GOVERNANCE
POLICIES AND PROCEDURES

Policy Manual
Volume I

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Celebrating a 141 year legacy

UNIVERSITY MISSION AND VISION

Mission

HT nurtures a legacy of leadership and excellence in education, connecting knowledge, power, passion, and values.

Vision

A connected world where diversity of thought matters.

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POLICIES AND PROCEDURES

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Volume Number	***I***
Functional Classification:	***Governance Policies and Procedures***
Title/Topic:	***University Governance***

1 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 on February 10, 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. HT attained university status and officially became Huston-Tillotson University on November 30, 2004. On June 30, 2015, Dr. Earvin retired and Dr. Colette Pierce Burnette became the sixth President of Huston-Tillotson University.

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 was 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 was 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 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 Administrat*ors*; 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 has served on the Austin Convention and Visitors Bureau Advisory Board, the Austin Symphony Advisory Board, and the Austin Area Research Organization. He is currently a vice president of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and is President Emeritus of Huston-Tillotson University.

1.1.2.6 Colette Pierce Burnette

Colette Pierce Burnette serves as the institution's sixth President and Chief Executive Officer, effective July 1, 2015. Dr. Burnette becomes the first female president of the merged Huston-Tillotson University and only the second female president in the institution's history. Dr. Burnette earned her Master of Science Degree in Administration with honors from Georgia College in Milledgeville in 1983 after completing a Bachelor of Science Degree in Industrial and Systems Engineering from Ohio State University in Columbus in 1980. In 2003, Dr. Burnette graduated from the Harvard Graduate School's Education Management Development Program and completed an Ed.D. in Higher Education Administration at the University of Pennsylvania in 2015. Dr. Burnette is an experienced leader in higher education with a deep commitment to student success. Dr. Burnette served as interim President at Pierce College in Puyallup, Washington. From 1999-2012, Dr. Burnette had an extensive career at Central State University in Wilberforce, Ohio, that scaled to Vice President for Administration and Chief Financial Officer. A strong proponent of civic and community engagement, Dr. Burnette hosted the "No Risk, No Reward: Taking the Risk to Do What You Want with Your Career" panel discussion during the 2015 Texas Conference for Women. Locally, Dr. Burnette serves on the boards of the Austin Area Research Organization (AARO) and as a member of the steering committee for My Brother's Keeper. Nationally, Dr. Burnette serves on the Minority Engineering Advisory Board for The Ohio State University's College of Engineering, is a member of the National Society of Black Engineers, Valley Arts United, the National Council of Negro Women, Puyallup Area Aging in Place Coalition, Texnikoi, the Black Data Processing Association, and Delta Sigma Theta Sorority, Inc.

1.1.3 General Information

Huston-Tillotson University awards an Associate of Arts in Liberal Science degree, undergraduate, four-year degrees in business, teacher education, the humanities, social sciences, science and technology and a Master's of Educational Leadership degree, a principal preparation program. The Adult Degree Program (ADP) is offered in a highly focused format designed specifically for working

adults. 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

Discover HT

1.1.7 Colors

Maroon and Gold

1.1.8 Mascot

The Ram

1.1.9 Alma Mater

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,
Proudly to her hill above,
Huston-Tillotson, Alma Mater
Lift our hearts in faith and love.

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,
Strong and free your voices raise
To Huston-Tillotson, Alma Mater,
In blessing, gratitude, and praise.

Fred Waring

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. These names link 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 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. A-L also includes several classrooms and computer labs. In 2013, renovations were completed to create a Communications Studio. A lecture hall on the main floor has a seating capacity of 168. The following operational units and personnel are housed in “A-L”:

1.1.10.1.1 Academic and Student Affairs

1. Psychology Faculty offices
2. Registrar
3. Enrollment Management
4. School of Business and Technology
5. Counseling and Consultation Center
6. Disability Services

1.1.10.1.2 Vice President for Administration and Finance

1. Business Office
2. Auxiliary Services (post office, duplicating services, etc.)
3. Information Technology

“A-L” also includes several classroom and 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 including the Center for Academic Excellence, computer laboratories and testing facilities, and faculty offices for the following departments: Humanities and Fine Arts and Social and Behavioral Sciences.

1.1.10.3 Dickey-Lawless Science Building

Dickey-Lawless was completed in 1954, renovated and modernized in 1993 and 2010. It houses the Dean of the College of Arts and Sciences; the Department of Natural Sciences, the Department of Mathematics; the Department of Computer Science, an auditorium, several lecture rooms, laboratories, and offices for the faculty. Laboratory renovations were completed in 2011. The building was named in honor of Dr. James L. Dickey, a Tillotson College graduate, central Texas physician, and former member of the Board of Trustees, and Dr. Frederick Lawless, a Chicago physician who also served on the Board of Trustees.

1.1.10.4 Downs-Jones Library

The split-level library was completed in 1960 and is 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. A $2.3 million renovation was completed in March 2013. Located on the main floor are general reading rooms, the computer laboratory, main stacks, the circulation desk, and the Ram

Café. The lower level includes media services, a classroom, and additional reading rooms. The library is now equipped with an elevator, energy-efficient lighting with sensors, new heating and air conditioning units, upgraded window units, advanced technological enhancements, and a new roof.

The Downs-Jones Library is a fully-integrated automated library system which allows students, faculty, and staff access to thousands of bound books, more than 160,000 ebooks in various disciplines, and 250,000 ejournals, as well as access to leading news and opinion magazines. As a participating library in Journal Storage (JSTOR), ProQuest, and TexShare (a state-wide resource sharing program), the Huston-Tillotson University community is able to access African American newspapers (1827-1998) online, 98 electronic databases (full-text journal articles included), borrow books directly from other libraries, and request materials through interlibrary loan. The library also provides online chat reference for remote users and LibGuides research guides. Combining all of these resources with the availability of computers throughout the library, users are able to complete research papers and class projects. The library staffs the “Ask a Librarian” online help desk. In addition, the library houses a non-circulating archival collection representing the institution’s history, administrative documents, papers (of the former Presidents of the institution), yearbooks, African Art, and memorabilia. Finally, the National Endowment for the Humanities Bridging Cultures initiative awarded HT the Muslim Journeys Bookshelf collection. The collection consists of 25 books and three films. "Let’s Talk About It” reading and discussion series, featuring some of the materials included in the Bridging Cultures Bookshelf: Muslim Journeys that will be part of the HT curriculum.

1.1.10.5 Allen-Frazier and Beard-Burrowes Residence Halls

Located at the north end of campus, Allen-Frazier (female students) and Beard-Burrowes (male students) Residence Halls were occupied for the first time in 1956. Additions and renovations were made in 1965, 1977, 1988, 1999, 2014 and roof top solar arrays were added in 2015. The residence halls are currently undergoing technology upgrades. 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, wireless internet connection, computer room, central heat and air conditioning, community kitchen, and a lounge area.

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 and was named for Woodbridge Allen, a generous donor; 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.

W.E.B. Dubois Study Rooms are located in the both residence halls. The Azie Taylor Morton Study Room is located in Allen-Frazier.

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, President’s Dining Room, lounge areas, meeting rooms, the campus convenience store, and the Student Government Association (SGA) office. The cafeteria was renovated in 2014. The President’s Dining Room was renovated in 2015. The lobby, offices, and restroom renovations were competed in spring 2016.

The building is named for Dr. Matthew S. Davage, President of Samuel Huston College from 1917-1920 and of Huston-Tillotson College (now 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 and offices for the coaches and athletic trainer. 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, who was a president of Tillotson College and the only woman to serve as president of either Samuel Huston College or Tillotson College.

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 institution's home economics program. It later served as the residence of Dr. John Jarvis Seabrook, President of Huston-Tillotson College from 1955 to 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. Graduate and Career Development and Campus Safety are housed in 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 offices of Kinesiology instructors, teacher education faculty offices, the Teaching Resource Center, the Human Performance Laboratory, and a Distance Learning Laboratory. Originally known as Evans Industrial Hall, the building is named for Major Ira H. Evans, a transplanted New Englander who served on the Tillotson College Board of Trustees and who provided funds for the building's construction. The Department of Educator Preparation, the Department of Kinesiology, and the Alternative Teacher Certification Program are housed in Evans.

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

Tillotson College students built the outside cinder blocks for the Old Administration Building which was constructed during 1913-1914. It was entered in the National Register of Historic Places in 1993. The first floor was fully restored in 2005. The second and third floors were fully restored in 2006. The building was rededicated at Charter Day 2006 (October 27, 2006) and christened the Anthony and Louise Viaer-Alumni Hall in recognition of the generous contributions from Mr. Anthony Viaer and other alumni. The building also carries the name of Mr. Viaer's deceased wife, Louise.

The building houses the Bertha Sadler Means African American Heritage Resource and Training Center named for alumna Bertha Sadler Means on the first floor and Institutional Advancement on the second floor. The third floor houses the Executive Board Room, the President's Office, and the Institutional Planning, Research and Assessment Office. The restoration of the first floor was funded by a grant from the Department of Interior's National Park Service and alumnus Robert Stanton. The 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 Planning, Research and Assessment
3. Executive Offices
4. Provost and Vice President for Academic and Student Affairs
5. Human Resources

1.1.10.11 Sandra Joy Anderson Community Health and Wellness Center

Built in 2015, the Sandra Joy Anderson Community Health and Wellness Center is the newest addition to HT's campus. Ada Cecilia Collins Anderson, a 1941 alumna of Tillotson College, donated a three-million dollar gift, the largest in the institution's history, to build the 14,704 square-foot structure. The center is named after her late daughter.

