

## **March Faculty Senate Meeting Agenda**

**Faculty Senate Executive Committee Meeting:** March 13<sup>th</sup>, 2017. 12:30 - 1:45 pm. KH 4427.

**Full Senate Meeting:** March 20<sup>th</sup>, 2017. 12:30 - 1:45 pm. Kennesaw Campus – University Rooms C-E (Carmichael Student Center).

### **Old Business**

1. Dissatisfaction with Faculty Senate: Membership resolution – Marianne Holdzkom

### **New Business**

1. Approval of February meeting minutes.
2. Comments from President Olens
3. Parking concerns – Aaron Fowler
4. University Handbook update – Sarah Holliday
5. Government relations – Amanda Seals
6. USG Guide to Policy and Ethics – Humayun Zafar
7. FSEC elections: Current list of nominees –
  - a. President-Elect: Jennifer Purcell
  - b. Kennesaw Campus representative: Jeanne Bohannon
  - c. Marietta Campus representative:
  - d. Secretary: Doug Moodie
8. Committee on Committees: Faculty senate representative nominee: Joya Carter-Hicks
9. Any other business?
10. Motion to adjourn.

### **Information**

1. University Council meeting: April 25<sup>th</sup> – 2 – 3:15 PM in KH 4427. [Agenda and minutes can be found here.](#)

## **Resolution on Faculty Senate Membership**

The Department of History and Philosophy expresses its sincere concern regarding the Senate response to the recent appointment of the university president. The Faculty Senate is the voice of the university faculty. In some departments, the duties and responsibilities of senators seem to be deemed “low level” service often relegated to junior or non-tenured faculty. This threatens shared governance at Kennesaw State University and limits the effectiveness of the Faculty Senate. Senators should be knowledgeable about faculty and university affairs and should regularly consult with department faculty before making a decision. Faculty Senators should be active participants in decision making at all Senate meetings. In Annual Performance Review this service should be documented as noteworthy and valuable service to the department and the university. Most importantly, senators should feel free to express their opinions and concerns freely and without fear of repercussion. For these reasons, the Department of History and Philosophy resolves that all Faculty Senators should be tenured faculty, except in the case that no member of the teaching faculty in a department is tenured. The Department requests that KSU Faculty Senate amend language in section 3.1.1 of the University Handbook to read that "Eligibility to serve as the department's senator is restricted to the full-time ~~tenured tenure track, non-tenure track, and temporary~~ *tenured* faculty of the department, excluding the department chair, *except in the case that no member of the teaching faculty in a department is tenured.*"

**General Education Council, GEC (permanent) — assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum**

a. Purpose: The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.

b. Membership: The council is chaired by the ~~Associate Vice President for Curriculum~~Faculty Director of General Education. General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.

i. TF ~~2023~~: one general education coordinator from each discipline represented in the core: anthropology (~~appointed by chair~~), art & design (~~coordinator of art & design~~), molecular & cellular biology (~~elected~~), ecology, evolution, & organismal biology (~~elected~~), chemistry (~~elected~~), communication (~~general education coordinator~~), criminal justice (~~volunteer~~), dance (~~coordinator of dance~~), economics (~~appointed~~), English (~~director of composition~~), foreign language (~~coordinator of French programs~~), geography (~~appointed by chair~~), history (~~appointed by chair~~), interdisciplinary studies (~~elected~~), mathematics (~~appointed by chair~~), music (~~appointed by dean~~), philosophy (~~selected~~), physics (~~appointed~~), political science (~~appointed by chair~~), psychology (~~coordinator general psychology~~), sociology (~~volunteer~~), statistics ( ), and theatre and performance studies (~~coordinator of theatre~~).

ii. The coordinator of WELL 1000.

iii. A director from the Department of First-Year Programs (either the Director of the First-Year Seminar or the Director for Learning Communities).

iv. One representative ~~elected~~ from the Bagwell College of Education.

v. One representative ~~elected~~ from the Southern Polytechnic College of Engineering and Engineering Technology.

vi. One representative ~~elected~~ from the College of Architecture and Construction Management.

vii. One representative ~~elected~~ from the College of Computing and Software Engineering.

viii. One representative elected from the Honors College.

