments of the University's effectiveness. Reporting to the Dean of Enrollment Management are:

##### **1.4.3.2.1 Registrar**

The Registrar directs the activities of the University Registrar's Office in providing a central and consistent registration operation, thereby ensuring the integrity of the University's academic and student record

keeping process. The Registrar provides efficient and effective registration services and explains registration management practices to students, faculty, parents and other constituencies.

#### **1.4.3.2.2 Director of Admission**

Director of Admission is responsible for planning, managing and implementing the recruitment and admission programs designed to ensure a diverse, high quality class of freshmen and transfer students. The Director of Admission develops and coordinates the freshman and transfer student recruitment program, directs the administrative functions involved in admission, and plans a comprehensive marketing strategy which includes advertising, publications, and correspondence.

#### **1.4.3.2.3 Director of Financial Aid**

The Director of Financial Aid administers the financial aid and scholarship programs of the University and supervises the financial aid staff. The Director plans, implements, manages, and accounts for student financial aid activities and programs. The Director ensures administrative compliance with guidelines for federal, state and University financial aid programs, and counsels students and parents in financial aid matters.

#### **1.4.3.3 Dean of Student Affairs**

The Dean of Student Affairs assists the Provost and Vice President for Academic and Student Affairs in accomplishing the goals of the University's student affairs unit. The Dean coordinates and monitors all aspects of student life including housing, intercollegiate athletics, religious life, student activities, student health center, student support services, and human development, which includes counseling, placement, and testing. The Dean leads and coordinates the delivery of services and programs to complement academic learning and maintain accreditation standards, and oversees other University programs. The Dean works collaboratively with faculty, staff and administration in responding to outside accrediting agencies and helps provide guidance and direction in strategic planning, performance evaluations, program reviews and other assessments of the University's effectiveness. Reporting to the Dean of Student Affairs are:

##### **1.4.3.3.1 Residence Hall Director**

The Residence Hall Director (RHD) manages all aspects of a residence hall housing 193-246 students. A RHD oversees the day-to-day operation of the residence hall system, including supervising resident and desk assistants, providing conflict mediation, organizing a residence life judicial system, advising students, supervising a Hall Council, and managing facilities administration.

##### **1.4.3.3.2 Campus Nurse**

The Campus Nurse serves as director of the University's health care facilities and is responsible for the overall program for all student health and emergency services. The Campus Nurse obtains and maintains accurate medical and insurance files on all enrolled students. The Nurse also develops and provides an information program that includes health screenings and seminars on health issues relevant to Huston-Tillotson University's student population.

##### **1.4.3.3.3 University Chaplain**

The University Chaplain collaborates with others to promote a spiritually nurturing community by developing materials and programs for student spiritual growth, mentoring students and leadership groups, speaking to students and leading chapel services, and serving as liaison for campus worship groups.

##### **1.4.3.3.4 Director of Campus Life and First Year Experience**

The Director of Campus Life is responsible for planning, organizing, implementing, and evaluating student activity programs of the University. These programs should accomplish the objectives of student learning, student involvement, and civic responsibility.



#### **1.4.3.3.5 Director of Counseling and Consultation Center**

The Director of Counseling and Consultation Center is responsible for tracking and monitoring the academic progression of students. The Director provides administrative coordination of advising, advocacy, academic support, personal support, and other services such as small group supplemental instruction, tutoring, and prescriptive and diagnostic testing for matriculating students.

#### **1.4.3.3.6 Director of Career and Graduate Development**

The Director is responsible for providing leadership in the development, organization and administration of the career and graduate education center, which provides comprehensive career and graduate school services to undergraduate students and alumni. The Director closely coordinates with and assists academic departments in the design and implementation of services and programs for career exploration, planning and placement plus the exploration of graduate education opportunities.

#### **1.4.3.4 Director of Library and Media Services**

The Director of Library and Media Services is responsible for the overall administration, operation and on-going development of the Library. The Director administers the Library's budget and is responsible for guiding the establishment of library policies and procedures to ensure high quality services to the community which the Library serves. The Director is responsible for coordinating the assessment of library services and for keeping abreast of changes in information literacy and electronic resources.

#### **1.4.4 Vice President for Administration and Finance**

The Vice President for Administration and Finance is the University's chief business and financial officer and principal steward of its human, financial and physical resources, and services in support of the academic mission. Principal responsibilities include providing leadership and direction to the offices of Facilities Management, Business Office, Campus Safety, Human Resources, Information Technology and to other initiatives pursued to strengthen the University's administrative and fiscal operations. The Vice President provides information to the Board of Trustees committees on issues related to the offices supervised, participates on the Budget and Planning Committee, and coordinates with the President and other cabinet members to exercise general stewardship of the University's assets, including significant fiduciary and signatory authorities. Reporting to the Vice President for Administration and Finance are: (See also Paragraph 1.3.3.6 (A) (2).)

##### **1.4.4.1 Business Manager**

The Business Managers monitors and supervises mail and duplicating services, the campus operator, facilities rental and usage, vendor contract administration and fixed asset purchasing. The Business Manager serves as liaison to the University's auxiliary enterprises.

##### **1.4.4.2 Director of Human Resources**

The Director of Human Resources is responsible for the administration of the major phases of the personnel program of the University, and establishes and administers policies governing relationships between the University and its staff to ensure compliance with federal, state and local labor laws.

##### **1.4.4.3 Director of Information Technology**

Director of Information Technology provides leadership, planning, and management for all areas of information technology including academic computing, administrative systems, voice and data communication, information technology security, and training and user support. The Director serves as a key resource in the collaborative development and implementation of the University's strategic information technology plan.

#### **1.4.4.4 Director of Campus Safety**

Director of Campus Safety serves as manager of the University's Campus Safety department and is responsible for coordinating and implementing policies and procedures which assure the safety and security of the campus and which safeguards the University's property and the lives and property of students, faculty, staff and visitors.

#### **1.4.4.5 Director of Facilities Management**

The Director of Facilities Management is responsible for the planning and administration of the care and upkeep of all physical facilities at the University. The Director oversees the maintenance, operations, and housekeeping of all facilities and grounds and the utilities system. The Director assists in the planning and management of the University's budget as it relates to the support of plant maintenance and improvements. The Director advises the administration on all institutional policies and procedures related to the management of the physical resources of the University.