The Center is a partnership with HT, CommUnityCare (CUC), a Federally Qualified Health Center (FQHC), Austin Travis County Integral Care (ATCIC), and the Dell Medical School at The University of Texas at Austin. The partnership occupies 12,000-square feet of the Center. It is dedicated to helping underserved residents of Austin gain access to health care and offers both medical and behavioral health care services in a primary care setting. The partners are working together to address the physical and mental health challenges of the Austin community and have built a team that includes Dr. William Lawson, Associate Dean of Health Disparities at the Dell Medical School, to produce new models of care, combined training programs, and research to address various needs in East Austin. There is also community space available on evenings and weekends for meetings and programming.

1.2 Mission, Vision, Goals, Accreditation, and Memberships

1.2.1 Mission of the University

HT nurtures a legacy of leadership and excellence in education, connecting knowledge, power, passion, and values.

1.2.2 Vision of the University

A connected world where diversity of thought matters.

1.2.3 Institutional Goals

1. Transform lives through a dynamic educational experience that values academic excellence and spiritual growth.
2. Cultivate democracy and community through outreach and engagement.
3. Leverage resources to enhance our competitive future in the areas of organizational effectiveness, funding, technology and industry partnerships.

1.2.4 Accreditations

Huston-Tillotson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Huston-Tillotson University.

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.

1.2.5 Memberships

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

1. American Council on Education
2. Council for Advancement and Support of Education
3. Council for Higher Education of the United Church of Christ
4. Council of Independent Colleges
5. Independent Colleges and Universities of Texas
6. National Association of Collegiate Registrars and Admissions Officers
7. National Association of Independent Colleges and Universities
8. National Association of Intercollegiate Athletics
9. National Association of Schools and Colleges of the United Methodist Church

10. Southern Association of Colleges and Schools
11. Texas United Methodist College Association
12. United Negro College Fund, Inc. (UNCF)
13. Texas Association of Developing Colleges (TADC)
14. American Library Association

1.3 Governing Documents of Huston-Tillotson University

1.3.1 Charter

APPROVED October 24, 1952

Secretary OF STATE

/S/ Ellis F. Morris

Assistant CHIEF CHARTER DIVISION

THE CHARTER OF HUSTON-TILLOTSON COLLEGE

THIS AGREEMENT made this 24th 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 31st 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 corporations 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)
Attest:

/S/ Connie R. Yerwood Odom
Secretary

TRUSTEES OF SAMUEL HUSTON COLLEGE
by /S/ Edmund Heinsohn, President

TRUSTEES OF TILLOTSON COLLEGE
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, Legal Counsel

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 filled 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, are 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.

5. 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.

6. 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.

7. This Corporation shall have perpetual existence.

8. 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.

9. 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

10. The street address of the registered office of the Corporation is 1820 East 8th 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 28th 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 28th 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 nonprofit corporation under the Texas Business Organizations Code. 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 offices 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.

4. Student Trustee

From the At-Large Trustee members, one member of the Board shall be designated as the "Student Trustee", who shall be elected by the Board for a one year term. The selection of the candidates to be nominated as Student Trustee shall be made in accordance with such policies and procedures as may be established from time to time by the Huston-Tillotson University Student Government Association, or by such other organization recognized as a successor to such Association by the Board. Such policies and procedures shall be subject to the approval of the Board and shall be consistent with and in furtherance of the following principles:

a. There shall be one Student Trustee selected from and representing the undergraduate schools, colleges, and divisions of the University.

b. In order to be an eligible nominee for Student Trustee, a candidate must, at the time of nomination to and election by the Board:

   i. be an undergraduate full-time student of the University;

   ii. be enrolled in at least a second consecutive year of academic study at the University;

   iii. be in good standing (and not suspended, ineligible, or on [probation of any kind with any school, college, division or other academic or administrative component of the University);

   iv. have a minimum cumulative grade point average of at least 3.00;

   v. not be eligible for graduation before the expiration of the Board term for that vacancy to which the candidate seeks election.

If the nominee is elected as a Trustee, the requirements of clauses I, iii, and iv shall be deemed conditions for continued eligibility to serve as the Student Trustee.

1.3.3.3 ARTICLE III-Board Meetings

A. Regular Meetings

The Board shall hold two (2) regular meetings 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. Action without Meeting

In the event Board action is required prior to the next regular meeting and the Board Chairperson determines that a special meeting is not warranted, the Board Chairperson may submit the matter to the Board of Trustees via electronic ballot. The use of this method is not well-suited to matters that require deliberation or discussion. Accordingly, the use of this method should be limited to matters which are straightforward.

At the direction of the Board Chairperson, the Clerk of the Board shall transmit an email detailing the proposed action and including such related materials as may be appropriate to the email address designated by each Trustee. An electronic ballot is not subject to amendment. Trustees shall cast their votes electronically with the Clerk of the Board. Electronic votes and results shall be canvassed by the Clerk of the Board, certified by the Board Secretary and communicated to the full Board. Voting via an electronic ballot may be ruled closed once a majority of the Board has voted in favor of the proposal or has voted against the proposal. Any electronica ballot remaining unresolved after 72 hours following transmission shall expire and deemed to be not approved.

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 Policy

The Trustees and Officers of the Corporation shall comply with the terms of the Conflict of Interest Policy of the Board, as such policy may be amended from time to time by the Board.

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 Affairs, Vice President for Administration and Finance, Vice President for Institutional Advancement, and the Chief of Staff. The Vice Presidents and Chief of Staff 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 Chief of Staff 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, each standing committee chairperson and the chairperson of the Audit Subcommittee of the Executive Committee. 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 at least 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.

The Executive Committee shall provide ongoing assessment of Board and University effectiveness in meeting objectives identified in the University's strategic plan. The Executive Committee shall also, in collaboration with the President, assess the accreditation status of the University and the requirements and standards which must be satisfied. The Executive Committee shall support all necessary activities to maintain accreditation and good standing, shall coordinate the efforts of the Board and may delegate tasks to relevant standing committees.

C. Academic Affairs Committee

There shall be a standing Academic 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 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, tenure and compensation, curriculum, degrees (including honorary degrees), research, and teaching equipment and methods. The Committee shall review plans to create new programs and plans to

discontinue programs and make recommendations on these matters to the Board of Trustees. The Committee, or sub-committee created by it, may meet with the faculty, to confer with them on matters affecting their professional experience on campus. The Committee shall report regularly to the Board of Trustees, making such recommendations as it deems appropriate

D. Student Affairs and Enrollment Management Committee

There shall be a standing Student Affairs and Enrollment Management Committee which shall be responsible to the Board for recommending policies designed to achieve the objectives of the University and for evaluating compliance with policies and the achievement of established goals. The Committee shall, in collaboration with the President and designated staff, consider and make recommendations concerning all matters appertaining to student development and success and campus, residential and religious life. The Committee shall review and recommend policies and procedures concerning admissions, financial aid, student services and the Office of the Registrar. The Committee, or sub-committee created by it, may meet with student groups 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.

E. 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, business affairs and real property, improvements and assets 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.

The Committee may establish a Buildings and Grounds Subcommittee to assist the fulfillment of its responsibilities. The Subcommittee may make recommendations to the full committee concerning any matter 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 full Committee regarding the purchase, use, and disposition of vehicles.

F. 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.

G. Institutional Advancement Committee

There shall be a standing Institutional Advancement Committee. 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.

In fulfilling these responsibilities, the Committee shall assess the current composition of the Board and committees, identify gaps in critical skills, areas of expertise, demographics and other desirable characteristics and develop a recruitment plan accordingly.

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 evaluate the effectiveness of the Board

1.3.3.6 ARTICLE VI-Staff of the Corporation

A. Staff Positions and Duties

1. Provost and Vice President for Academic Affairs

   The Provost and Vice President for Academic Affairs shall have, under the President, general charge of the educational programs and activities of the University. The Provost and Vice President for Academic 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 Affairs shall advise and give leadership to the faculty on methods of instruction, improvement in quality of the program, and academic counseling.

   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 Affairs may, in addition to regular functions, exercise those of Chief Executive Officer. The Provost and Vice President for Academic 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 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 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 include the areas of 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. The Chief of Staff

   The Chief of Staff is responsible for working across all units within the University to ensure effective communication, alignment of priorities, and the successful achievement of stated University goals and priorities. The Chief of Staff serves as the President's primary strategic and trustworthy liaison with University and community constituencies. The Chief of Staff handles a wide range of matters of institutional importance, oversees all operations of the

   Office of the President, to include management of staff and functional units reporting to the Office of the President, budgets, administration, policies, and procedures.