c. Term: 2 years



# University System of Georgia (USG)

## A Leader's Guide to Policy & Ethics



# Agenda

- Governance
- Bylaws
- Board Policy



# Governance – p.1

- Board of Regents (BOR) of the University System of Georgia
  - “The government, control, and management of the University System of Georgia and all of the institutions in said system shall be vested in the Board of Regents of the University System of Georgia.” – Ga. Constitution
  - Established 1931
  - Authorized by Georgia Constitution Article VIII, Section 4
  - 19 members appointed by Governor for 7-year terms (one from each Congressional district, five at-large)
  - Exclusive authority to create new public colleges and universities subject to majority approval of Ga. State House and State Senate
  - Lump sum appropriation to BOR and subsequent allocation to institutions
  - Hold, purchase, lease, sell convey or otherwise dispose of public property
  - Accept land, buildings, & other property

*“Creating A More Educated Georgia”*



# Governance – p.2

- **BOR Committees**

- Executive and Compensation
- Track I:
  - Academic Affairs
  - Organization and Law
  - Economic Development
- Track II:
  - Personnel and Benefits
  - Finance and Business Operations
  - Internal Audit, Risk, and Compliance
  - Real Estate and Facilities

- State Archives
- Graduate Medical Education
- Intercollegiate Athletics
- Special Consolidation
- Presidential Search Committees

-----

Board Chair/Vice Chair  
elected by BOR for Jan-Dec  
term; new Chair appoints  
committee chairs/vice chairs

*“Creating A More Educated Georgia”*



## Governance – p.3

### **BOR Governance through:**

- Chancellor (USG Chief Executive and Chief Administrative Officer)
- Presidents (Executive Head of USG institutions)
- Senior Administrators & Appointed Officers

### **Governing Documents include:**

- Bylaws (passed by BOR w/one meeting notice)
- Board Policy (passed by BOR on recommendation from Chancellor)
- Charters (passed by BOR)
- Procedures Manuals (authorized by Board Policy w/revision authority to Chancellor & designated to senior administrators)

*“Creating A More Educated Georgia”*



# Bylaws – p.1

- Bylaws include guidance on:
  - BOR Meetings and Committees
  - BOR Officers and their Duties
  - Role of Presidents as Executive Heads of Institutions Responsible to the Chancellor
  - Allocation of next fiscal year appropriations
  - Appeals Process
  - Amendment Process
  - URL: <http://www.usg.edu/regents/bylaws>



# Board Policy

- Board Policy:
  - Adopted by BOR
  - BOR may waive policy
  - Policy usually amended through recommendation of Track I or II Committee
  - Authoritative source
  - <http://www.usg.edu/policymanual/>
- 13 Sections:
  - Officers
  - Institutional Governance
  - Academic Affairs
  - Student Affairs
  - Public Service
  - Research
  - Finance and Business
  - Personnel
  - Facilities
  - Information, Records, & Publications
  - Information Technology
  - Miscellaneous
  - Changes



# Board Policy: Officers – p.1

- Named Officers (1.1, 1.5):
  - Chair
  - Vice Chair
  - Chancellor
  - Secretary to the Board
  - Treasurer
  - Other Officers (Executive Vice Chancellor, Chief Facilities Officer, Chief Information Officer, Chief Audit Officer, others named in Board Policy)



## Board Policy: Officers – p.2

- Chancellor (1.2):
  - Chief Executive and Chief Administrative Officer
  - Broad discretionary authority
  - Medium to announce Board Policy
  - May limit enrollment at any USG institution (also 4.2.3.4)
  - Recommend appointment of Presidents and officers to Board
  - Ex-officio, non-voting member of all BOR committees



## Board Policy: Officers – p.3

- Chancellor:
  - Member of all faculties and academic bodies, decides jurisdiction thereof, may call meetings, and may veto any act (with written explanation to proper officer and to BOR) (1.2)
  - Chancellor to survey USG institutions and report on the standards of scholarship and effectiveness/efficiency of institutions (3.1)
  - Makes reports to BOR and is medium through which reports are made to BOR (1.2)
  - May execute documents as needed to further actions of BOR (1.2)



## Board Policy: Officers – p.4

- Chancellor (1.2 - cont.):
  - Recommends allocation of state appropriations
  - Approves institution budgets for BOR submittal
  - Executes documents related to Federal aid
  - May settle claims/disputes up to \$300k
  - May execute rental agreements up to \$5k per month
  - May execute agreement to purchase or receive real property not exceeding sum of \$100k and where purchase price does not exceed avg. of three independent appraisals



## Board Policy: Officers – p.5

- Chancellor (1.2 - cont.):
  - May act for BOR in construction contracts & associated actions not to exceed \$1M per project
  - May authorized rehabilitation funds not to exceed \$200k per project
  - May delegate contracting authority pursuant to Chancellor's, Treasurer's or designated officer's evaluation



