

BOARD OF REGENTS MEETING AGENDA
 Tuesday, April 17, 2007
 Georgia Southern University
 Nessmith-Lane Continuing Education Center
 Statesboro, GA 30460-8033

<u>Approx. Time</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
11:00 AM Committee Room Room 1908	1	Executive and Compensation Committee	Chairman Vigil
11:45 AM-12:45 PM	2	Board Luncheon: Performing Arts Center Atrium, Nessmith-Lane	
1 PM Southern Ballroom Room 1602	3	Call to Order	Chairman Vigil
	4	Safety Briefing	Chief Ken Brown
	5	Invocation	Regent Cleveland
	6	Attendance Report	Secretary Murphy
	7	Approval of March Minutes	Chairman Vigil
	8	Remarks from the Chancellor	Chancellor Davis
	9	Recognitions	Chancellor Davis
	10	Presentation: Georgia Southern University	Dr. Bruce Grube President
2:00 PM	11	Committee of the Whole Strategic Planning	Regent Cleveland Mr. Rob Watts Dr. Beheruz N. Sethna Dr. Dorothy Leland
3:00 PM	12	Committees of the Whole Combined Audit Real Estate and Facilities Approvals and Authorities	Regent Leebern Regent Tucker Mr. Ron Stark Ms. Linda Daniels
Committee Room Room 1908, 3:30 PM		<u>Track I Committee Meetings</u>	
Room 1908, 4:00 PM	13	Academic Affairs	Regent Poitevint
	14	Organization and Law	Regent Jolly
Southern Ballroom Room 1602, 3:30 PM		<u>Track II Committee Meetings</u>	
	15	Real Estate and Facilities	Regent Tucker

BOARD OF REGENTS MEETING AGENDA
Wednesday, April 18, 2007

<u>Approx. Time</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
9:00 AM Southern Ballroom Room 1602	16	Call to Order	Chairman Vigil
	17	Safety Briefing	Chief Ken Brown
	18	Invocation	Regent Cleveland
	19	Attendance Report	Secretary Murphy
	20	Presentation: CSI Governor Perdue's Customer Service Initiative and the University System of Georgia's CSI Responses	Ms. Deborah Scott Mr. Joe Doyle Dr. Lisa Rossbacher Ms. Tonya Kilpatrick Dr. Mark Pelton Mr. Jim Flowers
	21	Committee Reports: A. Executive and Compensation B. Academic Affairs C. Audit D. Organization and Law E. Real Estate and Facilities	Chairman Vigil Regent Poitevint Regent Leebern Regent Jolly Regent Tucker
	22	Chancellor's Cabinet Report	Chancellor Davis Dr. Beheruz N. Sethna Mr. Rob Watts
	23	Unfinished Business	Chairman Vigil
	24	New Business	Chairman Vigil
	25	Petitions and Communications	Chairman Vigil
	26	Executive Session	Chairman Vigil
	27	Adjournment	Chairman Vigil

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EXECUTIVE AND COMPENSATION COMMITTEE

April 17, 2007

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INFORMATION ITEMS

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| 1. Policy Issues | 1 |
| 2. Executive Session | 2 |

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EXECUTIVE AND COMPENSATION COMMITTEE

April 17, 2007

1. Information Item: Policy Issues

University System Office staff will brief the Committee on Tuesday, April 17, 2007, concerning staff efforts to examine policies that will be brought to the Board for full discussion at a future meeting.

2. **Information Item: Executive Session**

The Committee will meet on Tuesday, April 17, 2007, to discuss personnel and compensation matters and possible property acquisitions. Materials will be distributed in Executive Session.

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COMMITTEE OF THE WHOLE: STRATEGIC PLANNING

April 17, 2007

Agenda Item

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INFORMATION ITEM

1. Progress Report on the Strategic Plan of the University System of Georgia 1

AGENDA

COMMITTEE OF THE WHOLE: STRATEGIC PLANNING

April 17, 2007

1. **Information Item: Progress Report on the Strategic Plan of the University System of Georgia**

The Chief Operating Officer, Robert E. Watts, will brief the Strategic Planning Committee of the Whole on the current strategic planning goals and action items.

The Chief Academic Officer and Executive Vice Chancellor for Academic Affairs, Beheruz N. Sethna and President Dorothy Leland of Georgia College & State University will provide additional information on the first strategic planning goal, restructuring the core curriculum.

AGENDA
COMMITTEES OF THE WHOLE COMBINED
AUDIT
REAL ESTATE AND FACILITIES

April 17, 2007

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APPROVAL ITEMS

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| 3. | Revision of The Policy Manual, Section 700, Finance and Business | 19 |

INFORMATION ITEM

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| 4. | Policy Manual Revisions and Reorganization, Section 900, Facilities | 57 |
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AGENDA
COMMITTEES OF THE WHOLE COMBINED
AUDIT
REAL ESTATE AND FACILITIES

April 17, 2007

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents

Recommended: That the Board approve revisions to the Policy Manual, Section 100, concerning the officers of the Board of Regents as proposed below.

Item 1 – Change policy to eliminate wordy, unnecessary verbiage.

Item 2 – Change policy to change titles to a generic form.

Item 3 – Change policy to ensure consistency in descriptions.

Item 4 – Change policy to eliminate section on gifts. (Move to Section 700)

Item 5 – Change policy to move responsibilities, approvals and authorities to the applicable section of the manual.

Item 6 – Change policy to add Chancellor’s designee to be a member of all faculties and other academic bodies within the University System of Georgia. (Move to Section 300)

Item 7 – Change policy to add requirement that the Board shall accept or reject recommendations of appointments of administrative officers.

Background: This proposal is based upon the premise that decisions should be made at the lowest level where management is given the responsibility to act and is held accountable for their actions. These recommendations were proposed by the Approvals and Authorities Committees chaired by campus presidents and the Chancellor’s cabinet. Additional recommendations included were made by Regent Felton Jenkins.

Please note that the strike-through texts represent deletions from the current version and the highlighted texts represent additions.

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents (Continued)

100 OFFICERS OF THE BOARD OF REGENTS

101 OFFICERS OF THE BOARD

The officers of the Board of Regents shall be the Chair, Vice Chair, Chancellor, Secretary to the Board, and Treasurer.

102 CHANCELLOR

The Board of Regents shall elect the Chancellor **annually**, ~~at its regular May meeting~~. The Chancellor shall be given an annual letter of agreement. In case of any vacancy in the chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.

The Chancellor shall be the chief executive officer of the University System as well as the chief executive officer of the Board of Regents and, as such, shall perform those duties that are prescribed by the Board. The Chancellor shall be responsible to the Board for the prompt and effective execution of all resolutions, policies, rules, and regulations adopted by the Board for the order and operation of the entire University System and for the government of any and all of its institutions. The Chancellor's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities. The Chancellor shall attend and shall participate in, without the privilege of voting, all of the meetings of the Board and its Committees except as otherwise determined by the Board and shall be an ex-officio member of all Committees without the authority to vote. The Chancellor shall make recommendations **to the Board** for the appointment of institution presidents and senior level employees of the Office of the Board of Regents **to the extent that officers are required to be approved**. **The institution president, without the necessity of approval by the Chancellor or the Board,** ~~Campus presidents~~ shall make decisions regarding appointments, promotions, salaries transfers, suspensions, and dismissals for members of instructional, research and extension staffs, and all other employees of **his/her** ~~their~~ institutions. **(Note only: Presidents cannot award tenure. This issue is being vetted by the Chancellors' staff. The decision will be discussed and presented at a future Board meeting.)**

The Chancellor, **and/or the Chancellor's designee**, shall be a member of all faculties and other academic bodies within the University System. He/she shall decide all questions of jurisdiction, not otherwise specifically defined, of the several councils, faculties, and officers. The Chancellor shall have the right to call meetings of any council, faculty, or committee at any time (BR Minutes, 1986-87, p. 263). **(Move this to Policy Section 300)**

1. **Revision of The Policy Manual, Section 100, Officers of The Board of Regents
(Continued)**

The Chancellor shall have the power to veto any act of any council, faculty, or committee of any institution within the University System but, in doing so, shall transmit promptly to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Board of Regents. (Move this to Policy Section 300)

Any council, faculty, or committee shall have the right of appeal from a veto of the Chancellor to the Board and to be represented before the Board by any member or members chosen from said council, faculty, or committee.

The Chancellor shall prepare and submit to the Board of Regents such annual and special reports concerning the University System as the Board may require. The Chancellor, and/or the Chancellor's designee or his/her designee shall be the medium through which all matters shall be presented to the Board, and to the Committees of the Board, including reports, recommendations, and suggestions from institutions, their faculty members, employees, and students. The Chancellor may, on his/her own initiative, make such reports to the Board as will, in his/her opinion, be helpful to the members in the discharge of their duties.

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the institutions of the System. This suggested allocation shall be accompanied by a statement of the basis upon which it is to be determined. The suggested allocation shall be transmitted to the Board by the Committee on Finance and Business Operations with such modifications as the Committee may deem necessary. Budgets of the member institutions shall be submitted by heads of institutions of the University System to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the budgets of the University System to the Board for final approval. The Chancellor shall be the regular channel through which policies of the Board of Regents shall be announced. The heads of University System institutions shall not make any announcements of the Board's policies until so authorized by the Chancellor. (Move this to Policy Section 700)

The Chancellor may limit enrollment at any institution or site. the matriculates to the educational facilities at the institutions of the System.

The Chancellor, and/or the Chancellor's designee or his/her designee is authorized to execute all documents concerning federal aid to the University System of Georgia, including, but not limited to, applications, acknowledgments of grants, and other necessary documents, in the conduct of affairs on behalf of the Regents of the University System of Georgia in connection with the United States Government (BR Minutes, 1966-67, pp. 414-415). The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents (Continued)

exceed \$300,000 of Board of Regents' funding (BR Minutes, May 2006). (Move this to Policy Section 400)

The Chancellor and the Chancellor's designee are authorized and empowered to execute, accept, and deliver for, on behalf of, and in the name of the Regents of the University System of Georgia and under its Seal, and without prior approval by the Board, the following documents:

- A. Any and all rental agreements, supplemental agreements, and subrental agreements in which the Board of Regents is named as the tenant of the property rented and where the total rent to be paid by the Board does not exceed the sum of \$5,000 per month; (Move this to Policy Section 900)
- B. Any and all contracts, agreements, deeds, licenses, or other instruments related to the purchase or gift of real property (other than property acquired by condemnation) at a purchase price not to exceed the average of three separate appraisals made by independent and licensed real estate appraisers and where the purchase price (or gift value) of the real property does not exceed the sum of \$100,000; (Move this to Policy Section 900)
- C. ~~Gifts, bequests, agreements, or declarations of trust in those instances where the initial gift or trust estate is \$100,000 or less, as well as those documents necessary to provide proper fiscal management of those funds accepted under the aforesaid authorization. The Chancellor may, at his/her discretion, delegate the authority to execute said documents to the Treasurer or to the presidents of the several institutions in the University System, provided, however, that the Chancellor is not authorized to delegate to the presidents the authority to accept gifts of real property (BR Minutes, 1980-81, p. 241; January, 1997, p. 24).~~

The Chancellor, and/or the Chancellor's designee, is authorized to act without prior approval of the Board as the contracting officers for and on behalf of the Board of Regents, with authority to act for the Board in the execution of construction contracts, change orders to construction contracts, contracts for professional services, and the selection of architects and engineers and execution of architectural/engineering contracts for the preparation of plans for new buildings or engineering projects, major remodeling, allocation of rehabilitation funds, and other projects, except routine maintenance in the University System of Georgia, provided, however, that the authority so delegated shall not exceed the sum of \$1,000,000 for any one contractual obligation.

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents (Continued)

The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BR Minutes, 1991-92, pp. 319-320). (Move this to Policy Section 900)

The Chancellor, and/or the Chancellor's designee, is authorized to allocate to System institutions, without prior approval of the Board, capital outlay appropriations – rehabilitation funds (cash or bonds) in amounts not to exceed \$200,000 for any one project. The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BR Minutes, 1991-92, pp. 319-320). (Move this to Policy Section 900)

The Chancellor, and/or the Chancellor's designee, is authorized to delegate any or all of the above authority to act as contracting officers to individual institutions in the University System of Georgia based upon an evaluation by the Chancellor or the Treasurer of the ability of an institution to properly administer the delegated authority. Such delegation of authority shall be administered in accordance with policies and procedures approved by the Chancellor, the Treasurer, or the Chancellor's designee (BR Minutes, 1991-92, pp. 319-320). (Move this to Policy Section 700 and 900)

The Chancellor, and/or the Chancellor's designee, is authorized and empowered, in the name of and on behalf of the Board of Regents of the University System of Georgia, to take or cause to be taken any and all such other and further action as, in the judgment of such officials, may be necessary, proper, convenient, or required in connection with the execution and delivery of such instruments documents or writings in order to carry out the intent of authority delegated herein. The Chancellor is authorized to develop procedures whereby nonmandatory (revenue-producing) auxiliary fees from campus operations, such as bookstore, dormitory, cafeteria, and vending machines, may be approved by him or her without prior approval by the Board (BR Minutes, 1980-81, p. 22). (Move this to Policy Section 700)

Each institution is authorized to develop procedures for approval of the following matters without the necessity of formal Board action: (Move this to Policy Section 800)

- A. Adjunct (courtesy) appointments;
- B. Graduate teaching assistant appointments;
- C. Appointment of part-time faculty members, other than those faculty members who have previously retired from the System;

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents (Continued)

- D. Reappointments of temporary faculty, part-time faculty, and aliens; and
- E. Changes of designation for approved degree programs and approved administrative units.

The Chancellor shall ~~make all recommendations regarding the establishment or discontinuance of all positions in the University System Office. He/she shall~~ recommend the appointment of administrative officers **to the extent that officers are required to be approved.** ~~and all other employees of the University System Office.~~ **The Board shall promptly accept or reject the recommendations of administrative officers.**

103 SECRETARY TO THE BOARD OF REGENTS

The Secretary to the Board shall be elected by the Board upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary to the Board shall prepare the agenda for monthly Board meetings and shall assist in scheduling Board and committee meetings, and preparing and mailing meeting notices.

He/she shall keep accurate record of the proceedings of the meetings of the Board and of committees and shall be responsible for maintaining the Bylaws and the Policy Manual of the Board, for distributing and indexing the minutes, and for researching and retrieving Board actions, and, when requested, for scheduling members' visits to University System institutions. The Secretary to the Board shall keep in safe custody the Seal of the Board and shall affix the Seal to those documents requiring it. When it is affixed to a document, it shall be attested by the Secretary's signature.

The Secretary to the Board shall perform such other duties and shall have such other powers as authorized by the Board.

104 TREASURER

The Treasurer shall be elected by the Board, upon the recommendation of the Chancellor; he/she shall not be a member thereof. The Treasurer shall be present at all meetings of the Board except as otherwise determined by the Board. He/she shall be placed under bond in an amount to be determined by the Board. The Treasurer shall invest funds available for investments and shall maintain custody of securities, subject to the approval of the Board. He/she shall maintain financial supervision over trust funds of various institutions. The Treasurer shall see that all bank deposits of the University System and its institutions are adequately covered by insurance. He/she shall authorize a person or persons at each of the member institutions of the University

1. Revision of The Policy Manual, Section 100, Officers of The Board of Regents (Continued)

System to sign checks drawn on banks where funds of the respective institutions are deposited, and shall empower the appointed person or persons to sign any documents that may be required by the banks in order to carry out this authorization. He/she shall see that fidelity bonds are secured for all persons in the System for whom such bonds are necessary or advisable. The Treasurer shall supply members of the Board with quarterly reports showing the financial status of the University System and of each institution of the System and shall analyze all budgets and make copies of such analyses available to the Chancellor and members of the Committee on Finance and Business Operations. The Treasurer shall provide the Chancellor and members of the Committee on Finance and Business Operations with any information that will be helpful in preparing recommendations for the Board on the allocation of state funds. He/she shall assemble financial data that may be used as a basis for requests to the Governor and General Assembly for appropriations for the support of the University System and its institutions. The Treasurer shall see that the institutions in the University System establish and maintain uniform and effective procedures of accounting, budgetary control, internal checks and audits, inventory controls, and business practices and shall advise institutions on all problems of a fiscal or business nature. The Treasurer shall assist each institution in preparing a manual of business procedures to be followed by that institution and shall assist institutions in developing policies governing terms and conditions of employment of classified personnel. Such policies shall include regulations regarding salaries and wages paid to various types of employees, job classification and merit plans, promotions, sick leaves, vacations, insurance and retirement. The Treasurer shall prepare and publish annual reports on the financial operations of the System and its institutions. He/she shall be authorized to sign on behalf of the Board all documents necessary to convey, assign, transfer or sell investments for the various trust accounts for which the Board of Regents is the designated trustee. He/she shall perform such other duties and have such other powers as the Board may authorize or as may be assigned to him/her by the Chancellor.

The ~~Vice Chancellor for Finance and~~ Treasurer **is** are authorized, with the approval of the Chancellor, to delegate to the chief business officer of any institution the authority to execute any and all documents which may be necessary, required, or desirable in order to provide proper fiscal management of funds given to the institution or the Board of Regents for the benefit of the institution concerned.

105 OTHER OFFICERS

The Board of Regents, on the recommendation of the Chancellor, may establish or abolish from time to time such offices and positions as may be necessary to carry out the functions of the Board.

2. Revision of The Policy Manual, Section 200, Institutional Governance

Recommendation: That the Board approve revisions to the Policy Manual, Section 200, concerning the institutional governance as proposed below.

