

BUSINESS AFFAIRS SUB-COUNCIL

April 18, 2012

MINUTES

The meeting began at 9:00 a.m. in the TBR Board Room. Present were Ms. Cynthia Brooks (TSU); Mr. Steve Campbell (NeSCC); Mr. Horace Chase (JSCC); Dr. David Collins (ETSU); Ms. Beth Cooksey (VSCC); Mr. John Cothern (MTSU); Ms. Mary Cross (NaSCC); Mr. Mike Gower (MTSU); Mr. Lowell Hoffman (DSCC); Mr. Ken Horner (CoSCC); Mr. Tim Hurst (APSU); Dr. Rosemary Jackson (WSCC); Ms. Kathy Kelley (ETSU); Mr. Ron Kesterson (PSCC); Mr. Ron Parr (STCC); Mr. Will Pritchett (MTSU); Mr. Mitch Robinson (APSU); Ms. Jeannie Smith (UOM); Ms. Tammy Swenson (ChSCC); Ms. Hilda Tunstill (MSCC); Mr. Jack Walker (RSCC); Dr. Tommy Wright (ClSCC); Mr. Jeff Young (TTU); Mr. David Zettergren (UOM); Ms. Tammy Gourley Birchett, Mr. Tom Danford, Ms. Angela Gregory Flynn, Ms. Alicia Gillespie, Ms. Deanna Hall, Ms. Lisa Hall, Ms. Pat Massey, Ms. Mary Moody, Ms. April Preston, Ms. Brooke Shelton, Mr. Dale Sims, Ms. Renee Stewart, and Mr. Dick Tracy (TBR).

1. Maintenance Fees

Mr. Sims informed the committee of the schedule for discussion of maintenance fees for the upcoming year. The schedule is as follows:

- April 30th – Telephonic meeting at 1:00 p.m. to begin discussions with the Board Finance Committee.
- May 24th – Board Finance Committee meeting at TBR at 11:00 a.m.
- June 12th – Present fee recommendation at the Committee Chairs meeting
- June 29th – Seek approval of fee recommendation at the Board Meeting

2. Report of the Committees

A. **Finance Committee**

Mr. Horner highlighted the following issues from the April 3, 2012 Finance Committee meeting.

- Bond/Premium Discount

The committee discussed setting a standard for materiality to record bond premiums and discounts.

The committee recommended that we record any premium/discount that exceeds \$100,000 and expense any premium/discount that is less than \$100,000 as immaterial. This is the same materiality level that is used for buildings.

Ms. Stewart has communicated this recommendation to State Audit, and they said that it is permissible to set a materiality level.

- Delegation of Authority / Signature Authorization

The committee discussed the draft policy on delegation of authority and signature authorization. The scope of the policy was added to the draft along with clarification of what can be delegated and the recommended practices for delegation.

The committee decided that training for persons with delegated authority is not mandatory, but recommended. The language regarding training will be moved to the recommended practice area.

The committee also determined that it is the delegator's responsibility to ensure that the person being delegated to is qualified and understands the responsibility received. Additional language has been added to this area of the proposed policy.

The committee also discussed the ramifications of exceeding one's delegated authority. It was determined that each institution should address the ramifications of policy violations in their campus policy. A progressive discipline policy was seen as appropriate.

The draft policy will be circulated to sub-councils this quarter for feedback and next quarter for approvals. A copy will also be sent to TBR General Counsel for review. (Attachment A)

- Travel Policy Revisions

The committee discussed revisions to the travel policy that were submitted by the institutions. The following revisions were made to the travel policy:

- Receipts (II. General Provisions, Section 6)

The committee discussed the language regarding receipts for meals, taxi fares, tolls and ferry fees when the maximum limitations are exceeded. Additional clarifying language has been added. (Attachment B)

- Common Carrier (IV. Transportation, Section 11)

The committee discussed the language regarding common carrier. A request had been made to take out the language "whichever is less", because it was similar to the last revision. It also assumed that you have someone available to take you to and from the airport. This language was deleted and language will be added to include related parking expenses. The language regarding round trip taxi fare, parking one's personal car and round trip mileage will be deleted. (Attachment C)

- Meal Reimbursement (VI. Meals, Section 1 - In-State and Out-of-State Meals)

The committee discussed the out-of-country meal reimbursement and the maximum rate. A request was received to change the out-of-country meal reimbursement rate to allow the CONUS international rate. However, the federal government uses the Department of State foreign rates.

