



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

BOARD OF REGENTS MEETING AGENDA
Tuesday, March 20, 2007

<u>Approx. Time</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
9:00 AM Room 7019	1	Executive and Compensation Committee	Chairman Vigil
10:00 AM Room 7007	2	Call to Order	Chairman Vigil
	3	Invocation	Regent Bishop
	4	Safety Briefing	Mr. Mark Demyanek
	5	Attendance Report	Secretary Murphy
	6	Approval of February Minutes	Chairman Vigil
	7	Remarks from the Chancellor	Chancellor Davis
	8	Recognition of Guests	Chancellor Davis
	9	Presentation: Middle Georgia College	Chancellor Davis Dr. Richard J. Federinko
11:15 AM	10	Committees of the Whole Combined <ul style="list-style-type: none"> • Audit • Finance and Business Operations Approvals and Authorities	Regent Leebern Regent Hatcher Mr. Ron Stark Mr. William Bowes
12:15 PM	11	Board Luncheon	
1:00 PM Room 7007		Call to Order	Chairman Vigil
	12	Committee of the Whole Academic Affairs: Regents' Test	Regent Poitevint Dr. Beheruz N. Sethna
2:00 PM Room 7019 Room 6041 Room 6041		<u>Track I Committee Meetings</u>	
	13	Organization and Law	Regent Jolly
	14	Information and Instructional Technology	Regent Jennings
	15	Academic Affairs	Regent Poitevint
2:00 PM Room 7007 Room 7007 Room 7007		<u>Track II Committee Meetings</u>	
	16	Real Estate and Facilities	Regent Tucker
	17	Finance and Business Operations	Regent Hatcher
	18	Audit	Regent Leebern

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Wednesday, March 21, 2007

<u>Approx. Time</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
9:00 AM Room 7007	19	Call to Order	Chairman Vigil
	20	Safety Briefing	Mr. Mark Demyanek
	21	Invocation	Regent Bishop
	22	Attendance Report	Secretary Murphy
	23	Presentation: System-level Projects for Presidents	Chancellor Davis Dr. Carlton Brown
	24	Committee of the Whole Strategic Planning	Regent Cleveland Mr. Rob Watts
	25	Committee Reports: A. Executive and Compensation B. Academic Affairs C. Audit D. Finance and Business Operations E. Information and Instructional Technology F. Organization and Law G. Real Estate and Facilities	Chairman Vigil Regent Poitevint Regent Leebern Regent Hatcher Regent Jennings Regent Jolly Regent Tucker
	26	Chancellor's Cabinet Report	Chancellor Davis Mr. Rob Watts Mr. Tom Daniel Dr. Beheruz N. Sethna
	27	Unfinished Business	Chairman Vigil
	28	New Business	Chairman Vigil
	29	Petitions and Communications	Chairman Vigil
	30	Executive Session (Personnel and Compensation)	Chairman Vigil
	31	Adjournment	Chairman Vigil

AGENDA

EXECUTIVE AND COMPENSATION COMMITTEE

March 20, 2007

Agenda Item **Page No.**

APPROVAL ITEM

1. Approval of Appointment of Board of Regents Representative to the Capitol Art Standards Commission 1

INFORMATION ITEMS

2. Policy Issues 2
3. Executive Session 3

AGENDA

EXECUTIVE AND COMPENSATION COMMITTEE

March 20, 2007

1. **Approval of Appointment of Board of Regents' Representative to the Capitol Art Standards Commission**

Recommended: That the Board approve the appointment of Dr. Jonathan M. Bryant, Associate Professor of History, Georgia Southern University, as the representative of the Board of Regents to the Capitol Art Standards Commission, as provided for in H.B. 978, passed by the General Assembly in the 2006 legislative session. The appointment would be effective through July 1, 2008.

Background: Dr. Jonathan M. Bryant has been recommended by President Bruce Grube of Georgia Southern University. Dr. Bryant received his M.A. and Ph.D. degrees from the University of Georgia, his J.D. degree from Mercer University and his B.A. from the University of Virginia. He is an Associate Professor of History at Georgia Southern University, and teaches classes in U.S. History, Georgia History, Constitutional History, Destruction of Slavery, and also a variety of graduate-level courses and seminars. Dr. Bryant is a widely published book author, a contributor to articles and book chapters and a presenter of scholarly papers pertaining to the history of Georgia.

AGENDA

EXECUTIVE AND COMPENSATION COMMITTEE

March 20, 2007

2. Information Item: Policy Issues

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

AGENDA

EXECUTIVE AND COMPENSATION COMMITTEE

March 20, 2007

3. Information Item: Executive Session

The Executive and Compensation Committee will meet on Tuesday, March 20, 2007, to discuss personnel and compensation matters and real estate matters. Materials will be distributed in Executive Session.

AGENDA
COMMITTEES OF THE WHOLE
AUDIT
FINANCE AND BUSINESS OPERATIONS

March 20, 2007

Agenda Item	Page No.
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INFORMATION ITEMS

- | | | |
|----|---|----|
| 1. | Revision of The Policy Manual, Section 100, Officers of the Board of Regents | 1 |
| 2. | Revision of The Policy Manual, Section 200, Institutional Governance | 8 |
| 3. | Revision of The Policy Manual, Section 700, Finance and Business (Joint Meeting with Finance and Business Operations Committee) | 18 |

AGENDA
COMMITTEES OF THE WHOLE
AUDIT
FINANCE AND BUSINESS OPERATIONS

March 20, 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 section to which it applies.

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 BAORD 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 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)**

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)**

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

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 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:

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

- 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. 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

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

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;
- 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

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

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 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

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

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~~ **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 section to which it applies.

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.

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

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

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 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.

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

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.

- 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.

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

- 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 it's 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.
- 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

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

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.
- 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. **He/she shall decide all questions of jurisdiction, not otherwise defined by the Chancellor**

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

or 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 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)

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

- 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)**
- D. 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)**
- E. Any agreements necessary for the day-to-day operation **of the institution**, as provided in ~~section 700 of this manual~~; and
- F. ~~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).~~ **(Moved to Section 204)**

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

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

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 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.

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

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, 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.

~~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.~~

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

~~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~~ Institutions shall provide a summary report annually 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.

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:

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

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.

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

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

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 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.

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

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

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

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

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.
- 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.

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

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 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).

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~~.

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

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 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.

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

- 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.
- 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.

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

- 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).
 - 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:

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

- 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.

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

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

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.
- 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).

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

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.

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).

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

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, 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.

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

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

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.

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.

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

- 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).
- 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).

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

- 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.
- 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).

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

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.

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.

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

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).

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.

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

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.

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.

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.

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

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).

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.

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

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.
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.

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

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).

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.

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

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.

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

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

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).
- 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~~

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

~~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.

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.

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).

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

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).

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

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

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).

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,

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

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.

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.

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

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.

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.
- E. 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).

AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

March 20, 2007

Agenda Item **Page No.**

APPROVAL ITEMS

1. Revised Regents' Test Policy and Guidelines 1
(To Be Addressed by a Committee of the Whole)

2. Merger of Georgia Aviation and Technical College with Middle Georgia College 7
 - a. Revised Institutional Mission Statement, Middle Georgia College 8

 - b. Establishment of an Associate of Applied Science in Aircraft Structural Technology, Middle Georgia College 11

 - c. Establishment of an Associate of Applied Science in Aviation Maintenance Technology, Middle Georgia College 12

 - d. Establishment of an Associate of Applied Science in Air Traffic Management Technology, Middle Georgia College 13

 - e. Establishment of an Associate of Applied Science in Airport Management, Middle Georgia College 14

 - f. Establishment of an Associate of Applied Science in Flight Technology: Airplane, Middle Georgia College 15

 - g. Establishment of an Associate of Applied Science in Flight Technology: Rotorcraft Helicopter, Middle Georgia College 16

3. Establishment of a Bachelor of Arts with a Major in History (with an opportunity for teacher certification), Macon State College 17

4. Establishment of a Bachelor of Science in Systems Engineering, Southern Polytechnic State University 18

5. Establishment of a Dual Degree Offering of the Existing Doctor of Veterinary Medicine and the Doctor of Philosophy Degree, University of Georgia 20

AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

March 20, 2007

<u>Agenda Item</u>	<u>Page No.</u>
APPROVAL ITEMS (Continued)	
6. Establishment of an Associate of Applied Science in Management, Coastal Georgia Community College	22
7. Establishment of an External, Dual Degree Offering of the Existing Master of Science in Computer Science with the University of Trento (Italy), Georgia Institute of Technology	23
8. Establishment of an External, Dual Degree Offering of the Existing Master of Science in Computer Science with Korea University (Seoul, South Korea), Georgia Institute of Technology	24
9. Establishment of a Collaborative Offering of the Existing Master of Science in Computer Science and Master of Science in Electrical and Computer Engineering with Nanyang Technological University (Singapore), Georgia Institute of Technology	25
10. Establishment of the Existing Master of Science in Industrial Engineering and Master of Science in Operations Research as External, Dual Degree Programs with Shanghai Jiao Tong University (Shanghai, China), Georgia Institute of Technology	26
11. Reclassification of the Existing Specialist in Education with a Major in Instructional Technology as an External Degree Offered via Distance Technologies, Valdosta State University	27
12. Establishment of the Existing Master of Education with a Major in Special Education as a Master of Arts in Teaching with a Major in Special Education, Georgia College & State University	28
13. Establishment of a Bachelor of Science in Information Technology as a Replacement of the Existing Bachelor of Applied Science with a Major in Information Technology Management, Georgia Gwinnett College	29
14. Establishment of the Existing Master of Business Administration at the Newnan Center, University of West Georgia	31

AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

March 20, 2007

Agenda Item **Page No.**

APPROVAL ITEMS (Continued)

15. Administrative and Academic Appointments and Personnel Actions, Various System Institutions 32

CONSENT ITEMS

16. Termination of the Major in Applied Economics under the existing Bachelor of Business Administration, Georgia College & State University 33
17. Establishment of the SunTrust Professorship in Capital Markets, Georgia State University 34
18. Establishment of the Georgia Research Alliance Eminent Scholar in Clinical Translational Science, Medical College of Georgia 35

INFORMATION ITEMS

19. Service Agreements 36
20. Promotion Guidelines and Operational Aspects of the Revised Policy Manual 37

AGENDA

COMMITTEE ON ACADEMIC AFFAIRS

March 20, 2007

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole)**

Recommended: That the Board approve the revised Regents' Test policy and guidelines, effective, March 21, 2007.