Item 1 – Change policy to eliminate wordy, unnecessary verbiage.

Item 2 – Change policy to change titles to a generic form.

Item 3 – Change policy to eliminate section on gifts. (Move to Section 700)

Item 4 – Change policy to ensure consistency in descriptions.

Item 5 – Change policy to move responsibilities, approvals and authorities to the applicable section of the manual..

Item 6 – Change policy to add that the presidents' powers shall be broad to enable him/her to discharge these responsibilities.

Item 7 – Change policy to add that the president shall decide all questions of jurisdiction, not otherwise defined by the Chancellor of the several councils, faculties and officers. The president shall have the right to call meetings of any council, faculty, or committee of his/her institution at any time. The president shall have the power to veto any act of council, faculty, or committee of his/her institution but, in doing so shall transmit to the proper officer written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Chancellor.

Item 8 – Change policy to eliminate requirement for the University System to execute all settlement agreements.

Item – 9 Change policy, Section 202 (G) to allow Board Special Regents' Search committee the right to interview and appoint presidential candidates not screened by the campus search committee.

Item 10 – Change policy, Section 202 (H) to require that the Board of Regents will elect the presidents upon the Chancellor's recommendation.

Background: This proposal is based upon the premise that decisions should be made at the lowest level where management is given the responsibility to act and is held accountable for their actions. These recommendations were proposed by the Approvals and Authorities Committees chaired by campus presidents and the Chancellor's cabinet. Additional recommendations included were made by Regent Felton Jenkins.

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

Please note that the strike-through texts represent deletions from the current version and the highlighted texts represent additions.

200 INSTITUTIONAL GOVERNANCE

201 ELECTION OF PRESIDENTS BY THE BOARD

- A. The Board shall elect the presidents of institutions at the April monthly meeting. Presidents shall not hold tenure at the institution but may hold, retain, or receive academic rank. They shall be elected each year for a term of one year. The Chancellor shall notify them of their appointment but such presidents shall not be entitled to a written employment contract. All such appointments will be made expressly subject to the Policies of the Board of Regents.
- B. Persons holding tenure in the University System who receive an initial presidential appointment shall be required to relinquish their tenure before assuming the office of the president. No person shall be awarded tenure while serving as president (BR Minutes, 1991-92, p. 34).
- C. A person accepting the position of acting president at a University System institution shall not be a candidate for president of that institution (BR Minutes, Aug. 2000, p. 63).

202 PROCEDURE FOR SELECTION OF A PRESIDENT FOR UNIVERSITY SYSTEM INSTITUTIONS

The policy of the Board regarding the selection of a president for University System institutions shall be as follows:

- A. A presidential search is initiated by the Chancellor, with the agreement of the Board, through the establishment of a Special Regents' Search Committee, a Presidential Search and Screen Committee, and, when deemed appropriate, a contractual arrangement with an executive search firm.
- B. 1. Research Universities

For research universities, the Special Regents' Search Committee shall be appointed by the Chair of the Board and will consist of up to five (5) Regents as voting members. The Chancellor, the Chair of the Board, and, unless otherwise named as a voting member, the Regent residing in closest proximity to the institution, shall serve as ex-officio, nonvoting

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

members. The Board Chair shall appoint one of the voting Regent members as Chair of the Special Regents' Search Committee.

2. All Other Institutions

For regional universities, state universities, and colleges, the Special Regents' Search Committee shall be appointed by the Chair of the Board and will consist of three (3) Regents as voting members, selected as follows: The Board Chair shall, at the beginning of his or her term as Chair, identify six special Regents' search Committees, each of which shall be chaired by one of the six most senior members of the Board of Regents

The next six most senior Regents shall be assigned to the six Special Regents' Search Committees in reverse descending order of seniority so that the most senior Regent is paired with the least senior Regent. The remaining Regents shall be assigned to one of the six Special Regents' Search Committees at the discretion of the Board Chair. In the event of a vacancy in the presidency of a regional or state university or of a college, the Board Chair shall assign one of the six Special Regents' Search Committees as the Committee with respect to that vacancy. In making such assignments, the Board Chair shall alternate the six Committees in turn so that each Committee has a relatively equal workload. The Chancellor and, unless otherwise named as voting members, the Chair of the Board and the Regent residing in closest proximity to the institution shall serve as ex-officio, nonvoting members.

C. The Presidential Search and Screen Committee shall be appointed by the Chancellor in consultation with the Board Chair and the Chair of the Special Regents' Search Committee. In the case of a research university, the voting membership of the Presidential Search and Screen Committee shall consist of six (6) faculty representatives from the institution, one (1) representative of the administration and staff, one (1) student, one (1) representative of the institution's foundation, one (1) representative of the institution's alumni association, and three (3) representatives of the state-at-large. In the case of all other institutions, the voting membership of the Presidential Search and Screen Committee shall consist of three (3) faculty representatives from the institution, at least one (1) representative of the administrative staff, at least one (1) student, and at least two (2) representatives of the surrounding community (and region, as appropriate), including the institution's foundation and its alumni association and comprising up to one-third of the total voting membership of the committee. For each committee position upon which the Chancellor requests its advice, the respective institution, foundation, or alumni association shall provide two nominations.

The Chancellor will appoint the committee's chair from among the committee's voting members.

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

- D. The Chancellor shall, in consultation with the Board Chair, the Chair of the Special Regents' Search Committee and the Chair of the Presidential Search and Screen Committee, determine when a search warrants the services of an executive search firm, and shall develop any necessary contractual agreement that specifies the particular role and reporting lines for such services, all on a case-by-case basis.
- E. The Special Regents' Search Committee shall confer with the Chancellor regarding the position description and any special qualifications that should be considered for the position. After additional consultation with the Presidential Search and Screen Committee, the Chancellor will finalize the position description.
- F. The Presidential Search and Screen Committee will advertise the position widely through the Applicant Clearing House and other publications and networks likely to reach a diverse audience of candidates, make all possible efforts to search out and attract a rich pool that includes well qualified candidates, receive nominations and applications, and undertake an initial evaluation of applicants -- advised and aided by an executive search firm to the extent that such services have been contracted.
- G. The Presidential Search and Screen Committee shall identify to the Chancellor and the Chair of the Special Regents' Search Committee not less than five unranked candidates to be presented to the Special Regents' Search Committee. A list of all applicants for the position shall also be transmitted at this time to the Chancellor and the Chair of the Special Regents' Committee. The Special Regents' Search Committee may, upon its own, interview and recommend candidates that have not been interviewed and screened by the Presidential Search and Screen Committee, request a further search for applicants, or request further consideration by the Presidential Search and Screen Committee of any applicant in addition to the candidates recommended.
- H. The Special Regents' Search Committee shall conduct its interviews - providing opportunity for the Chancellor also to interview each candidate - and provide its evaluation and advice to the Chancellor, who will make the final recommendation to the full Board of Regents, which shall then elect the president of the subject institution. At the discretion of the Chancellor and the Chair of the Special Regents' Search Committee, site visit(s) also may be undertaken prior to recommendations being made.

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

- I. Insofar as is compatible with state law, all parties to the search, screen, and selection process shall maintain strict confidentiality as to the identity of applicants and any considerations of their credentials, while making efforts to keep the campus community and the public appropriately informed as to the general progress of the search (BR Minutes, September 2006).

202.01 PERFORMANCE ASSESSMENT OF PRESIDENTS

It is the intent of the Board of Regents that evaluation of the presidents shall be an ongoing process, which consists of open communication between the Chancellor or the president's supervisor and the president on both individual and institutional goals and objectives as well as on the methods and processes used to achieve them. Evaluations will be factored into the annual appointment renewal for each president (BR Minutes, September 2006).

203 REMOVAL AND RESIGNATIONS OF PRESIDENTS

- A. The president of each institution shall give the Board, through the Chancellor, three months' notice of his/her intention to resign. The Board, through the Chancellor, shall notify the president immediately following the April monthly Board meeting of its decision not to re-elect him/her for the ensuing fiscal year. The Board may at any time remove the president of any institution for cause without giving notice; but upon request made within ten days thereafter, any president so removed shall be furnished a statement of charges against him/her, and should he/she demand it within ten days after receipt of the charges, he/she shall be given a hearing before the Board, or a committee of the Board, as the Board may determine. The action of the Board shall be final. Presidents terminated for cause shall not be eligible for reappointment as an employee of the University System.
- B. Presidents whose resignations are accepted by the Chancellor may, upon request and at the option of the Board, be awarded a tenure or non-tenure track appointment at the rank of full professor in an institution of the University System selected by the Chancellor. Such employment shall not exceed two calendar years from the effective date of the president's resignation. Thereafter, continued employment shall be at the option of the institution.
- C. The salary for the first year of presidents who resign and receive a professorial appointment shall be determined by the Chancellor but it shall not exceed 90% of the state-supported portion of his/her previous salary as president.
- D. The professorial appointment of such resigned presidents for the second year shall be limited to an academic year appointment (nine months) at a salary not to exceed 60% of the state-supported portion of his/her previous salary as president.

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

- E. For purposes C and D above, the salary to be paid shall be based on the approved salary exclusive of any supplement or deferred compensation. (BR Minutes, August 2004)
- F. Subject to the approval of the Chancellor, presidents whose resignations are accepted may, upon request, be granted an educational leave with pay not to exceed twelve months immediately following the date of resignation. Leave time shall be counted against the two-year (or less) appointment referred to above (BR Minutes, 1991-92, pp. 33-34).

204 PRESIDENTIAL AUTHORITY AND RESPONSIBILITIES

The president of each institution in the University System shall be the executive head of the institution and of all its departments and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. **The president's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities.** (BR Minutes, 1972-74, pp. 69-71; 1977-78, pp. 167-168).

The president shall be the ex-officio chair of the faculty and may preside at meetings of the faculty. **The president or, and/or the president's designee, shall be a member of all faculties and other academic bodies within the institution.** He/she shall decide all questions of jurisdiction, not otherwise defined by the Chancellor of the several councils, faculties, and officers. The president shall have the right to call meetings of any council, faculty, or committee at his/her institution at any time. The president shall have the power to veto any act of any council, faculty, or committee of his/her institution but, in doing so, shall transmit to the proper officer a written statement of the reason for such veto. **A copy of each veto statement shall be transmitted to the Chancellor.** At those institutions that have a council, senate, assembly, or any such body, the president or the president's designee may chair such body and preside at its meetings. The president shall be the official medium of communication between the faculty and the Chancellor and between the council, senate, assembly, or any such body and the Chancellor. (BR Minutes, 1993-94, p. 239).

The president shall be responsible for the initial appointment of faculty members and administrative employees of each institution, the salary of each, and all promotions and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in this manual. The president has the right and authority to grant leaves of

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

absence for up to one year to members of the faculty for study at other institutions or for such reasons as the president may deem proper. He/she shall make an annual report to the Board, through the Chancellor or his/her designee, of the condition of the institution under his/her leadership. (Move this to Policy Section 800)

The president of each institution, or his/her designee, is authorized to accept on behalf of the Board the resignation of any employee of his/her institution (BR Minutes, 1977-78, p. 123; 1982-83, p. 225). (Move this to Policy Section 800)

The president of each institution, or the president's designee, shall have the authority to execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his or her institution: (Move this to Policy Section 600 and other Sections as appropriate)

- A. Research or service agreements whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services within a time period of one year or less; (Move this to Policy Section 600)
- B. Agreements between institutions of the University System of Georgia and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, 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. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party. (Move this to Policy Section 700)
- C. Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BR Minutes, 1993-94, pp. 63-64); (Move this to Policy Section 700)

Settlements of grievances and complaints (including those filed by state and federal agencies) that do not include a monetary commitment of more than \$100,000. ~~Agreements shall be subject to review and approval by the Georgia Department of Law~~ Notice of settlements shall be filed with the University System Office of Legal Affairs. ~~The Senior Vice Chancellor for Support Services shall execute all settlement agreements on behalf of the Board~~ (BR Minutes, May 2006). (Move this to Policy Section 700)

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

- D. Any agreements necessary for the day-to-day operation **of the institution**, ~~as provided in section 700 of this manual; and~~

- E. ~~Gifts, bequests, agreements, or declarations of trust in those instances where the initial gift (or trust estate) is valued at \$100,000 or less, provided, however, that presidents of University System institutions are not authorized to accept gifts of real property on behalf of the Board. All gifts having an initial value greater than \$100,000 shall require acceptance by the Board of Regents. The presidents are further authorized to execute on behalf of the Board those documents necessary to provide proper fiscal management of all gifts accepted in accordance with this policy and, at their discretion, to delegate the authority to execute said documents to the chief fiscal officer of the institution. Each institution shall be required to report on an annual basis to the Chancellor all gifts received having an initial value of \$10,000 or more (BR Minutes, January, 1997, p. 24).~~

~~Each president shall be authorized by the Board of Regents to take or cause to be taken any and all such other and further action as in the judgment of such president may be necessary, proper, or convenient in order to carry out the intent of this policy (BR Minutes, 1972-74, pp. 69-71; 1977-78, pp. 167-168).~~

205 INSTITUTIONAL EFFECTIVENESS: PLANNING AND ASSESSMENT

Each institution shall have a strategic planning process that maintains a current strategic plan in which institutional priorities are defined and through which the institution's mission is carried out in accordance with the strategic directions and guiding principles established by the Board of Regents. The faculty and staff of each institution shall be involved in developing the planning process and shall be included in the structure by which the plan is implemented.

In addition, each institution shall have a formal process by which systematic assessment of institutional effectiveness is conducted and the results of assessments are used to achieve institutional improvement. Assessment processes may differ from institution to institution, but each institution shall assess basic academic skills at entry, general education, degree programs, and academic and administrative support programs and/or functions. The faculty and staff of each institution shall be involved in developing assessment processes and included in the structure by which those processes are implemented and used for improvement.

Each institution shall link its substantive budget allocations and other major academic and administrative decisions to its planning and assessment processes to improve institutional effectiveness. In addition, institutional planning, assessment, and improvement processes are

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

expected to contribute to the realization of the vision, mission, goals, and strategic initiatives of the University System of Georgia.

A current copy of each institution's strategic plan shall be maintained in the System Office of the Board of Regents. The plan will contain a description of the planning structure and process by which institutional priorities are set as well as the institution's current priorities and goals. The plan shall also describe the processes used for assessing and improving institutional effectiveness.

205.01 COMPREHENSIVE ACADEMIC PROGRAM REVIEW

(Move this to Policy Section 300)

Each University System institution shall conduct academic program review on a periodic basis. Consistent with efforts in institutional effectiveness and strategic planning, each University System institution shall develop procedures to evaluate the effectiveness of its academic programs through a systematic review of academic programs, to address the quality, viability, and productivity of efforts in teaching and learning, scholarship, and service as appropriate to the institution's mission. The review of academic programs shall involve analysis of both quantitative and qualitative data, and institutions must demonstrate that they make judgments about the future of academic programs within a culture of evidence.

The cycle of review for all undergraduate academic programs shall be no longer than seven years and for all graduate programs no longer than ten years. Programs accredited by external entities may substitute an external review for institutional program review, provided the external review meets University System and institutional requirements for program review. If an external accreditation entity's review cycle for undergraduate programs is ten years, the ten-year review cycle may be used for that program only. No program review cycle at any level shall exceed ten years.

The Senior Vice Chancellor for Academic and Fiscal Affairs must approve each institution's plan for the conduct of a complete cycle of program review and may require changes in the plan, providing adequate time for the change to be implemented. Each institution shall conduct program review according to the terms of its approved plan, with annual updates and requests for changes to the plan as necessary.

Planning and conduct of academic program reviews shall be used for the progressive improvement and adjustment of programs in the context of the institution's strategic plan and in response to findings and recommendations of the reviews. Adjustment may include program enhancement, maintenance at the current level, reduction in scope, or, if fully justified,

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

consolidation or termination. Actions taken as the result of reviews and strategic plans shall be documented as provided below.

Each institution shall submit an annual program review report to the **University System chief academic officer** ~~Senior Vice Chancellor for Academics and Fiscal Affairs~~, which shall include a list of academic programs reviewed and a summary of findings for programs reviewed during the previous year. The institution must summarize actions taken both as the result of current reviews and as follow-up to prior years' reviews. For each review, institutions must establish that the program has undergone review and is meeting rigorous standards. The report must identify (1) quality, viability, and productivity parameters measured, and (2) findings relative to internal standards, the institution's strategic plan, and, as appropriate, external benchmarks.

The **University System chief academic officer** ~~Senior Vice Chancellor for Academics and Fiscal Affairs~~ shall monitor annually a small number of performance indicators for academic programs and shall initiate dialogue with the chief academic officer of the institution when programs do not meet the guidelines defined by the indicators. If further investigation justifies additional study, the institution may be asked to conduct an off-cycle review of such programs.

206 PRESIDENTS' MEETINGS

When directed by the Chancellor, the presidents of the institutions of the University System of Georgia shall convene in order to make recommendations to the Chancellor and through the Chancellor to the Board of Regents regarding all educational and administrative matters of concern to the University System as a whole.

207 ORGANIZATION CHANGES

Presidents are authorized to develop the organizational structure required to effectively manage their institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the president will be reported to the Chancellor at least two weeks prior to the effective date of change. The presidents are authorized to approve all other organizational changes (BR Minutes, January 14, 2004).

The addition or elimination of academic centers and institutes located on campus does not require the Chancellor's or Regents' approval. At the beginning of each fiscal year, each president shall submit to the Chancellor a list of all academic institutes and centers that are authorized to operate on each campus highlighting those which have been added or deleted since the prior year's submission.