Subsequent to the meeting, TBR staff checked the Department of State website and discovered there are 265 different rates for meals, which are updated monthly. Therefore, the committee has decided to continue with our current out-of-country meal reimbursement policy.

- Computer Center Allocations

The committee discussed the recording of computer center allocations. One university had been questioned by State Audit as to why they allocate computer center costs by using total costs and allocating it in the operating expense account code range. This caused the university to have a negative operating expense for Academic Support because most of the costs are in salaries and wages. This shows up in the Natural Classification note in the financial statements.

State Audit has recommended allocating the salaries and benefits between functions using salary and benefit codes to avoid the negative amount in the notes.

After much discussion, the committee decided to incorporate the explanatory language that was included in the university's audit in the financial statement notes template.

- Flexibility for Spending Academic Course Fees

The committee discussed flexibility for specialized academic course fees. During the March Board meeting, the Board agreed to allow TBR Central Office staff to propose revisions to Guideline B-060 to permit the use of specialized academic course fees for related costs accumulated in the instruction function.

The committee discussed the proposed revision to Guideline B-060. (Attachment D)

The Finance Committee minutes, with the policy and guideline changes, were approved.

B. Council of Buyers

Ms. Flynn highlighted the following issues from the March 29, 2012 Council of Buyers meeting.

- Cooperative Agreements Usage

Ms. Flynn informed the committee that the Central Office had completed the evaluation of cooperative agreement usage. The evaluation included an analysis of spend by campus, the results of which indicated a substantial amount of cooperative agreement utilization. The breakdown for the three year period is as follows:

Cooperative:	Total:
E & I Cooperative	\$2,569,278.00
National IPA	\$3,508,327.94
NJPN	\$2,586,110.33
TCPN	\$2,738,015.70
U.S. Communities	\$8,218,568.01
TOTAL	\$19,620,299.98

- Fiscal Review Exemptions

Ms. Flynn informed the committee that there have been discussions with the University of Tennessee (UT) and General Services regarding TBR/UT/General Services exemptions. TBR and UT have formulated a list of exemptions and requested that the Fiscal Review Committee staff review these exemptions and provide validation. Some of the exemptions would be certain types of maintenance agreements and library subscription agreements. If you have an agreement that you would like to be considered, contact Ms. Flynn.

- Janitorial Supplies

Ms. Flynn updated the committee on the status of the janitorial supplies RFP. The RFP has been issued, and it is expected that there will be several vendors to participate based on the number of e-mails and questions that the Central Office has received. The responses to the RFP questions went out on April 17th.

- American Express

Ms. Flynn and Ms. Moody have been working on the master agreement for the system. This contract will be taken to Fiscal Review, and it is anticipated to have a contract term start date of 7/1/12. Ms. Flynn also reminded the committee that institutions are not to sign any separate agreements with them.

- Pearson

Ms. Flynn is working on a master agreement for the remedial software for the system, with the goal being to receive better rates. It is expected that this will be completed before the Fall semester. There are some concerns about how this would affect the bookstore contracts. Ms. Flynn will keep the committee

informed.

- Touchnet

The current contract has expired and therefore will be taken to Fiscal Review to get approval for a non-competitive agreement. The Central Office staff have been working on this contract for the past several months and have not been able to come to an agreement on contract terms with Touchnet. Ms. Flynn and Mr. Sims have a meeting scheduled with them next week. TBR is asking for a reduction in current maintenance rates of 4-5% and a 7 ½% reduction in new purchase prices.

The Council of Buyers minutes were approved.

C. Human Resources

Ms. Preston highlighted the following issues from the March 26, 2012 Human Resource Officers Committee meeting.

- TBR Policy 5:01:01:07 Sick Leave

The term “paternity leave” and the reference to the old Paternity Leave Policy prompted a review of the Sick Leave policy. There were several suggested revisions to the policy.

