



**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
Atlanta, Georgia 30303-3083**

**BOARD OF REGENTS' AGENDA  
February 13, 2018**

<u>Approximate Times</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
9:00 AM Room 8135	1	Graduate Medical Education Committee	Regent Philip A. Wilheit
9:30 AM Room 8003	2	Call to Order	Chairman James M. Hull
	3	Invocation/Pledge of Allegiance	Lizzie Mathias, SGA President Middle Georgia State University
	4	Safety Briefing	Chief of Police Bruce Holmes
	5	Approval of January 11 <sup>th</sup> / February 5 <sup>th</sup> Minutes	Board Secretary Edward Tate
	6	Campus Spotlight - ABAC "Innovation in Academic Degrees"	Dr. David Bridges, President ABAC Faculty ABAC Students
10:10 AM	7	ALA Scholar Recognition	Interim VC for Human Resources Karin Elliott
	8	Housing Presentation	Exec. Vice Chancellor Shelley Nickel Jonathan Lucia, P3 Portfolio Manager
10:45 AM Room 2104 Room 2104 Room 2104 (2 <sup>nd</sup> Floor)	<b><u>Track I Committee Meetings</u></b>		
	9	Academic Affairs	Regent Sarah-Elizabeth Reed
	10	Economic Development	Regent T. Rogers Wade
	11	Organization & Law	Regent Laura Marsh
10:45 AM Room 8003 Room 8003 Room 8003 Room 8003 Room 8003	<b><u>Track II Committee Meetings</u></b>		
	12	Personnel & Benefits	Regent Neil L. Pruitt, Jr.
	13	Finance & Business Operations	Regent Kessel D. Stelling
	14	Real Estate & Facilities	Regent Richard L. Tucker
	15	Internal Audit, Risk, and Compliance	Regent Sachin Shailendra
	16	Jt: Finance & Business Operations/ Real Estate & Facilities	Regent Kessel D. Stelling
12:00 PM Room 8026	17	Lunch	

**BOARD OF REGENTS MEETING AGENDA**  
**Tuesday, February 13, 2018**

<u>Approximate Times</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
1:00 PM Room 8003	18	Reconvene	Chairman James M. Hull
	19	Academic Recognition Honorees	Dr. Christina Hobbs Community Relations Manager
	20	Ethics Training	Vice Chancellor John Fuchko
	21	Chancellor's Report	Chancellor Steve Wrigley
	22	Committee Reports:	Chairman James M. Hull
		A. Academic Affairs	Regent Sarah-Elizabeth Reed
		B. Economic Development	Regent T. Rogers Wade
		C. Finance & Business Operations	Regent Kessel D. Stelling
		D. Jt: Finance & Business Operations/ Real Estate & Facilities	Regent Kessel D. Stelling
		E. Graduate Medical Education	Regent Philip A. Wilheit
	F. Internal Audit, Risk, and Compliance	Regent Sachin D. Shailendra	
	G. Organization & Law	Regent Laura Marsh	
	H. Personnel & Benefits	Regent Neil L. Pruitt	
	I. Real Estate & Facilities	Regent Richard L. Tucker	
1:55 PM	23	Unfinished Business	Chairman James M. Hull
	24	New Business	Chairman James M. Hull
		<i>Gala Update</i>	Regent Philip A. Wilheit
		<i>UGA Resolution</i>	Regent Donald M. Leebern, Jr.
		<i>Chancellor – Delegation of Authority</i>	Chairman James M. Hull
	25	Petitions and Communications	Assistant Board Secretary Kimberly Ballard-Washington
	26	Executive Session	Chairman James M. Hull
	27	Reconvene	Chairman James M. Hull
	<i>Vote on Gordon State College Presidential Finalist</i>		
28	Adjournment	Chairman James M. Hull	

# AGENDA

## GRADUATE MEDICAL EDUCATION COMMITTEE

February 13, 2018

**Agenda Item** **Page No.**

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### Information Item

1. Update on GME expansion activities 1

### Approval Items

2. Approval of Funding Recommendations 2

## **AGENDA**

### **GRADUATE MEDICAL EDUCATION COMMITTEE**

**February 13, 2018**

1. **Information Item:** Update on GME Expansion Activities

The Governor and General Assembly appropriated a total of approximately \$1.9 million into the USG budget for FY 2018 to further ongoing efforts to create new residency programs at new teaching hospitals in Georgia. With the support provided by this funding, USG efforts in FY 2018 will focus on further development of GME programs across the state. Dr. Shelley Nuss, Chair of the GREAT committee, will provide the BOR GME committee with a more detailed update on recent developments as well as a report on ongoing progress with existing GME partners.

2. **Action Item:** Approval of Recommendations from the GREAT

Background:

1. **Hamilton Medical Center**, a 282-bed regional acute-care hospital located in Dalton, GA, has indicated interest in developing an Internal Medicine program in FY18. Understanding this, the GREAT committee recommended partial funding for Hamilton Medical Center.
  - \$1,200,000 for Hamilton Medical Center to support creation of a new Internal Medicine program.
  
2. **Wellstar Health System** is a fully integrated health system with eleven hospitals in the State of Georgia. Spalding Regional Medical Center a 160-bed hospital located in Griffin, GA joined the Wellstar system in 2016 and has indicated interest in developing an Internal Medicine or Family Medicine program in FY18. Wellstar Kennestone Hospital in Marietta, GA, would like to continue to expand and develop GME programs with the addition of a Surgery program. With this understanding, the GREAT committee recommends funding for the Wellstar Health System.
  - \$700,000 for Wellstar Health System – to support the creation of new GME programs at Wellstar Kennestone Hospital and Spalding Regional Medical Center.

**MINUTES OF THE MEETING OF THE  
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
Atlanta, Georgia  
January 11, 2018**

**CALL TO ORDER**

The Board of Regents of the University System of Georgia met on Thursday, January 11, 2018, in the Board Room, Room 8003, 270 Washington Street SW, Atlanta, Georgia. The Chairman of the Board, Regent James M. Hull, called the meeting to order at 1:39 p.m. Present, in addition to Chairman Hull, were Vice Chairman Don L. Waters; and Regents W. Allen Gudenrath; Erin Hames; Bárbara Rivera Holmes; Donald M. Leebern, Jr.; Laura Marsh; Neil L. Pruitt; Sarah-Elizabeth Reed; Sachin Shailendra; Kessell D. Stelling, Jr.; Ben J. Tarbutton, III; Richard L. Tucker; T. Rogers Wade; and Philip A. Wilheit, Sr. Regents C. Dean Alford; W. Paul Bowers; C. Thomas Hopkins, Jr.; and E. Scott Smith were excused.

**INVOCATION AND PLEDGE**

Savannah State University Student Government Association President Sarah Dillard gave the invocation and led the Pledge of Allegiance.

**SAFETY BRIEFING**

Chief of Police Bruce Holmes gave the safety briefing.

**APPROVAL OF MINUTES**

With motion made and variously seconded, the Regents who were present voted unanimously to approve the minutes of the Board's meetings of November 15, 2017, and December 12, 2017.

**CHAIRMAN'S REMARKS**

Chairman James M. Hull welcomed new Regents W. Allen Gudenrath, Erin Hames, and Bárbara Rivera Holmes, and recognized the service of outgoing Regents Rutledge A. Griffin, Jr.; Doreen Stiles Poitevint; and Larry Walker. He then thanked Chancellor Steve Wrigley for his leadership and his support of initiatives such as College 2025 and the Comprehensive Administrative Review, which represent a cultural shift that will take the University System into the future. Lastly, Chairman Hull commended several University System of Georgia institutions for their research programs that support industry in the state of Georgia.

**CAMPUS SPOTLIGHT: UNIVERSITY OF NORTH GEORGIA**

Chairman Hull introduced University of North Georgia President Dr. Bonita Jacobs; Dr. Christopher Jespersen, Dean of the University of North Georgia's College of Arts and Sciences; and several UNG students, who gave a presentation showcasing the UNG's strategic language programs. These comprehensive language and global initiatives prepare students to work in international fields, including federal service agencies and the military.

**FISCAL YEAR 2019 BUDGET UPDATE**

Executive Vice Chancellor for Strategy and Fiscal Affairs Shelly Nickel provided an update on the state budget for Fiscal Year 2019. The total state budget for the University System for the 2019 fiscal year is \$2.4 billion. The amended budget includes \$12.2 million in new funds for the University System and its pass-through organizations, including \$10 million to support the graduate medical education program at Augusta University and a \$2.1 million increase in insurance premiums paid to the Department of Administrative Services. The operating budget includes over \$116 million in new funds, which is a 5% increase from the 2018 fiscal year.

**CHANCELLOR'S REPORT**

The Chancellor began his report to the Board by welcoming incoming Board Chairman James M. Hull and incoming Regents Erin Hames, W. Allen Gudenrath, and Bárbara Rivera Holmes. He thanked former Regents Rusty Griffin, Doreen Stiles-Poitevint, and Larry Walker for their service and introduced new System Office staff members Karen McCauley, Vice Chancellor for Development, and Edward Tate, Vice Chancellor of Legal

Affairs and Secretary to the Board.

Chancellor Wrigley spoke of the value of a liberal arts education and its link to the modern economy. Once limited to grammar, logic, rhetoric, arithmetic, geometry, astronomy, and music, today's liberal arts education gives students wide-ranging, general knowledge and helps them develop intellectual capacities like reason and judgment. Liberal Arts majors have critical thinking and interpersonal skills that give them an advantage in an automated workforce; these are skills that employers seek, and the demand for graduates with these skills will only increase in the future. In 2016, the University System joined a national initiative organized by LEAP, Liberal Education and America's Promise. LEAP links the skills acquired through a liberal arts curriculum to the demands of a global job market and creates opportunities for students to acquire these skills, regardless of their major, so they can thrive in a demanding economy. This is just another example of an initiative that the University System of Georgia has adopted to achieve its mission of preparing graduates who can adapt to change and thrive in today's complex global economy.

Chancellor Wrigley then shared several highlights and achievements from across the University System. He thanked Marion Fedrick, Vice Chancellor of Human Resources, and the rest of the transition team at the newly-consolidated Albany State University. The Chancellor announced that in December 2017, the Southern Association of Colleges and Schools Commission on Colleges and the Board of Regents gave final approval to the consolidation of Georgia Southern University and Armstrong State University, and Abraham Baldwin Agricultural College and Bainbridge State College. He thanked Presidents, faculty, and staff from all four campuses and the System Office for their work during the consolidation approval process. Chancellor Wrigley also congratulated University of Georgia President Jere Morehead and the University of Georgia on their success this football season, including winning the Southeastern Conference Championship and competing for the National Championship. The Chancellor concluded his remarks with a historical note regarding Alexander Hamilton, the nation's first Secretary of the Treasury and co-writer of the Federalist Papers. Mr. Hamilton, who studied mathematics and founded one of the first liberal arts college in the United States, was born on this day in 1757 in the former British West Indies.

### **COMMITTEE REPORTS**

Reports of the standing committees are attached hereto.

### **UNFINISHED BUSINESS**

There was none.

### **NEW BUSINESS**

Regent Philip A. Wilheit, Sr., informed the Board that the Regents' Salute to Education, commonly called the Regents' Gala, benefiting the University System of Georgia Foundation, will be Friday, March 2, 2018, at the St. Regis Hotel in Atlanta, Georgia.

With motion made and variously seconded, the Regents present voted unanimously to appoint Vice Chancellor of Legal Affairs Edward Tate as Secretary to the Board.

### **PETITIONS AND COMMUNICATIONS**

There were no petitions and communications. Assistant Secretary to the Board Kimberly Ballard-Washington announced that the next Board of Regents' meeting will be held on February 13, 2018, at the University System Office in Atlanta.

### **EXECUTIVE SESSION**

Following the announcement on Petitions and Communications, Chairman Hull called for an executive session at approximately 4:05 p.m. to discuss personnel and compensation matters. With motion properly made and seconded, the Regents present voted unanimously to go into executive session. University System of Georgia staff members who were also present for portions of the executive session included Chancellor Wrigley and

members of his staff. An affidavit regarding this executive session is on file with the Office of the Secretary to the Board. Following executive session, Chairman Hull reconvened the Board meeting in its regular session at 4:40 p.m. and announced that the Board took no actions during the executive session.

**RECONVENE**

With motion made and variously seconded, the Regents present approved amendments to the Phase I P3 Program of the Board of Regents of the University System of Georgia, attached hereto as Appendix A.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:20 p.m.

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James M. Hull  
Chairman, Board of Regents  
University System of Georgia

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Edward M. Tate  
Secretary, Board of Regents  
University System of Georgia

## APPENDIX A

RESOLVED that the amendments to the existing agreements related to the Phase 1 P3 Program of the Board of Regents of the University System of Georgia (the "BOR"), or approval of amendments to such agreements to which BOR is not a party, as applicable, including without limitation, (i) the Amended and Restated Master Concessionaire Agreement for the Leasing and Development of Student Housing (Phase I) dated May 13, 2015 between the BOR and Corvias Campus Living-USG, LLC ("Concessionaire"); (ii) the Existing Housing Lease Agreements dated May 14, 2015 between the BOR and Concessionaire related to Abraham Baldwin Agricultural College, Armstrong State University, Columbus State University, East Georgia State College, Georgia State University, and University of North Georgia; (iii) the New Housing Lease Agreement dated May 14, 2015 between the BOR and Concessionaire related to College of Coastal Georgia, Columbus State University, Dalton State University, East Georgia State College, Georgia Regents University (n/k/a Augusta University), Georgia State University, and University of North Georgia; (iv) the Amended and Restated Performance Guaranty dated May 13, 2015 by Corvias Group, LLC in favor of the BOR, (v) the Deposit and Disbursement Agreement related to the Concessionaire, and (vi) the letter of credit to be issued in favor of BOR provided for in the foregoing amended agreements, containing such amendments and terms as are consistent with the terms of, and necessary to carry out, the amendments that have been described in all material detail to the BOR at its January 11, 2018 meeting, be and hereby are authorized and approved, with the final terms, and final form, of each such document, and of such other documents, instruments, agreements or certificates reasonably related thereto deemed by the Chancellor to be necessary or desirable to enter into or approve in conjunction with such amendments to be determined by the Chancellor in his reasonable discretion, and with the Chancellor hereby authorized to cause all such documents to be entered into by BOR or to approve same on behalf of BOR, as applicable.

**MINUTES OF THE  
EXECUTIVE AND COMPENSATION COMMITTEE**

The Executive & Compensation Committee of the Board of Regents of the University System of Georgia met at approximately 1:00 p.m. in Room 8026 of the Board's offices, 270 Washington St., SW, in Atlanta, Georgia. Board Chairman James M. Hull called the meeting to order. Present, in addition to Chairman Hull, were Board Vice Chairman Don L. Waters and Regents W. Allen Gudenrath; Erin Hames; Bárbara Rivera Holmes; Donald M. Leebern, III; Laura Marsh; Neil L. Pruitt, Jr.; Sarah-Elizabeth Reed; Kessel D. Stelling, Jr.; Benjamin J. Tarbuton, III; Richard L. Tucker; T. Rogers Wade; and Philip A. Wilheit, Sr. Unless noted otherwise, all items below were approved unanimously.

**APPROVAL ITEMS**

1. The Board approved a revision to Board of Regents Bylaw 1(4) Attendance.
2. The Board approved the addition of Board of Regents Bylaw 1(5) Removal.
3. The Board approved a revision to Board of Regents Bylaw 4(7) Chancellor.
4. The Board approved a revision to Board of Regents Bylaw 5(1) In General.
5. The Board approved the addition of Board of Regents Bylaw 5(6) Self-Assessment.

**ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at approximately 1:26 p.m.

## **MINUTES OF THE COMMITTEE ON ACADEMIC AFFAIRS**

The Committee on Academic Affairs of the Board of Regents of the University System of Georgia met at approximately 2:33 p.m. in Room 7007 of the Board's Offices, 270 Washington St., SW, in Atlanta, Georgia. Committee Chairwoman Sarah-Elizabeth Reed called the meeting to order. Present, in addition to Chairwoman Reed, were Regents W. Allen Gudenrath; Erin Hames; Laura Marsh; and T. Rogers Wade. Unless otherwise noted, the Regents present approved all items unanimously.

### **ACTION ITEMS**

1. Following a motion by Regent Marsh, which was seconded by Regent Gudenrath, the Board approved the establishment of a Master of Science in Business Analytics at the University of Georgia.
2. Following a motion by Regent Marsh, which was seconded by Regent Wade, the Board approved the establishment of a Master of Science with a major in Cybersecurity Management (online delivery) at Columbus State University.
3. Following a motion by Regent Wade, which was seconded by Regent Marsh, the Board approved the establishment of a Doctor of Education in Higher Education Administration at the University of West Georgia.
4. Following a motion by Regent Wade, which was seconded by Regent Marsh, the Board approved the substantive change and credit hour waiver to education degrees at Kennesaw State University.
5. Following a motion by Regent Hames, which was seconded by Regent Wade, the Board approved the termination of multiple academic degrees at Georgia College and State University.
6. Following a motion by Regent Wade, which was seconded by Regent Hames, the Board approved the termination of an academic degree at the University of West Georgia.
7. Following a motion by Regent Hames, which was seconded by Regent Gudenrath, the Board approved the termination of an academic degree at the University of Georgia.
8. Following a motion by Regent Marsh, which was seconded by Regent Hames, the Board approved a revision to Policy 3.2, Faculties.
9. Following a motion by Regent Wade, which was seconded by Regent Gudenrath, the Board approved a revision to Policy 3.7, Regents' Reading and Writing Skills Requirement.
10. Following a motion by Regent Marsh, which was seconded by Regent Wade, the Board approved a revision to Policy 3.8, Degrees.
11. Following a motion by Regent Wade, which was seconded by Regent Marsh, the Board approved revisions to Policies 6.1 and 6.2 Research, and their renumbering as Policy 3.7.

### **CONSENT ITEM**

The Board approved several named faculty positions at the University of Georgia.

## **DISCUSSION**

1. Executive Vice Chancellor and Chief Academic Officer Tristan Denley updated the Committee on the progress of the Momentum Year Initiative implementation and co-requisite learning support scale-up. He extended an invitation to the Committee to the Momentum Year Summit on February 15-16, 2018.

## **ADJOURNMENT**

There being no further business for committee consideration, the meeting adjourned at approximately 3:02 p.m.

## **MINUTES OF THE COMMITTEE ON ORGANIZATION AND LAW**

The Committee on Organization and Law of the Board of Regents of the University System of Georgia met at approximately 3:05 p.m. in Room 7007 of the Board's Offices, 270 Washington St., SW, in Atlanta, Georgia. Committee Chairwoman Laura Marsh called the meeting to order. Present, in addition to Chairwoman Marsh, were Committee Vice Chairwoman Sarah-Elizabeth Reed and Regents W. Allen Gudenrath, Erin Hames, and T. Rogers Wade. Chancellor Steve Wrigley also was present. Unless noted otherwise, all items below were approved unanimously.

### **ORIENTATION**

1. University System Office staff provided a brief orientation on the structure and activities of the Committee to the new Regents.