PREFACE

The Regents' Test was established in all system institutions to provide information on the status of student knowledge in the areas of reading and writing as a means to establish minimum levels of competence. In 1973 the test became a requirement for graduation from undergraduate degree programs. In 1987, the policy was changed to exempt students earning a career associate degree. A new approach has been developed with regard to the Regents' Test that changes the time at which the test is first administered to the second semester of a student's matriculation, changes System reports to reflect institutional pass rates at 45 hours instead of first-time pass rates, institutes specialized remediation at each University System Of Georgia institution, allows each campus to appeal the results of the Regents' Test for no greater than 0.1 percent of test takers and allows for waivers of the requirement when certain medical conditions develop after matriculation.

Recommendations for the Regents' Test

The following details represent recommendations on how the Regents' Test will be revised to ascertain student progress and be used as a diagnostic tool of reading and writing competence:

1. Retain the Regents' Test. There are multiple reasons to do so, the top two of which are mentioned below:
 - a. Assessment of basic reading and writing abilities is so fundamental to what we do, and so fundamental to the perception of our graduates by the business community, that we must be prepared to ensure these basic competencies in each and every one of our graduates*.
 - b. It is the only System-wide assessment measure the University System of Georgia currently uses. In a climate of national scrutiny and increased emphasis on assessment, deletion of such a requirement would be the wrong message to send to national and state constituencies, and more significantly to students and their parents.

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole) (Continued)**
2. Strongly encourage students to take the Regents' Test in their second semester, so that the results may be used as a diagnostic tool; and correspondingly change published System reports to reflect institutional pass rates at 45 hours rather than first-time pass rates.
3. Institute specialized remediation for students who have taken the test multiple times:
 - a. For a student who has already taken the test four times, and has twice completed the regular remediation course to the satisfaction of the instructors, there will be a specialized remediation section with more personalized instruction than is currently afforded in the regular skills courses, in which the primary activity is reading and/or writing under the direct supervision and guidance of the instructor.
 - b. For a student who has already taken the test five times or more and has completed the remediation course at least three times to the satisfaction of the instructors, an even more individualized course is under consideration. Initial ideas suggest an independent study section of the Skills course. The course might be structured as a lab course in which the primary activity is reading and/or writing under the direct supervision and guidance of the instructor who has background in the specific remedial subject. All students enrolled in the course should be strongly encouraged or required to get evaluated at a Regents' Center for Learning Disorder (RCLD) or a similar campus facility for specific reading and writing impediments.
4. Allow each campus to appeal the results of the Regents' Test for no greater than 0.1 percent (one-tenth of one percent) of test-takers (or one student, whichever is more). This exception rate is still expected to lead to 80-100 exceptions System-wide. Which students are allowed to appeal is to be decided at the discretion of the institution through a process reported to the University System Office. Students appealing will not be exempted from the skills requirement, but will be able to go through an alternative assessment process such as that outlined on the following page.
5. Re-visit and re-evaluate this new approach after three years to examine what aspects of it are working and which ones are not, and to examine if the success rate of multiple test takers has improved. Extra funding for the increased costs of these new approaches may need to be considered.

** The Board of Regents' may allow hardship waivers of the Regents' Test in very rare circumstances (no more than 1-2 a year, System-wide) when, after enrollment, students develop documentable medical conditions that make all testing methods inapplicable.*

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole) (Continued)**

Writing Appeals

For writing appeals, a student's work will first go through the current appeal process of the Testing Subcommittee of the Academic Committee on English. If the appeal is not approved by that group, the institution may appeal to the System level appeal committee. The alternate assessment for writing for a student who appeals will be a composition developed by the student over several days. The work will be done in a secure setting; students will not be allowed to take materials out of the testing environment. The criteria for evaluating these works will be developed by the Testing Subcommittee of the Academic Committee on English. Students will be required to write compositions of sufficient length and complexity to ensure that they have acquired the level of writing ability established by the Regents' Writing Skill requirement.

Reading Appeals

For reading appeals, a standardized version of an Informal Reading Assessment will be developed. The System appeal committee will prepare several readings for a student who appeals and a series of prompts (comments, questions and guides) related to the readings will require the student show, in writing, his or her understanding of the material (oral responses would be transcribed). The prompts given to students and the grading keys will be developed by inspecting written analyses of the readings from a selection of typical, competent college students. Grading will be based on the quality of a student's understanding, not technical writing skill.

Notes:

Note that the appeals on this page refer to appeals for an alternative form of assessment, rather than for a waiver from demonstration of these competencies.

The philosophy which directs the offering of these alternatives is that after a series of unsuccessful performances, some students may profit from a change in structure of the assessment. It will be the goal of the alternatives to measure skill at the same level as the regular assessment; only the nature of the assessment will change. Since the alternatives represent an entirely new process, they will be subject to review and enhancement.

Current exemptions of the Regents' Test will continue, with one change. We will use 560 on the SAT writing sample to exempt the Regents' essay, instead of the English 1101 exemption. This will exempt 39% of students.

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole) (Continued)**

Institutions should closely and periodically examine data on the relationship between English 1101 / 1102 grades and RT pass rates.

Extra funding for the increased costs of these new approaches may need to be considered.

POLICY REVISION

Understandings: The proposed policy, section 307, contains only one addition (highlighted below) since all but one of the proposed changes are at the level of procedure and practice. Proposed revisions follow. Please note that the highlighted texts represent additions.

Current Policy

307 REGENTS' WRITING AND READING SKILLS REQUIREMENT

The formulation and administration of the Regents' Test and the Regents' Writing and Reading Skills requirement shall be as determined by the Chancellor and prescribed in the Academic Affairs Handbook. (BR Minutes, August 2004)

Each institution of the University System of Georgia shall ensure that students obtaining a degree from a System institution possess certain minimum skills of reading and writing, hereinafter called Regents' Writing and Reading Skills. The Regents' Writing and Reading Skills requirement has been developed to help attain this goal. The Regents' Writing and Reading Skills requirement will ensure students have competence, at a minimum System wide level, in reading and writing.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree will be required to complete the Regents' Writing and Reading Skills requirement as a requirement for graduation.

The Regents' Writing and Reading Skills requirement is not a requirement for an associate of applied science degree or an associate of science degree in an allied health field, although institutions may choose to require it for these degrees. (BR Minutes, 1986-87, p. 371, 1987-88, pp. 129-30).

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Writing and Reading Skills requirement in order to receive a degree from a University System institution (BR Minutes, 1987-88, pp. 129-30).

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole) (Continued)**

There shall be two System-mandated courses in writing and in reading that represent a vehicle for meeting the Regents' Writing and Reading Skills requirement.

There will be Systemwide tests administered in reading and in writing. These tests will be referred to collectively as the Regents' Test. The Regents' Test is designed to provide an additional method for satisfying the Regents' Writing and Reading Skills requirement.

The formulation and administration of the Regents' Test and the Regents' Writing and Reading Skills requirement shall be as determined by the Chancellor and prescribed in the Academic Affairs Handbook. (BR Minutes, August 2004)

Proposed Policy

307 REGENTS' WRITING AND READING SKILLS REQUIREMENT

The formulation and administration of the Regents' Test and the Regents' Writing and Reading Skills requirement shall be as determined by the Chancellor and prescribed in the Academic Affairs Handbook. (BR Minutes, August 2004)

Each institution of the University System of Georgia shall ensure that students obtaining a degree from a System institution possess certain minimum skills of reading and writing, hereinafter called Regents' Writing and Reading Skills. The Regents' Writing and Reading Skills requirement has been developed to help attain this goal. The Regents' Writing and Reading Skills requirement will ensure students have competence, at a minimum System wide level, in reading and writing.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree will be required to complete the Regents' Writing and Reading Skills requirement as a requirement for graduation.

The Regents' Writing and Reading Skills requirement is not a requirement for an associate of applied science degree or an associate of science degree in an allied health field, although institutions may choose to require it for these degrees. (BR Minutes, 1986-87, p. 371, 1987-88, pp. 129-30).

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Writing and Reading Skills requirement in order to receive a degree from a University System institution (BR Minutes, 1987-88, pp. 129-30).

1. **Revised Regents' Test Policy and Guidelines (To Be Addressed by a Committee of the Whole) (Continued)**

The Board of Regents' may allow waivers of the Regents' Skills Requirement in very rare circumstances (estimated at no more than 1-2 a year, System-wide) when, after enrollment, students develop documentable medical conditions that make all testing methods inapplicable. Guidelines for implementing this waiver will be issued by the Chancellor.

There shall be two System-mandated courses in writing and in reading that represent a vehicle for meeting the Regents' Writing and Reading Skills requirement.

There will be System wide tests administered in reading and in writing. These tests will be referred to collectively as the Regents' Test. The Regents' Test is designed to provide an additional method for satisfying the Regents' Writing and Reading Skills requirement.

The formulation and administration of the Regents' Test and the Regents' Writing and Reading Skills requirement shall be as determined by the Chancellor and prescribed in the Academic Affairs Handbook. (BR Minutes, August 2004).

2. Merger of Georgia Aviation and Technical College with Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to merge academic programs and operations with those offered by Georgia Aviation and Technical College, effective July 1, 2007.

Recommended further: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to revise its institutional mission statement with the assumption of the operations of Georgia Aviation and Technical College, effective July 1, 2007.

Recommended further: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish the following six academic programs and convert them from the quarter system to the semester system: Associate of Applied Science in Aircraft Structural Technology, Associate of Applied Science in Aviation Maintenance Technology, Associate of Applied Science in Air Traffic Management Technology, Associate of Applied Science in Airport Management, Associate of Applied Science in Flight Technology: Airplane, and Associate of Applied Science in Flight Technology: Rotorcraft Helicopter, effective July 1, 2007.

Recommended further: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to assume the operations of Georgia Aviation and Technical College inclusive of faculty appointments and other personnel appointments, an institutional reorganization, and the naming of the newly merged college “Middle Georgia College” with the main campus reflected as the location in Cochran and approval to designate the Eastman campus as under the sole purview of Middle Georgia College, effective, July 1, 2007.

Recommended further: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to assume the academic instructional responsibility of current Georgia Aviation and Technical College students and to accept all students as Middle Georgia College students with the initial enrollment date at Georgia Aviation and Technical College used as their University System and Middle Georgia College enrollment date, effective July 1, 2007.

President Federinko will provide an overview of the entire merger and assumption of responsibilities to the full Board with a discussion of several elements of the consolidation of Georgia Aviation and Technical College, a unit of the Department of Technical and Adult Education located in Eastman, Georgia.

2a. Revised Institutional Mission Statement, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to revise its institutional mission statement with the assumption of the operations of Georgia Aviation and Technical College, effective July 1, 2007.