A recommendation was made to clarify the difference for unused sick leave for individuals who terminate due to retirement for both the TCRS and ORP retirement plans. Unused sick leave is credited towards insurance premiums for TCRS and ORP. Unused sick leave will also be credited toward years of service for members of the TCRS retirement plan.

After discussion, it was decided to remove the supervisor as the one that could request additional physician statements. This was due to concerns of privacy of medical information.

There was also discussion regarding the use of sick leave for “non-consecutive days” when used in conjunction with bereavement leave to allow the employee time to resolve issues related to the estate of the deceased. (Attachment E)

- Guideline P-115 Certified Professional Secretary or Certified Administrative Professional Examination

As of November 2011, the Certified Professional Secretary examination was completely replaced by the Certified Administrative Professional Examination. In their January 2012 meeting, the Business Officers requested that clarification be included in the Guideline on which positions are eligible for the 9% increase associated with passing the exam. It was agreed that the Human Resource office

at each location will determine who qualifies for the 9% increase based on their employee classification. (Attachment F)

The HR Officers minutes, with the policy and guideline changes, were approved.

D. Internal Audit

Ms. Birchett highlighted the following issues from the April , 2012 Internal Auditors meeting.

- Quality Assessment Review (QAR)

Ms. Birchett reviewed changes in the Quality Assurance and Improvement Program section of the Internal Audit Manual regarding periodic internal quality assessments. While internal audit should perform ongoing monitoring of their activities by using review techniques, checklists and client surveys, the standards also indicate periodic internal assessments and an external assessment at least every five years should be part of the quality assurance program. The procedures and a report template for an internal assessment to be completed by each office this year were discussed. An external assessment will be due in 2013 and the QAR sub-committee was asked to begin planning for it. For the 2008 external assessment, only a sample of internal audit offices was visited by the external reviewer. For 2013, an external review team will be selected and will visit the internal audit office of each campus.

- Information Technology Auditor Position – System Office

The committee reviewed the need for an Information Technology (IT) Auditor at the system office, relative to the needs of the TBR system. Two campuses, ETSU and UOM, currently have IT auditors. The 2008 external quality assessment review included a recommendation that the system office consider adding an IT audit position to improve compliance with the Institute of Internal Auditing (IIA) *Standards* that require internal auditors to evaluate the risks and controls regarding information systems. The Audit Committee tabled a prior request for such a position, but recently recommended that SWIA provide information about the position with other TBR groups and bring a recommendation back to the Committee at the next meeting. The internal audit group suggested that an IT auditor could assist TBR and internal audit by performing IT security audits, extracting data for audit and developing other audit tools and reports. The budget for this position is estimated at \$118,000, which includes salary, benefits, equipment, training and travel.

- Objectivity of Internal Audit

Internal Audit objectivity was discussed by the committee. The IIA *Definition of Internal Auditing* calls for internal auditors to perform assurance and consulting activities with the goal of assisting management in meeting the organization's

objectives by improving operations. IIA *Standards* and *Code of Ethics* require auditors to maintain independence and objectivity. Generally, the group believed there was not an issue with maintaining their independence and completing their audit responsibilities. However, some auditors indicated their active participation on institutional committees. While there are benefits for auditors to serve the institutions by working with committees, it was suggested that auditors work with management to resolve any potential independence concerns and that auditors request to serve only in an advisory position on committees.

The Internal Auditors minutes were approved.

4. **Policy 4:02:05:01 Naming Buildings and Facilities and Building Plaques**

The committee discussed a revision to the policy which prohibits buildings and facilities from being named for employees that are still actively employed. Mr. Tracy informed the committee that General Counsel is researching the matter to see if it is allowable for benches, fountains and things of that nature to be named for active employees. The committee approved the proposed revision to the policy. (Attachment G)

5. **Community College Resource Allocation**

Mr. Sims presented the draft policy for resource allocation developed by the Community College Task Force. The committee approved the proposed policy. (Attachment H)

6. **SciQuest Higher Market Express Presentation**

Representatives from SciQuest gave a presentation for their Higher Market Express product. This is a more affordable option than pCard Marketplace.

Higher Market Express is a self-service solution for vendors, which will allow for online maintenance of vendor information. This will allow vendors to register for bid lists, maintain insurance certificates, etc.