### **APPROVAL ITEMS**

2. The Board approved certain named personnel at the Georgia Institute of Technology to apply for, and receive, United States Government security clearance related to classified government research.
3. The Board approved Clayton State University President Thomas Hynes, Jr.'s request to award honorary degrees to Mr. Alexander Crumbley and Mr. Robert Edge.
4. The Board authorized Abraham Baldwin Agricultural College to engage in mutually beneficial emergency services arrangements with Bainbridge Public Safety and the Decatur County Sheriff's Office.
5. The Board approved revisions to Policy 1.2.5, Institution Responsibilities.
6. The Board approved the addition of Policy 6, Campus Affairs, and the relocation of related policies.

### **ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at approximately 3:30 p.m.

**MINUTES OF THE  
JOINT COMMITTEES ON FINANCE & BUSINESS OPERATIONS  
& INTERNAL AUDIT, RISK & COMPLIANCE**

The Joint Committees on Finance & Business Operations & Internal Audit, Risk & Compliance met at approximately 2:30 p.m. Thursday, January 11, 2018, in Room 8003 of the Board's offices, 270 Washington St. SW, in Atlanta, Georgia. Committee Chairmen Kessel D. Stelling, Jr., and Sachin Shailendra called the meeting to order. Present, in addition to Chairmen Stelling and Shailendra, were Regents Bárbara Rivera Holmes; Donald M. Leebern, Jr.; Neil L. Pruitt, Jr.; Ben J. Tarbutton, III; and Richard L. Tucker, Sr. Board Chairman James M. Hull and Chancellor Steve Wrigley also were present.

**INFORMATION ITEMS**

1. Associate Vice Chancellor for Fiscal Affairs Claire Arnold provided information on the Fiscal Year 2017 Financial Engagement Results for the University System of Georgia.
  
2. Associate Vice Chancellor Arnold provided information on the 2017 Consolidated Annual Financial Report for the University System of Georgia.

**ADJOURNMENT**

There being no further business to come before the joint committees, the meeting adjourned at approximately 2:49 p.m.

**MINUTES OF THE  
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

The Committee on Finance & Business Operations met at approximately 2:49 p.m. Thursday, January 11, 2018, in Room 8003 of the Board's offices, 270 Washington St. SW, in Atlanta, Georgia. Committee Chairman Kessel D. Stelling, Jr., called the meeting to order. Present, in addition to Chairman Stelling, were Regents Bárbara Rivera Holmes; Donald M. Leebern, Jr.; Neil L. Pruitt, Jr.; Sachin Shailendra; Ben J. Tarbutton, III; and Richard L. Tucker, Sr. Board Chairman James M. Hull and Chancellor Steve Wrigley also were present.

**APPROVAL ITEMS**

1. The Board approved the Professional Program Tuition for the Master of Science in Business Analytics at the University of Georgia.
2. The Board approved revisions to Policy 7.3.1.1, Tuition Definitions.

**INFORMATION ITEMS**

3. The committee heard an information item on moving Policy 7.11.3, Use of Institution Names, to the new Board Policy Manual Section 6 "Campus Affairs."
4. Vice Chancellor and Chief Information Officer Dr. Bobby Laurine provided an update on the USG Student Information System (SIS) Banner Managed Services (BMS).

**ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at approximately 3:02 p.m.

**MINUTES OF THE  
COMMITTEE ON INTERNAL AUDIT, RISK AND COMPLIANCE**

The Committee on Internal Audit, Risk and Compliance of the Board of Regents of the University System of Georgia met at approximately 3:02 p.m. in Room 8003 of the Board's offices, 270 Washington Street SW, in Atlanta, Georgia. Committee Chairman Sachin Shailendra called the meeting to order. Present, in addition to Chairman Shailendra, were Committee Vice Chairman Philip A. Wilheit, Sr., and Regents Bárbara Rivera Holmes; Donald M. Leebern, Jr.; Neil L. Pruitt, Jr.; Benjamin J. Tarbutton, III; Richard L. Tucker; and Kessel D. Stelling, Jr. Board Chairman James M. Hull and Chancellor Steve Wrigley also were present.

**INFORMATION ITEM**

1. Vice Chancellor for Internal Audit & Chief Audit Officer Terry Thompson provided an orientation to the Board regarding internal audit and ethics and compliance. Vice Chancellor Thompson also reviewed the planned forward agenda of items scheduled for approval and review by the Committee.

**APPROVAL ITEMS**

2. With motion made and properly seconded, the Board approved the Internal Audit Charter.
3. With motion made and properly seconded, the Board approved the Compliance and Ethics Charter.
4. With motion made and properly seconded, the Board approved the Committee on Internal Audit, Risk and Compliance Charter.

**ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at approximately 3:06 p.m.

## **MINUTES OF THE COMMITTEE ON REAL ESTATE & FACILITIES**

The Committee on Real Estate & Facilities of the Board of Regents of the University System of Georgia met at approximately 3:06 p.m. on Thursday, January 11, 2018, in Room 8003 of the Board's offices, 270 Washington Street SW, in Atlanta, Georgia. Committee Chairman Richard L. Tucker called the meeting to order. Present, in addition to Chairman Tucker, were Regents Bárbara Rivera Holmes; Donald M. Leebern, Jr.; Neil L. Pruitt, Jr.; Sachin Shailendra; Kessel D. Stelling, Jr.; Benjamin J. Tarbutton, III; and Philip A. Wilheit, Sr. Board Chairman James M. Hull and Board Vice Chairman Don L. Waters also were present.

### **INFORMATION ITEMS**

1. Vice Chancellor for Real Estate & Facilities Jim James presented an information item on a proposed project to renovate Building 032 at Georgia Institute of Technology for television production associated with ESPN's ACC Network.
2. Vice Chancellor James presented an update on the financing for Georgia Institute of Technology's Lockheed South campus, also known as Georgia Tech Cobb Research Campus.

### **ACTION ITEMS**

The following action items were unanimously approved:

3. Authorization of Project No. BR-10-1802, Driftmier Engineering Center Renovation-Phase I, University of Georgia;
4. Authorization of Project No. BR-10-1803, Boyd Graduate Studies Research Center-First Floor Renovation, University of Georgia;
5. Authorization of Project No. BR-50-1801, Science Park Phase III, Georgia State University;
6. Ground Lease, Kappa Alpha Theta Sorority, Fifth Street NW, Atlanta, Georgia Institute of Technology;
7. Revisions to Policy Section 9.1, General Policy on Real Estate and Facilities, and its subsections 9.1.1, 9.1.2, 9.1.3, 9.1.4, 9.1.5, and 9.1.6;
8. Authorization of Budget Modification, Ground Lease and Rental Agreement, Project No. PPV-71-1701, Student Health Center, University of West Georgia;
9. Naming of Sanford and Barbara Orkin Hall, University of Georgia;
10. Gift of Real Property, 445 Capitol Avenue, Atlanta, Georgia State University; and
11. Disposition of Real Property, U.S. Highway 41 North and I-75 Interchange, Tifton, University of Georgia.

### **ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at approximately 3:20 p.m.

**MINUTES OF THE MEETING OF THE  
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
Atlanta, Georgia  
February 5, 2018**

**CALL TO ORDER**

The Board of Regents of the University System of Georgia met on Monday, February 5, 2018, via a special called telephonic meeting. The Chairman of the Board, Regent James M. Hull, called the meeting to order at approximately 10:31 a.m. Present, in addition to Chairman Hull, were Vice Chairman Don L. Waters; and Regents W. Paul Bowers; W. Allen Gudenrath; Erin Hames; Bárbara Rivera Holmes; C. Thomas Hopkins, Jr.; Donald M. Leebern, Jr.; Laura Marsh; Neil L. Pruitt, Jr.; Sarah-Elizabeth Reed; E. Scott Smith; Kessel D. Stelling, Jr.; Benjamin J. Tarbutton, III; Richard L. Tucker; T. Rogers Wade; and Philip A. Wilheit, Sr. Regents C. Dean Alford and Sachin Shailendra were excused.

**NEW BUSINESS**

At approximately 10:31 a.m., Chairman Hull called for an executive session for the purpose of discussing personnel matters. With motion made and variously seconded, the Regents voted unanimously to go into executive session. An affidavit regarding the executive session is on file with the Office of the Secretary to the Board. Chairman Hull reconvened the Board meeting in its regular session at approximately 10:36 a.m. and announced that no actions were taken during the executive session.

With motion made and variously seconded, the Regents present approved naming Dr. Kirk Nooks as the finalist for the presidency at Gordon State College. The Board of Regents will vote on the presidency at the upcoming February 13, 2018, Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at approximately 10:37 a.m.

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James M. Hull  
Chairman, Board of Regents  
University System of Georgia

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Edward M. Tate  
Secretary, Board of Regents  
University System of Georgia

# AGENDA

## FINANCE AND BUSINESS OPERATIONS

February 13, 2018

**Agenda Item**

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### INFORMATION ITEM

1. USG Housing Update: Assessing Satisfaction and Facility Stewardship  
In On Campus Housing

1

## AGENDA

### FINANCE AND BUSINESS OPERATIONS

February 13, 2018

1. **USG Housing Update: Assessing Satisfaction and Facility Stewardship  
In On Campus Housing**

Jonathan Lucia, P3 Portfolio Manager, will provide an update on USG housing. Additionally, representatives from the University of North Georgia will provide a campus perspective.

# AGENDA

## COMMITTEE ON ACADEMIC AFFAIRS

FEBRUARY 13, 2018

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### ACTION ITEMS:

#### I. Academic Programs

##### New Program Requests:

1. Establishment of a Bachelor of Science in Long-Term Healthcare Management, South Georgia State College 3
2. Establishment of a Bachelor of Science in Agriculture with a major in Hospitality and Food Industry Management, University of Georgia 5
3. Establishment of a Bachelor of Fine Arts with a major in Visual Arts, University of North Georgia 7

#### II. Policies:

4. Revision to The Policy Manual, Section 3.1 General Policy 9
5. Revision to The Policy Manual, Section 3.2, Faculties 12
  - a. Revision to Subsection 3.2.5 Termination of Faculty Employment
6. Revision to The Policy Manual, Section 3.3.4, United States and Georgia History and Constitution 13
7. Revision to The Policy Manual, Section 3.6.1, Creation of Academic Programs 14
8. Revision to The Policy Manual, Section 4.2, Undergraduate Admissions 15
  - Revision to Subsection 4.2.1, Admission Requirements for Programs Leading to the Baccalaureate Degree 17
  - Revision to Subsection, 4.2.3, Additional Admissions Policies 18

**CONSENT AGENDA:****III. Named/Endowed Faculty Positions:**

9. Establishment of Named Faculty Positions:
- a. Georgia State University**
    - Establishment of the Meredith M. Leapley WomenLead Professorship 21
    - Establishment of the Kenneth D. Lewis Distinguished Chair in Nutrition 22
  - b. Kennesaw State University**
    - Establishment of The Henssler Financial Endowed Chair 23
  - c. University of Georgia**
    - Establishment of the UGA Athletic Association Professorship in Complex Carbohydrate Research 25
    - Establishment of the Sanford Family Distinguished Chair in Business 26
    - Establishment of the Terrell Professorship in Wildlife Management 27
10. Named Faculty Appointments: 28
- **Augusta University**
    - Appointment of Dr. Carlos Isales to the J. Harold Harrison, M.D. Distinguished University Chair in Health Aging
    - Appointment of Dr. Laura Carbone to the J. Harold Harrison, M.D. Distinguished University Chair in Rheumatology
  - **University of Georgia**
    - Appointment of Dr. Ignacy Misztal to the D.W. Brooks Distinguished Professorship
    - Appointment of Dr. Peggy Ozias-Akins, D.W. Brooks Distinguished Professorship
    - Appointment of Dr. Mary Ann Moran, Regents' Professorship

1. **Establishment of a Bachelor of Science with a major in Long-Term Healthcare Management**

**Recommended:** That the Board approve the request of President Ingrid Thompson-Sellers that South Georgia State College (“SGSC”) be authorized to establish a Bachelor of Science with a major in Long-Term Healthcare, effective February 13, 2018.

**Program Summary:** The proposed program will fulfill an academic credential need of our healthcare employers and students to meet the regional employment requirements of the healthcare industry and to provide an avenue to employment in the healthcare industry for students who cannot gain admission to our B.S. in Nursing program or who cannot complete this program. The proposed program will also be attractive to students completing associate’s degree programs and transferring to us, whether from the University System of Georgia (USG) or from the Technical College System of Georgia (TCSG). The proposed degree compliments the recently established B.S. in Nursing, B.S. in Biological Studies, and B.S. in Management programs in that each of the programs is particularly suited to prepare students to enter the workforce immediately, to pursue graduate studies, or to advance in their present place of employment. The program features a team approach to manage healthcare delivery and a carefully integrated curriculum to address the patient holistically it will allow students to develop a wide range of skills and understandings based in psychology, sociology, and economics, as well as healthcare for the aging and others with developmental disabilities. Such curricular diversity will be attractive to employers and will serve patients well.

**Need and Demand:** In rural South Georgia many students—especially those who work and support families—find themselves “place-bound” with limited options for educational advancement. The proposed program will expand bachelor’s degree offerings at SGSC while meeting a healthcare need in our region. The steady employment growth in healthcare occupations, the importance of providing care to an aging baby boomer population, the potential earnings associated with healthcare professions, and the desirability of offering a baccalaureate-level healthcare program distinct from the Bachelor of Science in Nursing degree all contribute to the development of this proposal. In a recent employment projections report (2015) the U.S. Bureau of Labor Statistics forecasts, “healthcare occupations and industries are expected to have the fastest employment growth and to add the most jobs between 2014 and 2024.” The report goes on to state that “the healthcare and social assistance sector is expected to become the largest employing major sector during the projections decade, overtaking the state and local government major sector and the professional and business services major sector.” In Coffee and Ware counties, where our two campuses are located, together with 6 additional counties contiguous to either Coffee or Ware, 11% of the top 80 employers are long-term healthcare facilities (*Georgia Area Labor Profile*).

**List of Similar Existing USG Programs and Productivity:** Currently, the only other program similar to this is at Georgia Southwestern University and it was just recently approved by the Board.

**Fiscal and Facilities Impact:**

None

**Accountability:**

The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program review is in concert with the institution's schedule of comprehensive program reviews.

2. **Establishment of a Bachelor of Science in Agriculture with a major in Hospitality and Food Industry Management, University of Georgia**

**Recommended:** That the Board approve the request of President Jere Morehead that the University of Georgia (“UGA”) be authorized to establish a Bachelor of Science in Agriculture with a major in Hospitality and Food Industry Management, effective February 13, 2018.

**Program Summary:** The new major in Hospitality and Food Industry Management (HFIM) will be housed in the Department of Agricultural and Applied Economics. The Department is considered to be a good fit for the new major given their faculty expertise, teaching, research, and outreach programs related to applied business management, sales and marketing, finance, food industry, and economic development. The proposed HFIM major will prepare students for jobs in the hospitality and food industry across a broader spectrum, including in urban areas (e.g., Atlanta, Augusta, Macon, Savannah) where most hospitality and food industry jobs are located because of the high concentration of hotels and restaurants catering to both residents and visitors (e.g., business conferences, sporting events). Hotels/resorts and restaurants have many connections to agriculture through the meals and beverages they serve and the golf courses and landscaping that guests enjoy. These businesses are also increasing their connections to agriculture by using fresh, locally produced and processed food and beverage products (which are sometimes produced and processed on their own grounds).

**Need and Demand:** The Hanover report (citing the National Center for Education statistics) states that there are about 12,500 bachelor’s degrees awarded in hospitality management-related programs across the country each year, with about 3,700 being in the southeast. In contrast, over 15,000 job openings per year are currently expected. The population of Georgia is more than 3% of the U.S. population. Thus, by equivalence, about 400 students should be graduating from the state of Georgia each year. This is comparable to the 370 per year employment projections cited in the Hanover report. The Georgia colleges that offer this major currently graduate about 115 students, leaving a potential need for an additional 250 graduates per year. According to the Bureau of Labor Statistics, demand for food service managers is projected to grow 5% from 2014 to 2024, an increase of 15,700 jobs. In similar fashion, job opportunities for lodging managers is expected to grow by 8.5%, an increase of 3,700 jobs. Job opportunities for all of these sectors of the hospitality industry should be best for candidates with a bachelor’s degree in meeting and event management, tourism management, or hospitality.

**List of Similar Existing USG Programs and Productivity:** Similar programs have been developed within the university system.

Enrollments and Degrees Conferred Institutions and Academic Programs	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Georgia State University <sup>1</sup> (Enrollment)	324	320	300	278	244	293
(Degrees Conferred)	78	84	78	49	79	74
Georgia Southern University <sup>2</sup>					Terminated Program	
Kennesaw State University <sup>3</sup> (Enrollment)	20	130	251	269	237	181
(Degrees Conferred)	NA	NA	NA	5	31	7

1 BBA, Housed in the College of Business

2 Transitioning an existing concentration to a baccalaureate degree to be delivered at the Armstrong Campus

3 Transitioning to a BBA and relocating to the College of Business

**Fiscal and Facilities Impact:**

None

**Accountability:**

The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program review is in concert with the institution's schedule of comprehensive program reviews.

3. **Establishment of Bachelor of Fine Arts with a major in Visual Arts, University of North Georgia**

**Recommended:** That the Board approve the request by President Bonita Jacobs that the University of North Georgia (“UNG”) be authorized to establish a Bachelor of Fine Art with a major in Visual Arts, effective February 13, 2018.

**Program Summary:** The BFA program (Bachelors of Fine Arts in Visual Arts) is a professional degree that provides students with a strong visual arts curriculum with specific credit hours and fewer general credit hours. The more intensive and specific course work produces highly proficient and skilled graduates. In addition to helping UNG students prepare for careers in areas such as the film and entertainment industries, the Department of Visual Arts is also involved in bringing new technologies to students interested in working in other fields that incorporate digital fabrication, including 3D printing, into their research and creative endeavors. Toward that end, DoVA has created a Makerbot Innovation Center on the Dahlonega campus and a Maker Space on the Gainesville campus; each space acts as a hub/center/laboratory for digital design and 3D fabrication open for use by students, professors, entrepreneurs, professionals, and the public. This degree will equip graduates with a proficiency in their area of concentration that will better prepare them for graduate school and employment opportunities in creative industries in our state and beyond.

**Need and Demand:** The University of North Georgia is uniquely positioned to produce graduates who can work in the burgeoning film, gaming, and entertainment industries in the state. UNG's Department of Visual Arts has earned National Association of Schools of Art and Design (NASAD) accreditation and seeks to expand educational opportunity for our Visual Arts students through implementing a BFA professional degree. Visual Arts disciplines like Graphic Design and Digital Arts not only apply to those industries, but to all facets of the business world. Other disciplines such as Sculpture and 3D Modeling and Printing, Textiles and Photography will be needed for set design, costuming and other areas of film production. The “2014-2024 Art Career Outlook” shows employment of art and design occupations to grow at about 2%, adding 16,700 new jobs. Projected growth is in the area of animation and visual effects in video. In addition, The BFA degree will attract creative students of the Northeast Georgia region to the institution that would otherwise seek an education outside of the region or in another state that provides the degree.

