




Tennessee Board of Regents

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MEMORANDUM

TO: TBR Presidents

FROM: Charles W. Manning 

SUBJECT: Minutes of the Quarterly Presidents Meeting on August 11, 2009

DATE: August 31, 2009

Attached are the minutes from our August 11 quarterly presidents meeting. Should additional information be needed, please let me know.

CWM/pa

Attachment

cc: TBR Senior Staff

Austin Peay State University • East Tennessee State University • Middle Tennessee State University • Tennessee State University
Tennessee Tech University • University of Memphis • Chattanooga State Technical Community College
Cleveland State Community College • Columbia State Community College • Dyersburg State Community College
Jackson State Community College • Motlow State Community College • Pellissippi State Technical Community College
Roane State Community College • Southwest Tennessee Community College • Volunteer State Community College
Walters State Community College • Nashville State Technical Community College • Northeast State Technical Community College
The Tennessee Technology Centers

MINUTES

TBR PRESIDENTS MEETING

Tuesday, August 11, 2009

Attendees: President Tim Hall, APSU; President Paul Stanton, ETSU; President Sidney McPhee, MTSU; President Melvin Johnson, TSU; President Robert Bell, TTU; President Shirley Raines, UOM; President Jim Catanzaro, ChSCC; President Carl Hite, CISCC; President Janet Smith, CoSCC; President Karen Bowyer, DSCC; President Bruce Blanding, JSCC; President MaryLou Apple, MSCC; President George Van Allen, NaSCC; President Janice Gilliam, NeSCC; President Allen Edwards, PSCC; President Gary Goff, RSCC; President Nate Essex, STCC; President Warren Nichols, VSCC; Dr. Foster Chason, WSCC and Dr. Milton Grimes, Executive Director, TnCIS

TBR Staff: Chancellor Manning, Mr. Tom Danford, Mr. David Gregory, Ms. Tammy Gourley, Ms. Debbie Johnson, Mr. James King, Ms. Margaret Mason, Ms. Chris Modisher, Ms. Mary Morgan, Dr. Paula Short, Mr. Dale Sims and Ms. Phyllis Anderson

THEC: Dr. Rich Rhoda

SUNGARD: Mr. Ron Lang, Chief Executive Officer, Mr. Brad Rucker, Senior Vice President, Mr. Jack Kramer, Senior Vice President for Strategy and Product Management, Mr. Clay Stable, SunGard Representative and Ms. Sally Johnson, SunGard Representative

Chancellor Manning opened the meeting by welcoming the newly appointed president at Northeast State Community College, Dr. Janice Gilliam. In order to reduce travel costs to the September Board meeting, Chancellor Manning asked the presidents to limit the number of campus people they bring to the meeting.

SunGard Senior Executives

Mr. Ron Lang, Chief Executive Officer of SunGard for Higher Education, spoke to the presidents and gave a recap of the separate meetings with the university and community college presidents. Key points expressed by Mr. Lang were the following:

- TBR will be able to upgrade to Banner 8 when it makes sense to do so
- Upgrade to Banner 8 will be cost-neutral to TBR
- SunGard will review each and every modification with TBR
- SunGard will not force training on our institutions and indicated they would be moving to web-based training
- SunGard is dedicated to solving the problem with XML transcripts

SunGard will meet with TBR to lay out what they expect to accomplish on a 30 day cycle. Following are issues Mr. Jack Kramer, Executive Product Manager, expects to address in the next 30 days:

- Connected XML Transcript Process
- Plan to walk through each modification and assign a determination
- Provide Business Plan – jointly created in order to upgrade to Banner 8 when it makes sense to do so

THEC's Tennessee Policy Audit (Making Opportunity Affordable)

Dr. Rich Rhoda, Executive Director of the Tennessee Higher Education Commission, gave a report on Making Opportunity Affordable, an initiative funded by the Lumina Foundation for Education with the goal of increasing productivity in the number of degrees and certificates produced. Each state chosen will receive \$2 million dollars. To obtain more information about the initiative, go to THEC's website at www.state.tn.us/thec/ and click on featured reports in the right column to find the MOA report.

Dr. Rhoda indicated THEC would be putting together work groups for feedback on the plan and he would be contacting Chancellor Manning regarding nominations for the work groups.

Additionally, Dr. Rhoda alerted the presidents that there may be state employees requesting fee waivers who are also receiving funding via the GI bill. Dr. Rhoda will follow-up with presidents in writing on this matter.