## Board Policy: Officers – p.6

- Secretary (1.3):
  - Prepares Board agenda
  - Keeps records of proceedings and minutes
  - May schedule Regent's institutional visits
  - Maintains Board seal



## Board Policy: Officers – p.7

- Treasurer (1.4):
  - Maintains custody of securities
  - Supervises institutional trust funds
  - Ensures adequate insurance for bank deposits
  - Authorizes account signers for USG institutional bank accounts
  - Ensures fidelity bonds secured where required
  - Presents financial and other reports to Board (also 7.1.2.3)



## Board Policy: Officers – p.8

- Treasurer (1.4):
  - Assembles request to Governor/General Assembly
  - Recommends budget
  - Maintains business procedures under authority from Chancellor (BPM) (also 7.1.2.1.)
  - May delegate to institution CBO, with Chancellor's approval, authority to execute documents for the purpose of proper fiscal management
  - Participates in hiring, termination of campus CBO



# Board Policy: Officers – p.9

- 1.4 Addition:

Institutional chief business officers are responsible for enforcing the fiscal policies and procedures established by the Board of Regents, the Chancellor and the Treasurer. Institutional chief business officers shall immediately report to the Board Treasurer any situation that reasonably could be expected to create a deficit at an institution in coordination with the President’s reporting of a deficit as required by the *Policy Manual*, Section 7.1.2.2 Deficits. Institutional chief business officers also must report to either the Treasurer or the USG chief audit officer any significant instances of non-compliance with Board Policy or business procedures that cannot be effectively remediated at the institution. To ensure accountability and effective fiscal management, the president of each institution shall consult with the Treasurer on significant personnel actions involving the institutional chief business officer to include appointment, qualifications for the position, and termination. The president shall determine the organizational and operating reporting relationships of the chief business officer at his or her institution.

*“Creating A More Educated Georgia”*



# Board Policy: Institutional Governance – p.1

- Presidents elected for one-year term effective July 1-June 30; election held prior to end of fiscal year (2.1)
- Not entitled to a written employment contract (2.1)
- May hold academic rank but no tenure (2.1)
- Acting president not eligible for permanent appointment (unless waived by Board) (2.1)
- Presidential search process specified in 2.2
- Evaluation process should be ongoing; incorporates achievement of goals & objectives and methods to achieve (2.3)
- Evaluations factored into annual renewal (2.3)
- Presidential resignation or retirement requires 3-month notice by President unless waived by Chancellor (2.4.1)



# Board Policy: Institutional Governance – p.2

- President not re-appointed notified through Chancellor; decision not subject to appeal (2.4.2)
- President may be removed for cause at any time; president may request statement of charges and receive a hearing – action by Board final (2.4.3)
- Chancellor may, subject to Policy and Chancellor’s discretion, negotiate educational leave and other terms for a departing president; all transitioning president’s compensation must be approved by the Chancellor (2.4.4)
- Compensation - 2.8 (must be paid from state funds except as outlined):
  - BOR annually approves salary, taxable income, housing allowance, auto allowance, relocation expenses, subsistence allowance, and, as applicable, salary supplement, supplemental fringes, deferred compensation, & other items approved by the Board
  - Non-state funds may pay for non-taxable expenses such as business-related entertainment



# Board Policy: Institutional Governance – p.3

- **President:**
  - Is executive head of institution with broad discretionary power to discharge duties and is responsible to Chancellor for operation and management of the institution and execution of all directives of the Board and the Chancellor (2.5.1)
  - Ex-officio chair of faculty (2.5.2)
  - May decide on questions of jurisdiction and veto actions of any council, faculty, or committee (2.5.2)
  - Is official medium of communication from institutional bodies to the Chancellor (2.5.2)
  - Makes a report to the BOR through the Chancellor as required (2.5.3)
    - Also submits list of academic institutes and centers and recent changes each FY (2.7)
  - Attends Presidents' meetings to make recommendations insofar as directed by the Chancellor (2.6)



# Board Policy: Institutional Governance – p.4

- **President:**
  - Is responsible for the initial appointment of faculty members and administrative employees (2.5.3)
  - May grant leaves of absence to faculty for up to one-year (2.5.3)
  - May accept resignation of any institutional employee on behalf of the BOR (2.5.3)
  - May develop appropriate organizational structures but must notify Chancellor two weeks prior of “addition, deletion, or substantive name change” of a unit reporting directly to the President (2.7)