2. Revision of The Policy Manual, Section 200, Institutional Governance (Continued)

208 COMPENSATION OF PRESIDENTS

The salaries (and associated fringe benefits) for University System of Georgia presidents and the Chancellor, as approved annually by the Board of Regents, shall be paid exclusively from state appropriations allocated to each institution. ~~Effective fiscal year 2005, state~~ State appropriations shall be used to pay salary, housing allowance, subsistence allowance, and, where applicable, salary supplement, supplemental fringe benefits, deferred compensation, and any other items as approved by the Board. State appropriations will also pay for fringe benefits for presidents that are available to all employees of the University System of Georgia. Nonstate funds may pay for expenses and allowances such as civic memberships, business-related entertainment, automobile, auto allowance, maintenance and insurance for automobiles, and relocation expenses.

The annual merit salary increase paid from state funds shall be based upon the approved salary, exclusive of any allowance, supplement, or deferred compensation (BR Minutes, August 2004).

3. Revision of The Policy Manual, Section 700, Finance and Business

Recommended: That the Board approve revisions to The Policy Manual, Section 700, concerning Finance and Business as proposed below.

Item 1 – Change policy to recommend that presidents be allowed to accept gifts and donations, except for real property. Eliminates prior approval by the Board of gifts having value in excess of \$100,000.

Item 2 – Change policy to recommend that gifts of real property will require approval by the Board.

Item 3 – Change policy to require presidents to assume responsibility to ensure that gifts do not violate state law or Board policy, and that gifts do not carry additional costs that cannot be managed within current resources.

Item 4 – Change policy to recommend that either gifts or donations that would require additional supplemental costs that cannot be met with current budgets will require prior approval by the Board.

Item 5 – Change policy to recommend requirement that an annual summary report be provided to the Board on gifts and donations to institutions and their cooperative organizations.

Background:

This proposal is based upon the premise that decisions should be made at the lowest level where management is given the responsibility to act and is held accountable for their actions. These recommendations were proposed by the Approvals and Authorities Committees chaired by campus presidents and the Chancellor's cabinet.

Please note that the strike-through texts represent deletions from the current version and the highlighted texts represent additions.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

**SECTION 700
FINANCE AND BUSINESS**

701 GENERAL POLICY

The Board of Regents shall be the only medium through which formal requests shall be made for appropriations from the General Assembly and the Governor of the State of Georgia.

The Board shall make the allocation of funds to the institutions at the April meeting or the next regular meeting following the approval of the Appropriations Act or as soon thereafter as may be practicable in each year and shall approve the budgets of the institutions and of the office of the Board of Regents at the regular June meeting in each year, or as soon thereafter as may be practicable.

701.01 PRIVATE DONATIONS TO THE UNIVERSITY SYSTEM AND ITS INSTITUTIONS

The Board of Regents of the University System of Georgia, recognizing that public institutions are dependent, in part, on private funding (just as private institutions are partially dependent on public funding) encourages the institutions under its control to seek the support of alumni, friends, corporations, and other private individuals and organizations who might be interested in contributing to the welfare of the institutions, their students, and their faculties.

Funds raised from private donations may be used in support of the mission and objectives of the institution, including funds for student scholarships, salary supplements, construction of physical facilities, and gifts and grants for other purposes as may be designated by the donor. However, institutions are not authorized to commit any state funds for challenge or matching grants or gifts for the construction of facilities or for other purposes without prior approval of the Chancellor.

The Board of Regents shall not consider gifts, contributions, or income from endowments held for the benefit of any University System of Georgia institution in determining the allocation of state funds to that institution.

Private donations to separately incorporated cooperative organizations established pursuant to Section 1905 of The Policy Manual shall not be subject to control by the Board of Regents or the college or university administration except as provided in Section 1905 or by the memoranda of agreement established between institutions and their cooperative organizations.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

~~The Board of Regents must accept on behalf of any University System of Georgia institution may accept gifts, bequests, agreements, or declarations of trust, except gifts of real property. in those instances where the initial gift or trust estate is valued at \$100,000 or more.~~

Additionally, gifts of real property to any University System institution where the initial value is \$100,000 or more shall require prior Board approval. By accepting such gifts, donations, bequests, or declarations of trust, the president of the institution affirms that the gift, donation, etc., carries no obligations to the institution that may conflict with state law or Board of Regents policy. The president also affirms that acceptance of the gift or donation will not impose a financial burden on the institution beyond that which can be managed within its current budget. If acceptance of the gift or donation would require the institution to incur additional cost that cannot be borne within current resources, the institution shall be required to obtain the approval of the Board of Regents before the gift or donation is formally accepted. Each institution shall provide a summary report annually as required to the Chancellor on all gifts received by the institution and its cooperative organizations through private donations under procedures established by the University System chief fiscal officer. ~~Vice Chancellor for Fiscal Affairs and Treasurer.~~ Each president ~~The Chancellor~~ is authorized to execute, on behalf of the ~~Board,~~ those documents necessary to provide proper fiscal management of those funds accepted under this authorization and, at their discretion, ~~except as provided in this paragraph,~~ to further delegate the authority to execute such documents to the chief fiscal officers of the institution. ~~The Chancellor may, at his/her discretion, delegate the authority to execute said documents to the Treasurer or to the presidents of the several institutions in the University System, provided, however, that the~~ Gifts of real property to a University System institution shall require prior Board approval. The Chancellor is not authorized to delegate to the presidents the authority to accept gifts of real property (BR Minutes, 1980-81, p. 241; January 1997, p. 24).

702 THE UNIVERSITY SYSTEM OF GEORGIA BUDGET

The University System of Georgia Budget shall comprise all funds received by system institutions and agencies including, but not limited to, state appropriations, tuition, revenues generated from mandatory and elective fees as defined in Sections 704.021 through 704.0225, federal, state and local grant and contract revenues, revenues from the sales of services, scholarship income, gifts and donations and the income generated therefrom and any other such sources as are used to provide for teaching, research and service and the general and educational activities and functions related thereto in support of the goals, objectives and mission of the system.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

702.1 EDUCATIONAL AND GENERAL REVENUES AND EXPENDITURES

Education and general revenues and expenditures shall be defined as revenues received and expenditures made to support the teaching, research and public service missions of University System of Georgia institutions which shall be categorized as follows:

Instruction

The instruction category includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and noncredit courses; academic vocational and technical instruction; remedial and tutorial instruction; and regular, special, and extension session should be included. Expenditures for departmental research and public services that are not separately budgeted should be included in this classification. This category excludes expenditures for academic instruction when the primary assignment is administration – for example, academic deans. However, expenditures for department chairpersons and administrators for whom instruction is an important role are included.

Research

The research category includes all expenditures for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, the category includes expenditures for individual and/or project research as well as that of institutes and research centers. This category does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, might be included in this category under the circumstances described. Expenditures for departmental research that are separately budgeted for research are included in this category. However, the research category does not include expenditures for departmental research that are not separately budgeted.

Public Service

The public service category includes expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

Academic Support

The academic support category includes expenditures incurred to provide support services or the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials, for example, libraries, museums, galleries; the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and technology such as computing support; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions (instruction, research, public service); and separately budgeted support for course and curriculum development. For institutions that currently charge some of the expenses –for example, computing support – directly to the various operating units of the institution, this category does not reflect such expenses.

Student Services

The student services category includes expenditures incurred for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an essentially self-supporting activity). In recent years, some institutions have created an office of enrollment management; expenditures for such an office are best categorized in student services.

Institutional Support

The institutional support category includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; audit services, and activities concerned with community and alumni relations, including development and fund raising. To the extent that fringe benefits are

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

not assigned to other functional categories, those benefits would be charged to institutional support.

The operation and maintenance of plant category includes all expenditures of current operating funds for the operation and maintenance of the physical plant, in all cases net of the amount charged to auxiliary enterprises, hospitals, and independent operations. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items. It does not include expenditures made from the institutional plant funds accounts.

Scholarships and Fellowships

The scholarships and fellowships category includes expenditures for scholarships and fellowships – from restricted or unrestricted current funds – in the form of grants to students, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.

702.2 AUXILIARY ENTERPRISES REVENUES AND EXPENDITURES

Auxiliary enterprises revenues and expenditures shall be defined as all revenues received and expenditures made for functions and activities which are related to the mission of University System of Georgia institutions including, but not limited to:

Housing

Food Services

Student Health Services

Student Activities

Intercollegiate Athletics (excluding intercollegiate athletics which are operated under the authority of a separately organized athletic association)

Parking

Transportation

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

Stores and Shops

Vending and Other Services

Auxiliary enterprise operations shall operate on a self-supporting basis with revenues derived from student fees and other non-state sources, except as provided below. Each auxiliary enterprise operation shall be charged for its share of plant operations and maintenance expense as a direct expense and/or charged on the basis of an allocation methodology such as share of total institutional square footage. University System of Georgia institutions may choose also to charge administrative overhead to recoup general costs expended on behalf of each operation.

Each institution shall develop and update annually a five year plan for each auxiliary enterprise operation that defines the level and manner of service to be provided, planned expenditures and sources of revenue, including projected fee requirements. The format and content of each plan shall be determined by the Vice Chancellor for Fiscal Affairs, but must minimally contain the following:

- A. A statement regarding the role of the enterprise in the context of the institution's academic mission.
- B. A statement of goals and objectives to be achieved over the course of the five year plan.
- C. A statement on operating strategy including services to be provided and sources of revenue, including student fees.
- D. A financial pro forma which projects future revenues and expenditures consistent with stated goals and objectives (The method used to allocate plant operations costs and other indirect costs, if charged, shall also be described in the five year plan.)

Exceptions to the requirement that institutions operate their auxiliary enterprises on a self-supporting basis shall be recognized as follows:

- E. Institutions may choose to operate some auxiliary enterprise activities on a loss basis but must indicate in their five year plans how the costs of such activities will be covered by revenues generated through other auxiliary operations. It shall be the Board of Regents' determination as to whether such losses are sustainable based on the institution's five-year plan.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

F. Institutions may apply general fund resources to auxiliary enterprise operations where such expenditures can be justified as supporting the primary mission of the institution. In no instance may general fund revenues be used to support athletic scholarships. The use and amount of general revenues applied to the support of auxiliary enterprise operations shall be included in the five year plan.

Accounting records for auxiliary enterprises will be maintained on the full accrual basis; therefore, funded depreciation will be required for all auxiliary enterprise service equipment, buildings, infrastructure and facilities, and other improvements. The reserve for depreciation will be used for repair and replacement of auxiliary assets according to guidelines provided in the Business Procedures Manual. The funds collected will be left with the institutions.

702.03 OPERATING BUDGETS

Each institution of the System shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises of the institution for the fiscal year within the limit of funds allocated plus estimated internal income of the institution. Operating budgets of separately incorporated athletic organizations are specifically excluded from this process, although the transfer of student fees to those separately incorporated organizations must be reflected as a single item in the budget submitted to the Chancellor (BR Minutes, 1946-47, pp. 214-15).

702.04 BUDGET AMENDMENTS

Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents except that any amendment which exceeds \$1 million and involves state general fund appropriations, auxiliary enterprise funds or student activity funds shall be submitted to the Board of Regents for approval. Prior Board of Regents approval shall not be required for any budget amendment involving special purpose state funds, non-state funds, or internal revenue sources. Institutions shall be required to report quarterly on all budget amendments to the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and the Treasurer~~ under procedures developed by his/her staff. The Chancellor or the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and the Treasurer~~ reserves the right to require prior approval of the budget amendments at any institution of the University System which he/she determines has failed to manage its budget within available resources or in a manner consistent with Board of Regents goals and priorities. Under these circumstances, the Chancellor or the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and~~ **3. Treasurer** may request the institution to develop a remediation plan to assure more appropriate decisions on future budget changes (BR Minutes, 1951-52, pp. 365-66; June, 1999, p. 17).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

702.05 LIABILITY FOR EXPENDITURE OF BUDGETS

Bonds of public officials authorizing expenditures for any purpose whatsoever that are in excess of budget amounts approved by the Board shall be liable for such unauthorized expenditures.

703 ACCOUNTING AND REPORTING

703.01 PROCEDURES

Accounting and reporting procedures of the Board of Regents shall be in accord with the Policies of the Board of Regents, approved by the Chancellor, and published by the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~.

703.02 DEFICITS

When any situation develops which would create a deficit at an institution, the president shall take the appropriate corrective action. If the president determines that he/she cannot take adequate corrective action to eliminate the deficit, he/she shall inform the Chancellor and/or the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~ immediately.

703.03 FINANCIAL REPORT

A financial report of the University System of Georgia prepared by the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~ shall be published annually (Minutes, 1946-47, pp. 112-15).

704 TUITION AND FEES

704.01 TUITION

704.011 DEFINITIONS

- A. Tuition shall be defined as payment required for credit-based instruction and related services and shall be charged to all students. Tuition rates for all University System of Georgia institutions and programs shall be approved annually no later than the May meeting by the Board of Regents to become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the Chancellor

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

and approval by the Board of Regents. Tuition for both undergraduate and graduate students enrolled at an institution within the University System of Georgia shall be charged at the full rate for students enrolled for 12 credit hours or more and at a per credit hour rate for students enrolled for less than 12 credit hours. Distance education courses and programs as defined in Section 704.016 may be exempted from this policy and charged on a per credit hour basis.

- B. In-state tuition shall be defined as the rate paid by students who meet the residency status requirements as provided in Section 403 of The Policy Manual.
- C. Out-of-state tuition shall be defined as the rate paid by students who do not meet the residency status requirements as provided in Section 403 of The Policy Manual. Out-of-state tuition at all University System institutions shall be established at a rate that is at least four times the tuition rate charged to Georgia residents. University System of Georgia research universities may request increases in out-of-state tuition rates based upon the tuition levels of peer or comparable institutions.
- D. The Guaranteed Tuition Rate shall be defined as the rate paid by students enrolled in a University System of Georgia undergraduate program who entered the System for the first time as new students or as transfer students in fall 2006 or later. The guaranteed tuition rate shall be held constant for each new student or transfer student (except those that may be classified as current and continuing students under Section 704.011 paragraph H) for a period of time as described in Section 704.012.
- E. The Nonguaranteed Tuition Rate shall be defined as the rate paid by students enrolled in a University System of Georgia undergraduate program who entered the System for the first time as new students or as transfer students prior to fall 2006.
- F. New Students shall be defined for the purposes of this section as students enrolled in an undergraduate program at a University System of Georgia institution for the first time in fall 2006 or later, and who have not previously earned academic credits at a postsecondary institution except as students jointly (or dually) enrolled in a Georgia high school and a University System of Georgia institution or through advanced placement credit.
- G. Transfer students shall be defined for the purposes of this section as students enrolled in an undergraduate program at a University System of Georgia institution who were previously enrolled at another postsecondary education institution and have earned academic credits.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

- H. Current and Continuing Students shall be defined for the purposes of this section as students who entered the University System of Georgia for the first time as new students or as transfer students prior to fall 2006.
- I. Semester shall be defined for the purposes of this section as the standard term of instruction for each institution in the University System of Georgia for fall, spring, and summer. The summer semester shall be defined as the combined terms of instruction provided by University System of Georgia institutions which begin after the completion of the spring semester and end prior to the start of the fall semester (BR Minutes, October 2006).

704.012 THE GUARANTEED TUITION PLAN

- A. Pursuant to Section 704.011, the Board of Regents shall annually approve guaranteed tuition rates for each of the institutions comprising the University System of Georgia.
- B. New students enrolled in an undergraduate program at a University System of Georgia research, regional or state university shall be charged the approved guaranteed tuition rates for these institutions, which shall be fixed for new students for a period of four years (12 consecutive semesters, including fall, spring, and summer).
- C. New students enrolled in an undergraduate program at a University System of Georgia two-year college shall be charged the approved guaranteed tuition rates for these institutions, which shall be fixed for new students for a period of three years (nine consecutive semesters, including fall, spring, and summer).
- D. New students enrolled in an undergraduate program at a University System of Georgia state college shall be charged the approved guaranteed tuition rates for these institutions as follows:
 - 1. For new students enrolled in lower-division programs, the lower-division guaranteed tuition rate shall be charged and fixed for these new students for a period of three years (nine consecutive semesters including fall, spring, and summer).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

2. For new students enrolled in upper-division programs, the upper-division guaranteed tuition rate shall be charged and fixed for these new students for a period of two years (six consecutive semesters including fall, spring, and summer).
- E. New students enrolled initially in the university college programs at Armstrong Atlantic State University's Liberty Center, Augusta State University, Columbus State University, and Savannah State University who progress to the regular undergraduate programs offered by these institutions shall be charged the approved guaranteed tuition rates which shall be fixed for a period of five years (15 consecutive semesters) including fall, spring, and summer. New students who enter the regular undergraduate program at these institutions shall be charged the guaranteed tuition rate for four years (12 consecutive semesters) as provided for under Section 704.012 paragraph B.
- F. New students enrolling in the summer semester.
1. New students enrolling in an undergraduate program at a University System of Georgia institution in summer 2006 may be charged either the nonguaranteed tuition rate approved by the Board of Regents effective fall 2005, or the guaranteed tuition rate approved by the Board of Regents effective fall 2006 pursuant to the policy established by each University System of Georgia institution and subject to:
 - a. If charged the nonguaranteed tuition rate for summer 2006, new students shall be charged the guaranteed tuition rate beginning fall 2006, which shall be fixed as provided under Section 704.012 paragraphs B through E.
 - b. If charged the guaranteed tuition rate for summer 2006, new students shall continue to be charged the same guaranteed tuition rate beginning fall 2006, which shall be fixed at that rate beginning with fall 2006 as provided under Section 704.012 paragraphs B through E.
 2. New students enrolling in an undergraduate program at a University System of Georgia institution for the first time in summer 2007 and any summer thereafter shall be charged the guaranteed tuition rate approved by the Board of Regents for the year in which that summer occurs and be charged the new fall guaranteed tuition rate as provided under Section 704.012 paragraphs B through E.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

G. Transfer students

1. Transfer students from non-University System of Georgia institutions shall be charged the guaranteed tuition rate effective the year in which they transferred, which shall be fixed for two years (six consecutive semesters). This policy shall become effective for such students beginning with spring semester 2007.
2. Transfer students from University System of Georgia institutions who first entered the System in fall 2006 or thereafter shall be charged the guaranteed tuition rate at their new institution that was approved for the year in which they first entered the University System, if that year does not precede the year of transfer by more than four years. Students will retain that guaranteed tuition rate for the balance of four years. This provision, however, shall not apply to students who transfer to the Medical College of Georgia's health profession programs as third-year students. These students shall pay the guaranteed tuition rate in effect in the year they transfer and shall retain that guaranteed tuition rate for no more than two years (six consecutive semesters).
3. Transfer students who enroll during summer shall be subject to the same rules as apply to new students (paragraph F subparagraphs i and ii) except that the guaranteed tuition rate will be fixed only for two years (six consecutive semesters).
4. Students who are entering the University System of Georgia for the first time but choose to attend one System institution during the summer and enter a second System institution in the fall shall be treated as a new student at the second institution pursuant to Section 704.011 paragraph F if the number of academic credits earned during the summer is 12 credits or less. If the number of credits earned is greater than 12, the student shall be treated as a transfer student.