Higher Market Express will also allow us to become more of a consortium community by giving us access to an inventory of all contracts and catalogs that we can purchase from based on awarded contracts throughout the TBR system.

A group of representatives from CISCC, PSCC, TTU, and WSCC have been selected to work on a Return on Investment (ROI) model for this product.

The meeting was adjourned at 12:00 p.m.

Policy 4:XX:XX:XX

Subject: Delegation of Authority/Signature Authorization

The purpose of this policy is to provide guidance to the institutions in developing a campus policy for delegation of authority and signature authorization.

Scope

This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for an institution. Examples include, but are not limited to, contracts, purchase orders, memorandums of agreement, and travel authorizations. Examples outside the scope of this policy include, but are not limited to, course overloads, student advising, and reductions in student course loads.

I. Delegation of Authority

Every institution must develop a policy for delegation of authority and signature authorization. At a minimum, the institution's policy must include the following items.

- a. Delegations/authorizations must be in writing, with level of authority, any restrictions on authority and period of authority, if any, clearly noted.
- b. Delegations should run from the official holding authority to act directly to the person exercising that authority. The principle is that the person holding authority should have direct knowledge of who within the institution is exercising that authority on their behalf.
- c. Personnel with delegated authority should be qualified to do so by training and experience. **Person making delegation is responsible for ensuring person to whom authority is delegated is qualified and understands the application of the authority delegated.**
- d. The ramifications of exceeding **or misapplying** one's delegated authority should be clearly understood and uniformly enforced.
- e. Delegations requiring the Chancellor's approval must be properly secured.
- f. Authority assigned to the Chancellor, Presidents, or Vice Chancellors by policy, guideline or statute cannot be delegated unless specifically allowed in the policy, guideline, or statute.

II. Recommended Practice

Personnel with delegated authority should sign the name of the person of authority followed by their name.

For example: **Chancellor John Doe by Jane Smith**

Periodic training should be provided to ensure persons with delegated authority have a clear, current understanding of their authority and its limitations.

II. General Provisions

6. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum. The exceptions to this rule are for meals, taxi fares, tolls and ferry fees, with no receipt required **unless the amount exceeds the maximum shown on the Addendum**. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.

IV. Transportation

11. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including ~~but not limited to the reasonable cost of one of the following options, whichever is less:~~ **related parking expenses.**

~~a. one round trip taxi fare,~~

~~b. or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip,~~

~~c. or mileage of two round trips in the employee's personal car (subject to a 200 mile maximum for two round trips).~~

Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in Addendum.

Guideline B-060**VIII. Specialized Academic Fees**

Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria A, High Cost of Instruction as defined below. Additionally, the program should document meeting criteria B-G, as applicable.

- A. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the institution. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
- B. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
- C. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
- D. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
- E. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
- F. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other TBR institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.

- G. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.

Institution must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. **Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.**

Policy 5:01:01:07

Subject: Sick Leave

It is the policy of the Tennessee Board of Regents to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide the time off to employees in the event of illness or death of certain family members.

I. Eligibility to Accrue Sick Leave to Accrue Sick Leave

A. Regular full-time employees and academic personnel, regardless of probationary status, shall be eligible to accrue sick leave. All eligible employees (regular full-time and regular part-time) will accrue sick leave after working more than 50% of the month.

B. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to accrue sick leave on a prorated basis equal to the percentage of their employment to full-time employment.

C. Temporary employees shall not be eligible to accrue sick leave. Temporary employees who are subsequently appointed as regular employees with no break in service shall become eligible to accrue sick leave and shall receive sick leave balances accrued retroactively from the date of employment.

D. All full-time and part-time employees who are employed pursuant to funds available to the institution or technology center through grants or contracts are not eligible to accrue sick leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave, or unless eligibility to accrue sick leave is approved by the president of the institution or director of the technology center.

E. Student employees shall not be eligible to accrue sick leave.

II. Eligibility for and Rate of Accrual of Sick Leave

A. Regular full-time personnel and full-time academic personnel, whether employed on a twelve-month or nine-month service basis, shall accrue sick leave at the rate of 7.5 hours (1 day) for each month of actual service. Under no circumstances may a regular full-time employee earn more than 90 hours (12 days) of sick leave per year.