# Board Policy: Institutional Governance – p.5

- President may execute the following agreements subject to conditions outlined in the Policy:
  - Research or service agreements for up to one year (2.5.4, #1)
  - Agreements between USG institutions and hospitals or other organized medical facilities, both public and private, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. (2.5.4, #2)
  - Reciprocal emergency law enforcement agreements (2.5.4, #3)
  - Settlements not exceeding \$100,000 with notice to the System Office of Legal Affairs (2.5.4, #4); Chancellor may settle up to \$300k; higher amounts require Board approval
  - Agreements necessary for day-to-day operations (2.5.4., #5)



# Board Policy: Institutional Governance – p.6

- Institutional strategic plan required (2.9)
- Plan should tie to BOR strategic direction and principles (2.9)
- Systematic assessment of effectiveness required (2.9)
- Faculty and staff involvement in developing assessment processes (2.9)
- Budget allocations and other major decisions should be linked to strategic plan (2.9)
- Copy of plan maintained at System Office (Academic Affairs) (2.9)
- Institutional mission requires approval from Board of Regents – process through Academic Affairs (2.10)



# Board Policy: Academic Affairs – p.1

- Academic authorities to prescribe teaching loads, minimum and maximum number of students in a class, and nature/form of records to be maintained (also covered in USG Records Retention Policy) (3.1)
- Responsible to deliver efficient service measured by approved academic standards (3.1)
- Should be accredited by SACSCOC and other accrediting bodies as appropriate (3.1)
- Faculty (less President) appointed to an administrative position may retain tenure but not in the administrative position (3.1)
- Administrative officers hold office at pleasure of President; additional salary for administrative appointment should be stated in contract and not paid if administrator returns to faculty (3.1)
- Institution should file with the USO a list of administrative officers, by office, with faculty status (3.2.1.3)

*“Creating A More Educated Georgia”*



# Board Policy: Academic Affairs – p.2

- Faculty, faculty senate, or equivalent, subject to president's approval, make rules governing students, provide for committees, prescribe other academic regulations, etc. with copy to be filed with the Chancellor (3.2.4)
- Institutions to implement Regents' Teaching and Service to Students Awards Program under procedures established by Chief Academic Officer (3.2.6)
- Core curriculum and related requirements mandated in Policy (3.3.1)
- Learning support requirements (3.3.2)
- Off-campus instruction and distance education encouraged when appropriate and subject to academic affairs procedures
  - Most off-campus locations require BOR approval (3.3.3, see also 9.3)
  - Off-campus locations require coordination if closer to other USG institutions (3.3.3)



# Board Policy: Academic Affairs – p.3

- Students must complete course work and pass exam on U.S. and Georgia history and constitutions (3.3.4)
- Articulation agreement with TCSG addressed in 3.3.5 – underlying principle to serve student needs, avoid mission duplication, use resource efficiently, and expand opportunities for post-secondary attainment (also key to Complete College Georgia plan)
- Associate Degree requirements addressed in 3.3.6 and in the Academic and Student Affairs Handbook
- USG on semester-system with minimum of two 15-week semester and 750 minutes of instruction or equivalent for each semester credit hour (3.4.1)
- Semesters to begin and end during prescribed periods (exception for MCG medical school) per the Academic and Student Affairs Handbook (3.4.2)
  - Other dates within semester, and mini-mesters, determined by institution with minimum of one day between terms (3.4.2)

*“Creating A More Educated Georgia”*



# Board Policy: Academic Affairs – p.4

- Each institution should have a policy regarding arrangements for students on religious holidays (3.4.3)
- Exceptions to 3.4 policies must be submitted in writing and approved in writing by the USG chief academic officer (3.4.4)
- Use of 4.0 system and rules on +,- system specified, and cumulative grade point average calculation specified(+,- system not to be used when calculating HOPE scholarship) (3.5.1)
- Definitions of other symbols specified, i.e., I, IP, K, S, U, V, W, WM (3.5.2)
- Provides for undergrad academic renewal (3.5.3)
- Creation/elimination of academic programs addressed in 3.6
  - Integrated review details current process and involvement of facilities, fiscal affairs, and academic affairs
- Associate and baccalaureate degree students must have competence in reading and writing – institutional responsibilities specified in 3.7

*“Creating A More Educated Georgia”*



# Board Policy: Academic Affairs – p.5

- Registrars to maintain record of degrees conferred (3.8.1)
- Absent Chief Academic Officer approval – no baccalaureate program shall exceed 120 semester credit hours (excluding PE, orientation) (3.8.1)
- Master’s degree within 36 hours (3.8.2)
- Honorary degrees require Chancellor/BOR approval (3.8.4)
  - Current elected/appointed office holders to whom BOR is accountable not eligible
  - Candidates for state/federal elective office not eligible
  - Current Regents and USG employees not eligible
  - No individual shall receive more than one degree from a USG institution
  - Must be present to receive degree
- Academic advisement program required, is responsibility of faculty, shall credit towards retention/tenure/promotion, and is a specific topic of faculty evaluation (3.9)
- Textbook programs should minimize student cost, require a 3<sup>rd</sup>-party review for use of self-authored text, and disallow resale/financial incentives by/to faculty in assignment of specific texts