5. Clerk of the Board

   The Clerk of the Board, working in concert with the President, serves as the clerk to the University Board of Trustees on matters of institutional significance not directly handled by the President. The Clerk builds and coordinates with the President, Board chair, and the President's Cabinet contents of agendas for each Board of Trustees meeting or retreat and Board of Trustees Executive Committee meetings. The Clerk maintains minutes and records of all actions from Board of Trustees meetings, Executive Committee meetings, and special sessions. The Clerk plans, organizes, supervises, and carries out events of the Board of Trustees and President's Cabinet: budget planning, communications, catering, equipment rental, and management of overall event execution.

   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.

6. 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

To the fullest extent permitted by law, 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 2/3 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 fifteen (15) days in advance.

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.

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 – to include changing the name of eight committees and eight titles; changing the Alumni Board Member term from three to two years; clarifying CEO responsibilities, duties of four committees and the Clerk of the Board.

Amended: March 22, 2013 – (1) updating reference to Texas Business Organizations Code; (2) changing "adjudicatories" to offices in Election and Number of Trustees (3) striking "at the University" in Article III A. (4) amending Article III, F. to allow written consent without unanimous vote; (5) amending Article III, H. Conflict of Interest Policy; (6) making clear that the chair of Audit Subcommittee of Executive Committee is a member of the Executive Committee; (7) amending the sections defining the Board Development Committee's responsibility to review achievement of the Strategic Plan goals to be moved to the responsibility of the Executive Committee; (8) clarifying who appoints the Clerk of the Board; (9) Article V, G. striking sentence two in the Institutional Advancement Committee's responsibilities; (10) revising Article V.B to provide that the audit subcommittee may consist of three or more members; and (11) requiring a 2/3 vote of the Trustees present at a meeting to amend the Bylaws.

Amended: June 15, 2015 – to include Article II: Membership of the Board of Trustees, B.4. Student Trustee.

Amended: June 8, 2018 – to include updates to the provisions relating to Board meeting and voting requirements to more explicitly encompass current Board practice and to add flexibility to use alternative voting methods, Re-structure standing Board Committees to split Academic and Student Affairs into two (2) committees and to handle Buildings and Grounds as a subcommittee of the Business Affairs Committee, and Assign specific responsibility for the coordination and support of activities relating to accreditation standards and requirements

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.

L.L.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) 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 125th or 150th 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.

1.3.4.4 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 15th 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 requires special action of the Board of Trustees.

1.3.5 Substantive Change Policy

SACSCOC requires institutions to notify and/or receive approval prior to implementation of substantive changes. The Huston-Tillotson University Accreditation Liaison coordinates submission of such documentation to SACSCOC on behalf of Huston-Tillotson University. The Accreditation Liaison submits documentation in accordance with the policy and procedures outlined in the SACSCOC Substantive Change For Accredited Institutions of the Commission on Colleges Policy Statement. So as to ensure consistent timeliness of document submission, administrators must notify the Accreditation Liaison of forthcoming substantive changes according to the procedures that are outlined in this document.

SACSCOC requires institutions to report substantive changes in various ways. Reporting formats include but are not limited to: a notification letter, modified prospectus, prospectus, application for level-change and other report types explicitly requested by the Commission. The Accreditation Liaison is responsible for submitting required document to SACSCOC. In order to submit a substantive change, administrators must first complete the Huston-Tillotson University Internal Substantive Change form within the timeframe indicated by the below substantive change internal processing categories.

Administrators can use the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement as a guide to determine what substantive change procedure is appropriate. However, administrators should confirm with the Accreditation Liaison before a specific procedure is pursued.

Administrators should contact the Accreditation Liaison immediately should they have questions regarding whether a proposed change qualifies as a substantive change and requires notification to and/or approval from SACSCOC. Should a potential substantive change not be indicated within the SACSCOC Substantive Change For Accredited Institutions of the Commission on Colleges Policy Statement, the administrator should contact the Accreditation Liaison who will confer with the SACSCOC staff.

Substantive Change Internal Processing Categories:

1. Substantive changes that require only notification to SACSCOC: University administrators must formally notify the internal accreditation liaison a minimum of four months prior to intended implementation of substantive changes that require only a notification letter to SACSCOC. Substantive changes cannot be implemented until the institution receives acceptance from SACSCOC of the notification letter.
2. Substantive changes that require approval from SACSCOC: University administrators must formally notify the accreditation liaison a minimum of 9 months prior to intended implementation of substantive changes requiring SACSCOC approval. Substantive changes cannot be implemented until the institution receives approval from SACSCOC for the proposed substantive change. Such substantive changes will likely require a modified prospectus or a prospectus and may also include other requested documentation.
3. Substantive changes that require approval and onsite review from SACSCOC: Substantive changes that require a lengthier review process, such as a level-change, will require notification to the accreditation liaison a minimum of twelve to eighteen months before intended implementation. Substantive changes cannot be implemented until the institution receives approval for the proposed substantive change from SACSCOC.

1.4 Administrative 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 Chief of Staff, the Vice President for Institutional Advancement, the Provost and Vice President for Academic Affairs, the Vice President for Administration and Finance, the Executive Director of Institutional Planning, Research and Assessment, the Director of Intercollegiate Athletics, the Director of Engagement and Public Initiatives, the Director of Community Health Programs, and the Title IX Coordinator.

1.4.2. Chief of Staff

The Chief of Staff 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 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 Chief of Staff 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, 5. Reporting directly to the Chief of Staff are [see also Paragraph 1.3.3.6, A, 4]:

1.4.2.2. Dean of Enrollment Management

The Dean of Enrollment Management is responsible for the success and retention of students. The Dean provides leadership in the development and implementation of a retention strategy. The Dean leads the areas of student recruiting, admission, financial aid and student records. The Dean works with the Department Chairs, faculty, staff, alumni and current students to increase retention. The Dean also coordinates with the Du Bois Scholars and Hatton Sumners Scholars programs. Reporting directly to the Dean of Enrollment Management are:

1.4.2.2.1 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.

1.4.2.2.2 Director of Recruitment and Admission

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

1.4.2.2.3 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 plan, 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.

1.4.2.3 Dean of Student Affairs

The Dean of Student Affairs assists the Chief of Staff 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 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 directly to the Dean of Student Affairs are:

1.4.2.3.1 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.

1.4.2.3.2 University Nurse

The University Nurse is responsible for the overall program for all student health and emergency services. The University 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.

1.4.2.3.3 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 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.

1.4.2.3.4 Coordinator of Campus Life

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.

1.4.2.3.5 Residence Hall Coordinator

A Residence Hall Director (RHD) manages all aspects of a residence hall housing 193-246 students. An 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.

1.4.2.3.6 Director of Counseling and Consultation Center

Under the administrative direction of the Dean of Students, 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.

1.4.2.3 *Director of Information Technology*

The 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.

1.4.3 Executive Director of Institutional Planning, Research and Assessment

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

1.4.4 Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics serves as coordinator and supervisor of the Intercollegiate Athletics 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.

1.4.5 Director of Community Engagement and Public Initiatives

The Director of Community Engagement and Public Initiatives is responsible for providing leadership and direction on public health program content; implementation and evaluation of programs with emphasis on measurable outcomes using data and best practices; prioritization of programmatic objectives, activities, and budget needs; continuation and development of team-based approaches; integration of public health programmatic activities as well as effective use of Sandra Joy Anderson Community Health and Wellness Center (CHWC) staff capacity. Acting as a CHWC liaison to local/regional partners, community stakeholders, and funders, the Director works independently and collaboratively with CHWC's staff to direct, develop, manage, and implement activities in the following areas: public health programming, community-based technical assistance, research and evaluation, resource development, grant and contract management and report writing, community-based organizational development, community engagement, and meeting development and implementation. The Director requires a clear understanding and empathy for the challenges faced by asset-, resource-, and capacity- lacking and/or underserved communities; a firm grasp of community capacity building; and knowledge/understanding of racial equity and social determinants of health.

1.4.6 Director of Community Health Programs

The Director of Community Health Programs is responsible for developing plans for community-based health programs aimed at the prevention of disease and promotion of health; recommends community health initiatives, policy implications and best practices after reviewing health literature and statistics; identifies community health program related grant funding and develops grant proposals; and manages specific community health programs from planning and design through implementation and evaluation.

1.4.7 Title IX Coordinator

The Title IX Coordinator is an integral part of the University's systematic approach to ensuring nondiscrimination, including a nondiscriminatory environment. The Title IX Coordinator collaborates with many different members of the school community, such as administrators, counselors, athletic directors, non-professional counselors or advocates, and legal counsel to ensure Title IX compliance throughout the University system.

1.4.8 Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves under the direction of the President of the University as the primary fundraiser 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 are:

1.4.8.1 Director of Public Relations

The Director of Public Relations 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 Public Relations serves as the University's primary contact with the print and electronic *media.*

1.4.8.2 Director of Alumni Affairs and Advancement Services

The Director of Alumni Affairs and Advancement Services 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.

1.4.8.3 Senior Development Officer

The Senior Development Officer 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.