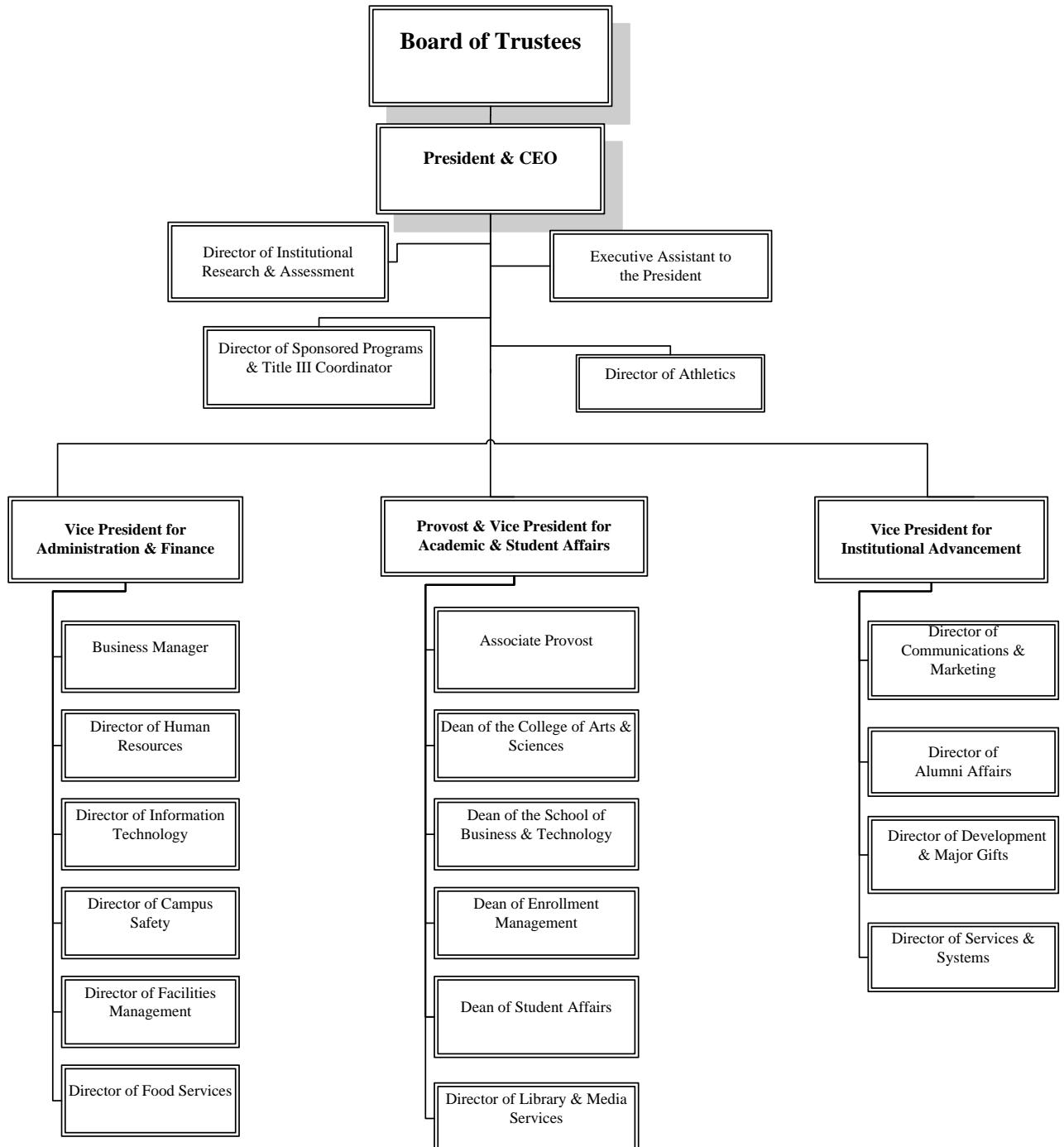
#### **1.4.4.6 Director of Food Service**

The Director of Food Service is responsible for planning and implementation of food services for the University. The Director supervises and monitors the development of healthy food menus and the preparation of meals. The Director is also responsible for overseeing the operation of the snack bar and catering for various on-campus events. The Director works closely with the individual responsibility for University auxiliary enterprises to ensure student satisfaction with all food services.

