



**REVISED AGENDA**  
**PRESIDENTS MEETING**

**Tuesday, May 15, 2012 – 9:00 A.M. (CT)**

1. Reviving Prior Learning Assessment (PLA): Tennessee's Initiative to Increase Student Success and Completion Presentation by Jessica Gibson (Vice Chancellor Paula Myrick Short)
2. Partnership for Assessment of Readiness for College and Careers (Chancellor Morgan/President Carl Hite)
3. Task Force on Reverse Transfer/Embedded Certificates (Vice Chancellor Paula Myrick Short)
4. Legislative Update (Vice Chancellor David Gregory)
5. Proposed Revision to TBR Policy 4:02:05:01 – Naming of Buildings and Facilities and Building Plaques (Vice Chancellor David Gregory) - *Attachment*
6. System-wide Compensation Increase Proposal (Vice Chancellor Dale Sims) - *Attachment*
7. Update on Maintenance Fee Discussion (Vice Chancellor Dale Sims)
8. Draft Policy - Community College Resource Allocation (Vice Chancellor Dale Sims) - *Attachment*
9. System-wide E-Procurement Solution (Vice Chancellor Dale Sims)
10. Draft Delegation of Authority/Signature Authorization Policy (Vice Chancellor Dale Sims) - *Attachment*
11. Proposed Revisions to TBR Policy 4:03:03:00 – General Travel Policy (Vice Chancellor Dale Sims) – *Attachment*

**Presidents Meeting**  
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12. Proposed Revisions to TBR Guideline B-060 – Fees, Charges, Refunds and Fee Adjustments-Specialized Academic Course Fee Flexibility (Vice Chancellor Dale Sims) - *Attachment*
13. Proposed Revisions to TBR Policy 5:01:01:07 – Sick Leave (Vice Chancellor Dale Sims) - *Attachment*
14. Proposed Revisions to TBR Guideline P-115 – Certified Professional Secretary or Certified Administrative Professional Examination – (Vice Chancellor Dale Sims) – *Attachment*
15. Internal Audit Matters (Tammy Birchett) - *Attachment*



### **PARCC: The Next Generation in Assessments for Tennessee**

In July 2010, Tennessee adopted the Common Core State Standards in Mathematics and English Language/Arts. These standards will be assessed utilizing the PARCC (Partnership for Assessment of Readiness in College and Career) Assessment, and the current TCAP assessment will be fully phased out by 2014. Tennessee has joined an alliance of 24 states working together to develop the PARCC Assessment, which will be aligned to the Common Core State Standards (CCSS) in English Language Arts and mathematics and fully comparable across states.

The next-generation assessment system envisioned by PARCC will have several benefits not found in current assessment systems including benefits to: **students**, who will know if they are on track to graduate ready for college and careers; **teachers**, who will receive regular results to guide learning and instruction; **parents** who will have clear and timely information about the progress of their children; **states** who will have valid results that are comparable across the member states, and; **the nation**, since the assessments are based on the college- and career-ready, internationally-benchmarked CCSS.

**Perhaps most importantly, the Tennessee Board of Regents and the University of Tennessee have agreed to utilize the Algebra II and English III PARCC Assessment (typically administered in the junior year of high school) to determine the remedial placement status of incoming students. PARCC will not replace the ACT/SAT as an admissions tool or the COMPASS Assessment; it will be used solely as an instrument to determine the readiness high school students for entry level, credit bearing classes in mathematics and English.**

PARCC's assessments will yield significant advantages for educators, state policymakers, and most importantly, parents and students. PARCC assessments will measure what matters – the full range of the content and skills called for in the English Language Arts/Literacy and mathematics Common Core State Standards. Students will take parts of the assessment at key times during the school year – closer to when they actually learn the material – giving teachers more timely information so they can adjust instruction and student supports as appropriate throughout the school year.

The assessment is being developed in full collaboration with Tennessee higher education. Dr. Carl Hite, President of Cleveland State Community College, is a voting member of the National PARCC Advisory Committee on College Readiness. Additionally, Tennessee faculty members will be serving as item reviewers during development of the assessment.

### **PARCC Timeline**

- 2011-12: Item and Assessment Development begins
- 2012-13: First year pilot/field testing/data collections begins
- 2013-14: Second year pilot/field testing/data collections begins
- 2014-15: Full administration of PARCC in Tennessee

**PRESIDENTS QUARTERLY MEETING**

**DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: Policy 4:02:05:01 Naming Buildings and Facilities and Building Plaques

ACTION: Requires Vote

PRESENTER: David Gregory, Vice Chancellor  
Administration and Facilities Development

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**BACKGROUND INFORMATION:**

A revision to the TBR Policy 4:02:05:01- Naming Buildings and Facilities and Building Plaques will be before you for review and approval.