**List of Similar Existing USG Programs and Productivity:**

UNG provides educational resources to the Northeast region of Georgia and there is currently no Bachelors of Fine Arts Degree in Visual Arts in this service area.

Enrollments and Degrees Conferred Institutions and Academic Programs	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Columbus State University (Enrollment) (Degrees Conferred)	105 17	116 15	118 15	111 7	86 17	102 14
Fort Valley State University (Enrollment) (Degrees Conferred)	NA	NA	NA	29 6	48 4	15 2
Georgia College and State University (Enrollment) (Degrees Conferred)	123 42	103 31	103 26	106 23	105 22	108 29
Georgia Southwestern State University (Enrollment) (Degrees Conferred)	24 6	26 4	22 3	25 4	19 6	23 5
Savannah State University (Enrollment) (Degrees Conferred)	124 14	150 9	143 12	131 18	106 14	131 13

**Fiscal and Facilities Impact:**

None

**Assessment:**

The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program review is in concert with the institution's schedule of comprehensive program reviews.

#### 4. Revision to The Policy Manual, Section 3.1 General Policy

**Abstract:** In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of these revisions are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of The Policy Manual. Suggested changes do not substantively alter the intent of the policy.

#### CURRENT POLICY LANGUAGE:

##### 3.1 General Policy

The Board of Regents shall rely on the Chancellor, the presidents of all USG institutions, and their deans and faculties to develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficiency of operations and most appropriate to the advancement of learning.

Without limiting the generality of the preceding paragraph, it is recognized that the following are proper functions of the academic authorities rather than of the Board:

1. To prescribe the teaching load to be carried by each member of the faculty;
2. To determine the maximum and minimum number of students permitted in a class; and,
3. To define the nature and form of records, if any, to be kept of the members of the faculties and of activities of administrative personnel.

The Board of Regents shall expect of each president, his/her faculty and staff, the deans, and the faculties of each USG institution efficient service measured by approved academic standards, and shall look to them to promote effective higher education, having in view resources available to them, and, in the discharge of its duties as a Board, must hold them responsible for a failure to achieve these results. The Board is of the opinion that it would not be reasonable to make USG academic authorities accountable for results obtained and at the same time deny them the power to choose ways and means they believe to be best adapted to achieve the ends desired.

The Board shall look to the Chancellor to survey USG institutions and to report thereon to the Board, as may be necessary to keep it fully informed of the standards of scholarship maintained at each USG institution and the efficiency and effectiveness of the administration of the institutions (BoR Minutes, 1947-48, pp. 170-172; 1989-1990, p. 179).

The Board shall expect each institution to be accredited by the Southern Association of Colleges and Schools, Inc., and other appropriate accreditation agencies.

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#### EDITED POLICY LANGUAGE:

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

3.1 General Policy *on Academic Affairs*

The Board of Regents shall rely on the Chancellor, the University System Office of Academic Affairs and, the University System of Georgia (USG) presidents of all USG institutions, and their deans administrative officers and faculties to shall develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficient operations and most appropriate to the advancement of learning.

Without limiting the generality of the preceding paragraph, it is recognized that the following are proper functions of the academic authorities include the following rather than of the Board:

1. To prescribe the teaching load to be carried by each member of the faculty;
2. To determine the maximum and minimum number of students permitted in a class; and,
3. To define the nature and form of academic records, if any, to be kept of the concerning members of the faculties and of activities of administrative personnel.

The Board of Regents shall expect of each USG institution president, and his or her administrative officers, faculty, and staff, the deans, and the faculties of each USG institution efficient service measured by approved academic standards, and shall look to them to promote effective higher education and efficient service; having in view resources available to them institution, and, in the discharge of its duties as a Board, must hold them responsible for a failure to achieve these results. The Board is of the opinion that it would not be reasonable to make USG academic authorities shall accountable for results obtained and at the same time deny them the power to choose the appropriate ways and means they believe to be that are best adapted to achieve the ends desired. *The Board of Regents will hold institutions accountable for their results.*

The Board shall look to the Chancellor to survey USG institutions and to report thereon to the Board, as may be necessary to keep it fully informed of the standards of scholarship maintained at each USG institution and the efficiency and effectiveness of the administration of the institutions (BoR Minutes, 1947-48, pp. 170-172; 1989-1990, p. 179).

The Board shall expect each institution to be must maintain accreditation by the Southern Association of Colleges and Schools Commission on Colleges, Inc., and ensure that all programs requiring accreditation by law, regulation, or Board of Regents' Policy are either appropriately accreditation agencies.

### **PROPOSED NEW POLICY LANGUAGE:**

#### 3.1 General Policy on Academic Affairs

The Chancellor, the University System Office of Academic Affairs and the University System of Georgia (USG) presidents, their administrative officers and faculties shall develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficient operations and the advancement of learning.

Proper functions of the academic authorities include the following:

1. Prescribing the teaching load to be carried by each member of the faculty;
2. Determining the maximum and minimum number of students permitted in a class; and,
3. Defining the nature and form of academic records to be kept concerning members of the faculties and administrative personnel.

Each USG institution president and his or her administrative officers, faculty, and staff shall promote effective higher education and efficient service having in view resources available to the institution. USG academic authorities shall choose the appropriate ways and means that are best adapted to achieve the ends desired. The Board of Regents will hold institutions accountable for their results.

Each institution must maintain accreditation by the Southern Association of Colleges and Schools Commission on Colleges and ensure that all programs requiring accreditation by law, regulation, or Board of Regents' Policy are appropriately accredited.

5. **a. Revision to the Policy Manual, Section 3.2 Faculties; Subsection 3.2.5 Termination of Faculty Employment**

**Abstract:** In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of this policy removal are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of The Policy Manual. Guidelines regarding the termination of faculty employment are currently detailed in Policy 8.3.9 Discipline and Removal of Faculty Members and removal is recommended to reduce duplication of information in the Policy Manual.

**CURRENT POLICY LANGUAGE:**

3.2.5 Termination of Faculty Employment

The employment of faculty members may be terminated in accordance with procedures outlined in [Section 8.3.9 of this Policy Manual](#).

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**EDITED POLICY LANGUAGE:**

~~3.2.5 Termination of Faculty Employment~~

~~The employment of faculty members may be terminated in accordance with procedures outlined in [Section 8.3.9 of this Policy Manual](#).~~

6. **Revision to the Policy Manual, Section 3.3.4, United States and Georgia History and Constitution**

**CURRENT POLICY LANGUAGE:**

3.3.4 United States and Georgia History and Constitutions

All colleges and universities sustained or in any manner supported by public funds shall give instruction in the history of the United States, in the history of Georgia, and in the essentials of the United States Constitution and the Constitution of Georgia, and no undergraduate student in any college or university shall receive a certificate of graduation or a degree without successfully completing course work or previously passing a satisfactory examination on the history of the United States and the history of Georgia, and upon the provisions and principles of the United States Constitution and the Constitution of Georgia (Acts 1975, pp. 1140, 1141).

**EDITED POLICY LANGUAGE:**

3.3.4 United States and Georgia History and Constitutions

All ~~colleges and universities sustained or in any manner supported by public funds~~ **USG institutions** shall give instruction in the history of the United States, in the history of Georgia, and in the essentials of the United States Constitution and the Constitution of Georgia, ~~and n~~ **No** undergraduate student ~~in any college or university~~ shall receive a certificate of graduation or a degree without successfully completing course ~~work~~ or ~~previously~~ passing a satisfactory examination on the history of the United States, ~~and~~ the history of Georgia, and ~~upon~~ the provisions and principles of the United States Constitution and the Constitution of Georgia (~~Acts 1975, pp. 1140, 1141~~).

**PROPOSED NEW POLICY LANGUAGE:**

3.3.4 United States and Georgia History and Constitutions

All USG institutions shall give instruction in the history of the United States, in the history of Georgia, and in the essentials of the United States Constitution and the Constitution of Georgia. No undergraduate student shall receive a certificate of graduation or a degree without successfully completing coursework or passing a satisfactory examination on the history of the United States, the history of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia.

## 7. Revision to the Policy Manual, Section 3.6.1, Creation of Academic Programs

### CURRENT POLICY LANGUAGE:

#### 3.6.1 Creation of Academic Programs

New degree programs or new major programs of academic work shall not be added to curricula of an institution unless recommended by the president of the institution concerned, the Chancellor, and the Committee on Academic Affairs, and approved by the Board.

Programs that provide academic credit but award certificates rather than degrees must be approved based on guidelines issued by the Chancellor. These guidelines will be provided to the presidents and chief academic officers by the Chancellor (BoR Minutes, May 2004).

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### EDITED POLICY LANGUAGE:

#### 3.6.1 Creation of Academic Programs

New degree programs **to include nexus, associate, bachelor's, master's, and doctoral degrees or new major programs of academic work** shall not be added to curricula of an **University System of Georgia (USG)** institution unless recommended by the **p**resident of the institution ~~concerned,~~ and the Chancellor, ~~and the Committee on Academic Affairs,~~ and approved by the Board **of Regents.**

**USG institutions that offer p**rograms that provide academic credit but award certificates, **post-baccalaureate certificates, or post-graduate level certificates** rather than degrees **must notify the USG chief academic officer pursuant to guidelines set forth in the Academic and Student Affairs Handbook** ~~be approved based on guidelines issued by the Chancellor. These guidelines will be provided to the presidents and chief academic officers by the Chancellor (BoR Minutes, May 2004).~~

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### PROPOSED NEW POLICY LANGUAGE:

#### 3.6.1 Creation of Academic Programs

New degree programs **to include nexus, associate, bachelor's, master's, and doctoral degrees** shall not be added to curricula of a University System of Georgia (USG) institution unless recommended by the President of the institution and the Chancellor and approved by the Board of Regents.

USG institutions that offer programs that provide academic credit but award certificates, post-baccalaureate certificates, or post-graduate level certificates rather than degrees must notify the USG chief academic officer pursuant to guidelines set forth in the Academic and Student Affairs Handbook.

## 8. Revision to the Policy Manual, Section 4.2, Undergraduate Admissions

**Abstract:** In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of these revisions are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of The Policy Manual. Suggested changes do not substantively alter the intent of the policy.

### CURRENT POLICY LANGUAGE:

#### 4.2 Undergraduate Admissions

Every student admitted as an undergraduate in any USG institution must meet the requirements for one of the categories listed below and must meet any additional requirements that may be prescribed by the institution. Applicants should be advised that meeting minimum requirements will not guarantee admission at any institution. Institutions may set additional and/or higher requirements than listed here.

Except as explicitly permitted in this Policy Manual, any exceptions to these admissions policies may be made only with written approval of the USG chief academic officer. Exceptions to these admissions policies will also be reviewed by the Board biennially to ascertain how such action impacts institutions within a given sector.

Students must submit transcripts of all secondary and college work and must follow the application procedures specified by the institution to which they are applying.

### EDITED POLICY LANGUAGE:

#### 4.2 Undergraduate Admissions

~~Every student admitted as an~~ Individuals seeking undergraduate admission to ~~in~~ any University System of Georgia (USG) institution ~~must~~ shall meet the requirements for one of the categories listed below and ~~must meet~~ any additional requirements that may be prescribed by the institution. Applicants ~~should be advised that m~~ Meeting minimum requirements ~~will~~ does not guarantee admission at ~~to~~ any USG institution. ~~Institutions may set additional and/or higher requirements than listed here.~~

~~Except as explicitly permitted in this Policy Manual, a~~ Any exceptions to these admissions policies may be made only with written approval of the USG chief academic officer. ~~Exceptions to these admissions policies will also be reviewed by the Board biennially to ascertain how such action impacts institutions within a given sector.~~

~~Students must submit transcripts of all secondary and college work and must follow the application procedures specified by the institution to which they are applying.~~

**PROPOSED NEW POLICY LANGUAGE:**

4.2 Undergraduate Admissions

Individuals seeking undergraduate admission to any University System of Georgia (USG) institution shall meet the requirements for one of the categories listed below and any additional requirements that may be prescribed by the institution. Meeting minimum requirements does not guarantee admission to any USG institution.

Any exceptions to these admission policies may be made only with written approval of the USG chief academic officer.

8. **a. Revision to The Policy Manual, Section 4.2, Subsection 4.2.1, Admission Requirements for Programs Leading to the Baccalaureate Degree**

**Abstract:** In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of these revisions are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of The Policy Manual. Suggested changes do not substantively alter the intent of the policy.

**CURRENT POLICY LANGUAGE:**

4.2.1 Admission Requirements for Programs Leading to the Baccalaureate Degree

These policies apply to first time freshmen as well as to those who have not earned the equivalent of thirty (30) semester hours of transferable college credit.

**EDITED POLICY LANGUAGE:**

4.2.1 Admission Requirements for Programs Leading to the **an Associate or** Baccalaureate Degree

These policies apply to first-time freshmen **and individuals** as well as to those who have not earned the equivalent of ~~thirty (30)~~ semester hours of transferable **college postsecondary** credit.

**PROPOSED NEW POLICY LANGUAGE:**

4.2.1 Admission Requirements for Programs Leading to an Associate or Baccalaureate Degree

These policies apply to first-time freshmen and individuals who have not earned the equivalent of 30 semester hours of transferable postsecondary credit.

8. **b. Revision to The Policy Manual, Section 4.2; Subsection 4.2.3, Additional Admission Policies**

**Abstract:** In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of these revisions are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of The Policy Manual. Suggested changes do not substantively alter the intent of the policy.

**CURRENT POLICY LANGUAGE:**

4.2.3 Additional Admissions Policies

4.2.3.1 General

In addition to the general admissions policies described above, each USG institution may increase the requirements, entry levels, and/or testing procedures for general admission to the institution or to special programs at the undergraduate or graduate levels provided they do not conflict with USG policies. Institutions should make available appropriate admissions information to students.

4.2.3.2 Referral of Students to Other Institutions

Institutions should actively assist Georgia applicants who have been denied admission to find another institution that more appropriately matches their academic credentials.

4.2.3.3 Right to Refuse Admission

An applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at a USG institution only after satisfying all requirements established by the USG and the institution concerned. The institution shall have the right to examine and appraise the character, personality, and qualifications of the applicant. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, including references, as may be required.

Each USG institution reserves the right to refuse admission to:

1. A non-resident of Georgia.
2. An applicant whose admission would cause the institution to exceed its maximum capacity.
3. An applicant whose request for admission is only to a program that is already filled.
4. An applicant whose transcript(s) are from an unaccredited institution or who is otherwise ineligible for admission.

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**EDITED POLICY LANGUAGE:**

4.2.3 Additional Admissions Policies

#### 4.2.3.1 General Institution Admission Requirements

In addition to the general Board of Regents' and USG admissions requirements policies described above, each USG institution may increase the establish additional requirements, entry levels, and/or testing procedures for general admission to the institution or to special programs at the institution undergraduate or graduate levels provided that the requirements they do are not conflict less stringent than with USG any Board of Regents' policies or guideline. Institutions should make available appropriate admissions information to students.

#### 4.2.3.2 Referral of Students to Other Institutions

Institutions should actively assist Georgia applicants who have been denied admission to find in identifying another USG institution that more appropriately matches their academic credentials.

#### 4.2.3.3 Right to Refuse Admission

An applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at a USG institution only after satisfying all requirements established by the USG Board of Regents and the institution concerned. The institution shall have the right to examine and appraise may consider the character, personality, and qualifications of the applicant in making admission decisions. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, including references, as may be required by the institution.

Each USG institution reserves the right to refuse admission to:

1. A non-resident of Georgia;
2. An applicant whose admission would cause the institution to exceed its maximum capacity;
3. An applicant whose request for admission is only to a program that is already filled;
4. An applicant whose transcript(s) are is from an unaccredited institution; or
5. An applicant who is otherwise ineligible for admission.

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### **PROPOSED NEW POLICY LANGUAGE:**

#### 4.2.3 Additional Admissions Policies

##### 4.2.3.1 Institution Admission Requirements

In addition to the Board of Regents' and USG admission requirements, each USG institution may establish additional requirements for admission to the institution or to special programs at the institution provided that the requirements are not less stringent than any Board of Regents' policy or guideline.

##### 4.2.3.2 Referral of Students to Other Institutions

Institutions should assist Georgia applicants who have been denied admission in identifying another USG institution that more appropriately matches their academic credentials.

#### 4.2.3.3 Right to Refuse Admission

An applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at a USG institution only after satisfying all requirements established by the Board of Regents and the institution. The institution may consider the character and qualifications of the applicant in making admission decisions. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, including references, as may be required by the institution.

Each USG institution reserves the right to refuse admission to:

1. A non-resident of Georgia;
2. An applicant whose admission would cause the institution to exceed its maximum capacity;
3. An applicant whose request for admission is only to a program that is already filled;
4. An applicant whose transcript is from an unaccredited institution; or
5. An applicant who is otherwise ineligible for admission.

9. **a. Establishment of the Meredith M. Leapley WomenLead Professorship, Georgia State University**

**Abstract:** This endowed professorship will allow Georgia State to attract and retain a renowned scholar who will develop new research ideas, make innovative advances in gender-related research, and develop best practices for building a world-class leadership program designed to provide young women with the framework, knowledge, and skills to successfully navigate the transition from the university to their careers and leadership roles. Georgia State University Foundation is funding this position and establishing the endowed account with the requisite funds.

9. **a. Establishment of the Kenneth D. Lewis Distinguished Chair in Nutrition, Georgia State University**

**Abstract:** Georgia State University is requesting permission to establish the Kenneth D. Lewis Distinguished Chair in Nutrition at the Byrdine F. Lewis College of Nursing and Health Professions. The Distinguished Chair in Nutrition will have a record of research within the profession that merits national/international recognition. The Chair will provide leadership to increase knowledge about significant health-related areas to promote research and education with students pursuing nutrition and other health-related careers. Mr. Ken Lewis is the retired CEO and President of Bank of America (BOA). He earned his bachelor's degree in finance from Georgia State University and graduated from Stanford University executive program. He joined North Carolina National Bank in Charlotte in 1969. He served in a variety of roles and became CEO of Bank of America in 2001. Under his leadership, BOA grew in customers and businesses to include a \$20 Billion Environmental Initiative aimed at investing in technologies that promote environmental and economic sustainability. Mr. Lewis is the only two-winner of American Banker's Banker of the Year award (2002, 2008). In 2007, he was named in Time Magazine's 100 Most Influential People.

9. **b. Establishment of The Henssler Financial Endowed Chair for the Department of Economics, Finance and Quantitative Analysis , Kennesaw State University**

The Henssler Financial Endowed Chair for the Department of Economics, Finance and Quantitative Analysis, given by Gene and Pat Henssler, will help support a 12-month full-time, tenured faculty member in the Department of Economics, Finance and Quantitative Analysis in the Michael J. Coles College of Business. The primary focus of his/her work will be to help the Michael J. Coles College of Business meet its goals and research pursuits. The endowment will support the salary and benefits of the chair-holder and the non-salary costs related to research pursuits and other operational expenses. The chair-holder will be appointed for a renewable annual term, depending on the type of employment contract. The chair position will be administered with terms approved by the Provost of Kennesaw State University acting in consultation with the dean of the college.