1.4.9 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and provides leadership in academic affairs. 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 Vice President organizes, monitors, and coordinates all aspects of the academic program, including the curriculum, educational policies and the library. The Provost and Vice President for Academic Affairs serves on the President's Cabinet, the Budget and Planning Committee and other committees as assigned, and acts in the absence of the President. Reporting to the Provost and Vice President for Academic Affairs are [see also Paragraph 1.3.3.6, A, 1]:

1.4.9.1 Associate Provost

The Associate Provost assists the Provost and Vice President for Academic 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 process of the University's faculty development programs. Reporting to the Associate Provost are:

1.4.9.1.1 Coordinator of the Writing Center

The Coordinator of the Writing Center provides administrative oversight of the daily operations of the Writers' Studio, including supervising and training student staff and managing the computer lab housed within J-M 103. The coordinator also organizes writing and literacy related enrichment activities for HT students and facilitates one-on-one writing consultations.

1.4.9.1.2 Coordinator of Distance Learning

The Coordinator of Distance Learning 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 and distance delivery system, and coordinate training and evaluation of the University's distance learning program and courses to ensure quality and compliance with institutional and accreditation guidelines.

1.4.9.1.4 Director of Adult Degree Program (ADP)

The Director of the Adult Degree Program reports directly to the Associate Provost. The Director serves as a strong faculty and student advocate while also supporting the strategic direction of the Program. The Director is responsible for leading ADP and for overseeing its faculty; for recruiting, supervising, and developing the Program's faculty and staff; providing for the retention of students; managing internal operations and communications; and planning, developing, and managing the Program's budget.

1.4.9.1.3.1 Director of Student Services for ADP

The Director of Student Services reports to the Director of the Adult Degree Program (ADP). The position oversees and directs four major functions of ADP, i.e., admission and academic records; academic advisement; prior learning assessment; and student services. Major responsibilities include directing the admission process for ADP; evaluating admission files for ADP; serving as Registrar for ADP; directing and coordinating academic advising for all adult students; developing and implementing policies and procedures for systematic and standardized assessment of non-traditional learning in accordance with college directives and in compliance with accrediting guidelines and the Council for Adult and Experiential Learning (CAEL) standards; directing the Department of Student Services and overseeing student orientation and retention.

2.4.9.1.4 Director of ACADEMY

The Director of ACADEMY (Achievement in College Algebra During the Matriculation Year) is responsible for implementation and continued development of the ACADEMY assessment plan; management of the Math Center for Learning and Teaching including instructors, support staff and facilities; tracking academic progress, retention and completion rates for students in the foundational mathematics courses including formative and summative evaluations and progress reports including as needed for accreditation; organizing and communicating with the ACADEMY Advisory Board; and guiding faculty collaboration to enhance courses and standardize curriculum for common courses.

1.4.9.2 Director of the Center for Academic Excellence

The Director of the Center for Academic Excellence (CAE) is responsible for oversight of CAE services which includes the First Year Experience and peer learning consultants, Sophomore Year Experience, First Year Advising, and intervention for Probationary Students. The Director of CAE also coordinates the retention management system (RAM Radar) to aid in retention efforts.

1.4.9.3 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 services. The Director is responsible for coordinating the assessment of library services and for keeping abreast of changes in information literacy and electronic resources.

1.4.9.4 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 of all reports to the government.

1.4.9.5 Dean of the College of Arts and Sciences

The Dean of the College of Arts and Sciences (CAS), reports to the Provost and Vice President for Academic Affairs. The Dean sets the vision and establishes new opportunities for CAS within the University's strategic plan. The Dean is responsible for overseeing the College's full time and part time faculty; for recruiting, supervising, and developing the College's faculty and staff; and providing for the retention of students. The Dean participates in campus-wide planning and is responsible for CAS student learning, teaching quality, accreditation, budget management, development and allocation of resources, administration of academic and scholarly programs, alumni relations, and extension of its local, state, national, and international outreach.

1.4.9.6 Dean of the School of Business and Technology

Under the supervision of the Provost and Vice President for Academic Affairs, the Dean serves as principal administrative officer of the School of Business and Technology (SBT). The Dean provides leadership in the School's teaching, research, and service missions; enhances the capabilities and performance of its faculty and staff; and fosters constructive and successful relationships with its external constituencies. The Dean is responsible for developing innovative programs that support the mission of SBT in a changing marketplace.

1.4.10 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, 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]:

1.4.10.1 Controller

The Controller monitors and supervises payroll, student accounts, cashier/bursar, and central services including mail and duplicating services, facilities rental and usage, and fixed asset purchasing.

1.4.10.2 Budget Analyst

The Budget Analyst monitors and supervises vendor contract administration, accounts payable, and serves as liaison to the University's auxiliary enterprises.

1.4.10.3 Director of Campus Safety

The 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.

1.4.10.4 Director of Facilities

The Director of Facilities 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.

1.4.10.5 General Manager of the Dining Facility

The General Manager of the Dining Facility is responsible for planning and implementation of food services for the University. The General Manager 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 responsible for University auxiliary enterprises to ensure student satisfaction with all food services.

1.4.10.6 Director of Human Resources

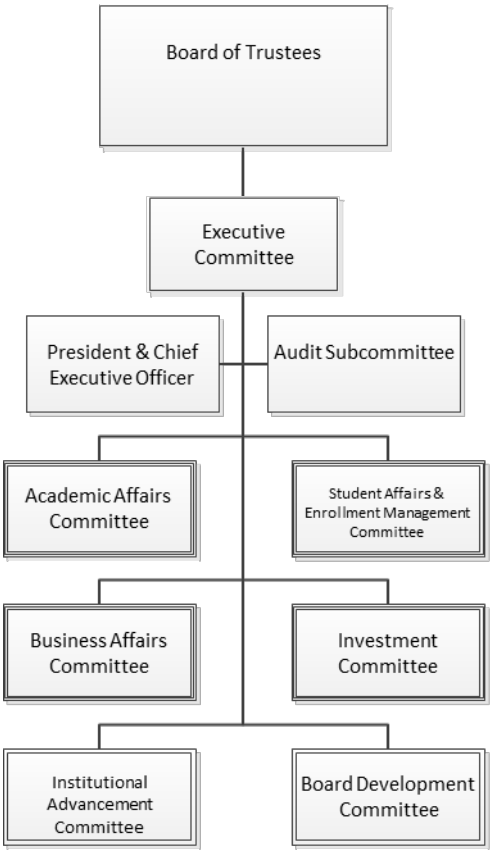
The Director of Human Resources is responsible for the administration of the major phases of the personnel program of the University and establishes and administers policies governing relationships between the University and its staff to ensure compliance with federal, state and local labor laws.

