

REVISION #2

Agenda Item No.

AGENDA ITEM BRIEFING

Submitted by: Phillip Ray, Vice Chancellor for Business Affairs
The Texas A&M University System

Subject: Approval of Non-substantive Revisions to Policies *13.04, Student Travel, 28.03, Vending Machines* and *32.01, Employee Complaint and Appeal Procedures*

Proposed Board Action:

Approve non-substantive revisions to System Policy *13.04, Student Travel, 28.03, Vending Machines*, and *32.01, Employee Complaint and Appeal Procedures*.

Background Information:

The purpose of this agenda item is to propose non-substantive revisions to System Policies *13.04, Student Travel, 28.03, Vending Machines*, and *32.01, Employee Complaint and Appeal Procedures* in response to these policies' routine, five-year certification reviews. Revisions to the policies are listed below:

Policy 13.04

Section 2.1 clarifying language related to safety issues. Additional minor edits were made to conform to style guidelines.

Policy 28.03

Only stylistic changes have been made in this policy.

Policy 32.01

Section 4 - replacing "veteran" terminology with "military" per SB 1376 (military employment preference). Additional minor edits were made to conform to style guidelines.

A&M System Funding or Other Financial Implications:

None.

Strategic Plan Imperative(s) this Item Advances:

The board's adoption, maintenance and revision of system policies advances all eight Strategic Plan Imperatives by providing policy direction to the member institutions and agencies.

Agenda Item No.

THE TEXAS A&M UNIVERSITY SYSTEM
Office of the Vice Chancellor for Business Affairs
August 31, 2023

Members, Board of Regents
The Texas A&M University System

Subject: Approval of Non-substantive Revisions to Policies *13.04, Student Travel, 28.03, Vending Machines* and *32.01, Employee Complaint and Appeal Procedures*

I recommend adoption of the following minute order:

“The non-substantive revisions to System Policies *13.04, Student Travel, 28.03, Vending Machines* and *32.01, Employee Complaint and Appeal Procedures*, as shown in the attached exhibits, are approved, effective immediately.”

Respectfully submitted,

Phillip Ray
Vice Chancellor for Business Affairs

Approval Recommended:

John Sharp
Chancellor

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Billy Hamilton
Deputy Chancellor and
Chief Financial Officer



13.04 Student Travel

November 9, 2023 (MO -2023)

Revised November 15, 2018 (MO-238-2018)

Next Scheduled Review: November ~~15, 2023~~ 9, 2028

Click to view [Revision History](#).

Policy Summary

The Texas Education Code requires the adoption of a policy for student travel meeting certain criteria. Each university (academic institution) of The Texas A&M University System (system) must adopt a rule governing certain student travel which must be submitted to the Board of Regents (board) for approval to meet this requirement. This policy provides the framework for the development of student travel rules tailored to the requirements of each campus.

Policy

1. GENERAL

Each academic institution must adopt a rule governing student travel. The rule must specifically address enrolled students who travel more than 25 miles from campus to an activity or event that is organized and sponsored by the academic institution and that is:

- (a) funded by the academic institution, and travel is undertaken using a vehicle owned or leased by the academic institution; or
- (b) travel required by an organization registered at the academic institution.

2. STUDENT TRAVEL RULES

The system recognizes that each academic institution has unique requirements regarding travel. However, each rule must address the following areas:

- ~~(1a)~~ different modes of travel likely to be used by students; and
- (2) safety issues related to student travel, including:
 - ~~(ba)~~ use of seat belts and other safety devices;
 - ~~(eb)~~ passenger capacity of the vehicle used;
 - ~~(dc)~~ qualifications and training of the operator of the vehicle; and
 - ~~(ed)~~ fatigue of the operator at the time of travel.

3. RULE REVIEW PROCESS

Prior to final adoption of the rule, each academic institution must seek advice and comments from faculty and students of the academic institution. The final rules and any future amendments or changes ~~will be~~ are reviewed for legal sufficiency by the System Office of General Counsel. The policy and the final new rules ~~will be~~ are approved by the system board and provided to The Texas Higher Education Coordinating Board. After the rule has been adopted and approved, it must be published in the academic institution's catalog and posted on the academic institution's website.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.950](#)

Member Rule Requirements

A rule is required to supplement this policy. See Sections 1, 2 and 3.

Contact Office

~~System Office of~~ Risk Management
(979) 458-6330

28.03 Vending Machines

Revised November 9, 2023 (MO -2023)

Revised November 15, 2018 (MO 238-2018)

Next Scheduled Review: November 15, 2023November 9, 2028

Click to view [Revision History](#).



Policy Summary

The Board of Regents (board) of The Texas A&M University System (system) is responsible for approving all member vending machine contracts. This policy provides specific authorizations and delegations of authority to the member chief executive officers (CEOs) with respect to the approval of these vending machine contracts.