**Patricia T. Henssler, C.P.A.**, is the Principal in P.T. Henssler, C.P.A., LLC, a public accounting firm. It is affiliated with the Tax & Accounting Division of Henssler Financial. Henssler Financial is headquartered in Kennesaw, Ga., a suburb of Atlanta, with an additional office in the Atlanta Perimeter area.

Her previous background includes two assistant professor positions at both Grand Valley State College in Michigan and Morris Brown College in Atlanta, Georgia. She was a Senior Staff Tax Accountant with Bennett Thrasher, P.C. before forming her own C.P.A. firm.

Ms. Henssler received her Bachelor of Business Administration from the University of Toledo, her Master of Business Administration from Michigan State University, and attended Kennesaw State University for credits necessary for Certified Public Accountancy. She is also a QuickBooks Desktop ProAdvisor®.

Ms. Henssler was named on the 2014 Atlanta Five Star Accounting and Estate Planning Professionals list in the October issue of Atlanta magazine. The Five Star award goes to tax consultants who satisfied 10 objective eligibility and evaluation requirements, identified by market-specific research. The survey considered 909 Certified Public Accountants, with 28 professionals named to the final list.

**Gene W. Henssler, Ph.D.**, is the President and Chief Investment Officer of Henssler Financial, a financial planning and money management firm with assets under advisement of \$1.73 billion as of September 30, 2017. Dr. Henssler is responsible for the overall direction of the firm, which offers financial advice and portfolio management to individual, corporate and institutional clients. The firm was founded by Dr. Henssler in March 1987 at the urging of friends and acquaintances who sought his counsel and advice for investing their money.

After earning both his Master of Business Administration and doctorate in finance at the University of Michigan, Dr. Henssler taught at Georgia State University, University of Toledo and Grand Valley State University in Michigan. In 1986 he became a Professor of Finance at Kennesaw State University, taking an early retirement in 1996. Dr. Henssler holds the title of Professor Emeritus of Finance at Kennesaw State University.

Dr. Henssler was recognized by Barron's Magazine "Top 100 Financial Advisors" at No. 65 in the April 15, 2013 issue. The ranking, as identified by Barron's, reflects the volume of assets overseen by the adviser and his team, revenues generated for the firm, and the quality of practice. Dr. Henssler was named to the 2017 Atlanta Five Star Wealth Managers list that was published in the October 2017 issue of Atlanta magazine. As a renowned professor in finance, Dr. Henssler was tapped by Atlanta talk radio to host "Money Talks," an investment advice radio show. The show has aired for more than 30 years with a large following. Dr. Henssler has appeared on the network affiliate TV stations in Atlanta, Georgia Public Television, as well as nationally on CNN, CNBC, Bloomberg Television and Fox News. A former columnist for the Atlanta Business Chronicle, Dr. Henssler has written numerous articles for newspapers, magazines and professional journals dealing with a wide variety of financial topics. Dr. Henssler is a registered representative of ALPS Distributors, Inc.

9. **c. Establishment of the UGA Athletic Association Professorship in Complex Carbohydrate Research, University of Georgia**

President Jere Morehead is requesting approval to establish the UGA Athletic Association Professorship in Complex Carbohydrate Research in the Franklin College of Arts and Sciences. This endowed professorship is funded by the UGA Athletic Association to support teaching and research in schools and colleges to areas of the University of Georgia. The University of Georgia verified the dollar amount required by the Board Policy.

9. **c. Establishment of the Sanford Family Distinguished Chair in Business, University of Georgia**

President Jere Morehead is requesting the approval to change the name of the Charles S. Sanford, Sr. Chair of Business and upgrade the endowment to the Sanford Family Distinguished Chair in Business. The Sanford Family Distinguished Chair in Business is supported by an endowment from Charles S. Sandford, Jr. and Mary M. Sandford. The son of the Savannah banker Charles Steadman Sandford, Sr. and grandson of noted Georgia educator Steadman Vincent Standford, Charles Steadman Sanford, Jr. was an influential and thoughtful leader in the banking industry and highly engaged alumnus. A graduate of the University of Georgia and the Wharton School of the University of Pennsylvania, Mr. Sandford is credited with having turned Bankers Trust into one of the most innovative and profitable financial institutions in the world. He has served on the boards of numerous corporations including Mobil Corp., J.C. Penney Co, and General Re Corp. He co-chaired the University's Third Century Campaign and is an emeritus member of the UGA Foundation Board of Trustees. He helped lead efforts in the 1990's to build a new classroom building for the business school. Because of his and his wife Mary's great contributions to both the University and the business school, the hall, dedicated in October 1997 is named for them.

9. **c. Establishment of the Terrell Professorship in Wildlife Management, University of Georgia**

President Jere Morehead is requesting approval to establish the Terrell Professorship in Wildlife Management in the Warnell School of Forestry and Natural Resources. This endowed position is being created using funds from a timber sale on the Charles Terrell Memorial Timber Farm and matched with funds from the Office of the Provost. This professorship will honor the generosity of Mr. Charles Terrell of Whigham, Georgia who in 1990 donated 1,018 acres of timberland in Grady County to the Warnell School of Forestry and Natural Resources to benefit its research, teaching, and service missions. Mr. Terrell was a civil engineer who was dedicated to the sustainable management of the natural resources on his property. He donated his property to the Warnell School because of his love of the land and our School's reputation for managing natural resources and educating students to ensure the future sustainable management of them.

**10. Named Faculty Appointments:**

Details regarding institutional requests to appoint faculty with the appropriate qualifications into named faculty positions are found in the supplemental agenda. The following are included in this month.

**Institution Name: Augusta University**

**University Faculty's Name:** Dr. Carlos Isales

**Named Position:** J. Harold Harrison, M.D. Distinguished University Chair in Health Aging

**Institution Name: Augusta University**

**University Faculty's Name:** Dr. Laura Carbone

**Named Position:** J. Harold Harrison, M.D. Distinguished University Chair in Rheumatology

**Institution Name: University of Georgia**

**University Faculty's Name:** Dr. Ignacy Misztal

**Named Position:** D.W. Brooks Distinguished Professorship

**Institution Name: University of Georgia**

**University Faculty's Name:** Dr. Peggy Ozias-Akins

**Named Position:** D.W. Brooks Distinguished Professorship

**Institution Name: University of Georgia**

**University Faculty's Name:** Dr. Mary Ann Moran

**Named Position:** Regents' Professorship

**AGENDA**

**COMMITTEE ON ECONOMIC DEVELOPMENT**

**February 13, 2018**

**Agenda Item** \_\_\_\_\_ **Page No.**

**INFORMATION ITEM**

1. USG Economic Development Presentation 1

**1. USG ECONOMIC DEVELOPMENT PRESENTATION**

Rollin Downs, Associate Vice Chancellor of Government Relations and Economic Development, will give a presentation to the committee about the role of the University System of Georgia in economic development and work being done by the System.

## AGENDA

### COMMITTEE ON ORGANIZATION & LAW

February 13, 2018

**Agenda Item** **Page No.**

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#### APPROVAL ITEMS

1. Revision to the Policy Manual: Section 4.1.3 – Student Voting Privileges 1
2. Revisions to the Policy Manual: Section 4.8 – Immunizations 2
  - 4.8.1 Immunizations Against Disease During an Outbreak/Epidemic
3. Revisions to the Policy Manual: Section 6 – Campus Affairs 4
  - 6.11 Weapons
  - 6.12 Social Security Numbers
  - 6.13 Interment of Persons on Campus

#### INFORMATION ITEM

4. Executive Session 13

**1. Revision to the Policy Manual: 4.1.3 Student Voting Privileges**

In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of the proposed revisions to Section 4.1.3 are to simplify Policy language and to increase the efficiency of the Policy Manual.

**CURRENT POLICY LANGUAGE:**

4.1.3 Student Voting Privileges

Students are encouraged to vote in all federal, state and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting (BoR Minutes, 1977-78, p. 245).

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**EDITED POLICY LANGUAGE:**

4.1.3 Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting (~~BoR Minutes, 1977-78, p. 245~~).

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**PROPOSED NEW POLICY LANGUAGE:**

4.1.3 Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

## 2. Revision to the Policy Manual: 4.8 Immunizations

In line with the goals of the Board of Regents' Policy Manual Review, the main purposes of the proposed revisions to Section 4 are to simplify Policy language and to increase the efficiency of the Policy Manual.

### CURRENT POLICY LANGUAGE:

#### 4.8 Immunizations

##### 4.8.1 Immunizations Against Disease During an Outbreak/Epidemic

During an epidemic or a threatened epidemic of any disease preventable by immunization at a USG institution, and when an emergency has been declared by appropriate health authorities of this state, the president of that institution is authorized, in conjunction with the Chancellor and appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any USG institution or facility until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or threat no longer constitutes a significant public health danger (BoR Minutes, 1989-90, p. 406).

### EDITED POLICY LANGUAGE:

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

#### 4.8 Immunizations

##### 4.8.1 Immunizations Against Disease During an Outbreak/*or* Epidemic

During an epidemic or a threatened epidemic of any disease preventable by immunization at a *University System of Georgia (USG)* institution, and when an emergency has been declared by appropriate health authorities of this *s*State, the *p*President of *that the* institution *is authorized*, in conjunction with the Chancellor and appropriate health authorities, *to may* promulgate rules and regulations specifying *these* diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any USG institution or facility until *such time as he/she* presents valid evidence *that he/ he is* *of* immunization *ed* against the disease *is presented* or the epidemic or threat no longer constitutes a significant public health danger (*BoR Minutes, 1989-90, p. 406*).

**PROPOSED NEW POLICY LANGUAGE:**

4.8 Immunizations

4.8.1 Immunizations Against Disease During an Outbreak or Epidemic

During an epidemic or a threatened epidemic of any disease preventable by immunization at a University System of Georgia (USG) institution, and when an emergency has been declared by appropriate health authorities of this State, the President of the institution, in conjunction with the Chancellor and appropriate health authorities, may promulgate rules and regulations specifying diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any USG institution or facility until valid evidence of immunization against the disease is presented or the epidemic or threat no longer constitutes a significant public health danger.

**3. Revision to the Policy Manual: Section 6 – Campus Affairs**

In line with the goals of the Board of Regents’ Policy Manual Review, the main purposes of the proposed relocation of the following policy sections to Section 6, Campus Affairs, are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of the Policy Manual.

**6.11 Weapons**

**CURRENT POLICY LANGUAGE:**

9.13 Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

9.13.1 Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Weapons carry license holders may possess weapons while under the license holder’s physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;

(ii) Not apply to any preschool or childcare space located within such buildings or real property;

(iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;

- (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act” as provided for under Georgia Code Section 20-2-161.3;
  - (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
  - (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
  - (vii) Only apply to the carrying of handguns which are concealed.
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### 9.13.2 Definitions

The terms listed below are defined for purposes of this Policy as follows:

“Weapon” means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11- 106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

“Handgun” means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

“Electroshock weapon” means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

“Concealed” means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which

is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

“Preschool or childcare space” means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

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**EDITED POLICY LANGUAGE:**

~~9.13~~ **6.11** Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

~~9.13.1~~ **6.11.1** Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Weapons carry license holders may possess weapons while under the license holder’s physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- (i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;
- (ii) Not apply to any preschool or childcare space located within such buildings or real property;

- (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
- (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act” as provided for under Georgia Code Section 20-2-161.3;
- (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
- (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
- (vii) Only apply to the carrying of handguns which are concealed.

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#### 9.13.2 6.11.2 Definitions

The terms listed below are defined for purposes of this Policy as follows:

“Weapon” means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11- 106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

“Handgun” means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

“Electroshock weapon” means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

“Concealed” means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

“Preschool or childcare space” means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

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### **PROPOSED NEW POLICY LANGUAGE:**

#### 6.11 Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

##### 6.11.1 Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

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(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;

- (ii) Not apply to any preschool or childcare space located within such buildings or real property;
  - (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
  - (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act” as provided for under Georgia Code Section 20-2-161.3;
  - (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
  - (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
  - (vii) Only apply to the carrying of handguns which are concealed.
- 

### 6.11.2 Definitions

The terms listed below are defined for purposes of this Policy as follows:

“Weapon” means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11- 106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

“Handgun” means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

“Electroshock weapon” means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

“Concealed” means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

“Preschool or childcare space” means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

## **6.12 Social Security Numbers**

### **CURRENT POLICY LANGUAGE:**

#### 4.2.3.5 Social Security Numbers

The USG is dedicated to insuring the privacy and proper handling of confidential information pertaining to students and employees.

The Social Security number shall be required from all entering students for a permanent and lasting record. When possible, an alternative number will be assigned and used by institutions for all purposes that do not require the Social Security number.

In no event shall grades be posted by using the Social Security number.

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### **EDITED POLICY LANGUAGE:**

#### 4.2.3.5 **6.12** Social Security Numbers

The **Board of Regents and the** USG **is are** dedicated to **ie**nsuring the privacy and proper handling of confidential information pertaining to students and employees.

The Social Security number shall be required from all entering students for a permanent and lasting record. When possible, an alternative number will be assigned and used by institutions for all purposes that do not require the Social Security number. In no event shall grades be posted by using the Social Security number.

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### **PROPOSED NEW POLICY LANGUAGE:**

#### 6.12 Social Security Numbers

The Board of Regents and the USG are dedicated to ensuring the privacy and proper handling of confidential information pertaining to students and employees.

The Social Security number shall be required from all entering students for a permanent and lasting record. When possible, an alternative number will be assigned and used by institutions for all purposes that do not require the Social Security number. In no event shall grades be posted by using the Social Security number.

### **6.13 Interment of Persons on Campus**

#### **CURRENT POLICY LANGUAGE:**

##### 12.4 Interment of Persons on Campus

Because of the shortage of land areas available for campus growth, the land included in the campus of any institution shall not be designated for use for the interment of officials or employees of an institution or any other person (BoR Minutes, 1964-65, p. 46).

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#### **EDITED POLICY LANGUAGE:**

##### 12.4 **6.13** Interment of Persons on Campus

Because of the shortage of land areas available for campus growth, the land included in the campus of any **University System of Georgia (USG)** institution shall not be ~~designated for use~~ for the interment of ~~officials or employees of an institution or any other person~~ (BoR Minutes, 1964-65, p. 46).

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#### **PROPOSED NEW POLICY LANGUAGE:**

##### 6.13 Interment of Persons on Campus

Because of the shortage of land areas available for campus growth, the land included in the campus of any University System of Georgia (USG) institution shall not be used for the interment of any person.

**4. Executive Session**

The committee will enter executive session to discuss pending applications for review. These are made to the Board of Regents Office of Legal Affairs pursuant to Policy 8.6 Applications for Discretionary Review and are typically personnel matters and issues of academic status.

# AGENDA

## COMMITTEE ON PERSONNEL AND BENEFITS

February 13, 2018

**Agenda Item** **Page No.**

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### APPROVAL ITEM

- |    |   |   |
|----|---|---|
| 1. | Revision to the Board Policy Manual, Section 8, Personnel |   |
|    | <b>8.1.1 Faculty Members</b>                              | 1 |
|    | 8.1.1.1 Corps of Instruction                              |   |
|    | <b>8.2 General Policies for all Personnel</b>             | 2 |
|    | 8.2.1 Equal Employment Opportunity                        |   |
|    | 8.2.2 Age Criteria  |   |
|    | 8.2.4 Employment of Foreign Nationals                     |   |
|    | 8.2.5 Employee Orientation                                |   |
|    | 8.2.6 Holidays  |   |
|    | <b>8.4 Additional Personnel Policies and Procedures</b>   | 7 |

## AGENDA

### COMMITTEE ON PERSONNEL AND BENEFITS

February 13, 2018

#### 1. Revision to the Board Policy Manual, Section 8, Personnel

##### Summary

In line with the goals of the ongoing Board of Regents' Policy Manual Review, the main purposes of the policy edits are to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of the Board Policy Manual.

##### 8.1.1.1, Corps of Instruction

Abstract: Removed as unnecessary because policy 3.2.1.1 defines Corps of Instruction and Policy 8.1.1 refers to the definition in Section 3.

##### CURRENT POLICY LANGUAGE:

###### 8.1.1.1 Corps of Instruction

The Corps of Instruction consists of the ranks of lecturer, senior lecturer, instructor, assistant professor, associate professor, and professor.

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##### EDITED POLICY LANGUAGE:

###### 8.1.1.1 Corps of Instruction

~~The Corps of Instruction consists of the ranks of lecturer, senior lecturer, instructor, assistant professor, associate professor, and professor.~~

## 1. Revision to the Board Policy Manual, Section 8, Personnel (continued)

### 8.2.1, Equal Employment Opportunity

**Abstract:** Removed reference to specific protected categories and instead prohibit discrimination, harassment, and retaliation based on “any characteristic protected by law” to ensure that all characteristics protected by law are appropriately protected under Board policy. Also clarified that harassment and retaliation, not just discrimination, are prohibited, which is required by law.

#### CURRENT POLICY LANGUAGE:

##### 8.2.1 Equal Employment Opportunity

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the USG (BoR Minutes, 1969-70, p. 154; 1979-80, p. 15; October 2008).

#### EDITED POLICY LANGUAGE:

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

##### 8.2.1 Equal Employment Opportunity

No person shall, ~~on the grounds of race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, or handicap~~ be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, **harassment, or retaliation** under any program or activity conducted by the Board of Regents of the University System of Georgia **(USG)** or any of its several **USG** institutions ~~now in existence or hereafter established~~ **based on any characteristic protected by law**. Incidents of *discrimination, unlawful* harassment, *and discrimination* **retaliation** will be met with appropriate disciplinary action, up to and including dismissal from the USG ~~(BoR Minutes, 1969-70, p. 154; 1979-80, p. 15; October 2008).~~

**1. Revision to the Board Policy Manual, Section 8, Personnel (continued)****PROPOSED NEW POLICY LANGUAGE:**

## 8.2.1 Equal Employment Opportunity

No person shall be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, harassment, or retaliation under any program or activity conducted by the Board of Regents of the University System of Georgia (USG) or any USG institution based on any characteristic protected by law. Incidents of discrimination, unlawful harassment, and retaliation will be met with appropriate disciplinary action, up to and including dismissal from the USG.

**Section 8.2.2, Age Criteria**

**Abstract:** Removed “state” from law to clarify that employment should comply with all applicable law – federal, state, and local. Also, stylistic edits to ensure that language is consistent with language used in other parts of the Policy Manual.

**CURRENT POLICY LANGUAGE:**

## 8.2.2 Age Criteria

The employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the U. S. Department of Labor and with applicable State law (BoR Minutes, April 2002).

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**EDITED POLICY LANGUAGE:**

## 8.2.2 Age Criteria

~~The~~ Employment of all persons under the age of ~~eighteen~~ (18) years shall be in compliance with the regulations of the ~~United States~~ Department of Labor and ~~with~~ applicable ~~State~~ law (~~BoR Minutes, April 2002~~).

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**PROPOSED NEW POLICY LANGUAGE:**

## 8.2.2 Age Criteria

Employment of all persons under the age of 18 years shall be in compliance with the regulations of the United States Department of Labor and applicable law.

1. **Revision to the Board Policy Manual, Section 8, Personnel (continued)**

**8.2.4, Employment of Foreign Nationals**

**Abstract:** Removed “federal” from law to clarify that employment should comply with all applicable law – federal, state, and local. Also, stylistic edits to ensure that language is consistent with language used in other parts of the Policy Manual.