B. Regular part-time personnel and part-time academic personnel, whether employed on a twelve-month or nine-month service basis shall accrue sick leave on a prorated basis equal to the percentage of their employment compared to full-time employment.

C. Accrued days of sick leave shall be cumulative for all days not used.

D. Eligible employees shall accrue sick leave from the date of employment. (See Section I, item 3C, providing for retroactive credit for temporary employees who subsequently become eligible to accrue sick leave.)

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E. Eligible employees are entitled to sick leave for the withholding of payment of the sick leave and a possible additional disciplinary action. Sick leave may not be taken until earned and may not be advanced.

E. Sick leave for a fiscal year (150 days) for employees who are employed during the period of illness or injury during the non-duty period of the center, position is at least the employee has been physically present for a substantial portion of the employment.

Employment for the year in question that period, MODFY employees shall accrue sick leave on a prorated basis in accordance with item 2B of this section.

F. Upon prior approval of the Chancellor, an employee who is injured in the line of duty as a result of the commission of an

act of violence or other disability the employee might perform his or her regular duties, may be retained on the payroll for a period of 60 days (30 days) of his or her job (28) calendar days of employment being reduced to no more than 22.5 sick leaves (3 days) of sick leave for full-time employees. The payroll roll shall be based upon a written statement from the attending physician that the employee is unable to perform his or her regular duties.

H. Employees otherwise eligible to earn sick leave do not earn or accrue sick leave while on an unpaid leave of

absence. Subject to the conditions outlined in Transfer of Sick Leave between Employees Policy 5:01:01:15, sick leave may be transferred to members of the institution/school's Sick Leave Bank(s).

III. Use of Sick Leave

IV. Physician's Statement or Other Certification

Sick leave and Family and Medical Leave Act Leave (FMLA) shall run concurrently in accordance with the provisions of

TBR Policy 5:01:01:16 (Note: to present employees in the form of personal affidavits, physician's certificates, or other

documentation that support designation as FMLA leave.) upon request of his or her supervisor or an appropriate approving authority. Sick leave may not be denied where an employee furnishes an acceptable statement from a licensed physician A. Sick leave is generally applicable to absences due to illness or injury to an employee, including illness or incapacity to or accredited Christian Science practitioner or other healthcare provider, provided that the supervisor or approving authority may require additional documentation or statements from other physicians or accredited practitioners. parental leave. Refer to TBR Policy 5:01:01:08 and 5:01:01:16.

B. Where an employee must be absent because of illness in the immediate family, sick leave may be granted by the

V. Return to Work

appropriate approving authority. For purposes of this section, "immediate family" shall be deemed to include: (1)

For the employee's protection and the protection of those who work closely with the employee, an employee may bring;

and (2) to be present with the family to reside with the family of the employee that may apply, from a licensed physician

or other accredited practitioner prior to resuming employment. An employee will be allowed to return to work if the release

C. Sick leave, if available, may be granted at the discretion of the appropriate approving authority in instances of certifies that he/she is able to perform the essential functions of the position with or without a reasonable accommodation. death of a member of the family as follows:

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Immediate family member as defined in Policy No. 5:01:01:09 - Bereavement Leave, sick leave, may be granted at the

VI. Exhaustion of Sick Leave

discretion of the appropriate approving authority for a maximum of 15 hours (2 two (2) days) after the three (3) day

when the employee is injured or disabled for a maximum of five (5) consecutive or non-consecutive regularly scheduled work

days. Employee shall use any accumulated annual leave for continued absence. However, in cases of worker's'

compensation, an employee may choose to be placed on an unpaid leave of absence and retain sick and/or annual leave. In instances of death of one of the following relatives, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of 22.5 hours (3 days): (1) sons-in-law and daughters-in-law; (2) brothers-in-law and sisters-in-law; (3) foster brothers and foster sisters; and (4) other members of the family who reside within the

VII. Separation of Employees with Accrued Sick Leave

Upon termination of employment, accumulated sick leave shall not be used as terminal leave, and the employee shall not be entitled to any lump sum payment for accumulated sick leave. If an employee is transferring to another state agency, his or her accumulated sick leave shall be transferred according to Leave Transfer between [STBR](#) Institutions and State Agencies. (See TBR Policy No. 5:01:01:06.)