# Board Policy: Student Affairs – p.1

- Student discipline and rules responsibility of USG institution (4.1.1)
- Non-discrimination in programs and activity as defined in 4.1.2
- Students due an excused absence to vote (4.1.3)
- Governance/authorization of fraternities/sororities institutional decision (4.1.4)
- Institutions to accommodate students with disabilities as specified in 4.1.5
- Lawful presence required for admission to institution which, for two most recent academic years, did not admit all academically qualified applicants (4.1.6)
  - For other institutions, lawful presence must be verified as requirement for in-state tuition (4.3.4)
- Various academic requirements in place for undergraduate admission to a USG institution to include curriculum, freshman index, and SAT/ACT scores (actual requirements vary by sector) with exceptions noted (4.2)
- Use of social security numbers to be minimized and grades shall not be posted using social security numbers (4.2.3.5)

*“Creating A More Educated Georgia”*



# Board Policy: Student Affairs – p.2

- Annual report detailing number of out-of-state students to be filed (4.3.1)
- Classification of in-state/out-of-state addressed in 4.3.2; also, a separate manual is provided by the USG Office of Student Affairs
- Outlines requirements for Regents’ Opportunity Grants Program (4.4.1)
  - Scholarships generally prohibited by state Constitution unless authorized by legislation or a quid pro quo relationship exists (e.g., athletic scholarships); funds authorized for use limited
- Institutions to use and accept FAFSA (4.4.2)
- Intercollegiate athletics focus of Board oversight (4.5)
  - Comply with law, regulations, and conference requirements
  - President accountable for athletics program
  - Establishment, expansion, change in conference or change in competition levels requires notification to Chancellor and may require BOR approval; criteria specified in 4.5.5
  - Monitoring required to include annual audit of athletics association and submission of audit to USG chief audit officer (4.5.6)
  - Level of subsidies (fees & tuition) limited by conference (10% in Power 5, 65% NCAA DI-A, 75% NCAA DI-AA, 80% NCAA DII, 85% NAIA/NJCAA)
  - Annual expense growth limited to 5%



# Board Policy: Student Affairs – p.3

- Specific requirements in place for withdrawal of recognition of student organization associated with abuse of controlled substances (4.6.1)
- Student charged or indicted with felony/crime of moral turpitude may be suspending with hearing rights (4.6.2)
- Disruptive behavior by students may result in disciplinary procedures to include dismissal (4.6.3)
- Alcohol and drugs on campus issues addressed in 4.6.4
- Student appeals generally final with President but may proceed to Committee on Org and Law in specified circumstances (4.7.1)
- Specific authorities associated with disease outbreak during an epidemic (4.8.1)
- Institutions to develop immunization requirements as detailed in 4.8.2 with special requirements for those in campus housing
- Student government presidents comprise Student Advisory Council (4.9)



# Board Policy: Public Service – p.1

- Public Service a key component of USG mission (5.1)
- Service agreement authority delegated to USG president with reporting of agreements signed within one month that includes summary of service contracted for, agency(ies) involved, agreement length, and consideration provided to institution for service (5.1.1)
  - Summary service agreements to Committee on Academic Affairs each meeting (5.1.1)
- Lifelong (continuing) education encouraged, subject of procedures issued by Chancellor, and participation in to be considered in faculty evaluation (5.2)
- Economic development critical to USG role (5.3)
- 5.4 details specific “special public service organizations”, i.e., the Cooperative Extension Service, the Rural Development Center, the Georgia Tech Research Institute, and the Georgia Public Library Service



# Board Policy: Research – p.1

- Research a key component of USG mission (6.1)
- Research Centers specified in 6.2
- Ownership of intellectual property complex and involves multiple parties (6.3)
- Institutions need procedures (filed with USO Office of Legal Affairs) consistent with Board Policy 6.3
- Trademarks also addressed in 7.11.8



