

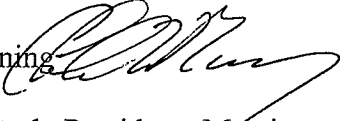


Tennessee Board of Regents

1415 Murfreesboro Road - Suite 350 - Nashville, Tennessee 37217-2833
(615) 366-4400 FAX (615) 366-4464 www.tbr.edu

MEMORANDUM

TO: TBR Presidents

FROM: Charles W. Manning 

SUBJECT: Minutes of Quarterly Presidents Meeting on May 15, 2007

DATE: June 11, 2007

Attached are minutes from our quarterly presidents meeting on May 15. If I can provide additional information, 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
PRESIDENTS MEETING
Tuesday, May 15, 2007

Attendees: Attendees: Dr. Sherry Hoppe, APSU; Dr. Paul Stanton, ETSU; Mr. John Cothorn, MTSU; Dr. Melvin Johnson, TSU; Dr. Marvin Barker, TTU; Dr. Shirley Raines, UOM; Dr. Jim Catanzaro, CHSTCC; Dr. Carl Hite, CLSCC; Dr. Rebecca Hawkins, COSCC; Dr. Mary Ann Sellars, DSCC; Dr. Bruce Blanding, JSCC; Dr. MaryLou Apple, MSCC; Dr. Gary Goff, RSCC; Dr. Nate Essex, STCC; Ms. Beth Cooksey, VSCC; Dr. Wade McCamey, WSCC; Dr. Ellen Weed, NSCC; Dr. Bill Locke, NSTCC; Dr. Allen Edwards, PSTCC.

TBR: Chancellor Charles Manning, Dr. Bob Adams, Dr. Kay Clark, Mr. Tom Danford, Ms. Tammy Gourley, Mr. David Gregory, Ms. Mary Morgan, Ms. Christine Modisher, Ms. Debbie Johnson, Mr. Jerry Preston, Ms. Carol Puryear, Ms. Wendy Thompson, Ms. Phyllis Anderson and William Majok, Intern.

Chancellor Manning opened the meeting by recognizing President Sherry Hoppe who is retiring on July 31, 2007, and also recognized Dr. Marvin Barker of Tennessee Tech University who was representing President Bob Bell at the meeting. Dr. Barker is retiring effective July 1.

Presentation by Mr. Bruce Androphy, Executive Director of the Tennessee Ethics Commission
Mr. Bruce Androphy, Executive Director of the Tennessee Ethics Commission, made a presentation on the overview and role of the Tennessee Ethics Commission.

Legislative Update

Vice Chancellor David Gregory gave an update on current legislation highlighting proposed changes to the lottery, legislation regarding textbooks, dual credit and legislation pertaining to the Tennessee Board of Nursing that would take away TBR representation on the Nursing Board. Additionally, Chancellor Manning expressed concern regarding criticism on TBR campuses regarding financial aid issues and urged the presidents to use caution when talking about this issue on campus.

Campus Security Issues

Vice Chancellor Gregory began a discussion on campus security by first thanking Mr. Tom Danford of TBR, Dr. Robert Glenn of MTSU and Mr. Bruce Harber from the University of Memphis for representing TBR so well during a campus safety hearing before the House Finance, Ways and Means Committee on May 8. Additionally, Chancellor Manning indicated Vice Chancellor Adams would be the point person for campus security issues as requested by THEC. Vice Chancellor Adams will begin working on representation for a task force group that will work to address campus security issues.

Tuition and Fees Discussion

Vice Chancellor Adams discussed a probable increase in tuition and fees for the 2007-2008 fiscal year and encouraged presidents to talk with legislative members about funding for across the board salary increases for the TBR system.

Proposed TBR Guideline on Sustainable Campus Fee

Mr. Jerry Preston presented a proposed TBR Guideline on the Sustainable Campus Fee. A committee was developed to formulate guidelines for establishing and implementing the fee. The initial fee request should not exceed \$10.00 per student per semester. Motion moved and approved to adopt the proposed TBR Guideline on Sustainable Campus Fee.

Proposed Revisions to the following TBR Policies and Guidelines under Business Affairs

Vice Chancellor Adams presented the following policies and guidelines under Business Affairs. *Motion moved and approved to revise the following policies and guidelines as presented.*

- Policy 4:02:10:00 – Purchasing Policy and Procedures
The proposed change to the purchasing policy incorporates the former multi-step bidding procedures into the policy. Also, the newly required illegal immigrants language was added along with the statement that if an RFP is re-bid, all prior offers shall remain closed to the public until the re-bid process is complete.
- Policy 4:02:09:00 – Property Acquisition
The proposed changes to the property acquisition policy updates the policy to ensure that all situations to condemn land are handled in the same manner.
- Policy 4:02:20:00 – Disposal of Surplus Personal Property
The proposed changes to the policy include a reference to internet auctions. Housekeeping changes were also made.
- Policy 4:03:02:00 – Motor Vehicles
The proposed changes to this policy were house-keeping changes.
- Policy 4:03:03:00 – General Travel
Several proposed changes to the General Travel policy were recommended for approval including the following:
 - Language on procurement cards stating procurement cards may be used for the payment of registration fees and required advance payments for airline or hotel payments but may not be used for expenses incurred during actual travel time.
 - Language was added to state no expenses shall be reimbursed until after travel has been completed.
 - Recommendation was made to delete the requirement for the Chancellor to approve travel to Alaska, Hawaii, and out of country travel and let the approval be at the campus level.
 - Recommendation to move moving expenses section and immigration expense allowance to the General Personnel policy.
- Policy 4:03:03:50 – Athletic and Group Travel
 - Proposed revision was recommended to add language that a waiver/release is not appropriate for travel that is required as part of an academic program.
- Guideline B-043 – University Athletic Tickets
Proposed revision was recommended to delete items Under General Ticket Procedures relative to securing and distributing tickets. Housekeeping changes were also made.