H. Students enrolled in programs requiring more than four years to complete. University System of Georgia research, regional, and state universities may, under limited circumstances, extend the guaranteed tuition rate up to two additional consecutive semesters for certain selected programs that require more than four years to complete. A list of these programs must be provided to the Board of Regents annually.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

- I. Students jointly enrolled in high school and a University System institution. Students who graduate from a Georgia high school with college credit are eligible for the guaranteed tuition rate as new students. Students in the two academies (the Georgia Academy for Mathematics and Engineering at Middle Georgia College and the Advanced Academy of Georgia at the University of West Georgia) are treated as new students when they first enter the University System of Georgia (i.e., they are eligible for the tuition rate prevailing when they start their program for a period of 12 consecutive semesters).
- J. Students called to active military duty. A student eligible to received the guaranteed tuition rate as provide under sections 704.011 and 704.012 who is called to active duty will receive an extended guarantee for the period of service up to two years (six consecutive semesters).
- K. Transient and nondegree-seeking students. Transient and nondegree-seeking students shall be charged the guaranteed tuition rate at the institution they attend as approved by the Board of Regents for that year.
- L. Expiration of the guaranteed tuition rate. The guaranteed tuition rate for new and transfer students will expire at the end of the periods described under this section. Students shall be charged the guaranteed tuition rates established for the next semester in which they enroll at the same institution and be charged the new guaranteed tuition rates established each year by the Board of Regents.
- M. Appeal process. Each University System of Georgia institution shall establish a process to allow students to appeal their eligibility for the guaranteed tuition rate based upon extenuating circumstances. Each institution shall have the final decision on any appeal.
- N. The provisions of section 704.012 shall not apply to courses offered as distance learning courses or to undergraduate programs for which differential rates have been approved, except that the provisions shall apply to the undergraduate programs in Landscape Architecture and Forestry and Natural Resources at the University of Georgia (BR Minutes, October 2006).

704.013 NONGUARANTEED TUITION

The nonguaranteed tuition rates as defined in Section 704.011 paragraph E shall be charged to all students classified as current and continuing students.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

704.014 GRADUATE TUITION

University System of Georgia institutions that offer graduate programs may request Board approval for graduate tuition rates as follows:

1. Effective for the fall semester 2007, each institution that offer graduate programs shall request a “core” graduate tuition rate that shall apply to all graduate courses and programs.
2. Each institution may request separate graduate tuition rates for specialized programs subject to the provisions of section 704.015.

The regular graduate tuition rates normally shall be charged to all graduate students; however, where a graduate student is classified as a research, teaching, or graduate assistant, the institution may waive all or part of the graduate tuition and/or waive the differential between in-state and out-of-state graduate tuition. A registration fee of no less than \$25 shall be charged to all students for whom a full waiver is provided (BR Minutes, October 2006).

704.015 PROFESSIONAL PROGRAM TUITION

Board approval shall be required for differential tuition rates for nationally competitive graduate and professional programs, as deemed appropriate by the institution based upon the academic marketplace and the tuition charged by peer institutions with similar missions. An institution seeking such approval from the Board shall provide the Board with an impact analysis and a plan for enhancing the quality of the program.

The professional program tuition rates normally shall be charged to all program students; however, where a graduate student is:

- A. Classified as a graduate assistant under section 704.014, or
- B. Eligible for an out-of-state tuition waiver under section 704.041,

the institution on a degree program basis may waive the graduate tuition in accordance with such policies noted or limit the waiver to the amount associated with the regular graduate tuition (BR Minutes, June 2005).

704.016 TUITION FOR DISTANCE LEARNING COURSES AND PROGRAMS

Institutions may charge special tuition rates for distance education courses and programs. If the rate is either less than the institution's in-state tuition rate or greater than its out-of-state rate,

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

Board approval is required. Institutions shall report annually to the Vice Chancellor for Fiscal Affairs on all tuition rates charged for distance learning courses and programs. Notwithstanding other provisions in Sections 704, rates shall apply to all students regardless of residency status. For the purposes of this policy, distance learning courses and programs shall be defined as those courses and programs in which 95% or more of class contact time is delivered by a distance technology.

704.017 TUITION AGREEMENTS WITH CORPORATIONS, ORGANIZATIONS, AND OTHER LEGAL ENTITIES

University System of Georgia institutions may enter into agreements with customers (defined as corporations, organizations, agencies, or other legal entities) for the delivery of credit courses and programs. The course/program delivery shall be restricted to members of the customer group and their dependents, except upon agreement between the institution and the customer to permit nonmembers or nonemployees to enroll in courses/programs on a space-available basis.

The amount institutions may charge for the course/program delivery shall be agreed upon between the institution and the customer, such that the total cost shall represent the reasonable and fair market value of the instruction and provided that the charges are not less than the total direct and indirect costs to the institution for the delivery of instruction and related services. Such costs may include, but are not necessarily limited to, course development, direct instruction, textbooks, consumables, noninstructional services, hardware, software, and indirect costs such as administrative overhead, maintenance, and security. Institutions shall be required to report annually to the Chancellor regarding these agreements.

The charges agreed upon between the institution and the customer shall be assessed to the customer on a per seat, per student, or per agreement (flat-rate) basis.

704.02 STUDENT FEES AND SPECIAL CHARGES

704.021 MANDATORY STUDENT FEES

Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents. Mandatory fees shall include, but not be limited to, intercollegiate athletic fees, student health service fees, transportation or parking fees (if the latter are charged to all students), student activity fees, and technology fees. All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents.

An institution may waive mandatory fees for students who are enrolled for fewer than six credit hours. Alternatively, institutions may prorate mandatory fees on a per credit hour basis for students taking less than 12 credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

Proposals to increase mandatory student fees and proposals to create new mandatory student fees, submitted by an institution shall first be presented for advice and counsel to a committee at each institution composed of at least 50 percent students. Students shall be appointed by the institution's student government association.

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least 50 percent students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BR Minutes, 1999-2000, p. 364).

704.022 ELECTIVE FEES AND SPECIAL CHARGES

704.0223 HOUSING FEES

Housing fees are defined as fees paid by students who elect to live in institutional residential facilities. All housing fees, except for housing fees that are proposed to support debt service and operating costs on new housing projects funded with private funds, shall be approved by the institution president in April of each year. The housing fees that support debt service should be approved by the Board. Each institution shall notify the Chancellor annually of all approved housing fees.

704.0224 FOOD SERVICE FEES

Food service fees are defined as fees paid by students who elect to choose an institutional food service plan. All food service fees shall be approved by the institution president in April of each year. Each institution shall notify the Chancellor annually of all approved food service fees.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

704.0225 OTHER ELECTIVE FEES AND SPECIAL CHARGES

Other elective fees and special charges are defined as those fees and charges which are paid selectively by students. These fees and charges may include, but are not limited to, resident hall deposits, penalty charges, non-mandatory parking fees and parking fines, library fines, laboratory fees, post office box rentals, and course fees. Institutional presidents are authorized to establish and adjust these fees, as appropriate. Prior to implementation of such fees institutions shall be required to report to the Chancellor any adjustments made thereto under procedures established by the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~.

704.0226 CONTINUING EDUCATION FEES

Institutional presidents shall be authorized to establish fees for noncredit-hour courses and programs as defined in Section 503 of The Policy Manual.

704.03 TUITION AND FEE PAYMENT AND DEFERRAL

All tuition and fees (mandatory and elective fees) are due and payable upon registration. Exceptions to the time of payment are as follows:

1. An institution may defer tuition and fees up to the amount authorized for a specific academic term for students whose fees are guaranteed and will be paid by an outside agency under a documented agreement with the institution.
2. An institution may defer tuition and fees up to the amount of the aid granted for a specified academic term for students who have an institution-administered loan or scholarship in process.
3. An institution may defer tuition and fees up to the limit stated in the certificate or other document for a specified academic term for foreign students who have a certificate or other acceptable documented evidence that payment will be made after a statement of charges from the student has been presented for payment.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

704.04 OUT-OF-STATE TUITION WAIVERS AND WAIVER OF MANDATORY FEES

704.041 OUT-OF-STATE TUITION WAIVERS

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain nonresidents of Georgia for the following reasons (under the following conditions):

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted, shall not exceed the number assigned below at any one point in time:

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
Medical College of Georgia	20

- I. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
- J. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
- K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- M. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- N. Students in ICAPP[®] Advantage programs. Any student participating in an ICAPP[®] Advantage program.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

O. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.

P. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. This waiver will expire 12 months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to a student possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for reasons other than enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident (BR Minutes, June 2006).

Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year (BR Minutes, June 2004).

R. Nonresident Student. As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian (BR Minutes, June 2006).

704.042 WAIVER OF MANDATORY FEES

An institution may waive mandatory fees, excluding technology fees, for:

- A. Students who reside or study at another institution.
- B. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution.
- C. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus. If a student is enrolled in courses from more than one institution during the same term, only the home institution will charge the approved technology fee to the student. Students who participate in distance education offerings as transient students will not be charged a technology fee by the transient institution. No separate technology fee shall be established for collaborative distance learning courses or programs.
- D. 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.

NOTE: For the definition of residency status, see Section 403.

704.05 REFUNDS

Except for those institutions for which special refund policies have been approved by the Board of Regents, the policy for determining refunds to be made on institutional charges, and other mandatory fees at institutions of the System follows. (For the purposes of this section, "institutional charges" are as defined in the Statutory and Regulatory Citations Section 484B of the Higher Education Act of 1965, as amended, (Title IV, HEA) and 34 668.22).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session (BR Minutes, 1979-80, p. 61; 1986-87, pp. 24-25; 1995, p. 246).

704.0501 MILITARY SERVICE REFUNDS

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

- A. Military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a University System institution and paid tuition and fees;
- B. Active duty military personnel and who receive an emergency reassignment after having enrolled in a University System institution and paid tuition and fees;
- C. Otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

The presidents are authorized and empowered to take or cause to be taken any and all such other and further action as may be necessary, proper, convenient or required in connection with the execution of this policy.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

705 FUND MANAGEMENT

705.01 BANKING

All depositories, where funds of the Board of Regents of the University System are held in time deposits, shall either give a depository bond in some acceptable security company qualified to do business in Georgia or, in lieu thereof, may deposit with some other depository satisfactory to the Treasurer of the Board of Regents securities of the following classes, the current market value of which shall be equal to or in excess of the amount of the time deposits:

1. Direct obligations of the United States Government;
2. Obligations unconditionally guaranteed by the United States Government;
3. Direct obligations of the State of Georgia;
4. Direct obligations of any political subdivision of the State of Georgia;
5. Georgia municipal, county, or State of Georgia Authority Bonds acceptable to the Treasurer of the Board of Regents (BR Minutes, 1970-71, p. 691).

The president of each institution of the University System shall determine the bank or banks where funds are deposited through a best value competitive contract bid process to be undertaken every five years (BR Minutes, April 2005). The president shall inform the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer of the Board of Regents~~ of the bank or banks where funds are deposited. It shall be the duty of the Treasurer of the Board to handle all details relative to the bank or banks furnishing the required depository protection (BR Minutes, 1949-50, p. 251; February 1996).

The **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer of the Board~~ shall appoint a person or persons at each of the institutions of the University System with authority to sign checks drawn on banks where funds of the respective institutions are deposited. Persons so appointed shall be authorized to sign any documents that may be required by the banks concerned (BR Minutes, 1952-53, p. 365).

The chief business officer of each institution of the University System of Georgia and any other officer or employee who participates in the selection of the institution's depository (bank) is prohibited from serving on the governing boards of banks and other financial institutions if such banks or other financial institutions have or seek a commercial relationship with that institution (BR Minutes; 1996). A president of an institution may serve on the governing board of a bank or financial institution that does not have a commercial relationship with the institution. However, such a bank or financial institution will not be considered by the institution for establishment of a

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

commercial relationship with that institution of the University System of Georgia for not less than two years after the termination of the president as a member of the board.

705.02 INVESTMENTS

General: It is the intent of the Board that each institution develop an investment policy which fosters sound and prudent judgment in the management of assets to ensure safety of capital consistent with the fiduciary responsibility each institution has to the citizens of Georgia and which conforms with Board of Regents investment policy. Each institution shall be required to have a written investment policy statement on file with the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~. The policy should be reviewed and updated at least once every two years. Each institution shall submit an annual report on its investment performance to the **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer~~ which asserts that investments have been made in accordance with the institution's written investment policy.

Investment Objectives: The investment policy should specify overall investment objectives. There may be several different investment objectives depending on the type of funds to be invested and period of investment to be considered. These may include objectives which attempt to preserve the purchasing power of income and principal, maximize current income, or maximize capital values. Each investment objective should clearly state the time horizon for achieving investment objectives.

Investment Type: The investment policy should identify the general type of investments permitted under each investment objective. Investment must be consistent with donor intent, Board of Regents policy, and applicable federal and state laws (BR Minutes, April 2005).

Asset Allocation: The investment policy should include asset allocation guidelines which outline the asset classes and subclasses that will constitute permissible areas for investment of funds. The guidelines should indicate the maximum and normal distribution of funds among the different asset classes or subclasses and the rationale for selecting these criteria. Asset allocation guidelines should also be tied to the investment objective and consider the potential risks associated with different asset allocations. The investment policy should outline the factors to be considered when an institution proposed a change in asset allocation such as during times of significant rate shift affecting the investment portfolio and instability in inflationary trends.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

Diversification: Diversification is fundamental to the management of risk and is therefore a pervasive consideration in prudent investment management. The investment policy should include a diversification plan that considers the asset classes and investment products to be utilized in an attempt to achieve desired return with an acceptable level of risk.

Spending Policy: The investment policy should include spending rules and relate these to investment objectives. Variables to be considered include the percentage of return allocated to prevent principal erosion by inflation versus the percentage to be expended currently.

Collateralization: The investment policy should provide for appropriate collateralization of invested funds, which, by law, require the pledge of collateral.

Management, Reporting and Monitoring: Management's plan for authorization of investment activity, periodic reporting of investment activity, and monitoring of investment results should be outlined in detail in the investment policy.

Use of Investment Managers: Criteria to be used in the selection of investment managers and the evaluation of their performance should be described if the institution chooses to use outside investment managers. These criteria should address the investment manager's:

- Professional background and experience,
- Investment philosophy relative to the institution's stated investment objectives,
- Organizational structure and overall product line,
- Control with respect to ensuring that individual managers adhere to policy objectives and guidelines,
- Total size of managed assets,
- Record of performance measured against appropriate benchmarks, and
- Ability to communicate results effectively and in timely fashion.

705.03 LOAN FUNDS FOR MATCHING PURPOSES

Institutions of the University System shall be authorized to use money in student loan funds of the respective institutions for the purpose of matching funds available under federal loan programs for loans to students when terms of the gift to the institution permit such use for matching purposes (BR Minutes, 1958-59, pp. 209-10).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

705.04 SALE OF SECURITIES

The **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer of the Board~~, with the approval of the Chair or Vice Chair of the Board, is authorized and empowered to sell and assign, or request payment or re-issue of any and all United States securities of any description registered on the books of the Treasury Department, or registered securities with respect to which the Treasury Department acts as the transfer agency, now or hereafter held by Regents of the University System of Georgia as executor, administrator, guardian, trustee, or in any fiduciary capacity whatsoever, and also to sell and assign any such securities which the Board of Regents is, or shall be, authorized or empowered to sell and assign as attorney for, or other representative of, the owner thereof.

The **University System chief fiscal officer** ~~Vice Chancellor for Fiscal Affairs and Treasurer of the Board~~, with the approval of the Chair or Vice Chair, is authorized and empowered to receive payment for any matured security and to reinvest the principal or the sum total in a like or similar security. The Vice Chancellor for Fiscal Affairs and Treasurer shall make reports of such transactions to the Board as information.