Current Mission Statement

Middle Georgia College is a unit of the University System of Georgia dedicated to providing a caring, dynamic, learning-centered, and technologically advanced environment of excellence. As a comprehensive and residential institution, the College pursues innovative opportunities to provide services to its traditional and non-traditional students primarily from rural areas of south central Georgia and will maintain a recognized legacy of affordable higher education and community support services of the highest quality.

The College provides a main campus in Cochran serving commuting and residential students. Its Dublin Center and other off-campus sites provide educational opportunities for those commuting students from central Georgia. These facilities meet the associate-degree and targeted baccalaureate degree level program needs throughout the regional service area. The state college provides access to higher education and undergraduate degrees that will address the economic development needs of Georgia's heartland, and, in limited cases, the economic development of the state at large.

Middle Georgia College, in order to fulfill its vision and mission, will commit to providing the following:

- A campus-wide commitment to student learning that is embedded in course and program design, teaching, achievement, and student development activities.
- The highest quality classroom and advanced distance learning instruction in all programs at all levels.
- A welcoming campus community that invites and nurtures students from throughout Georgia’s heartland and beyond and leads to a diverse student body.
- A continued offering of programs of excellence leading to certificate programs and associate degrees to prepare students for immediate employment and/or acceptance to baccalaureate degrees at Middle Georgia College or to other colleges or universities.
- Computer-assisted resources, services, and learning activities that enhance student learning, facilitate student success, and promote personal enrichment.

2a. Revised Institutional Mission Statement, Middle Georgia College (Continued)

- A signature four-track program that is the only public curriculum in Georgia leading to selected baccalaureate degrees in aviation and flight management preparing students for careers or graduate work in that field.
- The only four-year aviation degree program that collaborates with Commission on Colleges accredited technical college aviation programs, allowing those students to receive a baccalaureate of applied science degree in aviation.

Proposed Mission Statement

Middle Georgia College (MGC) is a state college unit of the University System of Georgia with a focus on providing constituents access to certificate, associate, and select baccalaureate programs in academic transfer or occupation related programs of study. The College is dedicated to providing a dynamic, learning-centered, caring and technically advanced environment of excellence. As a multi-campus, residential institution, the College pursues innovative opportunities to provide services to its traditional and non-traditional students primarily from rural areas of south central Georgia and will maintain a recognized legacy of affordable higher education and community support services of the highest quality. The College also serves as the only higher education institution of aviation for the State of Georgia.

The College's historic main campus in Cochran offers academic programs of study through the baccalaureate degree for commuting and residential students. The institution's Georgia Aviation campus in Eastman provides aviation specific technical education for the State while supporting the main campus' Bachelor of Science in Aviation Management degree program. The Dublin Center provides educational opportunities for central Georgia commuting students. Selected certificate and associate degree programs, as well as additional advanced higher education opportunities, are offered online and in collaboration with participating four-year institutions. In addition, MGC provides undergraduate education addressing the economic development needs of Georgia's heartland and the state's aviation industry.

To accomplish its mission, MGC commits to the following goals:

- Promoting a campus-wide commitment to student learning that is embedded in course and program design, teaching, achievement, and student development activities.
- Providing the highest quality classroom and/or advanced distance learning instruction that enriches and challenges learners in all programs at all levels.

2a. **Revised Institutional Mission Statement, Middle Georgia College (Continued)**

- Creating a welcoming campus community that nurtures a culturally and ethnically diverse student body.
- Offering programs of excellence leading to certificates and associate degrees to prepare students for immediate employment and/or acceptance to baccalaureate degrees at Middle Georgia College or other colleges and universities.
- Offering a signature aviation program that is the only public curriculum in Georgia leading to select baccalaureate degrees in aviation management as well as certificate and associate programs in flight and aviation technology specialties which prepare students for immediate employment, careers, and further study in aviation.
- Providing the Georgia Academy of Mathematics, Engineering, and Sciences (GAMES) program which challenges gifted students to experience the rigors of higher education at an earlier entrance.
- Providing the support resources, services, and learning activities that enhance student learning, facilitate student success, and promote personal enrichment.
- Providing and supporting an adaptive, effective, and efficient human and physical infrastructure which maintains and supports the learning environment.

2b. Establishment of an Associate of Applied Science in Aircraft Structural Technology, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Aircraft Structural Technology, effective July 1, 2007.

Abstract: The Aircraft Structural Technology degree combines aircraft sheet metal theory and skills with practical experience to prepare the graduate for successful entry-level employment, job retention, and advancement in the manufacture and repair fields. Precision measurement, pneumatic drilling, riveting and repairing aircraft structures, inspecting and diagnosing aircraft damage, cutting and forming aircraft metals, fabricating and repairing flight control components, fiberglass, metal bonded, and honeycomb structures, as well as advanced composites are covered in this program of study.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Aircraft Structural Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of Aircraft Structural Technology.

Curriculum: The 67-semester hour curriculum includes, but is not limited to, the following courses: Basic Blueprint Reading, Aircraft Blueprint Reading, Structural Layout and Fabrication, Aircraft Structural Aerodynamics, Structural Fundamentals, Aircraft Metallurgy, and Principles of Aerospace Quality Control.

Projected Enrollment: The program currently has an enrollment of 12 students.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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.

2c. Establishment of an Associate of Applied Science in Aviation Maintenance Technology, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Aviation Maintenance Technology, effective July 1, 2007.

Abstract: The Aviation Maintenance Technology degree program prepares students for careers in aircraft maintenance and repair. The program philosophy stresses a combination of knowledge, skills, and practical experience in accordance with Federal Aviation Regulations. Upon successful completion, a student will be prepared for Federal Aviation Administration (FAA) oral, practical, and written examinations. Once certification from the FAA has been obtained by the graduate, she/he is qualified to perform the duties and responsibilities of an Airframe and Powerplant mechanic.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Aviation Maintenance Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of aviation maintenance technology.

Curriculum: The 108-semester hour curriculum includes, but is not limited to, the following courses: Aircraft Electricity and Electronics, Airframe Assembly and Rigging, Airframe Inspection, Aircraft Landing Gear Systems, Airframe Welding, Aircraft Environmental Control Systems, Gas Turbine Powerplants, Aircraft Engine Inspections, Aircraft Engine Fuel and Fuel Metering Systems, Reciprocating Engine Powerplants, and Aircraft Engine Electrical, Ignition, and Starting.

Projected Enrollment: The program currently has an enrollment of 4 students.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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.

2d. Establishment of an Associate of Applied Science in Air Traffic Management Technology, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Air Traffic Management Technology, effective July 1, 2007.

Abstract: The Air Traffic Management degree program provides training in the application of non-radar/radar air traffic control procedures as well as control tower operator training and experience. One of few, if not the only institution with a student-operated control tower, the program provides the opportunity for control certification and facility ratings, which meet Federal Aviation Administration (FAA) hiring qualifications.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Air Traffic Management program is to provide education opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of Air Traffic Control and Management. Graduates of this program may look forward to a career as an air traffic control specialist with the federal government, private industry, or military services. Additional opportunities exist in the expanding areas of general and commercial aviation.

Curriculum: The 65-semester hour curriculum includes, but is not limited to, the following courses: Introduction to Air Traffic Management, Aviation Safety and Security, Fundamentals of Private Pilot Flight Operations, Aviation Regulations, ATC Tower Operations, Advanced Air Traffic Management, Aviation Law and Insurance, Fundamentals of Instrument Pilot Flight Operations, and Enroute and Terminal Operations.

Projected Enrollment: The program currently has an enrollment of 9 students.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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.

2e. **Establishment of an Associate of Applied Science in Airport Management, Middle Georgia College**

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Airport Management, effective July 1, 2007.

Abstract: The Associate of Applied Science in Airport Management is relevant for persons interested in careers in airport or airline management, airport consulting, and governmental organizations involved in the management and/or regulation of airports. The program provides foundation courses in business and management appropriate for careers in air commerce and airport management.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Airport Management program is to provide education opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of airport commerce and management.

Curriculum: The 66-semester hour curriculum includes, but is not limited to, the following courses: Introduction to Aviation, Aviation Safety and Security, Business Communication, Aviation Regulations, Airport management, Aviation Service Center Operations, and Aviation Law and Insurance.

Projected Enrollment: The program currently has no students enrolled. Enrollments in this program are projected to increase when MGC’s existing Bachelor of Science in Aviation Management with an option in Flight admits its first cohort in fall 2007.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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.

2f. Establishment of an Associate of Applied Science in Flight Technology: Airplane, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Flight Technology: Airplane, effective July 1, 2007.

Abstract: The Flight Technology (“Airplane”) associate degree program is intended to provide instruction in the occupational area of commercial flight as currently understood and practiced by the Federal Aviation Administration (“FAA”) commercial pilot certificate holders. In addition to technical expertise, program graduates will be competent in the areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. Students are trained in the areas of flight navigation, aviation meteorology, and aviation regulation.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Airplane program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of commercial flight. Program graduates are expected to obtain the following certificates: FAA Commercial Pilot certificate with Instrument Airplane and Multi-Engine rating and the Airplane Flight Instructor certificate with Single-Engine privileges.

Curriculum: The 66-semester hour curriculum includes, but is not limited to, the following courses: Computer Literacy, Fundamentals of Private Pilot Flight Operations, Flight Navigation, Aerodynamics, Aviation Regulations, Commercial Pilot Flight Operations, Fundamentals of Instrument Pilot Flight Operations, and Flight Instruction Methods.

Projected Enrollment: The program currently has an enrollment of 3 students.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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.

2g. Establishment of an Associate of Applied Science in Flight Technology: Rotorcraft Helicopter, Middle Georgia College

Recommended: That the Board approve the request of President Richard J. Federinko that Middle Georgia College (“MGC”) be authorized to establish an Associate of Applied Science in Flight Technology: Rotorcraft Helicopter, effective July 1, 2007.

Abstract: The Flight Technology (“Rotorcraft Helicopter”) associate degree is intended to provide instruction in the occupational area of Federal Aviation Administration (“FAA”) commercial helicopter flight. Students will receive instruction in specific areas of flight navigation, aviation meteorology, aerodynamics, aviation regulation, instrument navigation, and flight instructional methods. In addition to technical expertise, program graduates are expected to exhibit understanding and knowledge of general education areas inclusive of the humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics.

Need: The program, although not new but rather the assumption of an existing degree, meets needs in the areas of aviation maintenance, technology, and expertise in specific aspects of air transportation conducive to the economic development needs of the state.