## 1.5 Organizational Charts for Huston-Tillotson University

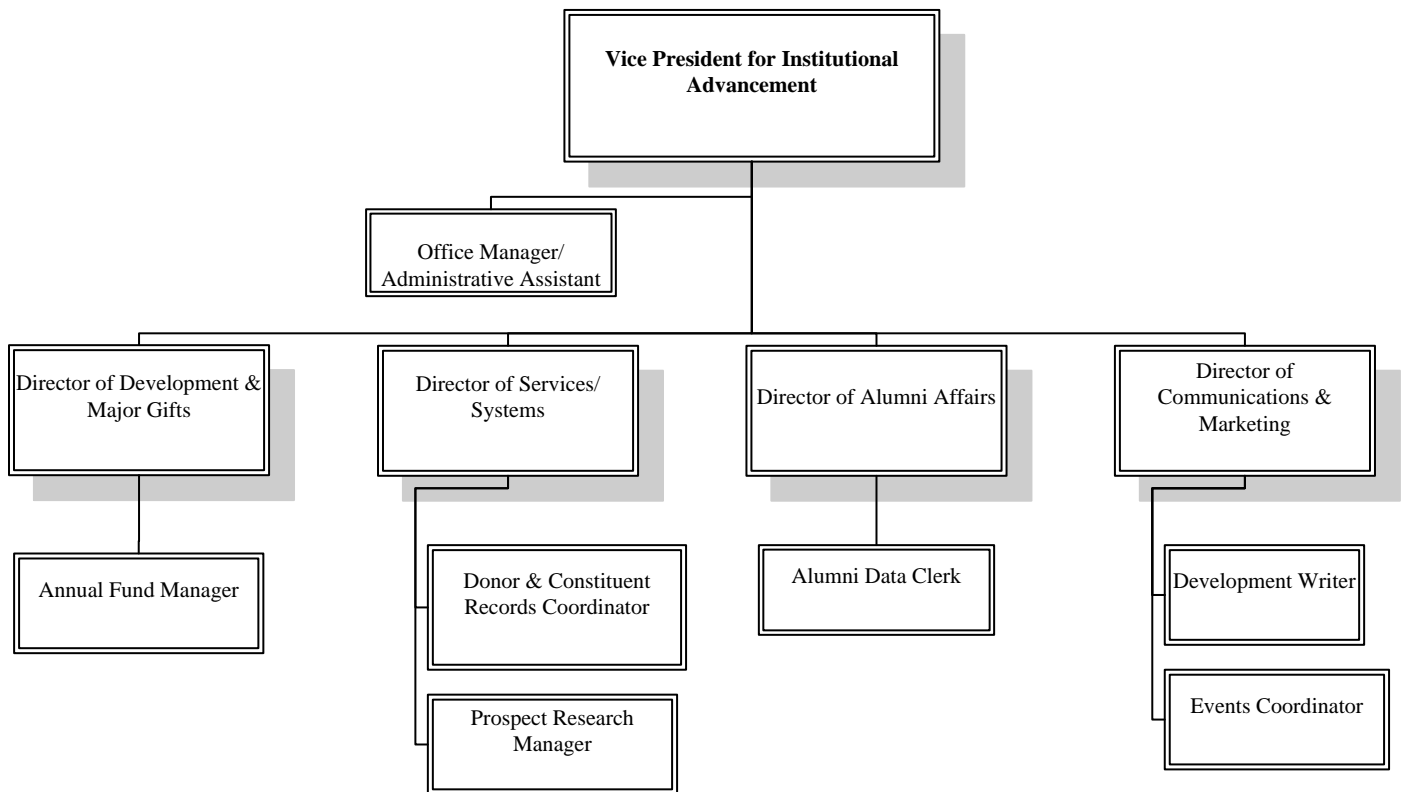
### 1.5.1 Overall Organization

# Huston-Tillotson University Administrative Organizational Chart



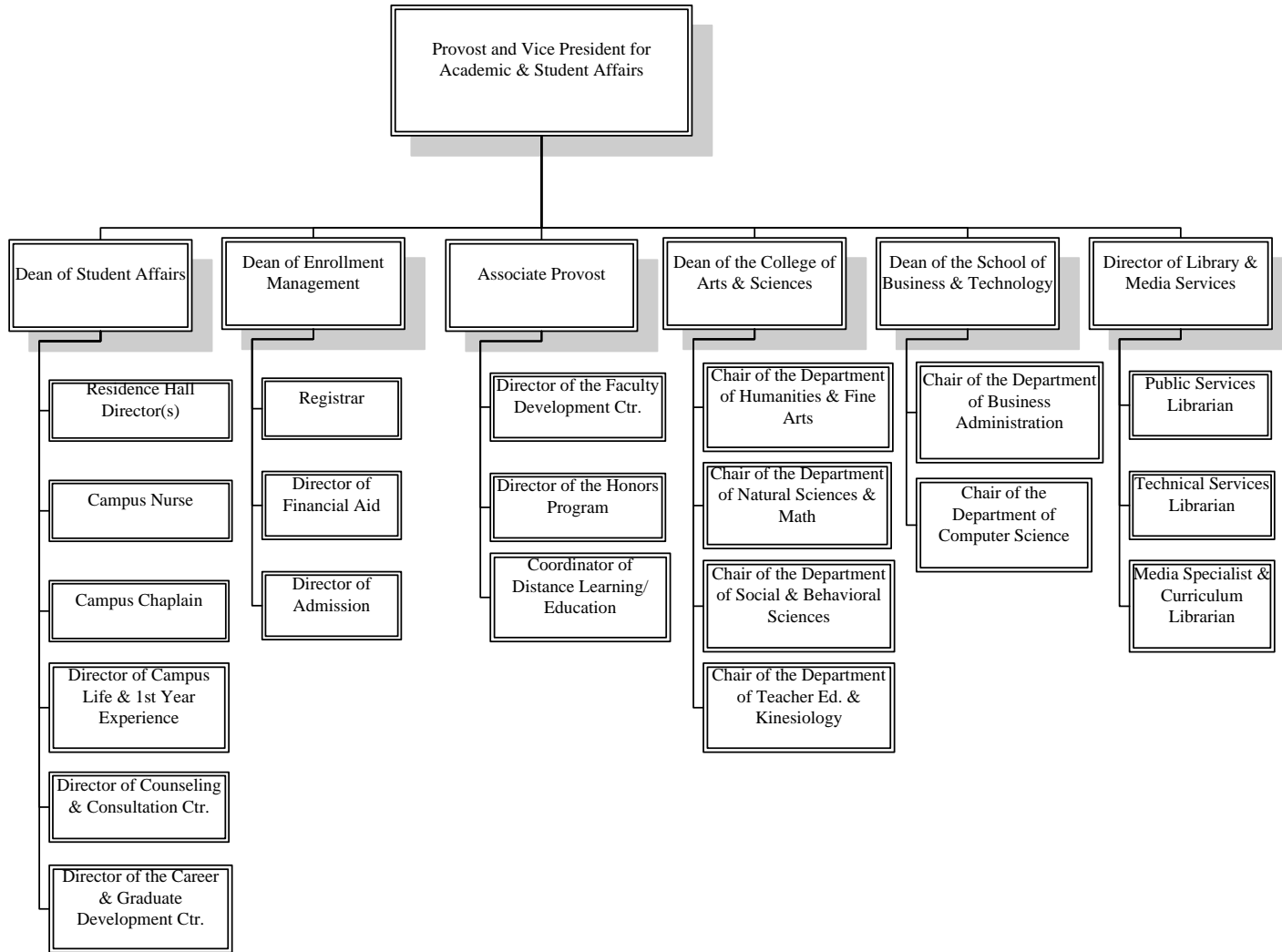
# HT Organizational Chart

## Vice President for Institutional Advancement



# HT Organizational Chart

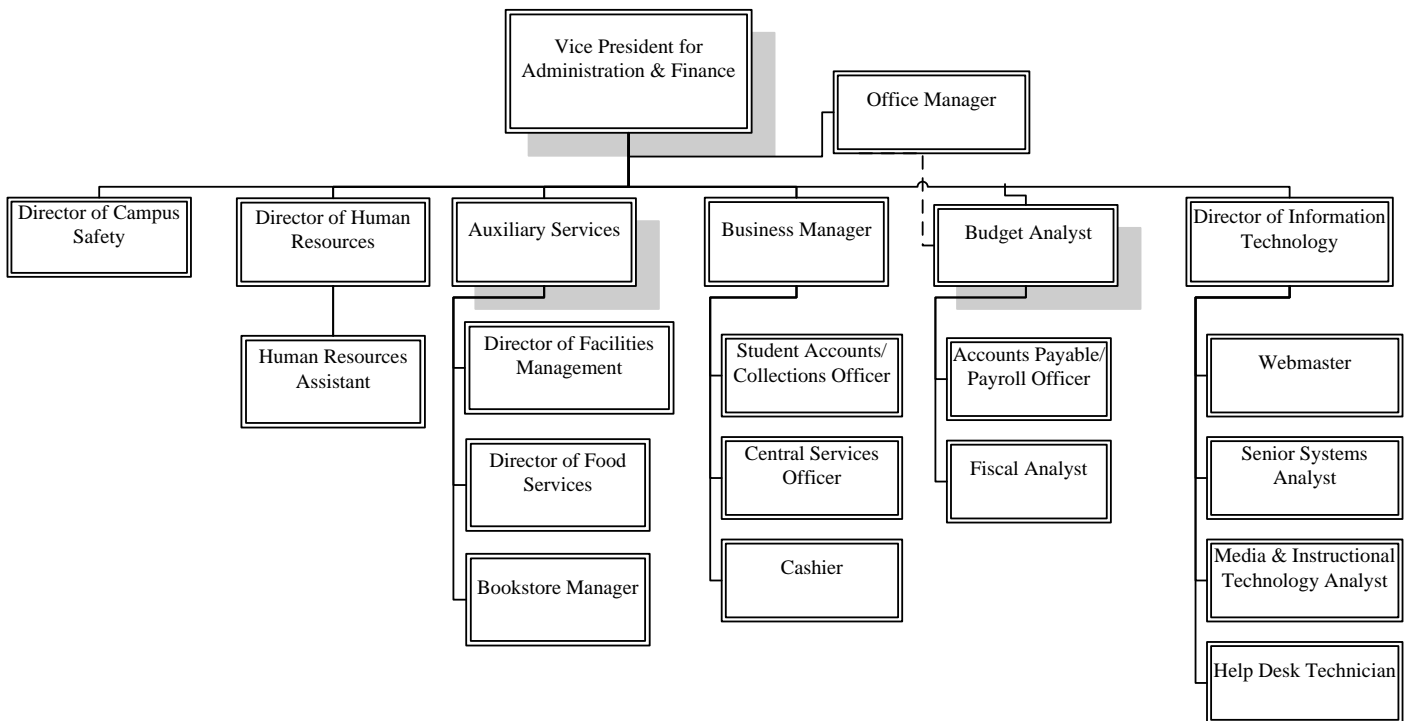
## Provost and Vice President for Academic & Student Affairs