# Board Policy: Finance & Business – p.1

- Allocation of state appropriations made in April or next regular meeting following approval of Appropriations Act; budgets approved NLT June (7.1.1)
- Deficits should result in corrective action and immediate notification to Chancellor/chief fiscal officer (7.1.2.2)
- Institutional budget incorporates all funds (7.2)
- 7.2.1 defines Educational/General Revenues/Expenditures
- 7.2.2 defines auxiliary enterprise revenues/expenditures
  - Operate on a self-supported basis - charged for all direct costs and may be charged overhead
  - Five-year plan required - loss allowed but must be addressed in five-year plan; use of general funds strongly discouraged and prohibited for athletic scholarships – any use of general funds must be approved by Chancellor
  - Auxiliary five-year plans, for those operating at a loss, must include alternative plan for elimination or privatization of the auxiliary. Board, upon Chancellor recommendation, may direct elimination or privatization.
- Operating budgets required for auxiliaries; athletic associations not included but student fees to associations should be shown as line-item



# Board Policy: Finance & Business – p.2

- Budget amendments involving state general fund appropriations, auxiliary funds, or student activity funds and exceeding \$1M must be submitted to BOR for approval (7.2.4)
- Quarterly reports required and Chancellor/USG CFO may require prior approval of budget amendments when an institution fails to manage its budget (7.2.4)
- Bonds of public officials liable for unauthorized expenditures (7.2.5)
- Tuition rates defined in 7.3.1
  - Specialized program tuition rates require BOR approval per 7.3.1.5
  - Distance learning courses/programs defined and tuition requires BOR approval (7.3.1.6)
  - Tuition agreements allowed insofar as within market rates and other requirements, cover normal tuition and fees, and with annual report to Chancellor regarding these agreements (7.3.1.7)
- Mandatory fee creation, increases, and budgeting specified in 7.3.2.1
  - Student fee committee involvement required; student referendums strongly encouraged for fee increases/creation
- Elective fees authorized by President
  - Fees required of all full-time, undergraduate students or all undergrads in a specific degree programs require BOR approval (7.3.2.2)
  - Housing & Food Service Fees approved by BOR Treasurer

*“Creating A More Educated Georgia”*



# Board Policy: Finance & Business – p.3

- Fees that support debt service must be approved by BOR (7.3.2.2); institutionally-approved fees require annual notification to BOR
- Elective fees set by President with reporting to Chancellor per procedures established by USG Chief Fiscal Officer (7.3.2.2)
- Continuing education fees set by president (see also 5.2)
- Tuition and fees due and payable at time of registration; exceptions include:
  - Outside agency paying T&F per documented agreement
  - Students who have an institution-administered loan or scholarship
  - Foreign students with certificate or other acceptable documented evidence
  - Housing fees collected on installment basis, in advance of services provided, and in accordance with USG chief fiscal officer memo
  - Institution with an approved plan on file with the USG Office of Fiscal Affairs



# Board Policy: Finance & Business – p.4

- Out-of-State Tuition Waivers specified in Board Policy 7.3.4.1
  - Presidential Waivers
  - 1/3 Athletics
  - Rules for Gaining and Keeping Presidential Waivers
  - 36-month eligibility for recently separated military
  - 0.5 waivers
  - Procedures for Review
- Waiver of mandatory student fees allowable as specified in 7.3.4.2-7.3.4.5
  - Students who reside or study at another institution, students enrolled in practicum experiences or internships located at least 50 miles from the institution.
  - Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus ... no separate technology fee shall be established for collaborative distance learning courses or programs.
  - Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents.
  - Military receiving tuition assistance
  - SIF for Active Duty
  - Combat Veterans in Guard and Reserve



# Board Policy: Finance & Business – p.5

- Refund policies specified in Board Policy 7.3.5 with specific, additional requirements noted for death of a student and military service withdrawals
- Private donations encouraged (7.4)
  - Commitment of institutional matching funds require Chancellor’s approval (7.4)
  - May not be considered in allocation of state funds (7.4)
  - Donations to Foundations not under USG control except as specified in 12.5
  - Gifts of real property require approval; other gifts may be accepted by President unless additional cost will be incurred (which requires BOR approval) (7.4)
  - Summary report on donations received is required at Chancellor’s discretion and subject to procedures established by USG Chief Fiscal Officer
  - Naming generally requires Board approval and should be submitted to EVC for Administration; Campuses should have internal naming policy (7.4.1)
- Security and other banking requirements specified in 7.5.1
  - Conflict of interest provisions in effect pertaining to prior and current service on bank boards
- Electronic transfer of funds is a general requirement (7.5.1.1)
- Investment policy specified in 7.5.2
- USG employees to follow travel regulations in Business Procedures Manual section 4