Objectives: The objective of the Rotorcraft Helicopter program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the field of commercial flight. Program graduates are expected to obtain the FAA Commercial Pilot Rotorcraft Helicopter certificate and the Rotorcraft Helicopter Flight Instructor certificate.

Curriculum: The 67-semester hour curriculum includes, but is not limited to, the following courses: Fundamentals of Helicopter Flight Operations, Flight Navigation, Aviation Meteorology, Flight Instruction Methods, Fundamentals of Instrument Pilot Flight Operations, Commercial/Instrument Pilot Helicopter Flight Operations, and Aviation Regulations.

Projected Enrollment: The program currently has an enrollment of 2 students.

Funding: Operation and responsibility for the program has been assumed by Middle Georgia College. According to MGC, the Department of Technical and Adult Education budget allocation for the institution will be transferred to the Board of Regents. President Federinko has provided reverification that continuing the program can be accommodated within funds available as a result of the merger.

Assessment: The Office of Academics and Fiscal 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 Bachelor of Arts with a Major in History (with an opportunity for teacher certification), Macon State College

Recommended: That the Board approve the request of President David A. Bell that Macon State College (“MSC”) be authorized to establish an Bachelor of Arts with a major in History (with an opportunity for teacher certification), effective March 21, 2007.

Abstract: MSC proposes to meet an identified need in central Georgia by offering a baccalaureate degree with a major in history with tracks in history and history education. The degree specifically targets students who are planning 1) to pursue a career in a history-related profession such as museum or archival work, public history, and historical interpretation; 2) to attend professional and graduate schools in history and related majors; or 3) to teach history in secondary schools.

Need: According to MSC, preparation of history teachers will meet both a regional and state need for new teachers.

Objectives: One of the primary objectives of the program is to prepare graduates for careers in secondary history education. In addition, the program will produce graduates who have a sound general knowledge of American and other histories and who are competent in applying this information in the workplace.

Curriculum: The baccalaureate program in history is comprised of two tracks: history, which requires 122 hours, and history education, which requires 128 hours. A waiver to degree credit hour length is included in the program.

Projected Enrollment: The institution anticipates enrollments of 40, 70, and 100 students during the first three years of the program.

Funding: The program has been developed with new courses. President Bell has provided reverification that establishing the program can be accommodated within funds presently available.

Assessment: The Office of Academics and Fiscal 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. Establishment of a Bachelor of Science in Systems Engineering, Southern Polytechnic State University

Recommended: That the Board approve the request of President Lisa A. Rossbacher that Southern Polytechnic State University (“SPSU”) be authorized to establish a Bachelor of Science in Systems Engineering, effective March 21, 2007.

Abstract: SPSU proposes to establish a Bachelor of Science in Systems Engineering. The proposed baccalaureate degree is complementary to the institution’s existing Master of Science in Systems Engineering. In addition to engineering technology, SPSU currently offers the following engineering programs: Master of Science in Software Engineering, Bachelor of Science with a major in Mechatronics Engineering, Bachelor of Science in Construction Engineering, Bachelor of Science in Software Engineering, and certificates both in Software Engineering and Systems Engineering. The primary objective of the multidisciplinary degree is to meet industry requirements for graduates with the knowledge and skills necessary to engineering large and complex systems. Systems Engineering has emerged as a new profession that manages the complexity and change of technology-enabled enterprises over their life cycle.

Need: According to SPSU, a strong demand exists for engineers who have a mix of theoretical and practical experiences. As reported by the National Science Board, a critical shortage exists of students enrolled in science and engineering fields. The Board reports that the number of U.S. jobs requiring science and engineering skills grows approximately 5% per year, compared to 1% growth for the rest of the labor force.

Objectives: The objectives of the proposed program are to provide engineering graduates who 1) understand the multidisciplinary fundamentals of engineering; 2) have strong skills to solve complex problems that cross disciplinary boundaries; and 3) understand the principles of research, design, development, deployment, operation, maintenance and disposition of complex engineered systems and processes enabled by the integration of mechanical, electrical, electronic, computer, construction, industrial, and software engineering technologies.

Curriculum: The 128-semester hour program requires the completion of such courses as Fundamentals of Engineering of Electrical Engineering, Principles of Systems Engineering, System Architectures, Human Machine Systems, Configuration Management, Logistics, and System Reliability. A waiver to degree credit hour length is included in the program.

Projected Enrollment: The institution anticipates enrollments of 40, 80, and 130 students during the first three years of the program.

Funding: The program has been developed with new courses. President Rossbacher has provided reverification that establishing the program can be accommodated within funds presently available.

4. **Establishment of a Bachelor of Science in Systems Engineering, Southern Polytechnic State University (Continued)**

Assessment: The Office of Academics and Fiscal 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.

5. **Establishment of a Dual Degree Offering of the Existing Doctor of Veterinary Medicine and the Doctor of Philosophy Degree, University of Georgia**

Recommended: That the Board approve the request of President Michael F. Adams that the University of Georgia (“UGA”) be authorized to establish a dual degree offering of the existing Doctor of Veterinary Medicine and Doctor of Philosophy degree (“D.V.M./Ph.D.”), effective March 21, 2007.

Abstract: UGA proposes to establish a dual degree offering of the existing Doctor of Veterinary Medicine and Doctor of Philosophy degree. The proposed pairing of degrees is based on the expansion and cross-research activities associated with such disciplines as biotechnology and veterinary medicine. The degree represents the cross between academic research and veterinary medicine. The proposed dual degree program is modeled after other dual degree programs involving Doctor of Philosophy (“Ph.D.”) degrees offered with Doctor of Veterinary Medicine (“D.V.M.”) or Doctor of Medicine (“M.D.”) programs. The individual degree objectives and course/credit requirements of the Doctor of Veterinary Medicine and Doctor of Philosophy degrees will not change with the development of the dual degree program. Students may obtain such a dual degree as long as the Doctor of Philosophy program is offered through UGA’s Graduate School.

Need: Formalization of this program will facilitate the early recruitment of students with research interests and provide the educational structure for veterinary students to pursue a Ph.D. degree upon admission to both programs or early in training. UGA anticipates that upon completion, graduates will be well-positioned to meet a burgeoning need for biomedical researchers with a veterinary medical background in academia, industry, and federally sponsored research. The dual degree was further developed as a companion to the institution’s Veterinary Medical Scientist Training program. The philosophy of this program is “one medicine” whereby veterinary medicine interacts with basic research to contribute to the advancement of biomedical research.

Objectives: The dual degree program seeks to offer graduate students a broader species perspective and clinical training that will encourage a culture of research within the context of veterinary medicine. The program combination will also strengthen and enhance the institution’s competitiveness for training and grant opportunities associated with the National Institutes of Health and other agencies.

Curriculum: UGA does not prescribe a new curriculum as both Doctor of Veterinary Medicine and Doctor of Philosophy course requirements remain unchanged. The dual degree formalizes the opportunity to accommodate admissions, registration, advisement, and academic credit procedures offered by the College of Veterinary Medicine and the Graduate School. It is anticipated that students will complete the clinical phase of study and follow with the terminal stages of Doctor of Philosophy studies.

5. **Establishment of a Dual Degree Offering of the Existing Doctor of Veterinary Medicine and the Doctor of Philosophy Degree, University of Georgia (Continued)**

Examples of programs that will likely be selected by students who choose this curricular framework will include such majors as Toxicology, Neuroscience, Ecology, Genetics, Microbiology, Animal and Dairy Science, Biological and Agricultural Engineering, Animal and Dairy Science, Cell Biology, Poultry Science, and Biochemistry and Molecular Biology.

Projected Enrollment: The institution anticipates enrollments of 6 to 10 students during the first three years of the program.

Funding: The dual degree program has been developed with existing courses. Financial aid has been earmarked by the College of Veterinary Medicine to provide support to students and encourage application for the Ph.D. degree. President Adams has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academics and Fiscal 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.

6. Establishment of an Associate of Applied Science in Management, Coastal Georgia Community College

Recommended: That the Board approve the request of President Dorothy L. Lord that Coastal Georgia Community College (“CGCC”) be authorized to establish an Associate of Applied Science in Management, effective March 21, 2007.

Abstract: In January 2007, the Board approved the termination of CGCC’s Associate of Applied Science in Marketing and Management. At that time, CGCC had reached the end of a three-year phase-out agreement with the Department of Technical and Adult Education regarding the stand-alone associate’s degree in Marketing and Management. In order to provide students with viable options at the associate-degree level, CGCC requests approval to replace the terminated degree with an Associate of Applied Science in Management. CGCC, in essence, has converted the former marketing and management program to simply a management program with the introduction of additional management, business, and related courses. According to CGCC, the phase-out of the aforementioned marketing program was due to the fact that the availability of jobs in-field was meager for students graduating with lower division courses in marketing. Currently, Darton College and Middle Georgia College are the only other system institutions that offer a stand-alone career associate’s degree in management.

Need: The replacement program will provide associate degree-seeking students with an option to pursue a management program that will lead to entry level opportunities in local and regional employment ranging from industrial and commercial settings to retail, information, and service industries.

Objectives: The program is not designed for students who seek a four-year degree in Business Administration. Graduates of the stand-alone associate degree program would have acquired the skills to understand the introductory principles of accounting, management, economics, labor relations, business communication, and the fundamentals of computer applications.

Curriculum: The 62-semester hour curriculum provides students a balanced foundation of general education courses coupled with specific business courses.

Projected Enrollment: The institution anticipates enrollments of 25 to 30 students.

Funding: President Lord has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academics and Fiscal 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.

7. **Establishment of an External, Dual Degree Offering of the Existing Master of Science in Computer Science with the University of Trento (Italy), Georgia Institute of Technology**

Recommended: That the Board approve the request of President G. Wayne Clough that Georgia Institute of Technology (“GIT”) be authorized to establish an external, dual degree offering of the existing Master of Science in Computer Science with the University of Trento (Italy), effective March 21, 2007.

Abstract: GIT proposes to offer its existing Master of Science in Computer Science as an external, dual degree in collaboration with the University of Trento, Italy. The dual degree program arrangement will enable students to obtain, in this case, two master’s degrees from two different universities. The dual degree program will be offered between the University of Trento’s Computer Science Department and GIT’s College of Computing. Students will take courses at both the University of Trento and GIT towards their Master of Science in Computer Science degrees. The acceleration of globalization has increased student demand and employer expectations for substantive preparation in an international environment. Many corporate employers are either multinational companies or compete internationally and require a globally competitive work force that easily live and work in overseas environments.