- Guideline B-050 – Internal Auditing (Recommend Guideline Becomes Policy)
Vice Chancellor Adams and Ms. Tammy Gourley presented proposed revisions to Guideline B-050 – Internal Auditing. A recommendation was made to change the guideline into a policy in order to reflect the emphasis placed on internal audit activities in recent years. Language was added stating that two-year institutions shall employ at least one full-time internal auditor and the addition of language stating that exceptions to the internal auditing policy shall be subject to approval by the Audit Committee.

Additionally, a motion was made to not make a proposed change to the policy which would have changed the wording regarding the submission of audit reports and audit plans to require submission by the internal audit director rather than the President *but maintain* the current language which states the President will transmit two copies of the internal audit and audit plans to the Director of System-wide Internal Auditing.

- Guideline B-060 – Fees, Charges and Refunds
Proposed revisions to Guideline B-060 included deleting the requirement that fees are to be submitted one month prior to the proposed budget. Other housekeeping changes were also recommended.
- Guideline B-061 – Educational Assistance
Proposed revisions to this guideline were housekeeping changes.
- Guideline G-030 – Contracts and Agreement
Proposed revisions included adding language regarding multi-step bidding and illegal immigrants. Language was also added that once an RFP is issued, all prior offers are confidential until the re-bidding is complete.

Plan for Assessment of General Education

Associate Vice Chancellor Kay Clark presented the general education plan Assessing General Education in the Tennessee Board of Regents System. Dr. Clark indicated the Office of Academic Affairs had worked through a general assessment advisory committee to finalize the plan. Motion was made to approve plan as presented. Motion approved.

Proposed Revisions to Policy 2:03:00:00 – Admissions and Proposed Revisions to Guideline A-015 – Admissions

Associate Vice Chancellor Kay Clark presented proposed revisions to TBR Policy 2:03:00:00 and TBR Guideline A-015 on Admissions. The proposed revisions address students coming into the system with high school deficiencies. Dr. Clark indicated a committee had been formed to study the changes and also indicated the policy and guideline had been through the proper sub-councils. TBR Policy 2:03:00:00 and TBR Guideline A-015 were approved as presented.

Proposed Revisions to TBR Policy 2:01:02:00 – Vocational Program Review and Approval and Proposed Revisions to TBR Guideline TTC-060 - Guidelines on TTC Programs, Changes, and Modifications

Vice Chancellor James King presented proposed changes to TBR Policy 2:01:02:00 and Guideline TTC-060 to align the Tennessee Technology Centers' academic program approval process with the community college and universities program approval process and improve institutional response time to business and industry needs. TBR Policy 2:01:02:00 and TBR Guideline TTC-060 were approved as presented.

Proposed Revision to TBR Guideline P-010 – Personnel Transactions and Recommended Forms (Discussion of Intellectual Property Clause in Adjunct Contract)

Vice Chancellor Adams presented a revision to TBR Guideline P-010 which would allow an exception if needed for adjunct faculty in regard to the intellectual property clause. Motion approved as presented.

Compensation Schedule - Revised Pay Plan Methodology for June Board Meeting

Vice Chancellor Adams reminded the presidents that we will be taking pay plan methodologies to the Board at the June 2007 quarterly meeting.

Revision to TBR Policy 5:01:00:00 General Personnel (Moving Expenses and Immigration Expense Allowance)

Proposed revision to TBR Policy 5:01:00:00 was recommended which would add language to the policy regarding moving expenses and immigration expense allowance. This moves the referenced language from the TBR General Travel Policy 4:03:03:00 to this policy. Motion moved and approved as presented.

International Travel – Lessons Learned

President Goff gave an overview of lessons learned regarding an international trip to Haiti taken by faculty and students from Roane State Community College. President Edwards also spoke and encouraged bringing in Dr. Milton Grimes to talk with the presidents about international travel.

Preferred Lenders/Anti-Inducement Laws

Vice Chancellor Adams and General Counsel Chris Modisher informed the presidents of the Attorney General's interest in the student loan/preferred lender issue and indicated that a couple of situations are being looked at on TBR campuses. Ms. Modisher indicated interest in Tennessee arose out of interest from the New York Attorney General's Office and Tennessee has joined legislation that is being introduced in Congress relative to this topic. Ms. Modisher indicated TBR staff will keep the campuses apprised of the Attorney General's interest and inquiries.

Chancellor Manning closed the meeting with comments regarding SunGard and indicated we would continue to work on this issue.

Meeting adjourned.