1.5 Organizational Charts for Huston-Tillotson University

1.5.1 Board of Trustees

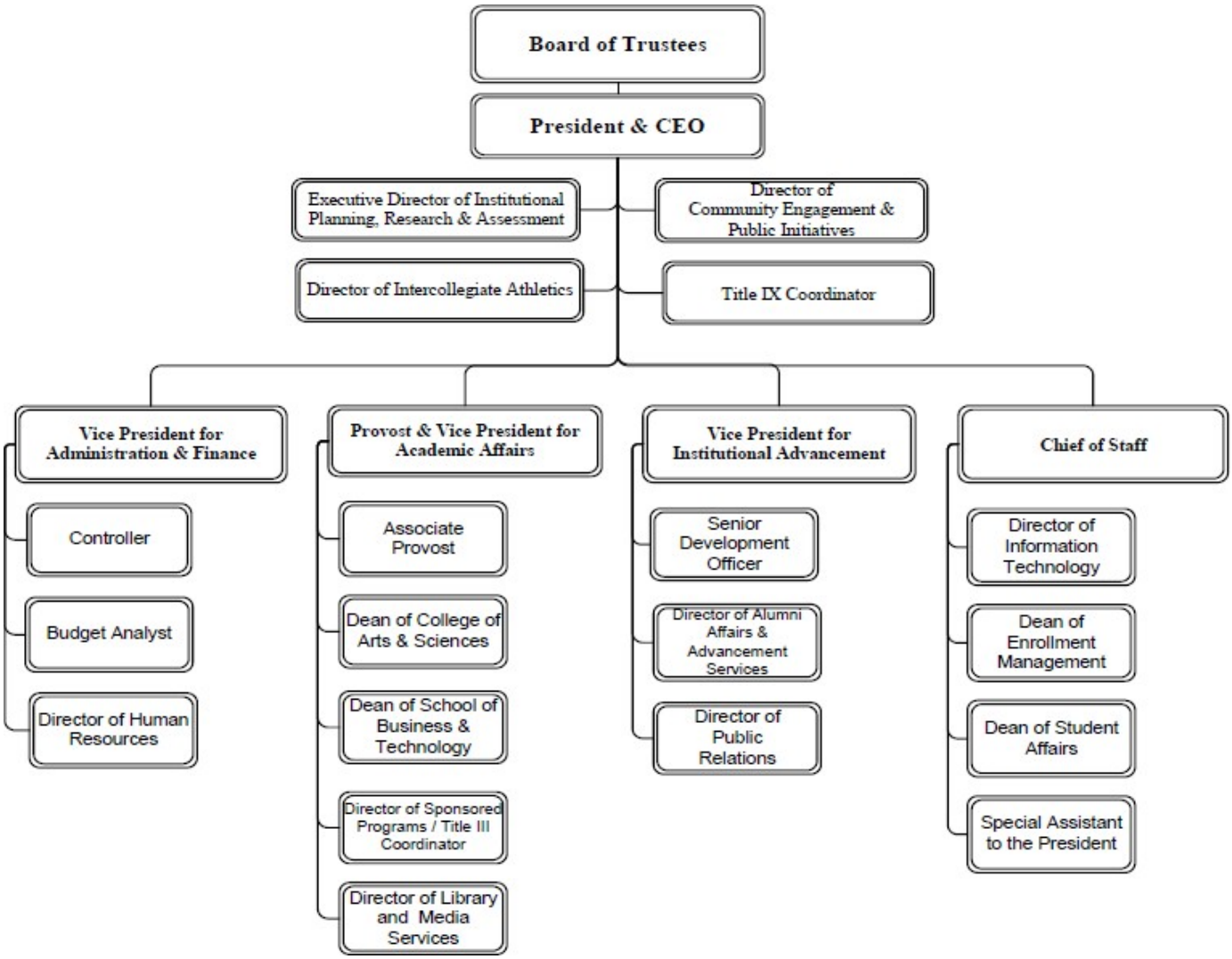
Huston-Tillotson University

Organizational Chart



1.5.2 Overall Administrative Organization

Huston-Tillotson University
Organizational Chart



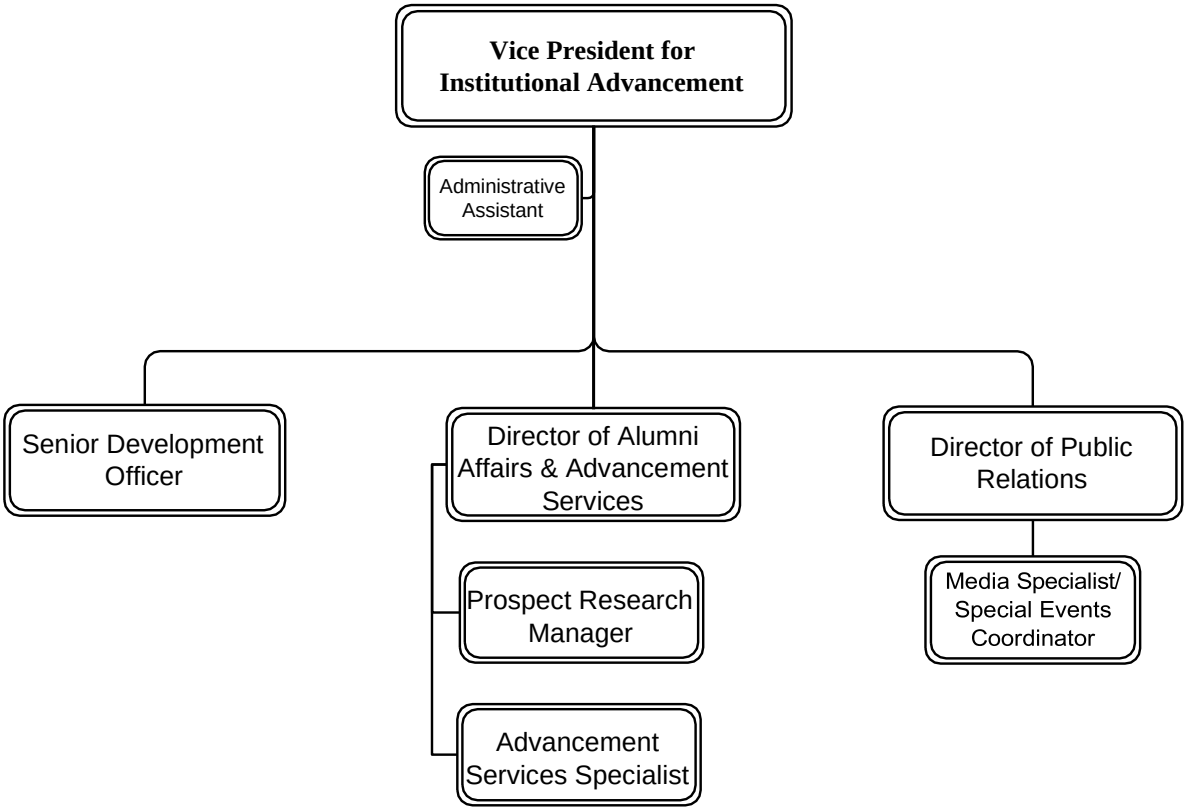
Updated 10.10.2016

1.5.3 Institutional Advancement

Huston-Tillotson University

Organizational Chart

Vice President for Institutional Advancement



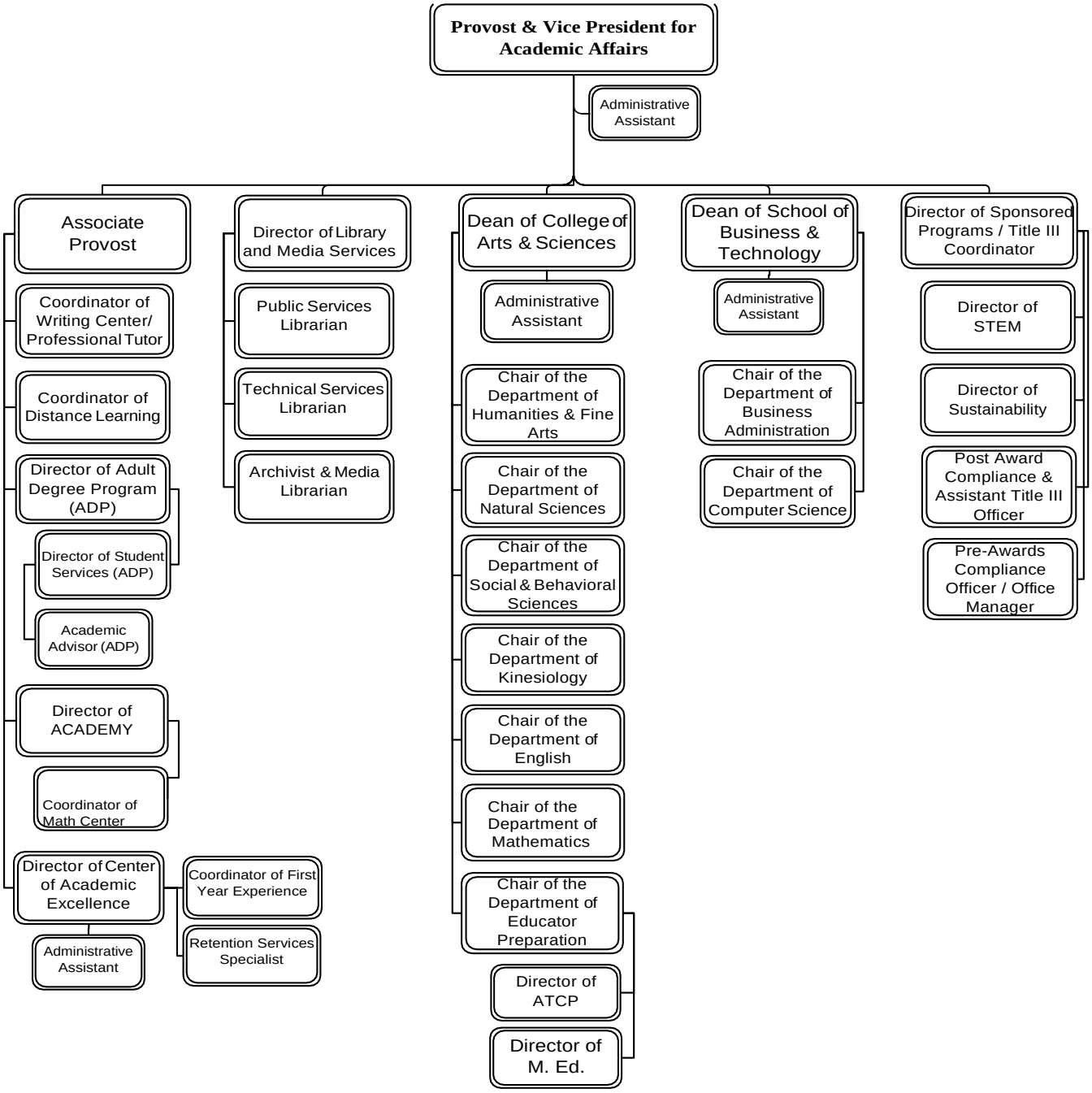
Updated 10.10.2016

1.5.4 Academic Affairs

Huston-Tillotson University

Organizational Chart

Provost and Vice President for Academic Affairs

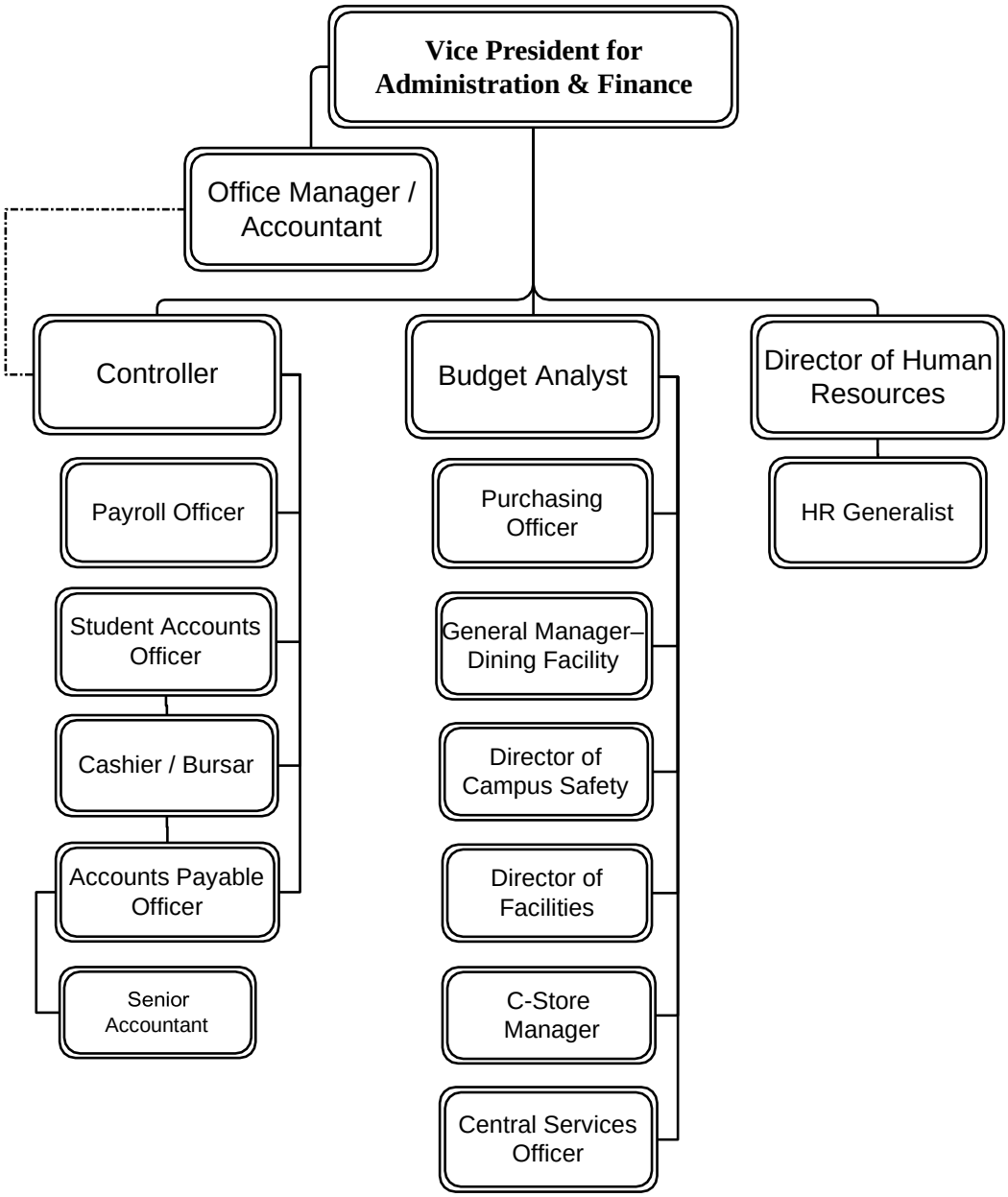


Updated 10.10.2016

1.5.5 Administration and Finance

Huston-Tillotson University
Organizational Chart

Vice President for Administration & Finance

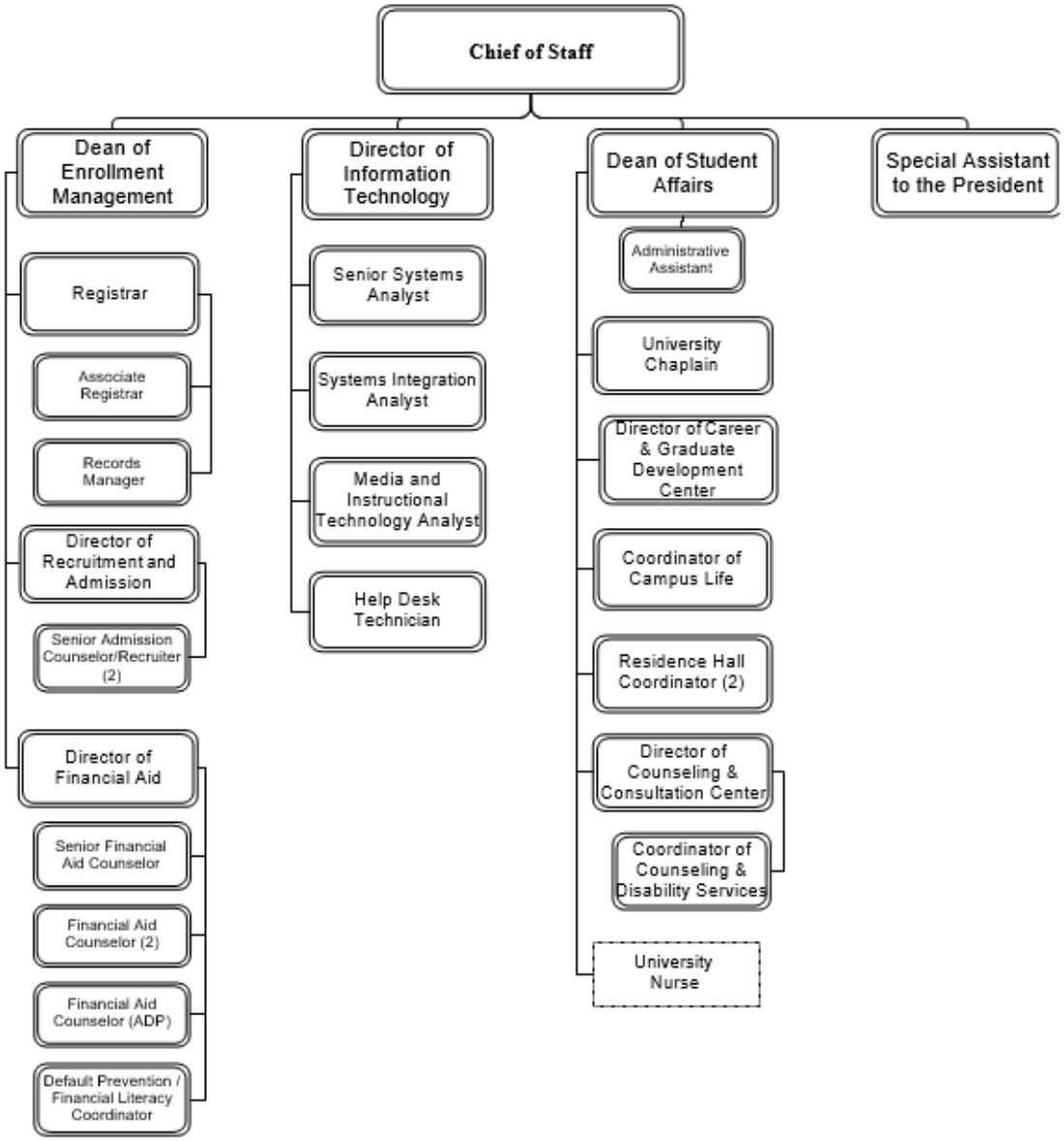


Updated 10.10.2016

1.5.6 Student Affairs

Huston-Tillotson University
Organizational Chart

Chief of Staff



Updated 10.10.2016

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; Policy Manual Volume III Conflicts of Interest Policy 3.6.1)

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 to ensure 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.
5. All student committee members and all members of the Budget and Planning Committee are to sign a non-disclosure form. The chair(s) of the pertinent committees shall be responsible for completion of the forms and shall then deliver the signed forms to Human Resources where the forms will be housed. Additionally, the chair(s) of each committee containing student members shall notify those students regarding their membership and responsibilities.

1.7.2 Board of Trustees Committees