Program Administration: The admission requirements of both universities will be maintained. Students must meet the admission requirements of each degree-granting institution. Students will not be allowed to duplicate courses between the two programs. Students from the University of Trento will attend GIT for at least two semesters to gain sufficient credit hours for the Master of Science in Computer Science awarded by GIT. Students from the University of Trento will also be allowed to transfer up to 9-semester credit hours of courses into their GIT program. Students from GIT will attend the University of Trento in Trento, Italy as part of their GIT degree program. A similar number of courses will be transferable to the University of Trento to enable conferral of the degree from the overseas institution. Courses will be taught on the home campus of each institution and no distance education courses are planned as part of this dual degree offering.

8. **Establishment of an External, Dual Degree Offering of the Existing Master of Science in Computer Science with Korea University (Seoul, South Korea), Georgia Institute of Technology**

Recommended: That the Board approve the request of President G. Wayne Clough that Georgia Institute of Technology (“GIT”) be authorized to establish an external, dual degree offering of the existing Master of Science in Computer Science with Korea University (Seoul, South Korea), effective March 21, 2007.

Abstract: GIT seeks approval to offer the existing Master of Science in Computer Science as an external degree with Korea University located in Seoul, South Korea. The program allows graduate students from Korea University to simultaneously pursue the Master of Science in Computer Science with embedded software specialization from GIT and the Master of Science in Computer Science degree from Korea University.

Program Administration: The program requires four semesters to complete both degrees. Korea University and GIT will accept transfer semester credit hours obtained by a student in the other institution towards the degree awarded by the home institution subject to their internal rules and regulations. Both institutions will agree to a study plan for the participating students before the commencement of studies. The study plan will be reviewed and adapted in cooperation between the student, Korea University, and GIT. The purpose of the study plan is to ensure that courses taken at one institution can be transferred to the other institution.

According to the proposed plan, Korea University will transfer up to 12-semester credit hours for courses taken at GIT into their curriculum, which requires up to 32-semester credit hours. GIT, in turn, will transfer up to 9-semester credit hours taken at Korea University into the Master of Science in Computer Science curriculum which requires 36-semester credit hours. GIT and Korea University will process applications of students concurrently and will synchronize admission activities for both universities prior to November 15, after November 15, and prior to December 15. A student may not participate in this dual degree program unless they have secured admission to both universities. Schedule dates are approximate. The exchange students will be fully registered at the receiving institution and remain registered at the sending institution. The courses of the dual degree programs will be taught by faculty from GIT and Korea University in concert with the transfer requirements of both universities. The program requires students to take courses in a core area and two areas of specialization from the following array: robotics, telematics, mobile phone, and set top box. The robotics and telematics specializations will be taught by GIT faculty and the mobile phone and set top box specializations will be taught by Korea University faculty. GIT will teach a total of 33-semester credit hours or 11 courses per year. In addition, students will take 3-semester credit hours of special problems at GIT for their final project. A total of six courses will be taught on-site and the remaining five will be taught through distance education technologies.

9. **Establishment of a Collaborative Offering of the Existing Master of Science in Computer Science and Master of Science in Electrical and Computer Engineering with Nanyang Technological University (Singapore), Georgia Institute of Technology**

Recommended: That the Board approve the request of President G. Wayne Clough that Georgia Institute of Technology (“GIT”) be authorized to establish a collaborative offering of the existing Master of Science in Computer Science and Master of Science in Electrical and Computer Engineering with Nanyang Technological University (Singapore), effective March 21, 2007.

Abstract: GIT seeks approval to offer its existing Master of Science in Computer Science and Master of Science in Electrical and Computer Engineering with Nanyang Technological University in Singapore. In both programs, participating students may earn their respective Bachelor of Science degree through Nanyang Technological University and then earn either master’s level degree through GIT. Top students at Nanyang Technological University will be recruited to participate in this program and will be provided opportunities to earn their master’s degrees in Atlanta at the GIT campus after meeting admission requirements and acceptance to the university. The additional offering of two master’s degrees at Nanyang Technological University further strengthens GIT’s ties with the overseas institution and provides international students an opportunity to study abroad in Atlanta.

10. **Establishment of the Existing Master of Science in Industrial Engineering and Master of Science in Operations Research as External, Dual Degree Programs with Shanghai Jiao Tong University (Shanghai, China), Georgia Institute of Technology**

Recommended: That the Board approve the request of President G. Wayne Clough that Georgia Institute of Technology (“GIT”) be authorized to establish the existing Master of Science in Industrial Engineering and the Master of Science in Operations Research as external, dual degree programs with Shanghai Jiao Tong University (Shanghai, China), effective March 21, 2007.

Abstract: GIT seeks approval to offer its existing Master of Science in Industrial Engineering and Master of Science in Operations Research as external, dual degree programs with Shanghai Jiao Tong University located in Shanghai, China. GIT currently offers a dual, Master of Science in Electrical and Computer Engineering cooperatively with Shanghai Jiao Tong University that was approved by the Board in January 2006. GIT has chosen to collaborate with Shanghai Jiao Tong University due to China’s logistical and business center and its large and fast growing economy.

Program Administration: Students will receive a non-thesis Master of Science degree from GIT and a thesis Master of Science degree from Shanghai Jiao Tong University. The same admission and degree requirements that apply to GIT in Atlanta will apply to GIT in Shanghai. Courses will be taught in English by GIT faculty or GIT approved adjunct faculty. GIT – Atlanta students will have an opportunity to study in Shanghai in order to become immersed in the language, culture and experience the learning global economy while matriculating toward degree completion. GIT’s Division of Professional Practice in cooperation with Shanghai Jiao Tong University will provide assistance to students to obtain internship or co-op positions in China. GIT will rotate a small number of faculty members to teach in Shanghai during the summer and fall semesters each year. Shanghai Jiao Tong University will provide the classrooms, other educational facilities, and office space necessary for running the dual Master of Science degree programs. A program-specific tuition rate in addition to minimal facility costs will enable tuition income to cover direct GIT costs. In summary, the proposed administration of the existing program, according to GIT, will enhance the institution’s global leadership in engineering education and research and support GIT’s strategic interests.

11. **Reclassification of the Existing Specialist in Education with a Major in Instructional Technology as an External Degree Offered via Distance Education Technologies, Valdosta State University**

Recommendation: That the Board approve the request of President Ronald M. Zaccari that Valdosta State University (“VSU”) be authorized to reclassify the existing Specialist in Education with a major in Instructional Technology as an external degree offered via distance technologies, effective March 21, 2007.

Abstract: VSU seeks approval to reclassify its existing Specialist in Education (Ed.S.) with a major in Instructional Technology as an external degree to be offered via various types of distance education technologies. The degree was originally approved by the Board of Regents in 1996 for on-campus delivery; however, over time this degree has become a distance education degree. Early in the implementation of the program, it became apparent that a delivery strategy that was responsive to time and location constraints of working professionals would be more suitable for the target audiences of media specialists, technology coordinators, and teacher leaders in technology. As technology tools became available, VSU faculty began to restructure courses to require less campus visitations such that today the degree is fully available at a distance.

Program Administration: Sufficient numbers of faculty experienced in online course development and delivery are on staff at VSU to maintain and deliver the program. The program has met both the National Council for Accreditation of Teacher Education (NCATE) and Southern Association of Colleges and Schools (SACS) review standards. With the exception of orientation sessions, all other activities are conducted with the students and instructors connecting via technologies. Student diversity is a major strength of the program. Students vary greatly in geographic location, gender, ethnicity, subject matter expertise, teaching experience, teaching levels, and types of governance of employing schools. Program participation is strong with 78 active students at various points in their programs of study. Approximately 20 to 25 students are admitted each fall and spring semester.

12. **Establishment of the Existing Master of Education with a Major in Special Education as a Master of Arts in Teaching with a Major in Special Education, Georgia College & State University**

Recommended: That the Board approve the request of President Dorothy Leland that Georgia College & State University (“GCSU”) be authorized to establish the existing Master of Education with a major in Special Education as a Master of Arts in Teaching with a major in Special Education, effective March 21, 2007.

Abstract: GCSU requests approval to establish the Master of Arts in Teaching with a major in Special Education based on a consensus definition of the Master of Arts in Teaching (“M.A.T.”) degree that was reached by a committee of University System of Georgia Deans of Education. The purpose of the Master of Arts in Teaching degree is to offer a master’s degree route to initial teacher certification for individuals who already hold a bachelor’s degree in an academic discipline. The existing Master of Education with a major in Special Education will continue to be offered as an advanced certification degree program.

13. Establishment of a Bachelor of Science in Information Technology as a Replacement of the Existing Bachelor of Applied Science with a Major in Information Technology Management, Georgia Gwinnett College

Recommended: That the Board approve the request of President Daniel J. Kaufman that Georgia Gwinnett College (“GGC”) be authorized to establish a Bachelor of Science in Information Technology as a replacement for the existing Bachelor of Applied Science with a major in Information Technology, effective March 21, 2007.

Abstract: The addition of a new major in information technology will broaden the scope of the technology program at GGC to accompany the existing cell biology and biotechnology concentration in the Biology major. The new major will support the mission of the School of Science and Technology by offering practical and applied learning experiences that prepare students for positions of responsibility in business and government sectors.

Degree Replacement: The institution was approved, in concept, to offer a Bachelor of Applied Science with a major in Information Technology Management along with six other academic programs by the Board in November 2005. The other six academic programs are the following: Bachelor of Science with a major in Biology, Bachelor of Science with a major in Psychology, Bachelor of Science in Education with a major in Early Childhood Education, Bachelor of Business Administration with a major in General Business, Bachelor of Science in Radiologic Technology, and Bachelor of Science in Nursing. According to the November 2005 Board approval, each of the programs was to be implemented only after review by the Senior Vice Chancellor for Academics and Fiscal Affairs and final approval by the Chancellor. President Kaufman has indicated that the existing Bachelor of Applied Science program will not be developed for student matriculation and seeks approval to remove the program from the institution and replace it with the proposed Bachelor of Science in Information Technology. Should this recommendation be acted upon, the existing Bachelor of Applied Science with a major in Information Technology will be terminated and removed from the institution’s array of degrees and majors.

Need: The Bureau of Labor Statistics projects rapid rates of employment growth for information technology occupations including computer engineers, database administrators, computer support specialists, systems analysts, and computer programmers. Employment opportunities for graduating students are extensive and include such positions as website developer/manager, software developer, computer operator, data mining specialist, database administrator/ or designer, systems administrator/operator/ or programmer, network administrator/architect/engineer/ or installer, project manager, and telecommunications manager. Most employers will be in the business sector; however, numerous opportunities exist in government and education sectors.

