

## **MINUTES PRESIDENTS MEETING November 8, 2005**

**Attendees:** Dr. Sherry Hoppe, APSU; Dr. Wilsie Bishop, ETSU; Mr. John Cothorn, MTSU; Dr. Melvin Johnson, TSU; Dr. Bob Bell, TTU; Dr. Shirley Raines, UOM; Dr. Jim Catanzaro, ChSTCC; Dr. Carl Hite, CISCC; Dr. Rebecca Hawkins, CoSCC; Dr. Karen Bowyer, DSCC; Dr. Bruce Blanding, JSCC; Dr. Art Walker, MSCC; Dr. George Van Allen, NSCC; Dr. Bill Locke, NSTCC; Dr. Jim Bruns, PSTCC; Dr. Gary Goff, RSCC; Dr. Andrea Miller, STCC; Dr. Wade McCamey, WSCC; Dr. Warren Nichols, VSCC. TBR Staff: Chancellor Charles Manning, Mr. Tom Danford, Ms. Tammy Gourley, Mr. David Gregory, Ms. Chere Holland, Mr. James King, Ms. Chris Modisher, Ms. Mary Morgan, Mr. Jerry Preston, Dr. Paula Myrick Short, Dr. Kay Clark, Mr. Ron Simmons, and Ms. Phyllis Anderson

### **Update on Legislative Initiatives**

Chancellor Manning gave a status report to the presidents on the Governor's Challenge and Vice Chancellor Gregory presented for discussion a draft of legislative initiatives under consideration for the next legislative session.

### **Review of Draft of Strategic Plan**

Vice Chancellor Short presented the latest draft of the system strategic plan. Dr. Short noted the revisions and suggestions made by the presidents and indicated she would present to the Ad Hoc Committee on Strategic Planning at the November 14 meeting. She indicated a final draft of the plan would be taken before the full Board at the December 2005 meeting.

### **Nursing ADN On-Line (RODP)**

Vice Chancellor Short reported nursing deans and directors have been discussing an on-line nursing program and Vice Chancellor Short asked for permission from the presidents to begin exploring with the deans a system-wide on-line program. A motion was made to approve Dr. Short's request. Motion approved.

### **Approval of Proposal for AST Degree**

Vice Chancellor Short and Dr. Kay Clark presented for approval a proposal for the AST degree. A motion was made to approve the proposal as presented. Motion approved.

## **E-Learning Strategic Planning**

Vice Chancellor Short passed out a draft roster of E-Learning committee members. She indicated these members will engage in an E-Learning strategic planning process and will be assisted by Sally Johnstone, Executive Director of WCET. Additionally, Dr. Short provided to all the presidents a policies/guidelines/operations/procedural manual for RODP and ROCE.

## **Status of On-line Course Management System RFP**

Chancellor Manning and Tom Danford updated the presidents on the WebCT and Blackboard merger. Mr. Danford indicated to the presidents our contract with WebCT goes through December 2006 and we have begun discussing our options for future on-line course management.

## **Approval of New Policy on Student Bill of Rights**

Vice Chancellor Short presented a proposed new TBR policy on student bill of rights which is based on the AAUP policy. Dr. Short indicated the proposed policy has been before the academic, faculty and student affairs sub-councils and they voted approval to the policy as presented to the presidents sub-council. Motion approved on policy as presented.

## **Proposed Revisions to Policy 4:07:00:00 – Business Meals**

Mr. Ron Simmons presented a recommendation to change the language in the TBR Policy on Business Meals concerning recognition, appreciation, and/or retirement events and gifts. It was recommended that the policy be changed to allow the use of institutional funds for such events if events are in accordance with the institution's policies and are both "reasonable" in number and cost and to allow the purchase of recognition/retirement gifts to employees up to a "reasonable" value limit per person. Motion approved as presented.

## **Proposed Revisions to Policy 1:03:02:10 – Approval of Agreements**

Mr. Ron Simmons presented revisions to TBR Policy 1:03:01:10 regarding Approval of Agreements. He indicated most revisions were housekeeping items. Also, he reminded the presidents if they designate someone on their staff

to sign agreements on their behalf, the designation needs to be in writing.  
Motion approved as presented.

### **Proposed Revisions to Policy 4:03:03:00 – General Travel**

Mr. Ron Simmons presented revisions to TBR Policy 4:03:03:00, General Travel. Effective October 1, 2005, the CONUS rates increased and the travel policy has been updated to reflect these changes. Additionally, language was added to state that future changes required by a change in CONUS rates will not require Board approval.

