

BUSINESS AFFAIRS SUB-COUNCIL

January 31, 2001

MINUTES

The meeting began at 9:00 a.m. in the TBR Board Room. Present were Mr. Mitch Robinson, Chairperson (DSCC); Ms. Debra Bauer (NSTI); Dr. David Collins (ETSU); Mr. Horace Chase (JSCC); Mr. Mike Gower (MTSU); Mr. Clay Harkleroad, Jr. (TSU); Mr. James Hodges (VSCC); Mr. Ken Horner (CoSCC); Dr. Charles Hurley (CLSCC); Mr. Al Irby (APSU); Mr. Dwight Johnson (STCC); Dr. Julian Jordan (WSCC); Mr. Ron Kesterson (PSTCC); Ms. Linda Maxwell (TTU); Ms. Marsha Mitchell (DSCC); Mr. Mike Posey (MSCC); Mr. Terry Rector (TTU); Ms. Claire Stinson (NSTCC); Dr. Duane Stucky (MTSU); Ms. Tammy Swenson (CSTCC); Ms. Jamie Wilmoth (RSCC); Mr. John Rudley, Ms. Chris Modisher, Ms. Kathy Crisp, Ms. Lisa Hall, Mr. Ron Simmons, Ms. Renee Stewart, and Ms. Heidi Zimmerman (TBR).

Mr. Robinson called the meeting to order.

BUSINESS

1. Geier Update

Ms. Modisher informed the committee that the Geier Consent Decree has been signed effective January 4, 2001. Copies of the Decree are available upon request and the TBR website will soon include the Consent Decree. Ms. Modisher introduced Wendy Thompson as the new Geier Coordinator. Ms. Thompson overviewed the major initiatives of the Consent Decree and stated that she is available for questions at any time.

2. Chancellor's Remarks

Chancellor Manning shared with the committee a one-page handout that will be provided to legislators. The handout outlines the TBR five goals of access, academic excellence, accountability, articulation, and advancement of a skilled workforce. Additionally, the handout includes sections on funding, budget initiatives, capital projects, and the Geier Consent Decree.

The Chancellor also discussed the appointment of presidents at both APSU and UOM. Dr. Sherry Hoppe is the new president of APSU and Dr. Shirley Raines is the new president of UOM.

The last item the Chancellor discussed was his recent appearance before the Senate Finance, Ways and Means Committee on January 30, 2001. The meeting was very positive in tone, with committee members focusing on higher education's needs.

3. Report of the Finance Committee

Dr. Collins highlighted the following issues from the January 11, 2001 Finance Committee meeting.

A. Return of Institutional Portion of Title IV Aid

The Finance Committee determined that not all campuses are following the same procedures when returning the institutional portion of Title IV aid to the grantor. Lisa Hall is surveying all campuses to determine what procedures are being followed. Based on the results of this survey, the Finance Committee will make a recommendation for systemwide consistency at the April meeting.

B. Guideline B-060

The Finance Committee recommended revising Guideline B-060 to establish a separate application fee for the ETSU College of Medicine of \$100 (see Attachment A).

C. Maintenance Fee Rates

The Finance Committee discussed the proposal to eliminate the full-time cap on maintenance fees and charge all students a per-hour fee.

During the BASC meeting, Ms. Mitchell stated that DSCC opposes this proposal based on their belief that the detrimental effect on their FTE count and state appropriation would exceed any increase in fee revenue.

Mr. Rudley stated that this proposal would not be forced on anyone. He will support the will of the campuses, including a scenario in which the universities implement a per-hour fee without the two-year institutions participating. Due to time constraints, however, a Fall 2001 implementation date of any proposal is no longer possible.

Mr. Horner stated that not all two-year institutions were opposed to eliminating the full-time cap. Mr. Rudley encouraged all campuses to write him with their thoughts on this proposal. To date, letters have been received from CSTCC and DSCC.

Dr. Collins discussed a proposal that includes a per-hour charge up to 12 hours, capping the fee charged for students enrolled in 12 to 16 hours, and then assessing an overload charge to those students enrolling in more than 16 hours. Dr. Collins felt that this arrangement would eliminate re-computing fees during the drop/add period for the majority of students.

The Central Office will survey peer institutions to determine their fee structure.