# Board Policy: Finance & Business – p.6

- Institutions to follow state purchasing rules for all funds to which institution holds title (7.7.1)
- Personal use of institutional procurement channels prohibited (7.7.2)
- Insurance requirements specified in 7.8 to include fidelity bond (7.8.3)
- President has general authority to contract unless otherwise specified in Policy Manual (7.9.1); Section 3 of USG Business Procedures Manual also applies
- Major construction contracts require prior BOR approval (7.9.2)
  - Contractor “drug-free workplace” certification required
- Presidents/USG treasurer may sign contracts with Veterans Administration
- State Auditor performs external audit and required information to be provided (7.10.1)
- Internal audit function established with dual reporting of institutional chief auditors to President and USG chief audit officer (7.10.2)
- Competition with private industry regulated per 7.11.1
- Private enterprises not permitted except as specified in contract or under control of chief business officer and operated as an auxiliary enterprise (7.11.2)

*“Creating A More Educated Georgia”*



# Board Policy: Finance & Business – p.6

- Institution names not to be used by independent enterprise unless under complete control of USG (7.11.3)
- Motor vehicle use specified in 7.11.4
- Farms not to be operated unless essential to teaching or research programs (7.PR11.5)
- Specific rules govern faculty housing (7.11.6) and student housing (7.11.7)
- Off-campus use of USG equipment allowed only for business purposes with documentation as to location and use available at all times (7.11.9)
- Rules governing BOR Retiree Health Benefit Fund detailed in 7.13
- USG must have program in place to protect against identify theft that is reviewed annually for effectiveness/legal compliance and widely distributed
- Institutions responsible for an effective risk management policy to include reporting of certain risks to the BOR and USO coordination (7.15)
- Institutions responsible for an effective compliance and ethics program with effective USO coordination (7.16)



# Board Policy: Personnel – p.1

- Multiple HR policies and procedures specified in USG Human Resources Administrative Practices Manual (previously BOR Policy Manual Volume IIIA) (8.1)
- Board Policy 8.2 specifies multiple policies that address:
  - Equal opportunities requirements (8.2.1)
  - Employment of persons under the age of 18 (8.2.2)
  - Employment of relatives and nepotism prohibitions with exceptions for temporary/part-time employment of children under 25, a “grandfathering” clause prior to 2/14/1990 or with approved BOR exception (8.2.3)
  - Employment of foreign nationals requiring compliance with visa restrictions (8.2.4)
  - Orientation requirements to include familiarization with policies and procedures (8.2.5)
  - Requirement to provide 12 paid holidays (8.2.6)
  - Annual leave, sick leave, educational/professional leave, military leave, family/medical leave, and miscellaneous leave and acceptance of up to 96 hours of sick leave and no acceptance of annual leave for an employee transferring from a State of Georgia agency (8.2.7)
  - Employment beyond retirement and employment with complex rules involving re-hire of ERS/TRS employees –need to consult HR and legal in those instances (8.2.8)
  - Group health and group life insurance provided by BOR subject to 8.2.9
    - Voluntary benefits with requirement to be employee-paid and similar eligibility requirements as group health benefit plans
    - Benefits may continue into retirement for career employee (8.2.9.4)
    - Other conditions covered in subsequent section of 8.2.9



# Board Policy: Personnel – p.2

- Board Policy 8.2 specifies multiple policies that address (continued):

- Worker’s Compensation (8.2.10)
- Social Security – USG participates (8.2.11)
- Deferred compensation programs (8.2.12)
- Prohibited receipt of gratuities (8.2.13)
- Appearance of conflict of interest (8.2.13.2, .3., .4)
- Garnishment of pay to include requirement to cooperate and provisions to counsel and, if needed, terminate employees for repeated instances of default (8.2.14)
- Outside activities to include occupational, consulting, and political (8.2.15)
- Sexual harassment (8.2.16)
- Importance of career development to include requirement for expending at least 1% of full-time employee salaries for faculty and staff development (8.2.17)
- Special situations when an employee discloses drug use (8.2.18)
- Tuition assistance program for employees (8.2.19)
- USG Ethics Policy ([http://www.usg.edu/organizational\\_effectiveness/ethics\\_compliance/ethics\\_policy](http://www.usg.edu/organizational_effectiveness/ethics_compliance/ethics_policy)) (8.2.20)
- Employment appeals which generally restrict appeals to President unless involving loss of pay (8.2.21)
- Provisions for staff council (8.2.22)

*“Creating A More Educated Georgia”*



# Board Policy: Personnel – p.3

- Amorous Relationships (8.2.23)

- A USG faculty or staff member, including a graduate teaching assistant, is prohibited from having an amorous relationship with any student who the faculty or staff member supervises, teaches, or evaluates in any way. Consistent with Policy 8.2.3, a USG employee is prohibited from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination.