See Subsection 1.3.3.5 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, Chair
2. The Provost and Vice President for Academic Affairs
3. The Chief of Staff
4. The Vice President for Institutional Advancement
5. The Vice President for Administration and Finance

The 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, Chair
2. The Provost and Vice President for Academic Affairs
3. The Chief of Staff
4. The Vice President for Institutional Advancement
5. The Vice President for Administration and Finance
6. The Special Assistant to the President
7. The Associate Provost
8. The Dean of the College of Arts and Sciences
9. The Dean of the School of Business and Technology
10. The Dean of Student Affairs
11. The Dean of Enrollment Management
12. The Director of Sponsored Programs and Title III Coordinator
13. The Director of Human Resources
14. The Director of Information Technology
15. The Director of Alumni Affairs
16. The Director of Intercollegiate Athletics
17. The Executive Director of Institutional Planning, Research and Assessment
18. The Director of Public Relations
19. The Controller

20. The Director of Financial Aid
21. The Director of Recruitment and Admission
22. The Registrar
23. The Senior Development Officer
24. The University Chaplain
25. The Director of Community Health Engagement and Public Health Initiatives
26. The Director of Campus Safety
27. The Director of Student Services, Adult Degree Program
28. Representative, Adult Degree Program
29. Director of Adult Degree Program (non-voting)

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

1.7.3.3 Academic Council

The Academic Council is an advisory body to the Provost and Vice President for Academic Affairs on all matters pertaining to policy and academic programs.