**CURRENT POLICY LANGUAGE:**

8.2.4 Employment of Foreign Nationals

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BoR Minutes, April 2002).

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**EDITED POLICY LANGUAGE:**

8.2.4 Employment of Foreign Nationals

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BoR Minutes, April 2002).

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**PROPOSED NEW POLICY LANGUAGE:**

8.2.4 Employment of Foreign Nationals

The employment and payment of nonresident foreign nationals shall be in compliance with all applicable laws and relevant visa restrictions.

a. **Revision to Section 8.2.5, Employee Orientation**

**Abstract:** Remove unnecessary language. Also, stylistic edits to ensure that language is consistent with language used in other parts of the Policy Manual.

**CURRENT POLICY LANGUAGE:**

8.2.5 Employee Orientation

**1. Revision to the Board Policy Manual, Section 8, Personnel (continued)**

Each new employee shall be responsible for reading and familiarizing himself/herself with the contents of the appropriate policy and/or procedures manuals at his/her institution. Copies shall be made available in the departmental office of each new employee's department chair or immediate supervisor (BoR Minutes, April 2002).

Each new employee shall be specifically responsible for obtaining information regarding the following work related issues:

1. Personnel policies and procedures;
2. Leave benefits, as applicable;
3. Insurance benefits, as applicable;
4. Retirement benefits; and,
5. An explanation of the duties and responsibilities of the position, the conditions of employment, the amount of compensation, and other work-related matters, as deemed appropriate by the employee's department chair or immediate supervisor.

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**EDITED POLICY LANGUAGE:****8.2.5 Employee Orientation**

Each new employee shall be responsible for reading and become familiarizing himself/herself with the contents of the appropriate policies and/or procedures of the Board of Regents, the University System of Georgia (USG), and the employee's manuals at his/her institution that are applicable to the employee. Copies shall be made available in the departmental office of each new employee's department chair or immediate supervisor (BoR Minutes, April 2002).

Each new employee shall be specifically responsible for obtaining information regarding the following work related issues:

1. Personnel policies and procedures;
2. Leave benefits, as applicable;
3. Insurance benefits, as applicable;
4. Retirement benefits; and,

**1. Revision to the Board Policy Manual, Section 8, Personnel (continued)**

- ~~5.—An explanation of the duties and responsibilities of the position, the conditions of employment, the amount of compensation, and other work-related matters, as deemed appropriate by the employee's department chair or immediate supervisor.~~

**PROPOSED NEW POLICY LANGUAGE:**

8.2.5 Employee Orientation

Each new employee shall read and become familiar with the contents of the policies and procedures of the Board of Regents, the University System of Georgia (USG), and the employee's institution that are applicable to the employee.

**b. Revision to Section 8.2.6, Holidays**

**Abstract:** Minor stylistic edits to ensure that the language is consistent with language used in other parts of the Policy Manual.

**CURRENT POLICY LANGUAGE:**

8.2.6 Holidays

Each USG institution shall establish twelve (12) official paid holidays each calendar year for employees at the institution. These holidays shall be awarded in addition to earned vacation time, and shall be observed in accordance with the rules and regulations set forth by the respective institutions. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment (BoR Minutes, 1984-85, pp. 145-46; 1989-90, p. 246).

**EDITED POLICY LANGUAGE:**

8.2.6 Holidays

Each USG institution shall establish ~~twelve (12)~~ official paid holidays each calendar year for employees at the institution. These holidays shall be awarded in addition to earned vacation time; and shall be observed in accordance with the rules and regulations set forth by **the Board of Regents, the USG, and** the ~~respective~~ institutions. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment (~~BoR Minutes, 1984-85, pp. 145-46; 1989-90, p. 246~~).

**1. Revision to the Board Policy Manual, Section 8, Personnel (continued)****PROPOSED NEW POLICY LANGUAGE:**

## 8.2.6 Holidays

Each USG institution shall establish 12 official paid holidays each calendar year for employees at the institution. These holidays shall be awarded in addition to earned vacation time and shall be observed in accordance with the rules and regulations set forth by the Board of Regents, the USG, and the institution. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment.

**8.4, Additional Personnel Policies and Procedures**

**Abstract:** Minor stylistic edits to ensure that the language is consistent with language used in other parts of the Policy Manual

**CURRENT POLICY LANGUAGE:**

## 8.4 Additional Personnel Policies and Procedures

Unless specifically excluded by category from certain provision, all USG employees, are subject to and governed by the provisions of the Board of Regents' [Human Resources Administrative Practice Manual](#), as adopted by the Board of Regents on September 16, 1970, and subsequently amended (BOR Minutes, October 2008). Additionally, faculty will be subject to the policies and procedures outlined in the [Academic Affairs Handbook](#), as well as other policies in this policy manual.

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**EDITED POLICY LANGUAGE:**

## 8.4 Additional Personnel Policies and Procedures

~~Unless specifically excluded by category from certain provision, a~~All USG employees, are subject to and governed by the provisions of the Board of Regents' Policy Manual and any related procedures manual or guidance adopted or issued by the University System Office ~~Human Resources Administrative Practice Manual, as adopted by the Board of Regents on September 16, 1970, and subsequently amended (BOR Minutes, October 2008). Additionally,~~ faculty will be subject to the policies and procedures outlined in the ~~Academic Affairs Handbook, as well as other policies in this policy manual.~~

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**PROPOSED NEW POLICY LANGUAGE:**

8.4 Additional Personnel Policies and Procedures

All USG employees are subject to and governed by the provisions of the Board of Regents' Policy Manual and any related procedures manual or guidance adopted or issued by the University System Office.

# AGENDA

## COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

February 13, 2018

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## **AGENDA**

### **COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

**February 13, 2018**

1. **Information Item: Report on Fiscal Year 2018 Second Quarter Revenues and Expenditures**

Vice Chancellor for Fiscal Affairs, Tracey Cook, will present information on the Second Quarter Revenues and Expenditures for the University System of Georgia.

**2. Approval Item: Revisions to Policy Manual Section 7 – Finance and Business**

Recommended: That the Board approve revisions to Policy Sections 7.1, 7.2, 7.3, 7.5, 7.6, 7.7, 7.8, 7.9 and its subsections, effective as of February 13, 2018.

Understandings: In line with the goals of the Board of Regents' Policy Manual Review, the main purpose of these revisions is to simplify Policy language, to provide for consistency in Policy provisions, and to increase the efficiency of the Policy Manual.

The current and proposed policies are shown below, with strikethroughs and highlights to show the proposed revisions. Highlighted language in italics reflects language moved from elsewhere in policy section.

**CURRENT POLICY LANGUAGE:**

## 7.1 General Policy

## 7.1.1 Allocation of Funds

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. Annually, the Board shall make the allocation of funds to the institutions at a meeting following the approval of the Appropriations Act, and shall approve the budgets of the institutions and of the office of the Board of Regents. (BoR Minutes, Jan. 2017)

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## 7.1.2 Accounting and Reporting

## 7.1.2.1 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 USG chief fiscal officer.

## 7.1.2.2 Deficits

When any situation develops that 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 USG chief fiscal officer immediately.

## 7.1.2.3 Financial Report

A USG financial report prepared by the USG chief fiscal officer shall be published annually (BoR Minutes, 1946-47, pp. 112-15).

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2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**EDITED POLICY LANGUAGE:**

7.1 General Policy **on Finance and Business**

7.1.1 **Appropriation and** Allocation of Funds

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 request shall be in full compliance with the instructions issued by the Governor's Office of Planning and Budget. Annually, the Board shall make the annually allocation of funds to the University System of Georgia (USG) institutions at a meeting following the approval of the Appropriations Act; and shall approve the budgets of the USG institutions, the University System and of the Office, and pass-through and other attached organizations of the Board of Regents. (BoR Minutes, Jan. 2017)**

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7.1.2 Accounting and Reporting

7.1.2.1 Procedures

Accounting and reporting procedures of the Board of Regents shall ~~be in accord~~ **comply** with accounting principles generally accepted in the United States of America (GAAP) applicable to public colleges and universities engaged in business-type activities, as prescribed by the Governmental Accounting Standards Board; federal, state, and local laws; ~~the Policies of the Board of Regents' policies; and regulations~~ approved by the Chancellor; and published by the USG chief fiscal officer.

7.1.2.2 Deficits

When ~~any~~ situation develops that would create a deficit at an institution, the ~~p~~**P**resident **of the institution** shall take ~~the~~ appropriate corrective action. If the ~~p~~**P**resident ~~determines that he/she~~ cannot take adequate corrective action to eliminate the deficit **within the current fiscal year**, he/ **or** she shall inform the Chancellor and/or the USG chief fiscal officer immediately.

7.1.2.3 Financial Report

~~A~~ **The** USG **shall annually publish a USG consolidated** financial report ~~prepared by the USG chief fiscal officer shall be published annually (BoR Minutes, 1946-47, pp. 112-15).~~

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2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.2 USG Budget

The USG Budget shall comprise all funds received by USG institutions and agencies including, but not limited to, state appropriations, tuition, revenues generated from mandatory and elective fees as defined in [Section 7.3.2 of this Policy Manual](#), 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.

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**EDITED POLICY LANGUAGE:**

7.2 USG Budget

The **University System of Georgia (USG)** Budget shall **be** comprised **of** all funds received by USG institutions, **the University System Office, and pass-through and other attached organizations** ~~including, but not limited to, state appropriations, tuition, revenues generated from mandatory and elective fees as defined in [Section 7.3.2 of this Policy Manual](#), 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 services~~ **to** and the general and educational activities and functions related thereto in support of the goals, objectives, and mission of the **s**System.

---

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.2.1 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 USG institutions, which shall be categorized as follows.

7.2.1.1 Instruction

The **Instruction** category includes expenditures for all activities that are part of an institution's instruction program. Expenditures should be included for:

1. Credit and noncredit courses;
2. Academic, vocational, and technical instruction;
3. Remedial and tutorial instruction; and,
4. Regular, special, and extension sessions.

Expenditures for departmental research and public services that are not separately budgeted should also be included in this classification. This category includes expenditures for academic instruction when the primary assignment is, for example, administration - academic deans. Expenditures for department chairpersons and administrators for whom instruction is an important role are also included.

7.2.1.2 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.

7.2.1.3 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.

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

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.

7.2.1.4 Academic Support

The **Academic Support** category includes expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service. It includes:

1. Retention, preservation, and display of educational materials, for example, libraries, museums, galleries;
2. 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;
3. Media such as audio-visual services, and technology such as computing support;
4. 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,
5. Separately budgeted support for course and curriculum development.

For institutions that currently charge some of the expenses directly to the various operating units of the institution, such as computing support, this category does not reflect such expenses.

7.2.1.5 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 of 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 and is not reported as an auxiliary), 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 and is not reported as an auxiliary).

In recent years, some institutions have created an office of enrollment management. Expenditures for such an office are best categorized in Student Services. (BoR minutes, May 2016)

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

7.2.1.6 Institutional Support

The **Institutional Support** category includes expenditures for:

1. 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;
2. Fiscal operations, including the investment office;
3. Administrative data processing;
4. Space management;
5. Employee personnel and records;
6. Logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution;
7. Support services to faculty and staff that are not operated as auxiliary enterprises;
8. Audit services; and,
9. 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.

7.2.1.7 Plant Operations and Maintenance

The **Plant Operations and Maintenance** 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.

7.2.1.8 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.

## 2. Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)

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.

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### EDITED POLICY LANGUAGE:

\*NOTE: Language highlighted in blue is being moved to the Business Procedures Manual.

#### 7.2.1 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 USG institutions, which shall be categorized as follows. Revenue and expenditures are classified as outlined in the USG Business Procedures Manual Section 2 in accordance with guidelines developed by the National Association of College and University Business Officers.

##### 7.2.1.1 Instruction

The **Instruction** category includes expenditures for all activities that are part of an institution's instruction program. Expenditures should be included for:

1. Credit and noncredit courses;
2. Academic, vocational, and technical instruction;
3. Remedial and tutorial instruction; and,
4. Regular, special, and extension sessions.

Expenditures for departmental research and public services that are not separately budgeted should also be included in this classification. This category includes expenditures for academic instruction when the primary assignment is, for example, administration—academic deans.

Expenditures for department chairpersons and administrators for whom instruction is an important role are also included.

##### 7.2.1.2 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.

## 2. Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)

~~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.~~

### ~~7.2.1.3 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.~~

### ~~7.2.1.4 Academic Support~~

~~The **Academic Support** category includes expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service. It includes:~~

- ~~1. Retention, preservation, and display of educational materials, for example, libraries, museums, galleries;~~
- ~~2. 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;~~
- ~~3. Media such as audio-visual services, and technology such as computing support;~~
- ~~4. 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,~~
- ~~5. Separately budgeted support for course and curriculum development.~~

~~For institutions that currently charge some of the expenses directly to the various operating units of the institution, such as computing support, this category does not reflect such expenses.~~

### ~~7.2.1.5 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 of the context of the formal instruction program.~~

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

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 and is not reported as an auxiliary), 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 and is not reported as an auxiliary).

In recent years, some institutions have created an office of enrollment management. Expenditures for such an office are best categorized in Student Services.

(BoR minutes, May 2016)

**7.2.1.6 Institutional Support**

The **Institutional Support** category includes expenditures for:

1. 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;
2. Fiscal operations, including the investment office;
3. Administrative data processing;
4. Space management;
5. Employee personnel and records;
6. Logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution;
7. Support services to faculty and staff that are not operated as auxiliary enterprises;
8. Audit services; and,
9. 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.

**7.2.1.7 Plant Operations and Maintenance**

The **Plant Operations and Maintenance** 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.

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

~~It does not include expenditures made from the institutional plant funds accounts.~~

~~7.2.1.8 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.~~

**CURRENT POLICY LANGUAGE:**

7.2.3 Operating Budgets

Each USG institution 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 (BoR Minutes, 1946-47, pp. 214-15).

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**EDITED POLICY LANGUAGE:**

7.2.3 Operating Budgets

Each USG institution shall prepare **and submit to the Chancellor** an **annual** 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~~ **by the State** plus estimated internal ~~income~~ **revenue** of the institution **from all other sources**. 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 (BoR Minutes, 1946-47, pp. 214-15).

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.2.4 Budget Amendments

Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents except for any amendment that exceeds \$1,000,000 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 USG chief fiscal officer under procedures developed by his/her staff. The Chancellor or the USG chief fiscal officer reserves the right to require prior approval of the budget amendments at any USG institution that 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 USG chief fiscal officer may request the institution to develop a remediation plan to assure more appropriate decisions on future budget changes (BoR Minutes, 1951-52, pp. 365-66; June, 1999, p. 17).

**EDITED POLICY LANGUAGE:**

7.2.4 Budget Amendments

Each USG Institution ~~is~~ **is** authorized to **maintain and update** ~~amend their~~ **its** annual operating budgets **throughout the fiscal year**. **Such updates may be made** without prior approval of the Board of Regents ~~except for any amendment that exceeds \$1,000,000 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 USG chief fiscal officer **on a quarterly basis** under procedures developed by his/ **or** her staff. The Chancellor ~~or~~ **and** the USG chief fiscal officer reserves the right to require prior approval of the budget amendments at any USG institution that he/ **or** 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 USG chief fiscal officer may ~~request~~ **direct that** the institution ~~to~~ develop a remediation plan to assure more appropriate decisions on future budget changes (~~BoR Minutes, 1951-52, pp. 365-66; June, 1999, p. 17).~~

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.3.1.5 Tuition Agreements with Corporations, Organizations, and Other Legal Entities

USG institutions may enter into agreements with customers, defined as corporations, organizations, agencies, or other legal entities, for the delivery of credit courses and programs. These agreements serve to enhance relationships between the USG, local businesses, students and faculty by: 1. allowing course delivery to be tailored to meet the needs of the customers and their employees or members; and 2. providing flexibility with respect to the location of the course delivery. By tailoring the course delivery, students receive skills that are aligned with and meet the needs of the customer (employer).

The course/program delivery shall be restricted to employees or members of the customer group and their dependents, except upon agreement between the institution and the customer to permit non-members or non-employees 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, non-instructional services, hardware, software, and indirect costs such as administrative overhead, maintenance, and security. Additionally, the amount charged must reflect all required mandatory fees to include, at a minimum, the Technology and, if in effect, the Special Institutional mandatory student fees.

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 to be levied and collected in either of the following manners as applicable:

1. The institution may directly charge and collect all agreed upon tuition and other charges from the customer; or
2. The institution may directly charge and collect all agreed upon tuition and other charges from a customer's participating employees in instances where the customer's internal policy requires its employees to pay tuition and all other charges directly to an institution in order for the employee to be eligible for possible future reimbursement by the customer.

In all cases, the collection of agreed upon tuition and other charges must be in accordance with Board Policy 7.3.3 (Tuition and Fee Payment and Deferral).

Institutions shall be required to report annually to the Chancellor regarding these agreements based on criteria from the Vice Chancellor of Fiscal Affairs. (BoR Minutes, Sept. 2014)

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**EDITED POLICY LANGUAGE:**

7.3.1.5 Tuition Agreements with Corporations, Organizations, and Other Legal Entities

USG institutions may enter into agreements with “customers,” defined as corporations, organizations, agencies, or other legal entities, for the delivery of credit courses and programs. These agreements serve to enhance relationships between the USG, local businesses, students, and faculty by: 1- allowing course delivery to be tailored to meet the needs of the customers and their employees or members so that *students receive skills that are aligned with the needs of the customer*; and 2- providing flexibility with respect to the location of the course delivery. ~~By tailoring the course delivery, students receive skills that are aligned with and meet the needs of the customer (employer).~~

The course/ and program delivery shall be restricted to employees or members of the customer group and their dependents, except upon agreement between the institution and the customer to permit non-members or non-employees to enroll in courses/ or programs on a space-available basis. **Participating students are required to meet the minimum requirements for admission to the institution.**

The amount institutions may charge for the course/ and program delivery shall be agreed upon between the institution and the customer, such that the total cost and 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, non-instructional services, hardware, software, and indirect costs such as administrative overhead, maintenance, and security. Additionally, the amount charged must reflect all required mandatory fees to include, at a minimum, the Technology and, if in effect, the Special Institutional mandatory student fees.

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 to be levied and collected in either of the following manners as applicable:

1. The institution may directly charge and collect all agreed-upon tuition and other charges from the customer; or
2. The institution may directly charge and collect all agreed-upon tuition and other charges from a customer’s participating employees in instances where the customer’s internal policy requires its employees to pay tuition and all other charges directly to an institution in order for the employee to be eligible for possible future reimbursement by the customer.

In all cases, the collection of agreed-upon tuition and other charges must be in accordance with Board Policy 7.3.3, (Tuition and Fee Payment and Deferral).