Status of TnCIS (Dr. Milton Grimes)

Dr. Milton Grimes, Executive Director for the Tennessee Consortium for International Studies (TnCIS) shared a status report to date on the TnCIS programs abroad. Dr. Grimes indicated the next International Education Conference will be held at Tennessee Tech University. He thanked the Board and Vice Chancellor Short for putting in place the policies and guidelines which govern international education and indicated this would be on the agenda for the upcoming conference in February. The presidents requested a report on all international exchange programs which would include the individual sponsored programs at the TBR campuses.

RODP Update

Vice Chancellor Short gave a brief update on RODP and indicated we have contracted with a consulting firm that will be doing an assessment of RODP's business processes. Once the report developed by the consulting firm is finalized, it will be shared with all presidents.

Approval of New TBR Policy 2:08:00:00—General Policies Regarding Research and Approval of New TBR Guideline A-110 – Institutional Review for Research

Vice Chancellor Short presented for approval a new TBR policy, General Policies Regarding Research and a new Guideline, Institutional Review for Research. Vice Chancellor Short indicated the policy and Guideline were needed in order to make sure we are following federal guidelines and to ensure that we are properly dealing with technology transfer. The new Policy and Guideline were presented to the academic, faculty and student sub-councils for review and input. Additionally, Vice Chancellor Short indicated her staff worked closely with the university research officers and with the sponsored program officers in drafting the Policy and Guideline. A recommendation was made to amend the title section of the policy – presented as Technology Transfer (Page 2) in order to incorporate national security language. The amended title would read as follows: "Compliance with Federal Law Regarding National Security." Motion to approve the policy as amended was passed by the presidents.

At this same time, the presidents voted on the new TBR Guideline, Institutional Review for Research which gives direction in implementing the policy. The Guideline was approved by the presidents as presented.

Revision to TBR Policy 5:02:02:30—Guidelines for Faculty Promotion Recommendations at Tennessee Board of Regents Community Colleges

Vice Chancellor Short presented a revision to the TBR Policy on Guidelines for Faculty Promotion Recommendations at TBR Community Colleges. The revision is being made at the recommendation of state auditors to clarify how we handle time in rank for community colleges. An exception to the minimum rank criteria must be recommended by the community college president to the Chancellor or designee. Upon approval of such an exception by the Chancellor, the recommendation for promotion would go forward to the Board (but not as an exception). Motion moved to approve as presented.

Revision to TBR Policy 2:01:00:00—General Education Requirements and Undergraduate Degree Requirements

Due to a change in the Tennessee Code, Vice Chancellor Short presented a revision to the TBR Policy, General Education Requirements and Undergraduate Degree Requirements which removes American History as a high school requirement for admission. Students who lack the required unit upon graduating high school must complete six semester hours of American History or three semester hours of American History and three semester hours of Tennessee History to fulfill the history requirement in general education. This will help to articulate students transferring to the University of Tennessee. President Raines made a motion to approve. Motion passed.

Revision to TBR Policy 1:07:00:00 – General Policy on Alcoholic Beverages

Chancellor Manning presented a proposed revision to TBR Policy 1:07:00:00 to incorporate language prohibiting the sale of tobacco on all property owned or controlled by TBR institutions. The revision to the policy was approved by the presidents as presented.

Additionally, due to a request for clarity on a portion of the policy related to alcohol, Chancellor Manning indicated we would re-visit the policy for further review.

Revision to TBR Policy 3:04:01:00 – Student Scholarships, Grants, Loans, and Financial Aid Programs

Vice Chancellor Sims presented proposed revisions to TBR Policy 3:04:01:00 which are driven by the new GI bill. The suggested revisions allow scholarships when outside funding is available but no service to the institution is required. Language is being added to the policy that states that students receiving privately-funded or publicly-funded scholarships which require an institutional match are allowable. Revision to Policy approved as presented.

Revision to TBR Policy 4:02:10:00 – Purchasing Policies and Procedures and Revision to TBR Guideline G-030 – Contracts and Agreements

Vice Chancellor Sims presented revisions to Policy 4:02:10:00 and Guideline G-030 which consisted of general clean-up to both the Policy and Guideline. Revisions also incorporate the approval process for House Bill 951 and amends language to state that all banking agreements must come to the Central Office for review and approval. Revisions to Policy 4:02:10:00 and Guideline G-030 were approved by the presidents as presented.