The membership of the Academic Council consists of:

1. The President, ex-officio
2. The Provost and Vice President for Academic Affairs, Chair
3. The Associate Provost
4. The Dean of Enrollment Management
5. The Dean of the College of Arts and Sciences
6. The Dean of the School of Business and Technology
7. The Coordinator of Instructional Technology/Distance Education
8. The Director of the Adult Degree Program
9. The Director of Library and Media Services
10. The Department Chair of Computer Science
11. The Department Chair of Business Administration
12. The Department Chair of Humanities and Fine Arts
13. The Department of Social and Behavioral Sciences
14. The Department Chair of Educator Preparation
15. The Department Chair of Kinesiology
16. The Department Chair of Natural Sciences
17. The Department Chair of Mathematics
18. The Department Chair of English
19. Two faculty members elected from the College of Arts and Sciences
20. 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-Chair (Faculty Co-Chair elected by faculty on the Committee)
2. The Provost and Vice President for Academic Affairs
3. The Chief of Staff
4. The Vice President for Administration and Finance
5. The Vice President for Institutional Advancement
6. The Dean of the College of Arts and Sciences
7. The Dean of the School of Business and Technology
8. The Executive Director of Institutional Planning, Research and Assessment
9. The Dean of Student Affairs
10. Nine members of the Faculty, one from each academic department
11. The Budget Analyst
12. The Student Government Association President (or designee)

The faculty Co-Chair is elected by the faculty members of the Committee.

Meetings shall be at the call of either Chair.

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

The Environmental Scanning and Futures Research Subcommittee:

1. Conducts ongoing research and information gathering regarding the University strategic planning process; and
2. Advises the Budget and Planning Committee as to its findings and suggestions.

Meetings shall be at the call of the Chair.

1.7.4.1.2.1 Environmental Scanning and Futures Research Subcommittee of the Budget and Planning Committee Membership

The Environmental Scanning and Futures Research Subcommittee consists of:

1. The President, ex-officio
2. The Executive Director of Institutional Planning, Research and Assessment, Chair
3. The Provost and Vice President for Academic Affairs, ex-officio (without vote except in the event of a tie)
4. The Director of Public Relations
5. The Director of Sustainability
6. Two faculty members of the Budget and Planning Committee appointed by the President,
7. The Student Government Association President

1.7.4.2 Campus Technology, Library Learning Resources Committee

The Technology, Library Learning Resources 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.
5. Studying the Library/Learning Resource (LLR) and archival needs of the institution and developing a comprehensive plan to respond;
6. Working with the Director of Library and Media Services to identify and implement an on-going viable program that stimulates greater use of the library by faculty, students, and the community; and
7. 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

1.7.4.2.1Technology, Library Learning Resources Committee Membership

The Campus Technology Committee consists of the following members:

1. The President, ex-officio
2. The Provost and Vice President for Academic Affairs, Co-Chair
3. The Chief of Staff, Co-Chair
4. The Vice President for Administration and Finance
5. The Dean of the College of Arts and Sciences
6. The Dean of the School of Business and Technology
7. The Dean of Student Affairs
8. The Director of Information Technology
9. The Director of Library and Media Services
10. The Director of the Center for Academic Excellence
11. The Director of Student Services, Adult Degree Program
12. The Associate Registrar
13. The Coordinator of Instructional Technology/Distance Education
14. The Coordinator of Disability Services
15. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology
16. Two students, one sophomore and one junior, appointed by the Student Government Association

The Provost and Vice President for Academic Affairs and the Chief of Staff will be Co-chairs.

During the academic year, the Committee will meet monthly at the call of the Chairs. 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 events 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 President, ex-officio
2. The Provost and Vice President for Academic Affairs
3. The Director of Public Relations
4. The Director of the Adult Degree Program
5. Nine faculty members, one from each Department
6. The Registrar
7. The Director of the Center for Academic Excellence
8. The Dean of Student Affairs
9. The Director of Alumni Affairs
10. The Coordinator of Campus Life
11. The Senior Class Advisor
12. The Senior Class President
13. Two Student Government Association members appointed by the SGA
14. One representative from the Alumni Association invited by the Director of Alumni Affairs

The chair shall be elected from among the members of the committee.

Meetings shall be at the call of the Chair.

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 Affairs the 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. The President, ex-officio
2. Four faculty members, three from the College of Arts and Sciences and one from the School of Business and Technology
3. The Registrar
4. The Director of Public Relations
5. One student representative appointed by the Student Government Association

The Chair shall be a non-student member of the Subcommittee elected by the rest, except the student does not vote on the Chair.

Meetings shall be at the call of the Chair.

1.7.4.4 Environmental Health and Safety

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

1. Review the various health and safety standards outlined by federal, state and city agencies, as well as the guidelines established by the University's compliance officer;
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 recycling program in compliance with the City of Austin "Single Stream Recycling" program;
5. Monitor compliance with the University's Tobacco-free Campus Policy, and submit recommendations for changes in procedures 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;
7. Monitor the University's Climate Action Plan and submit recommendations as appropriate for attaining the goal of climate neutrality by 2025; submit emissions data and narrative progress reports beginning in 2012, preferably annually but at least every other year; and
8. 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 President, ex-officio
2. One faculty member from the Natural Sciences
3. One faculty member from the Kinesiology Department
4. One faculty member from the Social and Behavioral Sciences Department
5. One faculty member from the Educator Preparation Department
6. The Director of Human Resources

7. The Director of Intercollegiate Athletics
8. The Director of Campus Safety
9. The Director of Facilities
10. The Dean of Student Affairs
11. The Director of Sustainability
12. Two student members appointed by the Student Government Association

The Chair shall be a non-student member of the Committee elected by the rest.

Meetings shall be at the call of the Chair.

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 admission, recruitment, retention, student records, and financial aid;
2. Study the latest trends and developments in the areas of admission, 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 President, ex-officio
2. The Provost and Vice President for Academic Affairs, Co-Chair
3. The Chief of Staff, Co-Chair
4. The Vice President for Administration and Finance
5. The Associate Provost
6. The Dean of Enrollment Management
7. The Dean of Student Affairs
8. The Executive Director of Institutional Planning, Research and Assessment
9. The Controller
10. The Director of Recruitment and Admission
11. The Director of the Adult Degree Program
12. The Director of Information Technology
13. The Director of Intercollegiate Athletics
14. The Director of Public Relations
15. The Director of Counseling and Consultation Services
16. The Registrar

17. The Director of Financial Aid
18. The Dean of the College of Arts and Sciences
19. The Dean of the School of Business and Technology
20. The Default Prevention and Retention Services Specialist
21. Two Faculty members from the College of Arts and Sciences
22. One Faculty member from the School of Business and Technology
23. Two Student Representatives appointed by the Student Government Association (will not participate in appeals processes)

The Chief of Staff and the Provost and Vice President for Academic Affairs will co-chair the Enrollment Management Committee.

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 an annual review of the 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 annually the registration procedures 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 President, ex-officio
2. The Chief of Staff, Chair
3. The Associate Provost
4. The Dean of Enrollment Management
5. The Director of Recruitment and Admission
6. The Director of Financial Aid
7. The Registrar
8. The Controller
9. The Executive Director of Institutional Planning, Research and Assessment
10. The Director of Intercollegiate Athletics
11. The Director of the Adult Degree Program
12. The Dean of the College of Arts and Sciences
13. The Dean of the School of Business and Technology
14. Two Faculty members from the College of Arts and Sciences
15. One Faculty member from the School of Business and Technology

16. Two Student Representatives appointed by the Student Government Association

The Chief of Staff will chair the Recruiting/Admission and Registration Subcommittee.

1.7.4.5.3 Student Persistence Subcommittee

The Student Persistence 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 scholarships, 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 assure institutional compliance with the guidelines of the National Association of Student Financial Aid Administrators (NASFAA), the Association of International Educators, the National Association of Intercollegiate Athletics (NAIA), and the Red River Athletic Conference (RRAC);
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 (SAP) 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 Persistence Subcommittee Membership

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

1. The President, ex officio
2. The Director of the Center for Academic Excellence, Co-Chair
3. The Dean of Enrollment Management, Co-Chair
4. The Provost and Vice President for Academic Affairs, ex-officio
5. The Chief of Staff
6. The Vice President for Administration and Finance
7. The Dean of Enrollment Management
8. The Special Assistant to the President
9. The Associate Provost
10. The Executive Director of Institutional Planning, Research and Assessment
11. The Registrar

12. The Director of Intercollegiate Athletics
13. The Director of Counseling and Consultation Services
14. The Director of Financial Aid
15. The Director of Recruitment and Admission
16. The Director of Development
17. The nine department Chairs
18. The Coordinator of First Year Experience
19. The Default Prevention Specialist and Retention Services Specialist
20. One Business Office Representative
21. The Student Advisor of the Adult Degree Program
22. One Student Representatives appointed by the Student Government Association (will not participate in appeals processes)

The Dean of Student Affairs and the Director of the Center for Academic Excellence will co-chair the Student Persistence Subcommittee.

1.7.4.6 Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee is responsible for monitoring the intercollegiate program of the University and recommending policies regarding programs, staffing and student athletes.