**1.5.4**  
**Academic and Student Affairs**

# HT Organizational Chart

## Vice President for Administration & Finance



**1.5.5**  
**Administration and Finance**

## **1.6 University, Faculty and Student Governance**

### **1.6.1 University Governance**

(See Policy Manual Volume I – Section 1.3 Governing Documents of Huston-Tillotson University)

### **1.6.2 Faculty Governance**

(See Policy Manual Volume IV– Faculty Personnel Policies)

### **1.6.3**

#### **Student Governance**

(See Policy Manual Volume VII – Student Handbook)

## **1.7 Committees of Huston-Tillotson University**

### **1.7.1 General Policies and Procedures**

In general most of the corporate work of the University is conducted through committees. Membership on standing committees of the University is established through elections and nominations in affirmation of the importance of broad participation by administration, faculty, staff and students in planning and implementing programs and activities of the University and in addressing issues of University-wide concern. All committee chairpersons and members shall be approved and appointed by the President.

It is critically important that each committee perform effectively in order to achieve its implicit objectives and enable the University to achieve its mission. Thus, it is important that each committee meet periodically to fulfill its responsibilities. A formal Annual Report from each committee, which outlines its accomplishments and recommendations, must be forwarded to the President on or before May 1, of each calendar year. These reports are part of the annual planning process and the ongoing assessment of institutional effectiveness.

Additional guidelines on Standing Committees follow:

1. The President will serve as an ex-officio member on each committee and will meet, formally with each committee, or informally with the respective chairs, as often as possible.
2. Each committee chairperson is asked to assume primary responsibility for leadership of the respective committee, for convening the committee, for implementing its responsibilities or submitting its recommendations to the appropriate next level of authority, and for submitting the committee's Annual Report.
3. All committee members are expected to give appropriate priority to the committee's assignments, to cooperate fully with the committee process, and to submit a request to the President if they wish to resign from committee membership.
4. Any member of the University community who has suggestions or resources for any standing committee should convey such information to the appropriate committee chairperson as soon as possible.

### **1.7.2 Board of Trustees Committees**

See Subsection 1.3.3 Article V.

### **1.7.3 Administrative Committees**

#### **1.7.3.1 Executive Cabinet**

The Executive Cabinet advises the President on policy and procedural matters of a managerial nature which cut across the University community.

The membership of the Cabinet consists of:

1. The President (Chairperson)
2. The Executive Assistant to the President
3. The Provost and Vice President for Academic and Student Affairs
4. The Vice President for Institutional Advancement
5. The Vice President for Administration and Finance

The Executive Cabinet meets at the call of the President on a scheduled basis.

#### **1.7.3.2 Administrative Council**

The Administrative Council advises the President on policy and procedural matters of a managerial nature which are interdepartmental.

The membership of the Administrative Council consists of:

1. The President (Chairperson)
2. The Executive Assistant to the President
3. The Provost and Vice President for Academic and Student Affairs
4. The Associate Provost
5. The Vice President for Institutional Advancement
6. The Vice President for Administration and Finance
7. The Director of Sponsored Programs and Title III Coordinator
8. The Director of Human Resources
9. The Director of Information Technology
10. The Dean of Student Affairs
11. The Dean of Enrollment Management
12. The Director of Alumni Affairs
13. The Director of Campus Safety
14. The Director of Intercollegiate Athletics
15. The Director of Institutional Research and Assessment



16. The Director of Communications and Marketing
17. The Business Manager
18. The Registrar
19. The Chaplin
20. The Dean of the College of Arts and Sciences
21. The Dean of the School of Business and Technology
22. The Director of Financial Aid

The Administrative Council meets at the call of the President on a scheduled basis.

#### **1.7.4.3 Academic Council**

The Provost and Vice President for Academic and Student Affairs' Council is an advisory council to the Provost and Vice President for Academic and Student Affairs on all matters pertaining to policy and managerial/academic programs, and student academic support and development programs.

The membership of the Provost and Vice President for Academic and Student Affairs' Council consists of:

1. The Provost and Vice President for Academic and Student Affairs (Chairperson)
2. The Associate Provost
3. The Dean of the College of Arts and Sciences
4. The Dean of the School of Business and Technology
5. The Department Chair of Humanities and Fine Arts
6. The Department Chair of Natural Sciences and Mathematics
7. The Department Chair of Social and Behavioral Sciences
8. The Department Chair of Teacher Education and Kinesiology
9. The Department Chair of Business Administration
10. The Department Chair of Computer Science
11. The Coordinator of Distance Education
12. The Director of Library and Media Services
13. One faculty member elected from the College of Arts and Sciences
14. One faculty member elected from the School of Business and Technology

The Academic Council meets monthly on the first Thursday at 1:00 p.m.

## **1.7.4 Institutional Committees**

### **1.7.4.1 Budget and Planning Committee**

The Budget and Planning Committee has the following on-going responsibilities:

1. To provide coordination and oversight for all annual University budgeting and the systematic implementation of the Strategic Plan;
2. To secure continuing “buy-in” for the Plan;
3. To manage the systematic introduction of change in implementing the Plan;
4. To establish priorities among Key Strategic Directions and the Implementing Objectives that support them;
5. To prepare the Annual Implementation Plan and secure “buy-in” for it from key constituencies;
6. To identify and commit financial resources to fund the phasing-in of priority strategic actions;
7. To assess the results of the Annual Work Plan, including the individual actions within that plan; and
8. To monitor the strategic planning process on a continuing basis, using its Environmental Scanning and Futures Research Subcommittee as the key source for ongoing research and information gathering.