- Board Policy 8.3 specifies multiple policies that address faculty employment to include basic minimums (8.3.1), Regents’ Professorships (8.3.2), Intrasystem recruitment and Inter-Institutional Faculty Appointments (8.3.3), employment and resignation (8.3.4), evaluation (8.3.5), promotion (8.3.6), tenure (8.3.7), non-tenure track personnel (8.3.8), discipline and removal of faculty members (8.3.9), salaries (8.3.12), emeritus titles (8.3.13), and participation in K-12 schools (8.3.15)

- The Human Resources Administrative Practices Manual applies to all USG employees to include Faculty; the Academic and Student Affairs Handbook contains additional procedures that apply to faculty (8.4)

- Financial Exigency determined by Board of Regents – special provisions apply pertaining to layoffs and program modifications/discontinuance (8.5)

- Grounds for Removal of Faculty member (8.3.9.1) amended to include:

- Violation of, among other policies, Board Policy 8.2.1 (non-discrimination), Board Policy 8.2.16 (sexual harassment), or Board Policy 8.2.23 (amorous relationships).



# Board Policy: Information, Records, & Publications – p.1

- Required notice in publications pertaining to tuition, fees, and other charges subject to change (10.2.3)
- Institutions must identify as a USG institution (10.3)
- Records Retention Guidelines must be followed – available through USG Office of Legal Affairs (10.4)
- Healthcare Information must be protected consistent with law (10.5)
- USG Chief Information Officer responsible for adopting Information Technology Guidelines (contained in ITS Handbook) (11.1.1)
- Technology Acquisitions under authority of USG CIO with delegated authority permissible (11.2)
- Information security a requirement under provisions established by CIO and USG Chief Information Security Officer; Security Plans required (11.3)



# Board Policy: Miscellaneous– p.1

- Political interference prohibited (12.1)
- Disruptive behavior by students or employees prohibited and may result in dismissal/termination (12.2)
- Cooperative Organizations addressed in 12.5
  - Definition
  - MOU
  - In best interest of institution and BOR
  - Financial records available
  - Use of name/trademark addressed
  - Adequate capitalization
  - Adequate insurance presented annually to President
  - Conflicts of interest, outside activities, etc. addressed
- Service of Process to Board Secretary/Assistant Secretaries (12.6)
- Integrated review for athletics, academic programs, and real property and facilities specified (12.7)
- Changes, waivers, etc. to Board Policy at discretion of Board (13)



# Board Policy: Miscellaneous– p.2

- **Board of Regents Policy 12.7 *Integrated Review***

Proposals requiring approval by the Board of Regents or an officer thereof pertaining to an academic program, intercollegiate athletics as noted in Board Policy 4.5, capital projects, and real property shall first be submitted for integrated review using a process determined by the Chancellor. Institutions should ensure that proposals submitted for integrated review are consistent with the University System of Georgia and institutional strategic plans, objectives, and mission while reflecting the prudent use of resources. Institutions should avoid public discussion, significant resource commitment, or long-term obligations involving projects submitted for integrated review until such time as the project has received initial approval.



# Board Policy: Facilities – p.1

- Need to establish and follow good practices around compliance (9.1.3)
- Chief Facility Officer establishes procedures (9.1.4)
- Delegated authority (9.1.6, see also 9.4.1)
- Place naming (9.1.7)
- Campus master plan required to include integration with Office of Real Estate and Facilities (9.2.2)
- Specific rules on capital program procurement (9.5)
- Certain contracts required Board approval (9.6.1)
- PPVs (9.8)
- Use of Property (9.10)
  - Leases
  - Presidents Homes



## Board Policy: Facilities – p.2

- **Presidents’ Homes Changes – 9.10.5**
- **Campus Security and Police**
  - Consult with USG
  - Chief or Director POST Certified or achieved within 12 months
  - Direct reporting relationship to VP or higher as determined by President
  - Consult with USG Chief of Police on significant personnel actions involving President
  - Each institution shall notify the USG chief of police, or designee, upon receipt of any reports of significant crimes or threats reported to or known by the institution, and of any potential or actual events that may disrupt the operations of the campus community.
- **Tobacco and Smoke-Free Campus Policy**



# Ethics Discussion

- Ethics Policy with Explanatory Notes
  - [http://www.usg.edu/organizational\\_effectiveness/ethics\\_compliance/ethics\\_policy](http://www.usg.edu/organizational_effectiveness/ethics_compliance/ethics_policy)