~~Institutions shall be required to report annually to the~~ **The Chancellor or USG chief fiscal officer may require USG institutions to provide reports** regarding these agreements ~~based on criteria from the Vice Chancellor of Fiscal Affairs. (BoR Minutes, Sept. 2014)~~

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.3.2 Student Fees and Special Charges

7.3.2.1 Mandatory Student Fees

Mandatory student fees are defined as fees that are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution. Fees assessed to one of the aforementioned groups of students with an exclusion for distance learning students are also defined as mandatory fees. Mandatory fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents. Specifically included in the definition of mandatory student fees are those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. (BoR Minutes, May 2010; February 2015)

Mandatory fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees;
6. Facility fees; and
7. Mandatory food service fees. (BoR Minutes, January 2010; February 2015)

Purposes and rates for 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 this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents. When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents. All mandatory fees assessed to students enrolled in twelve (12) credit hours or more shall be assessed at the Board approved rate. Institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses. (BoR Minutes, May 2010; February 2015)

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

concerted effort to include broad representation among the students appointed to the committee. (BoR Minutes, June 2009; January 2010; May 2010)

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 fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee. (BoR Minutes, June 2009; January 2010)

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). 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 (BoR Minutes, 1999-2000, p. 364).

#### 7.3.2.2 Elective Fees and Special Charges

Institution presidents are authorized to approve elective fees and special charges as outlined below; however, any fee or special charge that is required to be paid by any standard subgroup of students based on grade level or previous credit hours earned shall undergo the same approval process as mandatory fees. Any elective fee or special charge that is required to be paid by all students in a specific degree program or in a specific course, with the exception of laboratory fees and supplemental course material fees shall be approved by the Board, but shall not require review by a student fee committee. (BoR Minutes, January 2010, February 2015)

#### **Housing Fees**

Housing fees are defined as fees paid by students who live in residential on-campus facilities. All housing fees shall be annually approved by the Board Treasurer, Chief Fiscal Officer, to become effective the following fall semester. (BoR Minutes, Feb. 2007; Jan. 2010; Feb. 2015; Jan. 2017)

#### **Food Service Fees**

Food service fees are defined as fees paid by students who elect to choose an institutional food service plan. Food service fees assessed to all undergraduate students, all full-time undergraduate students, or any standard subgroup of students based on grade level or previous credit hours earned are not considered an elective fee and must be approved by the Board as a mandatory fee. This includes food service fees due prior to registration that may be refunded later in the semester and food service fees for which the student receives a cash equivalent in the amount of the fee.

Institutions are permitted to require meals plans for all students residing in on-campus housing regardless of academic grade level. The decision to assess food service fees to students residing in on-campus housing does not require approval by the Board of Regents.

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

Food services operations must be structured with student affordability and operational efficiency as essential performance requirements. Institutions must be able to demonstrate that overhead costs are reasonable and comparable to peer institutions as a part of the fee approval process. Food service contracts with external suppliers must be procured and managed in accordance with procedures issued by the Board Treasurer, Chief Fiscal Officer.

All food service fees assessed to students shall be annually approved by the Board Treasurer, Chief Fiscal Officer, to become effective the following fall semester. (BoR Minutes, Jan. 2010; Feb. 2015; Jan. 2017)

**Other Elective Fees and Special Charges**

Other elective fees and special charges are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:

1. Resident hall deposits;
2. Penalty charges;
3. Non-mandatory parking fees and parking fines;
4. Library fines;
5. Laboratory fees;
6. Post office box rentals; and
7. Supplemental course material fees to cover specific costs, such as art materials, course packets/kits, museum admissions, travel to off-campus learning sites, safety equipment, software/videos, and special equipment. (BoR Minutes, Jan. 2010; Feb. 2015)

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 establishments and adjustments made thereto under procedures established by the USG chief fiscal officer. (BoR Minutes, Jan. 2010)

**Continuing Education Fees**

Institutional presidents shall be authorized to establish fees for non-credit-hour courses and programs as defined in [Section 5.2 of this Policy Manual](#).

7.3.2.3 Auxiliary and Fee Reserves

Institutions shall manage auxiliary and fee reserves prudently and to ensure self-supporting operations as specified in Board Policy 7.2.2. Auxiliary Enterprise Revenues and Expenditures. Institutions must periodically review the existing reserves within their various auxiliary and student fee funds to ensure affordability for students while also ensuring adequate reserves to maintain operations, manage risk, and fund related capital expenditures. The results of this analysis and planned use of reserves shall be

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

provided to the USG Office of Fiscal Affairs annually along with any recommendations for changes to fees and operations. (BoR Minutes, Jan. 2017)

**EDITED POLICY LANGUAGE:**

7.3.2 Student Fees and Special Charges

7.3.2.1 Mandatory Student Fees

“Mandatory student fees” are defined as fees that are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an USG institution, including those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. Fees assessed to one of the aforementioned groups of students with an exclusion for distance learning students are also defined as mandatory fees. Mandatory student fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents. Specifically included in the definition of mandatory student fees are those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. (BoR Minutes, May 2010; February 2015)

Mandatory student fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees;
6. Facility fees; and
7. Mandatory food service fees. (BoR Minutes, January 2010; February 2015)

Purposes and rates for 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 this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents. When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents. All mandatory fees assessed to students enrolled in twelve (12) credit hours or more shall be assessed at the Board-approved rate. Institutions may prorate reduce mandatory fees on a per-credit-hour basis or on a tiered structure for students taking fewer than twelve (12) credit hours. Institutions may elect

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

to reduce Board approved mandatory fees ~~or~~ for students enrolled in summer courses. (BoR Minutes, May 2010; February 2015)

~~Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee. (BoR Minutes, June 2009; January 2010; May 2010)~~

All mandatory student fees collected by an institution, ~~as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee,~~ shall be budgeted ~~proposed~~ and administered by the ~~p~~President of the institution ~~using proper administrative procedures, which shall include the advice and counsel of and presented~~ to an advisory committee composed at least ~~fifty~~ 50 percent (50%) students ~~appointed by the institution's Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents,~~ except in special circumstances when a general purpose fee is instituted system wide by the Board of Regents. ~~The advisory committee must include at least four students and~~ The committee shall include at least four students, who shall be appointed by the institution's student government association. ~~Institutions and s~~Student ~~g~~Government ~~a~~Associations should make a concerted effort to include broad representation among the students appointed to the ~~advisory~~ committee. (BoR Minutes, June 2009; January 2010). ~~These procedures do not apply to special circumstances in which a general purpose fee is instituted system-wide by the Board of Regents.~~

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). 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 (BoR Minutes, 1999-2000, p. 364).

### 7.3.2.2 Elective Fees and Special Charges

Institution presidents are authorized to approve elective fees and special charges as outlined below; however, any fee or special charge that is required to be paid by any ~~standard~~ subgroup of students ~~based on~~ ~~categorized solely by~~ grade level or previous credit hours earned shall undergo the same approval process as mandatory ~~student~~ fees. Any elective fee or special charge that is required to be paid by all students in a specific degree program or in a specific course, with the exception of laboratory fees and supplemental course material fees, shall be approved by the Board, but shall not require review ~~or vote~~ by a ~~mandatory~~ student fee ~~advisory~~ committee. (BoR Minutes, January 2010, February 2015)

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**Housing Fees**

“Housing fees” are defined as fees paid by students who live in residential on-campus facilities. All housing fees shall be annually approved by the Board Treasurer, USG Chief Fiscal Officer, to become effective the following fall semester. (BoR Minutes, Feb. 2007; Jan. 2010; Feb. 2015; Jan. 2017)

**Food Service Fees**

“Food service fees” are defined as fees paid by students who elect to choose an institutional food service plan. Food service fees assessed to all undergraduate students, all full-time undergraduate students, or any standard subgroup of students based solely on grade level or previous credit hours earned, including food service fees due prior to registration that may be refunded later in the semester and food service fees for which the student receives a cash equivalent in the amount of the fee, are not considered an elective fee and must be approved by the Board of Regents as a mandatory student fee. This includes food service fees due prior to registration that may be refunded later in the semester and food service fees for which the student receives a cash equivalent in the amount of the fee. Institutions are permitted to may require meals plans for all students residing in on-campus housing regardless of academic grade level. The and such decision to assess food service fees to students residing in on-campus housing does not require approval by the Board of Regents.

*All food service fees assessed to students shall be annually approved by the USG chief fiscal officer, to become effective the following fall semester.* Food services operations must be structured with student affordability and operational efficiency as essential performance requirements. Institutions must be able to demonstrate that overhead costs are reasonable and comparable to peer institutions as a part of the fee approval process. Food service contracts with external suppliers must be procured and managed in accordance with procedures issued by the Board Treasurer, USG Chief Fiscal Officer.

~~All food service fees assessed to students shall be annually approved by the Board Treasurer, Chief Fiscal Officer, to become effective the following fall semester. (BoR Minutes, Jan. 2010; Feb. 2015; Jan. 2017)~~

**Other Elective Fees and Special Charges**

“Other elective fees and special charges” are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:

1. Resident hall deposits;
2. Penalty charges;
3. Non-mandatory parking fees and parking fines;
4. Library fines;
5. Laboratory fees;
6. Post office box rentals; and

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

7. Supplemental course material fees ~~to cover specific costs, such as art materials, course packets/kits, museum admissions, travel to off campus learning sites, safety equipment, software/videos, and special equipment.~~ (BoR Minutes, Jan. 2010; Feb. 2015)

Institutional presidents ~~are authorized to~~ **may** establish and adjust these fees, as appropriate, ~~but.~~ **Prior to implementation of such fees, institutions shall be required to** **must** report **any establishments and adjustments** to the Chancellor ~~any establishments and adjustments made thereto~~ under procedures established by the USG chief fiscal officer **prior to implementation of such fees.** (BoR Minutes, Jan. 2010)

**Continuing Education Fees**

Institutional presidents ~~shall be authorized to~~ **may** establish fees for non-credit-hour courses and programs as defined in **the Board Policy on Lifelong Education** [Section 5.2 of this Policy Manual](#).

7.3.2.3 Auxiliary and Fee Reserves

Institutions shall manage auxiliary and fee reserves prudently and ~~to~~ ensure self-supporting operations as specified in Board Policy 7.2.2-; Auxiliary Enterprise Revenues and Expenditures. Institutions must periodically review the existing reserves within their various auxiliary and student fee funds to ensure affordability for students while also ensuring adequate reserves to maintain operations, manage risk, and fund related capital expenditures. The results of this analysis and planned use of reserves shall be provided to the USG Office of Fiscal Affairs annually along with any recommendations for changes to fees and operations. (BoR Minutes, Jan. 2017)

**CURRENT POLICY LANGUAGE:**

7.3.3 Tuition and Fee Payment and Deferral

All tuition and fees (mandatory and elective) 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.

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

4. An institution may elect to collect fees specifically for housing on an installment basis, in advance of service provided (BoR minutes Jan. 2012).
5. An institution filing an approved plan with the Office of Fiscal Affairs may elect to collect tuition and mandatory fees on an installment basis, in advance of services provided (BoR minutes, April 2012).

**EDITED POLICY LANGUAGE:**

7.3.3 Tuition and Fee Payment and Deferral

All tuition and fees (~~mandatory and elective~~) are due and payable ~~upon registration~~ **on or before the last day of the drop/add period for the specific academic term**. 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.;
4. An institution may elect to collect fees specifically for housing **and dining** on an installment basis, in advance of service provided.;

An institution filing an approved plan with the Office of Fiscal Affairs may elect to collect tuition and ~~mandatory~~ fees on an installment basis, in advance of services provided (~~BoR minutes, April 2012~~).

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.5.3 Loan Funds for Matching Purposes

USG institutions 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 (BoR Minutes, 1958-59, pp. 209-10).

**EDITED POLICY LANGUAGE:**

7.5.3 Loan Funds for Matching Purposes

USG institutions shall administer student loan funds in accordance with federal and state regulations and private gift documents. USG institutions shall be authorized to may use money in student loan funds of the respective institutions for the purpose of to 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 (BoR Minutes, 1958-59, pp. 209-10).

**CURRENT POLICY LANGUAGE:**

7.6 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 in [Section 4.0, Travel, of the Business Procedures Manual](#), and shall constitute the official Policy of the Board governing travel by USG employees (BoR Minutes, 1980-81, pp. 55-59).

**EDITED POLICY LANGUAGE:**

7.6 Travel

The Georgia Statewide Travel Policy, which is issued by the State Accounting Officer, applies to all state agencies, including units of the University System of Georgia (USG). From time to time, the Board of Regents will may develop and approve new travel regulations as permitted by the Statewide Travel Policy. Any Ssuch regulations will be published and distributed periodically to the various operating units in [Section 4.0, Travel, of the Business Procedures Manual](#), and shall constitute the official Policy of the Board governing travel by USG employees (BoR Minutes, 1980-81, pp. 55-59).

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.7 Purchasing

Purchasing regulations will be published and distributed periodically to the various operating units in [Section 3.0, Purchasing and Contracts, of the Business Procedures Manual](#).

7.7.1 General Policy

The USG shall utilize the sources of the Georgia Department of Administrative Services (DOAS) 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 USG has title.

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

Funds held by USG institutions 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. Refer to [Section 14.0, Agency Funds, of the Business Procedures Manual](#) for more information on agency funds.

When purchases are made by a USG institution, 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.

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7.7.2 Employee Purchasing

*(Last Modified on October 10, 2013)*

Absent a specific and approved exemption in state law or as approved by the Chancellor, USG employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for USG operation (BoR Minutes, 1955-56, pp. 254-55; October 2013).

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**EDITED POLICY LANGUAGE:**

\*NOTE: Highlighted language in italics moved from elsewhere in policy section and from Section 7.9.1.

## 2. Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)

### 7.7 Purchasing and Contracting Regulations

The University System of Georgia (USG) operates in a complex purchasing and contracting environment, which is governed by laws of the State of Georgia, policies of the Board of Regents, and regulations of the Georgia Department of Administrative Services (DOAS), Georgia Technology Authority (GTA), and Georgia Office of the State Treasurer (OST). Purchasing and contracting regulations will be published and distributed periodically to the various operating units in [Section 3.0, Purchasing and Contracts, of the Business Procedures Manual](#).

*Except for the contracts for which authority is reserved by the Board or designated to the Chancellor by this Policy Manual, all contracts necessary for the daily operation of each USG institution and all contracts for goods and services not regulated by DOAS may be executed by the head of each institution or his or her designee.*

#### 7.7.1 General Policy

The USG and all of its institutions shall use utilize the sources of the Georgia Department of Administrative Services (DOAS) for all purchases unless granted permission by DOAS to make purchases directly, rather than establish a separate control purchasing office. In doing so, the Board directs that each of its USG institutions shall comply with the various statutes, rules, and regulations governing purchases with state-appropriated funds. In addition, the same regulations shall apply to and purchases from funds to which the USG has title. All purchasing by USG institutions will shall be centralized under the direct management and control of the chief business officer of the institution concerned.

Funds held by USG institutions 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. Refer to [Section 14.0, Agency Funds, of the Business Procedures Manual](#) for more information on agency funds.

When purchases are made by a USG institution, 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.

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#### 7.7.2 Employee Purchasing

Absent a specific and approved exemption in state law or as approved by the Chancellor, USG employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for USG operations (BoR Minutes, 1955-56, pp. 254-55; October 2013).

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

**CURRENT POLICY LANGUAGE:**

7.8 Insurance

7.8.1 Property Insurance

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

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7.8.2 Liability Insurance

7.8.2.1 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.

7.8.2.2 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. USG institutions shall bear the cost of the program as determined by the Board.

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**EDITED POLICY LANGUAGE:**

7.8 Insurance

7.8.1 Property Insurance

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

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2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

7.8.2 Liability Insurance

7.8.2.1 Automotive

Vehicles titled to the Board of Regents or vehicles on long-term lease arrangements **and the drivers of those vehicles shall** ~~are to be insured by the State Insurance Plan, as are the authorized drivers of those vehicles.~~

7.8.2.2 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 **in** and arising out of, or in the course of, their employment. USG institutions shall bear the cost of the program as determined by the Board.

**CURRENT POLICY LANGUAGE:**

7.9 Contracts

Contract regulations will be published and distributed periodically to the various operating units in [Section 3.0, Purchasing and Contracts, of the Business Procedures Manual](#).

7.9.1 Contracting Authority

Except for the contracts that are reserved to the Board or Chancellor by this Policy Manual, all contracts necessary for the daily operation of the institution and all contracts for goods and services not regulated by the Georgia Department of Administrative Services can be executed by the head of each institution or his/her designee. This limited delegation of contracting authority to the executive head of each institution or his/her designee is in addition to all other delegations contained in this Policy Manual.

**EDITED POLICY LANGUAGE:**

\*NOTE: Language incorporated into Section 7.7.

7.9 ~~Contracts~~ **Reserved**

~~Contract regulations will be published and distributed periodically to the various operating units in [Section 3.0, Purchasing and Contracts, of the Business Procedures Manual](#).~~ **[Reserved]**

2. **Approval Item: Revisions to Policy Manual Section 7 – Finance and Business (continued)**

7.9.1 Contracting Authority **Reserved**

~~Except for the contracts that are reserved to the Board or Chancellor by this Policy Manual, all contracts necessary for the daily operation of the institution and all contracts for goods and services not regulated by the Georgia Department of Administrative Services can be executed by the head of each institution or his/her designee. This limited delegation of contracting authority to the executive head of each institution or his/her designee is in addition to all other delegations contained in this Policy Manual.~~

**Reserved**

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## COMMITTEE ON REAL ESTATE AND FACILITIES

February 13, 2018

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## **AGENDA**

### **COMMITTEE ON REAL ESTATE AND FACILITIES**

**February 13, 2018**

**1. Revisions to Policy Sections 9.2, 9.4, 9.5, and 9.6**

Vice Chancellor for Facilities Jim James will present information on proposed Policy Manual revisions to subsections 9.2, 9.4, 9.5, and 9.6 under Section 9.0: Facilities. These revisions are the result of the ongoing Board of Regents' Policy Manual Review, and are intended to improve the organization of the Manual, simplify and provide for consistency in Policy language, and increase the overall efficiency of the Policy Manual.

The following pages contain the current policy language, edited policy language, and proposed new policy language for each affected subsection.

**CURRENT POLICY LANGUAGE:**

**9.2 Strategic Capital Planning**

**9.2.1 System-wide Multi-Year Planning and Funding Model**

[ Reserved ]

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**9.2.2 Campus Master Planning**

A master plan for capital development of each institution shall be maintained on a current basis in the office of the Board and at the institution. Development and maintenance of such plans shall involve continuous study by the office of the USG chief facilities officer under the supervision of the Chancellor and the respective institutions. The USG chief facilities officer shall periodically inform the Board of the scope and direction of campus master plans for capital development (BoR Minutes, May 1995).

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**EDITED POLICY LANGUAGE:**

\*NOTE: Highlighted language in italics moved from other portions of Section 9.2.2 and from Section 9.4.2.

**9.2 Strategic Capital Planning**

**~~9.2.1 System-wide Multi-Year Planning and Funding Model~~**

~~[ Reserved ]~~

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**9.2.21 Campus Master Planning**

~~A master plan for capital development of each institution shall be maintained on a current basis in the office of the Board and at the institution. Development and maintenance of such plans shall involve continuous study by the office of the~~ **Each** ~~University System of Georgia (USG) chief facilities officer under the supervision of the Chancellor and the respective institutions~~ **shall develop and maintain a master plan for campus development in consultation with the USG chief facilities officer.** ~~Institution presidents shall ensure that a current copy of the institution's master plan is on file at the System Office. The~~ **USG chief facilities officer shall periodically inform the**

Board of *institution planning efforts, including the scope and direction of campus master planning* for capital development (BoR Minutes, May 1995).