**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 ~~usefull~~useful life of the physical building, space or abject, 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.

## PRESIDENTS QUARTERLY MEETING

## DIRECTORS QUARTERLY MEETING

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: System Wide Compensation Increase Proposal

ACTION REQUIRED: For Discussion

PRESENTER: Vice Chancellor Sims

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### BACKGROUND INFORMATION:

On April 3, 2012, a draft proposal of the system wide compensation strategy for FY 12-13 was distributed for comment. Responses were requested by April 27, 2012.

The strategies proposed included:

#### **1. System Wide Funded Increases**

##### Cost of Living Allowance (COLA)

A COLA salary pool would be created equal to 2.5% of salaries of all regular, full and part-time benefit eligible employees, restricted and unrestricted, on the payroll as of June 30, 2012.

- COLA Level: This proposal envisions a 2.5% COLA salary pool.
- Distribution: Each eligible employee (see 1A above) would receive an increase equal to 2.5% of their June 30, 2012 salary or \$750, whichever is greater. The minimum payment would be pro-rated for part-time employees. We estimate the inclusion of a \$750 minimum increase impacts approximately 3850 system employees whose annual earnings are less than \$30,000.
- Timing: It is proposed that this adjustment be effective on July 1, 2012 and be included as part of the July payroll.

## **2. Institution or Local Funded Increases**

### **A. Compensation Plan Implementation**

Institutions would be authorized to provide salary adjustments consistent with their Board approved compensation plans.

- Level: Institutions would be authorized to use an amount equal to the Institution's ability to fund without additional tuition or fee increases.
- Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- Timing: Institutions will submit a proposal that includes, but is not limited to the date of payment, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, and whether it is effective retroactively. It is proposed that these adjustments be acted on by the Board during its September meeting.

### **B. One-Time Payment Due to No Availability of Recurring Funds**

For institutions that lack recurring funds to implement approved compensation plans, a one-time service payment may be proposed in recognition of dedicated service.

- Level: Institutions would be authorized to pay a one-time bonus not to exceed \$1000 to all regular, full and part-time employees, paid on restricted and unrestricted funds.
- Distribution: Each full-time eligible employee would receive the same bonus amount. Part-time employees would be pro-rated.
- Timing: Institutions will submit a proposal that includes, but is not limited to the date of payment, the amount of the one-time payment, and the requirements used to determine eligibility. It is proposed that these adjustments be acted on by the Board during its September meeting.

### **C. One-Time Payment Due to Fully Funded Compensation Plan**

If an institution has a fully funded compensation plan, a one-time employee performance payment may be provided.

- Level: Institutions would be authorized to pay a one-time bonus not to exceed \$1000 to all eligible regular, full and part-time employees, paid on restricted and unrestricted funds.
- Distribution: Each full-time eligible employee rated above satisfactory during the most recent performance evaluation period would receive 100% of the bonus amount. Each full-time eligible employee rated as satisfactory would receive 50% of the bonus amount. Employees must have received at least a satisfactory rating during the most recent performance evaluation period to receive a one-time payment. Part-time employees would be pro-rated.
- Timing: Institutions will submit a proposal that includes, but is not limited to the date of payment, the amount of the one-time payment, and the requirements used to determine eligibility. It is proposed that these adjustments be acted on by the Board during its September meeting.

#### **Other Considerations.**

Impact of Performance Evaluation. Employees whose performance most recent evaluation results in an unsatisfactory work performance rating shall not receive any adjustments otherwise authorized within this strategy.

#### **COMMENTS:**

Please send your comments on this revised proposal to April Preston, at [april.preston@tbr.edu](mailto:april.preston@tbr.edu) by May 25, 2012. After gathering feedback from your, the Central Office staff will make adjustments as needed and transmit to the Board Committee on Compensation and Personnel.

## **PRESIDENTS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)

AGENDA ITEM: Draft Policy – Community College Resource Allocation

ACTION: Requires Vote

PRESENTER: Dale Sims

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BACKGROUND INFORMATION: The final meeting of the Community College Formula Work Group was conducted by teleconference Friday, March 30, 2012. Attached for your review is the draft policy which was recommended for approval by the Community College Formula Work Group. The proposed policy establishes a plan for allocation of resources among community colleges as required by Tennessee Code Annotated.

**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 1/12<sup>th</sup> 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.

**PRESIDENTS QUARTERLY MEETING**

**DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: Draft Delegation of Authority/Signature Authorization Policy

ACTION: Information Only

PRESENTER: Dale Sims

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BACKGROUND INFORMATION: Attached for review is a draft of the proposed new policy regarding delegation of authority/signature authorization. Next quarter the draft policy will be routed through the sub-councils again for final review with the policy coming to presidents/directors to approval at the July meetings.