705.05 MANDATORY STUDENT FEES

Proposals to increase mandatory student fees and proposals to create new mandatory student fees, submitted by an institution, shall first be presented for advice and counsel to a committee at each institution composed of at least 50% students. Students shall be appointed by the institution's student government association.

All mandatory student fees collected by an institution shall be budgeted and administered by the president, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least 50% students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to Board of Regents approved business procedures and the appropriate business practices of the institution (BR Minutes, 1999-2000, p. 364).

705.06 GEORGIA EMINENT SCHOLARS ENDOWMENT TRUST FUND

1. The Board of Regents shall serve as trustees of such fund, which shall, as provided by law, be a budget unit for the purpose of appropriation of state funds.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

2. The funds appropriated to the Board of Regents under this program shall be used exclusively to endow academic chairs in an effort to attract eminent scholars to join the faculties of the several institutions of the University System. The criteria for persons selected to hold such chairs shall be established by the president of the institution concerned.
3. A total sum of not less than \$1,000,000 shall be required to endow a chair under this program. The respective foundations of the institutions concerned shall be required to contribute not more than 75% of such amount (\$750,000) and the fund shall contribute not less than 25% of such amount (\$250,000). No funds shall be granted to a foundation except upon the express written condition that the funds and the earnings therefrom shall be used to endow an academic chair as provided herein.
4. Approved grants may be made to foundations previously established to enhance the educational purposes of the System institution concerned. The income from the grant funds and the foundation funds contributed shall be used to endow academic chairs which shall be known as the Eminent Scholars Chair.
5. The funds received by a foundation for this purpose, together with the funds contributed by the foundation, shall be managed and invested by the governing board of directors of the foundation of the institution concerned and kept separate from other funds of the foundation.
6. Funds raised by the respective foundations to qualify for the grants may come from more than one donor, but the gifts of not more than ten (10) donors shall be aggregated to raise the minimum sum required (\$750,000). All donations must be accompanied by a statement from the donor acknowledging that the funds donated will be used to endow a chair authorized under this program.
7. The institutions of the University System having chairs endowed by the fund may petition the Board to add the name of the donor or benefactor to the name of the chair (BR Minutes, 1984-85, pp. 324-25).

706 TRAVEL

From time to time the Board of Regents will develop and approve new travel regulations. Such regulations will be published and distributed periodically to the various operating units as part of its Business Procedures Manual, Volume 3A, and shall constitute the official Policy of the Board governing travel by University System employees (BR Minutes, 1980-81, pp. 55-59).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

707 PURCHASING

707.01 GENERAL POLICY

The University System shall utilize the sources of the Georgia Department of Administrative Services rather than establish a separate control purchasing office. In doing so, the Board directs that each of its institutions comply with the various statutes, rules and regulations governing purchases with state appropriated funds. In addition, the same regulations shall apply to purchases from funds to which the University System has title.

All purchasing by institutions of the University System of Georgia will be centralized under the direct management and control of the chief business officer of the institution concerned.

Funds held by the institutions of the University System in an agency capacity are not subject to the rules and regulations of the central purchasing agency of the State, although the services of that agency may be used for purchasing from agency funds at the election of the chief business officer

When purchases are made by an institution of the System, as opposed to being made by the central purchasing agency of the State, professional practices for purchasing in the public environment are to be employed at all times.

707.02 EMPLOYEE PURCHASING

Absent a specific and approved exemption, employees of the University System shall not purchase goods or services for personal use through channels used in the purchase of goods and services for the operation of the University System. (BR Minutes, 1955-56, pp. 254-55).

708 INSURANCE

708.01 PROPERTY INSURANCE

All institutions of the University System are to participate in the self-insured State Insurance Plan to the fullest extent possible. For lines of insurance not available under the self-insured plan, institutions of the System are to purchase additional coverages only when authorization to do so has been secured in advance from the State Insurance Plan, a section within the Fiscal Division of the Department of Administrative Services.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

708.02 LIABILITY INSURANCE

- A. Automotive - Vehicles titled to the Board of Regents or vehicles on long term lease arrangements are to be insured by the State Insurance Plan as are the authorized drivers of those vehicles.
- B. Professional Liability - The Board of Regents shall establish or participate in a program of self-insurance whereby employees of the Board, as defined by the self-insurance plan adopted by the Board, are insured against losses incurred and arising out of, or in the course of, their employment. Institutions of the System shall bear the cost of the program as determined by the Board.

708.03 FIDELITY BOND

A blanket position fidelity bond shall cover all employees in an amount which shall be determined from time to time by the Board of Regents. This bond shall be purchased through the State Insurance Program with the cost distributed to the various institutions of the System. This coverage shall indemnify the Board of Regents from any loss it suffers from all acts of its employees which can be described as anything other than the full and faithful performance of the employee's duty to the employer.

709 CONTRACTS

709.01 APPROVAL REQUIRED

- A. Except for the contracts which are reserved to the Board or Chancellor by this policy manual, all contracts necessary for the daily operation of the institution and all contracts for goods and services not regulated by the Georgia Department of Administrative Services can be executed by the head of each institution or his or her designee. This limited delegation of contracting authority to the executive head of each institution (or his or her designee) is in addition to all other delegations contained in this policy manual.
- B. Unless otherwise provided by these policies, major construction contracts entered into by the Board of Regents shall require prior approval by the Board.
- C. Construction contracts which involve expenditures of \$25,000 or more shall require certification by the contractor that a drug-free workplace is provided to the contractor's and subcontractor's employees in accordance with laws of the State of Georgia (BR Minutes, 1989-90, p. 387).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

- D. All such construction contracts shall contain a certification that the contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract (BR Minutes, 1989-90, p. 387).

709.02 CONTRACTS WITH VETERANS ADMINISTRATION

Presidents of the University System of Georgia and/or the Treasurer of the Board of Regents of the University System shall negotiate, execute, and sign in the name of the Regents, all contracts, between the institutions of the University System and the Veterans Administration or other agencies of the United States Government with respect to education and training, vocational rehabilitation, advisement, and guidance of veterans and otherwise under the provisions of Public Laws 16 and 346, 78th Congress, as amended, and subsequent laws passed by the Congress providing for education and training of veterans. It is understood that the institution covered by such contracts shall submit to the Veterans Administration or other agencies of the United States Government vouchers for services rendered under the provisions of the contract in the name of the institution concerned. Such vouchers will be certified by an official of the institution. Checks drawn on the Treasury of the United States of America in payment of such services shall be made payable to the institution concerned and mailed directly to the institution (BR Minutes, 1948-49, pp. 301-02).

710 AUDITING

710.01 STATE AUDITS

The State Auditor shall be requested to **perform a financial statement audit or perform agreed upon procedures** ~~make an audit of all income and all disbursements~~ at each institution of the University System and the Office of the Board of Regents. The president of each institution of the University System and the **University System chief fiscal officer** ~~Vice-Chancellor for Fiscal Affairs and Treasurer of the Board~~ shall make available all information to the State Auditing Department so that such an audit may be made.

The foregoing shall not apply to separate corporate entities which are organized to provide support services to the institution.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

710.02 INTERNAL AUDITS

The Board of Regents shall establish and support an internal audit function to assist the Board, the Chancellor and institutional presidents in the effective discharge of their responsibilities. The internal audit function shall be governed by an audit charter approved by the Board which shall describe the purpose of an internal audit, reporting requirements, responsibility, authority and scope of work. Responsibility for approving an annual audit plan and reviewing audit results, reports and recommendations shall be assigned to the Audit Committee of the Board of Regents.

All directors of internal audit at institutions having an internal auditor or internal audit department shall have a direct reporting relationship to the president of that institution and the **University System chief audit officer** ~~Assistant Vice Chancellor for Internal Audit~~. The president of each institution having an internal auditor shall determine the organizational and operating reporting relationships of the internal auditors at their institution. The University **System chief audit officer** ~~Assistant Vice Chancellor for Internal Audit~~ shall have the authority to direct the internal auditors to audit specific functions at their institutions.

The director of internal audit of each System institution with an internal auditor shall meet at least annually with the **University System chief audit officer** ~~Assistant Vice Chancellor for Internal Audit~~ to discuss audits, audit findings, audit department independence and a proposed audit schedule.

The **University System chief audit officer** ~~Assistant Vice Chancellor for Internal Audit~~ is responsible for internal auditing and the directors of internal audit for the System institutions with an internal auditor. The **University System chief audit officer** ~~Assistant Vice Chancellor for Internal Audit~~ shall provide a Systemwide annual report to the Audit Committee of the Board (BR Minutes, 1935, p.73; 1991, p. 378).

711 MISCELLANEOUS

711.01 SALES OF INSTITUTIONAL PRODUCTS

An institution of the University System shall not enter into competition with private industry.

Institutions of the University System are not prohibited from making sales on the wholesale market. However, in no event are such sales to be made to the general public (BR Minutes, 1947-48, p. 20; 1951-52, pp. 254-55).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

711.02 BUSINESS ENTERPRISES

Institutions of the University System shall not permit the operation of private business enterprises on their campuses, except as otherwise provided by contract. All business enterprises operated on a campus of an institution of the University System shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution (BR Minutes, 1948-49, pp. 219-20; 1966-67, p. 354).

711.03 USE OF INSTITUTION NAMES

The name of any institution within the purview of the University System of Georgia shall not be incorporated as a part of the name of an independent business enterprise which is not under the complete control of the University System of Georgia in a manner to imply an official relationship (BR Minutes, 1967-68, p. 459).

711.04 MOTOR VEHICLES

711.0401 PASSENGER AUTOMOBILES

- A. Institutions of the University System may purchase, lease, or otherwise acquire passenger automobiles on a use-by-use basis when approved by the presidents and approved by the Chancellor.
- B. Institutions of the University System may purchase vehicles to be used exclusively for campus security purposes (BR Minutes, 1932, p. 39; 1979-80, p. 60).

711.0402 INSTITUTION-OWNED BUSES

Various departments and activities of each institution requiring the use of an institution-owned bus will be charged for the use of the bus at a rate adequate to cover all maintenance and operating expenses as well as the replacement cost of the bus. Money collected from such charges shall be placed in a revolving fund from which shall be paid all maintenance and operating expenses of the bus with the balance accumulating in the fund to an amount adequate for replacement of the bus.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

711.0403 VEHICLE REGULATIONS

The institutions of the University System of Georgia are authorized to adopt appropriate traffic regulations, including the authority to impose reasonable penalties and/or fines for violations of the regulations (BR Minutes, June, 1971).

711.05 FARMING OPERATIONS

Institutions of the University System shall not operate any farms that are not essential to the teaching or research programs of the respective institutions (BR Minutes, 1953- 54, p. 262).

711.06 FACULTY HOUSING

Rental rates for faculty housing units shall be fixed to:

- A. Provide for all operating costs of the faculty housing program;
- B. Provide the reserve for future renovations and replacements required to conform with the policy of the Board in the operation of auxiliary enterprises;
- C. Provide for liquidation of any outstanding indebtedness which relates to the specific faculty housing project. No such project is covered by Georgia Education Authority (University) leases, and no lease rental funds will be required from any faculty housing project; and
- D. Keep the rates at a level which will be competitive with the rates charged for privately owned comparable quarters in the immediate area.

Each institution of the University System with faculty housing shall develop a policy which will describe the priority by which renters will be selected. These policies shall note the fact that faculty housing is primarily a tool for recruiting able faculty members, that faculty housing is offered as an option available to faculty members as a temporary, additional employee benefit, and that tenured faculty members will not be permitted to continue occupancy in faculty housing indefinitely (BR Minutes, 1968-69, pp. 363-65; 1984-85, pp. 113-14).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

711.07 STUDENT HOUSING

711.0701 COMPREHENSIVE PLANS

Each campus which provides, or plans to provide, a residential student program shall develop a student housing comprehensive plan that addresses all facets of the creation, expansion, and operation of the student housing facilities. The student housing plan will address academic mission, the specific role or purpose of student housing within that mission including student mission, the specific role or purpose of student housing within that mission including student life programs, access to the campus or other needs, enrollment projections in relation to housing goals; geographic, economic and demographic factors on the campus and in the local community, and financial considerations, including an evaluation of the desirability and practicality of achieving these student housing objectives through private sector partnerships on campus lands or lands proximate to the campus. The student housing plan will include the following:

- A. A business plan that explains the role of the student housing program in the context of the institution's academic mission, includes concrete goals and objectives, defines an operating strategy including marketing plans, programs and services, fees, assignment of indirect costs and use of reserves for repair and maintenance, major renovation and, if planned, expansion of capacity. The plan should also contain a financial pro forma which projects future revenues and expenditures consistent with stated goals and objectives and includes plans for capitalization, maintenance and operations and facilities renewal;
- B. A facility evaluation assessing the appropriateness of rehabilitation versus demolition and new construction;
- C. A market needs assessment, including justification for additional student housing capacity where appropriate; and
- D. The housing facilities component of the institution's physical master plan (site, circumstance and impact on other campus functions) (BR Minutes, October 1997).

711.0702 FINANCIAL STATEMENTS

To support requests for changes in housing fees, each institution shall submit in accordance with procedures established by the Vice Chancellor for Fiscal Affairs and Treasurer a financial statement which projects revenues and expenditures based on estimated housing enrollments, salary adjustments, inflationary expense and other relevant factors (BR Minutes, October 1997).

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

711.08 TRADEMARKS

- A. All trademarks* of institutions of the University System of Georgia constitute property of the Board of Regents of the University System of Georgia and all applications for registration under Federal and State laws pertaining to trademark registration shall be made in the name of the Board of Regents of the University System of Georgia.
- B. Authorization by the Board of Regents shall be required for the private or commercial use by any person, firm, association, corporation, institution, or other entity of any trademark developed by, or associated with the University System of Georgia or any of its institutions.
- C. The presidents of University System institutions are authorized to execute on behalf of the Board of Regents certain applications for trademark and service mark registration declarations of continuing use, declarations concerning use of specimens, conversions of applications from Principal to Supplemental Register, applications for renewal and license agreements which permit the manufacture, sale, use or distribution of services or goods bearing University System trademarks representative of the institution. Notice of trademark and service mark applications shall be sent to the Chancellor within 10 days after filing (BR Minutes, 1990-91, pp. 388-389).
- D. License agreements shall name the Board of Regents as licensor, and shall be effective for the period of time as specified in the agreement. All such license agreements shall be executed on forms approved by the Attorney General, and, if not, shall be null and void and of no effect whatsoever. Funds derived from such license agreements shall remain at the institution, shall be used for educational purposes, and shall not inure to the benefit of any individual. A signed or conformed copy of each license agreement shall be filed in the office of the chief fiscal officer of the institution (BR Minutes, 1990-91, pp. 388-389).
- E. The content of licensing agreements authorized as aforesaid shall follow guidelines as established and promulgated by the Chancellor (BR Minutes, 1982-83, pp. 124-25).

* For purposes of this policy, the term "trademark" shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by, or associated with the University System or any of its institutions, or not yet registered under federal and state trademark statutes.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

711.09 HOME OR OFF-CAMPUS USE OF EQUIPMENT FOR BUSINESS PURPOSES

Personal property such as portable personal computers or similar items may be removed from a campus to the home of an employee or an off-campus site when the purpose is for business only. Such use shall be tightly controlled, and documentation as to the location and use shall be available at all times (BR Minutes, 1990-91, pp. 378-79).

712 INFORMATION SECURITY POLICY

712.01 GENERAL POLICY

The Board of Regents recognizes that information created, collected, or distributed using technology by the University System Office and System institutions is a valuable asset and must be protected from unauthorized disclosure, modification, or destruction. The degree of protection needed is based on the nature of the resource and its intended use. The University System Office and all System institutions have the responsibility to employ prudent information security policies, standards, and practices to minimize the risk to the integrity, confidentiality, and availability of University System information.

Therefore, the University System Office and all System institutions shall create and maintain an internal information security technology infrastructure consisting of an information security organization and program that ensures the confidentiality, availability, and integrity of all University System information assets.

712.02 SYSTEM-LEVEL ACTIVITIES

- A. The **University System chief information officer** ~~Vice-Chancellor for Information and Instructional Technology~~ shall develop and maintain an information security organization and architecture for support of information security across the System and support of activities between institutions.
- B. The **University System chief information officer** ~~Vice-Chancellor for Information and Instructional Technology~~ shall maintain information security implementation guidelines that the individual units of the University System of Georgia should consider in the development of their individualized information security plans.

3. Revision of The Policy Manual, Section 700, Finance and Business (Continued)

712.03 INSTITUTIONAL RESPONSIBILITIES

- A. The president of each institution shall be responsible for ensuring that appropriate and auditable information security controls are in place on his/her campus.
- B. Each institution shall develop, implement, and maintain an information security plan consisting of a set of information security policies, standards, and guidelines that is consistent with the guidelines provided by the Office of Information and Instructional Technology. Institutions must submit the information security plan to the Office of Information and Instructional Technology for periodic review.
- C. The Board recognizes that user education is a vital part of information security. Therefore, each institution shall include in its information security plan methods for ensuring that information regarding the applicable laws, regulations, guidelines, and policies is distributed and readily available to its user community.
- D. Clear procedures for reporting and handling of information security incidents shall be followed on each campus. These procedures shall include reporting of incidents to the University System Office in a timely manner. These procedures shall be documented in the institution's formal information security plan.

The University System Office, the Skidaway Institute of Oceanography, and any other institutions or institutes added to the University System of Georgia shall develop information security plans using the same guidelines as referred to in Section 712.03B (BR Minutes, January 2006).