### **9.2.2 Master Planning Services**

Master planning for campus development combines short- and long-range focus; integrates multiple facilities, systems, and functions; and is typically comprehensive in scope. Institutions shall utilize qualified professionals for master planning related activities. In most cases, effective master planning requires the assistance of consultants. Institutions procuring consulting services for master planning related activities shall obtain prior approval from the USG chief facilities officer.

### **9.2.3 System Capital Plan**

*The Board of Regents shall periodically adopt a multi-year capital plan upon the recommendation of the Chancellor with the goal of meeting comprehensive system needs within the context of funding availability. Project evaluation is informed by system and institution strategic plans, facility condition and space utilization data, institution master plans, and other factors. The capital plan provides a foundation for the System's annual State capital budget request.*

The USG chief facilities officer shall make periodic requests to institutions to provide new and updated capital plan proposals and related information.

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## **PROPOSED NEW POLICY LANGUAGE:**

### **9.2 Strategic Capital Planning**

#### **9.2.1 Campus Master Planning**

Each University System of Georgia (USG) institution shall develop and maintain a master plan for campus development in consultation with the USG chief facilities officer. Institution presidents shall ensure that a current copy of the institution's master plan is on file at the System Office. The USG chief facilities officer shall periodically inform the Board of institution planning efforts, including campus master planning.

#### **9.2.2 Master Planning Services**

Master planning for campus development combines short- and long-range focus; integrates multiple facilities, systems, and functions; and is typically comprehensive in scope. Institutions shall utilize qualified professionals for master planning related activities. In most cases, effective master planning requires the assistance of consultants. Institutions procuring consulting services

for master planning related activities shall obtain prior approval from the USG chief facilities officer.

### **9.2.3 System Capital Plan**

The Board of Regents shall periodically adopt a multi-year capital plan upon the recommendation of the Chancellor with the goal of meeting comprehensive system needs within the context of funding availability. Project evaluation is informed by system and institution strategic plans, facility condition and space utilization data, institution master plans, and other factors. The capital plan provides a foundation for the System's annual State capital budget request.

The USG chief facilities officer shall make periodic requests to institutions to provide new and updated capital plan proposals and related information.

**CURRENT POLICY LANGUAGE:**

**9.4 Project Authorization**

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**EDITED POLICY LANGUAGE:**

**9.4 Capital Project Authorization, Procurement, and Contracting**

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**PROPOSED NEW POLICY LANGUAGE:**

**9.4 Capital Project Authorization, Procurement, and Contracting**

**CURRENT POLICY LANGUAGE:**

**9.4.2 Annual Plan for Capital Implementation**

The Board of Regents shall establish on an annual basis the projects to be included in the USG building program upon the recommendation of the Chancellor who shall take into consideration the funds available and the requests of the presidents of the institutions (BoR Minutes, August 2007).

**9.5.1 Project Delivery**

The Board of Regents shall use appropriate construction delivery methods in accord with current industry practices and under procedures and guidelines developed by the USG chief facilities officer (BoR Minutes, August, 2007).

**EDITED POLICY LANGUAGE:**

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

**~~9.4.2 Annual Plan for Capital Implementation~~**

~~The Board of Regents shall establish on an annual basis the projects to be included in the USG building program upon the recommendation of the Chancellor who shall take into consideration the funds available and the requests of the presidents of the institutions (BoR Minutes, August 2007).~~

**9.5.1 Project Delivery **Methods****

The Board of Regents shall use appropriate construction delivery methods in accordance with the State Construction Manual and current industry practices. *The USG chief facilities officer is responsible for developing related* ~~and under~~ procedures and guidelines developed by the USG chief facilities officer (BoR Minutes, August, 2007).

**9.5.1 Reserved**

[Reserved]

**PROPOSED NEW POLICY LANGUAGE:**

**9.4.2 Project Delivery Methods**

The Board of Regents shall use appropriate construction delivery methods in accordance with the State Construction Manual and current industry practices. The USG chief facilities officer is

responsible for developing related procedures and guidelines.

**9.5.1 Reserved**

[Reserved]

**CURRENT POLICY LANGUAGE:****9.5.2 Professional Services**

When any USG institution requires professional advice in laying out long-range plans for campus and plant development, the USG chief facilities officer may authorize the employment of a competent professional to gather necessary information and render needed services. The USG chief facilities officer shall inform the Board periodically of the progress of institution planning efforts (BoR Minutes, May 1995).

Facilities-related consultants, including but not limited to architects, engineers, landscape architects, interior designers, program managers, and facilities planners, shall be procured in accordance with Board of Regents procedures (BoR Minutes, September 1997).

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**EDITED POLICY LANGUAGE:****9.5.2 9.4.4 Professional Services Procurement**

~~When any USG institution requires professional advice in laying out long-range plans for campus and plant development, the USG chief facilities officer may authorize the employment of a competent professional to gather necessary information and render needed services. The USG chief facilities officer shall inform the Board periodically of the progress of institution planning efforts (BoR Minutes, May 1995).~~

Professional consulting services related to new construction, renovation and infrastructure projects, Facilities-related consultants, including but not limited to architects, engineers, landscape architects, interior designers, program managers, and facilities planners, shall be procured in accordance with the Building Project Procedures Manual. Board of Regents procedures (BoR Minutes, September 1997).

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**PROPOSED NEW POLICY LANGUAGE:****9.4.4 Professional Services Procurement**

Professional consulting services related to new construction, renovation and infrastructure projects, including but not limited to architects, engineers, landscape architects, interior designers, program managers, and facilities planners, shall be procured in accordance with the Building Project Procedures Manual.

**CURRENT POLICY LANGUAGE:**

**9.5.3 Construction Services**

[ Reserved ]

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**EDITED POLICY LANGUAGE:**

**9.5.3 9.4.5 Construction Services Procurement**

[-Reserved-]

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**PROPOSED NEW POLICY LANGUAGE:**

**9.4.5 Construction Services Procurement**

[Reserved]

**CURRENT POLICY LANGUAGE:****9.5.4 Furniture, Fixtures, and Equipment**

In connection with the development of a new facility at a USG institution, the cost of the purchase of essential furniture required to place the facility in operation shall be included in the total project budget of the facility. Such furniture shall be that required in addition to existing furniture that is suitable for moving into the new facility.

The purchase of instructional, administrative, operational, or maintenance equipment for use in a new facility shall be the responsibility of the institution. The Chancellor and his/her staff will cooperate with and assist the institution in securing whatever assistance in the purchase of equipment that may be available through special or restricted funds included in the total funds of the project other than bond funds (BoR Minutes, 1950-51, p. 199; 1950, p. 415; 1951-52, p. 10; 1952-53, pp. 4-5).

**EDITED POLICY LANGUAGE:**

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

**9.5.4 9.4.6 Furniture, Fixtures, and Equipment**

In connection with the development of a new **or renovated** facility at a USG institution, the cost of the purchase of **new** essential furniture, **fixtures, or equipment** required to place the facility in operation shall be included in the total project budget of the facility. ~~Such furniture shall be that required in addition to existing furniture that is suitable for moving into the new facility.~~

The purchase of instructional, administrative, operational, or maintenance equipment for use in a new facility shall be the responsibility of the **USG** institution. The Chancellor and his/ **or** her staff will ~~cooperate with and assist~~ **support** the institution in securing ~~whatever assistance in the purchase of equipment~~ **aid** that may be available through special or restricted funds included in the total funds of the project other than bond funds ~~to assist in the purchase of such equipment (BoR Minutes, 1950-51, p. 199; 1950, p. 415; 1951-52, p. 10; 1952-53, pp. 4-5).~~ **Purchasing regulations for the procurement of furniture, fixtures, and equipment will be published in the Business Procedures Manual.**

**9.5.4 Reserved**

**[Reserved]**

**PROPOSED NEW POLICY LANGUAGE:**

**9.4.6 Furniture, Fixtures, and Equipment**

In connection with the development of a new or renovated facility at a USG institution, the cost of the purchase of new essential furniture, fixtures, or equipment required to place the facility in operation shall be included in the total project budget of the facility.

The purchase of instructional, administrative, operational, or maintenance equipment for use in a new facility shall be the responsibility of the USG institution. The Chancellor and his or her staff will support the institution in securing aid that may be available through special or restricted funds included in the total funds of the project other than bond funds to assist in the purchase of such equipment. Purchasing regulations for the procurement of furniture, fixtures, and equipment will be published in the Business Procedures Manual.

**9.5.4 Reserved**

[Reserved]

**CURRENT POLICY LANGUAGE:**

**9.6.2 Required Reporting**

The USG chief facilities officer shall inform the Board periodically on the volume, scope, and progress of capital projects. An annual report on Board of Regents facilities design and construction-related contracting, including information on levels of authority delegated to institutions, and qualifications-based selections, shall be provided to the Board at the first Board meeting following the end of the calendar year (BoR Minutes, August, 2007).

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**EDITED POLICY LANGUAGE:**

\*NOTE: Highlighted language in italics moved from elsewhere in policy section.

**9.6.2 9.4.7 Required Reporting**

The USG chief facilities officer shall ~~inform the Board periodically on the volume, scope, and progress of capital projects. An annual report on~~ **to the** Board of Regents **annually about** facilities design and construction-related contracting, ~~including information on levels of authority delegated to institutions, and~~ **using** qualifications-based selections, ~~shall be provided to the Board at the first Board meeting following the end of the calendar year (BoR Minutes, August, 2007).~~

**9.6.2 Reserved**

[Reserved]

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**PROPOSED NEW POLICY LANGUAGE:**

**9.4.7 Required Reporting**

The USG chief facilities officer shall report to the Board of Regents annually about design and construction-related contracting using qualifications-based selections.

**9.6.2 Reserved**

[Reserved]

**CURRENT POLICY LANGUAGE:****9.6.3 Debarment**

A design professional, consultant, or contractor may be debarred from performing any work, in any capacity, for the Board of Regents for a period of time up to five (5) years from the date of determination. This sanction may be imposed by the Chancellor as the final agency decision based on the recommendation by a hearing panel comprised of the USG chief facilities officer or his/her designee and two (2) other members appointed by the USG chief facilities officer.

Cause for debarment will include:

1. Commission of a criminal act in obtaining or attempting to obtain a contract or in the performance of a contract;
2. Any act indicating a lack of business integrity or business honesty;
3. Violation of state or Federal antitrust statutes;
4. Deliberate failure without good cause to perform under the terms of a contract with the Board of Regents;
5. Unsatisfactory performance under the terms of a contract with the Board of Regents;
6. Any violation of the conflict of interest statutes of the State of Georgia; or,
7. Any other cause so serious and compelling as to affect the responsibility of the design professional, consultant, or contractor.

(BoR Minutes, October, 2000).

**EDITED POLICY LANGUAGE:****9.6.3 9.4.8 Debarment**

A design professional, consultant, or contractor may be debarred from performing any work, in any capacity, for the Board of Regents for a period of time up to five (5) years from the date of determination. This sanction may be imposed by the Chancellor as the final agency decision based on the recommendation by a hearing panel comprised of the USG chief facilities officer or his/ or her designee and two (2) other members appointed by the USG chief facilities officer. Procedures for debarment shall be published under guidelines and procedures issued by the USG chief facilities officer.

Cause for debarment will include:

1. ~~Commission of a criminal act in obtaining or attempting to obtain a contract or in the performance of a contract;~~
2. ~~Any act indicating a lack of business integrity or business honesty;~~

- ~~3. Violation of state or Federal antitrust statutes;~~
- ~~4. Deliberate failure without good cause to perform under the terms of a contract with the Board of Regents;~~
- ~~5. Unsatisfactory performance under the terms of a contract with the Board of Regents;~~
- ~~6. Any violation of the conflict of interest statutes of the State of Georgia; or,~~
- ~~7. Any other cause so serious and compelling as to affect the responsibility of the design professional, consultant, or contractor.~~

(BoR Minutes, October, 2000)

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**PROPOSED NEW POLICY LANGUAGE:**

**9.4.8 Debarment**

A design professional, consultant, or contractor may be debarred from performing any work in any capacity for the Board of Regents for up to five years from the date of determination by the Chancellor based on the recommendation by a hearing panel comprised of the USG chief facilities officer or his or her designee and two other members appointed by the USG chief facilities officer. Procedures for debarment shall be published under guidelines and procedures issued by the USG chief facilities officer.

**2. Interdisciplinary STEM Research Building, Project No. J-314, Parking Deck Addition, University of Georgia**

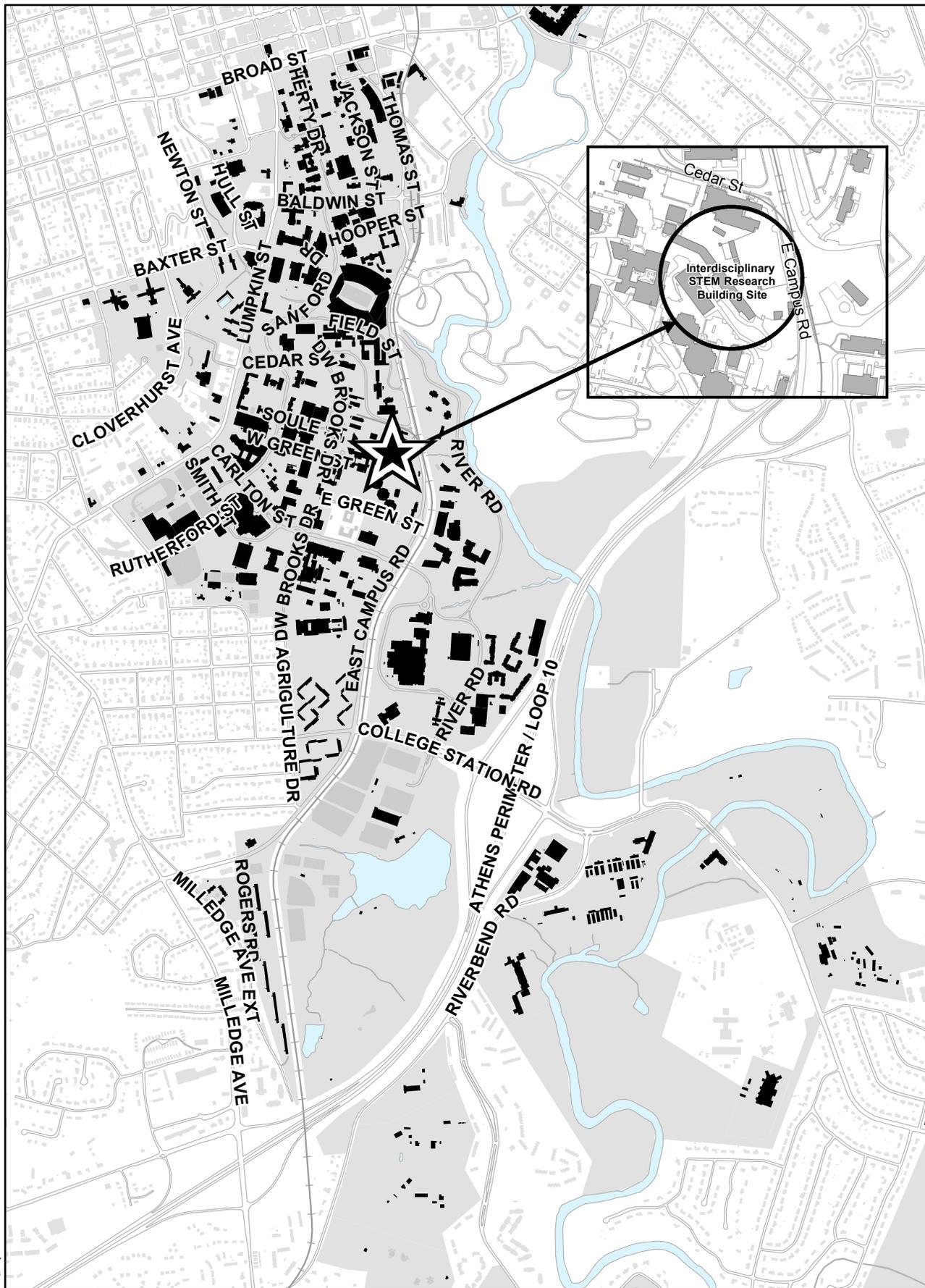
The University of Georgia (“UGA”) proposes to design and construct a 350-to-400 space structured parking deck that would be integrated with one or both of the Interdisciplinary STEM Research Buildings (“I-STEM Buildings”) planned for the South Campus precinct of the main campus. The new structured parking deck would compensate for the loss of approximately 165 existing surface parking spaces on the proposed construction site and would result in a net gain of available parking in this area of campus.

The optimal configuration of the parking deck as it relates to the site and the proposed I-STEM Buildings was determined through a master plan concept that factored site topography, energy considerations, campus architectural design principles and context, and neighboring buildings and relationships. Design and construction of the deck would be added to the scope for J-314 I-STEM Research Building, which would ensure cohesion between the two structures and a potential future I-STEM Research Building. Additionally, simultaneous design, construction and installation of related utilities for the parking deck and the I-STEM Buildings would result in significant financial and schedule savings.

The total project budget for the parking deck and associated infrastructure improvements is estimated at \$14,650,000, which would be funded from auxiliary reserve and indirect cost recovery funds. Board approval will be requested at a future meeting to amend the budget for the J-314 I-STEM Research Building to include these funds and the additional scope.



Location Map: I-STEM Research Building, Parking Deck Addition



**3. Authorization of Project No. BR-30-1802, Renovation of Building 032 for ACC Network Production, Georgia Institute of Technology**

Recommended: That the Board authorize Project No. BR-30-1802, Renovation of Building 032 for ACC Network Production, Georgia Institute of Technology (“GIT”), with a total project budget of \$10,000,000. Funding would be provided by the Georgia Tech Athletic Association (“GTAA”).

Understandings: In January 2018, the Board was informed about GIT’s intent to convert the existing Facilities Administration building into a high definition production facility (“HD Production Facility”) for events to be broadcast on ESPN’s Atlantic Coast Conference (“ACC”) Network. The renovation of Building 032, which encompasses 6,350 square feet, would occur in three phases: (1) demolition of existing interior walls to allow space fit-up for a central production facility; (2) installation of program production equipment and infrastructure to allow the facility to act as a central production hub for all athletic facility venues; and (3) development of a new fiber optic infrastructure between the central production facility and GIT’s sports venues.