If an employee leaves the System or any other state service in good standing after having worked on a full-time continuous basis for at least one year (1) full year and thereafter returns to service with the System on a full-time basis, the employee shall immediately be credited with all sick leave to which he or she was entitled at the time of the previous termination, provided certification of such entitlement is received from the previous employer if other than the new employer; provided further that if the employee has had interim employment with the System or any other agency of the State of Tennessee of less than one (1) year, he or she shall not be disqualified from receiving credit for sick leave to which he or she is otherwise entitled because of his or her prior employment with the state.

Notwithstanding the above paragraph, if any state employee or teacher employed by a local school board in Tennessee leaves the employment of the state or of that board in good standing and becomes a full-time employee within six (6) months of the date of termination, the employee shall immediately be credited with all sick leave to which he or she was entitled at the time of the previous termination.

TCRS member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement. [ORP member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement service for insurance purposes.](#)

VIII. Death of Employees with Accrued Sick Leave

~~Effective June 3, 1981, t~~The estate or designated beneficiary of any employee, upon the employee's death, shall be paid for the employee's unused and accrued sick leave in the same manner as the estates of deceased employees are paid for annual leave.

Source: SBR Meetings, August 15, 1975; June 25, 1976; December 2, 1977; June 30, 1978; June 29, 1979; June 26, 1981; September 18, 1981; September 24, 1982; June 24, 1983; September 30, 1983; June 28, 1985; June 26, 1987; December 4, 1987; September 16, 1988; March 17, 1989; June 30, 1989; December 15, 1995; March 29, 1996 (Finance and Administration approval November 13, 1996); September 20, 1996 (Finance and Administration approval December 4, 1996), June 25, 1999 (Finance and Administration approval November 1999), October 24, 2001 (Finance and Administration approval December 18, 2001); September 25, 2009.

Note: The provisions of this policy adopted at the August 15, 1975 meeting, became effective on January 1, 1976, and changes in eligibility to earn leave or in the amount of leave earned for period of service were prospective only.

Tennessee Board of Regents ♦ 1415 Murfreesboro Road, Suite 350 ♦ Nashville, TN 37217 ♦ (615) 366-4400

**Guideline No. P-115 Subject: ~~Certified Professional Secretary or~~
Certified Administrative Professional Examination**

Employees who work in a clerical-secretarial or clerical-management non-exempt position, ~~as defined by the Human Resource Office at each location,~~ who pass ~~all parts of the Certified Professional Secretary Examination (CPS) or~~ who pass ~~all parts of the Certified Professional Secretary Examination (CPS) or~~ Certified Administrative Professional Examination (CAP) shall be granted a nine percent (9%) increase in salary.

~~Employees must contact the institution's Human Resource Office regarding eligibility for the increase.~~ Exempt employees are not eligible for the increase.

The salary increase shall become effective with the next pay period beginning after the employee's passing grades ~~on all parts of on~~ the examination ~~are is~~ certified by the International Association of Administrative Professionals. The certification date ~~is located in the upper left hand corner of is on~~ the Candidate Performance Report generated by the IAAP. ~~(It is not the date that the test is administered nor the date that the report from IAAP is received).~~ It is the employee's responsibility to provide the appropriate verification to the Human Resources/~~Personnel~~ Office. ~~Employees may should~~ contact the institution's Human Resources/~~Personnel~~ Office with questions regarding ~~eligibility for the increase.~~

~~The guideline applies to all eligible employees who pass the~~ all parts of the ~~CAPCPS~~ exam after the effective date of this ~~guideline which shall be July 1, 1991.~~ An employee must pass ~~either the full (four-part) exam sponsored by the International Association of Administrative Professionals or the three-part Certified Professional Secretary exam~~ in order to receive the 9% increase, ~~prospective as of June 27, 2007.~~ ~~Individuals who previously received the 9% increase are not eligible for a subsequent 9% increase for passing the Certified Administrative Professional exam.~~

Source: Presidents Meeting November 1, 1988; Presidents Meeting May 14, 1991; Presidents Meeting September 19, 1991; Presidents Meeting August 21, 2007

Policy 4:02:05:01

Subject: Naming Buildings and Facilities and Building Plaques

The following policy shall apply to all institutions governed by the Tennessee Board of Regents.