## 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.

## **PRESIDENTS QUARTERLY MEETING**

## **DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: Suggested Revisions to Policy 4:03:03:00 – General Travel

ACTION: Requires Vote

PRESENTER: Dale Sims

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BACKGROUND INFORMATION: Two revisions to the general travel policy are proposed.

II Receipts (General Provisions, Section 2) – Additional clarifying language is suggested regarding receipts for meals, taxi fares, tolls and ferry fees when the maximum limitations are exceeded.

IV. Common Carrier (IV. Transportation, Section 11) – Additional clarifying language is suggested regarding transportation to and from the airport. Language regarding round trip taxi fare, parking one's personal car and round trip mileage is deleted.

## 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.



**PRESIDENTS QUARTERLY MEETING**

**DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: Suggested Revisions to Guideline B-060 – Fees, Charges, Refunds  
and Fee Adjustments

ACTION: Requires Vote

PRESENTER: Dale Sims

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BACKGROUND INFORMATION: During the March Board meeting, the Board agreed to allow TBR 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. Attached for review is the suggested revision to 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.**

## **PRESIDENTS QUARTERLY MEETING**

## **DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: TBR Policy – 5:01:01:07 Sick Leave

ACTION: Requires Vote

PRESENTER: Vice Chancellor Sims

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### **BACKGROUND INFORMATION:**

TBR Policy – Sick Leave. The proposed revisions are recommended to provide clarity on eligibility and use of sick leave and to remove out dated references.

Proposed revisions include:

- Removal of the term “paternity leave” and the reference to the old policy on Paternity Leave
- 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 is also credited towards years of services for members of the TCRS retirement plan
- The addition of “for a maximum of five (5) consecutive or non-consecutive regularly scheduled workdays” when used in conjunction with Bereavement Leave. This clarification allows for consistency in application of the policy rather than leaving it up to each supervisor.
- Due to concerns regarding privacy of medical information, the term “supervisor” will be removed from the policy as an individual requesting additional medical information. Human Resources will request and maintain these records, as needed.

The proposed revisions were reviewed and are recommended for approval by the Human Resources Officers Committee and the Business Officers Sub-Council.

## **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**

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.)

E. Eligible employees earn and accrue sick leave for each month upon completion of service for a major fraction thereof.

F. All modified fiscal year (MODFY) employees who are employed during the period which would normally be the non-duty period of their appointment shall accrue sick leave at the rate of 7.5 hours for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue sick leave on a prorated basis in accordance with item 2B of this section.

G. Notwithstanding any other provision herein which might be construed to the contrary, regular nine-month academic personnel shall accrue 67.5 hours (9 days) of sick leave for full-time employment for a full academic year and 22.5 hours (3 days) of sick leave for full-time employment throughout summer sessions.

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

### III. Use of Sick Leave

Sick leave and Family and Medical Leave Act Leave (FMLA) shall run concurrently in accordance with the provisions of TBR Policy 5:01:01:14. (Note: Unless an employee is on a reduced or intermittent work schedule, periods of less than three days shall not be designated as FMLA leave.)

A. Sick leave is generally applicable to absences due to illness or injury to an employee, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments. In addition, sick leave may be used for paternity-parental leave. Refer to TBR Policy ies 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 appropriate approving authority. For purposes of this section, "immediate family" shall be deemed to include: (1) spouse; (2) children, step-children: foster child; (3) parents, step-parents, foster parents and parents-in-law; (4) sibling; and (5) other members of the family who reside within the home of the employee.

C. Sick leave, if available, may be granted at the discretion of the appropriate approving authority in instances of death of a member of the family as follows:

Immediate family member as defined in Policy No. 5:01:01:09 - Bereavement Leave, sick leave, may be granted at the discretion of the appropriate approving authority for a maximum of 15 hours (2- two (2) days) after the three (3) day bereavement leave has been used for a maximum of five (5) consecutive or non-consecutive regularly scheduled work days.

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 home.

D. Abuse of sick leave by an employee will result in the withholding of payment of the sick leave and possible additional disciplinary action. Sick leave may not be taken until earned and may not be advanced.



E. Sick leave may not be used by nine-month academic personnel for absences due to illness or injury during a summer or other inter-session unless the employee has been physically present and actually commenced employment for the term in question.

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 assault upon him or her which disables the employee from performing his or her regular duties, may be retained on the regular payroll for a period not to exceed twenty-eight (28) calendar days without being required to use any accrued sick leave. The length of time for such retention on the payroll shall be based upon a written statement from the attending physician that the employee is unable to perform his or her regular duties.

G. 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).

#### **IV. Physician's Statement or Other Certification**

An employee may be required to present evidence in the form of personal affidavits, physician's certificates, or other testimonials in support of the reason for sick 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 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.