4. Information Item: Policy Manual Revisions and Reorganization, Section 900, Facilities

The Vice Chancellor for Facilities, Linda M. Daniels, will present information as background for future Policy Manual revisions and reorganization for Section 900 regarding facilities.

Item 1 – Clarify the Board’s intent related to Facilities Project Authorization in Policy 902. Policy 902 reserves the authority for the Board to authorize projects. The Board authorized (Policy 904) Building Project Procedure Manual (“BPP”) allows the Vice Chancellor for Facilities to approve projects with cost below \$1 million. No further delegation to the Institutions is implied. In addition, clarify that the Vice Chancellor for Facilities delegated authority to approve projects under \$1 million applies only to projects that conform with the Campus Master Plan.

Item 2 – Change (Policy 903) Board’s and Vice Chancellor for Facilities’ level of delegated authority to approve qualifications based selections (“QBS”) of architects, engineers, construction managers, planners and other consultants.

Item 3 – Expand Policy 904 requiring procedures for building projects to address all Real Estate and Facilities areas of responsibility. (For example, but not limited to, real estate due diligence, environmental guidelines, major repair and rehabilitation guidelines, and master planning template/guidelines)

Item 4 – Increase Vice Chancellor for Facilities’ delegated authority to sign contracts from \$1 million to \$5 million. Further delegate signature authority to the presidents of institutions through the BPP. (Provide for annual report to the Board.)

Item 5 – Increase Vice Chancellor for Facilities’ delegated authority to sign change orders on bid projects. (Note there are currently restrictions and guidelines for bid project change orders in the Building Project Procedure manual.)

Item 6 – Increase Chancellor’s and Vice Chancellor for Facilities’ delegated authority to allocate emergency MRR funds from \$200,000 to \$500,000 and \$200,000 to \$250,000 respectively.

Item 7 – Change Policy 908.02 to authorize institution presidents, in lieu of Vice Chancellor for Facilities, to approve selection of master planning consultants and increase contracting authority for these contracts up to \$3 million. Qualify that all campus master plans must be accomplished in accordance with the University System of Georgia campus master planning template/guidelines and clarify contracting levels of delegated authority in the BPP.

Item 8 –Update Policy 909.02 related to Presidents’ homes.

4. Information Item: Policy Manual Revisions and Reorganization, Section 900, Facilities (Continued)

Item 9 – Change Policy 909.03 to shift authority to lease housing to outside groups, for up to one year, from the Chancellor to the institution president. Attorney General approval of standard forms of agreement and reporting would be required. (See also item 13 below)

Item 10 – Update Naming Policy. Clarify policy level changes and procedural changes. Delegate naming of interior spaces.

Item 11 – Clarify, if needed, intent of Policy 914.03 regarding difference between Leasing and License of Use of Facilities.

Item 12 – Update Policy 915.01. Address “limiting” language related to number of options to renew on standard (non PPV) lease agreements through appropriate level of policy or procedures.

Item 13 – Clarify intent and change Policy 915.01 to shift authority to lease housing to outside groups, up to 2,000 square feet for up to two years, from the Chancellor to the Institution. Attorney General approval of standard forms of agreement and reporting would be required. See also item 9 above)

Item 14 – Change Policy 915.01a to shift authority to lease University System of Georgia owned laboratory and research space to private entities, from the Chancellor to the Institution. A special task force needs to be assigned to recommend procedures and guidelines for this practice. Implementation of this policy change should be contingent upon putting procedures and guidelines in place. Coordination with the Attorney General, standard forms of agreement and reporting would be required.

Item 15 – Change previous Policy 102 to increase Vice Chancellor for Facilities’ delegated authority to authorize, execute, accept and deliver all rental agreements as tenant from \$5,000 to \$25,000. Address limits on amendments to such delegated agreements.

Item 16 – Change previous Policy 701.01 to increase Vice Chancellor for Facilities’ delegated authority for acceptance of gifts and purchase of real property from \$100,000 to \$250,000. Limit delegated authority based on conformance with campus master plans, no reversionary clause, and no other restrictions on use.

Item 17 – Modify BPP manual to delegate approval of payment of invoices from the Office of Facilities to the institution with notification to the Office of Facilities. Clarify intent through levels of delegated authority.

4. Information Item: Policy Manual Revisions and Reorganization, Section 900, Facilities (Continued)

Item 18 – Modify BPP manual to delegate selection of and approval of testing and lab fees from the Office of Facilities to the institution. Clarify intent through levels of delegated authority. Requires training to meet requirements of new State Construction Manual. Possibly incorporate this into levels of delegated authority chart.

Item 19 – Propose Reorganization of Policy Manual Section 900: Real Estate and Facilities

Item 20 – Change policy to eliminate wordy, unnecessary verbiage.

Item 21 – Change policy to change titles to a generic form.

Item 22 – Change policy to ensure consistency of descriptions.

Background: This information is presented based on the premise that decisions should be made at the lowest level where management is given the responsibility to act and is held accountable for their actions.

These concepts were proposed by the Approvals and Authorities Committee for Facilities co-chaired by Presidents Thomas A. Wilkerson of Bainbridge College and Thomas Z. Jones of Armstrong Atlantic State University. The committee was made up of: James Black, Chief Business Officer, Valdosta State University, Michael Renfrow, Assistant Vice President/Campus Planning & Facilities, University of West Georgia, Jack Reynolds, Director of Plant Operations, Dalton State College, Janet Kirkpatrick, Director of Facilities, Middle Georgia College and Dr. G. Wayne Clough, President, Georgia Institute of Technology.

Proposed reorganization of Section 900

901 General Policy on Real Property

901.01 Title Vested in the Board of Regents (901)

901.02 Space management, joint use of space and space utilization standards

901.02 Asset (portfolio) Management (new)

(Including Building and Real Estate Inventory)

901.03 Compliance (new)

901.04 Risk Management (new)

902 Strategic Planning and Funding

902.01 Strategic Capital Model (Principles?)

902.02 Campus Master Planning (908.01)

902.03 Off Campus Instructional Sites (920)

4. Information Item: Policy Manual Revisions and Reorganization, Section 900, Facilities (Continued)

903 Procedures & Guidelines (904 expanded)

904 Project Authorization

904.01 Capital Implementation Plan (CIP) (902 edited)

904.02 Emergency Allocations (102/906)

905 Contracting, Professional Services and Procurement of Furniture, Fixtures & Equipment

905.01 Project Delivery Options and Contracts (new)

905.02 Qualifications Based Selections (QBS) for Professional Services (903/908.02)

905.03 Furniture, Fixtures & Equipment (905 updated)

905.04 Contracting Authority (906)

905.05 Delegation of Authority (906 portions)

905.06 Debarment (918)

906 Campus Grounds and Facilities Development (908.03)

906.01 Sustainable Design and life cycle costing (908.03/903.03.01)

906.02 Design Standards (908.03.02/915.02)

906.03 Landscaping and Grounds (908.03.03)

906.04 Campus Signs (910)

906.05 Flags (913)

906.06 Building Plaques (917)

907 Campus Grounds and Facilities Operations and Maintenance (new)

907.01 Facilities management and Sustainable Operations

907.02

907.03...

908 Real Property Management and Transactions

908.01 Real Estate Management (new)

908.02 License Agreements (907)

908.03 Timber Sales (911)

908.04 Conveyance for Road Improvements (919)

908.05 Demolitions (906.01)

908.06

908.07...

909 Leasing as Tenant

909.01 (915 portions)

4. Information Item: Policy Manual Revisions and Reorganization, Section 900, Facilities (Continued)

909.02 Modular and Temporary Buildings (915.02 portion)
909.03

910 Leasing as Landlord

910.01 Leasing of Housing/Residential Facilities (909.03/915.03)
910.02 Leasing of Laboratory and Research Facilities (915.01 portions)

911 Public Private Ventures (PPV) (new)

911.01 (909 portions?)
911.02 Foundations and Cooperative Organizations
911.03...

912 Use of USG Property (914)

912.01 In Political Campaigns (914.01)
912.02 For Personal Use (914.02)
912.03 Outside Parties (914.03)
912.04 Presidents Homes (909.02)
912.05 Athletic Associations

913 Use by USG Institutions of Non USG Property (new?)

912.01 Private Housing (909.01)

914 Names of Facilities or Streets (912)

915 Environmental (916 portions)

916 Safety and Security (916 portions)

917 Risk Management

918 Emergency Management

918.01 Preparedness
918.02 Response

919 Others?

AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

April 17, 2007

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AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

April 17, 2007

1. **Establishment of a Major in Accounting under the existing Bachelor of Business Administration, Dalton State College**

Recommended: That the Board approve the request of President James A. Burran that Dalton State College (“DSC”) be authorized to establish a major in Accounting under the existing Bachelor of Business Administration degree, effective April 18, 2007.

Abstract: DSC proposes to offer a major in Accounting under the existing Bachelor of Business Administration. The program will complement the institution’s four majors that are currently offered under the Bachelor of Business Administration degree: Management, Management Information Systems, Marketing, and Operations Management. The proposed major will address an increasing shortage of accountants in the northwest Georgia region. It is anticipated that DSC will have a niche market for the program and attract current DSC students, high school students seeking a bachelor’s degree, and students who seek to transfer from other two-year institutions.

Need: According to the Georgia Department of Labor’s Workforce Information and Analysis, accounting is one of 60 occupations in Georgia requiring a bachelor’s degree or higher that is projected to increase most rapidly during the 2002 – 2012 year period. The presence of several international employers and a growing number of small businesses indicate that a significant need exists in the region for accountants.

Objectives: In addition to general objectives, each student will understand the theory and concepts underlying the recording and reporting of business transactions and the role of the Financial Accounting Standards Board in establishing related standards. Likewise, each student will have a thorough understanding of auditing and attestation functions, basic planning and control tools, and a working knowledge of federal tax law as it applies to individuals, partnerships, corporations, and estates.

Curriculum: The 121-semester hour curriculum will require such major courses as Financial Accounting and Reporting, Tax Accounting and Reporting, Auditing, Planning and Control in the Corporate Environment, Principles of Operations Management, Principles of Finance, Business Law, and Business Statistics.

Projected Enrollment: The institution anticipates enrollments of 60, 70, and 80 students during the first three years of the program.

1. **Establishment of a Major in Accounting under the existing Bachelor of Business Administration, Dalton State College (Continued)**

Funding: The program has been developed with a combination of existing and new courses. President Burran has provided reverification that the program will be established with funds presently available.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

2. Establishment of a Major in Geography under the existing Bachelor of Arts, Kennesaw State University

Recommended: That the Board approve the request of President Daniel S. Papp that Kennesaw State University (“KSU”) be authorized to establish a major in Geography under the existing Bachelor of Arts degree, effective April 18, 2007.

Abstract: KSU seeks approval to establish a major in Geography under the existing Bachelor of Arts degree. The program incorporates an applied approach and offers students an opportunity to establish a concentration in one of three areas: 1) a regional specialization in the geography of Europe, North America, Sub-Saharan Africa, Middle & South America, or Asia; 2) a geographic information system specialization where students learn methods of spatial analysis through the use of technology; and 3) a geography and crime specialization where students use geographic research and technology to solve crimes. The proposed program will enable KSU to further meet the goals of its Quality Enhancement Plan for Global Learning. The goals of developing knowledge in global awareness and international perspectives; fostering skills in cross cultural communication and engagement; and instilling values through global ethics, social justice & sustainable development are integrated throughout the proposed curriculum.

Need: It is anticipated that the proposed major in Geography will be needed by employers who seek workers with the ability to use geographic knowledge in global economics, trade, and geospatial technologies. The Association of American Geographers suggests that a market exists for practicing geography in private enterprise and government as well as academia. The U.S. Bureau of Labor Statistics suggests “geographers will have opportunities to use their skills to advise government, real estate developers, utilities, and telecommunications firms on the location of new roads, buildings, power plants, and cable lines as well as wetland habitats, and landfills. The international component of the program will provide students with an immersion into a geographic area for competitive entry into positions that emphasize global awareness, business transactions, and communications.

Objectives: The program has been developed to enable students to develop their knowledge and understanding of the interrelationship of social, economic, political, and cultural factors; to develop skills in the analysis and use of statistical methods and spatial analysis of socioeconomic patterns; to develop skills in land use data and visualization; and to develop the ability to critically analyze global and local issues under the umbrella of economic competitiveness.

Curriculum: The 120-semester hour program will be housed in the Department of Geography and Anthropology within the College of Humanities. Major courses that will be offered as part of the curriculum include, but are not limited to, Cartography, Historical Geography, Urban Geography, Political Geography, Climatology, and the Geography of Sub-Saharan Africa, China, Latin America, and North America.

2. **Establishment of a Major in Geography under the existing Bachelor of Arts, Kennesaw State University (Continued)**

Projected Enrollment: The institution anticipates enrollments of 30, 50, and 75 students during the first three years of the program.

Funding: The program has been developed with a combination of new and existing courses. President Papp has provided reverification that the program will be established with funds presently available.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

3. Establishment of a Master of Clinical and Translational Science, Medical College of Georgia

Recommended: That the Board approve the request of President Daniel W. Rahn that the Medical College of Georgia (“MCG”) be authorized to establish a Master of Clinical and Translational Science degree, effective April 18, 2007.

Abstract: MCG seeks approval to establish a Master of Clinical and Translational Science degree as part of an array of programs that doctoral-level health scientists seek for a career in patient-oriented research. The program will provide physicians, dentists, nurses, and allied health professionals with an opportunity to acquire the clinical research skills necessary for a career in an academic health center. Clinical and Translational Science is the translation of basic discoveries into improved medical care. Scientific research is conducted to develop enhanced clinical research methodologies in areas such as informatics, laboratory methods, technology, and community-based research. The products of Clinical and Translational Science serve to “re-engineer” the clinical research enterprise. The outcomes of clinical and translational science will improve patient care by bringing new treatments and discoveries to clinics and other health care facilities at a faster pace. It is projected that the scientific discoveries and outputs generated by such programs around the country will speed the delivery of improved health care and new treatments to the public.

Need: Clinical Translational Science research is one of MCG’s strategic priorities. Currently twelve institutions have formed the first Clinical and Translational Science Consortium that has been funded by the National Institutes of Health (“NIH”). The initial 12 institutions/academic health centers will ultimately link 60 institutions together to energize the emergent discipline. MCG, upon approval of the proposed program, will develop an application to become a funded partner in the second round of NIH funds. The following institutions have formed the initial consortium: Columbia University, Duke University, Mayo Clinic College of Medicine, Oregon Health & Science University, Rockefeller University, University of California/Davis, University of California/San Francisco, University of Pennsylvania, University of Pittsburgh, University of Rochester, University of Texas Health Center at Houston, and Yale University.

Objectives: The primary objective of the proposed program is to provide an educational environment in which graduate students will learn how to apply the principles and methods of clinical translational science through didactic curricula, research seminars, and mentored research. The program will enable students to become proficient in hypothesis generation, research design, data analysis, results dissemination, and research ethics. Ultimately, the program will further help to foster relationships between and among current basic science and clinical translational research such that research productivity will increase and research projects will culminate in the advancement of medical interventions.

3. Establishment of a Master of Clinical and Translational Science, Medical College of Georgia (Continued)

Curriculum: The 36-semester hour program will be housed in the Department of Biostatistics, School of Graduate Studies. The courses offered all have key elements tied to the specific areas of the program that include biostatistics and epidemiology, genomic medicine, health informatics, and clinical research.

Projected Enrollment: The institution anticipates enrollments of 9, 16, and 16 students during the first three years of the program.

Funding: The program has been developed with new courses. President Rahn has provided verification that the program will be established with funds presently available.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

4. Administrative and Academic Appointments and Personnel Actions, Various System Institutions

The administrative and academic appointments are reviewed by the Chair of the Committee on Academic Affairs.

5. Establishment of the L. H. Charbonnier Distinguished Chair, Medical College of Georgia

Recommended: That the Board approve the request of President Daniel W. Rahn that the Medical College of Georgia (“MCG”) be authorized to establish the L. H. Charbonnier Distinguished Chair, effective April 18, 2007.

Abstract: MCG seeks approval to establish the L. H. Charbonnier Distinguished Chair. The Charbonnier endowment was established on October 10, 1962 and January 11, 1966. The resultant fund is the combined L. H. Charbonnier fund and the Phinizy fund. A provision in the will of Bowdre Phinizy directs the Trust Agreement dated March 28, 1929. The Trust was established under the Bowdre Phinizy will to be administered as one fund, and combined to be known as the L. H. Charbonnier Fund. The purpose of this fund is to support the Medical College of Georgia.

President Rahn has verified that MCG has over \$1 million identified from the endowment to support the distinguished chair.

6. Termination of Cooperative Associate of Applied Science Degree Programs, Macon State College

Recommended: That the Board approve the request of President David A. Bell that Macon State College (“MSC”) be authorized to terminate all cooperative associate of applied science degree programs, effective July 1, 2007.