Revision to TBR Guideline B-060 – Fees, Charges, Refunds, and Fee Adjustments

Vice Chancellor Sims presented proposed revisions to Guideline B-060 Fees, Charges, Refunds and Fee Adjustments. The revisions add new language to the out-of-state section that states that a separate hourly rate for out-of- state tuition will be set for undergraduate and graduate students. These rates will be set so that a full-time graduate student and a full time undergraduate student will pay approximately the same amount for out-of-state. Motion moved and approved by the presidents.

Additionally, Vice Chancellor Sims indicated other issues under this guideline may develop and he has asked the Chief Business Officers to monitor any developments and bring back a list to him that may need further review and discussion.

Electronic Signatures

Vice Chancellor Sims updated the presidents regarding the completion of examples of processes for the procedures developed in accordance with TBR Guideline B-095, Use of Electronic Signatures and Records.

In accordance with TBR Guideline B-095, Electronic Signatures which was approved at the November 6, 2007 Presidents Meeting, Vice Chancellor Sims presented information on procedures and sample examples of transactions yet to be reviewed and approved by presidents and directors. This would be the final task needed for completion of the Guideline. Mr. Sims indicated this does not mandate you move to the use of electronic signatures. A concern was raised on the tracking of electronic signatures within the Banner system. Presidents approved as presented.

Revision to TBR Policy 5:01:01:07 – Sick Leave

Vice Chancellor Sims presented a proposed revision to the TBR Sick Leave Policy. The revision reflects removing the word “serious” from the policy in regard to illness of a family member. Revisions to the Policy were approved by the presidents as presented.

Retention of Pay Plan Materials – Revision of P-043 Compensation Guideline

Vice Chancellor Sims presented a proposed revision to TBR Guideline P-043 on Compensation. The revision reflects the implementation of the Lilly Ledbetter Act as to what compensation records need to be kept. Revisions to the Guideline were approved by the presidents as presented.

Voluntary Buyout Program Update

Vice Chancellor Sims provided an update to the presidents on the voluntary buyout plans to date. Twelve institutions including the TBR Central Office have buyout plans in place.

Dependent Audit – State of Tennessee Group Insurance

Vice Chancellor Sims discussed with the presidents the audit being conducted by Secova, Inc. at the request of the State Insurance Committee to verify the status of eligibility for all dependents enrolled in the state insurance plan. Mr. Sims indicated no one will be dropped without follow-up taking place. He encouraged the presidents to follow-up with their Human Resources Officer to ensure appropriate follow-up is done on the campuses.

General Salary Increases

Vice Chancellor Sims indicated that all individual salary recommendations of a high priority for consideration at the September Board meeting should be submitted by August 25. President Raines asked that Chancellor Manning alert the Board that there could be more requests beyond September due to staff taking on additional duties as a result of cut-backs on the campuses. After discussion, presidents and staff concluded that the best approach was to ask the Board to give the Chancellor authority to approve only high priority items through interim action. Chancellor Manning indicated we need to be clear that we are not giving general salary increases to classes of employees – needs to be a unique circumstance.

Implementation of Board Resolution Supporting TQI

Vice Chancellor Sims presented a funding proposal to meet the implementation of the Board's resolution supporting TQI. The plan is laid out over a three year period and will be revisited at the end of the three years for re-consideration.. Campuses will be refunded uncommitted funds annually. Additionally, an annual report on the financial operation of the program will be provided to the presidents. The proposal was reviewed with the Business Affairs Sub-Council. Motion moved and presidents approved as presented.

Revision to TBR Guideline TTC-030 – Extraordinary Maintenance Account

Vice Chancellor James King presented proposed revisions to TBR Guideline TTC-030 which adds language regarding start-up of new programs and special expenditures. Revisions to the guideline were suggested by state auditors. Revisions to the Guideline were approved by the presidents as presented.

Budget Reductions at Central Office

Vice Chancellor Dale Sims told the presidents that the TBR Central Office is having to work through a budget reduction process as well and as a result has offered a buyout plan which will result in the loss of four key staff members in the buyout process. The Central Office is in the process of reviewing how we manage with the loss of staff. As a result, the campuses could see some effect at the Central Office due to the loss of staff.

Meeting adjourned at 11:15 a.m. (CT)