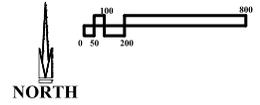
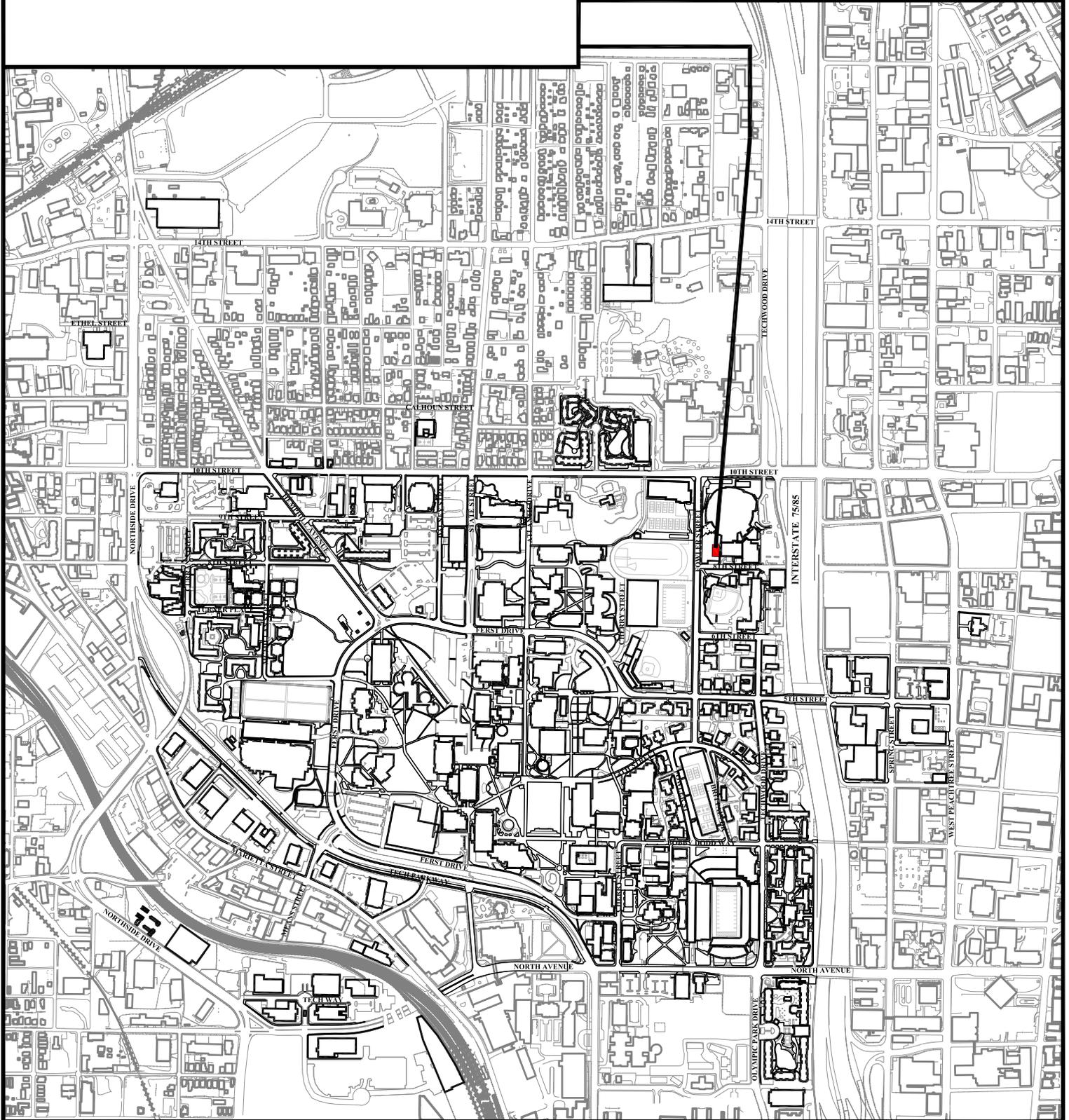
The HD Production Facility would include control rooms, a small production studio, support spaces and staff offices. The new fiber optic infrastructure would support productions originating from the sports venues and produced in the facility’s control rooms. The structure would also be upgraded to meet current life safety and ADA requirements.

Completion of this project would allow GIT to meet the ACC’s requirement to have production facilities on-site and would result in the sharing of revenues generated from the ACC’s contract with ESPN. GTAA’s expenses for the project would be offset by GIT’s ACC Network revenue share, with the return on investment expected to take approximately eight to ten years.

If authorized by the Board, the University System Office staff and GIT will proceed with design and construction of the project in accordance with Board of Regents procedures.

# ACC Network Production Center

Georgia Institute of Technology Campus Map February 2018



4. **Authorization of Project No. BR-68-1801, Gainesville Loop Road, University of North Georgia**

Recommended: That the Board authorize Project No. BR-68-1801, Gainesville Campus Loop Road, University of North Georgia (“UNG”) with a total project budget of \$1,950,000, to be funded from institutional funds.

Understandings: Construction of an additional vehicular road with ingress and egress to Mundy Mill Road is considered an essential step in alleviating current traffic congestion on UNG’s Gainesville campus. Gainesville Loop Road would serve as an alternative to Mathis Drive, allowing for safer pedestrian movements across the campus. Originally recommended as part of the recent UNG Facilities Master Plan, need for this new thoroughfare was validated by an independent traffic study that modeled the proposed road’s effect on existing campus vehicle movements.

The estimated construction cost for this project is \$1,600,000. The project is consistent with UNG’s master plan.

If authorized by the Board, the University System Office staff and UNG will proceed with design and construction of the project in accordance with Board of Regents procedures.

# Gainesville Loop Road, University of North Georgia

## BUILDING PROJECTS (G.B)

### New Buildings

- G.B1 Lanier Tech
- G.B2a Student Center Expansion Option a
- G.B2b Student Center Expansion Option b
- G.B3 Music Building Renovation
- G.B4 Science Building Addition
- G.B5 Library Expansion
- G.B6 Strickland Building Addition
- G.B7 P.E. Center Expansion
- G.B8 P.E. Center Addition
- G.B9 Parking Deck (P.E. Center)
- G.B10 Parking Deck (Landon Education Bldg)
- G.B11 Performing Arts Building Expansion
- G.B12 Student Housing

## CAMPUS IMPROVEMENT PROJECTS (G.C)

- G.C1 New Loop Road
- G.C2 Campus Drive Extension
- G.C3 Mathis Drive Promenade
- G.C4 Mathis Plaza
- G.C5 Streetscape Enhancements
- G.C6 Pathway Enhancements
- G.C7 Mills Pond Plaza
- G.C8 Recreation Fields



FIG. 4 UNG GAINESVILLE CAMPUS  
Illustrative Plan



5. **Appointment of Construction Management Firm, Project No. BR-30-1707, Renovation of Instructional Space (Howey Physics Building), Georgia Institute of Technology**

Recommended: That the Board approve the ranking of the construction management firms named below for the identified project and authorize contract negotiations to proceed with the top-ranked firm. Should it not be possible to execute a contract with the top-ranked firm, staff would then attempt to execute a contract with the other listed firms in rank order.

A qualifications-based selection process was held in accordance with Board of Regents procedures to identify and rank firms. The following recommendation is made:

**Project No. BR-30-1707, Renovation of Instructional Space (Howey Physics Building), Georgia Institute of Technology**

Project Description: Authorized by the Board in October 2017, this project will involve the renovation of approximately 15,300 square feet of existing space on the first floor of the Howey Physics Building, which was constructed in 1967. The project will create improved learning spaces for students while allowing GIT to address the critical need for flexible instructional space for its growing population.

The scope of work for this project includes the renovation of five lecture halls, the installation of new audio-visual technology, updates to furnishing and finishes, and upgrades of the mechanical, electrical, and plumbing systems. Asbestos and lead paint will be removed and modifications for ADA compliance will be installed. The design of the associated lobby will improve circulation and provide additional space for students to study and interact between classes. The restrooms will also be updated to provide efficient fixtures in accessible space.

Total Project Cost:	\$8,339,000
Construction Cost (Stated Cost Limitation):	\$6,261,000

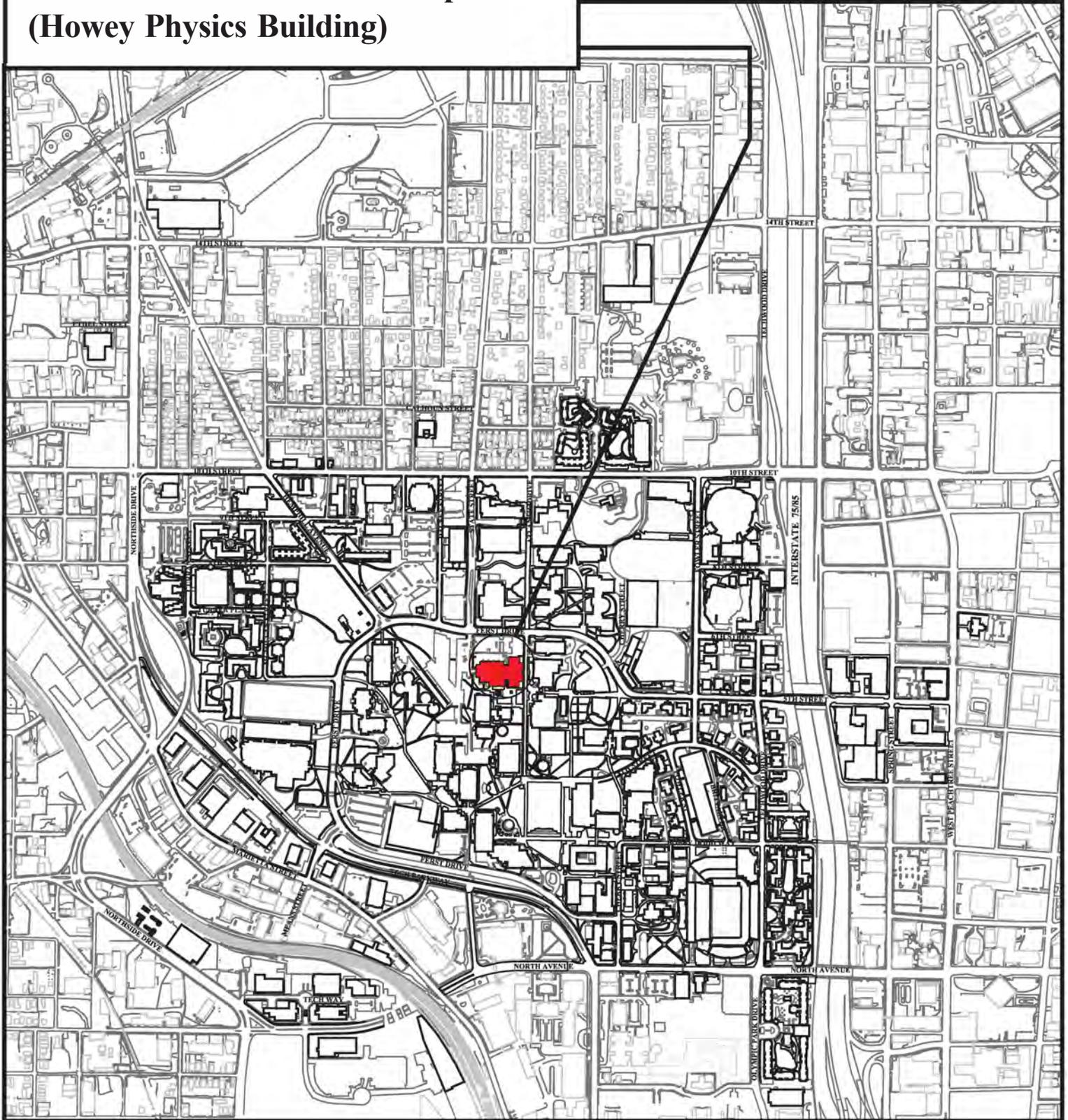
Number of firms that applied for this commission: 21

Recommended firms in rank order:

- 1)
- 2)
- 3)

# Renovation of Instructional Space (Howey Physics Building)

Georgia Institute of Technology Campus Map February 2018



**6. Approval of Ground Lease and Rental Agreement, Project No. PPV-30-1701, Dalney Street Parking Deck and Office Building, Georgia Institute of Technology**

Recommended: That the Board declare approximately 1.77 acres of real property (the “Property”) on the Georgia Institute of Technology (“GIT”) campus, to be no longer advantageously useful to GIT or other units of the University System of Georgia, but only to the extent and for the purpose of allowing this real property to be ground leased to Georgia Tech Facilities, Inc. or an affiliated special purpose entity created for the purpose of this transaction (“GTFI”) for the construction of a 784-space structured parking facility with adjoining office space totaling approximately 54,500 square feet (“SF”) (the “Project”).

Recommended further: That the Board authorize the execution of a ground lease (the “Ground Lease”) of the Property and the grant of any necessary access and use easements, between the Board of Regents, as Lessor and Grantor, and GTFI, as Lessee and Grantee, for a construction term not to exceed two (2) years, and a primary term not to exceed twenty-nine (29) years from the date GTFI obtains a certificate of occupancy for the Project, along with an option to renew the Ground Lease for up to an additional five years should there be debt outstanding at the end of the primary term.

Recommended further: That the Board authorize the execution of a rental agreement between GTFI, as Landlord, and the Board of Regents, as Tenant, for the Project for the period commencing on the first day of the month after GTFI obtains a certificate of occupancy for the Project, and ending the following June 30 at a base rent not to exceed \$2,460,000 per year, along with an option to renew annually for up to thirty (30) consecutive, one-year periods.

Understandings: In May 2017, the Board authorized Project No. PPV-30-1701 to construct a structured parking and office facility utilizing lease revenue bond financing and other fund sources for the total project cost of approximately \$39,000,000. The Project’s office space, which will be used by the Georgia Tech Research Corporation (“GTRC”), and its convenient parking for public and private sector partners would serve to improve GIT and GTRC’s abilities to secure grants and sponsored research funding.

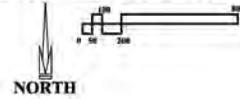
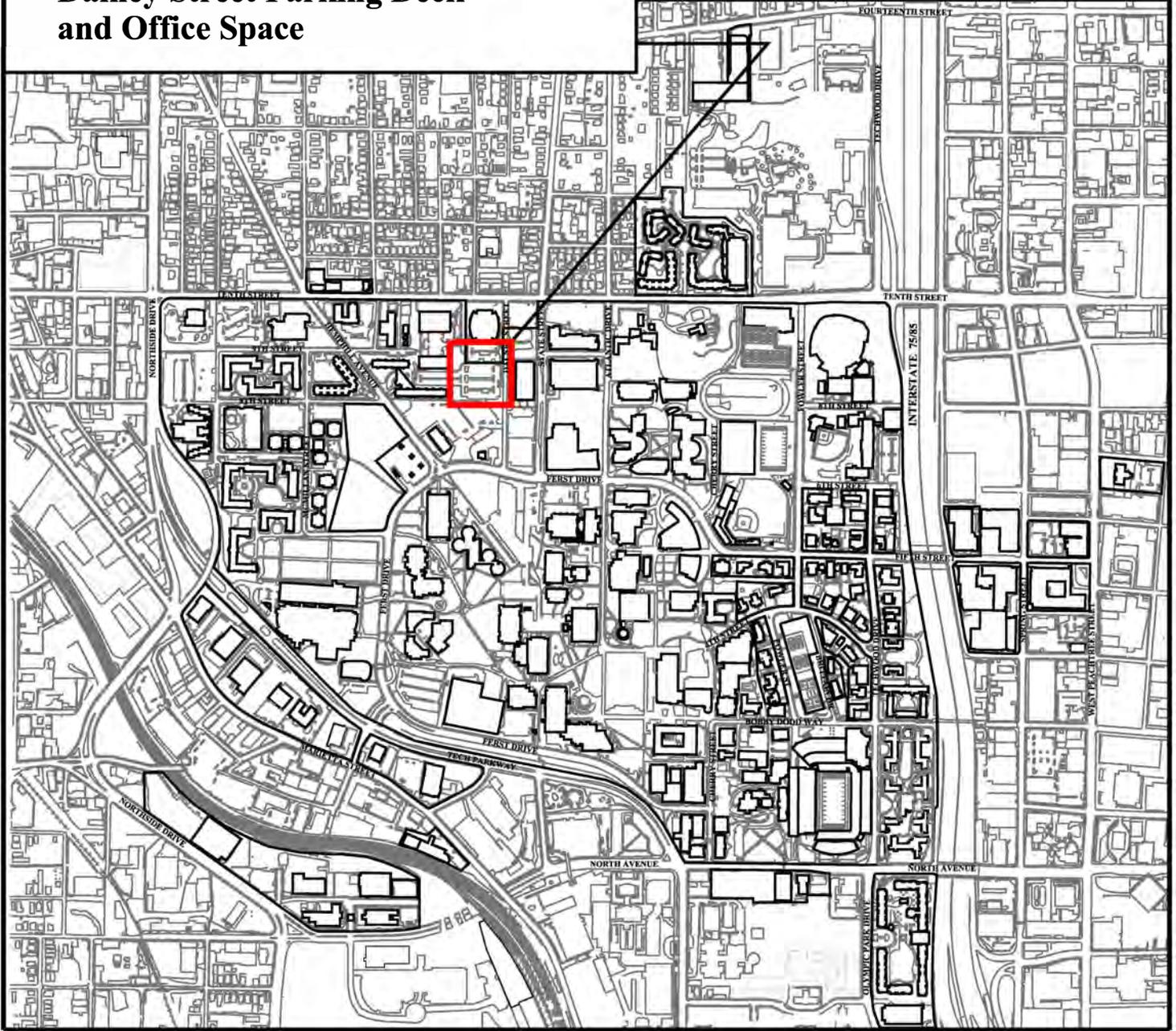
Consistent with the continued development of the Campus Eco-Commons Master Plan, the final Project design may also include integrated space for innovative building water reclamation technologies and performance landscaping features designed to improve storm water management. GTFI will contract for and facilitate the planning, design and construction of the Project.

GTFI anticipates securing financing in March, with Project construction to start immediately thereafter and complete by August 2019.

At the end of the term of the ground lease and/or upon termination of financial obligations, the Project (or portions thereof) and all associated real property, all improvements and any accumulated capital reserves will revert to the Board for the continued benefit of GIT.

# Dalney Street Parking Deck and Office Space

Georgia Institute of Technology Campus Map, February 2018



7. **Naming of Facility, University of Georgia**

Vice Chancellor for Facilities Jim James will request that the Board approve the naming of a facility at the University of Georgia.

## AGENDA

### COMMITTEE ON INTERNAL AUDIT, RISK, AND COMPLIANCE

February 13, 2018

**Agenda Item** **Page No.**

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#### INFORMATION ITEMS

1. Internal Audit will provide a presentation of the trends identified using audit reports issued from July 1, 2017 to December 31, 2017. 1
  
2. Executive Session 1

## AGENDA

### COMMITTEE ON INTERNAL AUDIT, RISK, AND COMPLIANCE

February 13, 2018

1. **Information Item: Audit Reports – Trend Analysis**

Internal Audit will provide a presentation of the trends identified using audit reports issued from July 1, 2017 to December 31, 2017.

2. **Executive Session**

The Committee will enter executive session to discuss personnel matters.

**AGENDA**

**JOINT COMMITTEES ON FINANCE AND BUSINESS OPERATIONS AND REAL  
ESTATE AND FACILITIES**

**February 13, 2018**

<b>Agenda Item</b>	<b>Page No.</b>
1. Executive Session	1

## **AGENDA**

### **JOINT COMMITTEES ON FINANCE AND BUSINESS OPERATIONS AND REAL ESTATE AND FACILITIES**

**February 13, 2018**

**1. Executive Session**

The Committees will discuss real estate matters in Executive Session.