Abstract: MSC seeks approval to terminate cooperative associate of applied science degree programs offered in cooperation with Central Georgia Technical College and Middle Georgia Technical College. Both of the aforementioned Department of Technical and Adult Education institutions now offer general education courses as well as the technical courses for the cooperative associate of applied science degree, and there is no longer a need for joint program offerings. All students matriculating through the cooperative associate of applied science programs will graduate by the end of spring semester 2007. The programs requested for termination are listed below:

Associate of Applied Science in Health with options in:

- Medical Assisting (Central Georgia Technical College)
- Medical Laboratory Technology (Central Georgia Technical College)
- Paramedic Technology (Central Georgia Technical College)
- Pharmacy Technology (Central Georgia Technical College)
- Practical Nursing (Middle Georgia Technical College)
- Radiologic Technology (Middle Georgia Technical College)
- Surgical Technology (Central Georgia Technical College)

Associate of Applied Science in Business with options in:

- Accounting (Central Georgia and Middle Georgia Technical Colleges)
- Business and Office Technology (Central Georgia and Middle Georgia Technical Colleges)
- Computer Information Systems (Central Georgia and Middle Georgia Technical Colleges)
- Computer Programming (Middle Georgia Technical College)
- Data Entry/Microcomputer Applications (Middle Georgia Technical College)
- Information and Office Technology (Middle Georgia Technical College)
- Management and Supervisory Development (Central Georgia Technical College)
- Marketing Management (Middle Georgia Technical College)

Associate of Applied Science in Services with an option in:

- Child Development and Related Care (Central Georgia Technical College)

6. Termination of Cooperative Associate of Applied Science Degree Programs, Macon State College (Continued)

Associate of Applied Science in Technology with options in:

- Advanced Drafting (Central Georgia Technical College)
- Aeronautical/Aerospace Engineering Technology/Technician (Middle Georgia Technical College)
- Air Conditioning Technology (Middle Georgia Technical College)
- Aircraft Structural Technology (Central Georgia Technical College)
- Applied Manufacturing Technology (Central Georgia Technical College)
- Aviation Maintenance Technology (Middle Georgia Technical College)
- Building and Facilities Maintenance (Central Georgia Technical College)
- Drafting (Central Georgia Technical College)
- Electronic Technology (Central Georgia Technical College)
- Industrial Maintenance Technology (Central Georgia and Middle Georgia Technical Colleges)
- Precision Production (Central Georgia Technical College)

7. Information Item: Service Agreements

Pursuant to authority granted by the Board at its meeting on February 7 and 8, 1984, the presidents of the listed institutions have executed service agreements with the indicated agencies for the purposes and periods designated, with the institutions to receive payment as indicated:

Georgia State University

Georgia Department of Education Develop state personnel grant for the Division for Exceptional Students.	12/1/06- 6/30/07	\$26,290
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University of Georgia

Georgia Council for the Arts Assist Georgia Museum of Art with funds for general operating support for Fiscal Year 2007.	7/01/06- 6/30/07	\$44,505
Georgia Department of Community Affairs Provide consulting services, which will enable the Department of Community Affairs and its partner, The Rural Development Council, to better deliver its "Leadership Investment Infrastructure Fund" and enhance leadership development opportunities.	7/01/06- 6/30/07	\$175,000
Georgia Department of Early Care and Learning Develop and maintain 42 copies of a lending resource kit containing non-consumable materials needed to implement curriculum units on preventing childhood obesity to referral offices across the state of Georgia.	9/20/05- 9/30/07	\$356,225
Georgia Department of Education Provide oversight for the Marketing Education Industry Certification and Credentialing Program and engage a consultant, as approved by the Georgia Department of Education, to serve as the State Industry Certification Coordinator.	9/15/06- 6/30/07	\$22,000
Georgia Department of Education Expand, revise and update the Related Vocational Instruction Coordinator's Handbook.	10/01/06- 9/30/07	\$26,219
Georgia Department of Human Resources Oversee the development and execution of a risk communication workshop; develop and implement a state-wide survey of Georgia citizens' perceptions of emergency preparedness; develop a state risk communication plan and data collections.	10/01/06- 8/15/07	\$199,487
Georgia Department of Labor Conduct training programs and provide various support services for the leadership program, EXCEL.	7/01/06- 6/30/07	\$170,000

7. Information Item: Service Agreements (Continued)

Georgia Department of Natural Resources Establish water quality monitoring stations at Marsh Landing, Flume and Hunt Camp docks. Perform monthly samples of ammonia, nitrate, ortho-phosphate, chlorophyll a, fecal coliform, and total suspended solids.	11/01/06- 10/31/09	\$105,000
Georgia Department of Technical and Adult Education Develop a system for conduction program reviews of procedures used in serving adults with learning disabilities and hold workshops for teachers throughout the state.	1/01/05- 8/31/07	\$197,003
Georgia Public Service Commission Develop and conduct education outreach programs for natural gas consumers through the use of county extension agents and educators located throughout the state by creating a structured calendar of meetings, trainings, and community service.	11/01/06- 4/30/10	\$536,778
Georgia Department of Agriculture Assess research fee for urban pest control pursuant to rule 620-3-01(2) of the Georgia Structural Pest Control Act in support of the research being performed by Dr. Brian Forschler.	10/01/06- 12/31/08	\$90,000
Georgia Department of Agriculture Conduct research on Phytophthora ramorum to learn more about the methods and modes of spread, potential host species, and methods of infections in various species of plants.	4/01/06- 3/31/07	\$58,026
Georgia Department of Agriculture Increase producers' awareness of National Animal Identification System by distributing posters and approximately 30,000 to 40,000 information sheets and registration applications.	9/30/06- 12/31/06	\$198,918
Georgia Department of Early Care and Learning Improve the quality of child care training provided statewide to staff of licensed and registered child care facilities.	10/01/06- 9/30/07	\$277,446
Georgia Department of Early Care and Learning Develop a well-designed and coordinated model of technical assistance that will improve Georgia's capacity to raise the quality of early care and education.	11/01/06- 10/31/08	\$242,333
Georgia Department of Education Provide assistance to the Georgia Department of Education in monitoring and evaluating the quality and effectiveness of Supplemental Educational Services providers and services according to the Supplemental Educational Services Implementation Guidelines for Georgia, rule 160-4-5-03.	11/01/06- 8/30/07	\$114,870

7. Information Item: Service Agreements (Continued)

Georgia Department of Human Resources Provide data collection, management, and evaluation services to meet requirements of the Substance Abuse Prevention and Treatment block grant and other federal funding for substance abuse prevention.	7/01/06- 6/30/07	\$66,739
Georgia Department of Human Resources Enhance the web-enabled health information site featuring a Geographic Information System.	10/15/06- 10/14/07	\$45,000
Georgia Department of Human Resources Develop and conduct a minimum of three state and/or regional training sessions based on the state priorities and district needs.	7/01/06- 6/30/07	\$156,000
Georgia Department of Labor Conduct training programs and provide various support services for the leadership program.	7/01/06- 12/31/06	\$33,000
Georgia Department of Natural Resources Determine whether invasive mollusk, crustacean, polychaete and fish species have been, or are becoming, established within the port of Brunswick, and to determine whether Savannah port has established invasive fish species.	10/01/06- 9/30/07	\$75,529
Georgia Department of Natural Resources Strengthen and improve the Adopt-A-Wetland program by developing protocol for the quantitative data collection of water quality parameters and macroinvertebrate monitoring specifically for coastal wetlands.	10/01/06- 9/30/07	\$72,622
Georgia Department of Natural Resources Provide a goal to link students and researchers, both to each other and to their common past, and provide both traditional and action-based learning experiences in the knowledge and understanding of the importance of oysters as an indicator species.	10/01/06- 9/30/07	\$22,000
Georgia Department of Natural Resources Enhance vital coastal and regional water quality studies, investigate land use alternatives that improve coastal water and environmental quality, and introduce ecologically sound smart growth initiatives.	10/01/06- 9/30/07	\$70,146
Georgia Department of Public Safety Provide the Georgia Department of Public Safety with fiscal year 2007 promotional testing services for the ranks of Corporal, Sergeant First Class, and Lieutenant in the Georgia State Patrol.	11/01/06- 7/15/07	\$95,905

7. Information Item: Service Agreements (Continued)

Georgia Forestry Commission Develop and deliver a public service program to increase awareness and educate Georgia landowners, foresters, natural resource managers and the general public to identify and report infestations of cogongrass, an exotic invasive weed which is listed as a federal noxious weed.	10/15/06- 6/30/08	\$12,000
Georgia Forestry Commission Survey ornamental nurseries and forests in Georgia for the presence of <i>P. ramorum</i> , as well as other <i>Phytophthora</i> species and solicit the submission of home landscape samples of newly transplanted <i>P. ramorum</i> host plants to assess the risk of introducing the pathogen into landscapes.	6/01/06- 9/30/08	\$55,000
Georgia Ports Authority Produce an economic impact study using cargo volume and expenditure data from FY 2006.	7/01/06- 6/30/07	\$29,500
Georgia Cancer Coalition (Distinguished Cancer Clinicians and Scientists Program) Identify cancer clinicians and scientists who meet the requirement of Georgia Cancer Coalition Program.	7/01/06- 6/30/07	\$100,000
Georgia Cancer Coalition (A Program in Stem Cells and Tumor Biology) Identify cancer clinicians and scientists who meet the requirement of Georgia Cancer Coalition Program.	7/01/06- 6/30/07	\$100,000
Georgia Cancer Coalition (Nuclear and Cytosolic Protein Glycosylation in Cancer) Identify cancer clinicians and scientists who meet the requirement of Georgia Cancer Coalition Program.	7/01/06- 6/30/07	\$50,000
Georgia Cancer Coalition (Role of CA2+ Independent Phospholipase A2 in Chemotherapeutic-Induced Cancer Cell Death) Identify cancer clinicians and scientists who meet the requirement of Georgia Cancer Coalition Program.	7/01/06- 6/30/07	\$50,000
Georgia Department of Human Resources Provide the best available experience in local and state bioterrorism exercises, as well as a deep understanding of all-hazards preparedness background.	11/01/06- 7/15/07	\$605,000
Georgia Institute of Technology Target the newly emerging field of geographic information system technology.	7/01/06- 6/30/07	\$231,120

7. Information Item: Service Agreements (Continued)

Georgia Southern University

Washington County Regional Medical Center Evaluate the Rural Health Care Outreach.	8/14/06- 06/30/09	\$6,677
Georgia State Trade Association of Nonprofit Developers Survey affordable housing production amongst its members.	10/27/06- 11/27/06	\$890
Memorial Health University Medical Center, Inc. Introduce a project management workshop.	12/12/06- 12/14/06	\$5,297

TOTAL AMOUNT – APRIL 2007	\$ 4,722,525
TOTAL AMOUNT FY 2007 TO DATE	\$25,996,886
TOTAL AMOUNT FY 2006 TO APRIL	\$32,303,674
TOTAL AMOUNT FY 2006	\$ 33,452,938

8. Information Item: Advance Discussion of Upcoming Policy Manual Changes for June Board Meeting

The Interim Chief Academic Officer and Executive Vice Chancellor for Academic Affairs, Beheruz N. Sethna, will address the Committee on Academic Affairs concerning proposed *Policy Manual* changes and revisions. The informative discussion will focus on policies that may be changed in the future and pertain to the following topics: the criteria for tenure and conversion of tenure tracks, the admissions policy and freshman requirements, the establishment of endowed chairs, the review of institutional strategic plans, and the establishment of uniform grading policies.

AGENDA

COMMITTEE ON ORGANIZATION AND LAW

APRIL 17, 2007

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AGENDA

COMMITTEE ON ORGANIZATION AND LAW

APRIL 17, 2007

1. Applications for Review

Applications for review are appeals made to the Board of Regents pursuant to Article VIII of the Bylaws. They are usually personnel matters and issues of academic status, and they are discussed in Executive Session.

2. **Revision of the Board of Regents Bylaws, Section IV.7, Officers and Their Duties**

Recommended: That the Board amend Bylaw IV.7 to substitute “annually” for “at its regular May meeting” concerning the election of the Chancellor.

Background: Current language provides that the Chancellor be elected in May. With changes in Regents’ meeting schedule, revised language permits flexibility in determining dates related to the contractual relationship.

This item was recommended by the Committee on Organization and Law and presented to the Board as an information item at the March 2007 Board meeting. It is now ready for action.

Current Board of Regents Bylaws with Proposed Revisions, (Section IV.7)

IV OFFICERS AND THEIR DUTIES

IV.1 Officers

The officers of the Board of Regents shall be the Chair, the Vice Chair, the Chancellor, the Secretary to the Board, and the Treasurer.

IV.2 Election and Term of Office

The Chair and the Vice Chair shall be elected at the June monthly meeting and shall hold their offices for a minimum of one year. The Chancellor shall hold office at the pleasure of the Board. Except as provided in Section 11 of Article IV of these Bylaws, no one person shall hold more than one office.

IV.3 Removal of Officers

Officers may be removed at any time by the Board by the affirmative vote of a majority of the Board.

IV.4 Vacancies

Vacancies shall be filled by the Board as soon as practicable.

2. **Revision of the Board of Regents Bylaws, Section IV.7, Officers and Their Duties (Continued)**

IV.5 Chair

The Chair shall be a member of the Board, shall preside at the meetings of the Board with the authority to vote, shall appoint members of all committees, and shall designate the chair of each committee. The Chair shall be an ex officio member of all committees with the authority to vote. The Chair, upon the authority of the Board and in the name of the Board of Regents of the University System of Georgia, may execute all notes, bonds, deeds, contracts, and other documents requiring the Seal. The Chair shall submit the annual report of the Board of Regents to the Governor.

IV.6 Vice Chair

The Vice Chair shall be a member of the Board and shall perform the duties and have the powers of the Chair during the absence or disability of the Chair.

IV.7 Chancellor

The Board of Regents shall elect the Chancellor ~~at its May meeting~~ annually. The Chancellor shall be given an annual letter of agreement. In case of any vacancy in the chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.

The Chancellor shall be the chief administrative officer of the University System as well as the chief executive officer of the Board of Regents and, as such, shall perform all of those duties that are prescribed by the Board.

IV.8 Secretary to the Board of Regents

The Secretary to the Board shall be elected by the Board, upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary to the Board shall perform those duties as determined by the Board and as set forth in these Bylaws or in The Policy Manual of the Board.

IV.9 Treasurer

The Treasurer shall perform such duties and have such powers as the Board may authorize or as may be assigned to him or her by the Chancellor and as set forth in these Bylaws or in The Policy Manual of the Board.

2. **Revision of the Board of Regents Bylaws, Section IV.7, Officers and Their Duties (Continued)**

IV.10 Other Officers

The Board of Regents may establish or abolish from time to time such offices and positions as may be necessary to carry out the functions of the Board.

IV.11 Delegation of Duties of Officers

Notwithstanding any other provision of these Bylaws, in case of the absence of any officers of the Board of Regents, or for any other reason that the Board may deem sufficient, the Board of Regents may delegate the powers or duties of such officers to any member of the Board, provided a majority of the Board concurs therein.

3. Information Item: Training Needs Checklist

Background: At its March meeting the Committee suggested that a checklist be provided to new presidents. This checklist would allow presidents to indicate to the Office of Legal Affairs their perceived training needs. A draft of a proposed checklist for presidents will be available for discussion at the June meeting of the Organization and Law Committee.

AGENDA

COMMITTEE ON REAL ESTATE AND FACILITIES

April 17, 2007

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AGENDA

COMMITTEE ON REAL ESTATE AND FACILITIES

April 17, 2007

1. Acquisition and Demolition of Real Property, 364 Tenth Street, Atlanta, Georgia Institute of Technology

Recommended: That the Board authorize the purchase of approximately 0.108 acre of improved real property located at 364 Tenth Street, Atlanta, from Joseph C. Ward for \$275,000 for the use and benefit of Georgia Institute of Technology (“GIT”).

Recommended further: That the legal details involved with this purchase of real property be handled by the Office of the Attorney General.

Recommended further: That the Board declare the building located at 364 Tenth Street, Atlanta to be no longer advantageously useful to GIT or any units of the University System of Georgia and authorize demolition and removal of this building.

Recommend further: That the Board request the Governor to issue an Executive Order authorizing the demolition and removal of this building from the campus of GIT.

Understandings: Acquisition of this real property is consistent with the GIT master plan, and is identified as part of the site proposed for the Bio-molecular Science and Engineering (Bio-Z) Building.

This real property is improved with a 1,200-square-foot utilitarian structure, built in 1920, in poor condition. If acquired and approved, the building will be demolished.

Three independent appraisals of the real property are as follows:

<u>Appraiser</u>	<u>Appraised Value</u>	<u>Average</u>
Joseph L. Walker, MAI, Atlanta	\$275,000	
Alex B. Rubin, MAI, Norcross	\$330,000	\$293,333
Carmen Ward, Atlanta	\$275,000	

There are no known easements, reversions, or restrictions on the real property.

An environmental site assessment and a Georgia Environmental Policy Act (GEPA) evaluation have been completed for the subject property. The reports indicate there are no significant adverse environmental issues present other than minor amounts of asbestos. The asbestos-containing materials will be removed and disposed of in accordance with federal and state regulations prior to demolition.

Funding for the purchase and demolition is from institutional funds.

2. Gift of Real Property, Maddox Chapel Road, Dalton, Dalton State College

Recommended: That the Board accept a gift of approximately 3.35 acres of unimproved real property located on Maddox Chapel Road, Dalton, from Whitfield County Board of Education for the use and benefit of Dalton State College (“DSC”).

Recommended further: That the legal details involved with accepting this gift of real property be handled by the Office of the Attorney General.

Understandings: The real property is immediately adjacent to the existing Whitfield County Career Academy. This real property is being gifted to the Board as the site for minor capital project J-117, New Building at Whitfield Career Academy.

The real property has been valued by Leonard & Associates at \$603,000.

There are no known easements, or restrictions on the real property. If construction of project J-117 does not occur then the property will revert to Whitfield County Board of Education. Additionally, the property will revert to Whitfield County Board of Education in the event that the property is no longer used to provide academic instruction.

An environmental site assessment of this property has been completed and indicates no significant adverse environmental issues.

Easements will also be obtained from Whitfield County Board of Education for a sanitary sewer line, a water line, and sufficient parking to support the use of the facility.