Also presented under personnel issues was an additional revision to the General Travel Policy. The revision was developed for the General Travel Policy as an agreement for the Immigration Expense allowance. This is an option available for those campuses who wish to pay this expense. The maximum allowance is \$4,500. Motion approved as presented.

### **Proposed Revisions to Policy 5:01:05:00 – Outside Employment and Extra Compensation and Draft of New Guideline – Teaching Credit Courses as an Overload**

Mr. Ron Simmons and Vice Chancellor Short presented revisions to Policy 5:01:05:00 – Outside Employment and Extra Compensation and a draft of a new TBR guideline – Faculty Compensation Teaching Credit Courses as an Overload. Vice Chancellor Short indicated these changes would be effective in the fall of 2006 (as agreed to by all presidents subsequent to the November 8 meeting). A motion was made and seconded to approve policy and guideline as presented, however, an amendment was made by President Gary Goff to insert a phrase to state: “Institutions may develop policies and rates that are more restrictive than the TBR policies, but must be applied consistently for all fulltime faculty members within that institution.” The amendment did not pass. Original motion passed in support of policy revisions and new guideline as originally presented.

### **Risk Assessment**

Ms. Tammy Gourley indicated to the presidents that State Audit is recommending that we perform risk assessments at our institutions. A

committee has been formed to develop a risk assessment tool for the risk assessments and to ensure a uniform approach at each of the institutions. Ms. Gourley indicated staff would be trained on the use of the tool and on how to document an assessment. Additionally, Ms. Gourley encouraged the presidents to have involvement in the assessment process and review any data related to the assessment before forwarding to the Board. President Raines stressed the importance of information technology being involved in the assessment process.

## **Requirements Regarding Fraud, Waste and Abuse**

Ms. Tammy Gourley presented information on a new law that passed during the 2005 legislative session regarding reporting information about fraud, waste and abuse. The new law stresses responsibility for the prevention and detection of fraud rests with the management of an entity. Ms. Gourley referenced a sample letter that presidents will have to sign at the end of their institutional audit which addresses fraud awareness and prevention issues.

Additionally, the new law addresses the formation of an audit committee for state governing boards, councils, etc. which reiterates responsibility for preventing, detecting and reporting fraud.

## **Presidential Audit Reports**

Ms. Tammy Gourley updated the presidents on a couple of changes in the presidential audit process. It has been decided that auditors will now spend two years at the same institutions on presidential audits. In addition, the quarterly reporting format for reporting presidential expenditures has now been changed to a cumulative format.

## **Proposed Revision to TBR Guideline P-080 Harassment – Sexual or Racial**

General Counsel Modisher indicated she had provided in the presidents mail-out a summary of revisions to TBR Guideline P-080, Harassment – Sexual or Racial. Many of the revisions dealt with the correction of typos, making references consistent, and also many substantive revisions. Motion was approved to incorporate suggested changes.

## **New Policy Parental Leave – TBR Policy 5:01:01:08**

Mr. Ron Simmons reported to the presidents that during the last legislative session a bill was passed that extends to eligible male employees and adoptive parents those same rights and benefits previously afforded eligible female employees. Based on this legislative action, this revision will encompass these expanded rights. Motion approved as presented.

## **Compensation Calendar and Pay Matrix**

Mr. Ron Simmons indicated to the presidents that salary plans have been reviewed according to the TBR Compensation Calendar. In the next cycle of sub-council meetings beginning in January 2006, we will review the revised matrix and the calendar for compensation activities.

## **Compensation Limits for Retirement-IRS**

Mr. Ron Simmons indicated to the presidents that anyone who joined the Tennessee Consolidated Retirement System (TCRS) or the Optional Retirement Program (ORP) after July, 1996, the compensation limit is capped at \$210,000 on which contributions can be made. The limit does not apply before July 1, 1996.

## **New Vendors --POS Medical Insurance, Flexible Benefits, Long Term Disability**

Mr. Ron Simmons presented changes in new vendors for medical insurance, flexible benefits and long-term disability. Hartford is the new vendor for long-term disability insurance. They are providing a reduction in premiums for both hourly and salary employees. There has also been a change in the vendor for the POS and HMO health insurance plans. The new provider will be Cigna.

## **Common Library System**

President Shirley Raines asked the presidents to think about the commonality of library systems as we move forward with the Banner project. Additionally, she asked that the academic and information technology sub-councils make this item a part of their future discussions.

President Johnson updated the presidents on the unfortunate event that took place on the TSU campus on the evening of October 31.

Meeting adjourned at 12:15 p.m.