A. Naming Buildings and Facilities

1. General Statement

The naming of buildings, facilities, grounds, and organizational units of institutions for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Tennessee Board of Regents System are vested in the Board. Authority to name identifiable sub-units or components of buildings and facilities, however, is delegated to the institution president or technology center director, subject to the criteria and process set forth below.

The purpose of this policy is to establish the criteria and process for such namings in the System.

This policy applies to all buildings of the institutions governed by the Board. It also applies to other facilities, grounds, and organizational units which the institution wishes to dedicate in the name of an individual or group. Buildings designated by their general purpose or function are not subject to this policy.

2. Criteria

In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment. To preserve the integrity of all buildings named in the System, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony. Buildings should not be named for active employees of the Tennessee Board of Regents. With respect to the naming of buildings on a particular campus, special consideration shall be given to:

- A. The historical significance of the contribution of the individual or group to the institution;
- B. The association of the individual or group with the building to be named;
- C. Any financial contribution of the individual or group to the institution; and
- D. State, regional, national, or international recognition of the individual's or group's contributions and achievements.

A given surname may be assigned to only one building on a specific campus.

In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, space or object, and not in perpetuity. If necessary, the Board reserves the right to remove a name associated with any physical building, space, object, or project at any time if

the naming gift pledge remains unfulfilled, it is in the best interests of the institution or of the donor to do so, or to protect the reputation of the institution and/or the donor.

3. Process

The institution president or technology center director shall charge a committee to consider and make recommendations for the naming of a building. The committee shall be comprised of student, faculty, and administrative representatives; other representatives of the campus community may serve on the committee, as deemed appropriate by the president or director.

The committee shall consider all suggested namings which satisfy the criteria cited above. Any individual or group associated with the institution may suggest a name for consideration by the committee.

The committee shall submit a report to the president or director, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.

For namings which require Board approval, the president or director shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the Board through the Chancellor.

No publicity shall be given to the recommendation for naming until it is considered by the Board. For namings not subject to Board approval, the president or director shall determine and make known the naming in the manner deemed most appropriate.

4. Dedication Ceremony and Plaque

Upon approval of the naming by the Board, an appropriate dedication ceremony may be planned and conducted by the institution.

The institution also may erect a dedication plaque or comparable marking upon approval of the naming by the Board. The plaque may be separate from the building plaque provided by State regulations. In addition to the individual or group for whom the building is named, the dedication plaque should identify the institution president or technology center director, the Chancellor, and the Chairman of the Board at the time the naming was approved.

B. Building Plaques

An institution may affix a building plaque to a new or newly renovated building or facility. All building plaques must comply with Tennessee Board of Regents guidelines adopted pursuant to this policy and State Building Commission policy on building plaques. This section shall apply to any new or newly renovated building or facility.

Source: TBR Meetings, April 13, 1973; September 30, 1983; June 28, 1985; March 21, 1986; September 18, 1992; March 30, 2007; June 24, 2011.

Policy _____

Subject: Community College System Resource Allocation Plan

The purpose of this policy is to establish a plan for allocation of resources among community colleges as required by Tennessee Code Annotated, Section 49-7-202 (c) (4) (D)):

For fiscal years ending on and after June 30, 2013, the commission shall have no authority for recommending individual community colleges operating budgets or in approving or disapproving the transfer of any funds between community colleges as may be determined necessary by the board of regents;

The intent of this policy is to:

1. Reinforce the performance incentives present in the higher education funding formula adopted by the Tennessee Higher Education Commission; and
2. Support development of a unified system of community colleges as dictated by the Complete College Tennessee Act of 2010, including providing financial incentives for cooperative action among institutions.

This policy provides for the pooling of community college resources to be used for system level investments, provision of funding for certain new program start-up expenses, expenses shared among all community colleges, to reward collaboration, and to allocate remaining resources among all community colleges.