D. HR/CBO Subcommittee

The Finance Committee discussed the following recommendations of the HR/CBO Subcommittee and agreed with the 1st, 2nd, and 5th:

- 1) Eliminate across-the-board salary increases from the U-80 screen
- 2) Mandate that all across-the-board salary increases are computed after all other salary increases
- 3) Prepare the July 1st budget as a base-budget only; all salary increases, fee increases, and appropriation increases will be included in the October budget
- 4) All salary increases requiring Board approval would be presented at the September Board meeting; salary increases approved would be retroactive to July 1st; the retroactive pay would be included in the October payroll
- 5) All campuses will review the U-80 screen and forward any suggestions/improvements for efficiency to the subcommittee for consideration

The third recommendation was rejected due to potential problems with using state appropriation amounts other than those provided by THEC.

The fourth recommendation was seen as unfair to employees and rejected. The committee felt that requiring employees to wait until October for a July 1st raise should be avoided whenever possible.

The minutes of the Finance Committee were approved.

4. Report of the Human Resource Officers Committee

Ms. Stewart highlighted the following issues from the January 17, 2001 Human Resource Offices Committee meeting:

A. Guideline P-080

Ms. Zimmerman discussed the revisions proposed for Guideline P-080 Harassment – Sexual or Racial since the October BASC meeting. The proposed revisions include 1) removal of the language concerning inappropriate relationships between tenured/non-tenured faculty, 2) addition of language requiring the investigator to notify the President when an investigation is initiated, and 3) addition of language regarding where documentation shall be housed, as well as various other housekeeping revisions.

B. Guideline P-130

Subsequent to the HR Committee meeting, Legal Counsel recommended deferral of the proposed revisions until next quarter to allow for their review.

The minutes of the HR Officers meeting were approved as presented, with the exception of Guideline P-130.

5. Report of the Financial Systems Review Committee

Mr. Simmons updated the BASC on the progress of the budget automation project. During the October 2000 budget cycle, VSCC used the automated budget for one TTC. The pilot went well and the committee expanded the pilot for the TTCs at CLSCC, DSCC, and MSCC during the July 2001 budget cycle. Once all TTCs have been automated, the committee will work to bring the analysis forms into the process.

The progress on the Management Information Database was also reviewed. Information System is working on a crosswalk between institutions that will allow the data to be summarized appropriately.

6. OTHER BUSINESS

- Mr. Rudley discussed the status of the web-based degree initiative. Dr. Linda Phillips-Madson, Academic Affairs, has put together a committee for this initiative and is current working on fee recommendations. Three business officers, Dr. Jordan, Dr. Collins, and Ms. Bauer, volunteered to serve on Dr. Phillips-Madson's committee.
- Dr. Stucky discussed the need for campus flexibility when making counteroffers to athletic staff. Many BASC members stated that the problem was not limited to athletic staff, but involved all personnel. Mr. Rudley stated that if Dr. Stucky and others on the BASC would draft a summary of their concerns, he would present the issue at the Presidents Council.
- Ms. Stewart discussed THEC's request that TBR budgets include the compensated absence allocation in the beginning and ending balances. Ms. Bauer stated that this inclusion would decrease funds available for budgeting. Other members of the BASC disagreed. It was determined that a conference-call meeting of the Finance Committee should be conducted prior to the issuance of budget guidelines to address THEC's request and any budgetary effect.

There being no further business, the meeting was concluded.

ATTACHMENT A

Guideline B-060

Page 8 of 15

The following fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at all institutions both as to the amount and condition of assessment. Charges are subject to approval by the Tennessee Board of Regents.

1. Application Fee: Undergraduate - Not less than \$5.00 nor more than \$25.00. Graduate - Not less than \$5.00 nor more than \$35.00 ~~nonrefundable~~. **ETSU College of Medicine - \$100**. This is a one-time **nonrefundable** fee paid by an individual who applies for admission to the institution. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended an institution as an undergraduate student.

2. Graduation Fee: This fee shall be assessed according to degree level as follows and shall include the cost of the diploma and rental of academic regalia:

Associates Degree		\$25.00
Baccalaureate	30.00	
Master and Specialist	35.00	
Doctor and Juris Doctor	45.00	

The fee is refundable only if the institution has incurred no costs on the student's behalf. Other items may be included in the fee, as determined by the institution. Additional fees may be charged for optional graduation-related activities or services.

3. Late Exam Fee: None

Institutions and Technology Centers

4. Returned Check Fee: \$20.00 per check - nonrefundable. All institutions and technology centers will charge a returned check