#### **1.7.4.1.1 Budget and Planning Committee Membership**

The Budget and Planning Committee consists of the following members:

1. The President (Co-Chairperson with elected faculty member)
2. The Provost and Vice President for Academic and Student Affairs
3. The Vice President for Administration and Finance
4. The Director of Institutional Research and Assessment
5. The Vice President of Institutional Advancement
6. Six members of the Faculty, one from each academic department elected by the members of each department

The faculty Co-Chairperson is elected by the faculty members of the Committee. Meetings shall be at the call of either Chairperson.

#### **1.7.4.1.2 Environmental Scanning and Futures Research Subcommittee of the Budget and Planning Committee**

The Environmental Scanning and Futures Research Subcommittee conducts ongoing research and information gathering regarding the University strategic planning process and advises the Budget and Planning Committee as to its findings and suggestions.

The Environmental Scanning and Futures Research Subcommittee consists of four members of the Budget and Planning Committee (two faculty members and two non-faculty members) elected by the members of the Budget and Planning Committee, the Director of Institutional Research who chairs the committee, and the Provost and Vice President for Academic and Student Affairs, ex-officio and without vote except in the event of a tie.

Meetings shall be at the call of the Chairperson.

### **1.7.4.2 Campus Technology Committee**

The Campus Technology Committee is charged with the following:

1. Assess the technological needs of the University with an emphasis on the needs of students, faculty and staff;
2. Identify and inventory in detail the hardware and software currently owned and utilized by the University;

3. Develop and update, as appropriate a challenging, yet realistic vision of technology and technological capabilities that the University should seek to implement over the next five years; and
4. Receive proposed changes to the University website.

#### **1.7.4.2.1 Campus Technology Committee Membership**

The Campus Technology Committee consists of the following members:

1. The Director of Information Technology
2. The Director of Library and Media Services or a designee
3. The Coordinator for Distance Education
4. Three faculty members, two from the College of Arts and Science and one from the School of Business and Technology, elected by the members of the college/school
5. Two students, one sophomore and one junior, elected by the Student Government Association
6. The Provost and Vice President for Academic and Student Affairs
7. The Associate Provosts
8. The Vice President for Administration and Finance

The Vice President for Administration and Finance and the Provost and Vice President for Academic and Student Affairs will be Co-chairpersons. During the academic year, the Committee will meet monthly at the call of the chairpersons. The Committee will meet as necessary during the summer months.

#### **1.7.4.3 Convocations and Assemblies Committee**

The Convocations and Assemblies Committee is responsible for planning, coordinating, and sponsoring the University's programs of education and cultural enrichment.

The purposes of the Convocation Series are to preserve the heritage of the University, to promote cultural enrichment, and to complement the University's academic programs. The Convocation Series will feature persons of local and national prominence who will share their perspectives on education, career preparation, multi-cultural dialogue, and contemporary social issues. The series will also promote periodic special events in the life of the University (e.g. Charter Day, Black History Month Celebration, International Day, Athletic Day, and Honors Day).

This committee shall:

1. Plan and coordinate the University's Black History Month Celebration;
2. Plan a lyceum series of special convocations, lectures, and event for the University and community;
3. Publish in advance a monthly calendar of events and speakers for the series and work closely with the faculty and staff to maximize attendance, effectiveness, and collaboration with the instructional program of the University; and
4. Work closely with the faculty and staff to maximize attendance, effectiveness, and coordination with the instructional program of the University.

#### **1.7.4.3.1 Convocations and Assemblies Committee Membership**

The Convocations and Assemblies Committee consists of the following members:

1. The Provost and Vice President for Academic and Student Affairs
2. The Director of Communications and Marketing
3. Six Faculty members, one from each department, elected by the members of each Department
4. Three staff members appointed by the President
5. Two representatives from the Student Government Association
6. Two representatives from the Alumni Association
7. The Director of Alumni Affairs or a designee

The chairperson shall be elected from among the faculty members of the committee. Meetings shall be at the call of the chairperson.

#### ***1.7.4.3.2 Academic Honors and Awards Subcommittee of the Convocations and Assemblies Committee***

The Academic Honors and Awards Subcommittee is responsible for formulating and recommending, to the Provost and Vice President for Academic and Student Affairs, criteria and selection procedures which are to be followed in identifying recipients of honorary degrees, faculty academic awards, and other honors.

The Subcommittee shall:

1. Receive nominations, review applications, and submit recommendations for awarding of honorary degrees;
2. Review criteria and submit recommendations for faculty awards for teaching, research, community and institutional service; and
3. Assist with planning and implementing the Honors Day, Charter Day, and Commencement Convocations.

#### ***1.7.4.3.2.1 Academic Honors and Awards Subcommittee Membership***

The Academic Honors and Awards Subcommittee membership consists of members from the Convocations and Assemblies Committee as follows:

1. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology
2. One student representative
3. One staff member
4. The Director of Marketing and Communications

The Chairperson shall be a non-student member of the subcommittee elected by the rest. Meetings shall be at the call of the Chairperson.

#### ***1.7.4.4 Environmental Health and Safety***

The Environmental Health and Safety Committee are responsible for developing, implementing, and monitoring comprehensive safety and security plans for the University. This committee shall:

1. Review the various health and safety and standards outline by federal, state and city agencies, as well as the guidelines established by the University's compliance;
2. Monitor and evaluate the effectiveness of the University's health, safety, and security policies, procedures, and programs and propose changes and revisions when appropriate;

3. Advise the University community on ways to ensure that the University campus is safe, secure, and healthful;
4. Develop implement, and monitor an effective re-cycling program for Aluminum, paper and other appropriate items;
5. Monitor the University's compliance with the City's Smoke-free Workplace ordinance, and submit recommendations for changes in procedures and designated smoking areas, when appropriate;
6. Assist and enable the University community to become more sensitive to the environmental issues of pollution, conservation of natural resources, and control of waste and litter; and
7. Formulate and review the University's emergency plans.

#### ***1.7.4.4.1 The Environmental Health and Safety Committee Membership***

The Environmental Health and Safety Committee membership consists of:

1. The University Nurse
2. The Director of Campus Safety.
3. One faculty member from the Natural Sciences and Mathematics Department
4. One faculty member from the Teacher Education and Kinesiology Department
5. One faculty member from the Social and Behavioral Sciences Department
6. The Director of Human Resources
7. Two representatives from Student Affairs
8. Two student members recommended by the rest of the committee.

The Chairperson shall be a non-student member of the committee elected by the rest. Meetings shall be at the call of the Chairperson.