13. Establishment of a Bachelor of Science in Information Technology as a Replacement of the Existing Bachelor of Applied Science with a Major in Information Technology Management, Georgia Gwinnett College (Continued)

Objectives: The objective of the information technology major is to be a multidisciplinary program for students interested in the full range information technology professions. As information technology plays an increasingly important role in business, employers search for skilled workers with experience in handling information technology hardware and software. The broad information technology field allows students to bring their general computer knowledge into a variety of specialized niches.

Curriculum: The 120-semester hour program includes concentrations in the following areas: systems and security, software development, and business. Required courses, include but are not limited to, Information Security, Introduction to Networks, Introduction to Databases, Systems Analysis and Design, and Digital Media.

Projected Enrollment: The institution anticipates enrollments of 150, 200, and 250 students during the first three years of the program.

Funding: The program has been developed with new courses. President Kaufman has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academics and Fiscal 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.

14. Establishment of the Existing Master of Business Administration at the Newnan Center, University of West Georgia

Recommended: That the Board approve the request of Acting President Thomas J. Hynes, Jr. that University of West Georgia (“UWG”) be authorized to establish its existing Master of Business Administration as a degree offered at the Newnan Center, effective March 21, 2007.

Abstract: UWG seeks approval to offer its existing Master of Business Administration degree at the Newnan Center. The degree would be the only accredited business program offered in Coweta, Fayette, and Heard counties. All requirements for admission to the program will be equivalent to the program offered on UWG’s main campus in Carrollton. The curriculum and criteria for electives or substitutions for specific requirements will also be equivalent at both locations.

Through a cooperative effort by the University of West Georgia, the Newnan-Coweta Chamber of Commerce, Coweta County Board of Education, and other business, civic and educational leaders in Newnan and Coweta County, the Newnan Center was established and approved by the Board of Regents in August 1988. The Center offers college courses to those students in the Newnan area who would like to begin and/or continue their education locally. Georgia Perimeter College is a cooperating institution with the University of West Georgia in the delivery of courses and/or programs at the Center.

Administration of the Master of Business Administration degree at the Newnan Center will use existing faculty resources on the UWG main campus. Faculty resources will be made available through restructuring the sequence of elective courses.

**15. 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.

16. Termination of the Major in Applied Economics under the existing Bachelor of Business Administration, Georgia College & State University

Recommended: That the Board approve the request of President Dorothy Leland that Georgia College & State University (“GCSU”) be authorized to terminate the major in Applied Economics under the existing Bachelor of Business Administration degree, effective August 15, 2007.

Abstract: GCSU seeks approval to terminate the major in Economics offered under the Bachelor of Business Administration degree. The major was deactivated in August 2005 and currently no students are enrolled in the program. During the two year period, GCSU analyzed and discussed the viability of the program with faculty and students. With the full approval of governing bodies at the institution, GCSU now seeks termination of the program. Neither students nor faculty will be adversely impacted with the termination of this major. Students who seek to obtain the Bachelor of Business Administration degree may choose from the following existing majors to complete their studies: General Business, Management, Accounting, International Business, Marketing, and Management Information Systems.

17. Establishment of the SunTrust Professorship in Capital Markets, Georgia State University

Recommended: That the Board approve the request of President Carl V. Patton that Georgia State University (“GSU”) be authorized to establish the SunTrust Professorship in Capital Markets, effective March 21, 2007.

Abstract: GSU seeks approval to establish the SunTrust Professorship in Capital Markets in the J. Mack Robinson College of Business. The SunTrust Professorship in Capital markets will be a cornerstone for the university’s finance department. The SunTrust Professorship holder shall be engaged in highly visible teaching, research, service or administrative activities consistent with the purpose of the professorship and his or her own academic interests. The activities of the SunTrust Professor will benefit the Atlanta investment community.

President Patton has verified that \$253,187 is on deposit with the Georgia State University Foundation. The spending allocation from the endowed funds will be used to support the SunTrust Professorship in Capital Markets. The source of funds for the endowment came from SunTrust and various individual contributions of friends of Georgia State University.

18. Establishment of the Georgia Research Alliance Eminent Scholar in Clinical 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 the Georgia Research Alliance Eminent Scholar in Translational Science, effective March 21, 2007.

Abstract: MCG requests approval to establish the Georgia Research Alliance Eminent Scholar in Clinical Translational Science. The Medical College of Georgia Foundation has on deposit \$1.5 million in an endowment for the special faculty position. One of MCG’s goals, as stated in its strategic plan, is to focus research activities in specific key areas. MCG has identified the area of Clinical Translational Science as a key area. The establishment of the eminent scholar and subsequent recruitment of a high quality investigator for the position will help MCG enhance its role as a premier health sciences research university.

President Rahn has verified that funds are on deposit with the Medical College of Georgia Foundation and will serve as the basis for the special faculty position.

19. 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 Human Resources Contribute to improved outcomes for children and families in Fulton and DeKalb counties and provide the court and the public accurate and unbiased assessments of progress.	1/12/07- 12/31/07	\$65,820
Georgia Student Finance Commission Provide an opportunity for Georgia public postsecondary institutions to participate in Peer Financial Counseling Program to enable students to better understand money management, credit and debt, student loans, and savings.	8/8/06- 5/15/07	\$5,000
Georgia Department of Natural Resources Produce an orientation video about Kolomoki Mounds State Historic Park.	11/1/06- 11/1/07	\$60,000
Georgia Cancer Coalition Train young researchers and create economic growth opportunities in Georgia by attracting federal grant funding and developing patents.	10/1/06- 10/31/10	\$50,000

Georgia Southern University

Evans County Board of Health Evaluate Best Babies perinatal health program	9/25/06 – 4/30/07	\$13,353
Georgia Cancer Coalition Support South Georgia Cancer Assessment Project	11/1/06 – 10/31/07	\$11,000

TOTAL AMOUNT – MARCH 2007	\$ 205,173
TOTAL AMOUNT FY 2007 TO DATE	\$21,274,361
TOTAL AMOUNT FY 2006 TO MARCH	\$25,591,166
TOTAL AMOUNT FY 2006	\$ 33,452,938

20. Information Item: Promotion Guidelines and Operational Aspects of the Revised Policy Manual, Section 803.07

The Interim Chief Academic Officer and Executive Vice Chancellor for Academic Affairs, Beheruz N. Sethna, will address the Committee on Academic Affairs concerning the operational aspects of the February 2007 revisions to the Policy Manual with regard to “Evaluation of Faculty” in terms of promotion. Now that promotions will no longer be recommended for Board approval, a discussion will take place concerning whether the Regents will still want to review reports.

AGENDA
AUDIT COMMITTEE

March 20, 2007

Agenda Item	Page No.
--------------------	-----------------

INFORMATION ITEMS

- | | |
|--|---|
| 1. Presentation of the University System of Georgia Fiscal Year 2006 Annual Financial Report (Joint Meeting with Committee of Finance and Business Operations) | 1 |
| 2. Fiscal Year-End 2006 Financial Audit Ratings | 2 |

AGENDA

AUDIT COMMITTEE

March 20, 2007

1. **Information Item: Presentation of the University System of Georgia Fiscal Year 2006 Annual Financial Report (Joint Meeting with Committee of Finance and Business Operations)**

The Chief Audit Officer and Associate Vice Chancellor for Internal Audit, Ronald B. Stark; the Vice Chancellor for Business & Fiscal Affairs, William R. Bowes; and the Executive Director for Business Services and Financial Affairs, Debra J. Lasher, will present the fiscal year 2006 annual financial report for the University System of Georgia.

2. Information Item: Fiscal Year-End 2006 Financial Audit Ratings

Annually, the Chief Audit Officer and Associate Vice Chancellor for Internal Audit, Ronald B. Stark, evaluates audit findings and reports the overall rating of each institution's audit. The process rates each audit completed by the State Department of Audits and Accounts a Code 1 through a Code 5 rating. Mr. Stark will present the institutional audit ratings at this meeting.

AGENDA

COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

March 20, 2007

Agenda Item	Page No.
--------------------	-----------------

APPROVAL ITEMS

- | | | |
|----|---|---|
| 1. | Revision of The Policy Manual, Section 704, Tuition and Fees | 1 |
| 2. | Approval to Extend Middle Georgia College Employee Benefits to Georgia Aviation and Technical College Faculty and Staff | 8 |
| 3. | Acceptance of Gifts for the Georgia Institute of Technology | 9 |

INFORMATION ITEMS

- | | | |
|----|--|----|
| 4. | Revision of the Policy Manual, Section 700, Finance and Business (Committees of the Whole – Finance and Audit) | 10 |
| 5. | Presentation of the University System of Georgia Fiscal Year 2006 Annual Financial Report (Joint Meeting with Audit Committee) | 11 |

AGENDA

COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

March 20, 2007

1. Revision of The Policy Manual, Section 704, Tuition and Fees

Recommended: That the Board approve revisions to the Policy Manual, Section 704, The Guaranteed Tuition Plan, as provided below.

Background: The recommended policy changes clarify the tuition rates to be paid by non-University System of Georgia transfer students, jointly-enrolled students and transient students. The recommended policy language:

- Affirms that non-University System of Georgia transfer students (i.e., those students that begin their academic career outside the state or in a non-University System of Georgia institution within the state) will have only a one-time guaranteed tuition for two years (six consecutive semesters).
- Allows transient and non-degree seeking students to gain the benefit of the guaranteed tuition rates based on their year of entry into the University System of Georgia.
- Stipulates that jointly-enrolled students shall pay the prevailing guaranteed tuition rate during the period of time they are jointly enrolled, but than be treated as new students if they enroll in a University System of Georgia institution and receive the full benefit of the guaranteed tuition rate as provided under current policy.

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 704, Tuition and Fees (Continued)

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 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~~ **Continuing** 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.

1. Revision of The Policy Manual, Section 704, Tuition and Fees (Continued)

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 **postsecondary education** institution or through advanced placement credit.

G. **Non-University System of Georgia** ~~Transfer students shall be defined as students who after high school graduation entered as a first time freshman to a Non-USG postsecondary institution and earned academic credit.~~ ~~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.~~

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).

1. Revision of The Policy Manual, Section 704, Tuition and Fees (Continued)

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~~ Sstudents 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).
2. ~~For new~~ Sstudents 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.

1. **Revision of The Policy Manual, Section 704, Tuition and Fees (Continued)**

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.

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 the period of time as described in Section 704.012, paragraphs B through D 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.~~

1. Revision of The Policy Manual, Section 704, Tuition and Fees (Continued)

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~~ **three** 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.