I. Community College System Investment Account (“Account”)

A. Account Established.

1. There is established at the Board Office a Community College System Investment Account for the benefit of the Tennessee Community College System.
2. For each fiscal year, the target funding level of the Account will be an amount equal to point five percent (0.5%) of the Community College System recurring state appropriation.
3. To achieve the target funding level, the difference between the estimated funding level at fiscal year-end and the target funding level will be calculated. Should a deficit exist, an amount equal to 1/12th of the deficit amount will be withheld from the monthly Community College System state appropriation and deposited to the Account.
4. The Chancellor is authorized to allocate funds within the Account among the categories of uses provided below.

B. Uses of Account

1. System Level Investments. It is the Board’s intent that funds be available to initiate or maintain activities that promote the interest and wellbeing of the community college system and its students. Examples of system level investments may include, but are not limited to, activities designed to communicate the benefit to students of considering attending community colleges, funding to support block scheduling and fast track activities. The Vice

Chancellor for Community Colleges, in consultation with the Presidents, shall recommend the allocation of funds for specific system level investments, subject to approval by the Chancellor.

2. Program Start-Up Funding. It is the Board's intent that funds be available to offset the cost to an individual college of development of a new program offering that is portable to other colleges and meets the needs of students at multiple colleges or the system as a whole. Guidelines shall be established that specify the process and criteria used in determining which program start-up proposals should be funded through this mechanism.

3. Community College System Shared Expenses. Eligible expenses include, but not be limited to, salaries, benefits and operational expenses that directly support the operations of the Office of Community Colleges, common licensing of software, and other expenses borne individually by colleges. The Vice Chancellor for Community Colleges, in consultation with the Presidents, shall recommend the allocation of funds for system level shared expenses, subject to approval by the Chancellor.

4. Reporting. On an annual basis the Chancellor shall file a written report with the Board Committee on Academic Policies and Programs and Student Life summarizing the activities funded through the Investment Account.

II. Allocation of Funds to Community Colleges

After funding of the Account, remaining state appropriations are to be distributed to individual community colleges in the following order:

A. Allocation for Collaboration

1. Purpose. It is the Board's intent that colleges have a financial incentive to collaborate in ways that promote increased educational outcomes by engaging in activities such as sharing effective instructional practices, facilities, instructional and other resources in ways that promote student success and efficient, cost effective operations.

2. Collaboration Defined. For purposes of this item, collaboration can be viewed as two or more institutions voluntarily bringing their knowledge and experience together by interacting toward a common goal in the best interest of students for the betterment of their education success. The Board acknowledges that defining measures for collaboration is challenging, that defining an excessive number of measures may limit the incentive to collaborate in meaningful ways, and defining too few measures may focus institution's efforts on unproductive collaboration.

3. As part of the annual July Budget approval process, an amount determined by the Board of the remaining Community College System recurring state appropriation shall be set aside to recognize and reward collaboration among community colleges. This item shall be effective for fiscal years beginning July 1, 2014.

4. Guidelines shall be developed governing the measures used to evidence collaboration and how these metrics are used to distribute funding pursuant to this item; provided, it is the Board intent that collaboration efforts be focused in ways that lead to increased outcomes.

5. Reporting. On an annual basis the Chancellor shall file a written report with the Board Committee on Academic Policies and Programs and Student Life summarizing the activities funded through the Collaboration Allocation.

6. Sunset. The provisions of this policy section (II. A.) shall expire and have no effect as of June 30, 2013 absent subsequent Board action.

B. Allocation of Remaining Recurring State Appropriation.

1. Board staff, in consultation with THEC staff, shall annually determine the percentage of the total Community College System recurring state appropriation that is attributable to each individual college as calculated within the THEC higher education funding formula.

2. The allocation of recurring state appropriation remaining after distributions to the Investment Account and for Collaboration shall be calculated by multiplying the remaining recurring state appropriation by the percentage determined for each college in II.B.1.

III. Delegation

The Board acknowledges and grants authority for the development of guidelines necessary to implement the provisions of this policy, such guidelines to be consistent with and in furtherance of the provisions of this policy.

IV. Exceptions

Exceptions to this policy may be recommended by the Vice Chancellor for the Community Colleges for interim approval by the Chancellor.