Policy

1. Vending machines may be located on properties under the control of the board and its member universities and agencies in buildings and such outdoor areas as are appropriate and do not interfere with the regular business activities of the respective member.
2. Member CEOs are authorized to contract for vending machines on properties owned or leased by the member. The contracts ~~will be~~ are in accordance with procedures established by the board and contract administration delegation adopted pursuant to System Policy 25.07, *Contract Administration*.
3. Members ~~will~~ comply with all applicable reporting requirements as established by state law.
4. CEOs must submit annually to the board a report summarizing the vendor contracts in place, the amounts received from such contracts, and the disposition of such funds.
5. Commissions received from vending machines are allocated to the respective member to be used for institutional development and support. A portion of such revenue may be assessed for support of the board office and for System Offices support, at the discretion of the chancellor.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code § 2203.005 – Vending Machines Authorized](#)

[System Policy 25.07, *Contract Administration*](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

~~System Office of~~ Budgets and Accounting
(979) 458-6100

32.01 Employee Complaint and Appeal Procedures

~~Revised August 26, 2021 (MO-148-2021)~~

~~Revised November 9, 2023 (MO-2023)~~

Next Scheduled Review: ~~August 26, 2026~~ November 9, 2028

Click to view [Revision History](#).



Policy Summary

Employee complaints against any member of The Texas A&M University System (system) are resolved pursuant to regulations established by the chancellor.

Policy

1. The chancellor establishes comprehensive regulations for the resolution of all faculty, staff, student and other complaints against the system or any of its members, including appeals of employment actions.
 2. The chancellor may establish procedures to determine if a complaint is frivolous and, if found to be frivolous, the complaint is dismissed.
 3. Employees of the system must have all protection offered by federal and state laws, and procedures for reporting violations of law must be established in system regulations.
 4. An individual entitled to a ~~veteran's~~ military or former foster child's employment preference under Texas Government Code, Chapters 657 and 672, may appeal a member's decision relating to hiring the individual or retaining the individual if the member reduces its workforce. Such appeals must follow the complaint procedures found in System Regulation 32.01.01, *Complaint and Appeal Process for Faculty Members* for faculty positions, and System Regulation 32.01.02, *Complaint and Appeal Process for Nonfaculty Employees* for nonfaculty positions. The system Board of Regents delegates its power to hear and decide such appeals to the respective system employee(s) designated in these system regulations.
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Related Statutes, Policies, or Requirements

[Tex. Gov't Code Ch. 657](#)

[Tex. Gov't Code Ch. 672](#)

[Regulation 32.01.01, Complaint and Appeal Process for Faculty Members](#)

[Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#)

[Policy 32.02, Discipline and Dismissal of Employees](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

~~System Offices~~ Human Resources
(979) 458-6169



13.04 Student Travel

Revised [November 9, 2023](#) (MO -2023)

Next Scheduled Review: November 9, 2028

Click to view [Revision History](#).

Policy Summary

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Each academic institution must adopt a rule governing student travel. The rule must specifically address enrolled students who travel more than 25 miles from campus to an activity or event that is organized and sponsored by the academic institution and that is:

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2. STUDENT TRAVEL RULES

The system recognizes that each academic institution has unique requirements regarding travel. However, each rule must address the following areas:

- (1) different modes of travel likely to be used by students; and
- (2) safety issues related to student travel, including:
 - (a) use of seat belts and other safety devices;
 - (b) passenger capacity of the vehicle used;
 - (c) qualifications and training of the operator of the vehicle; and
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3. RULE REVIEW PROCESS

Prior to final adoption of the rule, each academic institution must seek advice and comments from faculty and students of the academic institution. The final rules and any future amendments or changes are reviewed for legal sufficiency by the System Office of General Counsel. The policy and the final new rules are approved by the system board and provided to The Texas Higher Education Coordinating Board. After the rule has been adopted and approved, it must be published in the academic institution's catalog and posted on the academic institution's website.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.950](#)

Member Rule Requirements

A rule is required to supplement this policy. See Sections 1, 2 and 3.

Contact Office

Risk Management
(979) 458-6330

28.03 Vending Machines

Revised November 9, 2023 (MO -2023)
Next Scheduled Review: November 9, 2028
Click to view [Revision History](#).



Policy Summary

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 3. Members comply with all applicable reporting requirements as established by state law.
 4. CEOs must submit annually to the board a report summarizing the vendor contracts in place, the amounts received from such contracts, and the disposition of such funds.
 5. Commissions received from vending machines are allocated to the respective member to be used for institutional development and support. A portion of such revenue may be assessed for support of the board office and for System Offices support, at the discretion of the chancellor.
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Related Statutes, Policies, or Requirements

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[System Policy 25.07, *Contract Administration*](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

Budgets and Accounting
(979) 458-6100

32.01 Employee Complaint and Appeal Procedures

Revised [November 9, 2023](#) (MO -2023)
Next Scheduled Review: November 9, 2028
Click to view [Revision History](#).



Policy Summary

Employee complaints against any member of The Texas A&M University System (system) are resolved pursuant to regulations established by the chancellor.

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[Regulation 32.01.01, Complaint and Appeal Process for Faculty Members](#)

[Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#)

Member Rule Requirements

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Contact Office

Human Resources
(979) 458-6169