I. Students jointly enrolled in high school and a University System institution. **Students jointly enrolled in high school and a University System institution should be charged the prevailing guaranteed tuition rate. The period of time is not fixed.** Students who graduate from a Georgia high school with college credit are eligible for the guaranteed tuition rate as new students **as provided under Section 704.11 paragraph F.** 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 non-degree-seeking students. **University System of Georgia Transient and non-degree-seeking students who enrolled at a University System of Georgia institution in fall 2006 or later and who are assigned a guaranteed rate shall be charged the guaranteed tuition rate at the assigned rate at the institution they attend, as approved by the Board of Regents for that year.** New non-University System of Georgia transient students enrolling at a USG institution should be assessed the same rates applicable for non-USG transfer students and have the benefit of maintaining that rate for two years (six consecutive semesters.)

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 **prevailing** guaranteed tuition rates established for the next semester in which they enroll at ~~the same~~ a **University System of Georgia** 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.

1. **Revision of The Policy Manual, Section 704, Tuition and Fees (Continued)**

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~~ CONTINUING TUITION RATE

The ~~non-guaranteed~~ **Continuing** tuition rates as defined in Section 704.011 paragraph E shall be charged to all students classified as current and continuing students.

2. **Approval to Extend Middle Georgia College Employee Benefits to Georgia Aviation and Technical College Faculty and Staff**

Recommended: That the Board approve extending Middle Georgia College employee benefits to Georgia Aviation and Technical College (“GAVTC”) faculty and staff, with exceptions as described below, to include:

- Vacation/Annual Leave (BOR Policy 802.0801)
- Sick Leave w/Pay (BOR Policy 802.0802)
- University System of Georgia Retiree/Eligibility for Retirement (BOR Policy 802.0902)
- Disabled Employee Insurance (BOR Policy 802.1005)
- Group Health and Life Insurance to Dependents of Deceased Employees, Disabled Employees or Retirees University System of Georgia Career Employee (BOR Policy 802.1006)
- Acceptance of Leave from a State of Georgia Agency by the University System of Georgia (BOR Policy 802.0809)
- Career Employee (BOR Policy 802.0904)

Background:

The Georgia Aviation and Technical College (GAVCTC) will be merged with Middle Georgia College, effective July 1, 2007, with governance responsibilities shifted to the Board of Regents. As part of this merger, current employees of the GAVTC will be transferred to Middle Georgia College. Section 20-3-39 (c) of the O.C.G.A. states that the compensation and benefits of employees transferred to the Board of Regents are not to be reduced as a result of the transfer. To limit the reduction of benefits for GAVTC employees, certain exceptions to the following Board of Regents policies are recommended for transferred employees (employees hired on or prior to June 30, 2007 by GAVTC):

- That the transferred employees’ service time with the Department of Technical and Adult Education be considered service time with the University System of Georgia to determine the years of continuous service that are used to determine the rate of annual leave accrual,
- That the transferred employees continue to accumulate sick leave at the rate of 10 hours (1.25 working days) per calendar month of service,
- That the full balance of sick and annual leave as of the transition date of July 1, 2007 be accepted for the employees that are transferred to the University System of Georgia, and;
- That the transferred employees’ service time with the Department of Technical and Adult Education be considered service time with the University System of Georgia for the purpose of determining retirement eligibility.

3. Acceptance of Gifts for the Georgia Institute of Technology

Recommended: That the Board accept on behalf of Georgia Institute of Technology (“GIT”) gifts-in-kind from the following corporation:

Company	Value	Items	Department
Vanguard Software Corporation	\$158,400	Two-year subscription (license) to the Vanguard Department System modeling and simulation software package	School of Industrial & Systems Engineering

Background: The Vanguard Software Corporation’s donation consists of a two-year subscription to the Vanguard Department System modeling and simulation software package to the School of Industrial & Systems Engineering to enhance student learning regarding advanced decision analysis concepts and their application in the latest software tools available, and to aid in faculty research.

Board policy requires that any gift, including declarations of trust, to a University System of Georgia institution with an initial value greater than \$100,000 must be accepted by the Board of Regents. GIT has advised that no material costs are associated with the acceptance of these gifts.

4. Information Item: Approval and Authorities Revision of The Policy Manual, Section 700, Finance and Business (Committees of The Whole – Finance and Audit)

The Vice Chancellor for Business and Fiscal Affairs, William R. Bowes, and the Chief Audit Officer and Associate Vice Chancellor for Internal Audit, Ronald B. Stark, will present the recommended policy language revisions to the Policy Manual, Section 700, Finance and Business. The data will be presented on the Audit Committee agenda.

5. **Information Item: Presentation of the University System of Georgia Fiscal Year 2006 Annual Financial Report (Joint Meeting with Audit Committee)**

The Vice Chancellor for Business and Fiscal Affairs, William R. Bowes; the Chief Audit Officer and Associate Vice Chancellor for Internal Audit, Ronald B. Stark; and the Executive Director for Business and Financial Affairs, Debra J. Lasher, will present the fiscal year 2006 annual financial report for the University System of Georgia.

AGENDA

COMMITTEE ON INFORMATION AND INSTRUCTIONAL TECHNOLOGY

March 20, 2007

Agenda Item **Page No.**

INFORMATION ITEMS

1. Status Report on the Office of Information and Instructional Technology
Reorganization 1

2. Information Security Update 2

AGENDA

COMMITTEE ON INFORMATION AND INSTRUCTIONAL TECHNOLOGY

March 20, 2007

1. **Information Item: Status Report on the Office of Information and Instructional Technology Reorganization**

At the November 2006 meeting of the Committee, the Chief Information Officer and Interim Vice Chancellor for Information and Instructional Technology, Thomas L. Maier, provided an update on the Office of Information and Instructional Technology. At that time, Dr. Maier indicated that an organizational assessment was to be conducted that would serve as the basis for changes in the organizational structure. At today's meeting, Dr. Maier will present the findings from that assessment conducted by Gartner, Inc. and general directions for reorganization of this division of the Office of Academic Affairs.

2. Information Item: Information Security Update

The importance of information security and the difficulties in achieving and maintaining a secure environment at our institutions continue to grow. Protecting the assets and information in the complex environments at our universities, whose culture and mission are to be open and sharing, continues to present significant challenges. This has been highlighted most recently by two publicized security breaches at the University of Georgia and the Georgia Institute of Technology. Analysis of both events reveals some common themes that all University System institutions should be addressing.

The Chief Information Officer and Interim Vice Chancellor for Information and Instructional Technology, Thomas L. Maier, will begin by discussing what the System Office is doing to ensure information security. Following Dr. Maier, the Information Technology Audit Manager, Scott C. Woodison, will outline trends that he has observed during his audits of University System institutions. Chief Information Officer and Associate Provost for the University of Georgia, Barbara A. White and the Associate Vice President/Associate Vice Provost for Information Technology and Chief Information Officer for Georgia institute of Technology, John K. Mullin, will outline lessons learned regarding their recent incidents and what their respective institutions are doing to minimize the risk for future events.

AGENDA
COMMITTEE ON ORGANIZATION AND LAW

March 20, 2007

<u>Agenda Item</u>	<u>Page No.</u>
---------------------------	------------------------

APPROVAL ITEM

- | | |
|----------------------------|---|
| 1. Applications for Review | 1 |
|----------------------------|---|

INFORMATION ITEM

- | | |
|---|---|
| 2. Revision of the Board of Regents Bylaws, Section IV, Officers and Their Duties | 2 |
|---|---|

AGENDA

COMMITTEE ON ORGANIZATION AND LAW

March 20, 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, Officers and Their Duties

Recommended: That the Board amend Bylaw IV.7 to substitute “on an annual basis” 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 the Regents’ meeting schedule, revised language permits flexibility in determining dates related to the contractual relationship.

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.

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.

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

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.

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

IV.7 Chancellor

The Board of Regents shall elect the Chancellor ~~at its May meeting~~ on an annual basis. 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.

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.

AGENDA

COMMITTEE ON REAL ESTATE AND FACILITIES

March 20, 2007

Agenda Item **Page No.**

APPROVAL ITEMS

1. Acquisition of Real Property, 71 Airport Road, Eastman, Middle Georgia College 1
2. Gift of Real Property, 6 West 10th Street, Columbus, Columbus State University 2
3. Authorization of Project, Data Center Platform Expansion, Augusta,
Medical College of Georgia 3
4. Authorization of Project Budget Modification, Project J-90, Schuster Student
Success and Leadership Center, Columbus, Columbus State University 4
5. Demolition of Buildings: 104 Georgia Avenue, 114 Georgia Avenue,
and White Warehouse, Valdosta, Valdosta State University 5
6. Appointment of Construction Management Firm, Project No. BR-10-0703,
Health Center Expansion, Athens, University of Georgia 6
7. Resolution 2007A and 2007B General Obligation Bond Issue, Georgia State
Financing and Investment Commission, University System of Georgia 7
8. Conceptual Approval of Ground Lease and Rental Agreement for University
Village Student Housing Complex, Georgia Institute of Technology 9

INFORMATION ITEM

9. The Policy Manual, Section 912, The Naming of Facilities or Streets 10

AGENDA

COMMITTEE ON REAL ESTATE AND FACILITIES

March 20, 2007

1. Acquisition of Real Property, 71 Airport Road, Eastman, Middle Georgia College

Recommended: That the Board authorize the acquisition of approximately 21.546 acres of improved real property located at 71 Airport Road, Eastman, from the State of Georgia for the use and benefit of Middle Georgia College ("MGC").

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

Understandings: At this Board meeting, the Committee on Academic Affairs is receiving information concerning the transfer of operations of the Georgia Aviation Technical College ("GAVTC") Campus to MGC.

The GAVTC real property is improved by four facilities. 1) a 42,000-square-foot classroom/office/dry lab building; 2) a 44,300-square-foot classroom/office/dry lab building; 3) a 61,400-square-foot classroom /office/library building. (Note: These facilities comprise one larger building that was built in three separate phases.); and 4) a 12,200-square-foot terminal/classroom/office building. Facilities condition assessments are being conducted, but the transfer is not contingent on the findings. If acquired, the facilities will be used by MGC to provide technical programs that are currently offered at this location.

Transfer of this GAVTC real property has been approved by the Board of the Department of Technical and Adult Education, and they have authorized the State Properties Commission to transfer title to the University System of Georgia upon Board of Regents approval.

An environmental site assessment is being conducted, but since this real property is being acquired from the State of Georgia the transfer is not contingent on the findings in the report.

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

2. **Gift of Real Property, 6 West 10th Street, Columbus, Columbus State University**

Recommended: That the Board accept a gift of approximately 1.23 acres of improved real property located at 6 West 10th Street, Columbus, from Foundation Properties, Inc. (the “Foundation”) for the use and benefit of Columbus State University (“CSU”).