#### ***1.7.4.5 Enrollment Management Committee***

The Enrollment Management Committee is responsible for the development and monitoring of a comprehensive recruiting and retention plan. This committee shall:

1. Consider and make recommendations concerning proposed changes in policies governing admissions, recruitment, retention, student records, and financial aid;
2. Study the latest trends and developments in the areas of admissions, recruitment, retention, student records, and financial aid;
3. Recommend strategies for increasing and stabilizing enrollment at the desired level; and
4. Promote close interrelationships among the offices responsible for the enrollment management functions and other related offices.

#### ***1.7.4.5.1 Enrollment Management Committee Membership***

The Enrollment Management Committee consists of:

1. The Dean of Enrollment Management, Chairperson
2. The Associate Provost
3. The Dean of Student Affairs
4. The Department Chairs
5. The Director of Institutional Research and Assessment
6. The Business Manager
7. The Registrar.
8. The Director of Intercollegiate Athletics
9. The Director of Financial Aid
10. The Director of Admission
11. The Director of Counseling and Consultation
12. The Default Prevention Manager.
13. Four Student Representatives (will not participate in appeals processes).

The Dean of Enrollment Management will chair the Enrollment Management Committee. The Associate Provost and the Dean of Student Affairs will co-chair the Student Retention Subcommittee and the Business Manager will co-chair, with the Dean of Enrollment Management, the Recruiting/Admission and Registration Subcommittee.

#### ***1.7.4.5.2 Recruiting/Admission and Registration Subcommittee***

The Recruiting/Admission and Registration Subcommittee is responsible for the development and monitoring of a comprehensive recruitment plan and institutional registration procedures. This subcommittee shall:

1. Conduct annual review of comprehensive recruiting plan to ensure institution-wide implementation of strategies aimed at achieving desired student mix;
2. Review and revise annually the orientation program for new students; and
3. Review and revise student registration procedures annually to incorporate new technologies and efficiencies.

#### ***1.7.4.5.2.1 Recruiting/Admission and Registration Subcommittee Membership***

The Recruiting/Admission and Registration Subcommittee membership consists of members of the Enrollment Management Committee as follows:

1. The Dean of Enrollment Management, Co-Chairperson
2. The Business Manager, Co-Chairperson
3. The Academic Department Chairs
4. The Director of Institutional Research and Assessment

5. The Registrar
6. The Director of Intercollegiate Athletes
7. The Director Financial Aid
8. The Director of Admission
9. Two Student Representatives

#### **1.7.4.5.3 Student Retention Subcommittee**

The Student Retention Subcommittee is responsible for the development and monitoring of a comprehensive student retention plan, which will include strategies to enhance the likelihood of each student's successful matriculation through graduation at the University. This subcommittee shall:

1. Coordinate, monitor and modify existing strategies to increase student retention and persistence;
2. Review the policies, procedures, and criteria for the award continuation, and/or termination of all student financial aid administered by the University which is not covered by state and federal guidelines, including scholarship, grants, and loans;
3. Propose new policies, procedures, and criteria, and/or termination, revision, or amendment of existing policies and procedures when necessary;
4. Serve as a selection committee for all scholarships and grants which require a special committee of the University to recommend recipients;
5. Monitor the award of financial aid to student athletes to assure institutional compliance with the guidelines of NASFAA; and
6. Review academic records to support the granting or denial of academic and financial aid appeals for those students who are not meeting the satisfactory academic progress standards or who have been placed on academic suspension with the institution (the committee will have the authority to limit the number of appeals, set target grade point averages, or place other conditions on a student that otherwise supersede general guidelines for academic standards).

#### **1.7.4.5.3.1 Student Retention Subcommittee Membership**

The Student Retention Subcommittee consists of members of the Enrollment Management Committee as follows:

1. The Associate Provost, Co-Chairperson
2. The Dean of Student Affairs, Co-Chairperson
3. The Dean of Enrollment Management, Ex-Officio
4. The Department Chairs
5. The Director of Institutional Research and Assessment
6. The Registrar
7. The Director of Intercollegiate Athletics
8. The Director Counseling and Consultation

9. The Director of Financial Aid
10. The Director of Admission
11. The Default Prevention Manager
12. Two Student Representatives (will not participate in appeals processes).

#### **1.7.4.6 Intercollegiate Athletics Committee**

The Intercollegiate Athletic Committee is responsible for monitoring the University's intercollegiate program and recommending policies regarding programs, staffing and student athletes. This committee shall:

1. Recommend athletic policies and procedures which are in compliance with National Association of Intercollegiate Athletics (NAIA) regulations and Red River Athletic Conference (RRAC);
2. Determine eligibility rules, academic standards and a moral code of conduct which must be adhered to in all sports, by student-athletes and coaches;
3. Recommend any proposed changes of University membership in national or regional athletic associations and conferences;
4. Assist the Director of Intercollegiate Athletics, coaches, and the Office of Institutional Advancement in promoting the intercollegiate athletics program;
5. Represent the University at appropriate conference and national events, upon request;
6. Evaluate the intercollegiate athletics program and budget, and submit recommendations to the President; and
7. Sponsor the annual Athletic Awards Banquet; and
8. Maintain minutes of all Committee meetings and submit an annual report to the President.

##### **1.7.4.6.1 The Intercollegiate Athletics Committee Membership**

The Intercollegiate Athletics Committee membership consists of:

1. The Faculty Athletic Representative (appointed by the President)
2. The Director of Intercollegiate Athletics
3. A representative from the Institutional Advancement Unit
4. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology
5. Two volunteer staff members
6. One female athlete selected by the Director of Intercollegiate Athletics
7. One male athlete selected by the Director of Intercollegiate Athletics

The Chairperson shall be elected by the Committee from among the three faculty members. Meetings shall be at the call of the Chairperson.



#### **1.7.4.7 Library/Learning Resources Committee**

The Library/Learning Resources Committee is responsible for advising the Director of Library and Media Services and staff on library learning resources needed by the University to achieve its mission. Specific responsibilities of this committee include:

1. Studying the Library/Learning Resource (LLR) and archival needs of the institution and developing a comprehensive plan to respond;
2. Working with the Director of Library and Media Services to identify and implement and on-going viable program that stimulates greater use of the library by faculty, students, and the community; and
3. Making recommendations to the Director of Library and Media Services on matters relating to:
  - a. General LLR policies, rules and regulations;
  - b. Archival collection and maintenance;
  - c. Integration of the Library/Learning Resource programs with other academic and administrative activities;
  - d. Purchase of current print, non-print materials and technology; and
  - e. On-going exhibits in the Library.

##### **1.7.4.7.1 The Library/Learning Resources Committee Membership**

The Library/Learning Resources Committee membership consists of:

1. The Director of Library and Media Services, Chairperson ( ex-officio, without vote)
2. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology
3. One professional librarian, appointed by the Director of Library and Media Services
4. One Information Technology representative, appointed by the Director of Informational Technology
5. A staff member from Institutional Advancement, appointed by the Vice President for Institutional Advancement
6. One student representative, elected by the Student Government Association.