#### **V. Return to Work**

~~For the employee's protection and the protection of those who work closely with the employee, a~~An employee may be required to present a written release to return to work, including any restrictions 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 certifies that he/she is able to perform the essential functions of the position with or without a reasonable accommodation.

#### **VI. Exhaustion of Sick Leave**

When the illness, injury, or disability of an employee continues beyond the period of accumulated sick leave, the 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. When an employee has exhausted all accumulated sick and annual leave, he or she may be placed on leave of absence, if requested and found to be justifiable. (See TBR Policy No. 5:01:01:03.)

#### **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 ~~ST~~TBR 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



## **PRESIDENTS QUARTERLY MEETING**

## **DIRECTORS QUARTERLY MEETING**

**May 2012**

DATE: Presidents Meeting (May 15, 2012)  
Directors Meeting (May 17, 2012)

AGENDA ITEM: TBR Guideline P-115 Certified Professional Secretary or Certified  
Administrative Professional Examination

ACTION: Requires Vote

PRESENTER: Vice Chancellor Sims

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### **BACKGROUND INFORMATION:**

As of November 2011, the International Association of Administrative Professionals (IAAP), the organization administering the Certified Professional Secretary (CPS) examination replaced it with the Certified Administrative Professional (CAP) examination. The attached proposed revisions update the guideline for this name change, as well as provide clarification in the guideline on which positions are eligible for the nine percent increase associated with passing the exam and that employees are only eligible for the increase once, regardless of the number of times the employee may pass the examination or gets recertified. The Human Resources office at each institution will determine what positions qualify for the nine percent increase based on their employee classification.

The proposed revisions have been reviewed and are recommended for approval by the Human Resources Officers Committee and the Business Officers Sub-Council.

## 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 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

# **PRESIDENTS QUARTERLY MEETING**

**May 2012**

DATE: May 15, 2012

AGENDA ITEM: Internal Audit Matters

ACTION: Information Item

PRESENTER: Tammy Birchett

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## **BACKGROUND INFORMATION:**

1. **Minimum Job Qualifications for Internal Audit Positions** – The Audit Committee asked that System-wide Internal Audit facilitate a review of the minimum qualifications needed for internal audit positions and present a recommendation regarding these qualifications at the next Audit Committee meeting in June. (A summary of these qualifications will be provided at a later date).
2. **Proposed Information Technology Internal Audit Position** – The Audit Committee requested that System-wide Internal Audit provide information about a proposed IT audit position at the system office to the TBR sub-councils to seek input and bring a recommendation back to the committee at the June meeting. In addition to providing assurance to management and the Audit Committee regarding the controls over IT operations, an IT auditor would conduct reviews of IT system procedures and security. The auditor would also provide assistance to campus auditors by developing audit procedures and tools for testing IT procedures, IT security and institutional data. The recurring budget for this position is estimated at \$108,000, which includes salary, benefits, continuing education and travel. An estimated allocation by campus of the proposed increased budget for SWIA is attached.
3. **Template for Reporting Expenditures of the Presidents' Offices** – To facilitate an audit of expenditures made by for, or at the direction of the Presidents of TBR campuses, as required by state law, TBR requires a quarterly report of such expenditures. A review of the template used for this purpose is underway. Please submit any suggestions, questions or concerns regarding the manner of reporting or the information required to be reported to System-wide Internal Audit by June 15, 2012.

**TENNESSEE BOARD OF REGENTS**  
**System-wide Internal Audit Charge**  
**Estimates for FY 2013 \*\***

	<b>FY 2011-12 Internal Audit Charge</b>	<b>Proposed FY 2012-13 Pro-rated Expense</b>	<b>Estimated Increase</b>
APSU	24,200	30,544	6,344
ETSU	40,600	51,243	10,643
MTSU	66,700	84,184	17,484
TSU	28,100	35,466	7,366
TTU	30,100	37,990	7,890
UOM	80,800	101,981	21,181
CSTCC	13,100	16,534	3,434
CLSCC	5,100	6,437	1,337
COSCC	6,800	8,583	1,783
DSCC	4,000	5,049	1,049
JSCC	6,800	8,583	1,783
MSCC	5,800	7,320	1,520
NSCC	9,600	12,117	2,517
NSTCC	7,000	8,835	1,835
PSTCC	12,600	15,903	3,303
RSCC	9,100	11,485	2,385
STCC	19,700	24,864	5,164
VSCC	10,200	12,874	2,674
WSCC	10,100	12,748	2,648
TTC	21,600	27,262	5,662
	<u>412,000</u>	<u>520,000</u>	<u>108,000</u>

\*\* Includes a proposed increase of \$108,000 for an IT auditor position.