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 property contains an approximately 66,581-square foot brick building that has undergone complete interior renovation.

At its February 2007 meeting, the Board approved the rental of this building. The Board was informed that further action would be requested to accept a gift of this real property upon satisfactory completion of due diligence.

This real property was acquired by the Foundation in November 2004 as part of a \$1.25 million acquisition of the former Pillowtex Warehouse. The Foundation has invested \$12.2 million to complete renovation of the facility.

Acquisition of this real property is consistent with the CSU master plan.

An environmental site assessment has been conducted and indicates no significant adverse environmental issues.

This real property will be used to provide classroom, studio and office space for the art department.

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

3. Authorization of Project, Data Center Platform Expansion, Augusta, Medical College of Georgia

Recommended: That the Board authorize Project No. BR-40-0701, “Data Center Platform Expansion,” Medical College of Georgia (“MCG”) with a total project budget of \$3,906,500.

Understandings: The proposed new construction/renovation, approximately 4,925 square feet, is to upgrade the existing data center reliability and infrastructure in the Annex Building and increase the floor and support space.

The current data center was originally designed and constructed as part of the Annex building second floor renovation in 1992. This data center is the primary data center for both MCG and MCG Health System. It supports all the campus and hospital-related IT functions. Both MCG and MCG Health System have experienced sizeable growth in the existing 2,925 square feet data center. This expansion is required to meet projected space and IT equipment growth needs over the next five years.

The project will be funded with institutional and matching MCG Health System funds.

The project is consistent with MCG’s master plan.

If authorized by the Board, the University System Office staff and MCG will proceed with the selection of appropriate professionals in accordance with Board of Regents procedures.

4. Authorization of Project Budget Modification, Project J-90, Schuster Student Success and Leadership Center, Columbus, Columbus State University

Recommended: That the Board modify the budget of Project J-90 “Student Success and Leadership Center,” Columbus State University (“CSU”), to increase the total project budget from \$6.5 million to \$9.7 million.

Understandings: The Student Success and Leadership Center was presented to the Board in June 2004 for approval as a minor capital project in the fiscal year 2005 budget. The project was not included in the final budget approved by the legislature that year. However, funding was approved in the fiscal year 2006 budget. The total project cost was initially approved at \$6.5 million. This total project cost consisted of \$4.5 million in state bond funds and \$2 million in institutional auxiliary reserve funds. This project will provide CSU with a quality environment dedicated solely to fully integrating programs designed to enhance and facilitate student retention and success.

After project funding was approved by the legislature in 2006, recent rapid inflation, general construction cost increases due to Hurricane Katrina and program expansion have contributed to an overall cost increase for this project. The CSU Foundation has committed to contribute \$500,000 and CSU will add a total of \$4.7 million in institutional auxiliary reserve funds to meet the construction budget for this project.

The state-funded amount for this project remains the same at \$4.5 million. The total project cost will increase from \$6.5 million to \$9.7 million with the CSU and CSU Foundation’s commitment.

New Total Project Cost	\$9,700,000
New Construction Cost (Stated Cost Limitation)	\$7,672,425

5. Demolition of Buildings: 104 Georgia Avenue, 114 Georgia Avenue, and White Warehouse, Valdosta, Valdosta State University

Recommended: That the Board declare buildings 104 Georgia Avenue, 114 Georgia Avenue and White Warehouse, located on the campus of Valdosta State University (“VSU”), Valdosta, Georgia, to be no longer advantageously useful to VSU or any 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 an Executive Order authorizing the demolition and removal of these buildings from the campus of VSU.

Understandings: The facility located at 104 Georgia Avenue was previously used for Housing and Residence Life administrative offices, but is currently vacant. It is a one-story wood-frame structure with a shingle roof and wood siding. The size of the structure is approximately 2,600 square feet. The facility, which has an estimated construction date of 1948, is in poor condition. The interior has sustained significant water damage over the years, and the structural integrity is diminished.

The facility located at 114 Georgia Avenue is currently used as administrative office space for VSU’s Parking and Transportation functions. It is a one-story ranch-style structure with a cement and brick veneer. The size of the structure is approximately 1,780 square feet. The facility, which has an estimated construction date of 1951, is in poor condition and is not a viable candidate for renovation or improvement.

The facility, known as the White Warehouse, has been vacant for an extended period of time. It is a one-story wood-frame structure with a shingle roof and wood siding. The size of the structure is approximately 5,449 square feet. The facility, which has an estimated construction date of 1948, has been sealed-off due to structural safety concerns, is in extremely poor condition, and is not a viable candidate for renovation or improvement.

The demolition of these buildings is consistent with VSU’s master plan and campus 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.

6. Appointment of Construction Management Firm, Project No. BR-10-0703, Health Center Expansion, Athens, University of Georgia

Recommended: That the Board appoint the first-named construction management 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.

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

**Project No. BR-10-0703, Health Center Expansion
University of Georgia (“UGA”)**

Project Description: This project was authorized by the Board in November 2006 and is anticipated to consist of 27,500 square feet of new construction and 7,000 square feet of renovation within the 81,000 square foot existing building as well as 99 additional patient, handicapped, and staff parking spaces. The project is anticipated to be fully funded from UGA Health Center reserve funds.

Total Project Cost:	\$17,000,000
Construction Cost (Stated Cost Limitation):	\$12,292,500

Number of construction management firms that applied for this commission: 8

Recommended firms in rank order:

- 1)
- 2)
- 3)

7. **Resolution 2007A and 2007B General Obligation Bond Issue, Georgia State Financing and Investment Commission, University System of Georgia**

Recommended: That the Board adopt the Resolution prepared by the Revenue Division of the Department of Law covering the issuance of 2007A and 2007B General Obligation Bonds (“G. O. Bonds”) by the State of Georgia through the Georgia State Financing and Investment Commission for use in funding projects for the University System of Georgia.

The Revenue Division of the Office of the Attorney General has prepared on behalf of the Board of Regents a Resolution (Appendix I) to cover the sale of 2007A G. O. Bonds for the following project:

GRA-0249 National Center of Nanotechnology Excellence (Equipment) Georgia Research Alliance	\$ 5,000,000
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The Revenue Division of the Office of the Attorney General has prepared on behalf of the Board of Regents a Resolution (Appendix II) to cover the sale of 2007B G. O. Bonds for the following projects:

J-45 Teaching Laboratory Building Georgia State University	\$ 27,500,000
J-93 Renovation of Administration Bldg/School of Business Clayton State University	\$ 3,295,000
J-107 Infrastructure Improvements Coastal Georgia Community College	\$ 4,355,000
J-108 Campus Infrastructure Upgrades University of Georgia	\$ 4,400,000
J-109 Central Energy Plant Expansion Augusta State University	\$ 2,600,000
J-114 Marine Research Building Skidaway Institute of Oceanography	\$ 4,475,000
J-115 Addition to Building “A” Waycross College	\$ 2,100,000
J-116 Addition to Burnett Hall Armstrong Atlantic State University	\$ 4,475,000

7. **Resolution 2007A and 2007B General Obligation Bond Issue, Georgia State Financing and Investment Commission, University System of Georgia (Continued)**

J-117	New Building at Whitfield Career Academy Dalton State College	\$ 4,275,000
J-118	Herty Hall Addition Georgia College & State University	\$ 4,350,000
J-119	Animal and Dairy Livestock Facility, Oglethorpe County University of Georgia	\$ 4,475,000
J-120	Nursing & Health Sciences Building Darton College	\$ 5,000,000
J-121	Student Center Renovations and Addition Gainesville College	\$ 4,475,000
J-122	Renovations to Social Science, Library, & Wilson Bldgs. Kennesaw State University	\$ 4,375,000
J-123	Renovation of Dillard Hall Middle Georgia College	\$ 4,175,000
GPL-16R	Ephesus Public Library, Heard County Georgia Public Library System	\$ 650,000
GPL-17R	East Central Georgia Regional Library Hqtrs. Richmond County Georgia Public Library System	\$ 2,000,000
GPL-19R	Hamilton Mill Branch Library, Gwinnett County Georgia Public Library System	\$ 2,000,000
GPL-21R	Mountainview Library Georgia Public Library System	\$ 325,000
GPL-22R	Chicamauga Public Library Georgia Public Library System	\$ 600,000
GPL-23R	Live Oak Public Libraries, Chatham County Georgia Public Library System	<u>\$ 2,000,000</u>
	TOTAL	<u>\$91,900,000</u>

8. Conceptual Approval of Ground Lease and Rental Agreement for University Village Student Housing Complex, Atlanta, Georgia Institute of Technology

Recommended: That the Board authorize in concept the execution of a ground lease between the Board of Regents, Lessor, and Georgia Tech Facilities, Inc., Lessee, for the tract of improved real property known as University Village Student Housing Complex.

Recommended further: That the Board authorize in concept the execution of a rental agreement between Georgia Tech Facilities, Inc., Landlord, and the Board of Regents, Tenant, for the tract of improved real property known as University Village Student Housing Complex.

Recommended further: That authorization of the ground lease and rental agreement be subject to the approval of Georgia State Financing and Investment Commission (“GSFIC”) of any and all remedial steps to be taken as part of the transaction in connection with any private business use, as defined by the Internal Revenue Code of 1986, as amended, and the regulations issued thereunder.

Understandings: In October 2006 and January 2007 information was provided to the Board on potential opportunities for the University Village Student Housing Complex. This conceptual approval is consistent with that information.

Funding for the development of the University Village Student Housing Complex included 1992B, 1992D, 1993D, 1993F, 1994B, 1995B, and 1995C State bonds. Additional Georgia Institute of Technology Olympic student housing was developed including Eight Street Apartments and Chiller Plant, 6th Street Apartments, Center Street Apartments, Hemphill Apartments, and 4th Street Houses utilizing 1993D and 2001B State bonds.

Further action will be required by the Board to approve the terms of the ground lease and rental agreement as soon as complete due diligence has been reviewed.

9. **Information Item: The Policy Manual, Section 912, The Naming of Facilities or Streets**

The Vice Chancellor for Facilities, Linda M. Daniels, will present information to the Committee concerning Board Policy 912 on the Naming of Facilities or Streets.

AGENDA

STRATEGIC PLANNING COMMITTEE OF THE WHOLE

March 21, 2007

Agenda Item

Page No.

INFORMATION ITEM

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

AGENDA

STRATEGIC PLANNING COMMITTEE OF THE WHOLE

March 21, 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 progress of current issues.