The Learning/Library Resources Committee meets at the call of the Chairperson.

#### **1.7.4.8 International Students Committee**

The International Students Committee is responsible for assisting the University in providing quality services, an enriched educational experience, and a hospitable campus environment for international students enrolled or seeking enrollment at the University. This Committee shall:

1. Establish a schedule of office hours when each member is available to meet with international students or prospective students;
2. Provide counseling, personal support, and referral and follow-up services to students, upon request;
3. Review the University's administrative policies and procedures, from the perspective of international students, and advise the administration regarding any needed revisions;
4. Assist those students with unique problems to work with the appropriate office to resolve the

situation; and

5. Enable the University family to grow in multi-cultural sensitivity and to provide greater hospitality and supportive services to international students.

#### **1.7.4.8.1 The International Students Committee Membership**

The International Students Committee membership shall consist of:

1. The International Student Advisor, Chairperson
2. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology
3. The Director of Counseling and Consultation
4. One International Student, selected by the International Student Advisor.

Meetings shall be at the call of the Chairperson.

#### **1.7.4.9 Research Standards Committee and Institutional Review Board**

The Research Standards Committee and Institutional Review Board informs the University community-at-large concerning the responsibilities of faculty, students, or administrative researchers whose projects involve biological or behavioral research using live human and animal subjects, in order to ensure that procedures are followed to safeguard the rights, dignity, and welfare of research subjects and are in conformance with federal regulations.

The Committee receives proposals from all student, faculty, and administrative staff conducting research involving human or animal research subjects regardless of the form, location, or whether or not it is funded or if other institutional review has been made, e.g., by a hospital institutional review board. If applicable, a copy of that review is to accompany the proposal. Students who carry out research projects involving human or animal subjects must receive prior approval of the student's protocol by the faculty member sponsoring and supervising the research in the student's proposal.

In addition, this Committee:

1. Formulates guidelines and policies that meet federal regulations, incorporate the ethical concerns for the entire University community, and reflect the particular needs of the University's researchers (these guidelines and policies are to be approved by the President in consultation with the Vice President for Academic and Student Affairs);
2. Provides information to researchers as to the appropriate means for protecting the rights and welfare of subjects, securing the effective, free, informed consent of human subjects, and fulfilling federal, local, and the standards of the University regarding human research;
3. Reviews all proposals for human research submitted to the Committee by faculty, student, or administrative researchers to assure concordance with the guidelines set forth in Volume II, Section 2.8.3 of the Policy Manual; and
4. Maintains adequate records, ensures confidentiality, and prepares a yearly report for the President on the research approved.

Members of the Research Standards Committee shall not be involved in the initial or continuing review of an activity in which they have a vested interest, except to provide information requested by the Committee. The Committee, at its discretion, may invite individuals with competence beyond, or in addition to, that available on the Committee to attend and participate in meetings; however, these invited participants have no voting rights.

Membership of the Committee shall consist of:

1. Six full-time faculty members with backgrounds in academic research disciplines different from each other (one must be from the Humanities or Arts) and at least one from each of the remaining academic departments
2. One member must be a staff professional (e.g., counseling center, personnel, etc.)
3. One member who is a lawyer, an ethics advocate, or a member of the clergy and who is not an employee of the University or part of the immediate family of University employee; and
4. The University Provost and Vice President for Academic and Student Affairs (ex-officio)
5. When animal research is being conducted, a small animal veterinarian from outside the University community shall be appointed as a voting member of the Committee for the purpose of reviewing proposals involving animals.

The Chairperson will be elected by the Committee from the membership. The Committee meets at the call of the Chairperson.

### **1.7.5 Judicial Committees**

These are committees that report their advisory opinions to a member of the Senior Administration. Persons serving on such committees must appreciate that their decisions may have legal implications. The University provides liability insurance as long as negligence is not present.

#### **1.7.5.1 Rank, Promotion and Tenure Committee**

The Rank, Promotion and Tenure Committee reviews and evaluates credentials of faculty members eligible for consideration of rank change or for granting of tenure in accordance with the process described in Volume IV of this Policy Manual. An analysis of these findings and nominations shall be submitted to the office of the Dean of Academic Affairs. The Dean shall add a recommendation and forward the analysis to the Vice President for Academic and Student Affairs on or before February 15. Final recommendations to the Board of Trustees for awarding change of rank or granting tenure shall be made by the President, upon recommendation by the Vice President for Academic and Student Affairs.

This committee shall be comprised of a least five (5) members, appointed by the Provost and Vice President for Academic and Student Affairs.

Qualifications for committee membership include rank of Associate Professor and Professor. Members are appointed annually and may serve consecutive terms. Members may not be under consideration for either promotion or tenure while serving on this committee. Students do not serve on this committee.

The Committee shall elect the Chairperson. Meetings shall be at the call of the Chairperson.

#### **1.7.5.2 University Judiciary Council**

The University Judiciary Council, is a part of the student judicial system responsible for advising the University community on development of standards for student behavior and implementation of effective due procedures for addressing student disciplinary problems.

The University Judiciary Council is composed of a single hearing panel, having five to eight members who represent students, faculty, and staff. The Dean of Student Affairs, in cooperation with the Student Government Association, selects students, while the University President appoints faculty and staff. One member shall be designated as Chairperson, and shall have a vote in all cases.

Additional information is provided in Volume VII – Student Handbook

### **1.7.7**

#### **Academic Committees**

The Provost and Vice President for Academic and Student Affairs makes faculty recommendations to the President to assist with a fair and equitable distribution of faculty members among the various committees. Most academic committees are chaired by faculty persons, except for the Education Policy Council (EPC) which is chaired by the Provost and Vice President for Academic and Student Affairs. Academic committee minutes must be recorded and copies of said minutes filed with the Provost and Vice President for Academic and Student Affairs. Copies of minutes for these meetings are forwarded to the President. Only full-time faculty members are considered for membership on major faculty committees. The President is an ex-officio member, without vote, of all committees. A designated convener calls the first meeting of each of the academic committees. The only exception is the Educational Policy Council which is convened and facilitated by the Provost and Vice President for Academic and Student Affairs. Following the initial meeting, elected Chairpersons are authorized to call subsequent meetings. Membership of each of these committees is composed of faculty, staff, and in some instances, students. Committees on which students are not allowed membership are so indicated.

#### **1.7.7.1 Educational Policy Council (EPC)**

The Educational Policy Council (EPC) holds regular meetings on the second Thursday of each month. All faculty persons are eligible to participate in these meetings, but only official EPC members may vote. The Educational Policy Council is responsible for reviewing, interpreting and acting upon all matters of educational policy. This committee shall consider and recommend to the Faculty, the Provost and Vice President for Academic and Student Affairs, and the President of the University:

1. Changes in curriculum;
2. New academic programs, majors, minors, and areas of concentration;
3. Graduation requirements;
4. Requirements for admission, financial aid, special honors/awards, proficiency levels and assessments;
5. Changes in education policy, as needed;
6. Development of new educational policy, programs, and procedures; and
7. Changes to student activity regulations that affect the educational process.