3. Rental Agreement, Student Services and Recreation Center, Lawrenceville, Georgia Gwinnett College

Recommended: That the Board authorize the execution of a rental agreement between GGC Real Estate Parking I, LLC (the "LLC"), Landlord, and the Board of Regents, Tenant, for a student services and recreation center at 20 Collins Industrial Way contiguous to campus Building A, containing approximately 71,366 square feet, commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the student services and recreation center and ending December 31, 2007, at no rent with the option to renew for the period January 1, 2008 through June 30, 2008, at a monthly rent not to exceed \$64,500 (\$774,000 per year annualized/\$10.85 per square foot per year) with further options to renew on a year-to-year basis for up to 25 one-year periods (the last such period ending no later than June 30, 2032) with rent increasing no more than 3% for each option period exercised.

Recommended further: That authorization to execute the rental agreement be delegated to the Vice Chancellor for Facilities.

Recommended further: That the terms of this rental agreement be subject to review and legal approval of the Office of the Attorney General.

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, and President Daniel Kaufman presented information concerning the need for student services and recreation center facilities, the acquisition of this real property and proposed privatization of the facility.

A proposed Georgia Gwinnett College ("GGC") student recreation fee of \$40 per semester will fund the recreation center and an annual payment of \$150,000 from GGC operating funds will fund the student services facility.

It is the intent of the LLC to donate the real property, all improvements and any accumulated capital reserves to the Board of Regents no later than June 30, 2032.

4. Rental Agreement, 25 Park Place, SunTrust Complex, Atlanta, Georgia State University

Recommended: That the Board authorize the execution of a rental agreement between Panther Place, LLC, (the “LLC”) Landlord, and the Board of Regents, Tenant, for approximately 425,000 square feet of office space located at 25 Park Place, Atlanta, for the period July 1, 2007, through June 30, 2008, at a monthly rent of \$296,000 (\$3,552,000 per year annualized/\$8.36 per square foot per year) with options to renew on a year-to-year basis for up to 4 consecutive one-year periods with rent increasing no more than 2% for each option period exercised, then with an additional option to renew for a one-year period at a monthly rent of \$401,000 (\$4,812,000 per year annualized / \$11.32 per square foot per year), then with further options to renew on a year-to-year basis for up to 25 consecutive one-year periods with rent increasing no more than 2% for each option period exercised for the use of Georgia State University (“GSU”).

Recommended further: That authorization to execute this rental agreement be delegated to the Vice Chancellor for Facilities.

Recommended further: That the terms of the above-referenced rental agreement be subject to review and legal approval of the Office of the Attorney General.

Understandings: The LLC has entered into an agreement to purchase 25 Park Place, Atlanta, Georgia, from SunTrust Bank. SunTrust Bank will lease the property for 5 years from the LLC, with an option to vacate the property before the end of the lease term on giving a twelve (12) months notice.

As SunTrust vacates any or all of the 425,000 square feet, GSU will occupy and rent the space available. It is anticipated that GSU will have all of the building space by the end of the first five year period.

Operating costs, including taxes, insurance, utilities, maintenance, repair, janitorial services, trash removal, pest control, security, and management fee, are estimated to be approximately \$8 per square foot per year for the 425,000 square feet.

Funding for rent and operating costs is GSU operating funds.

At the end of the term of the rental agreement, the land and all improvements will become the property of the Board of Regents.

5. Rental Agreement and Amendment to Ground Lease, Student Housing, Milledgeville, Georgia College & State University

Recommended: That the Board approve the assignment of the ground lease dated March 25, 2002, as amended June 15, 2004, between the Board, as Lessor, and Georgia College & State University Foundation III, LLC, as Lessee, to Georgia College & State University Foundation V, LLC (the "LLC") as Lessee, and authorize the execution of an amended and restated ground lease.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for 2,237 student housing beds, including parking and site amenities, commencing no earlier than May 1, 2007, and ending the following June 30 at a monthly rent not to exceed \$429,000 (\$5,148,000 per year annualized) with options to renew on a year-to-year basis for up to 27 consecutive one-year periods (the last option period to end no later than March 25, 2034) with rent increasing no more than 3% for each option period exercised.

Recommended further: That the authorization to execute this rental agreement be delegated to the Vice Chancellor for Facilities.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: The Board approved in October 2001, March 2002 and March 2004 privatization of 2,253 student housing beds at Georgia College & State University ("GCSU").

Housing is integral to GCSU's identified mission as the State's public liberal arts university. GCSU has updated its comprehensive student housing plan, and has implemented a number of improvements including reorganization of the housing operation, the creation of residential learning communities, development of an overall marketing plan for students, establishment of a freshmen living learning experience program at the West Campus, and making enhancements to the West Campus including the addition of classrooms, food service, multi-purpose space, and conversion of four existing apartment units to community spaces.

Sixteen (16) existing beds will be modified to create common spaces at the West Campus. The revised total number of student housing beds will be 2,237, consisting of 817 beds located on West Campus and 1,420 beds on Central Campus.

All the remaining terms of the ground lease, as approved by the Board in October 2001, March 2002 and March 2004, respectively, remain in effect.

6. Ground Lease, Student Housing, Kennesaw, Kennesaw State University

Recommended: That the Board declare approximately 3.48 acres of real property on the campus of Kennesaw State University (“KSU”), no longer advantageously useful to KSU or other units of the University System of Georgia, but only to the extent and for the purpose of allowing this real property to be leased to KSU Village II Real Estate Foundation, LLC (the “LLC”), for the purpose of constructing and owning housing facilities containing approximately 913 student housing beds and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 3.48 acres of real property on the campus of KSU for a period not to exceed 32 years (not to exceed 30 years from the date the LLC, obtains a certificate of occupancy and providing a construction period of not more than two years), for the purpose of constructing and owning housing facilities containing approximately 913 student housing beds and site amenities.

Recommended further: That the Board authorize the execution of a site license between the LLC, Licensee, and the Board of Regents, to allow early site access to mobilize, commence site work, install building deep foundation system, and relocate utilities.

Recommended further: That authorization to execute the site license be delegated to the Vice Chancellor for Facilities.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In October 1997, the Board passed a student housing policy that requires the preparation of a comprehensive plan for student housing together with a financial plan to support housing program objectives. KSU has developed a comprehensive plan that is consistent with the policy.

In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels and President Daniel S. Papp presented information concerning the need to obtain additional student housing at KSU through a privatization process.

These 913 new suite-style student housing beds will be part of the University Village.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

7. Ground Lease and Rental Agreement, North Avenue Apartments, Atlanta, Georgia Institute of Technology

Recommended: That the Board declare approximately 7.97 acres of improved real property on the campus of Georgia Institute of Technology (“GIT”), no longer advantageously useful to GIT or other units of the University System of Georgia but only to the extent and for the purpose of allowing this improved real property to be leased to Georgia Tech Facilities, Inc., for the purpose of owning and renovating student housing facilities containing approximately 2,000 student housing beds, approximately 790 parking spaces, and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and Georgia Tech Facilities, Inc., Lessee, for the above-referenced approximately 7.97 acres of improved real property on the campus of GIT for a period commencing July 1, 2007 not to exceed 25 years for an advanced rental payment not to exceed \$45,745,000 for the purpose of owning and renovating student housing facilities containing approximately 2,000 student housing beds, approximately 790 parking spaces, and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between Georgia Tech Facilities, Inc., Landlord, and the Board of Regents, Tenant, for the above referenced student housing facilities, parking, and associated site amenities for the period commencing on July 1, 2007, and ending the following June 30 at a rent of \$1 with options to renew on a year-to-year basis for up to 24 one-year periods at an annual rent not to exceed \$5,280,000 for each option period exercised.

Recommended further: That authorization to execute the rental agreement be delegated to the Vice Chancellor for Facilities.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In March 2007, the Board provided conceptual approval of a ground lease and rental agreement of the University Village Student Housing Complex. The University Village Student Housing Complex has provided housing for Georgia State University students. This transaction, now to be known as North Avenue Apartments, will provide housing for GIT students.

In addition to student housing and parking, GIT intends to develop a 300 seat student dining facility to serve the North Avenue Apartments.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

8. **Authorization of Projects, Appointment of Program Manager, and Appointment of Architects, Student Union, Student Health Center, Parking Decks and Student Housing, Valdosta, Valdosta State University**

Recommended: That the Board approve the enclosed Items 8a. through 8d. for the use and benefit of Valdosta State University (“VSU”).

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need to obtain student housing, parking decks, student health center, and a student union facility on the campus of VSU through a privatization process.

Prior to initiating a privatization process, VSU desires to ensure overall coordination of these projects and to obtain the design of the parking decks, student health center and student union facility. Funding for this will be from VSU Auxiliary Services.

It is anticipated that the Board will be requested to take future action concerning these projects, including the appointment of construction management firms and the approval of ground leases and rental agreements.

8a. Appointment of Program Manager, Student Union, Student Health Center, Parking Decks and Student Housing, Valdosta, Valdosta State University

Recommended: That the Board appoint the first-named program management firm listed below for the referenced projects in items 8b. through 8d. as well as Valdosta State University's Student Housing Phase II and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Following public advertisement, a qualifications-based selection process for a program management firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Number of program management firms that applied for this commission: 5

Recommended firms in rank order:

- 1)
- 2)
- 3)
- 4)

8b. Authorization of Project and Appointment of Architect, Project BR-70-0701, Student Union, Valdosta, Valdosta State University

Recommended: That the Board authorize Project BR-70-0701, “Student Union,” Valdosta State University (“VSU”), with a total project budget of approximately \$37.0 million to be funded by privatized financing.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need for a Student Union and proposed privatization of the facility.

The VSU master plan indicated a shortage of student gathering and food service space. This project will include demolition of the existing union, old gymnasium, and outdoor pool adjacent to the existing union. The new student union will be approximately 125,000 gross square feet and include student meeting/gathering spaces, administrative and student organization offices, bookstore and food services.

Located at the western campus approach, the new building will provide a focal point transition from the community to the campus pedestrian mall. The new building design will conform to the campus’ Spanish mission architectural style, and blend appropriately with surrounding campus buildings and site features.

Funding will be an existing student services fee of \$80 per semester and auxiliary operations (Bookstore and Food Services).

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost	\$37.0 million
Construction Cost (Stated Cost Limitation)	\$27.0 million
Architecture-Engineering (“A/E”) Fee	\$ 2.5 million

Number of A/E firms that applied for this commission: 20

Recommended A/E design firms in rank order:

- 1.
- 2.
- 3.

8c. Authorization of Project and Appointment of Architect, Project BR-70-0702, Student Health Center, Valdosta, Valdosta State University

Recommended: That the Board authorize Project BR-70-0702, “Student Health Center,” Valdosta State University (“VSU”), with a total project budget of approximately \$9.6 million to be funded by privatized financing.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need for a Student Health Center and proposed privatization of the facility.

The VSU master plan confirmed the need to enhance and expand student health services to serve the growing student population. This new facility of approximately 25,000 gross-square-feet along Georgia Avenue, will replace the existing 6,900 square-foot Farber Health Center which will be converted to academic use.

A proposed VSU student health fee will fund the Student Health Center.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost	\$ 9.6 million
Construction Cost (Stated Cost Limitation)	\$ 6.1 million
Architecture-Engineering (“A/E”) Fee	\$575,000

Number of A/E firms that applied for this commission: 14

Recommended A/E design firms in rank order:

- 1.
- 2.
- 3.

8d. Authorization of Project and Appointment of Architect, Project BR-70-0703, Parking Decks, Valdosta, Valdosta State University

Recommended: That the Board authorize Project BR-70-0703, "Parking Decks," Valdosta State University ("VSU"), with a total project budget of approximately \$38.0 million to be funded by privatized financing.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need for parking decks and proposed privatization of the facilities.

The VSU master plan identified significant deficiencies in available parking for VSU students, faculty and staff. These two parking structures will provide approximately 2000 parking spaces, and will incorporate auxiliary space.

One parking deck will be near the Student Recreation Center. This facility will include approximately 1000 spaces for student parking and allow for the future expansion of the Student Recreation Center. It will include the Parking & Transportation office and one or more retail operations.

A second parking deck will include approximately 1000 spaces for student parking, the Auxiliary Services Office, University Police, and one or more retail operations.

VSU will utilize student parking fees, including a proposed \$50 fee increase, and rent from the Auxiliary operations to fund the parking decks.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost	\$38.0 million
Construction Cost (Stated Cost Limitation)	\$30.3 million
Architecture-Engineering ("A/E") Fee	\$ 1.9 million

Number of A/E firms that applied for this commission: 16

8d. Authorization of Project and Appointment of Architect, Project BR-70-0703, Parking Decks, Valdosta, Valdosta State University (Continued)

Recommended A/E design firms in rank order:

- 1.
- 2.
- 3.
- 4.

9. **Authorization of Projects, Appointment of Program Manager and Appointment of Architect, Student Activity Center and Student Housing Project, Morrow, Clayton State University**

Recommended: That the Board approve the enclosed items 9a. and 9b. for the use and benefit of Clayton State University (“CLSU”).

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need for a student activity center and student housing on the campus of CLSU through a privatization process.

Prior to initiating a privatization process, CLSU desires to insure overall coordination of these projects and to obtain the design of the student activity center. Funding for this will be from CLSU Auxiliary Services.

It is anticipated that the Board will be requested to take future action concerning these projects, including the appointment of construction management firms and the approval of ground leases and rental agreements.

9a. Appointment of Program Manager, Student Activity Center and Student Housing Project, Morrow, Clayton State University

Recommended further: That the Board appoint the first-named program management firm listed below for the referenced project in item 9.b. and Clayton State University's student housing and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Following public advertisement, a qualifications-based selection process for a program management firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Number of program management firms that applied for this commission: 5

Recommended program management firms in rank order:

- 1.
- 2.

9b. Authorization of Project and Appointment of Architect, Project BR-83-0701, Student Activity Center, Clayton State University

Recommended: That the Board authorize Project BR-83-0701, “Student Activity Center,” Clayton State University (“CLSU”), with a total project budget of \$20.6 million to be funded by private financing.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: In February 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented information concerning the need for a student activity center and proposed privatization of the facility.

The Student Activity Center will be an approximately 65,000 gross square foot facility and will include a recreational area and a student union. The recreation area will include a two (2) court gym (for basketball, volleyball, etc.), a fitness center, multiple purpose rooms, locker rooms, offices, and support spaces. The student union will provide student government offices, student organization workspaces, conference / meeting rooms, and a flexible ballroom which can be divided into various configurations.

A proposed \$75 Student Activity Fee will fund the Student Activity Center.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost	\$16.8 million
Construction Cost (Stated Cost Limitation)	\$12.5 million
Architecture-Engineering (A/E) Fee	\$ 1.1 million

Number of A/E firms that applied for this commission: 14

Recommended A/E firms in rank order:

- 1.
- 2.
- 3.

10. Demolition of Hopper Hall and Georgia Hall, Valdosta, Valdosta State University

Recommended: That the Board declare Hopper Hall and Georgia Hall, located on the campus of Valdosta State University (“VSU”), Valdosta, Georgia, to be no longer advantageously useful to VSU or any other units of the University System of Georgia and authorize demolition and removal of these buildings.

Recommend further: That the Board request the Governor to issue Executive Orders authorizing the demolition and removal of these buildings from the campus of VSU.

Understandings: Hopper Hall, a 38,259-square-foot two story stucco and clay roof building built in 1963, contains 200 student housing beds in a traditional dormitory configuration.

Georgia Hall, a 43,259-square-foot two story stucco and clay tile building built in 1967, contains 200 student housing beds in a traditional dormitory configuration.

Demolition of these two buildings is consistent with VSU’s master plan and historic preservation plan.

Georgia Environmental Policy Act evaluations and environmental site assessment reports have been completed for each of the structures and indicate no adverse environmental conditions other than minor amounts of asbestos. The asbestos-containing materials will be removed and disposed of in accordance with federal and state regulations prior to demolition.

These sites will be redeveloped with 1,000 suite-style student housing beds. Further action will be requested by the Board for ground leases and rental agreements necessary for the development of these facilities.

11. National Bio and Agro-Defense Facility, University of Georgia

Recommended: That the Board authorize the Chancellor to write letters indicating the Board of Regents' intent to deed necessary real property to the Department of Homeland Security, General Services Administration or other designated entity of the Federal Government for the location of the National Bio and Agro Defense Facility in Georgia.

Understandings: In April 2006, the Vice Chancellor for Facilities, Linda M. Daniels, informed the Board of the formation of the Georgia Consortium for Health and Agro-Security and the submission of the National Bio and Agro Defense Facility proposal.

In May 2006, the Chancellor updated the Board on the National Bio and Agro Defense Facility proposal.

In September 2006, the Board was briefed by President Adams on latest developments on the National Bio and Agro Defense Facility.

For the next submittal, a firm commitment to deed the property by the entity with legal authority to do so is requested.

12. **Information Item: Executive Session, Potential Real Property Acquisitions**

Materials will be handed out in Executive Session.

13. Information Item: Approvals and Authorities, Audit and Real Estate and Facilities Committees of the Whole Combined

The Vice Chancellor for Facilities, Linda M. Daniels, will present information to the Audit and Real Estate and Facilities Committees meeting as Committees of the Whole Combined concerning real estate and facilities-related approvals and authorities.

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EXECUTIVE SESSION

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AGENDA

EXECUTIVE SESSION

April 18, 2007

1. Executive Session

The full Board will discuss personnel and compensation matters and possible property acquisitions. Materials will be distributed in Executive Session.