This committee shall:

1. Recommend athletic policies and procedures which are in compliance with the National Association of Intercollegiate Athletics (NAIA) regulations and the 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;
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 President, ex officio
2. The Chief of Staff
3. The Vice President for Institutional Advancement
4. The Faculty Athletic Representative, Chair (appointed by the President)

5. The Director of Intercollegiate Athletics
6. The Director of Alumni Affairs
7. The Title IX Coordinator
8. Three faculty members, two from each College of Arts and Sciences and one from the School of Business and Technology, elected by the members of the College/School
9. One female athlete appointed by the Student Government Association
10. One male athlete appointed by the Student Government Association

The Chair shall be appointed by the President.

Meetings shall be at the call of the Chair.

1.7.4.7 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.

1.7.4.7.1 The International Students Committee Membership

The International Students Committee membership shall consist of:

1. The President, ex-officio
2. The International Student Advisor, Chair
3. The Registrar
4. The Director of the Center for Academic Excellence
5. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology, elected by the members of the College/School
6. One International Student appointed by the Student Government Association

Meetings shall be at the call of the Chair.

1.7.4.8 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 Provost and Vice President for Academic 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, state, local, and University standards 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 2.5.3 of the Policy Manual; and
4. Maintains adequate records, ensures confidentiality, and prepares a yearly report for the President on the research approved.

1.7.4.8.1 Research Standards Committee and Institutional Review Board Membership

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. The President, ex-officio
2. The University Provost and Vice President for Academic Affairs, ex-officio
3. Executive Director of Institutional Planning, Research and Assessment;
4. Nine full-time faculty members with backgrounds in academic disciplines different from each other (one must be from the Humanities or Arts) and at least one from each of the remaining academic departments;
5. Two members who are: a lawyer, an ethics advocate, or a member of the clergy and who are not employees of the University or part of the immediate family of a University employee; and
6. 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 Chair will be elected by the Committee from the membership.

The Committee meets at the call of the Chair.

1.7.4.9 Space Allocation Committee

The Space Allocation Committee ensures the efficient and effective use of space within campus buildings to meet the goals and objectives of the University.

The Committee shall:

1. Review the use of classroom, auditorium, laboratory, and office space on campus; and
2. Address all requests for moves, adds, and changes.

1.7.4.9.1Space Allocation Committee Membership

Membership of the Committee shall consist of:

1. The President, ex-officio
2. The Provost and Vice President for Academic Affairs, Co-Chair
3. The Chief of Staff, Co-Chair
4. The Vice President for Institutional Advancement
5. The Vice President for Administration and Finance
6. The Dean of the College of Arts and Sciences
7. The Dean of the School of Business and Technology
8. Two faculty members, one from the College of Arts and Sciences and one from the School of Business and Technology
9. The Dean of Student Affairs
10. The Dean of Enrollment Management
11. The Director of the Adult Degree Program
12. The Executive Director of Institutional Planning, Research and Assessment

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 Provost. The Associate Provost shall add a recommendation and forward the analysis to the Provost and Vice President for Academic 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 Provost and Vice President for Academic Affairs.

1.7.5.1.1 Rank, Promotion and Tenure Committee Membership

This committee shall be comprised of:

1. The President, ex-officio
2. At least five (5) members, appointed by the Provost and Vice President for Academic 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 Chair.

Meetings shall be at the call of the Chair.

1.7.5.2 University Conduct Council

The University Conduct 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.

1.7.5.2.1 University Conduct Council Membership

The University Conduct Council is composed of:

1. The President, ex-officio
2. The Dean of Student Affairs, Chair
3. The Coordinator of Campus Life
4. The Title IX Coordinator
5. The First Year Experience Coordinator
6. Three faculty members, two from the College of Arts and Sciences and one from the School of Business and Technology, appointed by the President
7. Three students appointed by the Student Government Association

The Chair shall have a vote in all cases.

Additional information is provided in Volume VII – Student Handbook.

1.7.6 Academic Committees

The Provost and Vice President for Academic 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 Affairs. Academic committee minutes must be recorded and copies of said minutes filed with the Provost and Vice President for Academic 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 Affairs. Following the initial meeting, elected Chairs 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.

1.7.6.1 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 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 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 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 then referred to the Provost and Vice President for Academic 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 General Education 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 approval).
2. Items not requiring referral to the Faculty or the President (the EPC will generally consider the following routine Catalog related items originating within the divisions with review by the Provost and Vice President for Academic Affairs).
    a. Revision of course descriptions including title, number or prerequisites;
    b. Alternate year listing in the Catalog under courses;
    c. Cross-listing of courses (under two or more majors); and
    d. Restoration of a course to the Catalog 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.

1.7.6.1.1 Educational Policy Council (EPC) Membership

The EPC is composed of twenty three (23) members including:

1. The President, ex-officio
2. The Provost and Vice President for Academic Affairs, Chair
3. The Associate Provost
4. The Dean of the College of Arts and Sciences
5. The Dean of the School of Business and Technology
6. The nine Department Chairs
7. Three faculty members, two from the College and Arts and Sciences and one from the School of Business and Technology
8. The Director of Library and Media Services
9. The Director of the Adult Degree Program
10. The Registrar, ex-officio (without vote)
11. The Dean of Enrollment Management, ex-officio (without vote)
12. Two student representatives, the Student Government Association President and one appointed by the Student Government Association

1.7.6.1.1.1 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; and
3. Any faculty or administrator may serve as a resource person at the invitation of the Chair with privilege of the floor, but without vote.

1.7.6.2 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 University 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 Developmental Studies Program, the Honors Program, and the enrichment programs of the University and propose 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 change where appropriate; and
5. Submit recommendations to the faculty regarding the incorporation of the University's "Core Values" throughout the curriculum.

1.7.6.2.1 Core Curriculum Committee Membership

The Core Curriculum Committee membership consists of:

1. The President, ex-officio
2. The Provost and Vice President for Academic Affairs, ex-officio, without vote; in the absence of the Provost, the Associate Provost
3. Faculty Representative, Humanities and the Fine Arts
4. Faculty Representative, Foreign Languages
5. Faculty Representative, Public Speaking/Communication
6. Faculty Representative, Kinesiology
7. Faculty Representative, Social and Behavioral Sciences
8. Faculty Representative, English Writing and Literature
9. Faculty Representative, Philosophy and Religion
10. Faculty Representative, Computer Science
11. Faculty Representative, Natural Sciences
12. Faculty Representative, History
13. Faculty Representative, Mathematics
14. Faculty Representative, Business
15. Faculty Representative, Educator Preparation
16. The Executive Director of Institutional Planning, Research and Assessment

The Chair shall be selected annually by the Committee. Faculty representatives are appointed by the applicable Department Chair with the approval of the Provost and Vice President for Academic Affairs and the Associate Provost.

All meetings will be open and all academic faculty and administrators are invited to attend.

1.7.6.3 Educator Preparation Committee

The Educator Preparation 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 Educator Preparation Committee shall recommend appropriate policies and procedures to ensure a quality and compliant teacher education program and shall approve final certification of all candidates.

1.7.6.3.1 The Educator Preparation Committee Membership

The Educator Preparation Committee membership consists of:

1. The President, ex-officio
2. The Dean of the College of Arts and Sciences
3. The Chair of the Department of Educator Preparation
4. The members of the Educator Preparation Faculty
5. The Director of the Alternative Teacher Certification Program
6. The Director of the Adult Degree Program
7. A faculty member from each teacher certification area
8. The Registrar

The Chair shall be selected by the Committee from among the faculty members of the Committee.

Meetings shall be at the call of the Chair.

1.7.6.4 Faculty Advisory Committee

The Faculty Advisory Committee (FAC) is the executive committee of the faculty which is comprised of full-time faculty members. The Huston-Tillotson University Faculty Advisory Committee is advisory to the President and the Provost and Vice President for Academic Affairs and functions to define, analyze, and make recommendations on faculty issues concerning the well-being and excellence of Huston-Tillotson University and to contribute to setting a strategic agenda for its faculty.

The Committee shall:

1. Advise the Provost and Vice President for Academic Affairs on matters of University academic policy;
2. Recommend Policy Manual changes for Volume IV (Faculty Policies) and the portions of Volume I that pertain to faculty governance and faculty committees;
3. Consider the phasing out of an academic program and making a recommendation about the matter to the Provost and Vice President for Academic Affairs. (Volume IV, 4.8.4.1);
4. With the Provost and Vice President for Academic Affairs, recommend the criteria by which individual faculty will be laid off during times of financial exigency. See Volume IV, 4.8.4.2 for more details;
5. Select a faculty member to serve on a grievance committee, in accordance with Formal Procedures I. (Volume IV, 4.14.3); and
6. Advise the President and Provost and Vice President for Academic Affairs on modifications of Volume IV and Volume I, subsection 1.6.2 of the Policy Manual. Volume IV should be reviewed every three (3) years. (Volume IV, 4.16.3)

1.7.6.4.1 Faculty Advisory Committee Membership

Membership of the Faculty Advisory Committee (FAC) shall consist of:

1. The President, ex-officio
2. A full-time faculty member elected from each academic department. Departments that include more than three disciplines and more than ten faculty members elect two representatives to the FAC.

3. A chair and a secretary elected from the full-time faculty. The chair and secretary may also serve as departmental representatives on the FAC. The Chair serves as a faculty liaison to the President and Provost and Vice President for Academic Affairs on matters that concern the faculty.

1.7.7 Student Committees

See Volume VII – Student Handbook

1.8 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.