Actions of the Educational Policy Council are considered recommendations to the Faculty, the Provost and Vice President for Academic and Student Affairs, the President, and the Board of Trustees; and no action of the EPC is to be considered official without the expressed prior approval of the Board of Trustees. All proposed additions to the curriculum must be consistent with the University's previously approved Strategic Plan, and must be accompanied by a comprehensive statement of financial implications and proposed schedule for implementation.

The following the EPC policies and procedures pertain to curricular revisions that appear in the University Bulletin:

1. Items which must be referred to the Faculty after being reviewed and approved by the EPC (if approved by the Faculty these items are referred to the Provost and Vice President for Academic and Student Affairs and the President);
  - a. Addition or elimination of any course, concentration, or major;
  - b. Addition or elimination of a credential program;
  - c. Addition or elimination of a degree granted by the University
  - d. Any change in core curriculum requirements;

- e. Any special program for which new courses are needed; and
  - f. Academic regulations and requirements (may or may not need to be sent to the President for his approval).
2. Items not requiring referral to the Faculty or the President (the EPC will generally consider the following routine Bulletin related items originating within the departments with review by the Provost and Vice President for Academic and Student Affairs):
- a. Revision of course descriptions including title, number or prerequisites;
  - b. Alternate year listing in the Bulletin under courses;
  - c. Cross-listing of courses (under two or more majors); and
  - d. Restoration of a course to the Bulletin after it has been eliminated due to having not been offered in the course schedule for three years.

All proposed additions to the curriculum must be consistent with the University's previously approved Strategic Plan and must be accompanied by a comprehensive statement of financial implications and proposed schedule for implementation.

Items not requiring the approval of the President or the Board of Trustees will go into effect upon Faculty approval. Generally, once implemented, educational policies will not be subject to modification until they have been in effect for at least one continuous academic year. Only the EPC may make modifications to policies that have not been in effect for one continuous academic year, with approval by the President.

#### **1.7.7.1.1 Educational Policy Council (EPC) Membership**

The EPC is composed of sixteen (16) members including:

- 1. The six department heads.
- 2. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology one from each department
- 3. The Registrar (ex-officio and without vote)
- 4. The Provost and Vice President for Academic and Student Affairs, who is designated the Chairperson of the EPC
- 5. The Associate Provost
- 6. Two student representatives, (one will be the Student Government Association President and the other elected by the SGA)
- 7. The Dean of Enrollment Management (ex-officio and without vote)
- 8. The Director of Library and Media Services.

##### **1.7.7.1.1.1 Miscellaneous Membership Requirements**

- 1. All committee members are expected to adopt a campus-wide perspective rather than that of a particular school/college or department; the University as a whole should take priority.
- 2. Participation by elected representatives is limited to two consecutive terms unless there is no other candidate.
- 3. Any faculty member or administrator may serve as a resource person at the invitation of the Chairperson with privilege of the floor, but without vote.

#### **1.7.7.2 Core Curriculum Committee**

The Core Curriculum Committee is responsible for studying the core curriculum of the University, for assessing its effectiveness, and for assuring that all Huston-Tillotson students are provided a quality liberal arts education.

This committee shall:

- 1. Review the Mission of the University and identify the areas of basic competency that all students should master;

2. Assess the effectiveness of the current core curriculum and consider proposing a new and innovative program that includes a “core curriculum” of specific courses and competencies required of all students;
3. Review the Core Curriculum, the Honors Program, and the enrichment programs of the University and purpose changes that clarify and strengthen the organization structure, goals and objectives of each component, and the accountability and collaboration required between the Student Affairs and Academic Affairs units in order for each component to be effective;
4. Monitor and assess the criteria for student competency and the assessment techniques for each recommended changes where appropriate; and
5. Submit recommendations to the faculty regarding the incorporation of the University’s “Core Values” throughout the curriculum.

#### **1.7.7.2.1 Core Curriculum Committee Membership**

The Core Curriculum Committee membership consists of:

1. The Associate Provost (ex-officio and without vote except in the event of a tie)
2. The Department Chairpersons
3. Faculty representatives from each “core curriculum” area, appointed by the applicable Department Chairperson with the approval of the Associate Provost and the Provost and Vice President for Academic and Student Affairs.

The Chairperson shall be selected by the Committee from among the faculty members of the committee. Meetings shall be at the call of the Chairperson.

#### **1.7.7.3 Teacher Education Committee**

The Teacher Education Committee is responsible for providing the general curricular supervision of all programs leading to teacher certification, including the pedagogy and revisions to and approvals of the curriculum, to ensure compliance with state regulations and guidelines. This committee also has responsibility for critically and objectively evaluating the credentials and qualifications of each applicant for admission to and exiting from the certification program. The Teacher Education Committee shall recommend appropriate policies and procedures to ensure a quality and compliant teacher education program and shall approve final certification of all candidates.

##### **1.7.7.3.1 The Teacher Education Committee Membership**

The Teacher Education Committee membership consists of:

1. The members of the Teacher Education faculty
2. Dean of the College of Arts and Sciences
3. Chairperson of the Department of Teacher Education and Kinesiology
4. Registrar
5. Director of the Alternative Teacher Certification Program
6. A faculty member from each teacher certification area

The Chairperson shall be selected by the Committee from among the faculty members of the committee. Meetings shall be at the call of the Chairperson.

#### **1.7.7.4 Faculty Policy Review Committee**

The purpose of this committee is to advise the Provost on matters of University academic policy. Additionally, this committee is charged to develop and recommend Policy Manual changes for Volume IV (Faculty Policies) and the portions of Volume I that pertain to faculty governance and faculty committees.

##### ***1.7.7.4.1 Faculty Policy Review Committee Membership***

The Faculty Policy Review Committee membership consists of:

1. The Provost and Vice President for Academic and Student Affairs (Chairperson)
2. The Associate Provost
3. Six faculty members, one from each Department, elected by the members of the Department

Elected members shall serve for a term of one year. The committee meets at the call of the Chairperson.

#### **1.7.8 Student Committees**

See Volume VII – Student Handbook.

#### **1.7.9 General Policy Manual Revision Policy**

Volumes II, III, V, VI, VII and VIII are revised as appropriate by the administration of the University through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

Volume I, Sections 1.3 and 1.6 follow the amendment process of the respective governance documents with oversight by the President and Board of Trustees. The rest of Volume I follows the procedures in paragraph one, above, of this section.

Volume IV, the Faculty Policies, follow the amendment provisions found in Volume IV, Section 4.16.